

**IMPERIAL DOVE COURT
de FRESNO/MADERA,
INC.**



BYLAWS

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Preamble

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 objects of which shall be: to cultivate friendship among its members; to promote harmonious relations between members and community; to place the members of this community on a higher plane of understanding and concern for their fellow man; and to be of assistance and aid to all who are in need, if it is within our power to do so. The Imperial Dove Court de Fresno/Madera, Inc. welcomes members and provides support regardless of race, creed, color, gender and/or sexual orientation.

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.

ARTICLE I - ORGANIZATION

Section 01.00 - Name

This corporation shall be known as The Imperial Dove Court de Fresno/Madera, Inc.

Section 02.00 - Jurisdiction

1. The geographical boundaries of this corporation shall be the counties of Fresno, Madera, Tulare, Kings, and Kern Counties. Any individual residing within those boundaries is eligible for membership.
2. The Board shall set the geographical boundaries of this corporation.

Section 03.00 - Headquarters

The headquarters of this corporation shall be located within the metropolitan area of the city of Fresno.

Section 04.00 - Organization and Purpose

1. This corporation is a nonprofit corporation and is not organized for the private gain of any person.
2. This corporation is organized under the Nonprofit Public Benefit Corporation Law for Charitable causes.
3. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
4. The primary purpose of this corporation is to sponsor activities to raise funds for charitable causes.
5. The general purpose of this corporation is:
 - A. To have and exercise all rights and powers conferred upon nonprofit corporations under the laws of California and the Federal government of The United States of America, including, but not limited to, the power to contract and rent, or sell real or personal property.

Section 05.00 - Exempt Activities

1. Notwithstanding any other provisions of these bylaws, this corporation shall not carry on any activities not permitted to:
 - A. A corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
 - B. A corporation contribution to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
2. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section 06.00 - Fiscal Year

The fiscal year of this corporation, for accounting and reporting purposes, shall be the twelve-month period beginning July first (1st) and ending June thirtieth (30th).

ARTICLE II - DEFINITIONS AND CONSTRUCTION OF TERMS

Section 01.00 - Definitions

As used in their bylaws, unless the context or subject matter otherwise requires:

Board	The Board of Directors of the Fresno Court.
Coronation	The meeting held to crown the Heads of State.
Court Meeting	The regularly scheduled monthly meeting.
Court Member	The Members of the Imperial Family and any person invested with a title by the Heads of State.
Fresno Court	The Imperial Dove Court de Fresno/Madera, Inc.
Heads of State	The reigning Emperor and Empress.
Honorary Title	Including the words "for life," means any title invested by the Heads of State, containing the word "honorary," and shall entitle the person to become a member of that Court without the right to hold office or vote.
IDC	The Imperial Dove Court de Fresno/Madera, Inc.
Imperial Family	The Heads of State, all past Heads of State, the King Father, the Queen Mother, ¹ and any Emperor or Empresses of another Empire made Honorary Emperor/Empress of Fresno with all rights and privileges approved by the Board of Directors.
Invest	The joint giving of a title by the Heads of State.
Investitures	The public ceremony at which the Heads of State invest titles to create members, other than the Imperial Family, of the Court.
Non-Voting Member	A Court member without voting status.
Notice	Any form of telephonic, verbal, or written communication including electronic mail (e-mail) or Facsimile (Fax).
Out-of-Town-Court	Any recognized Court other than the Imperial Dove Court de Fresno and Madera, Inc.
Regent (Interim Monarch)	Any (Interim Monarch) successfully completing their reign and approved by the Board of Directors to be Imperial Family will be known as Emperor for the office and title of Regent Emperor and will be known as Empress for the office and title of Empress. Prior to November 5, 2012 Regents were referred to as "Non-elected Head of State". ²
State Function	Any coronation, investiture, and any other function as determined by the Heads of State.
Voting Member	A Court member with voting status.

Section 02.00 - Construction of Terms

1. "Shall is mandatory, and "may" is permissive.
2. The past, present and future tense shall each include the others.
3. The singular and plural shall include the other.
4. Words used in the masculine gender shall include the feminine and neuter.

ARTICLE III - IMPERIAL FAMILY

All members of the Imperial Family shall have Court voting status for life.

¹ Amended December 2012

² Amended April 2016

ARTICLE IV - BOARD OF DIRECTORS

Section 01.00 - Membership

1. Member of the Board shall be:
 - A. The reigning Emperor and Empress.
 - B. The Imperial Crown Prince and Princess.
 - C. Officers of the Court: Secretary, Treasurer, and Parliamentarian.
 - D. A minimum of three (3) and maximum of five (5) members of the Imperial Family, who shall be nominated at the time of nomination of Court officers and shall be elected at the time of election of court officers.
 - E. ICS Parliament Representative and Alternate.
 - i) The ICS Parliament Representative and Alternate shall serve ex-officio with voice and no vote.
 - ii) ICS Parliament Representative and Alternate shall be nominated at the time of the nominations of Court officers and elected at the time of election of Court officers.
 - iii) The position of ICS Parliament Representative is a two-year position, the first year being served as Alternate and if ratified by the Court after the first year, the second as Representative.
 - iv) Meeting of the Bylaw Revision Committee shall be open to any member of the IDC and the general public.
 - v.) The Alternate of the previous Reign shall be placed automatically on the ballot for the position of ICS Parliament Representative. No other nominations are in order at that time. If the Alternate fails to receive a majority of the votes cast for ICS Parliament Representative, nominations shall be opened for a second ballot. If nominated, the Alternate may be a candidate on the second ballot. The nominee receiving the largest number of votes on the second ballot shall serve as ICS Parliament Representative for a one-year term.
2. Members of the Imperial Family shall be elected to The Board as follows:
 - A. A minimum of five (5) members of the Imperial Family shall be nominated by The Court to serve on the Board.
 - B. In the event that five (5) members of the Imperial Family are not nominated, The Court shall nominate, from its membership, at-large candidates sufficient to bring the minimum number of nominations of five (5).
 - C. The Ballot shall list all nominees, from which the voting membership of The Court shall each vote for five (5).
 - D. The five (5) nominees with the largest number of votes shall be elected to The Board of Directors.
 - E. In the event of a tie, a runoff election shall be held among the remaining nominees for the fourth position.
3. The minimum number of Board members, including the elected officers of The Court, the Imperial Crown Prince and Princes, and the Heads of State, will be ten (10), and the maximum number of Board members as outlined above will be (12).
4. All Board members, including Imperial Family, shall maintain active voting status on The Court and The Board, as set forth in Article VI, Section 03.00 of these Bylaws.
5. Any Board member who loses or forfeits his or her voting status will be replaced by an at-large member, which may include the Imperial Family, to be elected by The Court membership at the first Court Meeting following the vacancy.
6. Any Board member who misses two (2) of the regular Board Meetings specified in Article IV Section 03.00, Paragraph 2 of these bylaws will lose their Board voting status.
7. Any Board Member, excluding the currently reigning monarchs, may be removed from office by a 2/3 majority vote of the Court membership. Voting on such a motion shall be made by ballot.

Section 02.00 - Responsibilities and Duties

1. The Board will be the ultimate governing body of the Fresno Court. It is the responsibility of The Board to always serve the best interests of the Fresno Court, its members, and the community. The Board will always consider and evaluate the opinions and recommendations of others before reaching a decision. Rulings on matters before The Board will constitute the final judgment of the Fresno Court.
2. The duties of The Board will be to:
 - A. Elect its own officers.
 - B. Be involved in the activities of The Court.
 - C. Act as advisor to The Court.
 - D. Enforce, interpret, and resolve any conflicts that may arise concerning these bylaws.
 - E. Conduct quarterly audits of all secretarial and financial procedures of The Court.
 - F. Screen applicants for Emperor and Empress.
 - G. Submit any resignation of a Head of State to the Executive Secretary within twenty-four (24) hours after receipt of the written resignation.
 - H. Call special meetings of The Board, if petitioned to do so by a quorum of The Board.
 - I. At its July Board meeting, review with the newly elected monarchs the events that have been booked for the current and following reigns. Where event bookings for the current year and next year's reign seem inadequate to permit traditional Imperial Dove Court events to take place, direct the Chair to contact venues to make such bookings. A list of venues to be contacted are the Fresno County Plaza (formerly the Del Webb), the Texas Flat Campground, and the D&D Ranch. Other venues may be contacted for bookings where appropriate.
 - J. In the event that there is not a newly elected Emperor and/or Empress the board will remain in place until a new Monarch is appointed as outlined in Article V Sect 3 Paragraph 6²⁻⁵

Section 03.00 - Meetings

1. A quorum of not less than seven (7) board members shall be required to conduct any meeting of The Board.
 2. The Board shall hold not less than one (1) meeting in each of the months of July, October, January, and April at a time and place to be decided by The Board.
 3. Special Meetings of The Board shall be held only after a minimum of twenty-four (24) hours advance notice is given to all Board members. Notice may be given by telephone. The secretary shall request confirmation, when personal contact has not been made to a Board member.
 4. Any matters not set forth on the agenda shall not be considered by The Board at any meeting, except as provided for under "New Business."
 5. All Board members, excluding the Chair shall have equal voting rights. The Chair shall vote only in the following circumstances:
 - A. To break a tie.
 - B. To cast a vote to cause a motion requiring a two-thirds vote to pass.
 - C. To cast a vote to cause a motion requiring a two-thirds vote to fail.
 6. A two-thirds vote of those Board members present at any meeting is required to pass any matter before The Board except as provided in Article VII, Section 02.00 Paragraph 1 (c), which requires a majority vote.
 7. A meeting of The Board may be of neither more than three (3) hours duration nor conducted beyond 10:00 pm without a motion to the board.
 8. There shall be no Executive Sessions of The Board of Directors.
 9. Any procedures for conducting meetings, not set forth in these bylaws, shall be in accordance with the most recent edition of Roberts Rules of Order on file with the Parliamentarian.
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^{2.5} Amended April 2016

Section 04.00-Officers

1. The Officers of The Board shall be:
 - A. Chair
 - B. Executive Secretary
 - C. Executive Treasurer
 - D. At-large Officers elected by The Court as provided by this section.
 - E. Such other officers as The Board may provide.
2. Officers shall be elected by The Board from its membership excluding the reigning Monarchs and Court officers, at its July meeting each year. In the event that there are more than two candidates for any office, run-off elections shall be held between the top two candidates whenever no candidate gets a majority of the votes cast in the election.
3. The terms of the officers shall be from The Board's July meeting and continue until a successor is elected.
4. Vacant Board offices shall be filled as follows:
 - A. If a Board officer cannot fulfill their term for any reason, The Board shall have thirty (30) calendar days from the date the vacancy occurred to elect a new officer from its membership to fulfill the term.
 - B. If the membership fails to fill the vacant officer's position within thirty (30) calendar days, The Court membership-at-large shall have an additional thirty (30) days to elect a replacement officer from its membership to fulfill the term.
5. A Board Officer may be removed from office for failure to perform the duties of such office upon a motion to The Board.
6. The duties of the Chair shall be to:
 - A. Preside over all meetings of The Board.
 - B. Prepare the agenda for any Board meeting.
 - C. Be a co-signer on all Court bank accounts.
 - D. Call special meetings of The Board.
 - E. When directed by the Board at the July Board meeting, make bookings for the traditional events of the Imperial Dove Court's current and next reign. Report the booking to the reigning monarchs and to the Court membership as soon as possible.
7. The duties of the Executive Secretary shall be to:
 - A. Maintain the permanent files and records, except the Treasurer's financial files and records, of the corporation, including a copy of the minutes of all Court and Board meetings.
 - B. Be a co-signer on all Court bank accounts.
 - C. Supervise the quarterly audit of the Court Secretary's files and records and place any closed files and records in the permanent files.
 - D. Perform the duties of Court Secretary upon request of the President.
 - E. Notify each Board member of the resignation of either Head of State within twenty-four (24) hours of receipt of the written resignation.
 - F. At the quarterly audit shall collect from the Court Secretary a copy of all documents produced by the Court Secretary during that quarter and place them in the permanent files.
 - G. To work together with the Court Secretary to establish/maintain an E-mail roster of Imperial Family, lifetime title holders, past and present court members to be used to keep them informed of upcoming events.³

³ Added July 2012

8. The duties of the executive treasurer shall be to:
 - A. Maintain the permanent financial files and records of the corporation.
 - B. Be primary co-signer on all court bank accounts.
 - C. Supervise the quarterly audit of the court treasurer's files and records and place any closed files and records in the permanent files.
 - D. Close the corporate books at the end of the fiscal year and submit same to an outside auditor.
 - E. Prepare and file all reports, returns, or other matters required by any governmental agency.
 - F. Have the authority to close any bank account maintained by the corporation and confiscate any financial files or records maintained by the court treasurer at any time when so requested by the board or with the consent of the Chair.
 - G. Deposit all revenues collected into the general fund.
 - H. Prepare and sign all checks.
 - I. Maintain and make disbursements from the general fund as follows:
 - In the form of a check only.
 - Checks shall be co-signed by one (1) of the Board officers, preferably the Executive Treasurer.

Section 05.00-Committees

1. The Board of Directors shall establish and maintain the following standing committees:
 - A. Bylaw Revision Committee
 - i) The Bylaw Revision Committee shall be composed of the Parliamentarian (Chair), President of the Board (Vice-Chair), The Head(s) of State, and two members-at-large, who shall not be a member of the Imperial Family.
 - ii) The Bylaw Revision Committee shall meet and review any proposed amendment to the bylaws between its first reading (Article VIII Section 1(b)) and the meeting at which it is discussed and voted upon (Article VIII Section 1(c)).
 - iii) The Bylaw Revision Committee may meet and develop its own bylaw amendments to be submitted to the Court for approval as specified in Article VIII.
 - iv) Meeting of the Bylaw Revision Committee shall be open to any member of the IDC and the general public.
 - v) The Recommendations of the Bylaw Revision Committee shall be voted upon only by recognized members of the committee (see Article IV Section 05.00 1(a)(i), and the results of that vote attached to the recommendation presented at the Court meeting at which the proposed amendment is being discussed. The recommendations of the Committee and the results of the vote shall be read by one or more members of the Committee in open Court.
 - B. Coronation Committee
 - i) The Coronation Committee shall consist of the Head(s) of State, the Chairman of the Board, the Coronation Coordinator (Chair, appointed by the Head(s) of State), the Chair and two Imperial Family Members.
 - ii) The Coronation Committee shall be responsible for developing and submitting a Coronation Budget to the Court for approval.

- C. Communications Committee⁴
- i) The Communications Committee shall consist of the Executive Secretary (Chair), Head(s) of State, the Chairman of the Board and any other member of the Court that would like to participate.
 - ii) The primary purpose of the Communications Committee is to provide and promote positive and accurate messages regarding the IDC in all facets of its operations.
 - iii) The responsibilities of the Communications Committee are not limited to, but specifically include Public Relations, Event Promotions, the IDC's Internet, computer or cell-based presence (website, social media, texting, instant messaging, chat messaging, blogging) and any other like current (including print, newspaper, magazine or postal) or future conveyances of information that may be used.
 - iv) The Communications Committee is responsible to assist the Board, Heads of State and event chairpersons in promoting current and upcoming IDC events, as to maximize their success and effectiveness financially as well as promoting a positive public image.
 - v) The Communications Committee shall be tasked with investigating negative information regarding the IDC that is conveyed in any manner by members of the IDC or the public and provide the Board of Directors with their finding and recommendations.
 - vi) The Communications Committee will assist with maintaining and archiving IDC historic printed materials and documents required for record retention by federal, state and local authorities.
 - vii) The Communications Committee shall be responsible for securing the court's Fresno Rainbow Pride & Festival activities. This includes, but not limited to: parade entry, table entry, promotional material, and the staffing of the Pride Festival.
2. Any Ad-Hoc committees deemed necessary by the Board of Directors.
 3. All committees shall submit a report summarizing their activity to the Board of Directors at each of the Board Meeting as specified in Article IV Section 03.00 (2). Minutes of all meetings shall be appended to aid report and attached to the minutes of the Board meeting.

⁴ Added April 2013

ARTICLE V - HEADS OF STATE

Section 01.00-Term of Office and Authority

1. The term of office of the Heads of State shall be from Coronation and continue until the next coronation is held.
2. The Heads of State shall reign and rule jointly with equal authority over the Fresno Court.

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Section 02.00-Responsibilities and Duties

1. The primary responsibility of the Heads of State is to provide leadership to The Court in its

involvement in the Fresno community and elsewhere.

2. The duties of the Heads of State shall be to:
 - A. Conduct Investiture, which shall be held not more than forty-five (45) days after the date of Coronation.
 - B. Jointly invest titles to create members, other than Imperial Family, of the Court as follows:
 - i) Titles may be invested upon members of the Imperial Family.
 - ii) The types of titles are at the discretion of the Heads of State; however, the Heads of State shall invest the titles of Imperial Crown Prince and Imperial Crown Princess who shall become officers of The Court.
 - iii) All titles invested whether it be at the event named Investitures, or otherwise, must be documented by title, date and place. This information is to be handed to the Court Secretary immediately for record keeping. The titles may be jointly invested after Investitures, provided however, that such title shall become effective only after notification to the Court Secretary, who shall immediately note the title and date of notification on the Court files.
 - iv) Only honorary titles may be given to persons residing outside the boundaries of this corporation.
 - C. Jointly remove any title invested, at any time they choose to do so.
 - D. Attend all meetings of The Board and The Court, unless there is an excusable reason. The reason must be submitted in writing to a member of the Board at or prior to the next Board meeting.⁵
 - E. Wear attire which reflects their elected gender at all State functions whenever possible.
 - F. Provide all Court members with a Court roster of names, addresses, telephone numbers, and titles of all Court members. Provided, however, that each member shall have the right to request that their address and/or telephone number not appear on the Court roster.
 - G. Call special meetings of The Court.
 - H. Set the starting time and theme of their outgoing Coronation, no more than ninety (90) days after the event called Investitures, which shall be held in the month of May.⁶
 - I. Submit a proposed Coronation budget, containing expected revenue and expenditures, to the Court in the form of a motion not less than one hundred and twenty (120) days prior to the date set for Coronation.⁷
 - J. Establish a set of policies and procedures regarding their reign within sixty (60) days after they become Heads of State as specified in Article XII, Section 04.00. and shall abide by the policies and procedures in effect during their reign.⁸
 - K. Shall act within their fiduciary duty. The Heads of State have a fiduciary duty that forbids them from acting in any manner financially adverse of contrary to the interest of the Court or from acting for their own financial benefit in relation to the Court.⁹

⁵ Amended November 2010

⁶ Ibid

⁷ Ibid

⁸ Ibid

⁹ Added November 2010

- L. Shall extend themselves as representatives of the Court at:
 - i) Events within the jurisdiction of the Court
 - ii) At least five (5) state functions. This requirement shall include San Francisco Imperial Coronation; one (1) out-of-state coronation; two (2) in-state coronations (one being the San Francisco Imperial); and two (2) coronations at the discretion of the Heads of State. This requirement applies to each Head of State individually, not collectively.¹⁰

Section 03.00-Resignation and Removal

1. A Head of State wishing to resign may do so by presenting such resignation in writing to any member of

The Board who shall immediately transmit such resignation to the Executive Secretary and Chairman of the Board. All Board members are to be notified immediately by the Chairman of the Board.

2. Any Head of State who submits a written resignation shall immediately become a non-voting member and shall remain so until the matter of the resignation has been decided, however the office shall not be considered vacant.
3. The matter of the resignation shall be placed on the agenda of a special Court meeting to be held not less than twenty (20) nor more than thirty (30) days from the date of the notice given by the Executive Secretary. The special Court meeting will structure as follows:
 - A. The matter of the resignation shall be placed on the agenda. The acting President will open the meeting with the agenda item and explain the process of resignation to the Court membership.
 - B. If the Head of State who submitted the resignation is present, they must be given the opportunity to speak and explain the reason for their resignation.
 - C. A majority vote by the Court will be taken to accept, or reject the resignation.
 - D. If the resignation is accepted, the remaining monarch will serve alone. If the resignation results in there being no Head of State, the Board of Directors will act as Head of State for the duration of the reign.¹¹
4. A Head of State may be removed from office for failure to perform the duties of the office, as outlined in Section 02.00 of this Article, upon a motion to The Court. Any such motion shall contain the duty (duties) that the Head of State allegedly failed to perform, and be placed on the agenda of the next Court meeting. Any witness who may speak to the alleged failure must be present at the Court meeting where the motion is discussed and voted upon. Individuals present may not speak on behalf of anyone else. Any witnesses who are unable to be present may submit a written and notarized document to the Court. This document shall outline their testimony as it relates to the alleged failure of the Head of State. Once the evidence has been examined and witnesses have been heard, the Court shall vote on the motion. A motion to remove a Head of State shall be voted on by secret ballot. A seventy-five percent (75%) majority is required for passage. Only Court members with voting status, present at the meeting where is motion is discussed may vote.¹²

10 Added November 2010

11 Amended December 2012

12 Amended November 2010

5. If it is found that the application for candidacy was falsified or omissions made then a formal investigation will be conducted by the board of directors through the following course of action:
 - i) The chairman of the board and executive secretary will meet with the accused Head of State to discuss allegations.
 - ii) If there is reasonable doubt that the Head of State may have falsified information on the application for candidacy, a special board meeting will be called no later than 14 days after the first initial contact with the Head of State.
 - iii) At the special board meeting, the accused will have an opportunity to defend him/herself and provide documentation of support.
 - iv) The board of directors will then vote if the Head of State should have a formal investigation.
 - v) The background investigation shall be paid by the current reign's funds.
 - vi) If the background investigation provides evidence that the Head of State falsified statements on the application for candidacy, this would constitute grounds for removal.
 - vii) If the Head of State admits to falsifying the application for candidacy at any time during this process, this would constitute grounds for removal.
 - viii) No new members will be accepted until after the results of the current membership vote.
6. A vacant elected Head of State office shall be filled by the board of directors.¹³
 - A. Procedures for the IDC board to follow to fill the office of Emperor and Empress when there is no elected Emperor or Empress:
 - a. A special board of directors meeting shall be called for by the chairman of the board.
 - b. All past monarchs of good standing of the Imperial Dove Court de Fresno will be invited to the meeting.
 - c. The chairman will ask if any of the past monarchs would like to be considered the position of Interim Emperor or Interim Empress.
 - d. The candidates for Interim Emperor and Interim Empress will fill out the application for Emperor or Empress.
 - e. Applications will be approved by the sitting board as specified in Article VII Section 02.00.

- f. A special court meeting shall be called by the chairman of the board.

- g. At this time a secret ballot with the names of candidates for Emperor, names of the candidates for Empress or as specified in Article VII Section 5 and 6 there will be an option for the court members to vote no confidence for each candidate. (i.e.) candidates name Yes/No confidence
- h. The voting members of the court in good standing on May 1st of the year will be allowed to vote.
- i. The votes will be tallied by the chairman of the board and the executive secretary.
- j. The person who has the most votes for Emperor will be known as Emperor for the reign and the person who has the most votes for Empress will be known as Empress for the reign. (The newly elected will be able to use the titles of Emperor and Empress due to their prior successful reign) should the outcome of the vote be no confidence for all the applicants the current board of directors shall guide the court through the next year's reign. This will then be known as a board run reign.^{13.5}

B. To remain compliant with the International Court System and the proclamations bestowed upon the chapter members, the Imperial Dove Court de Fresno reserves the right to remove: Heads of State, all past Heads of State, the King Father, the Queen Mother, any Interim Emperor or Interim^{13.6} Empress approved by the board of directors, and any Emperor or Empresses of another Empire made Honorary Emperor/Empress of Fresno with all rights and privileges approved by the board of directors, who is convicted of or pleads guilty to a felony, that is a sexual offense which involves a minor and requires the individual to register as a sex offender, or an embezzlement felon. Individuals who fall under this category shall be permanently removed and are ineligible for membership with the Imperial Dove Court de Fresno. This shall also apply to all general members and lifetime title holders.

- a. The Imperial Dove Court reserves the right to allow the Queen Mother/Executive Director of the International Court Council to declare a pardon to exempt individuals from removal.

¹³ Amended November 2010
^{13.5} Amended April 2016
^{13.6} Ibid

Section 04.00-Removed Heads of State

If a Head of State is removed from office, all rights and privileges and titles (both future and present) are revoked.

Section 05.00-Travel Fund

The monarchs may, upon availability from the general fund account, be reimbursed the following expenses: coronation and brunch tickets, transportation, and hotel costs. The total amount which may be reimbursed shall be one thousand four hundred dollars (\$1,400) per monarch or up to one thousand six hundred dollars (\$1,600) if the monarch reigns alone.

One major factor in determining whether funds are available from the general fund account is whether the current reign has an unpaid debt to the trust account for funds which have been borrowed as "start-up" money. If on December 31 of the current reign, the "start-up" money and any other funds due the general fund account are not available for reimbursement by the Treasurer, travel fund reimbursement will discontinue. Once all funds have been repaid to the general fund account, travel reimbursements will again be considered.

Section 06.00-Duty to Set Aside Funds

Each reign shall deposit a minimum of two thousand five hundred dollars (\$2,500.00) from the administrative funds into a trust account. Funds from this account can be borrowed to use for "start-up" money by the succeeding reign to be re-deposited by December 31.

ARTICLE VI - THE COURT

Section 01.00-Membership

1. Members of the Court shall be:
 - A. Members of the Imperial Family.
 - B. General Members shall be persons invested by the Heads of State who are 21 years of age and above.
 - C. Youth Members shall be persons invested by the Heads of State who are 14 years of age through 20 years of age.
 - D. Members elected by the Board as provided by this section.
 - E. Children up to 13 years of age shall be given a Non-voting Honorary Membership by investment from the Heads of State.
2. The minimum number of Court members, excluding the Imperial Family shall be twenty (20).
3. The minimum number of voting members, excluding Imperial Family, shall be eleven (11).
4. If the Heads of State are unable or unwilling to provide the minimum number of members within thirty (30) calendar days after the number has fallen below the minimum, the Board shall, within thirty (30) calendar days, elect as many at-large members as required to restore the minimum number of members.

Section 02.00-Titles

1. Titles and membership, other than the Imperial Family, become effective when Invested and continue until the Investiture of the succeeding Court.
2. Members of the Fresno Court shall be permitted to accept only Honorary Titles from any other Court.
3. Titles may be removed as follows:
 - A. As provided in Article V, Section 02.00 of these bylaws.
 - B. Or by motion, which shall not require a second, to the Court by either of the Heads of State at a Court meeting. Such motion shall be placed on the agenda of the next Court meeting.

Section 03.00-Voting and Non-Voting Members

1. Any Court member who is absent from two (2) consecutive Court meetings shall become a Non-Voting Member and lose all voting rights on the Court.
2. Any Court member who becomes a Non-Voting Member may retain any Court title at the discretion of the Heads of State.
3. Any Court officer who becomes a Non-Voting Member shall also forfeit any Court office held.
4. Any Board Member who fails to attend two (2) consecutive Court meetings shall forfeit any Board Office held.
5. No Court Members, Lifetime Members, Honorary Members, or Imperial Family shall owe the Imperial Dove Court de Fresno and Madera Counties money beyond the due date. If so they shall forfeit their titles until debt is paid in full.

Section 04.00-Reinstatement as Voting Member

A Non-Voting Member shall become a Voting Member after the second (2nd) consecutive Court meeting attended.

Section 05.00-Responsibilities and Duties

1. It is the responsibility of Court members to be fully aware of the duties of their positions and know the duties of their particular office as determined by the Heads of State.
2. The duties of Court members shall be to:
 - A. Attend Court meetings.
 - B. Read, understand, and follow these bylaws.

- C. Be involved in activities of the Court.
- D. Other than Imperial Family, wear attire, which reflects their respective titles at all State Functions, unless waived by the Heads of State.

Section 06.00-Meetings

1. A quorum of not less than ten (10) voting members, excluding Imperial Family, shall be required to conduct any meeting of the Court.
2. The Court shall hold not less than one (1) meeting each month at a day and time decided by the heads of state.
3. Special Court meetings shall be only after seventy-two (72) hours advance notice to the Court members. Notice shall be completed at the time a member is given such notice personally, or the date such notice is mailed, provided the mailing takes place not less than seventy-two (72) hours prior to the date of the special meeting.
4. Any matters not set forth on the agenda shall not be considered by the Court at any meeting, except as provided for under "New Business".
5. All Court members and officers shall have equal voting status.
6. A majority vote of those voting members must be present, either in person or via electronic communications (ie: zoom, phone, skype, etc.), shall be required to pass any motion before the court, with the exception of any bylaw amendment which shall require a two-thirds (2/3) roll call vote for passage.
7. A meeting of the Court may be of more than three (3) hours duration, nor conducted beyond 10:00pm without a motion to the Court.
8. A Court member or citizen of the community may make a request for a special meeting of the Court. Such request shall be to the Heads of State or any Court Officer.
9. Any procedures for conducting meetings, not set forth in these bylaws, shall be in accordance with the most recent edition of Roberts Rules of Order on File with the Parliamentarian.

Section 07.00-Officers

1. The officers of the Court shall be:
 - A. President, who shall be a Head of State.
 - B. Imperial Crown Prince, whose term of office shall commence when invested and continue until a successor is invested.
 - C. Imperial Crown Princess, whose term of office shall commence when invested and continue until a successor is invested.
 - D. Court Secretary
 - E. Court Treasurer
 - F. Parliamentarian
2. Imperial family may not be elected to a court officer position. Officers shall be elected by the Court, from its membership as follows:^{14,5}
 - A. A meeting to nominate elected Court officers shall be held not less than ten (10) days nor more than thirty (30) days after the date of Investitures.
 - B. A meeting to elect officers shall be held not less than ten (10) days nor more than thirty (30) days after the date of the meeting to nominate officers.
3. The terms of elected officers shall be from the meeting held to elect officers, and continue until a successor is elected.
4. Vacant elected Court offices shall be filled as follows:
 - A. If an elected office becomes vacant for any reason, the Court shall elect a new officer to complete the term at the next regularly scheduled Court meeting.
 - B. If the Court fails to fill the vacant elected office within the time allowed, the Board shall, within thirty (30) calendar days, elect an at-large Court officer to complete the term.
5. The duties of the President shall be to:
 - A. Preside over all meetings of the Court, however, the President may appoint any other Court member who shall preside over the meeting at the pleasure of the President.
 - B. Prepare the agenda for any Court meeting.
 - C. Call special meetings of the Court.

^{14.5} Amended September 2016

Amended October 2022

6. The duties of the Imperial Crown Prince and Princess shall be to:
 - A. Serve on the Board and Court in such a manner as to be a participant and fully advised of all activities.
 - B. Fulfill such duties as requested by the Heads of State.
7. The duties of the Court Secretary shall be to:
 - A. Take minutes of all Court and Board meetings.
 - B. Maintain copies of all minutes of all Court and Board meetings in the Court files.
 - C. Maintain an attendance roster of all current members; advise the Chair and President when any member becomes a Non-Voting Member.
 - D. Regularly collect the mail from the Court post office box and distribute it to the proper persons as soon as possible.
 - E. Prepare correspondence and perform other clerical activities as requested by the Chair and the President.
 - F. Provide, within fifteen (15) calendar days of request, a copy of the current bylaws to any Court member.
 - G. The Court Secretary at the quarterly audit shall surrender a copy of all documents produced during that quarter to the Executive Secretary, who shall place them in the permanent files.
 - H. To work together with the Executive Secretary to establish/maintain an E-mail roster of Imperial Family, lifetime title holders, past and present court members to be used to keep them informed of upcoming events.¹⁵
8. The duties of the Court Treasurer shall be to:
 - A. Maintain all open accounting records and files of the Court.
 - B. Prepare an itemized financial statement for each Court meeting.
 - C. Assist the Executive Treasurer with the preparation of all reports, returns or other matters required by any government agency.
 - D. Assist the Executive Treasurer in closing the corporate books at the end of the fiscal year.
9. The duties of the Parliamentarian shall be to:
 - A. Be well versed in these bylaws and the current edition of Robert's Rules of Order on file with the Parliamentarian.
 - B. Interpret and rule as requested by the Chair, President, and other officers on matters of Parliamentary Procedure.
 - C. To interpret and rule on matters of Parliamentary Procedure at any time when such matters may affect the rights of any person or otherwise do harm.

Section 08.00-Functions

All functions of the Fresno Court, excluding Investitures, or functions sponsored by Court members shall require prior approval of the Court by motion. No Court member shall use an invested Fresno Court title except at a Fresno Court function without prior approval of the Heads of State.

Section 09.00-Protocol

1. This section shall be followed at all State functions.
2. Court titles shall be introduced and walk as follows:
 - A. Male titles first.
 - B. Walk together when possible.
3. Introductions shall be made using the members' Court titles and may be followed by one (1) other Fresno Court title, which the member is entitled to use.

4. Introduction of the Fresno Court shall be made in the following sequence:
 - A. Imperial Family, excluding Heads of State, in ascending order from the earliest year of reign, and then the King Father and Queen Mother.
 - B. Friends of the Court, as determined by the Heads of State.
 - C. Honorary Court members.
 - D. Honorary Court members for life.
 - E. Court members, excluding the Imperial Family, as determined by the Heads of State.
 - F. The Heads of State.
5. Court members wishing to be introduced or walk with another Court shall do so only with the prior approval of the Heads of State.

ARTICLE VII - ELECTION OF HEADS OF STATE

Section 01.00-Application for Candidacy

1. Application for candidacy, in a form prescribed by the Board, which includes the following:¹⁶

Explain all yes answers in the box below the question.

Have you ever been convicted of a felony or a misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, no contender (no contest) and/or a finding of guilt by a judge or a jury.

Yes No

If yes, list by date and explain all convictions. Include any serious or violent felony convictions in any state of jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

My submission of this application authorizes the Imperial Dove Court de Fresno to conduct a background investigation and authorizes release of information in connection with my application for candidacy. The investigation may include such information as criminal and civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release this non-profit organization's Board of Directors and reference source (except in relation to prior contractual agreements, public policy, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Departments and any locality to which they may refer for release of information.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to accept or for my discharge should I become emperor or empress of the Imperial Dove Court de Fresno.

together with the filing fee, shall be submitted to a Head of State not less than thirty-two (32) days, nor more than forty-five (45) days prior to the date set for Coronation. The filing fee, which shall be set by the Board, shall include a Court packet for Coronation and a one-page ad in the Coronation program.

2. An applicant shall:
 - A. Have been a permanent resident within the boundaries of this corporation for not less than two (2) years prior to the close of filing of applications.
 - B. Be not less than Twenty-one (21) years of age on the date set for close of applications.
 - C. Have been a voting member of the Fresno Court for not less than one (1) year prior to the date set for Coronation; one year for this section only, constitutes from the event named Investitures, to the final application date.
 1. This means, individuals who were invested from crowning of new monarch(s) to date of investitures are eligible. It is not required to attend investitures, but rather be invested on or before investiture's date.¹⁷
 - D. May not be a Head of State.
 - E. Not have been convicted of a sex crime involving a minor who is under 14 years of age, embezzlement, larceny or any financially related crime, regardless if it be deemed a felony or

16 Amended November 2012

17 Added April 2016

18 Added May 2013

Section 02.00-Approval of Application

1. The Board, excluding any member who has filed an application, shall, in open meeting, vote on the application, within two (2) days following the close of the filing period, as follows:
 - A. Conduct an oral interview with the applicant, which shall be tape recorded, to determine if the applicant:
 - i) Is able and willing to bear the financial burden and devote the time required to perform the duties of the office sought.
 - ii) Possesses and uses good leadership abilities, fair judgment, and is of an even temperament.
 - iii) Voting shall be by secret ballot, and the ballot shall contain the following question: "Shall the application of (applicant's name) be approved? () Yes () No."
 - iv) Passage shall be by a simple majority of the voting members present. In the event of a tie, a second vote shall be taken without discussion. In the event of a second tie, the application shall be deemed approved.
 - v) The final tally shall be revealed after each vote to the candidate and Board only.
 - vi) The Chairman of the Board shall announce to the public whether the application is approved or denied.
 - vii) Any filing fee shall be refunded to any applicant whose application is not approved following the announcement of the tally.

Section 03.00-Candidates and Campaigning

An applicant receiving a vote of approval at the screening interview shall become a candidate and be permitted to campaign upon notification.

Section 04.00-Voting

1. Voting shall be:
 - A. By secret ballot, nothing shall be attached to the ballot and no marks other than the voting mark shall be placed on the ballot.
 - B. On the date set for Coronation, during a pre-scheduled set time, chosen by the Board of Directors, between the hours of 10:00am to 5:00 p.m. and fifty-nine (59) minutes, after the doors open. In the event any person(s) qualified to vote and waiting in line at the close of voting shall be permitted to vote.
2. Ballots shall be cast only by:
 - A. Members of the Fresno Court with voting status and the Imperial Family.
 - B. Residents within the boundaries of this corporation, other than member of the Court, presenting a Coronation ticket and, upon request proper proof of such residence.
 - C. Voting shall be restricted in some manner so that one individual shall be permitted to vote only one time. The Chairperson of the Voting Committee must establish a procedure to prevent a person from voting more than one time.
 - D. Each candidate for office may select a representative to monitor the voting process. Such monitors may not actively participate in the voting process, but may challenge any voting procedure, which is in violation of these bylaws.
3. The ballot of the Chairman of the Board, the Executive Secretary, and the Executive Treasurer shall be sealed and placed in the ballot box.
4. At the close of voting, the ballots shall be delivered to an impartial public accountant who shall:
 - A. Count and tabulate the ballots in the box except those which are sealed.

- B. Count the ballots, which are in sealed envelopes only in the case of a tie, and only for the office and the candidates who are tied.
 - C. Place the results in a sealed envelope, and not reveal the results in any manner, except in the case of an unresolved tie.
 - D. Deliver the results in the sealed envelope to a designated Officer of the Board, who shall not open the envelope until the Board has assembled. The designated officer shall present the sealed envelope to the reigning monarch(s).
5. If there is only one (1) candidate for an office, the ballot shall contain the following question: Shall (candidate's name) be elected (name of office) of The Imperial Dove Court de Fresno/Madera, Inc. () Yes () No
 6. If there is no candidate, or no candidate is elected to an office, the elected Head of State, may reign alone.
 7. If there are no candidates or no candidate is elected for both offices, the Board may qualify as the heads of State from the date of Coronation.
 8. If there is only one monarch elected, the elected Head of State shall reign alone.¹⁹

Section 05.00-Awards

1. The types of awards to be covered by the general fund shall be:
 - A. Investiture and Awards Brunch certificates.
 - B. Imperial Dove Court pins.
 - C. Emperor and Empress trophies or plaques.
 - D. Best-in-theme awards.
 - E. Court service awards.
 - F. Outstanding service or support trophies or plaques.
2. Total cost of awards covered by the general fund shall not exceed three thousand dollars (\$3,000).
3. The Imperial Dove Court de Fresno, Inc. shall celebrate or recognize the 5th, 10th, 20th, 30th, 40th anniversaries and so on, of the past reigning Monarchs at the event called Coronation.²⁰

Section 06.00-Proclamations

1. Proclamations of any type shall not amend these bylaws and shall not be inconsistent with these bylaws.
2. Proclamations shall be approved by the board.

¹⁹Amended December 2012

²⁰ Added April 2015

ARTICLE VIII - AMENDMENTS

Section 01.00-Proposed

1. Any Court member may propose an amendment to these bylaws and such proposal shall be:
 - A. Typewritten.
 - B. Submitted to any Court Officer or Board Members at a Court meeting at which time the Court Secretary shall read it to the members by the Court Secretary.
 - C. Placed in its entirety and attached to the agenda of the next Court meeting for debate and voting.

Section 02.00-Amendment

1. These bylaws shall be amended only upon motion to the Court.
2. Only those members of the Court who are voting members at the time the proposal is voted upon shall be permitted to vote on the proposed amendment.
3. Amendments shall become effective immediately unless otherwise set forth in the amendment.
4. All amendments to these bylaws shall require a two-thirds (2/3) roll call vote for passage.

ARTICLE IX - LOGO

Section 01.00-Design

1. The official logo of the Fresno Court shall:
 - A. Be circular in design.
 - B. Have two (2) in-flight doves in the center, facing each other with a crown over their heads.
 - C. Be substantially in the following form:



2. The logo shall be changed only upon a motion to the Board.

ARTICLE X - INDEMNIFICATION AND DISSOLUTION

Section 01.00-Indemnification

The officers and members of this corporation shall be indemnified as provided by the laws of the State of California.

Section 02.00-Dissolution

This corporation shall be dissolved only as provided by the laws of the State of California.

ARTICLE XI - FISCAL ISSUES

Section 01.00-Objective

1. The objective of Article XI-Fiscal Issues is to ensure that:
 - A. Moneys collected for charity and other Court-approved purposes are securely held in trust until such time that allocations are made to organizations selected by the membership of the Imperial Dove Court.
 - B. The integrity of the Imperial Dove Court is not defaced by illegal or improper acts of individuals.
 - C. The likelihood of criminal acts is minimized and when criminal acts are committed, the parties involved are prosecuted to the fullest extent of the law.
 - D. The organization conducts its activities in a business-like manner to maximize revenues and to minimize losses.

Section 02.00-General Responsibilities and Duties

1. Every Court Member, Court Officer, Board Member, and Board Officer must share the responsibility of meeting the Fiscal Objectives of this organization. Through their diligence in fiscal matters, the likelihood of a problem is greatly diminished.

2. The Executive Treasurer of the Board and the Court Treasurer share the primary responsibility of safeguarding the funds of the Imperial Dove Court as follows:
 - A. The Executive Treasurer is responsible for the day-to-day fiscal operation of the Court. Following is a non-exhaustive list of duties:
 - i) Receive all cash donations, cash payments on accounts receivable, or any other cash payments to the Court by issuing the original copy of a duplicate receipt to the person presenting the payment, and retaining the duplicate copy for Court records. Issuing a receipt to individuals for money paid at fund raising events is not required if a numbered ticket system is in place to control and verify revenues.
 - (a) Whenever possible, attend every fundraising activity of the Court. In the event the Court Treasurer is unable to attend an event, the Executive Treasurer should be appointed to represent the Treasurer and perform his duties. The following tasks shall be accomplished at fund raising events:
 1. set up one or more cash boxes with sufficient money in all required denominations to provide change for ticket purchasers.
 2. Provide check approvers, as listed in item 3, with a copy of an updated "Bad Check List" with instructions not to accept checks from individuals listed.
 3. Give instructions that anyone accepting a check from a ticket purchaser must sign the check in the upper left-hand corner certifying that the ticket purchaser is not on the "Bad Check List".
 4. Ensure that the cash box is never left unattended.
 5. Require the primary ticket seller to count and initial the cash count in the cash box and to verify the starting ticket number at the start of the shift.
 6. At the conclusion of the event, the total contents of the cash box must be counted by two individuals. Their signature must appear by the cash box count.
 7. At the end of the ticket sales period, the Treasurer or designee shall record the ending ticket number, calculate the amount of money which should have been received for ticket sales, and compare this amount with actual cash receipts. Where differences exist, attempts must be made to determine the reason(s).
 8. Ensure that the cash box and its contents are secured in a safe place at the end of the event.
 - (b) Promptly prepare the necessary documents, and deposit the cash received within three (3) business days.
 - (c) Prepare invoices for all advertising contracts, returned checks, and any other accounts receivable. Post all accounts receivable to the accounts receivable record book.
 - (d) Prepare a monthly financial report for the Court and the Board, containing the following information:
 1. Beginning cash balance (total and by fund)
 2. Listing of all revenues during the month (total and by fund)
 3. Listing of all expenditures during the month (total and by fund)
 4. Ending cash balance (total and by fund)
 5. Assets (total and by fund)
 6. Liabilities (total and by fund)
 7. Fund balance (total and by fund)
 - (e) Enter all deposits, returned checks, returned check service charges, check printing charges, check amounts and any other debits or credits shown on the bank statement into the checkbook. Perform a monthly reconciliation of the checkbook to the bank statement. In all cases, when the reconciliation does not balance, contact the Executive Treasurer for assistance.
 - (f) Prepare a financial statement for all Court fund-raising events showing all revenues, expenditures, and ending balances.
 - (g) Require that the Bar Manager prepare a starting and ending inventory of the bar stock for each event. Every stock item must be listed. The inventory must show:
 1. Beginning inventory (must match ending inventory of previous event)
 2. Additional purchases for event
 3. Show ending inventory amounts
 4. Calculate quantity used
 5. Calculate value of quantity used by multiplying quantity used by cost of item
 6. Calculate value of ending inventory
 - h. In the event the Treasurer and the Executive Treasurer are unavailable to fulfill a financial duty mentioned above, the Executive Secretary shall appoint a designee to temporarily

fulfill any responsibility designated to the Treasurer. This designee must be a Board member.

1. In the event the Executive Secretary is to fulfill the responsibility as stated above in sub-article (h) and is unavailable, the Chairperson of the Board shall appoint a designee to temporarily fulfill any responsibility designated to the Treasurer. This designee must be a Board member.
 2. As a last resort, the Head(s) of State may appoint a board member, court member or Imperial Family member to fulfill the duties of the Treasurer and Executive Treasurer in the event they are absent.
 - a) When collecting and counting funds, board members, court members, or Imperial Family members who need assistance, may recruit an additional Board member and/or Court member who is in good standing with the Court.
 - b) If there are no Board members available, at the absolute last resort, the Executive Treasurer, Executive Secretary, or Chairperson of the Board, may appoint the reigning Head/s of State to collect funds with the stipulation that two additional Court members, one being a titleholder, shall assist in the collection of funds. These two Court members shall be approved by the Executive Treasurer, Executive Secretary, Chairperson of the Board, or Head/s of State prior to the collection of funds and they shall be the first to count funds in the presence of the head/s of state and sign off on the total collected funds prior to the head/s of state leaving with the funds.
 - c) In all situations, a detailed statement with line items of collected funds shall be completed and signed by those who collected the funds.
 - d) In all situations, the designee shall contact both the executive treasurer and the executive secretary with the totals. The head(s) of state shall arrange a day and time to submit the funds to the treasurer or executive treasurer, within a reasonable amount of time.
- B. The Executive Treasurer is responsible for overseeing the activities of the treasurer and making recommendations for handling financial transactions. The executive treasurer performs the following specific duties:
- i) Performs a quarterly audit of the court treasurer's books and records which includes the following:
 - (a) Determine if there is a monthly reconciliation between the checkbooks and the bank statement.
 - (b) Check that all transactions are entered into the checkbook, and that balances are determined after each check is written.
 - (c) Note if suitable forms are being used to record beginning and ending ticket numbers, and total revenue expected in the cash box for each court event at which money is being collected.
 - (d) Ensure that all deposits are made intact with no co-mingling of money among receipts from other cash boxes being used at same event.
 - (e) Ensure that a clear record is made of the beginning cash being redeposited into the bank.
 - (f) Check that a complete description is available for each deposit made to the bank, including a detail for each different source. This is especially true in the case of payments on account receivable where the ability to identify payments on account is necessary.
 - (g) Trace all deposits for account receivable to ensure that the money received has been posted to the accounts receivable record book.
 - (h) Check that all bounced checks received by the court treasurer have been invoiced, including a twenty-five dollars (\$25) returned check fee, and that these accounts receivable have been posted to the books, and that the name of the maker of the returned check has been placed on the "Bad Check List".
 - ii) Verify that all accounts receivable for advertising in Court programs have been invoiced and posted to the accounts receivable book.
 - iii) Verify the accuracy of the monthly financial statements, including accounts receivable and payable, bar stock inventory, and equipment inventory.
- C. The Chairman of the Board, Head(s) of State, Executive Treasurer, or the Court Treasurer must pre-approve all checks. Those listed who pre-approve a check must initial the check, accepting responsibility for assisting in the collection of funds if the check is returned for any reason.

Section 03.00-Internal Control Procedures

1. At all events where admission is being charged or items are being sold, it is mandatory that pre- numbered tickets be issued, and ticket control measures be in place to ensure that revenues cannot be diverted from the court without detection. Where possible, it is highly encouraged that a separate cash box be prepared for each shift of sellers. If this step is taken, and funds are missing, it will be simpler to determine the person responsible for the shortage or overage.
2. Prepare a separate deposit for each cash box. Do not permit the revenue from one cash box to be co-mingled with the revenue from another. This control measure does not prohibit one cash box from making change for another, providing the total money exchanged is equal.
3. The court treasurer has sole authority to contract for the printing of tickets for any function or activity. It is also the responsibility of the Court Treasurer to issue tickets for sale. The court treasurer must pick up tickets from the printer and number the tickets prior to issuing the tickets to the event coordinator for sale.
4. When a patron presents a ticket at the door of a function, the ticket shall be torn in half. Half of the ticket will be retained by the door person, and half by the patron. Personnel shall be posted at all entrances to check that each person seeking to enter has the appropriate ticket stub. Script tickets used for drinks shall be torn in half, with both halves retained by the Bartender.
5. In all cases where receipts are used, the receipts shall be pre-printed and pre-numbered duplicate sets.
6. The court treasurer shall not issue a reimbursement check to any court or board member, unless:
 - A. A budget has been approved for the function at a regular or special court meeting.
 - B. The purchase being reimbursed shall not result in expenditure for the particular budget category which will result in the court approved budget being overspent. Budget revisions shall be made as required to prevent budget categories from being exceeded.
7. All contracts for goods and services must be in writing and must have been selected based upon a minimum of three (3) quotes from vendors known to provide quality, yet low-cost results. Written contracts must be established for the following:
 - A. Sound reproduction services
 - B. Security services
 - C. Live bands
 - D. Other entertainment contracts
 - E. Lighting services
8. Special procedures must be employed for collecting donations for events where funds are placed in cans or other containers and receipts are not issued to each donor. The following precautions must be employed:
 - A. Containers must be completely sealed with a small slit allowing coins or a folded bill into the container. This eliminates the possibility of unintended removal of money.
 - B. Containers must be collected weekly.
 - C. In the presence of the individual submitting the container, two board members, which includes the Treasurer or designees outlined in Article XI, section 2, shall count the money and give a receipt to the submitting individual. If different totals are determined, a recount should be made until both counters arrive at the same total. Both counters must sign a verification of the final total and the submitting individual must sign as witness.
 - D. A statement with the running totals shall be kept by the event coordinator and/or Imperial advisor to the event.
 - E. Each week a running total shall be given to the individual who submits the container.
 - F. Every effort must be made by the coordinators of the event to be sure that all containers are turned in. Failure to submit containers will result in appropriate legal actions.²²
9. In all cases where the suspicion of theft of money, supplies or equipment, the embezzlement of money, or any other possible misappropriation of money or property has taken place, the Chairman of the Board must be notified immediately. Upon notification, it is the responsibility of the Chairman to contact the appropriate law enforcement agency to file a report. The Chairman of the Board shall keep contact with the law enforcement agency regarding the status of the matter.

Section 04.00-Prohibited Activities

1. The Imperial Dove Court de Fresno/Madera, Inc. may not approve, operate, or sanction the operation of any function or activity, which is illegal.
2. The Internal Revenue Code has language prohibiting a Board member of a non-profit 501 (c)3 organization from personally benefiting from the activities of the organization. The Imperial Dove Court may not approve any action, which would violate this provision. Any possible appearance of Conflict of Interest must be

avoided. Following is a non-exhaustive list of activities, which must not be conducted:

- A. Making loans to any Court or Board member.
 - B. Renting, leasing, purchasing, or selling any service, equipment, property, or facilities to or from any member of the Board of Directors unless full disclosure of the Director's interest in the transaction is made, and the Director(s) involved abstain from all votes on the issue.
 - C. No member of the Board, their immediate family, or life partner", or the immediate family of a "life partner" shall receive any financial assistance or charity allocations unless furnished through another Internal Revenue Service approved 501 (c)3 organization.
 - D. A twenty-five dollars (\$25) returned check fee shall be added to the amount due from any individual who has had a check fail to clear their bank for any reason.
3. Any individual who has any outstanding debt to the Imperial Dove Court shall be prohibited from running for any title controlled by the court.

²² Added April 2016

Section 05.00-Charity Allocations

1. Charity allocations of the Imperial Dove Court de Fresno/Madera, Inc. may be used only for the following list of approved purposes, and allocations may only be made to organizations with 501 (c)3 status. All organizations which have been granted 501 (c)3 status by the Internal Revenue Service are assumed to have been given their tax-exempt status based on the following. This requirement exists to avoid loss of our tax-exempt status with The Internal Revenue Service.
 - A. Relief of the poor, distressed, or underprivileged.
 - B. Advancement of religion.
 - C. Advancement of education or science.
 - D. Building or maintenance of public buildings, monuments, or works.
 - E. Lessening the burdens of government.
 - F. Lessening neighborhood tensions.
 - G. Elimination of prejudice and discrimination.
 - H. Promotion and development of the arts.
 - I. Defense of human and civil rights secured by law.
 - J. Providing facilities to serve senior citizens.
 - K. Maintaining a charitable hospital.
 - L. Providing a community fund to support family relief and service agencies in the community.
 - M. Providing loans for charitable or educational purpose.
 - N. Maintaining a public interest law firm.
 - O. Assistance to low-income families.
 - P. Self-help programs.
 - Q. Assistance to the aged.
 - R. Ministering to the sick.
 - S. Rescue and emergency service.
 - T. Legal assistance to low-income families.
2. The reigning monarchs shall, at least ninety (90) days prior to the date set for Coronation, provide various eligible charities and application for requesting charitable allocations.
3. Each reign shall attempt to pay all outstanding bills prior to the end of the reign.
4. After determining the amount, which must be left in reserve for the new reign, all remaining balances may be allocated for charity disbursement. The reigning monarch must submit a list of proposed charity recipients to the Board and the Court for approval. This list must include any charity for which specific donations were received (i.e. donations to a scholarship fund). After receiving the approval of the Court, the reigning monarchs then decide how much to give each approved charity recipient.
5. In order to protect the tax-exempt status of the Court, no organization may receive funds unless it has been determined that the organization has 501-(c)3 status under Internal Revenue Service codes. IRS Taxpayer Information Service can provide this information.

6. 6. The recipients of Imperial Dove Court charity allocations through scholarships; whether the money was raised through Court fundraising activities, or through donations, must be selected by a scholarship committee composed solely of members of the Imperial Dove Court. In the case of scholarship allocations, the reigning monarchs must ensure that funds are paid to the scholarship foundation established for the purpose of receiving and distributing scholarship funds, not directly to an individual or to the university, school, or college. Every reasonable effort should be employed to notify potential scholarship recipients that applications are being taken. Deadlines for submission of completed applications must be clearly stated.

ARTICLE XII - POLICIES AND PROCEDURES

Section 01.00-Definition

A set of policies and procedures shall be enacted to guide the everyday functioning of the Imperial Dove Court de Fresno/Madera, Inc.

The approval of the policies and procedures will come from the general body of the Imperial Dove Court by a majority vote of eligible voting members.

Section 02.00-Reigning Emperor and Empress Policies

The reigning Emperor and Empress may submit a set of policy and procedures pertaining to their reign. These shall be in effect only for the duration of their reign and will not be in conflict with the Bylaws, present policies and procedures and California Corporation laws.

Section 03.00-Policies and Procedures

These Policies and Procedures shall not conflict with Present Court Bylaws, policies and procedures and California Corporation Laws.

The following pages contain the Policies and Procedures of the Imperial Dove Court.

This data is not an official part of the Bylaws and changes can be made to these policies and procedures with a simple majority vote at any Court Meeting. No advanced notice needs to be given to vote on any changes to these items.

ARTICLE VIII – HEIR APPARENTS

1. **Purpose:** Reinforce and amplify the strength of the Imperial Dove Court de Fresno Inc. by ensuring its continuity.
2. Heirs Apparent will be appointed from the Imperial Family only by Queen Mother of the Imperial Dove Court de Fresno Inc.
3. Heirs Apparent by appointment will be considered as a lifetime commitment of service to the Imperial Dove Court de Fresno Inc., but subject to resignations or suspensions by Queen Mother and the Board of Directors.
4. Heirs Apparent shall be known as “The College of Heirs Apparent by appointment”.
5. **Duty:** To always serve as a beacon of enlightenment to the Imperial Dove Court de Fresno Inc and to assist in fundraising to the betterment of the Imperial Dove Court de Fresno Madera Inc.
6. In the event of Queen Mother’s resignation, it is solely her duty and responsibility to designate from the College of Heirs Apparent by appointment her successor and to be ratified by the Board of Directors and voting members of the Imperial Dove Court de Fresno Inc.²³

Listing of Court Approved Policies and Procedures

AUDIT, FINANCIAL

The purpose of this policy statement is to ensure that all audits are performed thoroughly and accurately. The intent of the policy is to protect the integrity of the finances maintained by the court, to detect irregularities in the accountings, protect the assets of the court and assure that the fiduciary activity of the Treasurer is complete, accurate and honest.

1. Rules and regulations are as follows:
 - A. Per Bylaw regulation, the audit shall be performed quarterly or more often as requested by the board. The executive treasurer shall act as the auditor.
 - B. All audits shall be performed in the presence of and with the assistance of the Treasurer. The audit shall be independent of the Treasurer but the Treasurer shall be present to answer questions and find documents. The treasurer is responsible for the maintenance of the records and financials and cannot be held responsible for the presence or absence of documents removed from his/her control.
 - C. An audit should verify the bank statements are being reconciled and that they tie to the checkbook and the financials presented to the court.
 - D. A random sample of deposits shall be selected by the auditor and verified that they are deposited within three (3) business days as required by the Bylaws and that the deposits are recorded in the check book balance forward figure.
 - E. A random sample of checks shall be selected by the auditor and verified that they are supported by receipts. The sampled checks shall be tracked to a budget to verify court approval.
 - F. The auditor shall verify how cash from events is being reconciled so that no cash is missing from the event.
 - G. The auditor shall verify how tickets for events are reconciled so that all tickets are accounted for at each event
 - H. A random sample of income streams from recent events is tracked from the event through the checking account and onto the financials. A random sample of expense items from a recent event shall be tracked from the event through the checking account and onto the financials.
 - I. A written summary of each audit shall be signed by the Treasurer and Executive Treasurer and entered into the record at an open court meeting.

DONATIONS TO THE COURT

The purpose of this policy is to assure that all donations made to the Imperial Dove Court are used by the court for their fund-raising functions and to assure that all donations are documented and the Court supporters thanked and provided a proper receipt.

1. All collection of donations shall flow through the Emperor and Empress in order to maintain control over solicitations and the donation after they are made.
2. All donations made to the court are the property of the court and may not be converted to the personal use of any individual.
3. Items not used at the function for which they are donated remains the property of the court to be used in subsequent events at the discretion of the Monarchs.
4. All donations are to be turned over to the treasurer within one (1) week of receipt so that the donations are secure and are used at the functions to which they are donated.
5. All donations shall be accompanied with a receipt (written statement) from the donor stating the approximated value of the gift. This may be as simple as a business card with the amount of the gift and the name of the person making the gift. This will identify the source of the donation.
6. The treasurer shall issue a letter thanking the supporter for their gift.

PROGRAM ADVERTISING

The purpose of this policy statement is to insure the generation of funds to the Imperial Dove Court, and to standardize the gathering of advertising contracts and the collection of funds.

Rules and Regulations are as follows:

1. All advertising in court programs must have an advertising contract similar to the attached example, except for court functions and as provided by the bylaws in Article VII, Section 1, item one. Future dates, functions and rates to be adjusted by the board.
2. No complementary advertisements. Any barter for goods and services will require an exchange of checks between the court and provider.
3. All advertisements are to be submitted to the treasurer no later than one (1) week prior to an event and will include the advertising contract, payment and the ad artwork to be included in the program. All single event advertising will be cash in advance unless approved otherwise in advance by the treasurer. Multiple event advertising can be billed by the treasurer.
4. It is the treasurer's responsibility to submit the advertising to the program coordinator in time to be included with the program.

TICKET SALES

The purpose of this policy is to insure accurate and timely collection of money due from ticket sales.

Rules and Regulations are as follows:

1. Only the treasurer may issue tickets in accordance with the By Laws.
2. Tickets are sold for cash or checks. Good judgment should be exercised in accepting checks in order to avoid collection problems.
3. All money from sold presale tickets and unsold presale tickets are to be returned to the treasurer the day before the day of the function for which they are issued.
4. All tickets are the responsibility of the person, to which they were assigned. Any tickets not returned to the treasurer must be paid prior to the event by the person to whom they were issued.
5. There will be no unpaid presale tickets left at the door. Presale tickets sold prior to an event may be left at the door in a sealed envelope marked with the name of designated party as a will call. Anyone purchasing tickets at the door will pay the current door price. No exceptions.

EVENT BUDGETS

Fiscal responsibility of Court members shall be to:

1. Approve budgets presented by the Chair(s) of each event at least 60 days prior to the date of the event. The exception would be a revised budget presented to the Court prior to the event, whenever possible.
2. Once a budget has been approved, if a line item requires adjustment and does not exceed the overall approved budget the line-item adjustment may be approved by:
 - a. The committee Chair(s) if the adjustment does not exceed \$100.00
 - b. The Chairman of the Board of Directors, should a Head of State not be available and the approval requires immediate action.
3. If there is a change made to any line item the information will be shared with the Court Members at the next Court meeting.
4. If the result of an adjustment to a line item exceeds the total approved budget, a revised budget must be presented and approved by the Court. In the event there is no Court meeting scheduled prior to the date of the event, the revised budget will be presented to the Board of Directors for approval.
5. A budget adjustment cannot be made after the event has been held.

Each member of the Court has a responsibility to question any line item they feel is not in the best interest of the Court and to offer suggestions to improve allocation of funds for events.

SUBMISSION OF RECEIPTS FOR EXPENSE REIMBURSEMENT

Court Members must submit all receipts for reimbursement within 10 days after then date. Receipts not submitted timely will not be honored/paid.

MEMBER CONDUCT

While each member of the Imperial Dove Court has a right to an opinion, no Court Member shall make derogatory statements (e-mail, microphone, public forums) about another Court member. Court Members are encouraged to resolve personal problems between the individuals involved. If they are unable to resolve their differences, then the issue should be taken to the Heads of State for resolution. If the issue is not resolved by the Heads of State, only then will the persons be able to take the issue to the Board of Directors for resolution, the Board of Directors will have the final decision in the matter. However, should a Court Member make the issue a public matter (e-mail, microphone, public forums) the Board of Directors shall initiate progressive disciplinary action. Any action taken shall be at the sole discretion of the Board of Directors, and will require a majority vote.



Advertising Contract for the_____Reign

Name of advertiser:_____

Mailing Address:_____

City:_____State:_____Zip Code:_____

Contact Person:_____

Telephone:_____FAX:_____

Best time to call:_____

We wish to place one or more ads in the following events programs published by the Imperial Dove Court de Fresno/Madera Inc We agree to pay the full amount due for each ad and to provide ad layout within two weeks of signing this contract.

Event	Ad Size	Price
Pre-Thanksgiving Dinner	_____	_____
Closet Ball	_____	_____
3M Pageant/ICP Ball Event	_____	_____
Barn Dance	_____	_____
Coronation*	_____	_____

Program ad size	
1. Back Cover	\$100
2. Inside Cover	\$100
3. Full Page	\$50
4. Half Page	\$35
5. Business Card	\$25

*Coronation Program ad size	
6. Back Cover	\$150
7. Inside Cover	\$150
8. Full Page	\$100
9. Half Page	\$75
10. Qtr. Page	\$50
11. Business Card	\$35

Signature of Advertiser

Title

Date

Valid State-Issued ID required with residency verification at time of screening.

Candidate Application for Emperor or Empress of the Imperial Dove

Court de Fresno Inc.



Candidate Application for Emperor or Empress of the Imperial Dove Court de Fresno Inc.

(Also known as the IDC or Fresno, though representative of all IDC Territories)

Applicant's Legal Name (Please Print)	
Name to be known as Emperor or Empress Candidate (should you be accepted and elected) (Please Circle One)	
Address	
City, State, Zip	
Phone(s) - Home, Work, Cell	
E-mail Address	
Date of Birth	
Present Employer, Address, Contact Person & Phone Number	

By submission of this application, I acknowledge that I have read the Rules & Regulations for Candidacy for the Office of Emperor/Empress of the IDC, the Rules for the Campaign and Election Day, and finally the Job Description for the Emperor/Empress of the IDC. I agree to abide by all the Rules and Regulations, and Job Description should I be elected, as set forth by the Imperial Dove Court de Fresno, Inc. as may be amended from time to time.

--	--

Date

Legal Signature

APPLICANT STATEMENT

In accordance with the established Bylaws of The Imperial Dove Court de Fresno, Inc., and to be considered as a candidate for the Office of Emperor/Empress of Fresno, I hereby agree to an oral interview by Directors of the Imperial Dove Court de Fresno, Inc.

**SCREENING will be held on: Friday, April 16th, 2021 – Zoom
Virtual Meeting
Commencing at: 8:00 PM**

I fully understand that personal questions may be asked that could concern my lifestyle, background, my job or financial stability. Also, such questions as may relate to and affect my performance as a prospective Emperor/Empress of the IDC for which I have submitted an application to the IDC.

I fully realize that the purpose of these questions and the interview is to determine my qualifications and my ability to perform in the Office of Emperor/Empress. I agree to any and all questions relative to the above-mentioned background, lifestyle, financial stability and other such questions and do not hold the Board of Directors of the Imperial Dove Court de Fresno, Inc. liable in any way for the questions asked. Further, should I not be accepted as a candidate, I do not hold the Imperial Dove Court de Fresno, Inc. liable in any manner because the vote of IDC Board of Directors is a majority vote for a decision as to my candidacy.

Explain all yes answers in the box below the question.

Have you ever been convicted of a felony or a misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilt by a judge or a jury.

Yes No

If yes, list by date and explain all convictions. Include any serious or violent felony convictions in any state of jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c). Any person convicted of felony embezzlement or registered sex offender would be considered ineligible to serve as Emperor or Empress of the Imperial Dove Court.

My submission of this application authorizes the Imperial Dove Court de Fresno to conduct a background investigation and authorizes release of information in connection with my application for candidacy. The investigation may include such information as criminal and civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release this non-profit organization's Board of Directors and reference source (except in relation to prior contractual agreements, public policy, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Departments and any locality to which they may refer for release of information.

I agree to provide at screening the following:

- 1 A written biography in 500 words or less about myself
- 2 A two-to-three-minute verbal presentation about why I want to become the next Emperor or Empress of Fresno and my qualifications for the office

If I become a Candidate, I, my campaign manager and committee agree to conduct a positive and clean campaign. There will be no negative campaigning against another candidate or destruction of their posters, flyers, campaign literature or negative or disrespectful postings on social media.

I am aware that all accepted candidates must give a staged presentation limited to five (5) minutes at the Coronation Ball at the appointed date and time decided by reigning heads of state.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to accept or for my discharge should I become emperor or empress of the Imperial Dove Court de Fresno.

All Rules & Regulations were furnished to me prior to my submission of my application to the Imperial Dove Court de Fresno, Inc. on or before TBD

A filing fee of \$100 (one hundred dollars) must accompany this application.

Signed the _____ Day of _____

Applicant: _____

Reigning Head(s) of State: _____

This statement must accompany the Application for Emperor or Empress of Fresno and must be signed in the presence of the Reigning Head(s) of State, who will serve as witness.

If an accepted candidate withdraws from the campaign or election thereof it must be in writing to the Chairman of the IDC. Verbal notifications will not be accepted.

From the Bylaws of the Imperial Dove Court de Fresno, Inc.

ARTICLE VII - ELECTION OF HEADS OF STATE

Section 01.00-Application for Candidacy

1. Application for candidacy, in a form prescribed by the Board, which includes the following:

Explain all yes answers in the box below the question.

Have you ever been convicted of a felony or a misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, no contender (no contest) and/or a finding of guilt by a judge or a jury.

Yes No

If yes, list by date and explain all convictions. Include any serious or violent felony convictions in any state of jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

My submission of this application authorizes the Imperial Dove Court de Fresno to conduct a background investigation and authorizes release of information in connection with my application for candidacy. The investigation may include such information as criminal and civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release this non-profit organization's Board of Directors and reference source (except in relation to prior contractual agreements, public policy, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Departments and any locality to which they may refer for release of information.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or

falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to accept or for my discharge should I become emperor or empress of the Imperial Dove Court de Fresno.

together with the filing fee, shall be submitted to a Head of State not less than thirty-two (32) days, nor more than forty-five (45) days prior to the date set for Coronation. The filing fee, which shall be set by the Board, shall include a Court packet for Coronation and a one-page ad in the Coronation program.

2. An applicant shall:
 - A. Have been a permanent resident within the boundaries of this corporation for not less than two (2) years prior to the close of filing of applications.
 - B. Be not less than Twenty-one (21) years of age on the date set for close of applications.
 - C. Have been a voting member of the Fresno Court for not less than one (1) year prior to the date set for Coronation; one year for this section only, constitutes from the event named Investitures, to the final application date.
 - D. May not be a Head of State.

Section 02.00-Approval of Application

1. The Board, excluding any member who has filed an application, shall, in open meeting, vote on the application, within two (2) days following the close of the filing period, as follows:
 - A. Conduct an oral interview with the applicant, which shall be tape recorded, to determine if the applicant:
 - i) Is able and willing to bear the financial burden and devote the time required to perform the duties of the office sought.
 - ii) Possesses and uses good leadership abilities, fair judgment, and is of an even temperament.
 - iii) Voting shall be by secret ballot, and the ballot shall contain the following question: "Shall the application of (applicant's name) be approved? () Yes () No."
 - iv) Passage shall be by a simple majority of the voting members present. In the event of a tie, a second vote shall be taken without discussion. In the event of a second tie, the application shall be deemed approved.
 - v) The final tally shall be revealed after each vote to the candidate and Board only.
 - vi) The Chairman of the Board shall announce to the public whether the application is approved or denied.
 - vii) Any filing fee shall be refunded to any applicant whose application is not approved following the announcement of the tally.

Section 03.00-Candidates and Campaigning

An applicant receiving a vote of approval at the screening interview shall become a candidate and be permitted to campaign upon notification.

Section 04.00-Voting

1. Voting shall be:
 - A. By secret ballot, nothing shall be attached to the ballot and no marks other than the voting mark shall be placed on the ballot.
 - B. On the date set for Coronation, during a pre-scheduled set time, chosen by the board of directors, between the hours of 10:00am to 5:00pm fifty-nine (59) minutes, after the doors open. In the event any person(s) qualified to vote and waiting in line at the close of voting shall be permitted to vote.
2. Ballots shall be cast only by:
 - A. Members of the Fresno Court with voting status and the Imperial Family.
 - B. Residents within the boundaries of this corporation, other than member of the Court, presenting a Coronation ticket and, upon request proper proof of such residence.
 - C. Voting shall be restricted in some manner so that one individual shall be permitted to vote only one time. The Chairperson of the Voting Committee must establish a procedure to prevent a person from voting more than one time.
 - D. Each candidate for office may select a representative to monitor the voting process. Such monitors may not actively participate in the voting process, but may challenge any voting procedure, which is in violation of these bylaws.
3. The ballot of the Chairman of the Board, the Executive Secretary, and the Executive Treasurer shall be sealed and placed in the ballot box.
4. At the close of voting, the ballots shall be delivered to an impartial public accountant who shall:
 - A. Count and tabulate the ballots in the box except those which are sealed.

- B. Count the ballots, which are in sealed envelopes only in the case of a tie, and only for the office and the candidates who are tied.
 - C. Place the results in a sealed envelope, and not reveal the results in any manner, except in the case of an unresolved tie.
 - D. Deliver the results in the sealed envelope to a designated Officer of the Board, who shall not open the envelope until the Board has assembled. The designated officer shall present the sealed envelope to the reigning monarch(s).
5. If there is only one (1) candidate for an office, the ballot shall contain the following question: Shall (candidate's name) be elected (name of office) of The Imperial Dove Court de Fresno/Madera, Inc. () Yes () No
 6. If there is no candidate, or no candidate is elected to an office, the elected Head of State, may reign alone.
 7. If there are no candidates or no candidate is elected for both offices, the Board may qualify as the heads of State from the date of Coronation.
 8. If there is only one monarch elected, the elected Head of State shall reign alone.

Job Description and Rules as described in the Bylaws of the Imperial Dove Court de Fresno, Inc.:

ARTICLE V - HEADS OF STATE

Section 01.00-Term of Office and Authority

1. The term of office of the Heads of State shall be from Coronation and continue until the next Coronation is held.
2. The Heads of State shall reign and rule jointly with equal authority over the Fresno Court.

Section 02.00-Responsibilities and Duties

1. The primary responsibility of the Heads of State is to provide leadership to The Court in its involvement in the Fresno community and elsewhere.
2. The duties of the Heads of State shall be to:
 - A. Conduct Investiture, which shall be held not more than forty-five (45) days after the date of Coronation.
 - B. Jointly invest titles to create members, other than Imperial Family, of the Court as follows:
 - i) Titles may be invested upon members of the Imperial Family.
 - ii) The types of titles are at the discretion of the Heads of State; however, the Heads of State shall invest the titles of Imperial Crown Prince and Imperial Crown Princess who shall become officers of The Court.
 - iii) All titles invested whether it be at the event named Investitures, or otherwise, must be documented by title, date and place. This information is to be handed to the Court Secretary immediately for record keeping. The titles may be jointly invested after Investitures, provided however, that such title shall become effective only after notification to the Court Secretary, who shall immediately note the title and date of notification on the Court files.
 - iv) Only honorary titles may be given to persons residing outside the boundaries of this corporation.
 - C. Jointly remove any title invested, at any time they choose to do so.
 - D. Attend all meetings of The Board and The Court, unless there is an excusable reason. The reason must be submitted in writing to a member of the Board at or prior to the next Board meeting.
 - E. Wear attire which reflects their elected gender at all State functions whenever possible.
 - F. Provide all Court members with a Court roster of names, addresses, telephone numbers, and titles of all Court members. Provided, however, that each member shall have the right to request that their address and/or telephone number not appear on the Court roster.
 - G. Call special meetings of The Court.
 - H. Set the starting time and theme of their outgoing Coronation, no more than ninety (90) days after the event called Investitures, which shall be held in the month of May
 - I. Submit a proposed Coronation budget, containing expected revenue and expenditures, to the Court in the form of a motion not less than one hundred and twenty (120) days prior to the date set for Coronation.
 - J. Establish a set of policies and procedures regarding their reign within sixty (60) days after they become Heads of State as specified in Article XII, Section 04.00. and shall abide by the policies and procedures in effect during their reign
 - K. Shall act within their fiduciary duty. The Heads of State have a fiduciary duty that forbids them from acting in any manner financially adverse or contrary to the interest of the Court or from acting for their own financial benefit in relation to the Court

- L. Shall extend themselves as representatives of the Court at:
 - i) Events within the jurisdiction of the Court
 - ii) At least five (5) state functions. This requirement shall include San Francisco Imperial Coronation; one (1) out-of-state coronation; two (2) in-state coronations (one being the San Francisco Imperial); and two (2) coronations at the discretion of the Heads of State. This requirement applies to each Head of State individually, not collectively.

Section 03.00-Resignation and Removal

1. A Head of State wishing to resign may do so by presenting such resignation in writing to any member of The Board who shall immediately transmit such resignation to the Executive Secretary and Chairman of the Board. All Board members are to be notified immediately by the Chairman of the Board.
2. Any Head of State who submits a written resignation shall immediately become a non-voting member and shall remain so until the matter of the resignation has been decided, however the office shall not be considered vacant.
3. The matter of the resignation shall be placed on the agenda of a special Court meeting to be held not less than twenty (20) nor more than thirty (30) days from the date of the notice given by the Executive Secretary. The special Court meeting will structure as follows:
 - A. The matter of the resignation shall be placed on the agenda. The acting President will open the meeting with the agenda item and explain the process of resignation to the Court membership.
 - B. If the Head of State who submitted the resignation is present, they must be given the opportunity to speak and explain the reason for their resignation.
 - C. A majority vote by the Court will be taken to accept, or reject the resignation.
 - D. If resignation is accepted, the position will be filled by the remaining head of state. If no other head of state is in office the sitting Board of Directors will act as Head of State for the duration of the reign.
4. A Head of State may be removed from office for failure to perform the duties of the office, as outlined in Section 02.00 of this Article, upon a motion to The Court. Any such motion shall contain the duty (duties) that the Head of State allegedly failed to perform, and be placed on the agenda of the next Court meeting. Any witness who may speak to the alleged failure must be present at the Court meeting where the motion is discussed and voted upon. Individuals present may not speak on behalf of anyone else. Any witnesses who are unable to be present may submit a written and notarized document to the Court. This document shall outline their testimony as it relates to the alleged failure of the Head of State. Once the evidence has been examined and witnesses have been heard, the Court shall vote on the motion. A motion to remove a Head of State shall be voted on by secret ballot. A seventy-five percent (75%) majority is required for passage. Only Court members with voting status, present at the meeting where is motion is discussed may vote.
5. If it is found that the application for candidacy was falsified or omissions made then:
 - A. A formal investigation will be conducted by the Board of Directors through the following course of action:
 1. The chairman of the Board and Executive Secretary will meet with the accused Head of State to discuss allegations.
 2. If there is reasonable doubt that the Head of State may have falsified information on the application for candidacy, a Special Board Meeting will be called no later than 14 days after the first initial contact with the Head of State.
 3. At the Special Board Meeting, the accused will have an opportunity to defend him/herself and provide documentation of support.
 4. The Board of Directors will then vote if the Head of State should have a formal investigation.
 5. The background investigation shall be paid by the current reign's funds.
 6. If the background investigation provides evidence that the Head of State falsified statements on the application for candidacy, this would constitute grounds for removal.
 7. If the Head of State admits to falsifying the application for candidacy at any time during this process, this would constitute grounds for removal.
 8. No new members will be accepted until after the results of the current membership vote.
6. A vacant elected Head of State office shall be filled by the Board of Directors.

Section 04.00-Removed Heads of State

If a Head of State is removed from office, all rights and privileges and titles (both future and present) are revoked.

Section 05.00-Travel Fund

The monarchs may, upon availability from the general fund account, be reimbursed the following expenses: Coronation and Brunch tickets, transportation, and hotel costs. The total amount which may be reimbursed shall be one thousand four hundred dollars (\$1400.00) per monarch, or up to one thousand six hundred dollars (\$1,600.00) if the monarch reigns alone.

One major factor in determining whether funds are available from the general fund account is whether the current reign has an unpaid debt to the trust account for funds which have been borrowed as "start-up" money. If on December 31 of the current reign, the "start-up" money and any other funds due the general fund account are not available for reimbursement by the Treasurer, travel fund reimbursement will discontinue. Once all funds have been repaid to the general fund account, travel reimbursements will again be considered.

Section 06.00-Duty to Set Aside Funds

Each reign shall deposit a minimum of two thousand five hundred (\$2,500.00) from the administrative funds into a trust account. Funds from this account can be borrowed to use for "start-up" money by the succeeding reign to be re-deposited by December 31.