

Policies and Procedures
Imperial Dove Court de Fresno, Inc.
Reign 53

July 2026

Prepared by

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Preamble to the Bylaws of the Imperial Dove Court de Fresno, Inc.

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

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

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

Policies & Procedures of the 53rd Reign

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

Section 1: Monthly Court Meetings

- A. Court Meetings during the 53rd Reign will be regularly held in person at Step Up Nutrition, located at 5763 N. Palm Ave., Fresno, CA 93704 (southwest corner of Bullard & Palm). In addition, court meetings will be available via Google Meet for those court members, Imperial Family, and guests, unable to be present in person. A Google Meet link will be provided on the day of the court meeting.
- B. Court Meetings will be held on the first Tuesday of every month except when that day is a holiday; in those cases, the meeting will be held the next day, Wednesday, or the following Tuesday, at the Reigning Monarch's discretion.

- C. Court Meetings will be held at 7:00 pm.
- D. At the discretion of the Reigning Monarchs, the venue can be changed. The Reigning Monarchs shall notify the court at the court meeting prior to the venue change, whenever possible. If this cannot happen due to unexpected events, signage shall be placed at the original venue and/or posts will be made on social media.
- E. Meeting Agendas - The agenda for the Court meetings shall be produced the day before each meeting. Any issue needing to appear on the agenda should be submitted to the President of the Court at least 24 hours before the beginning of a Court meeting to be included in the agenda. (In most cases, by 7 pm on the Sunday before the meeting).
- F. Court Meetings will follow the agenda under the moderation of the Court President or chair delegated by the Court President.
- G. Special presentations to the Court shall occur immediately after the Call to Order.
- H. Tardiness - it is the responsibility of any member to arrive on time. If this is not possible, latecomers are responsible for making their presence known to the Secretary at the close of the meeting.
- I. All Court meetings are conducted according to the form set out in Robert's Rules of Order.
- J. Discussion may occur only after a motion has been made and seconded.
 - a. Members shall indicate their wish to speak to the matter at hand by raising their hand.
 - b. Each member shall be given one opportunity per motion to speak for a maximum of 2 minutes.
 - c. Discussion will be closed, and a vote taken when there are no longer any names on the speakers list or after a motion to close debate or a call for the question is made, seconded, and passed.

Section 2: Behavior

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

- A. Issues of a personal nature involving members or title holders should be directed to those parties privately, rather than during meetings.
- B. Should such issues fail to be resolved in private, they may be brought to the attention of the Reigning Monarchs for a private audience to resolve the matter.
- C. If it is within the Reigning Monarchs' discretion to decide, this decision is final.
- D. If the issue is regarding the Monarchs or the issue affects the business of the court beyond the Reigning Monarchs' discretion, it should be brought to the attention of the Chairman of the Board.
- E. Inappropriate behavior, which includes loud drunkenness, disrespect, insults, profanity, non-consensual physical contact of any nature or threatening gestures/comments, between Court members and/or Imperial Family, or visiting Monarchs and/or Court Members, will not be tolerated at Court meetings or functions. This includes out-of-town events.

- F. The use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, or controlled substances is prohibited.
- G. If you have a concern or disagreement with a Past Monarch or the Reigning Monarchs, please be forward by addressing the situation professionally. We ask that you discuss and resolve the issue by speaking to the Past Monarch/Reigning Monarchs in person, in private.
- H. Inappropriate behavior, including but not limited to: Non-consensual physical contact of any nature, disrespect, profanity, insults, or threatening gestures made by the community, members of visiting Courts or other organizations toward the Imperial Dove Court de Fresno Inc. shall not be tolerated at Court meetings or functions.
- I. Problems or disturbances that occur at Court meetings or functions should be reported to the Monarchs or those acting in the capacity in the Reigning Monarchs' absence (i.e., Function Coordinators, and/or members of the Board of Directors).
- J. In case of disturbances, disagreements, or inappropriate behaviors, the Reigning Monarchs request that:
 - a. Parties involved first attempt to resolve their differences between themselves.
 - b. If this is not possible, the Reigning Monarchs shall attempt to resolve the matter.
 - c. Lastly, if there is still no resolution, the Reigning Monarchs, parties involved, and the Executive Board Members shall try to resolve the issue.

Section 3: Discipline

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

- A. The Monarchs and Chairman of the Board may then arrange a meeting together with the member involved and the individual making the accusation. Be cautioned, hearsay evidence is not admissible.
- B. The meeting will take place to evaluate the situation and review evidence. If, after review of the facts, the Reigning Monarchs and the Chairman of the Board feel it serious enough to warrant further action, a disciplinary action committee shall be formed to investigate the charges and make a recommendation.
- C. If disciplinary action is deemed necessary, the Reigning Monarchs may take the following actions progressively.
 - a. Verbal warning by the Reigning Monarchs
 - b. Written warning by the Reigning Monarchs
 - c. Letter of Reprimand, with disciplinary action
 - d. Removal of Title
- D. In cases of gross or serious misconduct, the Disciplinary Action Committee will review and make a recommendation. The Board of Directors will then determine the disciplinary action.
- E. If the misconduct violates any city ordinance/code, state, or federal law, the applicable law enforcement agency will be notified.

- F. Any misconduct, including alcohol-related misconduct, disruptive behavior, disorderly conduct, harassment, or other inappropriate actions, may result in immediate removal from any Court meeting, function, or event and may subject the individual to disciplinary action in accordance with the Court's governing rules and procedures. This policy applies equally to all Court Members, Reigning Monarchs, members of the Imperial Family, and their guests. No person shall engage in conduct that jeopardizes the safety, dignity, or reputation of the Court. Members and guests are expected to consume alcoholic beverages responsibly and to conduct themselves in a manner that reflects positively on the Court. Alcohol-related misconduct, including intoxication that results in disruptive, disorderly, abusive, or inappropriate behavior, will not be tolerated and may result in immediate removal from the event and additional disciplinary consequences.
- G. No person under the age of twenty-one (21) years shall be served, consume, possess, or attempt to obtain alcoholic beverages at any meeting, function, event, or activity sponsored, sanctioned, or conducted by the Imperial Dove Court. Any violation of this policy may result in immediate removal from the event and may subject the individual and any person who knowingly furnished or provided alcohol to further disciplinary action in accordance with the Court's governing rules and procedures.
- H. Anyone who is deemed by the bartender on duty to have consumed enough alcohol to be considered inebriated may be denied any further alcoholic beverages and if their behavior warrants such, be asked to leave.
- I. Bringing your own alcohol beverages and consuming them at any of the Court meeting/function/event is prohibited and will result in removal from Court meeting/function/event and will have disciplinary consequences.
- J. All drinking of alcoholic beverages shall be served under the Alcohol Beverage Control (ABC) guidelines.
- K. The use, possession, distribution, or sale of illegal drugs or unauthorized controlled substances at any Court-sponsored or Court-sanctioned meeting, function, or event is strictly prohibited. Any person who is under the influence of illegal drugs or unauthorized controlled substances while attending or participating in such activities shall be subject to immediate removal and may face disciplinary action.

Section 4: Court Functions

- A. Each of the fundraising events of the 53rd Reign will have an Imperial Family Advisor named by the Reigning Monarchs. An Event Coordinator may also be named by the Reigning Monarchs.
 - a. The Event Coordinator would be responsible for working together with the Imperial Family Advisor to put together a committee to plan and execute the event they have been assigned.
 - b. The Event Coordinator is accountable to the Imperial Family Advisor and should keep them apprised of all work being done on the project.
- B. A proposed budget shall be submitted 2 months in advance, when possible, at the Court Meeting to be voted and approved. This budget must first be submitted to the reigning Monarchs for their initial approval.

- C. Each Imperial Advisor and/or Event Coordinator should choose several Court Members to help them in the planning and preparation of their function, including crews for set-up and teardown.
- D. Event Advisor and/or Coordinator will set/conduct meetings of the Committee and keep appropriate records of those meetings.
- E. Emcees and Entertainers for each event shall be chosen by the Advisor and/or coordinator; however, final approval of emcees and entertainers is at the discretion of the Reigning Monarchs.
- F. Event Advisor and/or Coordinator and Committee members may solicit donations from businesses and private citizens to maximize the amount of money that can be raised at our events. Letters describing the work of the IDC and its tax status may be obtained from the Court Secretary or Reigning Monarchs.
- G. Any direct soliciting should be reported to the Event Coordinator and the Imperial Family Advisor of the event.
- H. There will be no complimentary tickets provided for events unless approved by the Reigning Monarchs. Approval will be at the sole discretion of the Reigning Monarchs.
- I. Any minor attending an IDC function during the 53rd Reign must be accompanied by a parent or guardian, and they are responsible for always supervising the minor.
 - a. The Reigning Monarchs will designate Special ticket pricing for minors for in-person events.
- J. The drink prices for the bar during the 53rd Reign will be as follows:
 - a. \$8 Cocktails
 - b. \$8 Shots w/Chaser
 - c. \$4 Energy Drinks
 - d. \$4 Domestic Beer, Wine
 - e. \$3 Soft Drinks, Juice
 - f. \$1 Bottled Water
 - g. Prices may be changed at the discretion of the Reigning Monarchs.
- K. A program may be produced for each of the major, in-person functions of the reign. Ads for these programs may be sold for single events, including the Coronation 54 Program. See Coronation Program Ad Pricing Addendum.
- L. An ad subscription is available at the Monarch's discretion.
- M. Smaller events may have programs with ads as well, prices to be determined at the time of the event by the Reigning Monarchs.
- N. Coronation Programs Ads: See Coronation Ad Pricing Addendum.

Section 5: Insurance Responsibilities

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

Section 6: VIP Passes

- A. Two levels of VIP passes are available during Reign 53: Gold and Silver

- a. Gold VIP Pass \$300 includes the following events: • Investitures • Pool Party • Mirror Ball • Ducal Ball • Pre-Thanksgiving • Closet Ball • Tranz Ball • The M Pageant • ICP & ICPR Ball • Out of Town Show • Coronation • Victory Brunch
 - b. Silver VIP Pass \$200 includes the following events: • Investitures • Ducal Ball • The M Pageant • Out of Town Show • Coronation • Victory Brunch
- B. When purchasing a VIP pass, it must be paid no later than December 31, 2026. A payment plan will be established, or the VIP may be paid in full (equaling \$200 or \$300).
- C. If a Silver Pass is acquired, a minimum of \$40.00 should be paid per month for 5 months at each function/event, beginning in June or July. A Gold Pass requires a minimum of \$60.00 to be paid per month for 6 months, beginning in June or July. If there is no event scheduled for that month, a payment must be made to the treasurer. See VIP Pass Addendum.
- D. Any VIP pass not paid in full by the date due shall become null and void. Unforeseen circumstances may necessitate an extension of the plan or timeline. Any such extension shall require consultation with, and approval by, the Reigning Monarchs. Upon approval, the extension and any related changes shall be communicated to the Executive Treasury in a timely manner.
- E. VIP Pass Holders who have not paid their VIP Pass in full must make a minimum payment, equal to the entry fee of each event they attend, until the VIP Pass is paid in full.
- F. VIP Passes are non-transferable and can only be used by the individual named on the VIP Pass

Section 7: Checks

Checks will be accepted at the discretion of the Reigning Monarchs. All checks must be made out to "Imperial Dove Court de Fresno Inc.", no abbreviations.

Section 8: Tips and Gratuities

- A. Money given to members of the IDC or community performers, as a tip, is a donation to be given to the court. This applies for free functions/events held during the reign. i.e. Second Sunday Shows.
- B. Money given to individuals serving as a bartender as a tip, is a gratuity given to the individuals.
- C. If a performer pays for entrance to an event, they may keep their tips. If the performer chooses not to pay for entrance to an event, they must relinquish their tips to the organization. This applies to functions/events requiring a ticket during the reign. i.e. Mirror Ball, Ducal Ball, any pageant.

Section 9: Crowns, Sashes, etc.

Crowns, tiaras, medals, and sashes may be worn at IDC events by Court members appropriate to their invested titles. Pageant crowns may be worn by those who have received these honors. It is particularly appropriate to wear crowns, coronets, baronets, and tiaras at formal state affairs such as Investitures, Ducal Ball and Coronations.

When traveling as a guest to another realm, it is important to check on the local customs before wearing crowns. When in doubt, ask our Reigning Monarchs

Section 10: State Affairs

There are only 3 Formal State Affairs for the Imperial Dove Court. Please dress in crowns and formal attire (see Monarchs for details) or in the event theme, if possible.

- A. Investitures 53
- B. Ducal Ball 53
- C. Coronation 54

Section 11: Coronation Court Walks

It is the desire of the Reigning Monarchs that court walks conducted for coronations be cohesive in theme and/or color. All those walking with the court of the 53rd Reign are strongly encouraged to dress in crowns and formal attire and adhere to the color theme chosen by the reigning monarchs and/or be in coronation theme attire. The designated court color and/or theme will be shared with court members in advance of the coronation.

Advertising Contract for the 53rd Reign

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

Advertiser	
Street Address	
City/State/Zip	
Contact Person	
E-mail address	
Phone	

<u>Event</u>	<u>Ad Size</u>	<u>Price</u>
Mirror Ball 2026		
Ducal Ball 2026		
Pre-Thanksgiving 2026		
Closet Ball 2027		
Tranz Ball 2027		
M Pageant 2027		
Coronation LIV		

Event Program ad size/cost 5 ½ " x 8 ½" \$50

Coronation 54 Program ad size/cost (Full page, color)

Back Cover \$250 Inside Cover \$200 Full Page \$150

Advertiser Signature _____ Date _____

Title _____

*Program ad pricing is subject to change at the discretion of the Reigning Monarchs.