



**IMPERIAL SOVEREIGN COURT OF THE CHINOOK  
ARCH, SOCIAL ASSOCIATION**

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**REGULATIONS**

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## Document Change Log (Must be updated for each change)

Date	Change	Change Author
Sept 12 2017	Update R21 Regalia - Adding cost provisions for Monarch regalia during reigning year.	Shaun Fjaagesund
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Mar. 24, 2021	Update R2 – Expense procedures Add R15.4 and R24 – Social Media	Michael Espeseth

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**IMPERIAL SOVEREIGN COURT OF THE CHINOOK ARCH, SOCIAL  
ASSOCIATION.**

**REGULATIONS**

**R1 DUES AND FEES**

**R1.1** The Annual dues of the Association shall be established by a simple majority vote at the Annual General Meeting in June of each year, but may not be less than five dollars (\$5.00).

**R1.2** The application fee for the Emperor and Empress shall be one hundred and fifty dollars (\$150.00) each. This fee will include a ball ticket to the Annual Charity Ball. Upon application, a copy of the Association's Bylaws and Regulations will be provided to each applicant.

**R1.3** In order to run for the position of Emperor or Empress and in order to hold any board position or any title within the ISCCA, a person must have a current and valid membership on file with the Association.

## **R2 EXPENSES, FUNCTION SHEETS AND EVENT FUNDS**

**R2.1** With the exception of expenses under One Hundred Dollars (\$100.00) directly related to a function, no expense will be honoured by the Association unless they were previously approved by the board of directors.

**R2.2** Donations in excess of one hundred dollars (\$100.00) from the funds of the Association shall require a two-thirds (2/3) majority vote of the Board members present.

**R2.3** With the exception of expenses under One Hundred Dollars (\$100.00) directly related to a function, all properly authorized expenses incurred by the Association will be paid by the treasurer

**R2.4** A function sheet must be completed for all events, whether or not there was any money raised. The function sheet must show an itemized breakdown of all income and expenses. A picture of the function sheet shall be taken and emailed to the Treasurer within 24 hours of the event. In the email, also advise the Treasurer if the funds will be brought to the bank, or etransfered directly into the account.

**R2.5** Receipts for all expenses must accompany the function sheet. All expenses under \$100 can be reimbursed directly from the income of the event. Expenses over \$100 must be approved by the Board of Directors prior to reimbursement using form 1-116-Expense Reimbursement and will be paid by by the Treasurer.

**R2.6** All funds must be verified, and the function sheet initialed by the person hosting the event as well as a member of the Board of Directors. If no member of the Board is present, funds can be verified by a member of the Upper House.

**R2.7** Event funds can only be handled by the Reigning Monarchs, their Upper House, or a Board Member. If the Reigning Monarchs would like an additional person approved to handle funds during their event, they shall require a two-thirds (2/3) majority vote of the Board members present, or preapproval at a regularly scheduled Board meeting.

**R2.8** The reigning Monarchs or Upper House member must deposit all funds into the bank account no later than the Tuesday following the event. If the Treasurer is present at the end of an event and they agree, they can take the envelope containing the funds for deposit.



### **R3) APPLICATION FOR EMPEROR AND EMPRESS**

**R3.1** Applications for the positions of Emperor and Empress for the next term shall be available at specified locations no less than two (2) months prior to the Annual Charity Ball.

**R3.2** Applications for the positions of Emperor and Empress shall be received by the President, or such other persons as appointed by the Board, no less than five (5) weeks prior to the Annual Charity Ball.

**R3.3** All applications for the Emperor and Empress shall be forwarded to the Investigation Committee, which shall investigate and interview each applicant and make a recommendation and report on each applicant at a Special Meeting of the Board of Directors.

**R3.4** The Board of Directors, after hearing the reports of the Investigating Committee and recommendations contained therein, shall vote by secret ballot on the acceptance of each applicant for the positions of Emperor and Empress.

**R3.5** Each applicant shall be voted upon separately with a simple majority deciding the vote.

**R3.6** Should there only be one (1) favourable candidate having passed the board of directors for approval at a regular board meeting in February or March for the position of Emperor or Empress, then the said candidate will have the position of the Next Emperor or Empress in line by Acclimation and will be crowned at the appropriate time during the Annual Charity Ball of the Association held in April of each year.

Further to this, if there is only one candidate for the position of Emperor or Empress, the said candidate will follow the Regulations as outlined in the candidate's campaign as per Regulation R4.

**R3.7** In the event there is no candidate for the position of Emperor and Empress; the respective line of succession shall be followed as set out in R14.

**R3.8** No other reigning title holder from another organization may hold one of the upper house titles in this organization until they have stepped down, and relinquished the responsibilities of the title which they are currently in possession of.

## **R4 CANDIDATE'S CAMPAIGN**

**R4.1** For the approved candidates for Emperor and Empress, the campaign will begin four (4) weeks prior to the Annual Charity Ball, beginning on a Friday night at 9:00 pm., and will continue until midnight of the day prior to the day of the Annual Election.

**R4.2** There is no limit on the amount of money that can be spent on one's campaign, but all funds expended are the candidate's responsibility and in no way will any cost or responsibility for the same be borne by the Association.

## **R5 ELECTIONS**

**R5.1** The Association will hold an Annual Election one (1) week prior to the Annual Charity Ball (see R8.1), to elect an Emperor and Empress to represent the Association locally, nationally and internationally during the year of their reign as goodwill ambassadors, to reign over their house in perpetuity, if they so desire, and other such duties as may be determined from time to time by the Association.

**R5.2** Voting for Emperor and Empress shall not be restricted to members of the Association, but shall be restricted to members of the City of Calgary and surrounding area, who have attained the age of majority as established by the Province of Alberta.

**R5.3.A** The location of voting for the Emperor and Empress will be announced at the beginning of the campaign and will commence at 12:00 Noon and continue until 12:00 Midnight on the day set for the Annual Election.

**R5.3.B** Voting area must not have any Campaign material posted or present. Voting area shall be decided on by the Board of Directors and shall be communicated to the Chief Electoral Officer 4 Weeks prior to Voting Day.

**R5.4** All voters must present a valid and acceptable form of identification. Once the voter's eligibility has been established, the voter shall sign the Voter's Register, at which time the voter will receive one (1) ballot. No one may vote more than once for any elected position.

**R5.5** The voter shall then move to the voter's booth and mark the ballot. The ballot shall then be folded once by the voter and deposited into the ballot box in clear view of the person in charge of the ballot box.



## **R6 THE BALLOT BOX**

**R6.1** At the conclusion of voting, the ballot box will be sealed by the Chief Electoral Officer in front of two (2) witnesses who shall affix their signatures to the seal on the ballot box and Witness form.

**R6.2** The ballot box shall remain in the hands of the Chief Electoral Officer who shall take precautions that it remains secure and undisturbed until the day of the Annual Charity Ball.

## **R7 COUNTING OF THE BALLOTS**

**R7.1** On the day of the Annual Charity Ball the ballot box shall be conveyed to the appointed place, inspected by the same two (2) witnesses who attest to the sealing of the ballot box, the Chief Electoral Officer and one (1) other person appointed by the Chief Electoral Officer and agreed to by the witnesses, all of whom shall then sign the second part of the Witness Form in the appropriate places.

**R7.2** The ballot box shall then be opened by the Chief Electoral Officer and the ballots counted in front of all the witnesses.

**R7.3** The results will be listed on the Results of Annual Election form which shall then be placed in the envelope provided. The envelope shall be sealed and the signature of the Chief Electoral Officer shall be affixed across the seal.

**R7.4** The envelope shall then be placed in the hands of the Chief Electoral Officer for safekeeping until it is called for at the appropriate time during the Annual Charity Ball.

**R7.5** Any candidate has the right to request a recount within six (6) hours from the announcement of results during the Annual Charity Ball.

## **R8 THE ANNUAL CHARITY BALL**

**R8.1** The Association shall hold an Annual Charity Ball on or before April 30<sup>th</sup> in each year to salute the outgoing Emperor, Empress, Prince, Princess, Duke and Duchess, announce the results of the Annual Election for Emperor and Empress of Calgary, and distribute funds raised, both to and for, various Charities.

**R8.2** It is the privilege of the reigning monarchs to choose the theme of the Ball and it is the responsibility of the reigning monarchs to advertise the Ball and to notify the local, National and International community of this event.

**R8.3** The Board of Directors will choose the date and place of the Annual Ball and will assist with the preparation of the program and other Ball related activities.

**R8.4** The Emperor and Empress will be allowed three (3) command performances each. The Prince and Princess will be allowed two (2) command performances each.

**R8.5** The Imperial Grand Duke and Grand Duchess shall each have a last walk number at the end of set one at the Annual Charity Ball, not to exceed (5) minutes in length.

**R8.6** Complimentary tickets to the Annual Charity Ball shall be provided to the following:

- Reigning Emperor, Empress, Prince, Princess, Duke, Duchess, Entertainer of the Year
- Decade Monarchs (10, 20, 30, 40, 50 etc.)
- MC Coordinators
- Ball Coordinator
- Applicants for Emperor & Empress
- Bursary recipients
- Annual Charity Ball Volunteers (must volunteer a minimum of 4 hours during Coronation) – maximum of 14 volunteers
- Any “tickets for services rendered” as approved by the Board of Directors (i.e. Ball Program Design)

No person shall receive more than one complimentary ticket for the Annual Charity Ball. In the event of two price levels for tickets, the Board of Directors shall determine the level issued as a complimentary ticket.

**R8.7** The following awards will be presented during Coronation Weekend:

**THE RICHARD KINSMAN MEMORIAL TROPHY**  
**THE ENTERTAINER OF THE YEAR PLAQUE**  
**(PROVIDING ALL DUTIES ARE FULFILLED)**  
**THE DONI PETERS, BRODERICK BUTEL & BARRI ROSS LIFETIME**  
**ACHIEVEMENT AWARD**  
**THE VOLUNTEER AWARDS (3)**  
**THE BEST IN-TOWN ENTRANCE AWARD**  
**THE BEST OUT-OF-TOWN ENTRANCE AWARD**  
**THE PRESIDENTS PLAQUE**  
**BURSARY AWARDS**

**R8.8** The Richard Kinsman memorial Trophy is presented to the “Citizen of the Year” within the community. The recipient shall be chosen by the Emperor and Empress in consultation with the Board of Directors.

**R8.9** The Best-in-Town award is presented to the In-town group who has the best “In Theme” entrance and shall be chosen by the President. The award will be one hundred dollars (\$100.00) Canadian.

**R8.10** The Best Out-of-Town entrance award is presented to the Out-of-Town group who has the best “In Theme” entrance and shall be chosen by the President. The award will be two hundred dollars (\$200.00) Canadian.

**R8.11** The Doni Peters, Broderick Butel & Barri Ross Lifetime Achievement Award was introduced to acknowledge an outstanding individual within our community. This individual will have displayed excellence through performance, achievement, community support or any area to which an individual has displayed a minimum of 10 years of outstanding excellence within our community, either consecutively or concurrently through representing Calgary either at home or in other cities. This Award is chosen by Debi Leong who created the award.

**R8.12** The Volunteer Awards are chosen by the Board of Directors to be given to a person or group that has volunteered their time in the previous year.

**R8.13** The President’s Award is presented to the member of the Association who has made an outstanding contribution to the good of the association in the immediately preceding year. The recipient is selected by the President.

**R8.14** Each year the Association will salute the past Emperor and Empress monarchs celebrating their 10th 20th 30th 40th 50th and so on anniversary of accession (The Decade Monarchs) by providing the opportunity for a walk/entrance (Maximum of 5 minutes) during the evening’s events plus a page in the ball program if they so wish. Also the Association will provide the Anniversary Emperor and Empress with a complimentary ticket to the Annual Charity Ball.

**R8.14.1** In the event that a Decade Monarch cannot perform during the annual Coronation ball, there will be no replacement performance allowed.

**R8.15** At the appropriate time during the Annual Charity Ball, The Chief Electoral Officer will be called to present the envelope containing the Annual Election results to the President who will open the envelope and show the results to the assembled members of the College Of Monarchs.

**R8.16** The successful candidates shall be escorted into the Ballroom in the order of Emperor, and then Empress by those members of the College previously designated to do so.

**R8.17** The new Monarchs shall be introduced as they enter the Ballroom and take their places on the dais.

**R8.18** The fundraising year for each Reign begins after the conclusion of Victory Brunch and ends on March 31 of the following year. All funds raised from April 1 to the conclusion of Victory Brunch will be put into General Revenue to offset expenses for the Annual Charity Ball, except for the Out of Town show as stipulated in regulation R9.10.

**R8.18.1** After the fundraising year, the Treasurer will transfer all remaining Travel Fund and 50/50 & Raffle amounts into the General Revenue account. The amount in the General Revenue account will then become the amount available for charity donations for the reign, less \$1500 to cover operational expenses for the next reign.

**R8.18.2** If the Annual Ball is not meeting budget, the amount of the donations will be reduced to ensure funds are available to cover any budget shortfall. This determination will be made on the morning of the Annual Ball. Any donations that have been specifically allocated will not be affected (i.e. World AIDS Day, JDRF, etc.)

**R8.18.3** After all Annual Ball expenses have been paid, the following will be carried over to the next fiscal year: Out of Town Show funds, fundraising occurring after Victory Brunch until April 30, and \$1500 in operational costs. Any remaining amount will be allocated for charity donation by the reign whose year has just ended.

## **R9 DUTIES OF THE EMPEROR AND EMPRESS**

**R9.1** The Emperor and Empress are to be goodwill ambassadors and answer to the Board of Directors.

**R9.2** The Emperor and Empress are members of the Upper House and they are to lead their House.

**R9.3** The Emperor and Empress will serve on the Board of Directors of the Association during the year of their reign.

**R9.4** The Emperor and Empress are to uphold and promote the Aims and Objectives of the Association to the community at large.

**R9.5** The Emperor and Empress shall establish a set of priorities to be presented to the Board of Directors for approval at the second scheduled board meeting of their Reign. These priorities will form the basis of their activities to be undertaken during their reign.

**R9.6** The Emperor and Empress are to host a minimum of one (1) meeting during their reign open to the community at large to describe and explain their priorities. This meeting shall be held with the Annual General Meeting of the Association in the Month of June each year.

**R9.7** The Emperor and Empress are to host, or delegate the duty of hosting to a member of their House, the events of the Association known as INVESTITURE and the ANNUAL CHARITY BALL.

**R9.8** The Emperor and Empress shall, with the support of their house, organize a minimum of six (6) fundraisers to support the Aims and Objectives of the Association.

**R9.9** The Emperor and Empress will attend a minimum of four (4) out-of-town Coronation Balls.

**R9.10** The Emperor and Empress shall have a travel fund for defraying costs associated with attending out-of-town coronations. Funds from the out-of-town show of each year shall be used to start the travel fund. Twenty-five percent (25%) of net profit from all shows and only the shows during the reign, with the exception of the Annual Charity Ball and all ball week functions (excluding the out-of-town show) shall be put into the travel fund. The Emperor and Empress shall only use the fund for transportation to and from a Coronation plus two days hotel accommodation providing there are funds available. The Emperor and Empress can be advanced funds providing that they submit receipts within fifteen (15) days of the trip. Any funds owing from overpayment must be returned to the fund. Any funds remaining at the end of the current reign shall not be carried over to the subsequent reign but will be returned to the general funds.

## **R10 DUTIES OF THE PRINCE AND PRINCESS**

**R10.1** The Prince and Princess shall be selected by the Emperor and Empress they shall present two names for each position to the board of directors. The board of directors shall in consultation with the Emperor and Empress select a Prince and Princess for the ensuing year.

**R10.2** The Prince and Princess are to be goodwill ambassadors.

**R10.3** The Prince and Princess shall assist the Emperor and Empress in fulfilling their duties whenever requested to do so by the Emperor and Empress or the Board of Directors.

**R10.4** The Prince and Princess shall be members of the Imperial Upper House for the term

which they are chosen.

**R10.5** The Prince and Princess shall organize a minimum of five (5) fundraisers to support the Aims and Objectives of the Association.

### **R11 DUTIES OF THE IMPERIAL GRAND DUKE AND DUCHESS**

**R11.1** The Imperial Grand Duke and Duchess shall be selected by the Emperor and Empress, who shall present two names for each position to the Board of Directors. The Board of Directors in consultation with the Emperor and Empress shall select an Imperial Grand Duke and Duchess for the ensuing year.

**R11.2** The Imperial Grand Duke and Duchess are to be goodwill ambassadors.

**R11.3** The Imperial Grand Duke and Duchess shall assist the Emperor, Empress, Prince and Princess in fulfilling their duties whenever requested to do so by any of them or by the Board of Directors.

**R11.4** The Imperial Grand Duke and Duchess shall be members of the Imperial Upper House for the term which they are chosen.

**R11.5** The Imperial Grand Duke and Duchess shall organize a minimum of four (4) fundraisers to support the Aims and Objectives of the Association.

### **R11A DUTIES OF THE ENTERTAINER OF THE YEAR**

**R11A.1** The Emperor and Empress shall appoint an individual whose title shall be ENTERTAINER OF THE YEAR followed by the next consecutive number from his/her predecessor.

**R11A.2** The Entertainer of the Year will be a member of the Imperial House. The person named to this position shall organize a minimum of three (3) fundraisers to support the Aims and Objectives of the Association. This money will be given out at the Annual Charity Ball to a charity chosen by the Entertainer of the Year in consultation with the Emperor and Empress and the Board of Directors.

**R11A.3** The Entertainer of the Year will be announced each year at Investiture and shall serve until the next Annual Charity Ball, at which time he/she shall receive a trophy in appreciation of service and a Walk/Entrance during the Ball (maximum 5 min), included with that shall be a ball ticket.

**R11A.4** The Entertainer of the Year is to be a goodwill ambassador and there shall only be

one Entertainer of the Year.

## **R12 THE IMPERIAL HOUSE**

**R12.1** The reigning Emperor and Empress shall establish their House by announcing its name within thirty (30) days of their Coronation.

**R12.2** Each House will have a distinct name and shall exist to support the reigning Emperor and Empress in fulfilling their roles within the Association.

**R12.3** Each person, and or, organization within the house must be members in good standing of the association.

**R12.4** Members of the House will be appointed by the reigning Emperor and Empress from the members of the Association and or, the community-at-large. There shall be no set number of members.

**R12.5** Each member of the House shall have a title bestowed upon them at the time of their appointment to the House by the reigning Emperor and Empress, who will decide whether or not to make these titles perpetual.

**R12.6** The Imperial Upper House shall consist of the Emperor, Empress, Imperial Crown Prince, Imperial Crown Princess and the Imperial Grand Duke and Imperial Grand Duchess.



## **R13 THE COLLEGE OF MONARCHS**

**R13.1** Membership of the College of Monarchs is limited to past Emperors, Empresses, Imperial Crown Prince Royals and Imperial Crown Princess Royales and Imperial Grand Dukes and Imperial Grand Duchesses who have completed their Reign.

**R13.2** At the annual general meeting the college shall meet and elect from among the past Emperors and Empresses who are present, a person to act as Head of the College of Monarchs. Quorum for the election shall consist of those College Members present. The Head of the College will also perform the coronation ceremony of the Emperor and Empress at the Annual Charity Ball, and the Imperial Crown Prince Royal and Princess Royale and the Imperial Grand Duke and Duchess during Investitures.

**R13.3** For extraordinary issues that may arise not covered by the association's bylaws, regulations or policies, the College shall decide all matters of ritual, ceremony and protocol following consultation with the Minister of Protocol appointed by the Board of Directors.

**R13.4** The current Emperor, Empress, Imperial Crown Prince Royal, Imperial Crown Princess Royale, Imperial Grand Duke, Imperial Grand Duchess, and the 10<sup>th</sup> 20<sup>th</sup> 30<sup>th</sup> 40<sup>th</sup> 50<sup>th</sup> and so on decade Emperor and Empress of the I.S.C.C.A.S.A. shall each receive a complimentary ticket to the Annual Charity Ball celebrating their year.

## **R14 LINE OF SUCCESSION**

**R14.1** In the event that the Emperor is unable to complete his term for any reason, the Prince, as Heir Apparent, will be asked to finish the term as Emperor and provided with the same number as that to which was assigned to the Emperor whom is not completing his term. The Imperial Grand Duke will be asked to finish the term of Imperial Crown Prince Royal and provided with the same number that was assigned to the Prince.

**R14.2** In the event that the Empress is unable to complete her term for any reason, the Princess, as Heiress Apparent, will be asked to finish the term of Empress and provided with the same number as that to which was assigned to the Empress whom is not completing her term. The Imperial Grand Duchess will be asked to finish the term of Imperial Crown Princess Royale and provided with the same number that was assigned to the Princess.

**R14.3** If the Prince is unable or unwilling to fill the position of Emperor, and the Duke is unable or unwilling to fill the position of Emperor, the College of Monarchs will then go through the list of past Emperors, starting with the immediate past Emperor and proceeding backward down the line. If none of the past Emperors are willing to accept the position of Emperor, the past Princes shall be asked, starting with the immediate past Prince and proceeding backward down the line. If none of the past Princes are willing to accept the position of Emperor, the past Dukes shall be asked, starting with the immediate past Duke and proceeding backward down the line.

**R14.4** If the Princess is unable or unwilling to fill the position of Empress, and the Duchess is unable or unwilling to fill the position of Empress, the College of Monarchs will then go through the list of past Empresses, starting with the immediate past Empress and proceeding backward down the line. If none of the past Empresses are willing to accept the position of Empress, the past Princesses shall be asked, starting with the immediate past Princess and proceeding backward down the line. If none of the past Princesses are willing to accept the position of Empress, the past Duchesses shall be asked, starting with the immediate past duchess and proceeding backward down the line.

**R14.5** In the event that no one can be found for the position of Emperor or Empress, respectively, the remaining monarch shall be known as ‘DOWAGER’ and shall reign alone.

#### **R14.6 The College Year**

In the event that circumstances of an ‘Act of God’ nature beyond the control of the Organization that make Voting, Coronation, etc. impossible (example: Novel Corona 19 Virus), or in the event of Elections or the Board of Directors, with 2/3 majority may:

- Ask for members of the College of Monarchs to fulfill, either in monthly, quarterly, or collectively throughout the Reign, the duties of a Reigning Upper House Member (Emperor/Emperex/Empress/Prince/Princess/Duke/Duchess) for the period of one year of Reign (April-April).
  - o All expectations will be penchant on the Laws/Restrictions made by Provincial or Federal Governments, although the College Members accepting the roles will be asked to think outside the box as much as possible to maintain Community awareness of the Organization, be visible within the Community in person, and aid their Chosen Charities in a hands-on manner.
  - o College Members accepting the roles will be held to the same standard as any Upper House Member as a representative of the ISCCA.
  - o Those College Members accepting the roles will be required to host a minimum of 2 (two) events during the year of Reign.
  - o College Members accepting the roles must collectively raise a minimum of \$20,000 cumulatively for the entire year of Reign (April-April).
  - o College Members accepting the roles will be required to sign a Contract of Acceptance and Acknowledgement for their roles and expectations.
  - o College Members accepting the roles will be required to attend all Board Meetings so all are informed and up to date through the year.

- ♣ The College Members accepting the roles will collectively have 2 (two) votes on the Board of Directors, appointed by those accepting the roles and who are not current Board Members.
- ♣ In this instance only, a Board Member may serve a term in the College Year with the understanding that they are entitled to 1 (one) vote on the Board and may not be one of the College Members with voting rights.
  - o College Members accepting the roles will be publicly thanked with a walk (not a performance) for their service at the next Coronation and awarded a certificate.
- A College Year will be counted as a Full Numbered Reign.
  - o All College Members will be known as what their Title (Emperor/Emprex/Empress/Prince/Princess/Duke/Duchess) of their year for the College Year of that current numbered year (ie if Reigned as Prince 30, will Reign during a College year as Prince of that year's number).
  - o There may be multiple College Members utilizing the same Title (Emperor/Emprex/Empress/Prince/Princess/Duke/Duchess) during the College Year.
- There should be no overlapping of events and all College Members should endeavour to attend all functions.

## **R15 COMMITTEES**

**R15.1** The Board of Directors may at any time appoint Committees, members of which may be Board Members of the Association and, or, persons from the community-at-large. These committees shall report directly to the Board.

**R15.2** Standing Committees are established to carry out functions related to the Aims and Objectives of the Association and continue to function from year to year, though the membership may change from time to time.

**R15.3** The Board of Directors, at their first regular meeting after installation, shall review the purposes of each Standing Committee, The Membership and Budget Requirements of each Committee.

**R15.4** The Standing Committees shall be:

**(A) ANNUAL CHARITY BALL AND CORONATION COMMITTEE**

**(B) INVESTIGATING COMMITTEE**

**(C) BYLAWS REVIEW COMMITTEE**

**(D) ACTIVITIES AND FUNDRAISING COMMITTEE**

**(E) JRDF BURSARY COMMITTEE**

**(F) SOCIAL MEDIA COMMITTEE**

- The committee will comprise of 2 board members, and the President. This committee will review complaints on or from social media. **Only the Committee can**

approve the deletion of a posts, or removal of someone from an ISCCA managed page, and only after confirming the post or person is in violation of a bylaw or regulation.

**R15.5** The Board of Directors may, as required, establish Special Committees for specific purposes. Special Committees will have terms of reference, time limits and specific reporting requirements.

## **R16 SPECIAL APPOINTMENTS**

**R16.1** In recognizing the special nature of the Imperial Sovereign Court of the Chinook Arch Social Association's functions and activities, the Board will, from time to time, find it necessary to make Special Appointments of Officers related to carrying out specific responsibilities, These Special Appointments will include, but are not limited to

- (A) KEEPER OF ROYAL ROBES AND REGALIA: - HEAD OF THE COLLEGE OF MONARCHS**
- (B) IMPERIAL HISTORIAN AND KEEPER OF TITLES - TODD OBERG AKA EMPRESS 13 JUSTINE TYME**
- (C) MINISTER OF PROTOCOL - DION BOINK**
- (D) CHIEF ELECTORAL OFFICER - EMPEROR 24 DAVID PATTON**
- (E) KEEPER OF TECHNOLOGY - SHAUN FJAAGESUND**
- (F) HEAD OF BURSARY COMMITTEE - EMPEROR 40 TONY SENSATION**

**R16.2** Once the Special Appointment has been made and the person named has accepted that person will keep the appointment until such time as he/she decides to give it up.

## **R17 TITLES**

**R17.1** The reigning Emperor and Empress shall create titles for members of their House, which must be members in good standing.

**R17.2** The Board of Directors may, following consultation with and the agreement of the Emperor and Empress, create titles.

**R17.3** Certain titles may be used only with the expressed consent of the Board of Directors. These include the titles using the words:

**EMPEROR**  
**EMPRESS**  
**PRINCE**

**PRINCESS, as well as  
ULTIMA titles of any kind.**

**R17.4** Titles created by the Emperor and/or Empress may exist for the year of their reign or may be taken away at any time by the Emperor and/or Empress who created them.

**R17.5** Titles may be made Perpetual by announcement at the Annual Charity Ball by the reigning Emperor and/or Empress and by publishing such a decree in the Annual Charity Ball Program.

**R17.6** The word “ULTIMA” following any other title may only be granted by the Board of Directors. There may only be one (1) Ultima of any particular title at any one time. Ultima titles shall be granted for life and may not be awarded again until the demise of the current holder.

**R17.7** As a matter of courtesy, “Ultima” titles awarded by Affiliated Societies and, or, Associations in Alberta will be confirmed for the Society/Association by the Boards of Directors of all such organizations within the Province.

#### **R18 RECORD OF TITLES**

**R18.1** The Imperial Historian and Keeper of Titles of the association shall be responsible for the maintaining a record of all titles.

**R18.2** The records shall be maintained by the House and will be listed as Annual or Perpetual. All House Titles shall be listed in the Annual Charity Ball Program.

**R18.3** Annual titles shall be certified by issuing House Certificates provided by the reigning Emperor and/or Empress

**R18.4** Perpetual titles shall be certified by issuing an Association Certificate provided by the Association and by Publication in that year’s Annual Charity Ball Program.

**R18.5** “Ultima Titles” shall be certified by issuing a plaque provided by the Association.

#### **R19 ABDICATION**

**R19.1** If the Emperor, Empress, Prince, Princess, Duke and or Duchess should decide not to fulfill their reign for any reason, the following procedure must be followed.

**R19.2** A letter of resignation from the position held on the Board of Directors (if applicable) and also an INSTRUMENT OF ABDICATION from the elected/appointed position is required and must be filed with the Secretary.

**R19.3** The Secretary must immediately inform the President of the receipt of these documents.

**R19.4** The President shall then call a Special Meeting of the board of directors for the purpose of confirmation and acceptance of the impending resignation(s) and/or abdication(s).

**R19.5** The President shall also ask the head of the College of Monarchs to attend the Special Board Meeting.

**R19.6** It shall be the duty of the Head of the College of Monarchs to confer with the accepted line of succession, and choose a person(s) whose name(s) shall be suggested to the Board of Directors. If the Head of the College of Monarchs is not available then the duties will fall to the President of the Association.

**R19.7** The new Emperor/Empress Prince/Princess Duke/Duchess shall then, in front of the Board of Directors and the Head of the College of Monarchs, if available take the Oath of Office.

**R19.8** The President, on behalf of the Board of Directors, shall then confirm the acceptance of the resignation(s) and the Instrument(s) of Abdication, and further confirm the appointment of the Emperor/Empress Prince/Princess Duke/Duchess, to the board (if applicable).

**R20 FORMS**

**R20.1** The following is a list of Forms and their Form Number: (Bolded items are not found as of Jan 2018)

1-100	Application for Membership	<b>1-109</b>	<b>AGM Attendance register</b>
1-101	Application for Emperor/Emprex and Empress/Emprex	<b>1-110</b>	<b>AGM Voters register</b>
<b>1-102</b>	<b>Ballot form</b>	<b>1-111</b>	<b>Perpetual title certificate</b>
<b>1-103</b>	<b>Membership card</b>	<b>1-112</b>	<b>Special certificate</b>
1-104	Function form	<b>1-113</b>	<b>Life membership certificate</b>
<b>1-105</b>	<b>Budget form</b>	<b>1-114</b>	<b>Board of Directors ballot form</b>
<b>1-106</b>	<b>Witness form</b>	<b>1-115</b>	<b>Voting Slip</b>
<b>1-107</b>	<b>Results of the annual election form</b>	1-116	Expense Reimbursement
<b>1-108</b>	<b>Record of titles form</b>		

	1-117      Bursary Application
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## **R21 REGALIA**

**R21.1** Candidates for the position of Emperor and Empress will be advised during their interview process that should they be elected Emperor and Empress that they are responsible for supplying their own crown for the term of their reign. They will have a 90-day grace period from their coronation to provide their crown.

Should the Emperor or Empress purchase their own crown within the terms indicated in this section, upon successful completion of their reign, an allotment of up to a maximum of \$150.00 will be provided by the ISCCA board of directors to each the Emperor and Empress to offset the cost of the initial purchase.

1. The entitled \$150.00 allotment is for a new or second-hand crown purchased by the Emperor or Empress and proof of purchase must be passed to the treasurer in order for the funds to be allocated. a. The Medallion accessory must be approved by the reigning Emperor and Empress prior to purchase
2. The \$100.00 allotment is for a new or second-hand medallion accessory and proof of purchase must be passed to the treasurer in order for the funds to be allocated.

**R21.2** Imperial Crown Prince will be advised upon acceptance of his position that the ISCCA board of directors will supply a medallion and standard neck strap from the supplier which will be worn throughout the reign. Should the Prince decide to purchase a medallion accessory, such as a lanyard, he is responsible for supplying this accessory and has 90 days from his announcement as ICP to secure this accessory. Upon successful completion of his reign an allotment of up to a maximum of \$100.00 will be provided to the Prince to offset the cost of the initial purchase.

**R21.3** Imperial Crown Princess will be advised upon acceptance of her position that she is responsible for supplying her own crown for the term of her reign and will have a 90-day grace period from her announcement as ICP to secure her crown. Should the Princess purchase her own crown, upon successful completion of her reign an allotment of up to a maximum of \$100.00 will be provided to the Princess to offset the cost of the initial purchase.

1. The Crown must be approved by the reigning Emperor and Empress prior to purchase
2. The \$100.00 allotment is for a new or second-hand Crown and proof of purchase must be passed to the treasurer in order for the funds to be allocated.



**R21.4** Imperial Grand Duke will be advised upon acceptance of his position that the ISCCA board of directors will supply a medallion and standard neck strap from the supplier which will be worn throughout the reign. Should the Duke decide to purchase a medallion accessory, such as a lanyard, he is responsible for supplying this accessory for the term of his reign and has 90 days from his announcement as IGD to secure this accessory. Upon successful completion of his reign an allotment of up to a maximum of \$75.00 will be provided to the Duke to offset the cost of the initial purchase.

- The Medallion accessory must be approved by the reigning Emperor and Empress prior to purchase
- The \$75.00 allotment is for a new or second-hand medallion accessory and proof of purchase must be passed to the treasurer in order for the funds to be allocated.

**R21.5** Imperial Grand Duchess will be advised upon acceptance of her position that she is responsible for supplying her own crown for the term of her reign and will have a 90-day grace period from her announcement as IGD to secure her crown. Should the Duchess purchase her own crown, upon successful completion of her reign an allotment of up to a maximum of \$75.00 will be provided to the Duchess to offset the cost of the initial purchase.

- The Crown must be approved by the reigning Emperor and Empress prior to purchase
- The \$75.00 allotment is for a new or second-hand Crown and proof of purchase must be passed to the treasurer in order for the funds to be allocated.

## **R22 The Jhaque Danyel Stewart Leong Memorial Bursary**

**R22.1** 5% of the profit from all fundraising efforts throughout the fundraising year, excluding any events specifically executed to the benefit of a single cause, will be placed into a bursary account.

**R22.2** An announcement explaining the Bursary, how to apply, and deadline shall be made available to the membership through email and all social media available to the Association at least 6 months in advance of the Annual Charity Ball.

**R22.3** A Bursary Selection Committee will be formed at least 7 months in advance of the Annual Charity Ball. The Committee will be selected by the Board of Directors. The Committee's sole purpose is to select the best candidate(s) based on the selection criteria, and propose those candidates and bursary amounts to be awarded to the Board of Directors for final approval. The Committee will be comprised by the President and will consist of 5 Board members, which will include the current Emperor and Empress.

**R22.4** Application Requirements:

1. Applicants must permanently reside in the realm of the ISCCA SA, which generally speaking is southern Alberta's 403 area code. The educational institution and temporary residence to attend the institution may be outside the realm.
2. Applicants will be selected based on:
  - a) Community Involvement
  - b) Financial Need
  - c) Academic Performance
3. Mature students are also encouraged to apply.
4. Evaluations will be received by the secretary. The name on your application will be removed before the application is given to the selection committee.
5. The bursaries are to be generally in the amount of \$500. The number of bursaries will be limited to funds specifically raised for the bursary in any given year.
6. Successful applicants must attend the Annual Charity Ball in order to receive their bursary. A complimentary ticket to attend the Ball will be provided.

**R22.5** Application Form will include the following:

**Application:**

1. Contact Information:
  - a. First Name
  - b. Last Name
  - c. Student ID#
  - d. Mailing Address (Street and unit #, city, Postal Code, telephone, email)
2. Describe your community involvement in southern Alberta. What have you participated in and what has been the impact on yourself and the community? (examples of community involvement could include charities, non-profits, community athletics, school clubs, etc)
3. Please explain your financial need.
4. Describe your academic performance and aspirations.
  - a. Provide a copy of your most recent transcript either from a secondary or post-secondary institution.
  - b. Provide the name and location of the secondary school that you graduated from and year you graduated.
  - c. Provide the Name and Location of the institution you are currently enrolled in.
  - d. What is your current program and why have you chosen it?
  - e. When do you expect to complete your current program?
  - f. Do you plan to be involved in community during your education?
  - g. How do you see your community involvement after graduation?
5. Sign and Date that the above application is true.

## **R23 50/50 & Raffle Licenses**

**R23.1** A license must be obtained from AGLC for all 50/50 draws & raffles held at any ISCCA event. The Secretary of the ISCCA is responsible for obtaining all licenses. The Treasurer is responsible for all financial reporting after a 50/50 or raffle is complete.

**R23.2** As per AGLC regulations, 50/50 & Raffle tickets cannot be sold for more than \$2.00 each (arm's length or such are not permitted) and each prize in a raffle cannot exceed a \$500 retail value.

**R23.3** License requests should be made to the Secretary a minimum of one week before the event. Sales, winner information and winning tickets shall be submitted with the function sheet to the Treasurer following the event.

## **R24 Social Media Guidelines**

**R24.1** The following Social Media pages are managed by the ISCCA Board of Directors, or an appointed representative(s), which can be updated from time to time: ISCCA Facebook, ISCCA College Facebook, ISCCA Instagram

- Keep your cool on social media. It doesn't matter what your personal politics are these days, it's a highly charged atmosphere.
- Quite simply, a post that takes seconds on social media can result in long-term consequences. **When in doubt about a social media post, don't post it – 'delete' doesn't exist on the Internet.**
- Post on ISCCA social media should be proofread, have no spelling errors, be courteous, and professional in nature.
- Use these five social media rules of engagement to keep you on the right side of social media personally and professionally:
- Share anything we post - If we post it on our ISCCA social media channels, or ISCCA.ca you can share it. This is the easiest way to participate. Join in our conversation! Like, share and comment on our posts. We want to hear from you!
- Add value and be accurate - Our social posts and websites are full of great information. Add value to your comments by injecting truth and facts into the conversation, using our social posts and web content to support your opinions. Remember our bylaws and regulations promote a Harassment-Free environment.
- Be respectful - If you choose to comment, be respectful of others, ensuring your comments do not reflect poorly on yourself or the ISCCA.
- Be yourself - do not lead others to believe you are speaking on behalf of the ISCCA as only certain approved spokespeople are permitted to comment or post on behalf of the ISCCA. Please direct media inquiries to our President.
- If you mess up? Correct it immediately and be clear about what you've done to fix it. Contact the social media committee if it's a real doozy. We're here to help!

**These Regulations are effective as of March 24, 2021, having been duly approved by the Board of Directors of the Imperial Sovereign Court of the Chinook Arch, Social Association.**