



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

Manual of Protocol and Procedures

ACKNOWLEDGMENTS

This manual of protocol and procedures was written by the Minister of Protocol for the Imperial Sovereign Court of the Chinook Arch, Social Association – Emperor XX Neal DeWitt (AKA Neal Debrececi). Please let it be known that this work is not his alone, but is based upon the system of protocol developed by the ISCCA, SA’s College of Monarchs over the past 25 years, and relies upon feedback from the following members of the College of Monarchs: Empress V!! Ernestine, Emperor XII, XVII & XVIII David Atchison, Empress XVIII Erin Whitney Blake, Empress XXI Anita Lay, and Imperial Crown Princess Royale, XIX Debi.

Furthermore, this manual relies heavily upon the foundation laid by H.I.M. The Absolute Empress I Jose, the Widow Norton, founder of the International Court System, and Empress V and Emperor VII of Toronto – Sophie de Lee and Art Tomlin in their Manual of Protocol and Procedures for the International Court System.

I would like to thank them all for their work and advice in the production of this manual, and I hope this manual serves to make the rules of this game we play a little clearer to everyone.

Sincerely,
Minister of Protocol to the ISCCA, SA
H.I.S.M. Emperor XX
Neal Debrececi

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INTRODUCTION

The Imperial Court System, founded in 1965 by Jose Sarria, has expanded over the last 35 years to include over 65 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 ISCCA, SA is a proud member of the Imperial Court System, over the past 25 years, some of our protocols and procedures have evolved in slightly different directions than the majority of the System. Do not take that to mean that the ISCCA, SA 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. The ISCCA, SA version will focus on how protocol is handled by the ISCCA, SA.

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 Ducal or Baronial 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 ISCCA, SA, our figure heads, 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 Board of Directors of the ISCCA, SA. Any position within the ISCCA, SA can be held by people of either sex, as well as any race, religion, ethnic background, age, or sexual preference, as outlined in the Canadian Human Rights Act. 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 ISCCA, SA conforms to the following mandates:

1. The group must be incorporated as a not-for-profit organization.
2. 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 between the City of Red Deer and the US/Canadian Border, or the 403 telephone area code.
3. All monies raised, less the cost of operating the organization, must be given to charity or community groups.
4. When using a Court title won by either election or appointment, no one may personally profit from the funds raised.
5. 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. Further administrative and organizational guidelines are outlined in the Rules and Regulations of the ISCCA, SA. These allow for election from the membership of a governing body (Board of Directors) which is responsible for the good of the organization. As both these documents are available to the membership of the organization, we will not deal with their contents here.

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 ISCCA, SA an understanding of how and with whom to interact as we visit each others' Empires.

It is the hope that this document serves to answer any and all questions you may have about protocol. That being said, understand that the Court System is not a static being, and these rules can, and will change as the need arises.

STRUCTURE AND NAMES OF GROUPS

ORGANIZATION NAME:

The official name of the organization is the Imperial Sovereign Court of the Chinook Arch, Social Association (ISCCA, SA).

In slang terms, within the City of Calgary, it may be referred to as “The Court” or “The ISCCA”. Outside the City of Calgary, it can be referred to as “The Court of Calgary and All of Southern Alberta”.

HOUSE NAMES:

Each ser of Monarchs is allowed to give members of the organization titles within their “House”.

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

The (Reign Number) Imperial House of . . .

Some examples of past house names include:

The Twentieth Imperial House of Colors, Crystals and Cowpokes

*The Twenty Second Imperial and Environmentally Friendly House of Leather,
Lace and Leftovers*

*The Twenty Third Imperial House of Fun Filled Flavours and Flamboyant
Frivolity*

TITLES

General:

The Emperor and Empress are responsible for granting titles within their House. Only the Emperor and Empress are allowed to grant titles. Monarchs may only give titles during their reign.

The majority of the Titles given out by the Monarchs are given out at the Annual Investitures, held on the Victoria Day Long Weekend in May. The Monarchs do, however, have the privilege of granting 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. All Upper House Titles, as well as any title including the words “Prince” or “Princess”, must be approved in advance by the Board of Directors.

Lower House titles created by the Monarchs exist only for the year of their reign. At the end of their reign, Monarchs can make the title Perpetual by announcing it at the Annual Charity Ball

Furthermore, with the consultation of the Board of Directors, the Monarchs can remove any title if the holder of that title does not live up to obligations set out by the Monarchs.

Only members in good standing are allowed to hold titles.

Although titles are granted to individuals, it must be noted that all titles, including those of Emperor and Empress belong to the ISCCA, SA. By accepting and using these titles, you are acknowledging that you represent the ISCCA, SA. The ISCCA, SA reserves the right to suspend from use, or remove the titles of any holder who does not represent the organization in a positive manner.

THE UPPER HOUSE

EMPEROR AND EMPRESS:

Emperor and Empress are the two highest titles within the Imperial Court System. They are the figure heads 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 can not be stressed strongly enough that the Monarchs are answerable to the Board of Directors of the ISCCA, SA, and do not have absolute authority.

Also, 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 ISCCA, SA. At no time should the Emperor ever be considered of lesser importance than the Empress.

Regardless of the actual sex of the title holder, Emperor is always referred to as “His” and Empress is always referred to as “Her”.

The Emperor and Empress are elected in April of each year, with the results of the election announced at the Annual Coronation Charity Ball, also held in April. The winner of the vote must obtain a greater number of votes than their competitors. If there is only one candidate for either position, a “yes/no” vote is called, with the requirement that 50% +1 “yes” votes are required to win.

The ISCCA, SA will always have both a Reigning Emperor and a Reigning Empress. Should there be no candidate for the title, or the candidate receives a “no” vote, a Regent Monarch will be appointed by from the College of Monarchs, following the lines of succession. If a Monarch can not complete their reign, the Imperial Crown Prince/Princess will be appointed Regent Monarch. The position of Regent Monarch in the ISCCA, SA is equal to that of an Elected Monarch. Regent Monarchs have the same responsibilities as an Elected Monarch, and receive the same privileges and respect of an Elected Monarch. Although some Courts require the use of the word Regent in an appointed Monarch’s title, the ISCCA, SA does not. Regent Monarchs in our Court receive their number upon their crowning, and are signified by the phrase “appointed Emperor/Empress” as opposed to “elected Emperor/Empress”.

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 Board of Directors of the ISCCA, SA.

The Monarchs have the responsibility of being the figure 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 their year. In return, they are afforded throughout the year a great deal of privilege and courtesy. For example:

1. All Title Holders, except other Monarchs, usually greet them with a bow or curtsy on formal occasions.
2. At their discretion, they have the privilege of opening or closing all ISCCA, SA shows.
3. At out-of-town functions, they are introduced last in ISCCA, SA introductions, and are shown particular respect by other Monarchs.
4. 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 set out in the Rules and Regulations of the ISCCA, SA. They are as follows:

1. Be goodwill ambassadors for the community and the organization, and answer to the Board of Directors.
2. Be members of the Upper House, and Lead their House.
3. Serve on the Board of Directors during the year of their reign.
4. Uphold and promote the Aims and Objectives of the Organization to the community at large.
5. Establish a set of priorities to be presented to the Board of Directors for approval. These priorities will form the basis of the activities to be undertaken during their reign.
6. Host a minimum of one meeting to the community at large to explain their priorities.
7. Host, or delegate the hosting, the events of the Association known as Investitures and the Annual Charity Ball.
8. Undertake a minimum of six functions to support the Aims and Objectives of the organization.
9. Attend a minimum of four out-of-town coronations.

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 and Sovereign Majesty, the (Reign Number) Elected/Appointed Emperor of Calgary and all of Southern Alberta, (Personal Title), (Name)

Or:

Her Most Imperial and Sovereign Majesty, the (Reign Number) Elected/Appointed Empress of Calgary and all of Southern Alberta, (Personal Title), (Name)

For example:

His Most Imperial and Sovereign Majesty, the Twentieth Elected Emperor of Calgary and all of Southern Alberta, The Chained Crystal Emperor of Fun and Frivolity, Neal DeWitt

Her Most Imperial and Sovereign Majesty, the Twenty-First Appointed Empress of Calgary and all of Southern Alberta, the Black Crystal Swan Empress, Anita Lay

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

Also, it should be pointed out that it is assumed you are an Emperor or Empress whenever you refer to yourself using the terms HMISM/HISM, Monarch, or Crowned.

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, that you keep this part of your title short. Long title cause people to stop listening, and therefore the actual name and rank of the Monarch can be missed by the audience. Also, as it tends to lengthen an already long evening at Coronation, you may be asked to shorten it by the Minister of Protocol of any Empire you are visiting for a Coronation.

Monarchs receive pages in the annual Charity Ball Program for a thank you message to the community. They also receive a last walk at the Annual Charity Ball. There after, they receive a commemorative walk on the occasion of their first anniversary of their step down, and then on the 10th, 20th, 30th, etc. anniversary of their crowning.

This title is a Perpetual Title, and all holders of this title will be listed in the ball program each year.

Upon stepping down, Monarchs are admitted into the College of Monarchs, and become part of the Line of Succession of the ISCCA, SA. It is the tradition of the ISCCA, SA that the new members of the College on Monarchs are brought into the college by the anniversary Emperor, as the anniversary Empress performs “The Way Old Friends Do” while the rest of the attending College Members stand at the back of the stage.

HALF EMPERORS AND HALF EMPRESSES:

Half Emperor and Half Empress are honorary titles given out by the Reigning Emperor and Empress upon approval by the Board of Directors of the ISCCA, SA. Each Monarch is allowed to name two Half Monarchs, one from Canada, and one from the United States. Emperors only name Half Emperors, and Empresses only name Half Empresses.

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 Calgary’s Monarchs at function Calgary’s Monarchs are unable to attend. As Half Monarchs are people that the Monarchs feel a close bond to, they also tend to be sounding boards and advisors to the Monarchs throughout the year.

This title is not a lifetime title, but can be made Perpetual by the Monarchs with an announcement at the Annual Charity Ball. The only privilege afforded the Half

Monarchs, besides being allowed to walk representing the ISCCA, SA at coronations, is a 5 minute last walk at Calgary's Annual Charity Ball.

Although many Monarchs name their Half Monarch 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.

IMPERIAL CROWN PRINCE ROYAL AND IMPERIAL CROWN PRINCESS ROYALE:

The titles of Imperial Crown Prince Royal and Imperial Crown Princess Royale (ICP) are given by the Emperor and Empress upon approval of the Board of Directors of the ISCCA, SA. When selecting the ICPs, the Monarchs must be prepared to bring 2 names forward to the Board of Directors to select from.

These titles are vitally important to the ISCCA, SA. If for any reason a Monarch is unable to complete their reign, whether due to death, illness, or removal due to misconduct, the ICP is first in line of succession to the title. As a result, there will only be one Imperial Crown Prince Royal, and one Imperial Crown Princess Royale reigning at any given time.

Other responsibilities of the Prince and Princess, as outlined in the Rules and Regulations of the ISCCA, SA, include:

1. Be goodwill ambassadors for the ISCCA, SA and the community.
2. Assist the Monarchs in fulfilling their duties whenever requested to do so by the Monarchs or the Board of Directors of the ISCCA, SA.
3. Be members of the Upper House for the term which they are chosen.
4. Host a minimum of two functions to support the Aims and Objectives of the ISCCA, SA.

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

His Most Imperial and Sovereign Highness, Imperial Crown Prince Royal (Reign Number) of Calgary and all of Southern Alberta, (Personal Title), (Name)

Or:

Her Most Imperial And Sovereign Highness, Imperial Crown Princess Royale (Reign Number) of Calgary and all of Southern Alberta, (Personal Title), (Name)

For example:

His Most Imperial and Sovereign Highness, Imperial Crown Princess Royale XIX of Calgary and all of Southern Alberta, The Chihuahua Princess Herself, Debi

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. Although the word “Crown” appears in the ICP title, ICPs must not refer to themselves as “Crowned” as the connotation of this word is Emperor or Empress. Also, ICPs are not Monarchs, and should not refer to themselves as such.

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, that you keep this part of your title short. Long title cause people to stop listening, and therefore the actual name and rank of the ICP can be missed by the audience. Also, as it tends to lengthen an already long evening at Coronation, you may be asked to shorten it by the Minister of Protocol of any Empire you are visiting for a Coronation.

ICPs receive a page in the annual Charity Ball Program for a thank you message to the community. They also 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.

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

IMPERIAL GRAND DUKE AND IMPERIAL GRAND DUCHESS:

The titles of Imperial Grand Duke and Imperial Grand Duchess (IGD) are given by the Emperor and Empress upon approval by the Board of Directors of the ISCCA, SA. When selecting the IGDs, the Monarchs must be prepared to bring two names forward to the Board of Directors to select from.

These titles are vitally important to the ISCCA, SA. If for any reason an ICP is unable to complete their reign, whether due to death, illness, removal due to misconduct, or elevation to the position of Emperor or Empress, the IGD is first in line of succession to the title of ICP. As a result, there will only be one Imperial Grand Duke, and one Imperial Grand Duchess reigning at any given time.

The responsibilities of the Duke and Duchess, as outlined in the Rules and Regulations of the ISCCA, SA include:

1. Be goodwill ambassadors for the ISCCA, SA and the community.
2. Assist the Monarchs in fulfilling their duties whenever requested to do so by the Monarchs or the Board of Directors of the ISCCA, SA.
3. Be members of the Upper House for the term which they are chosen.
4. Host a minimum of two functions to support the Aims and Objectives of the ISCCA, SA.

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/Her Most Imperial and Sovereign Grace, Imperial Grand Duck/Duchess (Reign Number) of Calgary and all of Southern Alberta, (Name)

For example:

Her Most Imperial and Sovereign Grace, Imperial Grand Duchess Thirteen of Calgary and All of Southern Alberta, Hell-on Heels

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.

IGDs receive a page in the annual Charity Ball Program for a thank you message to the community. They also 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.

Upon stepping down, IGDs are admitted into the College of Monarchs, and become part of the Line of Succession of the ISCCA, SA.

THE 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, do not with the responsibility of an Upper House title, or may be members of the College of Monarchs whom the Reigning Monarchs choose to honor in their reign with titles.

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

ENTERTAINER OF THE YEAR:

The Monarchs shall appoint an individual whose title shall be Entertainer of the Year, followed by the next consecutive number from his/her predecessor. Although traditionally this title has gone to a Drag Queen, it is not required to go to a Drag Queen.

The criteria that should be used to select the Entertainer of the Year are that they be a hard worker, and entertaining.

The Entertainer of the Year will reign from Investitures to the Annual Charity Ball. During their reign, the Entertainer of the Year must raise a minimum of \$1000.00. This money will be given out at the Annual Charity Ball to a charity chosen by the Entertainer of the Year through consultation with the Monarchs and the Board of Directors.

Entertainers of the Year who succeed in meeting their fundraising goal will be honored with a 5 minute last walk at the Annual Charity Ball, at which time they will receive a plaque in appreciation of their service.

PRINCES AND PRINCESSES:

The Monarchs may, upon approval of the Board of Directors of the ISCCA, SA, give out the title of Prince and Princess.

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

- Prince and Princess of the Realm
- Personal Prince and Princess to the Emperor
- Personal Prince and Princess to the Empress
- Prince or Princess Consort to the Emperor
- Prince of Princess Consort to the Empress

ARCH DUKE AND ARCH DUCHESS:

Although these titles carry no authority or responsibility, they have been traditionally thought of as the heads of the Lower House.

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. The only stipulations placed upon holding these titles is that the recipient be a member in good standing of the organization, and that they conduct themselves in a respectful manner when representing the organization.

Titles the Monarchs may give out include, but are not limited to:

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

CAMP TITLES AND POSITIONS

Camp Titles and Positions are any title which 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.

CLOSET KING AND CLOSET QUEEN:

Closet King and Closet Queen are camp titles selected at the Annual Turnabout Ball. The holders of these titles are either people brand new to the organization who have come out for one of their first presentations, or established Court Members who are playing opposite to their usual role (drag queens as male entertainers or male entertainers as drag queens).

There are no responsibilities to these titles, and no privileges are extended with these titles.

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 their House. Examples of Keeper Titles include:

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

AMBASSADOR:

Ambassadors are generally title holders from other Courts that the monarchs want to honor with a title in their House. Ambassadors have no rights or obligations with the ISCCA, SA, although they are allowed to represent the ISCCA, SA on the Court Circuit.

ULTIMA TITLES

The title “Ultima” is a special honor bestowed upon individuals who have made remarkable contributions to Court Life. Ultima titles are the only titles which are deemed to reign over the entire province of Alberta; therefore recipients of Ultima titles must be approved by both the Board of Directors of the ISCCA, SA in Calgary, and the Imperial Court of the Wild Rose in Edmonton.

Recipients of Ultima titles receive a plaque stating their name and title, supplied by the organization.

Once an Ultima title is given, the title can never be used for another individual. For example, if someone was named “Arch Duke Ultima”, no other individual could be named “Arch Duke”. Therefore, selection of both the recipient and the title must be given careful consideration.

Ultima titles are published in the program for the Annual Charity Ball. The title survives only for the life of the bearer.

REGALIA

REGALIA FOR CROWNING CEREMONIES:

There are certain pieces of Regalia that are used for the purpose of crowning title holders only. They include:

- The Sword of State
- The Orb of State
- The State Crown (Made from the crowns of Empress III, Erica, and Empress V, Barry Doe)
- The Cross and Chalice (Belonging to Emperor X, Cardinal Sin)
- The Robes of State (Belonging to Emperor XII, XVII, & XVIII, David Atchison)
- The State Sceptre

The title of the Keeper of the Royal Robes and Regalia is held by Emperor XII, XVII, & XVIII, David Atchison. This title falls under the Rules and Regulations as a Special Appointment, meaning that the role belongs to the holder until they resign from the position.

REGALIA FOR UPPER HOUSE MEMBERS:

The ISCCA, SA will supply for it's reigning Emperor, Empress, Imperial Crown Prince Royal, Imperial Crown Princess Royale, and Imperial Grand Duke and Duchess a budget to purchase articles of state. The budget for these items is outlined in the Rules and Regulations. Until the reigning title holders purchase their regalia, the ISCCA, SA will loan the title holders State Regalia.

The Emperor will be allowed to purchase a head or shoulder crown appropriate to his position. The Imperial Crown Prince Royal and Imperial Grand Duke will receive shoulder crowns appropriate to their positions.

The Empress will receive a crown appropriate to her position, and the Imperial Crown Princess Royale and the Imperial Grand Duchess will receive tiaras appropriate to their position.

The Emperor will also receive a medallion with the words "HMISM Emperor (Number), Calgary, AB" engraved upon it. This medallion will be worn upon the State Emperor Collar (donated by Empress XIX, Donna DuYahWanna). At the end of the Emperor's reign, he will be given the medallion to keep. A new medallion for the next Emperor will be placed upon the Collar, and it will be passed to the next Emperor.

As a general tradition, only reigning Male title holders wear their crowns on their left shoulders. Once a male title holder steps down, the crown should be worn on his right shoulder.

These crowns/tiaras become the State Regalia of the ISCCA, SA and are encouraged to be worn whenever the title holder represents the ISCCA, SA. No other crown/tiara is to be worn by the reigning title holders during their reign. The one exception is during the Annual Charity Ball, Monarchs are allowed to wear other crowns in order to help speed up costume changes.

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

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

Any additional regalia a Monarch may want to use during their reign must be approved by the Board of Directors of the ISCCA, SA prior to putting it into public use.

REGALIA FOR LOWER HOUSE TITLES:

It is the policy of the ISCCA, SA 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 title holder within the ISCCA, SA to wear regalia they feel is appropriate to their title. Generally speaking, that indicates the wearing of a crown shaped pin or broach. This is encouraged of the members, as it shows their association with the ISCCA, SA.

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

1. No title holder other than the Emperor and Empress shall wear a crown, but will only wear tiaras. Crowns are a full round circle. Tiaras are open in the back.
2. If title holders in the lower house are insistent upon wearing a tiara, please ensure the tiara is smaller than the regalia worn by the Imperial Grand Duchess. To wear regalia larger than the IGD would lead to the impression that the lower house title holder is of a higher station than they actually are.

CORONATION

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 (with the same exceptions as above). 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 western dress may also be worn, as may beaded outfits. If a male title is going to wear denim into a ball room, please ensure the jeans are clean and in good repair.

BOWING AND CURTSEYING:

When one of a lesser title is presented to a Monarch, a simple bow or curtsy 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 curtsy 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 or Empresses. An acknowledgement is done with a nod of the head, and looking each other in the eye. Once one has become an Emperor or Empress, your requirement to bow or curtsy is no more. Having said that, however, a Monarch may still choose to bow or curtsy to another Monarch as a sign of respect for that Monarch.

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. While we understand that alcohol will be a part of

your good time, we are also aware of the importance of representing the ISCCA, SA 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. We do recommend that you drink in moderation until after you have performed, and if you are wearing regalia, you remove it before the party goes into full swing.

It is our wish, however, that the night of Coronation, drinking is kept to a minimum. Do not take this to mean that you can not drink, just do so with moderation. Remember, Coronation Night, you are representing the ISCCA, SA in a regal setting. Please do so with dignity.

If you should happen to find that you are drunk and out of control at any ISCCA, SA 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 the possibility of discipline from the Board of Directors if you do not remove yourself from the situation, and cause embarrassment to the ISCCA, SA. This policy does not only apply to current title holders. Members of the College of Monarchs are also expected to conduct themselves with dignity when using their title or attending functions.

As far as the use of drugs goes, the ISCCA, SA has a strict policy: Any title holder caught by a member of the Board of Directors of the ISCCA, SA using illegal drugs in a public place, or in any place to which the public may reasonably have access, will be removed from their title immediately. This is a “one strike and you are out” rule, and there are no lines of appeal.

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.

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 is announced 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 title holder should walk out to the male title holder. At this point, the male title holder will take the hand of the female title holder, and they will walk up to greet the Monarch. Walk in order to mirror the Monarchs, so the male title holder 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 an escort, when your name is announced, you can simply walk up onto the dais and greet the stepping down Monarch. In this case, it is appropriate to greet the Empress first.

Once you have 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, 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.

Out of respect, the stepping down Monarchs may choose to walk forward to the middle of the runway to greet certain Monarchs, and then escort them back to the Dais. This honor is usually reserved for Reigning Monarchs, but can be given to anyone you hold in very high esteem.

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 title holder 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 Half Emperor and Empress Titles. If you hold a Half title in another court, we encourage you to walk with that other court, as well as our own, in order to show support for that Monarch.

NUMBER OF TITLES:

Generally speaking, when you walk, you only walk with your highest title. If a title holder is current 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 duration of their reign (i.e. An Empress who becomes Imperial Crown Princess Royale would be asked not to use her Empress title for the year she is reigning as ICP).

Monarchs are permitted to break the above rule, but it is recommended that they only break the rule in order to use any current Half Titles they hold.

WALK/ENTRANCE PROTOCOL:

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

First, let's talk about protocol when you are doing a production number.

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

Then introduce the organization: *Please welcome the Imperial Sovereign Court of the Chinook Arch, Social Association – Calgary, Alberta, Canada.*

You will place a note to the emcee here to indicate the music should be played.

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

At this juncture, it is expected to offer a few congratulatory comments to the Monarchs stepping down, and if appropriate, a few personal comments to them: *Biff and Jane, congratulations on a wonderful year. Jane, 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 Calgary, the Imperial Sovereign Court of the Chinook Arch, Social Association and the twenty third Imperial House of Fun Filled Flavours and Flamboyant Frivolity. . .*

Start listing the titles and names of the members of your house who are present. Titles should be listed on individual cards so that if names need to be added or removed, it can be done easily. Titles walk in the following order:

Camp Titles and Positions

Lordling/Damsel

Lord/Lady

Esquire/Squire

Lord/Lady in Waiting

Knight (Sir)/Dame

Baron/Baroness

Viscount/Viscountess

Count/Countess

Earl

Marquess/Marquessa

Duke/Duchess

Arch Duke/Arch Duchess

Prince/Princess Consort

Personal Prince & Princess to the Emperor
Personal Prince & Princess to the Empress
Past Entertainers of the Year (oldest to most recent)
Past Imperial Grand Dukes/Duchesses (oldest to most recent)
Past Imperial Crown Prince Royals/Princess Royales (oldest to most recent)
Past Emperors/Empresses (oldest to most recent)
Current Reigning Entertainer of the Year
Current Reigning Imperial Grand Duke & Duchess
Current Reigning Imperial Crown Prince Royal and Princess Royale
Current Reigning Half Emperors and Half Empresses
Current Reigning Emperor and Empress

Any Perpetual Title holders should be placed in protocol according to the rank of their Perpetual Title. They should walk before the current reigning title holders with equivalent titles, and mention should be made of the reign in which they received their title.

Finally, wrap up your protocol with an invitation to Calgary's next Annual Charity Ball, including the theme and the date: *Their Most Imperial and Sovereign Majesties, Emperor and Empress Twenty Three, Sean and Roxy, would like to invite you all to the city of western hospitality, Calgary, Alberta on April 15, 2000 for Coronation 24 – Fun Filled Fantasies: A Celebration of Your Favorite Decade!*

This is just a basic 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 title holders to inform the Monarchs or Minister of Protocol whether they will attend a Coronation. Titles should not be put into protocol “just in case they show up”. We do not want to be embarrassed at a coronation by presenting a long list of titles and names, and not having anyone walk for the organization. If a title holder does not show the courtesy of informing the 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.

PLEASE SEE DYNASTIC NAMES ON PAGE 27 FOR MORE IMPORTANT INFORMATION ON WALKING AT A CORONATION.

LAST WALKS AND TIPPING:

Tipping is a sign of friendship and respect. There are no hard and fast rules on tipping, other than the rules set out earlier regarding bowing and curtseying. If you are reigning as half of a couple, you should always be tipping with your co-title holder (i.e. Emperors should always tip with their Empresses).

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

Title holders 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 and respect of accepting their tips. Please do not ignore them.

It is customary for all Emperors in the room to join the stepping down Emperor on stage for his final walk, and all Empresses in the room 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.

AWARDS

At the end of their reign, the Monarchs are allowed to give out several awards. Some of these awards are organizational, and are discussed in the Rules and Regulations of the ISCCA, SA. These awards include Citizen of the Year and Entertainer of the Year. The organization is responsible for the cost of these awards. The Monarchs are responsible for the cost of any other awards they choose to give.

The following is a list of some other awards Monarchs may or may not choose to give at the end of their reign. In-town awards and Perpetual Titles should be given out at the State Dinner or In-Town Show. Out-of-town awards should be given out at Victory Brunch.

EMPEROR & EMPRESS AWARDS:

Started during the 19th reign, these awards are given out to one 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 one award winner, and the Empress selects one award winner.

MONARCH TO MONARCH AWARDS:

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

SIBLING MONARCH 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 is possible.

OTHER AWARDS:

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

- Awards of Merit

- Outstanding Contribution Awards

- Friendship Awards

- Specialty groups designated by the Monarchs (such as Pig Pals or the Assassins Guild)

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

DYNASTIC NAMES

A tradition in the Court system is the use of Dynastic Names. A Dynasty Name is a name used by the 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 Calgary, here are some examples: Blake, Lay, Devine, Boink, DeWitt, Bishop-Towers, Wolf, Would, and on and on and on.

To receive a Dynasty Name is an honor, and should always be treated as such. However, the difficulty this concept has created is that multiple names have been awarded to many people. Out of respect, they, in turn, use all these names. Coronations, as a result, have 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 can not accept a Dynasty Name if it is offered to you, as this remains a great personal honor. 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.

Most Coronations on the Circuit (including Calgary's) now only allow you to walk with one last name. Do not be offended if you are asked to edit your names at a ball. The request is being made in the spirit of creating a shorter, more entertaining function for everyone.

CONCLUSION

Thank you for taking the time to read this Manual of Protocol and Procedures. I realize for someone new to the Court System, our customs and rituals seem horribly confusing, and there is no shortage of people out there waiting to point every mistake made 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 questions about how to do something, or you 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 I am not comfortable enough to give you an answer immediately, I will always present the question to the Board of Directors of the ISCCA, SA.

Let me conclude this manual by giving you the secret of success to the Court System. 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 certain everyone around you is having fun. Only then can you call your reign a success.

Good luck to you all!!!!

Minister of Protocol
ISCCA, SA
HISM Emperor XX
Neal DeWitt (AKA Neal Debrececi)

APPENDIX 1: CORONATION CROWNING CEREMONY

People – I here present unto you Emperor Elect _____, and Empress Elect _____, who by the will of the people, have this day become your undoubted Emperor and Empress. Are you who have come to partake in this event, ready to witness their Coronation?

Emperor Elect _____, and Empress Elect _____, are you ready and willing to assume the titles and the many responsibilities that accompany these titles?

Then so be it! Let Coronation begin.

Emperor and Empress Kneel, and the Sword of State is held upright between them.

Place your right hand on the Sword, and know ye then, that by so doing, your reign shall be tempered by Justice and that you must also render a just obedience to the Laws of the ISCCA, SA.

Sword bearer moves to the right of the Monarchs, and remains there with the Sword held up until conclusion of the ceremony.

The Bearer of the Orb takes their place between the Monarchs, and the Monarchs place their right hands on the Orb.

By placing your hand upon the Orb, know ye then, that you are committed to, and are one of, and with the people of the Realm.

The bearer of the Orb moves to the left of the Monarchs and remains there until the Ceremony is finished.

The bearer of the Cross and Chalice takes their place between the Monarchs. The Monarchs place their right hands on the Cross.

By placing your hand upon the Cross, know ye then, that by doing so, your actions shall be guided by the spirit of Charity.

The bearer of the Cross and Chalice moves back to join the College of Monarchs.

The bearer of the Scepter takes their place between the Monarchs.

By placing your hand upon the Scepter, know ye then, that you are acknowledged as the Reigning Monarchs of the ISCCA, SA, and that as such, the people look to you to be their Stately and Upright Representatives of this Realm when dealing with all peoples, both near and far.

The bearer of the Scepter moves back to the College, and the Robe bearers come forward.

_____ and _____, know that by wearing the Robes of State, that you become valued Members of the Board of Directors of the

ISCCA, SA, and that as Members, you add your voice to the Governing of the Realm and its Members.

Robe bearers move back to the College, and the bearers of the Emperor's Medallion and the Empress's Crown stand in front of the Monarchs.

Emperor Elect _____, will you accept the Emperor's Crown and Medallion as a symbol of the Trust placed in you by your Community, signifying your position as the current Reigning Emperor of the ISCCA, SA, and shall act and govern yourself accordingly? If so, say "I WILL".

Medallion is placed around the Emperor's neck.

Empress Elect _____, will you accept the Empress's Crown as a symbol of the Trust placed in you by your Community, signifying your position as the current Reigning Empress of the ISCCA, SA, and shall act and govern yourself accordingly? If so, say "I WILL".

Crown is placed on the Empress's head.

At this time, I will now ask you to seal the commitments you have just taken, and make Official the Oath of Office, by signing your names to this Declaration.

The State Crown is held up and down over their heads as the following is proclaimed:

So as it is written, so shall it be done.

Ladies and Gentlemen, Members of the College of Monarchs, as they rise and turn to look upon you, I hereby Proclaim them as their Most Imperial and Sovereign Majesties, Emperor _____ and Empress _____. Let you in turn look upon and acknowledge them as Emperor ___ and Empress ___ of Calgary and All of Southern Alberta, Canada.

Emperor ___

Empress ___

Head of the College of Monarchs

President, Board of Directors

APPENDIX 2: CROWNING CEREMONY ICP

APPENDIX 3: CROWNING CEREMONY IGD

APPENDIX 4: BOARD MEETINGS

OPENING CEREMONY:

PRESIDENT: I am about to open this meeting of the Board of Directors of the Imperial Sovereign Court of the Chinook Arch, Social Association of Calgary, Alberta, Canada. *Give one rap of the Gavel.*

By the authority invested in me as President, I now declare this meeting open for the transaction of any business brought properly before it.

VICE-PRESIDENT: I remind all those present, that what is discussed during the meeting is not to be discussed with members of the Community at large, but only among the members of this Board, and only when there is no chance of your conversation being overheard.

ORDER OF BUSINESS:

Each item in the Order of Business will be introduced by the President. The order in which items are called may be changed or eliminated at the discretion of the President.

- 1) Opening Ceremony
- 2) Roll Call
- 3) Reception of Visitors
- 4) Minutes of the Last Meeting
- 5) Correspondence
- 6) Treasurer's Report
- 7) Other Reports
 - a) Emperor and Empress
 - b) Members
 - c) Committees
- 8) Reading Applications for Membership
- 9) Reports on Applications for Emperor and Empress
- 10) Voting on Applications
- 11) Unfinished Business
- 12) New Business
- 13) Motion to Adjourn
- 14) Closing Ceremony

RECEPTION OF VISITORS:

1. When a member of another Court, within the International Court System, desires to attend a meeting of the Board of Directors of the ISCCA, SA, the member must notify a member of the Board, who must in turn, inform the President of the request. When the President has been satisfied as to the nature and validity of the request, the President

may the grant permission for the visitor to attend the meeting. The visitor has no voting power at the meeting.

2. The same procedure will be followed for any other person who requests to attend a meeting of the Board of Directors.

3. When a Past Monarch is one of those who requests to attend a meeting of the Board, that Monarch shall be accorded the honors due their station. At the conclusion of Roll Call, the President will say:

PRESIDENT: As you can see, we have a Special Visitor with us. I take great pleasure in presenting to the Board, _____ (naming the visitor and their title, Court or Association, City, Province or State and Country). On behalf of the Board of Directors, I welcome you to our meeting.

The visitor may say a few words at this time.

VOTING ON APPLICATIONS:

The President shall appoint an Elections Committee. The Committee will be responsible for distributing one ballot sheet to each Board Member. Visitors are not allowed to vote.

PRESIDENT: We are about to vote on the Applications for (a) Membership or (b) Emperor and Empress. Before you cast your ballot, I ask that you give serious thought to what you are about to do.

(a) Membership: **PRESIDENT:** Bear in mind that you should allow nothing in the form of personal, religious or political sentiment sway you. You will now cast your vote, using ballot number ____ (*state number*).

(b) Emperor and Empress: **PRESIDENT:** Keep in mind the recommendations of the Investigating Committee and also bear in mind that you should allow nothing in the form of personal, religious or political sentiment sway you. This is a serious moment in the life of the Applicant. You will now cast your vote using ballot(s) number ____ (*state numbers*).

Applicants must receive a favorable majority of the votes cast, to be declared eligible. The President shall also cast a vote, but shall place it in an envelope, seal it and place it in the hands of the Election Committee. It will be opened only in the event of a tie vote. Each Applicant shall be dealt with individually, unless a motion is made to vote collectively, on all applications. Each Applicants name and the position they are seeking (i.e. Membership, Emperor or Empress) shall be read by the Secretary prior to each vote. The Election Committee will collect the Ballots, count same, list the results in writing, and deliver the written report of the results to the President. The President shall then announce the results of the vote to the meeting. The ballots from each individual vote

shall be placed in separate envelopes, marked with the candidate's name, and given to the President. After the last Applicant is dealt with, the President shall ask:

PRESIDENT: Does any member wish to examine any of the ballots? *(pause)* If not, I hereby declare _____ *(state names)* eligible for _____ *Membership or Candidacy*).

In the event of the rejection of any application, the President shall say:

PRESIDENT: I hereby declare that the Application/s of _____ *(state names)* for _____ *(Membership or Candidacy)*, have been rejected and is/are therefore not eligible for *(Membership or Candidacy)*. The Secretary shall indicate the same in the minutes. Does any Member wish to examine the Ballots? If not, I will entertain a motion that the Ballots be destroyed.

If the vote is favorable, the Ballots shall be destroyed).

CLOSING CEREMONY:

PRESIDENT: As the business of this meeting of the Board of Directors has been completed and a motion to adjourn has been duly moved and seconded and favorably carried, we shall proceed to close. *(pause)* By the authority vested in me as President, I now declare this meeting closed, until our next regular meeting, unless it be convened sooner in special session, by my order. *(One rap of the Gavel, and the meeting is closed.)*

APPENDIX 5: ANNUAL MEMBERSHIP MEETINGS

OPENING CEREMONY:

Promptly at the time for the convening of the Annual Meeting of the Association, the President shall assume the chair and ask that everyone take their seats. The President shall then call the Meeting to order by giving one rap of the gavel.

PRESIDENT: By the authority vested in me as President, I now declare this Annual Meeting of the Imperial Sovereign Court of the Chinook Arch, Social Association, open for the transaction of any business that may be brought properly before it. *(pause)* I would like to welcome all of you to the meeting and thank you for attending. The agenda has been circulated and will be followed as closely as possible.

The President shall then introduce each item on the agenda as required. A sample agenda is listed below, but may be varied as circumstances dictate.

- 1) OPENING CEREMONY
- 2) ROLL CALL
- 3) INTRODUCTION OF THE BOARD
- 4) INTRODUCTION OF DIGNITARIES
- 5) REGISTRATION REPORT
- 6) MINUTES OF THE LAST ANNUAL MEETING
- 7) CORRESPONDENCE
- 8) REPORTS
 - a) Board Members
 - b) Committees
 - c) Others
- 9) ELECTIONS
- 10) RESOLUTIONS
- 11) ANNUAL BUDGET
- 12) UNFINISHED BUSINESS
- 13) NEW BUSINESS
- 14) GOOD OF THE ASSOCIATION
- 15) MOTION TO ADJOURN
- 16) CLOSING CEREMONY

INTRODUCTION OF DIGNITARIES:

The Registration Committee will be in charge of the register. The Committee will give a written list of registered dignitaries to the President just prior to the time of convening the Annual Meeting. The President shall then introduce the dignitaries listed to the meeting.

VOTING:

All those attending the Annual Meeting must sign the register. Members must produce their Membership Cards in order to receive their voting coupon. A voting coupon will allow the member to vote on all matters at the Annual Meeting, and will allow the member to receive a Ballot Sheet for the Election of the Board of Directors. Visitors are not allowed to vote, nor cast Ballots for the Election of the Board of Directors. Voting on routine business will be done by a show of hands, affirmative and negative votes being called in turn, unless otherwise instructed. Voting during the Election of the Board of Directors will be done by secret Ballot.

REGISTRATION REPORT:

The Registration Committee shall report the total membership, the total membership present, total voting coupons issued, and the total number of visitors present. The President shall then declare that a quorum exists, according to the By-Laws, Rules and Regulations, and that the meeting shall continue.

CLOSING CEREMONY:

PRESIDENT: As the business of this Annual Meeting has been completed and a motion to adjourn has been duly moved, seconded, and favorably carried, we shall proceed to close. *(pause)* By the authority vested in me as President, I now declare this Annual Meeting of the Imperial Sovereign Court of the Chinook Arch, Social Association closed, until the next Annual Meeting, unless it be convened sooner, in special session, by order of the President. *One rap of the gavel and the Annual Meeting is closed.*

INSTALLATION OF THE BOARD OF DIRECTORS:

When the time for the Installation Ceremony arrives, the President shall rise, and give one rap of the gavel.

PRESIDENT: The assembly will come to order. *(pause)* The appointed time has come, when the members of the Board of Directors of the Imperial Sovereign Court of the Chinook Arch, Social Association of Calgary, Alberta, Canada, must descend from our stations and sit again among the membership.

The President then turns to the Installing Officer, addresses them by name and title, and says:

PRESIDENT: I now place in your hand the emblem of authority and assign to you the station and duties of presiding officer of this Board.

The President surrenders the gavel and takes a seat. The Installing Officer gives two raps of the gavel, and the Board Members will rise.

INSTALLING OFFICER: By virtue of the power vested in me, I shall now proceed with the Installation of the Board of Directors of the Imperial Sovereign Court of the Chinook Arch, Social Association. I hereby appoint _____ (*name*) to act as Secretary during this Ceremony. (*pause*) Members of the Board of Directors, it is decreed by Mother Nature that once in each year, all life will shed its outer cloak and stand forth unadorned. Your work and devotion to duty during the past year has not gone unnoticed, but is very much appreciated by this Association, which your labours have helped nurture and strengthen. You are now relieved of your responsibilities and may now step down. *The retiring members shall take seats among the assembly.*

INSTALLING OFFICER: The Secretary will now call the names of those elected and appointed to the new Board. As their names are called, they will take their places at the front.

The Installing Secretary will call the names of the new Board Members, according to their positions, in the following order:

1. DIRECTOR
2. DIRECTOR
3. DIRECTOR
4. DIRECTOR
5. TREASURER
6. SECRETARY
7. EMPEROR
8. EMPRESS
9. VICE-PRESIDENT
10. PRESIDENT

INSTALLING OFFICER: Each of you has been elected or appointed to the position named by the Secretary. Will you signify your willingness to accept this position? If so, you will answer together, "I Will" (*Pause as members answer*) Please say "I", state your name in full, and repeat after me, in unison, the Oath of Office.

I _____ (*state name in full*), do willingly and voluntarily, accept the position on the Board of *Directors*, to which I have been chose. I promise to fulfill the duties that go with the position, and to promote interest in the Imperial Sovereign Court of the Chinook Arch, Social Association, and to help increase its membership.

I do further declare, that at the end of my term on the Board, I will deliver all funds, books, papers or other property of the Association that may be in position, or come under my control, to my successor, or to an authorized representative of the Board of Directors. All this I promise, on my honor, to fulfill to the best of my abilities.

INSTALLING OFFICER: I remind the Board Members to become familiar with the By-Laws and Rules and Regulations of the Association, as their respective duties are listed therein. (*pause*) I thank _____ (*name*) for acting as Secretary during

this Ceremony. *(pause)* And now, by the authority vested in me, I declare the Board of Directors of the Imperial Sovereign Court of the Chinook Arch, Social Association, regularly Installed for the ensuing term, or should a vacancy occur during the term, until their successor shall have been elected or appointed and duly installed. *The Installing Officer now hands the gavel to the new President and says:* I now return the emblem of authority and trust that you will take charge of the Board.

The President shall accept the gavel, and thank the Installing Officer and the Assembly. The President shall then rap the gavel once to end the Ceremony.