



Royal Commonwealth Society, Inc.

Imperial Court of Massachusetts Protocol Manual

INTRODUCTION

This Protocol Manual is a reference tool to acclimate new members into the wonderful world of the Royal Commonwealth Society, Imperial Court of Massachusetts (ICMA), and answer many protocol questions members may have. This manual is subject to revision when necessary. If you have questions about any of the information contained in this manual or do not find answers to any questions, you may have, please contact our Minister of Protocol.

The ICMA is a proud member of the International Imperial Court System. The ICS has almost 70 chapters in the US, Canada and Mexico. Each chapter acts as an autonomous entity guided by the Imperial Court Council and Empress Nicole the Great, Queen Mother of the Americas. The ICS recognizes that there are regional differences in Protocol across the system, and the ICMA Protocol Manual is the recommended guideline for members of the ICMA itself.

Member Courts of the International Imperial Court System are hybrids of European monarchies. Courts respectfully fashion themselves accordingly and adopt the titles and ranks associated with one monarchy, i.e., United Kingdom, Czarist Russia, French, etc. For its model, the Imperial Court of Massachusetts loosely adopts the monarchy of the United Kingdom.

The reason and purpose of a structure of protocol are fundamental. It gives each organization a form of authority, names, rank and file, customs and vernacular to use. It is a game first and foremost, a game we have a lot of fun with, but a serious game with many productive and positive results. As we say, we put the fun into fundraising!

The second reason for the Monarchical structure is to give the ICMA an understanding of how and with whom to interact as we visit each other's empires. Some empires take the monarchical system more seriously than others, and we respect their differences. Always remember our purpose, to raise money for very worthwhile causes.

If any portion of the Protocol Manual conflicts with the By-Laws, the By-Laws supersede the Protocol Manual. Please bring any discrepancies to the attention of the Minister of Protocol.

The ICC may suggest the protocol, and these suggestions may be incorporated into this manual in the same manner as other changes are made.

THE PEERAGE

The Peerage is the structure of the membership, members' titles and the order of Protocol. The highest-ranking members of the Peerage are the Reigning Monarchs.

Queen Mother and Protector of the Realm

This is a title bestowed by Queen Mother or King Father of America's- and is to be recognized as the Highest Title in The Realm, with all duties and honor the honorable title bestows. It is a lifetime title and will not be passed down and must be an anointed position at the discretion of The King Father and/or Queen Mother of America's. This title allows for the appointment or election of a Privy Council to aid the Queen Mother and Protector of The Realm and all other elevations in the realm while an elected Monarch is not seated on the throne.

Role of the Monarch(s)

Our figureheads, although elected to their position, are referred to as Emperor and Empress. These individuals are given the power to direct the fundraising of the Court as they see fit for their reign year, with the understanding that they are answerable to the Board of Directors of the ICMA. These positions may be held by people of any gender or gender identity, as well as any race, religion, ethnic background or sexual preference.

Along with The Queen Mother, the Emperor and Empress are responsible for giving regal titles for the year, and Monarchs may only give royal titles during their reign. To bestow the elevation of a noble's title, Monarchs must have the consent of the Queen Mother / Privy Council. Elevations usually happen at the Investitures ceremony but may happen other times to reward outstanding achievement. Investiture ceremonies are held twice each year. The first is to be held within 45 days of the beginning of the reign, and the second is to be held

preferably at least 60 days before the end of the reign. With the express approval of the Queen Mother, royal titles may be given out within 60 days of the end of the reign. The investing of new members with "started" titles is allowed at any time during the reign.

Titles & Appellations

As per the by-laws Article 6, titles bestowed by sovereigns of the Imperial Court of Massachusetts shall be for life and will grant the noble all rights and privileges afforded with that title. In order of rank from lowest to highest, titles of nobility may be granted as such:

Uninvested Titles			
Title	Male Appellation	Female Appellation	Non-Binary Appellation
Ambassador	The Honourable Ambassador...	The Honourable Ambassador...	The Honourable Ambassador...
Page	The Honourable Page...	The Honourable Page...	The Honourable Page...
Knight/Dame/Noble	The Honourable Knight, Sir...	The Honourable Dame...	The Honourable Noble...
Invested Titles			
Title	Male Appellation	Female Appellation	Non-Binary Appellation
Lord/Lady/Liege	My Lord, The Honourable...	My Lady, The Honorable...	My Liege, The Honorable...
Viscount/Viscountess/Vocus	His Excellency, Viscount...	Her Excellency, Viscountess...	Their Excellency, Vocus...
Count/Countess/Gerent	His Excellency, Count...	Her Excellency, Countess...	Their Excellency, Gerent...
Marquis/Marchioness/Magnus	His Highness, Marquis...	Her Highness, Marchioness...	Their Highness, Magnus...
Duke/Duchess/Scion	His Highness, Duke...	Her Highness, Duchess...	Their Highness, Scion...

Grand Duke/Grand Duchess/Grand Scion	His Highness, Grand Duke...	Her Highness, Grand Duchess...	Their Highness, Grand Scion...
Prince/Princess/Infante	His Royal Highness, Prince...	Her Royal Highness, Princess...	Their Royal Highness, Infante...
Imperial Crown Prince/Imperial Crown Princess/Imperial Crown Infante	His Serene Highness, Imperial Crown Prince...	Her Serene Highness, Imperial Crown Princess...	Their Serene Highness, Imperial Crown Infante...
Titles bestowed upon elected figureheads			
Title	Male Appellation	Female Appellation	Non-Binary Appellation
Imperial Crown Prince/Princess Royal/Imperial Crown Infante Royale	His Imperial Highness, ICP Royal...	Her Imperial Highness, ICP Royal...	Their Imperial Highness, ICI Royale...
Emperor Emeritus/Empress Emerita	His Imperial Majesty, The [Title], Emperor Emeritus...	Her Imperial Majesty, The [Title], Empress Emerita...	N/A
Emperor/Empress/Monarch	His Imperial Majesty, The [Title], Emperor...	Her Imperial Majesty, The [Title], Empress...	Their Imperial Majesty, The [Title], Monarch...
Reigning Emperor/Empress/Monarch	His Most Imperial and Sovereign Majesty, The [Title], Emperor ...	Her Most Imperial and Sovereign Majesty, The [Title], Emperor ...	Their Most Imperial and Sovereign Majesty, The [Title], Monarch...

Queen Mother of Massachusetts and Protector of the Realm.

Only the Queen Mother and reigning Monarchs may use the title of "Most" and "Sovereign". Upon stepping down, the title reverts to "His/Her Imperial Majesty'.

When/How Given

The Queen Mother or The Monarchs propose titles for each reign, and the Privy Council I Board must approve the tags no less than five days in advance of Investiture.

New Members

If the event where titles are being given out is not an official Investiture, new members may be invested at any time during the reign at an official ICMA function. Still, they can only receive the title of Lord or Lady.

Investitures

Official investitures can be held up to twice a year. Investitures I must be within 45 days after coronation, and Investitures II must be not less than 60 days before coronation.

Special Circumstances

The monarchs may petition the board for approval of an elevation during the 60 days before coronation. Still, those in attendance at a regularly scheduled board meeting must vote a 75% supermajority vote to approve the title.

What are the "Rights and Privileges" of a Title?

When members are invested with a title, they must be afforded "all rights and privileges" of the title. This means that the member is allowed to walk in the name of the ICMA at all protocol events and be presented to the reigning Monarchs with their title and receive the privilege and respect due to all active Court members across the ICS.

Criteria for Elevation of Titles

Titles shall be granted for service to the court and/or community. Other than the elevation to Lord/Lady, the Monarch(s) or Board shall document the reasons and achievements that suggest the elevation. A short synopsis shall be publicly proclaimed at the event during which the elevation occurs or in the document of elevation if a public investment does not happen. The Monarchs may not elevate members higher than two title levels - one per investiture - within one Reign without a 75% Supermajority consent of the Board. The sole exception to this is the naming of Imperial Crown Prince & Princess, chosen by the Monarchs with The Queen Mothers' approval or, in her absence, a majority Privy Council / Board approval.

Other Official Titles

Consort

A Consort is a partner, boyfriend/girlfriend or lover of the Emperor or Empress. Naming a Consort is nothing to be taken lightly. There are no reign or permanent titles set aside for consorts to the monarchs. Consorts, however, can be referenced at all protocol events in the following manner: "Appellation, Court Rank, Name of Member, Consort to Emperor(ess) #, Name of Monarch."

Example: His Excellency, Count Marcus van der Poole, Consort to Emperor XV, Octavius Lush"

Referencing the Monarch in full eliminates confusion as to which monarch the person is a consort to.

Minister of Protocol

The Minister of Protocol is responsible for maintaining a current and accurate reference list of titles for all ICMA Members. The Minister is also responsible for writing out of town protocol lists in accordance with that Court's rules. The Minister is expected to oversee protocol collection, correlation and editing during Coronation weekend.

Questions about protocol will be directed to the Minister. If no answer can be found, the Minister will consult the Monarchs and Board. The minister must be thorough, organized and aware of the different protocols for different realms. This title expires at the end of each reign.

King Father/Queen Mother

The Monarch(s) may also appoint to their family, at their discretion, an Imperial Queen Mother and Imperial King Father for the reign. This position may be held by an individual who is a member of ICMA or another court.

Chancellor/Lady Great Chamberlain

This position is chosen by the Monarch(s) for the express purpose of providing personal assistance and counsel in matters of the Court. Specific duties are assigned by the Monarch(s). This title expires at the end of each reign.

Aide de Camp/Lady in Waiting

Either Monarch chooses this position for the express purpose of providing personal assistance and council in personal matters. The Monarch assigns specific duties. This title expires at the end of each reign.

Camp Titles

The monarchs may give camp titles to ICMA members, friends of the court or members of other ICS chapters at any time during the reign. Camp titles must not reference a "regal" title (such as the aforementioned reign titles of Squire-Imperial Crown Prince/Princess).

Camp titles can only be used during the reign, although when a person's FULL protocol is read upon their step-up or step-down as a monarch, this title may be read, as long as the reign in which it is given is also referenced (i.e., "Court Jester to Reign II")

Court Titles for Non-Members/Honorary Titles

The following types of titles may be used with non-members. All titles are considered reign titles. Non-members may receive permanent titles per the above guidelines.

Citizen of the Realm

This title may be given to non-members but can only be given per the permanent title guidelines above.

Citizen of the Realm for Life

This title may be given to non-members but can only be given per the permanent title guidelines above.

Transfer Guidelines for Courtiers Who Join ICMA from Another Realm

The following guidelines were devised for courtiers from other realms who take up residency in Massachusetts and wish to join the ICMA as a member in good standing:

- If the transferred courtier were a title below Prince/Princess Royal, Imperial Crown Prince or Monarch, they would be entitled to keep their title. If the person wishes to change their line, they shall be entitled to do so as well.

- Example: if the courtier were a Duke in Rhode Island at the time of their move, they would be able to maintain their title of Duke in the ICMA while a Prince/Princess Royale or ICP would revert to Prince/Princess.
- For example, if the courtier were a Prince in New York at the time of their move and wished to change lines, they would join the ICMA as a Princess.
- If the transferred courtier is a Monarch from another court, they may keep their title but may not walk with the College of Monarchs. Instead, the Monarch would walk after the college of Monarchs and just before Prince/Princess Royale peerage.
 - Example: H.I.M. Emperor XXXI of All San Francisco John-Richard

Line Changes

The following guidelines were developed for those who wish to change lines:

- If the member is any title below an ICP, they are entitled to change their sex, so long as they do it at the start of each reign, as opposed to during the reign.
 - Example: Princess Michaela can change to be Prince Michael at the start of a reign.
- ICP's must stay in the same gender until the end of the reign, at which time they may change lines as they revert to a Prince/Princess title.
- If a member wishes to change lines mid-reign, they must notify the Board and be approved.
- If a Monarch wishes to change lines, they must pay dual membership for the opposite sex and must be invested as the lowest title.
 - Example: Empress Ill Cherish may join the male line but will be invested as Lord Chuck and must pay dual memberships. However, at any ICMA protocol function, if this member wants to walk as Empress Ill Cherish, she must be in “face” and correct attire. This member must also walk with the College of Monarchs as Empress Ill Cherish at the ICMA's annual coronation - no exceptions. Additionally, if she wanted to walk as Empress Ill out-of-town, she would need to be present as a female and attired correctly. Out-of-town, she could walk as her male persona with the lower rank so long as she was, again, dressed correctly and not presented as a Monarch. They must acknowledge

this before they agree to pay for dual memberships. The same would apply if an Emperor wished to change lines.

Permanent Titles

Title of Monarch

Current and past monarchs who have completed their reign and are active members of ICMA retain their monarch titles.

Imperial Crown Prince/Princess/Imperial Crown Infante

Imperial Crown Princes, Imperial Crown Princesses, and Imperial Crown Infantes are not considered permanent titles. Upon completion of a prosperous reign, they shall revert to a Prince/Princess/Infante moniker. Such individuals are referred to as "His/Her/Their Regal Highness, Prince/Princess/Infante..."

Societies

Monarchs may establish societies during their reign, though new members may be added to the reign after stepping down. Like all titles, the naming of society members should be done judiciously.

Serious vs Camp

There are two types of societies: serious and camp. The monarch uses serious societies to recognize those individuals who have met the overall criteria established for their society and are generally given to a select few individuals. After step down, it is expected that the past monarch would only induct a maximum of three members to the society during any given reign. Camp societies are a fun way to recognize friends within the Court System and be presented more freely.

Proclamations

Proclamations are a type of command that may extend beyond your Reign year and/or affect the bylaws and Protocol Manual during the reign. Proclamations may only be given by either or both Reigning Monarchs during their reign year up to and including Victory Brunch but must be approved by a 75% supermajority Board vote.

Protocol Event Procedures

The following section refers to how court members conduct themselves at so-called "Protocol" events.

These are events where members are officially presented, either to the monarchs or the Imperial.

Crown Prince, Princess, and Infante include Coronations, Investitures, Monarch Balls, and ICP Balls. If there is some question about whether an event is a protocol event, the reigning monarchs are responsible for final determination. Members should maintain a level of respect, camaraderie and support for other members of the Imperial Court System at all times, but some formalities (for example bowing to those of a higher rank) are not required. These events include out-of-town shows, regular court fundraisers and hospitality.

Walking in Protocol

Lining Up

This will be performed by the Minister of Protocol and at the discretion of The Queen Mother of MA and Protector of The Realm.

Traditionally, when presented at official court events, the line-up is always in the lowest ranking noble given first to reigning monarchs presented last. The order is as follows: friends of the court, un-invested members, nobles, past rulers, and current monarchs. In cases where there is more than one individual of the same rank, members are presented alphabetically or by the date, they joined the court. If the reigning monarchs are not present at the event, then the last nobles to be presented are the highest-ranking nobles in attendance.

Escorting

Male line members may escort a female line member of the same rank as themselves. Members don't need to be accompanied. When escorting female line members, male line members will be presented first, walk a short distance and wait for their female counterpart, hand extended, palm down, in anticipation. As she approaches, she places her palm down on the back of his hand. If stairs to the dais are incorporated, the gentleman should step up first to offer a hand to the lady (exception: if the lady is wearing a gown with a flowing train, the

gentleman should allow her to proceed first so that he may assist with her train). Once upon the ramp or walkway, an acknowledgement should be made to Empress Nicole the Great, Queen Mother of the Americas (if in attendance), the Widow Norton (if in attendance), or in the direction of the highest-ranking known Heir Apparent in attendance (typically the President of the Imperial Court Council). When the monarchs are approached, the gentleman should stand in front of the Emperor and the lady in front of the Empress. The initial bow and curtsy suffice for both Monarchs.

In the Emperor's absence, the Empress may only be escorted by the highest-ranking male in attendance or may choose to walk unescorted.

An Empress, after having served her reign year and stepped down, in the absence of her Emperor may choose to walk unescorted or place herself in Protocol to be escorted by her Consort, wherever he may fall in the peerage. To wit, the Empress may choose to walk before others of higher rank than her Consort, ostensibly lowering her placement, though not title, in the peerage.

Etiquette

Bow/Curtsey Guidelines

A noble should either bow or curtsy to the individual when being introduced to or being approached by a noble of higher rank as a show of courtesy and respect. If the hand is extended from a female line member to a gentleman, the hand should be lightly grasped before the bow is presented. Ladies of the court should always lower their head when descending into their curtsy. Unless a personal relationship exists between nobles and reigning monarchs of other courts, a noble should never kiss a reigning monarch when presented at a protocol event. Never initiate a kiss to a reigning Monarch. Non-binary members should bow or curtsy.

Reigning monarchs and members of the College of Monarchs acknowledge their peers with a nod of their head. If comfortable to both parties, a gentle kiss may be placed upon one or both cheeks to signify fraternal affection and respect.

Deportment

Dress Code and Expectations

Keep in mind that Coronations and Adornments are the highest levels of pomp and pageantry for any court. You will be on "display" for not only members of that respective court but their community and visitors as well. A rule of thumb to keep in mind is "if it doesn't flatter, don't wear it." When attending an official protocol event, there are specific rules that must be

adhered to. These rules have been implemented for many years and are non-negotiable. The following guidelines are to be used when attending a formal court event:

Ladies

- When presented in the protocol, ladies of the court are expected to wear full-length gowns with the hemline no higher than the ankle.
- If the dress sleeves are capped or sleeveless, full-length gloves are mandatory and must be worn.
- If the sleeves are full-length and nails are being worn, gloves are not necessary.
- If nails are not being worn, gloves in either white or a coordinating color must be worn.

Gentlemen

- Gentlemen are expected to wear tuxedos, uniforms or regal wear during Protocol events.
- White gloves must be worn, with the exception being black gloves for gentlemen presented leatherwear.
- All Male Monarchs and line members who choose to wear a Crown/ Coronet must wear a shirt with a collar when doing so. If a Crown/ Coronet is appropriate, then so is a shirt with a collar.

Non-Binary

All non-binary titles must dress in regal/formal attire (reference above the female and male examples for further guidance).

Jewellery Guidelines

The Jewels are part of the costuming and fun of the Imperial Court System and help us to look like the royalty purport to be. Any jewellery is a personal purchase - absolutely no Court-raised monies are to be used for any jewellery-related purchase.

Certain Courts put heavy restrictions and guidelines on jewels, such as when it is appropriate to wear a Chain of Office, no female member may wear a tiara higher than the reigning empress, state jewels, etc. The ICMA does not find it necessary to impose stringent rules, and as it can be expensive, we prefer to leave jewellery to personal taste and the ability to purchase. That being said, there are some general guidelines of etiquette to follow:

- The Reigning Empress is expected to wear a crown at all in-state and out-of-state Protocol Events.
- Tiaras are expected to be worn by ladies at Protocol events.
- For ladies and gentlemen that are not Monarchs, please limit the height of your tiara to fit your stature as a courtier. If the Monarch is not wearing a crown - then neither should you. If they are wearing a crown - then yours should be in deference to them, as their sub-ordinate.
- It is expected that an Emperor may wear a Crown or Circlet; Male members should remove their crown when presented to those Higher than themselves in standing (i.e., Queen Mother, etc.)

The general rule of thumb - your jewels should correspond to your rank in the Court system and should show respect to your Reigning Monarch(s). Thus, it is considered bad form to be attempting to out-shine your Reigning Monarch(s). If you have just been invested, you may want to wait a bit before purchasing what would be considered a 'Monarch's Parure' (large chains of office or a towering tiara).

What is a Protocol Event?

A Protocol event is where the entire protocol is read, and Nobles are presented to the Reigning Monarchs. Examples include coronations, investitures and adornments.

What is a Command Performance?

This is an honor and privilege for the recipient and should be treated as so.

A monarch may command any person or group of persons to perform. If this is a Group Command, the leadership of the ICMA is to be consulted, and the approval of the Queen Mother and The Privy Council must first be given. ICMA members invited to do a command should respect the monarch's wishes and the local court's desires. The performance may be regal or "theme". If in theme, it is unnecessary to remain in a protocol outfit, but one should return to formal attire after the performance.

The Dais

If you are asked to sit on the dais, formal or theme attire is required. As you are "on display", please maintain a proper sense of decorum. If performers are being tipped, please allow the monarch(s) to list first, then rise to tip the performers in concert with the other people on the dais. If you are a man, please make all attempts to escort one of the ladies while tipping.

The Dais at ICMA Coronations

The monarchs may choose to have up to four persons (two per monarch, per set) on the dais (they may also choose to have none). The monarchs may determine who is sitting on the dais, but they should be mindful of titles and our relationships with courts within the Northeast. It is an honour to sit on the dais, and the selection must not be made lightly.

Victory Brunch

It is expected that the new monarchs and the new Imperial Crown Prince and Princess attend the brunch in protocol attire appropriate to Brunch.

The head table shall consist of the following: The Executive Director or Queen Mother and Protector of The Realm, the dowager monarchs, the new monarchs, Empress Nicole the Great,

Queen Mother of the Americas (or her absence, a representative from the Imperial Court Council), and the new Imperial Crown Prince and Princess. A separate table may be established for guests of honor, including the College of Monarchs, Half monarchs and the outgoing ICP's.

What is a Casual Event?

A casual event has a more relaxed feel. Very little (if any) protocol is read above introductions by title, and there are no protocol walks. Crowns and tiaras are not expected and can get in the way. Personal style is encouraged at these events (i.e., cocktail dresses or "Theme" dress).

At a protocol event (in-town or out-of-town), a member is expected to be presented, and therefore, is to dress, walk, and be introduced (announcement of a title) in their selected gender. It is to be further understood that when in attendance at a non-protocol event and presenting one's self in selected gender, one may use their title; however, if a member chooses to attend a non-protocol event in a gender other than that chosen for the current reign, that member may not use their title (i.e., Marquis John Doe may not present themselves as Marquessa Jane Doe).

Proper Court Behaviour at All Events

As a noble of the ICMA, you represent not only yourself but the entire ICMA at events and, by extension, the whole ICS when attending non-Court events as a Court representative. These events range from the highly formal to the highly casual. You are expected to have fun and enjoy yourself; however, some due etiquette is expected as a member of the Court, including:

- The basic guideline is to follow common courtesy. We model ourselves after nobility, so it follows that we act with the grace and decorum that is appropriate at events.
- Please refrain from discussing ICMA internal business with members of other Courts. This can be seen as "airing dirty laundry" and is unbecoming. In addition, each court's goal is to present a relatively unified face to other courts.
- Please be aware of your alcohol consumption and know your limits. Cocktails do add to a festive affair, but public displays of drunkenness are not only rude and unbecoming but frowned upon by the ICS.
- Fighting and physical violence will not be tolerated. Please bring any threat of altercation directly to the attention of the Monarchs and BOD.
- Please know that it may be necessary for disciplinary actions to be taken in extreme cases or repeated offences. Please refer to the discipline section of the protocol manual.

Business

Eligibility

Membership Standing

The individual must be a member in good standing as defined by the by-laws of the RCS, Inc. (dues and financial obligations paid, etc.).

Only dues-paying members are allowed to walk in the protocol, either in or out of town, regardless of rank in the peerage. This includes Monarchs, both past and present.

Meeting Descriptions

Board meetings vs Business meetings vs Planning meetings

Privy Council/Board Meetings

A majority of the BOD must attend the Privy Council /Board of Directors meetings to have a quorum. The Board meetings are open for general members to observe, with the right for a

closed Executive session at the end of the meeting as necessary. The President of the Board will present a summary of the meeting at the next Business Meeting.

Business Meetings

Business meetings are open to all members to participate. They include reports from the President and the Treasurer of the BOD. These meetings' meetings discuss the Court's Business, managing functions, and decision making with formal votes. New Business is addressed at these meetings.

Planning Meetings

Planning meetings are open to all members to participate. These meetings discuss upcoming events, Out Town Coronation walks, and brainstorming fundraising ideas. With Monarch's approval, a new business may be addressed if it cannot wait until a Business meeting.

Who Chairs the Meetings?

Either monarch chairs business and Planning meetings. If neither Monarch is available, arrangements will be chaired by the Executive Director/ Queen Mother. The Monarchs reserve the right to select any Board member to Chair a meeting at their discretion. The President of the BCD chairs board meetings.

Behavior at meetings

During ICMA meetings, members are expected to participate in a way that is both respectful and productive. The following principles will help to make any meeting or interaction a positive one:

- Focus on the situation, issue, or behavior, not on the person.
- Maintain the self-confidence and self-esteem of others.
- Maintain constructive relationships.
- Take the initiative to make things better. Lead by example.

Some specific suggestions that should also be kept in mind are the following:

- Remain attentive to allow people to finish speaking before cutting in.
- Stay on topic.
- Present new ideas through proper channels.

Use of the ICMA Business Listserv

Court Business vs Fun vs Personal Use

ICMA Business is an online Yahoo group that the ICMA uses to communicate and do the Court's business when we are not in meetings. As such, messages should primarily be about Court business. Posting items of interest such as outdoor and non-Court events to attend is appropriate, but interpersonal responses should be E-mailed directly to the original poster. Please, as in any other communication, be respectful and relevant.

Monarch Elections

The process outlined in the by-laws under Article VII (See the previous section).

Discipline

For severe and repeated breaches of Protocol, there are steps to be taken by the ICMA to protect its interests. Disciplinary actions are not to be taken frivolously or lightly.

Types of disciplinary actions

Verbal warning

Verbal warnings by either The Executive Director/ Queen Mother, The Privy Council, the Minister of Protocol or a Monarch should be documented but is not made public.

Letter of Censure

After two verbal warnings, if offences continue, a written letter of censure may be issued. It should be delivered privately to the Noble. The Clerk of the BOD will file a copy of the letter as a record of disciplinary action.

Lowering/removal of titles

Nobles

As stated in Article VI, Section 6.1.8 of the Bylaws of the Royal Commonwealth Society:

"Notwithstanding the foregoing, a Courtier's title may be demoted or removed, by recommendation of The Reigning Monarchs and with the approval of the Board, or upon vote of the Board, for a good cause shown. Discretion is to be shown in all such cases, and this severest sanction shall be reserved for serious actions. "

Monarchs

Monarchs may be removed. The process is outlined in the by-laws under Article VII, Section 7.8.2: (See Section as mentioned above)

Expulsion

The ICMA reserves the right to remove anyone from the ICMA for grievous breaches of protocol or other serious action at the request of the Executive Director / Queen Mother and with the approval of the Privy Council. Removal happens only after verbal warnings, submitted letters of censure and a review of the offence (s). If the Queen Mother or Privy Council finds it is in the best interest of the ICMA to remove a member, the Clerk shall post the decision publicly to Imp Chat and Imp Court to inform the ICS at large of the decision. A person who has been removed from the membership of the ICMA may not walk at any Imperial Court System function with any title representing the ICMA or misrepresent themselves as an ICMA member in any way.

Legal action

The ICMA reserves the right to begin legal action if warranted against any person or people who grievously and/or maliciously harm the ICMA's function, members, and fundraising ability or engage in embezzlement of funds.

Line of Succession

