



Procedures and Protocol

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PROCEDURES OF THE COURT

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1. INTRODUCTION

The Imperial Court system, founded in 1965 by Jose Sarria, has expanded since 1965 to include over 70 groups across the United States, Canada, Mexico, and the United Kingdom. This document is based on the Imperial Court System Manual of Protocol and Procedures.

Although the ISCWR is a proud member of the Imperial Court System since 1975, some of our protocol and procedure have evolved in slightly different directions than the majority of the System. Do not take that to mean that the ISCWR is doing anything incorrectly. The Imperial Court System recognizes that there are regional differences in protocol across the System, and their Manual of Protocol and Procedures is a recommendation of how things should be done while acknowledging the individuality of the separate chapters. This version will focus on how protocol is handled by the ISCWR.

Furthermore, the Imperial Court System Manual of Protocol and Procedures spends a great deal of time focusing on protocol for Baronial and Ducal courts. As we are an Imperial Court, all the information in this manual will focus on protocol and procedures for an Imperial Court. If anyone is interested in protocol for a Ducal or Baronial court, or if we ever sponsor the formation of a Baronial or Ducal court, information on protocol is available.

The basis for many of the rules and practices come from the premise that we are structured and conduct ourselves as a democratic monarchy. In the ISCWR, our figureheads, although elected to their titles, are referred to as "Emperor" and "Empress". These individuals are given the power to run their reign with the understanding that they answer to The Executive Board of the ISCWR. People of either sex, as well as any race, religion, ethnic background, or sexual orientation may hold any position within the ISCWR. However, roles that the holders assume are fashioned after the typical rules of etiquette that the world at large subscribes to for the male and female gender.

As is a requirement to be a part of the Imperial Court System, the ISCWR conforms to the following mandates:

- The group must be incorporated as a not-for-profit organization.
- The Emperor/Empress must be elected in a vote open to all residents of voting age within a certain geographic region: namely the province of Alberta from the City of Red Deer to the northern border of Alberta.
- All monies raised, less the cost of operating the organization, must be given to charity or community groups.
- When using a court title won by either election or appointment, no one may personally profit from funds raised.
- Each group must show reasonable membership, and have available, at all times, financial accounting for public scrutiny.

The administrative responsibilities are outlined in the By-Laws of the organization which are registered with the Government. These allow for election, from membership of a governing body (Executive Board) which is responsible for the good of the organization. This document is available online at our website: www.iscwr.ca.

The purpose of using a structure of protocol is very basic. It gives each organization a structure of authority, names, rank and file, customs and vernacular to use. It is, first and foremost, a game that we have fun with, but a serious game with productive and positive results. The second reason for the monarchical structure is to give the ISCWR an understanding of how and with whom to interact as we visit each other's empires.

Hopefully this document serves as a guide to answer questions you may have about procedures and protocol.



2. PREAMBLE and OBJECTIVES

- a. Understand that the Court System and the ISCWR are not static, and these rules can and will change as the circumstances arise subject to approval.
- b. **Mission Statement/ Aims and Objectives**
The mission of the Imperial Sovereign Court of the Wild Rose is to foster and promote acceptance of positive attitudes within the greater LGBTQ community. In addition to some of the other positive aspects of the Court System, perhaps the best is that our organization is open to everyone. Our membership is made up of every aspect of society; lesbian, gay, bisexual, transgendered, queer and heterosexual. A person's gender, lifestyle or mode of dress has no bearing on being a member of the court "family."
- c. **OBJECTIVES** - The objectives of the ISCWR are to:
 - i. to provide funds to the John M. Kerr Memorial Bursary fund
 - ii. provide a forum for education, support and acceptance of all sexual orientations and lifestyles
 - iii. to further relationships with businesses and organizations within our local communities
 - iv. to hold functions and fundraisers to benefit the communities
 - v. to help those in the community who are in need of our assistance.

3. TITLES

- a. All title holders and nominees for titles must hold current membership in the ISCWR for a minimum of 3 months before the title event. This stipulation may be waived upon consideration by the Board. Exceptions to this would include "Lower House Titles and Camp Titles and Positions" as described in points e through g on page 17.
- b. All persons presenting themselves as title holders past and present of the ISCWR become our public figure heads and essentially become community role models and are visible ambassadors in the LGBTQ Edmonton Community – so please act accordingly. Your attendance at other community events is noticed.
- c. It is strongly recommended, although not mandatory, that current titleholders support one another during their title year by attending events sponsored by other titleholders.
- d. Current title holders are expected to be at 75% of all general membership meetings within their year.
- e. All titles, which involve selection by judges, voting or a combination of the aforementioned, within the ISCWR will have an application process as determined by the Executive Board.
- f. Notwithstanding the above, applications for the positions of Gay Edmonton and Emperor / Empress will have a written application package as determined by the Executive Board.
- g. Application deadlines will be determined by the Executive Board for each position. Any application or notice of intent to run for a position must be received by the Association no less than one week prior to the event.
- h. All titles, as described above, will have an application fee associated with the application process. Such fee will be determined by the Executive Board. Said fee, or portion thereof, will be set aside to purchase regalia for that year's reign. (determined at the Annual General Meeting)

4. APPLICATION FOR EMPEROR AND EMPRESS

- a. Applications for the positions of Emperor and Empress for the next term shall be available by the Recording Secretary at specified locations and online no less than four (4) months prior to the Annual Charity Ball.



- b. Applications for the positions of Emperor and Empress shall be received by the President of the College, or such other persons as appointed by the Executive Board, no less than two months prior to the annual Charity Ball unless otherwise approved. This date will be on each application package.
- c. The application fee for the Emperor and Empress shall be one hundred fifty dollars (\$150.00) each. Included in that fee are a ball ticket and a candidate photo in the ball program. Upon application a copy of the Association's Bylaws / Procedures and Protocol will be provided to each applicant. Should the application be turned down this fee shall be returned to the unsuccessful applicant(s).
- d. Additionally each candidate for the position of Emperor or Empress will have raised a minimum of (\$250.00) two hundred fifty dollars in the previous 12 months.
- e. All applications for the Emperor and Empress shall be forwarded to the College of Monarchs, which shall investigate and interview each applicant and make a recommendation and report on each applicant at a Special meeting of the College.
- f. Present at such meeting, the Executive Board, after hearing the reports of the College of Monarchs and recommendations contained therein, shall vote on the acceptance of each applicant for the positions of Emperor and Empress.
- g. Each applicant shall be voted upon separately with a (75%) seventy-five percent majority deciding the vote.
- h. Should there only be one (1) favourable applicant for one or more of the positions, that candidate's name will appear on the ballot. This case will be known as a "Yes/No" vote, with the words "YES" and "NO" being placed after the candidate's name. The voters shall cast their votes according to their choice and a simple majority of the ballots cast will be decisive.
- i. In the event that there is no candidate for either the emperor or empress, the respective line of succession shall be followed in reverse numerical order (skipping the previous reign).
- j. No other reigning title holder from another organization may hold one of the Emperor or Empress titles in this organization until they have stepped down, and relinquished the responsibilities of the title which they are currently in possession of.
- k. In order to run for the position of Emperor or Empress, the applicants must be members of the Association in good standing for a minimum of three (3) months prior to the close of applications for Emperor and Empress.

5. CANDIDATE'S CAMPAIGN

- a. For the approved candidates for Emperor and Empress, the campaign will begin at least four (4) weeks prior to the Annual Charity Ball, beginning on a Friday night at 9:00 pm., and will continue throughout until the completion of voting.
- b. 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.
 - i. No campaign material will be allowed in the public areas of the Coronation Venue.



6. ELECTIONS

- a. The Association will hold an Annual Election, 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.
- b. No candidate may achieve the position of Emperor or Empress by Acclamation.
- c. Voting for Emperor and Empress shall be restricted to residents living in Red Deer and North, in Alberta, who have attained the age of majority as established by the Province of Alberta.
- d. All voters must present a valid and acceptable form of picture identification, including proof of residency. 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.
 - i. Ballots shall be initialled by the polling officer.
 - ii. 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.
 - iii. There shall not be any proxy votes allowed.

7. THE BALLOT BOX

- a. 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.
- b. Voting commencement and closure will be determined by the Executive prior to Coronation.

8. COUNTING OF THE BALLOTS

- a. Each candidate shall have the option of selecting a scrutineer.
- b. The ballot box shall be opened by the Chief Electoral Officer and the ballots counted in front of the College of Monarchs President or their representative, a member of the Board as chosen by the Executive Board, and any scrutineers.
- c. 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.
- d. 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.
- e. Any candidate has the right to request a recount within forty-eight (48) hours from the announcement of results during the Annual Charity Ball.
- f. The ISCWR will always have a Reigning Emperor and/or a Reigning Empress. Should there be no candidate for the title, or the candidate receives a "no" vote, a Regent Monarch may be appointed at the discretion of the College of Monarchs.

9. THE ANNUAL CHARITY BALL

- a. The Association shall hold an Annual Charity Ball each year to salute the outgoing Emperor, Empress, Imperial Crown Prince, Imperial Crown Princess, Imperial Grand Duke and Imperial Grand Duchess, announce the results of the Annual Election for Emperor and Empress of Edmonton, and, if possible, distribute funds raised, both to and for, various charities.



- b. 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 promote the Ball.
- c. It is the responsibility of the Recording Secretary to notify the local, National and International community of this event.
- d. The Executive, in consultation with the reigning monarchs, will choose the date and place of the Annual Ball and will assist with the preparation of the program and other Ball related activities.
- e. The following awards will be presented during the week of the Annual Ball:
 - i. **THE JOHN DESMIT CITIZEN OF THE YEAR AWARD**
 - Presented to any community member who has shown regard and / or demonstrated service to the LGBTQ community.
 - The nominees for the Citizen of the Year Award shall be forwarded by the general membership, who will present their nominations to the members of the upper house, who will provide a short list of nominees to the Board. The Executive Board will then make a decision regarding the approval of the recipient.
 - ii. **THE EMPRESS 1 MILLICENT AWARD**
 - Presented to a member of the College of the ISCWR who has contributed 10 or more years of service to the Court.
 - The nominees for the Empress I Millicent Award shall be identified and voted on by the Executive Board with equal participation from the Millicent Award winner of the previous year. In the case of a tie, the president will cast the deciding vote.
 - iii. **THE PRESIDENT'S AWARD**
 - The President's Award is presented to the member of the Association, outside of the Upper House, who has made an outstanding contribution to the good of the association in the immediately preceding year.
 - The Board will submit nominees to the President. The recipient is selected by the President.
 - iv. **MOTHER JEAN LAWSON AWARD**
 - Presented each year to a self-identifying heterosexual member of the ISCWR whose service and dedication to the court has been outstanding
 - The Mother Jean Lawson award will be chosen by the reigning monarchs.
 - v. **RISING STAR YOUTH AWARD**
 - Presented annually to a youth member of the ISCWR who is between the ages of 15-30 years old. Selected by the current monarchs, the award recognizes an individual whom the monarchs believe has "star" qualities, be it through volunteering or performing in some aspect, while upholding the integrity of the organization.
 - vi. **JOHN M KERR BURSARY AWARDS**
 - A monetary award presented to gay and lesbian students pursuing post-secondary education who have applied for and have been recommended by the College of Monarchs and approved by the Executive Board
 - The number of awards presented is to be determined annually. In some instances additional awards may be presented after Coronation.
- f. Each year the Association will salute the past Emperor and Empress monarchs celebrating their 10th 20th 30th 40th 50th and so on anniversary of the step-down (The Decade Monarchs) by providing the opportunity for a walk/entrance length to be determined annually) during the evening's events plus a message in the ball program if they so wish.



- g. Each current year Imperial Crown Prince, Imperial Crown Princess, Imperial Grand Duke and Imperial Grand Duchess will be entitled to a courtesy walk whether or not they are running as candidates for the new reign. These walks must occur after voting for the new reign has concluded.
- h. 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 of the College who will open the envelope and show the results to the assembled members of the College Of Monarchs.
- i. The successful candidate(s) 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.
- j. The new Monarchs shall be introduced as they enter the Ballroom and take their places on the dais for the crowning ceremony.

10. DUTIES OF THE EMPEROR AND EMPRESS and/or REGENTS

Emperor and Empress are the two highest titles within the Court System. They are the figureheads of the organization, and are responsible for the organization of fund raising throughout the year. Although these title holders are the figure heads of the organization, and are seen by the community as the people who run the Court for the year, it cannot be stressed strongly enough that the Monarchs are answerable to the Executive Board of the ISCWR, and do not have absolute authority.

Here forward the terms Emperor and Empress shall refer to Regency should such exist. The position of Regent Monarch in the ISCWR is equal to that of an Elected Monarch. Regent Monarchs have the same responsibilities of an Elected Monarch, and receive the same privileges and respect of an Elected Monarch. At any time during a Regent's reign, up to and including the night of the Annual Coronation Charity Ball where they Step Down from the position of Regent, the Executive Board of the ISCWR can choose to remove the word "Regent" from the Title, at which time they shall be known simply as an appointed Monarch.

- a. The Emperor and Empress are to be goodwill ambassadors and answer to the membership through the Executive Board.
- b. The Emperor and Empress are members of the Upper House and they are to lead their House.
- c. The Emperor and Empress will attend the meetings of the Board of the Association during the year of their reign. They have voice but no vote at Board meetings.
- d. The Emperor and Empress are to uphold and promote the Aims and Objectives of the Association to the community at large.
- e. In selecting candidates for consideration of upper house titles it is the responsibility of the Emperor and Empress to make sure said candidates are aware of and understand the by-laws, protocol and procedures.
- f. The Emperor and Empress in consultation with the current Entertainer of the Year, shall select the next Entertainer of the Year. It is the responsibility of the Emperor and Empress to make sure said person is aware of and understand the by-laws, protocol and procedures. This person shall be announced at Investiture.
- g. The Emperor and Empress shall establish a set of priorities, including the use of regalia for all title holders, to be presented to the Executive Board 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 as described by Procedures and Protocol.
- h. The Emperor and Empress shall submit a plan for their Coronation Step down, no later than three months from the date of their Coronation. The plan will consider the following items: Promotion in and out of town, Media, Ball Theme, Coronation Week Events, and Budget for such. Failure to do so will forfeit their right of say in these proceedings.



- i. 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, charities, and plans for the upcoming year. This meeting shall be held with the Annual General Meeting of the Association.
- j. The Emperor and Empress are to host, or delegate the duty of hosting for, the events of the Association known as INVESTITURE and the ANNUAL CHARITY BALL.
- k. The Emperor and Empress will, with the support of their house, undertake a minimum of one (1) function monthly to support the Aims and Objectives of the Association. This may be waived by the Executive Board given sufficient cause by the Emperor or Empress.
- l. The Emperor and Empress will attend a minimum of four (4) out-of-town Coronation Balls. This may be waived by the Executive Board given sufficient cause by the Emperor or Empress. Failure to do so will forfeit their eligibility to enter the College of Monarchs.
- m. The Emperor and Empress will be known as the (insert proper number here) elected Emperor or Empress (except in the case of Regents). Once they have successfully entered the College of Monarchs they will be referred to as Emperor or Empress (insert proper number here).

11. DUTIES OF THE IMPERIAL CROWN PRINCE AND PRINCESS

The titles of Imperial Crown Prince and Imperial Crown Princess (ICP) are elected by the membership of the ISCWR. Candidates for these positions are nominated by the Emperor and Empress at Victory Brunch. The election occurs at Investitures. These titles are vitally important to the ISCWR.

- a. Candidates for Imperial Crown Prince and Imperial Crown Princess shall be selected by the Emperor and Empress and announced at Victory Brunch. There must be a minimum of two (2) candidates announced for each position. Candidates will be approved by the Executive Board at a meeting called for such purpose.
- b. Candidates are voted on by the people who have purchased the most recent ISCWR membership and live in Red Deer and north, in the Province of Alberta.
- c. The Imperial Crown Prince and Imperial Crown Princess are to be goodwill ambassadors.
- d. The Imperial Crown Prince and Imperial Crown Princess shall assist the Emperor and Empress in fulfilling their duties whenever requested to do so by the Emperor and Empress or the Board.
- e. The Imperial Crown Prince and Imperial Crown Princess shall be members of the Imperial Upper House for the term which they are chosen.
- f. The Imperial Crown Prince and Imperial Crown Princess shall be responsible for a minimum of 4 (four) functions to support the Aims and Objectives of the Association. This requirement may be waived by the Executive Board given sufficient cause by the Imperial Crown Prince or Princess
- g. Imperial Crown Prince and Imperial Crown Princess will attend a minimum of one (1) out-of-town Coronation Ball. This may be waived by the Board given sufficient cause by the Emperor or Empress. Failure to do so will forfeit their eligibility to enter the College of Monarchs.

12. DUTIES OF THE IMPERIAL GRAND DUKE AND DUCHESS

The Emperor and Empress give the titles of Imperial Grand Duke and Imperial Grand Duchess (IGD) upon approval by the Executive Board of the ISCWR. When selecting the IGDs, the Monarchs must be prepared to bring 2 names forward to the Executive Board.

- a. Upon approval of the Executive Board, The Imperial Grand Duke and Duchess shall be selected by the Emperor and Empress and appointed at the annual Investitures.
- b. The Imperial Grand Duke and Duchess are to be goodwill ambassadors.



- c. The Imperial Grand Duke and Duchess shall assist the Emperor, Empress, Imperial Crown Prince and Imperial Crown Princess in fulfilling their duties whenever requested to do so by any of them or by the Executive Board.
- d. The Imperial Grand Duke and Duchess shall be members of the Imperial Upper House for the term which they are chosen
- e. The Imperial Grand Duke and Duchess shall be responsible for a minimum of two (2) functions to support the Aims and Objectives of the Association. This may be waived by the Executive Board if given sufficient cause.

13. THE IMPERIAL HOUSE

- a. The reigning Emperor and Empress shall establish their House by announcing its name at Investiture or within thirty (30) days of their Coronation.
- b. Each House will have a distinct name and shall exist to support the reigning Emperor and Empress in fulfilling their roles within the Association.
- c. 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.
- d. 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. Title Holders will only hold one title in the Imperial Upper House.
- e. The Imperial Upper House shall consist of the Emperor, Empress, one (1) only Imperial Crown Prince, one (1) only Imperial Crown Princess and one (1) only Imperial Grand Duke and one (1) only Imperial Grand Duchess.
- f. Imperial Upper House title holders must relinquish their title if they wish to run for another title during the same reign in which they hold their title.
- g. Dual title holders of lower/upper house are required to use their highest title unless they are at the step down of their lower house title.

14. THE DUTIES OF THE MR / MS /MZ GAYS

- a. Each newly crowned pageant title holder is required to hold at least one (1) function to benefit any ISCWR fund. That function must be held within the first six months of their reign.
- b. Each reigning pageant title holder is encouraged to attend all other pageants and events hosted by the ISCWR during the reign of their title.
 - i. If title holder is unable to be in attendance to any of the other pageants, they should notify the Monarchs two (2) weeks before the date of the pageant which they are unable to attend.
- c. Each reigning pageant title holder is required to attend and walk at the ISCWR's coronation during their reign.
 - i. If a title holder is unable to be in attendance to Coronation, they must notify the Board in writing no less than fourteen (14) days before Coronation
 - ii. If the title holder misses Coronation without notification, the ISCWR Board reserves the right to revoke and/or remove their title. Their decision is final.
- d. Attendance at one out of town Gay Pageant or Coronation is expected. Attendance at Pride Parade is mandatory.
- e. All title holders are required to live and reside within the ISCWR Realm and maintain an active phone number, mailing address, and email address for the duration of their reign.
 - i. It is the responsibility of the reigning titleholder to provide updated information in the event of a change/move.
- f. Should a titleholder's title be in jeopardy of being removed they will be notified via certified mail to the address listed on the application (unless otherwise updated on the court records in writing) in a letter signed by the Board President and Reigning Monarchs.
 - i. If the title holder is unreachable, unresponsive or otherwise out of contact, after 30 days of making a good faith effort the Board reserves the right to permanently revoke the title without any further contact of the titleholder being necessary.



- g. Title Holder Standard Code of Conduct:
 - i. All title holders, when representing their title, must be in full regalia (crown/medallion), unless said title holder is out of drag or out of formal wear.
 - ii. Ladies must wear their tiaras and men must wear their medallions for ALL official/formal events i. Pageants ii. Coronations iii. Monarch shows iv. Other galas v. Etc...
 - iii. Title holders must always hold themselves to the highest code of conduct when representing their title.
 - iv. Title holders are responsible for the co-promotion of their pageant step down.
 - v. All title holders will be held to the highest accountability of honesty, integrity and community representation.
 - vi. Title holders are required to attend the scheduled Pageant Committee meeting(s) before their step down. This meeting must be held at least thirty (30) days prior to the pageant.
 - vii. If at any time a title holder is found to be within breach of these regulations, title holders will be brought before the Board for disciplinary actions, up to and including revocation and removal of their title.
- h. Crowning Paraphernalia - The traditional ISCWR Pageant paraphernalia shall be: a. Tiaras for Mz / Ms. Titleholders b. Medallions for Mr. Titleholders.
- i. In the event that a titleholder voluntarily relinquishes their title or has their title removed, they must surrender all crowning paraphernalia to the pageant chair(s) within 7 days of relinquishment or they will be considered in possession of stolen property of the ISCWR.
- j. In the event that a titleholder passes away, once the location of said paraphernalia has been determined it is the board of directors' right to request and obtain possession of what rightfully belongs to the ISCWR at their discretion.
- k. All crowning paraphernalia is ISCWR property until the titleholder has completed all required functions/duties and has stepped down successfully.
- l. If a crown/medallion becomes damaged or is lost or stolen while in a title holder's possession, they are financially responsible for the repair/replacement of the item in the event that they have not properly completed their duties as a titleholder.
- m. Any damage or theft should be reported to the reigning monarchs and ISCWR Board IMMEDIATELY.
- n. Relinquishment of Title Should a title holder voluntarily relinquish their title, have their title removed, or pass away, the last college member may be asked to fulfill the position. If that college member declines, then each following college members will be asked in order. Should no college member accept then the position will remain vacant.

15. ENTERTAINER OF THE YEAR

The entertainer of the year is meant to recognize the talents of performers within the ISCWR organization.

- a. Entertainer of the Year is chosen by the Emperor and Empress in consultation with the previous Entertainer of the Year and announced at Investiture following the Coronation Ball.
- b. The Entertainer of the Year will reign for the following year, and will be responsible, in consultation with the Emperor and Empress, for an Entertainer of the Year Show held in part to recognize previous Entertainer of the Year title holders. .
- c. The following are the expectations of the title holder:
 - i. Performance at a minimum of 3 court events during their reign
 - ii. As title holder it is expected that a minimum of \$500 be raised for the court charities
- d. Upon successful completion of their year, the Entertainer of the Year will be offered a walk at the Coronation following their reign as well as a suggested ½ page ball message (or as determined by the current Emperor and Empress in consultation with the Executive Board).

16. THE COLLEGE OF MONARCHS



- a. Membership of the College of Monarchs is limited to past Emperors, Empresses, Imperial Crown Prince and Imperial Crown Princess who have successfully completed their Reign and have satisfied the college of their duties during said reign.
- b. At an annual College Meeting held in conjunction with Emperor and Empress Applicant review the college shall
 - i. Meet and elect from among past emperors and empresses who are present, a person to act as President of the College of Monarchs.
 - ii. Select a minister of protocol for the upcoming year
 - iii. Quorum for the election shall consist of those college members present but not less than 5.
 - iv. Review and make recommendations regarding the John M. Kerr Bursaries
 - v. The President of the College or their designate will also perform the coronation ceremony of the Emperor and Empress at the annual charity ball, and the Imperial Crown Prince and Princess and the Imperial Grand Duke and Duchess during Investitures.
- c. 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, the reigning Monarchs and the general Membership.

17. LINE OF SUCCESSION

- a. In the event that the Emperor is unable to complete his term for any reason, the members of the male line (skipping the previous reign) of the college of Emperors will be asked in reverse order to finish the term. Should there not be any acceptance then the members of the female line will be asked in reverse order to finish the term. If there is no acceptance then there will not be any regent for the remainder of the year.
- b. In the event that the Empress is unable to complete her term for any reason, the members of the female line (skipping the previous reign) of the college of Empresses will be asked in reverse order to finish the term. Should there not be any acceptance then the members of the male line will be asked in reverse order to finish the term. If there is no acceptance then there will not be any regent for the remainder of the year.
- c. If the Prince is unable to complete his term for any reason then The Monarchs will first be asked if they would like a Regent for the remainder of the reign. If they so choose then, the members of the male line (skipping the previous reign) of the college of Princes will be asked in reverse order to finish the term. If there is no acceptance then there will not be any regent for the remainder of the year.
- d. If the Princess is unable to complete her term for any reason then The Monarchs will first be asked if they would like a Regent for the remainder of the reign. If they so choose then, the members of the female line (skipping the previous reign) of the college of Princesses will be asked in reverse order to finish the term. If there is no acceptance then there will not be any regent for the remainder of the year.

18. SPECIAL APPOINTMENTS

In recognizing the special nature of the Imperial Sovereign Court of the Wild Rose'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 "CHIEF ELECTORAL OFFICER".

19. ULTIMA TITLES

- a. The word "ULTIMA" following any other title may only be granted by the Executive Board jointly between the ISCWRE and the ISCCA (Calgary). 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.



- b. "Ultima" titles awarded by Affiliated Societies and, or, Associations in Alberta will be confirmed for the Society/Association by the Boards of all such organizations within the Province.
- c. Ultima Titles" shall be certified by issuing a plaque provided by the Association.

20. OTHER TITLES

- a. The reigning Emperor and Empress shall create titles for members of their House, which should be members in good standing of the Court and if not, be encouraged to do so. (see protocol)
- b. The Executive Board may, following consultation with and the agreement of both the Emperor and Empress, create titles.
- c. Titles created by the Emperor and/or Empress exist only for the year of their reign. These may be taken away at any time, after consultation with the Executive Board, by the Emperor and/or Empress who created them.

21. RECORD OF TITLES and PROTOCOL

- a. The Minister of Protocol, as selected by the College of Monarchs (see 16/b/ii), shall:
 - i. Assist in writing all protocol
 - ii. Approve all protocol before it is sent out of town
 - iii. Be responsible for in town protocol and out of town protocol for Coronation Events
 - iv. Be responsible for the maintaining a record of all titles.
- b. The records of annual titles shall be maintained by the Emperor and Empress, provided to the Minister of Protocol, and will be listed as Annual.
- c. Annual titles shall be certified by issuing House Certificates provided by the reigning Emperor and/or Empress.

22. ABDICATION

- a. If the Emperor, Empress, Imperial Crown Prince, Imperial Crown Princess, Imperial Grand Duke and/or Imperial Grand Duchess should decide not to fulfill their reign for any reason, the following procedure must be followed:
 - i. A letter of resignation from the position held must be filed with the secretary.
 - ii. The secretary must immediately inform the President of the Board of the receipt of these documents.
 - iii. The Board President shall then call a Special meeting of the Executive Board for the purpose of confirmation and acceptance of the impending resignation(s) and/or abdications.
 - iv. The President shall also ask the President of the College of Monarchs to attend the special Board meeting.
 - v. It shall be the duty of the President of the College of Monarchs to confer the following the accepted line of succession, choose a person(s) whose name(s) shall be suggested to the Executive Board. If the Head of the College of Monarchs is not available then the duties will fall to the President of the Association.
 - vi. The new Regent Emperor/ Regent Empress, Regent Imperial Crown Prince/ Regent Imperial Crown Princess shall then, in front of the Executive Board and the President of the College of Monarchs, if available take the Oath of Office.
 - vii. The President, on behalf of the Executive Board, shall then confirm the acceptance of the Instrument(s) of Abdication, and further confirm the appointment of the Regent Emperor/ Regent Empress, Regent Imperial Crown Prince/ Regent Imperial Crown Princess, to the Board (if applicable).



23. REMOVAL OF TITLES

- a. All monies and receipts raised at an event must be turned in to the treasurer within 30 days of that event. Failure to do so would result in automatic suspension of membership with the possibility of further action being taken.
- b. The titles of Emperor, Empress, Imperial Crown Prince and Imperial Crown Princess, Imperial Grand Duke, Imperial Grand Duchess, and indeed any perennial titles (e.g. Mr. Gay, Ms Gay, Mz Gay, Miss Mary Christmas, King of Hearts, Queen of Hearts), may only be removed for serious infractions which by their actions have or may have caused harm to the organization known as the Imperial Sovereign Court of the Wild Rose.
- c. Any member of the court or general public may put their concern in writing to the President of the Board, who will within seven (7) days, call a special meeting of the membership to deal with the issue.
- d. The allegation(s) can also be presented by the person making the accusation to the next available membership meeting. The accused title holder will have an opportunity to respond.
- e. A vote will be taken of all the members in good standing present. The question will be asked, "Shall the title holder be removed from office?" two-thirds (2/3) of those members present must vote in the affirmative for any action to be taken.
- f. Once the vote is taken, the issue of removal will be decided by the Executive Board. The Board will take into consideration the vote of the college, the membership and must have 75% support of the Executive Board before any title holder will have their title removed.
- g. If the title holder has been removed from office, the recording secretary shall inform the Imperial Court System by letter of the action taken and that title holder shall not complete their reign or further represent the Imperial Sovereign Court of the Wild Rose.

24. REGALIA

- a. Upper House
 - i. The Executive Board on behalf of the Association shall purchase adornments of office for the members of the Upper House.
 - ii. Such purchase shall not exceed a total of \$500 (this amount shall be determined at the Annual General Meeting each year)
 - iii. The adornment for the Empress shall be a crown or a tiara. The adornment for the Imperial Crown Princess and Imperial Grand Duchess shall be a tiara. All adornments shall be purchased as a series (meaning the same style for all) and the choice of design/style for that reign shall be the privilege of the Empress. The Empress shall be responsible for choosing and ordering the adornment in time for Investiture each year.
 - iv. The adornment for the Emperor, Imperial Crown Prince and Imperial Grand Duke shall be acrylic stoned medallions in graduated sizes, including the court log, the year or reign and their respective position in the Upper House. The colour of stone used shall be the privilege of the Emperor. The Emperor will be responsible for ordering the adornment in time for Investiture each year.
 - Should any of the male line choose to order a matching lanyard, they may do so at their own cost.
 - v. The adornments for the Emperor and Empress, Imperial Crown Prince and Princess, Imperial Grand Duke and Duchess, will be theirs to keep as a token of remembrance of their year once they have successfully completed their reign and this has been ratified by the Executive Board.
 - vi. The Executive Board shall, on behalf of the association, keep and maintain a State Empress Crown and a State Emperor Crown to be used for the crowning ceremony during coronation each year. Their Majesties, with the permission of the Board, may use the State



Crown for official court functions until their adornment is received. The monarchs will be responsible for any damage incurred to the State Crown during this time.

- Should either the Emperor or Empress choose to order a separate / different head crown this may be done at their own cost.

b. Other Title Holders

- i. The Executive Board on behalf of the association shall purchase the adornments of office for all title holders who have been selected to represent the ISCWR either by a panel of judges, election or appointment.
 - Mr., Mz., and Ms Gay Edmonton
 - Entertainer of the Year
 - Miss Mary Christmas
 - King and Queen of Hearts
 - Any other as determined by the Executive Board
- ii. Such purchases shall not exceed a total cost of the application fee for each title (this amount shall be determined at the Annual General Meeting each year)
- iii. The adornment for the female identified title holder(s) shall be a tiara as determined by the Executive Board.
- iv. The adornment for the male identified title holder shall be a medallion as determined by the Executive Board.
- v. Every effort will be made to purchase the same style of tiara or medallion for concurrent reigns.



PROTOCOL GUIDELINES

1. HOUSE NAMES
2. UPPER HOUSE
3. LOWER HOUSE
4. REGALIA
5. CORONATION(S)
6. DYNASTIC NAMES
7. AWARDS
8. CONCLUSION

1. HOUSE NAMES

Although there are variations of the house name, traditionally the name follows the structure of:

The (Reign Number) Imperial House of (under Millicent) . . . Some examples of past house names include:

The Twentieth Fourth Dynasty of Ebony and Ivory, with Fried Chicken, Watermelon, and Ta-Ta's For Days

The Twenty Fifth House under Millicent, The Celebration Court

The Twenty Sixth House under Millicent, The Fun That Was Lost But Not Forgotten

:

Only the Emperor and Empress are allowed to give titles. Monarchs may only give titles during their reign. Each set of Monarchs is allowed to give members of the organization titles within their "House". Titles created by the Monarchs exist only for the year of their reign. Furthermore, with the consultation of the Executive Board, the Monarchs can remove any title if the holders do not live up to obligations set out by the Monarchs.

The majority of the Titles given out by the Monarchs are given out at the Annual Investitures, traditionally held on the last weekend of September. The Monarchs, however, do have the privilege of giving out titles in their house at any time during their reign, up to and including the night of the Annual Charity Ball when they step down.

Titles are split into Upper House and Lower House Titles. The Executive Board of the ISCWR must approve all Upper House Titles.

2. THE UPPER HOUSE

a. EMPEROR AND EMPRESS:

Let it be stressed here that the title of Emperor and Empress are equal titles in the eyes of both the Imperial Court System, and the ISCWR. At no time should the Emperor ever be considered of lesser importance than the Empress. Regardless of the actual sex of the titleholder, Emperor is always referred to as "His" and Empress is always referred to as "Her".

As Monarchs are elected by the community, that title and their number will remain with the bearers for life, unless the title holder is formally impeached and removed from their title by the Executive Board of the ISCWR.



The Monarchs have the responsibility of being the heads of the Court for one year. It becomes their opportunity to direct the fund raising activities, represent the Court publicly both in and out of town, and take responsibility generally for the accomplishments of the organization for the past year. In return, they are afforded throughout the year a great deal of privilege and courtesy. For example:

- All Titleholders, except other Monarchs, usually greet them with a bow on formal occasions.
- At their discretion, they have the privilege of opening or closing all ISCWR run shows.
- At out of town functions, they are introduced last in ISCWR introductions and shown particular respect by other Monarchs.
- At out of town coronations, all reigning Monarchs have the privilege of performing over any other members of their court.

The Monarchs have certain obligations as described in procedures.

Each Monarch has a title that they are referred to during their reign. Again, although there are some exceptions to this, the title generally follows this formula:

His Most Imperial Sovereign Majesty, the (Reign Number) Elected/Appointed Emperor of Edmonton and all of Northern Alberta, (Personal title), (Name)

Or:

Her Most Imperial Sovereign Majesty, the (Reign Number) Elected/Appointed Empress of Edmonton and all of Northern Alberta, (Personal title), (Name)

For Example:

His Most Imperial Sovereign Majesty, the Twenty-Sixth Elected Emperor of Edmonton and all of Northern Alberta, The Tragic Rhinestone, Rob Bigonion

Only reigning Monarchs are allowed usage of the word "Most". Upon stepping down from the position of Monarch, the title reverts to His/Her Imperial Sovereign Majesty.

The personal part of your title is used to reflect you, and define you separate from other monarchs. It should be of importance to you. It is recommended however to keep this part of your title short. Long titles cause people to stop listening, and therefore the audience can miss the actual name and rank of the Monarch. Also, it tends to lengthen an already long evening at a coronation.

Monarchs receive pages in the Annual Charity Ball Program for a thank you message to the community. Also, they receive a last walk at the Annual Charity Ball.

Upon completion of a successful year, Monarchs are admitted into the College of Monarchs, and become part of the Line of Succession of the ISCWR.

b. EMPEROR ½ and EMPRESS ½

Emperor and Empress ½ are optional honorary titles given out by the Reigning Emperor and Empress upon approval by the Executive Board of the ISCWR. One each of "In Town" and "Out of Town" may be selected by each of the current Monarchs.

These titles are given out to people on the circuit who have earned the Emperor and Empress's respect and friendship. The purpose of these titles is for the recipient to use them to represent Edmonton's Monarchs at functions Edmonton's Monarchs are unable to attend.

This title is not a lifetime title. The only privilege afforded the ½ Monarchs, besides being allowed to walk representing the ISCWR at coronations, is a last walk at a point determined by the Emperor and Empress during Edmonton's Coronation Week (i.e. at the Out of Town Show or the Coronation Ball).

Although many Monarchs name their ½ title upon stepping up, there is no rule that says they must do so. If there is no one who seems like a good fit for you to name as your half, it is better to wait until you meet the right person in your travels.

c. IMPERIAL CROWN PRINCE AND IMPERIAL CROWN PRINCESS:

Responsibilities of the Prince and Princess are described in procedures.

Each ICP has a title that they are referred to during their reign. Again, although there are some exceptions to this, the title generally follows this formula:

His Most Imperial Sovereign Highness, Imperial Crown Prince (Number) of Edmonton and all of Northern Alberta, (Personal title), (Name)

Or:



Her Most Imperial Sovereign Highness, Imperial Crown Princess (Number) of Edmonton and all of Northern Alberta, (Personal title), (Name)

For Example:

His Most Imperial Sovereign Highness, Imperial Crown Prince 26 of Edmonton and all of Northern Alberta, The Prince of Harshness, Bobby

Only reigning ICPs are allowed usage of the word "Most". Upon stepping down from the position of ICP, the title reverts to His/Her Imperial Sovereign Highness.

The personal part of your title is used to reflect you, and define you separate from other ICPs. It should be of importance to you. It is recommended however to keep this part of your title short. Long titles cause people to stop listening, and therefore the audience can miss the actual name and rank of the Monarch. Also, it tends to lengthen an already long evening at a coronation.

Upon stepping down, ICPs are admitted into the College of Monarchs, and become part of the Line of Succession of the ISCWR.

The ICPs receive a page of the Annual Charity Ball Program each year to give a thank you message. Also, the ICP's receive a last walk at the Annual Charity Ball. This title is a Perpetual Title, and all holders of this title will be listed in the ball program each year.

d. IMPERIAL GRAND DUKE AND DUCHESS

The responsibilities of the Duke and Duchess are outlined in procedures.

Each IGD has a title that they are referred to during their reign. Again, although there are some exceptions to this, the title generally follows this formula:

His Most Imperial Sovereign Grace, Imperial Grand Duke (Number) of Edmonton and all of Northern Alberta, (Name) or:

Her Most Imperial Sovereign Grace, Imperial Grand Duchess (Number) of Edmonton and all of Northern Alberta, (Name)

For Example:

Her Most Imperial Sovereign Grace, Imperial Grand Duchess 26 of Edmonton and all of Northern Alberta n, Krystall Ball

Only reigning IGDs are allowed usage of the word "Most". Upon stepping down from the position of IGD, the title reverts to His/Her Imperial Sovereign Grace.

This title is a Perpetual Title.

3. LOWER HOUSE

The Lower House is made up of the workers in your Court. These are members of the organization who maybe are not yet ready to hold an Upper House title, or may be former members of the Upper House whom the Monarchs choose to honour in their reign with titles.

Following is a listing of Lower House Titles available, and when necessary, some comments upon them.

a. Mr., Ms and Mz Gay Edmonton:

- The Gay Edmontons are unique from the Gays of other cities. While in most cities the Gays have their own organization, in Edmonton they are still a part of the ISCWR. Regardless of the actual sex of the titleholder, Mr. Gay Edmonton is always referred to as "His" and Ms and Mz Gay Edmonton are always referred to as "Her". They are also given high placement during Court walks at functions both in town and out of town.
- These titles are Perpetual Titles, and the holders of these titles will be listed in the Annual Charity Ball Program each year.

b. Entertainer of the Year:

- Each year, there is an Entertainer of the Year. The selection of Entertainer of the Year is described in Procedures.
- Entertainer of the Year is free to plan shows or fundraisers with the support of the Board. This title is a Perpetual Title, and the holders of this title will be listed in the Annual Charity Ball Program each year.

c. Other Annual Titles

- These include titles such as Miss Mary Christmas, King and Queen of Hearts, amongst others



- Pageant, judging and/or voting are coordinated by the Emperor and Empress of the current reign in consultation with the current title holders and the Executive Board.
- No obligations exist with these titles, although as title holders they are representatives of the Court;
- As members of the Court they are free to plan events in consultation with the Emperor and Empress and the Executive Board

d. PRINCES AND PRINCESSES:

The Monarchs may, upon approval of the Executive Board of the ISCWR give out the title of Prince and Princess.

Prince and Princess titles generally given out include (but are not limited to):

- Prince & Princess of the Realm
- Prince & Princess of the Wild Rose
- Personal Prince & Princess to the Emperor
- Personal Prince & Princess to the Empress
- Prince or Princess Consort to the Emperor
- Prince or Princess Consort to the Empress

e. OTHER LOWER HOUSE TITLES:

The Monarchs can name as many people to the Lower House as they want in order to fulfill the needs of the reign. Titles the Monarchs may give out include, but are not limited to:

- Duke/Duchess
- Marques/Marquessa
- Earl
- Count/Countess
- Viscount/Viscountess
- Baron/Baroness
- Knight (Sir)/Dame
- Lord in Waiting/Lady in Waiting
- Esquire/Squire
- Lord/Lady
- Lordling/Damsel

f. CAMP TITLES AND POSITIONS

Camp Titles and Positions are any title that does not fall into the hierarchy of the Monarchy we follow. Camp Titles are generally fun titles. Positions indicate some form of job or duty to the Monarchs.

g. KEEPER:

The title of Keeper is given to someone who is not overly active within the court, but whom the Monarchs still want to acknowledge with a title in the reign. Examples of Keeper Titles include:

- Keeper of the Emperors Play Things
- Keeper of the Empress's Wigs

h. AMBASSADORS:

Ambassadors are generally titleholders from other Courts that the Monarchs want to honour with a title in their house. Ambassadors have no rights or obligations with the ISCWR, although they are allowed to represent the ISCWR on the circuit.

4. REGALIA

a. REGALIA FOR CROWNING CEREMONIES:

There are certain pieces of Regalia that are used for the purpose of crowning titleholders only. They **may** include:

- -the Sword of State
- -the Orb of State
- -the State Crown



- -the Cross and Chalice
- -the Robes of State
- -the State Sceptre

b. **REGALIA FOR UPPER HOUSE MEMBERS:**

- **Please note information as provided in Procedures #24 Regalia**

As a general tradition, if being used, only reigning Male titleholders wear their crowns on their left shoulders. Once a male titleholder steps down, the crown should be worn on his right shoulder.

These crowns/tiaras and medallions are the State Regalia of the ISCWR, and are encouraged to be worn whenever the titleholder represents the ISCWR.

Upon stepping down from the position of a reigning titleholder, Monarchs are allowed to wear whatever regalia they feel are appropriate.

The Empress and Emperor are allowed, at their discretion, to select a sceptre for their reign. When selecting a sceptre, Monarchs are reminded to keep good taste and their regal position in mind.

c. **REGALIA FOR LOWER HOUSE TITLES:**

- **Please note information as provided in Procedures #24 Regalia**

It is the policy of the ISCWR to encourage everyone's participation in the organization, and to never actively discourage anyone who wants to represent the organization with the dignity the organization deserves.

With that in mind, we now allow any titleholder within the ISCWR to wear regalia they feel is appropriate to their title. Generally speaking, that indicates the wearing of a crown shaped pin or brooch. This is encouraged of the members, as it shows their association with the ISCWR.

If a Lower House title would like to wear a crown or tiara, there are a couple rules of thumb to follow which will help avoid awkward situations.

- No title holder other than the Empress shall wear a crown, but will only wear tiaras (Crowns are a full round circle. Tiaras are open in the back).
- If titleholders in the Lower House are insistent upon wearing tiaras/crowns, please ensure they are smaller than the Regalia worn by the Imperial Grand Duke and Duchess. To wear regalia larger than the IGDs would lead to the impression that the Lower House titleholder is of a higher station than they actually are.

5. CORONATION

a. **SUGGESTED DRESS CODE:**

Simply put, the code of dress for state functions is formal.

Female titles should be presented as females, and not in male face or dress. There are some exceptions to this, such as illness, preparation for special presentations, or retirement from active involvement in the drag community. By the same token, male titles should not walk in female face or dress. Unless special situations demand otherwise, if you will not walk in the mode of your title, you should not use that title.

Female titles should be dressed formally in Cocktail Length or longer dresses. Gloves are optional. Empresses should always walk in full-length gowns, unless the Court is doing a production number, and the Empress will not have time to change before she walks.

Male titles should be dressed in formal garb. Tuxedos or suits are acceptable. Gloves are optional. Leather and cowboy gear may also be worn, as may beaded outfits. If a male title is going to wear jeans into a ballroom, please ensure the jeans are clean and in good repair.

b. **BOWING AND CURTSEYING:**

When one of a lesser title is presented to a Monarch, a simple bow or curtsey is required.

Male titles should present a slight bow from the waist and be at least an arm's distance from the person they are bowing to. Female titles should present a small curtsey also at arm's length



distance. A curtsy is done with a straight back, usually with the right foot behind the left foot. With the right knee directly behind the left knee, a small bend completes the curtsy.

Those of equivalent or higher title do NOT bow or curtsy when presented. For example, Emperors do NOT bow to other Emperors. An acknowledgment is done with a nod of the head and looking each other in the eye. Once one has become an Emperor or Empress, your days of bowing and curtsying are done.

c. **ALCOHOL AND DRUGS:**

Coronation Weekends are an opportunity to get together with friends you haven't seen in a while and have a good time. And while we understand that alcohol will be a part of your good time, we are also aware of the importance of representing the ISCWR with dignity. With that in mind, here are some guidelines to follow when it comes to alcohol at a Court Function.

The Out of Town Show, the evening before coronation, is your evening to get out and have fun. Feel free to drink and have a good time.

It is our wish, however, that the night of Coronation, drinking is kept to a minimum. Do not take this to mean that you cannot drink, just do so with moderation. Remember:

Coronation Night, you are representing the ISCWR in a regal setting. Please do so with dignity.

If you should happen to find that you do get drunk and out of control at any ISCWR function — Coronation or otherwise — it is important to recognize this fact and remove yourself from the situation as soon as possible. If you do this, there will be no repercussions to your actions. You will only face difficulties if you do not remove yourself from the situation, and cause embarrassment to the ISCWR.

As far as the use of drugs goes, the ISCWR has a strict policy: Any title holder proven to be using illegal drugs in a public place, or in any place to which the public may reasonably have access, may be removed from their title immediately.

d. **PRESENTATION OF GIFTS:**

It is customary to present stepping down Monarchs, etc. with a gift, either by the visiting courts or by the individual court members.

Most stepping down Monarchs give souvenir pins to all presented to their dais. Such pins should never be pinned onto the recipients. The decision to wear such pins is at the discretion of the recipient.

e. **WALKING AT A CORONATION:**

When walking at a Coronation, protocol is that people walk from the lowest title to the highest title (See Walk/Entrance Protocol). As a convention, in equal titles, the male walks before the female title.

If you are walking as part of a couple, the male title is read first. The male title should walk to the end of the stage and wait for the female title. As the female title is read, the female titleholder should walk out to the male titleholder. At this point, the male titleholder will take the hand of the female titleholder, and they will walk up to greet the monarchs. Walk in order to mirror the Monarchs, so the male titleholder greets the Emperor first, and the female greets the Empress first. Bow or curtsy as appropriate. Any gifts may be presented at this time.

If you are walking without escort, when your name is announced, you can simply walk up onto the dais and greet the stepping down Monarchs,

Once the couple has greeted the Monarchs, move to the side of the stage, and wait until all the titles for your Court have been introduced. After all titles are on stage, you may leave the stage as a group. If there are stairs on the side of the stage, please exit by those stairs, rather than walking back down the runway.

As a courtesy, it is acceptable for the stepping down Monarchs to walk forward on the stage to greet certain Monarchs, and then escort them back to the dais. This honour is usually reserved for reigning Monarchs, but can be given to anyone you hold in very high esteem.

f. **NUMBER OF COURT WALKS:**

Individuals should never walk more than once at a coronation event. If individuals are given titles from other courts, such as Ambassador titles, the titleholder must choose which court they will walk with. Generally speaking, you walk with the organization in which you hold your highest title.



An exception to this rule is with Emperor & Empress ½ titles. If you hold a ½ title in another court, we encourage you to walk with that other court to show support for that Monarch, as well as with your own Court.

g. **NUMBER OF TITLES:**

Generally speaking, when you walk, you only walk with your highest title. If a title holder is currently reigning with a lower title than a Perpetual Title they have earned in the past, they may be asked to suspend their highest title for the reign (i.e.: Emperesses who become Imperial Crown Princesses). Monarchs are permitted to break the above rule, but it is recommended that they only break the rule in order to use and ½ titles they have received.

h. **WALK/ENTRANCE PROTOCOL:**

When writing protocol for an emcee at a Coronation to read, there is a simple format to be followed. If your Court is doing a production number, there is a bit more of an introduction required.

First, let's talk about doing a production number.

Begin with a welcome to the Monarchs and guests: *Fellow Monarchs, Honoured Guests, Ladies and Gentlemen:*

Then introduce the organization: Please *welcome the Imperial Sovereign Court of the Wild Rose, Edmonton Alberta Canada*

Then, place a note to the emcee to start the music for your number.

From this point on, protocol becomes the same whether you are doing a production number, or simply doing a walk.

At this point, it is expected to offer a few congratulatory comments to the Monarchs stepping down and, if appropriate, a few personal comments to them: *Cory and Hell-on, congratulations on a wonderful year. Hell-on — you've been a dear friend to us all*

Next, once again get the audience's attention, and identify your organization, city and house: *Ladies and Gentlemen, please welcome representing the city of Edmonton, The Imperial Sovereign Court of the Wild Rose, and the 26th Imperial House of the Fun That Was Lost But Not Forgotten...*

Start listing the titles and names of the members of your house present. Titles should be listed on individual cards so that if names need to be added or removed, it can be done easily. (As a point of interest, Ultimas and Heirs walk according to the title they currently hold, or past titles they have held. Exceptions to this would be covered in ICC or QM protocol: i.e. during the presence of such ranking members as the Queen Mother, etc.) Titles walk in the following order:

- *Friends of the Court*
- *Past Perennial Title Holders King/Queen of Hearts*
- *Past Perennial Title Holders Miss Mary Christmas*
- *Camp titles and positions*
- *Lordling/Damsel*
- *Lord/Lady*
- *Esquire/Squire*
- *Lord/Lady in Waiting*
- *Knight/Dame*
- *Baron/Baroness*
- *Viscount/Viscountess*
- *Count/Countess*
- *Earl*
- *Marquess/Marquessa*
- *Duke/Duchess*
- *Personal Prince & Princess to the Emperor*
- *Personal Prince & Princess to the Empress*
- *Prince & Princess of the Realm*
- *Prince & Princess of the Wild Rose*
- *Current Reigning King of Hearts & Queen of Hearts*
- *Current Reigning Miss Mary Christmas*
- *Past Entertainers of the Year (oldest to most recent)*
- *Current Reigning Entertainer of the Year*



- *Past Gay Edmontons (oldest to most recent)*
- *Current Reigning Mr. Ms & Mz Gay Edmonton*
- *Current Reigning Emperor ½ and Empress ½*
- *Past Imperial Grand Duke & Duchesses (oldest to most recent)*
- *Past Imperial Crown Prince & Princesses (oldest to most recent)*
- *Past Emperor and Empresses (oldest to most recent)*
- *Current Reigning Imperial Grand Duke & Duchess*
- *Current Reigning Imperial Crown Prince & Princesses*
- *Current Reigning Emperor & Empress*

Finally, wrap up your protocol with an invitation to Edmonton's next Annual Charity Ball: Their *Most Imperial Sovereign Majesties, Emperor and Empress 26 — Rob and Ida Claire, would like to invite you all to the Big Onion, Edmonton Alberta on August 24, 2002 for Coronation 27 — Bounce: The Ball!*

This is just the format for protocol. Within this format, there is lots of room for the individuality of the reigning Monarchs to shine through.

It is the responsibility of the titleholders to inform the Monarchs or Minister of Protocol whether they will attend a Coronation. Titles should not be put into protocol "in case they arrive". If a titleholder does not show the courtesy of informing Monarchs of their presence, they forfeit the privilege of walking at that coronation.

If you are doing a production number for a coronation, please ensure that the number is in the theme of the evening, and that you meet any requirements set out by the Court hosting the Coronation.

i. LAST WALKS AND TIPPING:

Tipping is a sign of friendship and respect. There are no hard and fast rules on tipping, other than rules set out earlier regarding bowing and curtsying.

The time for hugs and kisses at a coronation is while tipping a last walk, not during the court walk.

Titleholders who have a last walk should remember that the audience wants to be entertained, and too much hugging and kissing becomes self indulgent quickly. Furthermore, unless you have a specific request not to be tipped in your protocol, show your tippers the courtesy of accepting their tips if tip takers are not provided. Please do not ignore them.

It has become the custom of late for all Emperors to join the stepping down Emperor on stage for his final walk, and all Empresses to join the stepping down Empress on stage for her final walk. Please do not forget to acknowledge your peers as they stand behind you.

6. MONARCH AWARDS

At the end of their reign, the Monarchs are allowed to give out several awards. Some of the awards are organizational, and are discussed in the Rules and Regulations of the ISCWR. These awards include Citizen of the Year and Entertainer of the Year.

The following is a list of some other awards Monarchs may or may not choose to give at the end of their reign. Awards should be given out at Victory Brunch.

a. EMPEROR & EMPRESS AWARDS:

These awards are given out to 1 member of the Lower House who went above and beyond the call of duty when it came to fulfilling the goals of the Monarchs. Generally, the Emperor selects 1 award winner, and the Empress selects 1 award winner.

b. MONARCH TO MONARCH AWARDS:

The highest awards given by the Emperor/Empress are the Emperor to Emperor, Emperor to Empress, Empress to Emperor and Empress to Empress awards. There are generally only the 4 awards given out in this category, although if Monarchs choose, they can break it down into reigning and past, or in town and out of town categories. Also, Monarchs may decide to give 2 to Empresses and none to Emperors or vice versa.

c. SIBLING AWARDS:



These awards go out to fellow Monarchs who mean a great deal to the stepping down Monarchs. They take the form of Brother Emperors and Sister Empresses to the stepping down Emperor or Empress. Any number of these awards are possible.

d. OTHER AWARDS:

Monarchs may, at their discretion, also give out any number of other awards, including:

- Awards of Merit
- Outstanding Contribution Awards
- Friendship Awards

The objective behind these awards is for the Monarchs to acknowledge individuals who have made significant contributions to their reigns.

7. DYNASTIC NAMES

A tradition in the Court System is the use of Dynastic Names. A Dynasty Name is a name used by a member of the community, which they proceed to bestow upon other members of the community as a sign of respect and friendship. Although this is by no means a complete list of Dynasty Names in use in Edmonton, here are some examples: St. Claire, Bigonion, Hole, and on and on and on.

To receive a Dynasty Name is an honour, and should always be treated as such. However, the difficulty this concept has produced is that multiple names have been awarded to many people. Out of respect, they, in turn, use all of these names. Coronations, as a result, become a boring grocery list of names, and since many have the same names in common, no one is ever really certain who is being announced, nor, by this point do they really care.

As a result of this, we ask that you select a first and last name to be known by during your reign, and stick to it when you walk. This does not mean that you cannot accept a Dynasty Name if it is offered to you, as this remains a great personal honour. However, when you walk, only use your selected name. When you are required to put your signature on something (for example your ball program message), it is perfectly acceptable to list all of your Dynasty Names.

8. CONCLUSION

Thank you for taking the time to read this Manual of Protocol and Procedures. For someone new to the Court System, our customs and rituals seem horribly confusing, and there are no shortages of people out there waiting to point every mistake out to you.

Please remember that there is always room for individuality in this organization. Examples given reflect the most common way of doing protocol, but are by no means the only way of doing protocol. If you have any questions about how to do something, or would like to try doing something a little differently, please always ask the Minister of Protocol the question before you go ahead and do something. If the Minister is not comfortable enough to give you an answer immediately, he/she will always present the question to the Executive Board of the ISCWR.

This manual gives you guidelines to follow as far as protocol and behaviour. This is only part of your job. To be truly successful in the Court System, you need to have fun, and make sure everyone around you is having fun.

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