

# **Empire of the Peace Arch Monarchist Association**

## **Imperial Sovereign Court of Surrey**



**By-Laws June 2015**

## CONSTITUTION

1) The Name of the Society is Empire of the Peace Arch Monarchist Association

2) The purposes of the society are to:

- a. Undertake the study of and play roles of the Monarchy
- b. To educate the community in general about how the Monarchy works
- c. By playing the game of Court the society is mandated to raise awareness of the GLBTQ community
- d. Fundraise for charities within its Empire as mandated in the attached by-laws.
- e. To study heraldry, issue proclamations and titles as in an Empire or Court under the UK/Russian Historical Courts.

# By- Laws Empire of the Peach Arch Monarchist Association

## Part 1 – Interpretation

- 1.0 In these By-Laws, unless the context otherwise requires,
- a) “Executive” mean the directors of the Society, for the time being;
  - b) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
  - c) A “registered address” of a member means his/her address as recorded in the register of members;
  - d) A “term” means the time between the annual general meeting and the immediate next annual general meeting;
  - e) An “Officer Term” has the same meaning as “term”;
  - f) Words implying the singular include the plural and vice versa

## Part 2 – History of the Court

It has been said that among gay organizations, the Court System is one of the most controversial, and one of the most misunderstood.

The Imperial Sovereign Court of the Empire of the Peace Arch (April 2004) was evolved from the Barony of Surrey Delta (May 2001) which evolved from the OIS Rainbow Cultural Society (August 2000) which evolved from the original OIS (Out in Surrey) group founded in 1997

There are 4 recognized “Reigns” for the Barony. Founder & Protector May 2001 – January 2002. Baron and Baroness 1 Elected January 2002 – October 2002. Baron and Baroness 2 Elected October 2002 – September 2003 & Baroness 3 September 2003 – October 2004.

The Gay Surrey titles were formed at the turn of the century in January of 2000. The Pageant has remained in January and the now Coronation Ball in May.

The following are the bylaws for the operation of the Imperial Sovereign Court of Surrey, which is governed at a business level by the Board of Directors of the Empire of the Peace Arch Monarchist Association (formed for the purpose of the Court in January 2008, following the decision of the membership of the OISRCS to break into 3 different Societies.)

What Is The Court For? Three things: have fun, raise money and work with other Courts within the International Court system. In spirit and practice, the organization operates much like other social fraternal organizations, such as the Masons or the Elks. It is also

similar to a theatre group, providing a creative outlet to its members. Talented individuals are given the opportunity to design elaborate costumes, sets and musical numbers with a place to perform them. A lot of networking takes place throughout the court system, not only locally, but also from one city to another. Finally, the court raises funds for such charitable causes as higher education (scholarships), cancer, AIDS and relief benefits for natural disasters.

Specifically EPAMA as an organization will focus on the following charities – Turner Boyz Scholarship, and Positive Haven (The Surrey HIV AIDS Food bank). It is the responsibility of the EPAMA Board to ensure that at least \$500 for those charities Turner Boyz Scholarship, and Positive Haven (The Surrey HIV AIDS Food bank) is raised during each financial year. The elected titleholders will have the freedom to choose their own reign/year specific charities, which may vary from reign to reign (year to year).

EPAMA is also responsible to hold fundraisers for regalia as required on an annual basis.

The Imperial Sovereign Court of the Empire of the Peace Arch, Surrey BC Canada doing business as EPAMA – Empire of the Peace Arch Monarchist Association

Boundaries of the Empire: South of the Fraser River, from Richmond in the west to Chilliwack in the east and south to the US border. For the purpose of membership and titles we also include Burnaby, New Westminster, the “Tri Cities” and Mission. No similar Empire may be established within the boundaries of the ISCOSEPA without specific approval of three-fourths of the membership at a meeting convened for that purpose by the Board of Directors.

Non-profit Status: The Court/EPAMA shall operate as a non-profit organization and maintain their status as such with the community and province of British Columbia.

### **Part 3 – Membership**

**3.0 New Members:** Membership in EPAMA is open to all persons without regards to race, religion, creed, gender or sexual orientation over the age of 18 yrs of age that permanently reside in **The Lower Mainland and Greater Fraser Valley Region** (It should be noted, however, this is a gay organization and any sort of discrimination will not be tolerated.)

#### **3.1 Lifetime membership**

.a. Is automatic to any Emperor, Empress, Imperial Crown Prince, Imperial Crown Princess, and President of the Board on the successful completion of their year, and may also be given by the Board of Directors, annually at the Coronation Ball, to one or more persons deserving of that honour.

.b. And those persons given the designation of Lifetime Members are not required to pay the Annual Membership Fee and shall be full voting members of the Society.

**3.2 Honorary memberships** can be issued to persons who reside outside the realm. These persons have no voting rights at meetings of the society.

**3.3** All individuals granted lifetime memberships that are on the membership list as of September 2011 will continue to have their lifetime membership.

New members may be admitted to the EPAMA upon the following conditions:

**3.4 Payment of Dues:** Membership dues shall be set annually by a meeting of the Board of Directors prior to the Annual General Meeting. Any member dues paid for a new member after May 1 each year shall be considered payment for the following membership year and dues for the remainder of the current year shall be waived. Annual dues shall be due by the first general meeting following coronation of each year. If the dues are not paid within the allotted time, membership is forfeited. If a title holder has not paid the dues by the allotted time; they will become a member not in good standing. Their performing privileges and voting rights are forfeited until their dues are paid.

**3.5** Every member will uphold the Constitution and comply with these By-Laws.

**3.6** The Board of Directors will determine the membership fees, if any.

**3.7** A person ceases to be a member of the Society by:

- a. delivering their resignation in writing to the Secretary of the Society, or by mailing or delivering it to the address of the Society or by electronic mail
- b. on their death, or in the case of corporation on dissolution, or
- c. on being expelled or
- d. on having been a member not in good standing for a period of ninety (90) days.

**3.8** A member may be expelled by a Special Resolution of the members passed at a General Meeting.

**3.9** A notice of a Special Resolution for expulsion shall be accompanied by a brief statement of the reason, or reasons, for the proposed expulsion.

**3.10** The person who is the subject of the Proposed Resolution for expulsion shall be given the opportunity to be heard at the General Meeting before the Special Resolution is put to a vote.

**3.11** Membership in Good Standing: Membership in EPAMA is continuous for members in good standing, contingent upon section 3.4 Members with delinquent dues of more than two months shall be considered not in good standing. Any disciplinary action taken against a title holder or member can result in a status of not in good standing. A board officer not in attendance to three or more meetings, without prior notification to a Board member, shall be considered as resigned from the Board of Directors.

Members not in good standing will not maintain their right to vote, to give voice or second a motion at a meeting. Members not in good standing lose their privilege to run for a title.

Members not in good standing forfeit any protocol relevant to any former title. Members are in good standing except a member who has failed to pay their current Annual Membership Fee or other subscription or debt due and owing by them to the Society or on a suspension or censure placed by the Board of Directors. Members are also not in good standing if there is any sanction placed for embezzlement, bullying, legal offences, and these will be covered in the Policy and Procedures Manual.

**3.12** Resignation: Any member at any time may resign by delivering or mailing to the Secretary of the Board of Directors, a written notice of resignation. Such resignation will become effective upon receipt by the Board.

#### **Part 4 – Meeting of Members**

**4.0** The Annual General Meeting (A.G.M) of the Society shall be held no later than forty-five (45) days following the Coronation Weekend, on a date fixed by the Board of Directors of

the Society.

**4.1** Notice of a General Meeting of the Society (Annual or Extraordinary), sent to all members, shall state the purpose of the meeting and notification of such meeting be posted by email, social media, website.. Email notification must have return receipt notice applied. This notice shall be given by the Secretary or their designate fourteen (14) clear days before such a meeting.

**4.2** Ten (10) percent of the members may call a Special or Extraordinary meeting of the Society for any reason. The members calling such a meeting shall be responsible for administration, notification, and preparation of such a meeting. No funds may be disbursed at such a meeting unless seventy-five percent (75%) of members present concur. A Quorum of all meetings shall consist of 10 percent (10%) of the membership or ten (10) members whichever is greater. The membership list containing the number of active members can be obtained from the Secretary of the Board. Proxy votes are valid by completing the Proxy Vote Form. The Proxy vote is only valid if the absent member is in good standing, of the EPAMA during the Annual General Meeting. For the proxy to be Valid it must be photocopied with a legal British Columbian or Canadian government issued ID bearing the proxy voter's full LEGAL name. Once the ID has been copied to the form, the form should be completed in INK with the designate, meeting name, meeting date and the member's signature on the form

**4.3** The Board of Directors shall meet at least once in each calendar month. This meeting can be in person, virtual or tele conferencing so long as minutes are taken and documented by the Secretary or their designate.

## **Part 5 – Proceedings at a General Meeting (Annual or Extraordinary)**

**5.0** Special Business is:

- .a. All business at an Extraordinary General Meeting except the adoption of Rules of Order, and
- .b. All business that is transacted at an Annual General Meeting except,
  - .i. The adoption of the Rules of Order;
  - ii. The consideration of the Financial Statements;
  - iii. The report of the Executive, if any;
- .iv. The election of the Executive;
- .v. The appointment of an Auditor, if required, and;
- vi. Other business under these By-Laws ought to be transacted at an Annual General Meeting, or business which is brought under the consideration by the report of the Executive issued with the Notice of Convening the meeting.

**5.1** Quorum requirements

- .a. No business, other than the election of a Chairperson and the adjournment or termination of the meeting, shall be conducted at a General Meeting when a Quorum is not present.
- .b. If at any time during the meeting there ceases to be a Quorum present, business then in progress shall be suspended, until there is a quorum present or until the meeting is adjourned or terminated.
- .c. A Quorum is 10% or ten (10) members present, or such greater number as the members may determine at a General Meeting.

## **5.2 Unattained quorum**

If within thirty (30) minutes from the time appointed for a members' meeting a quorum is not present, the meeting shall stand adjourned to the same day next week, at the same time and place. If at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present constitute a quorum, provided there are at least three (3) members present.

## **5.3 Chairperson**

- .a. Subject to By-Law (5.4), the President of the Society, the Vice President, or, in the absence of both, one of the other Executive present, shall preside as the Chairperson of the General Meeting.
- .b. The Chairperson may not vote except where there is a tie vote on any matter. His/her vote is then final in determining the outcome of that issue.

## **5.4 Chairperson Appointment**

- .a. If at a General Meeting there is no President, Vice President, or other Executive present within fifteen (15) minutes after the time appointed for holding the meeting, or
- .b. The President and all other Executive present are unwilling to act as Chairperson; the members present shall choose one of their attendants to be Chairperson.

## **5.5 Adjournment**

- .a. A General Meeting may be adjourned from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- .b. When a meeting is adjourned for ten (ten) days or more, notice of the adjourned meeting shall be given as in the case of the Original Meeting.
- .c. Except as provided in these By-Laws, it is not necessary to give Notice of Adjournment, or the business to be transacted at an Adjourned General Meeting.

## **5.6 Special Resolutions**

Special Resolutions to alter these By-Laws proposed for a meeting need to be seconded in writing and sent out with the Notice of Meeting. Normal Resolutions need only be moved and seconded at the meeting. The Chairman of a meeting may move or propose a Resolution.

## **5.7 Voting**

- .a. Any member in good standing is entitled to one vote.
- .b. Voting is by a show of hands, unless the members otherwise decide.
- .c. Voting by Proxy will be permitted with legal documentation and representation.

## Part 6 – Executive and Directors

### 6.0 Qualifications

The qualifications for a member to hold a position on the Board of Directors is as follows.

- .a. Nominees must be 19 years of age or older, with legal documentation of proof of age, and a member in good standing and must accept the nomination.  
Executive: All Executive members must be ICC and ICS supportive. They must understand and respect the history and legacy of EPAMA/ISCOSEPA. To that end all nominees for Executive positions must have a history of positive interaction with EPAMA, and be actively engaged in EPAMA for three (3) consecutive years prior to their nomination. The only exception to this is the position of Treasurer, who is on the board purely for accounting and financial reasons.
- .b. All applicants must be a member in good standing (See section 3.0).
- .c. Each nominee must be nominated and seconded by current EPAMA members in good standing and must accept the nomination to be elected.

**The Executive officers of the Society are responsible for the day to day business of the Society. The board of directors is responsible for the day to day business of both the Gay Surrey/Trans\* Surrey title year and the Imperial House Reign.**

**6.1** The Executive shall consist of:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Dean of the College

**The Remaining members of the board of directors: They must understand and respect the history and legacy of EPAMA/ISCOSEPA. To that end all nominees for Executive positions must have a history of positive interaction with EPAMA, and be actively engaged in EPAMA for one (1) year prior to their nomination. The board of directors is responsible for the day to day business of both the Gay Surrey & Trans\* Surrey title year and the Imperial House Reign**

**6.2** The remaining Directors shall consist of:

- Reigning Emperor
- Reigning Empress
- Reigning Imperial Crown Prince/Princess
- Gay Surrey/Trans\* Surrey Rep
- Events Coordinator
- Member at Large
- Red Ribbons Chair

**6.3** Executive and Board members must seek re-election each year if they choose to remain on the Executive of the Society once their term of office is over.

**6.4** a) The Results of the Election of the Dean of the College will be announced at the Annual Coronation Ball.

b) The Results of the Gay Surrey & Trans\* Surrey Title Holders will be announced at the end of the Annual Pageant.

c) The New Emperor and Empress (and Dean of the College) will be announced at the end of the Coronation Ball.

**6.5** The Board of Directors of the Society shall be responsible for the management and administration of the society, according to these by-laws, and may only be changed by Special Resolution at an Annual General Meeting or at an Extraordinary General Meeting called only for that purpose.

**6.6** Legal and Financial Contracts will be the responsibility of the Treasurer and (2) others from the Executive as Signing Officers, who may sign such binding agreements for the Society. 2 of the 3 signers must be resident within the municipal limits of Surrey. All such activity planned by the Board of Directors must be presented and approved by the Executive of the Society; otherwise it will not be binding. A response to all such request must be addressed within 15 days of presentation.

**6.7** No member shall receive remuneration from the Society for performing any official duties associated with that position, except for expenses pre-approved by the Board of Directors, directly related to the operation of the Society.

**6.8** The President is the Chief Executive Officer of the Society. The President may not hold any other elected title or elected office within EPAMA. This is to ensure the non-bias status of the President. The President is a voting member of the Board of Directors.

**6.9** The Vice President of the Board of Directors shall assist the President of the Board of Directors and in their absence shall assume the duties of the President. The Vice President may not hold any other elected title or elected office within EPAMA. This is to ensure the non-bias status of the Vice President. The Vice President is a voting member of the Board of Directors.

**6.10** The Secretary must maintain the membership list, make accurate records of meetings, have custody of the Minutes of the meetings and carry on maintenance of all Correspondence (handling & processing), including the Annual General Meeting and Extraordinary General Meetings. They must also maintain a list of all equipment and all assets for inventory purposes. They shall have the Seal of the Society and use it under the direction of the Board of Directors, and any document to which it is affixed will be signed by them. The secretary or their designate is responsible for external communication involving EPAMA business, associated groups and committees etc. including written, verbal and electronic means. The Secretary is a voting member of the Board of Directors.

**6.11** The Treasurer will be responsible for all funds and paying bills under the direction of the Board of Directors. They will make an accounting of all Finances at the Annual General Meeting. The Treasurer and one of the other two Executive as approved by the Board of Directors may co-sign all cheques drawn on the Society. The Treasurer shall provide a full Financial Status Report at each official meeting. (They must provide a bank statement that

supports the treasurer report on a monthly basis. Each board member must have access to this documentation electronically prior to that board meeting) The Fiscal year of the society shall be June 1<sup>st</sup> to May 31<sup>st</sup>. At the Annual General Meeting those having signing authority from the previous year or upon resignation/termination, must sign a letter of release removing them as signing authority from the bank and/or all signing responsibilities. The Treasurer may not hold any other elected title or elected office within EPAMA. This is to ensure the non-bias status of the Treasurer. The Treasurer is a voting member of the Board of Directors.

The Treasurer will ensure that the following **Minimum** funds will be in each of the line items at the end of the fiscal year.

General Account \$500

Coronation Account \$300

Gay/Trans\* Surrey General Account \$500.00

Scholarship Account \$500.00 (all monies raised and un used are carried forward)

EPAMA would act as the custodian of the Red Ribbons net funds. EPAMA must release these funds upon notice from 2 of the 3 Red Ribbons committee members request the funds. For acting as such, EPAMA can be credited with the Red Ribbons donations for the Reign in which the event takes place.

Regalia Fund - Annually EPAMA must hold an event to raise funds ensuring regalia for the next titleholders is in place. Any surplus funds following the purchase of mandatory regalia for the current reign should be carried over for the purpose of building funds for the 3rd decade rebrand.

If not used in current fiscal year, they may be carried over to the next year. All Imperial Reign charity funds should be disbursed by Investiture. All Gay/Trans \* Surrey charity funds **(should)** be disbursed by February **28th**

**6.12** The Dean of the College will represent the College of Monarchs on the Board of Directors. The Dean is the Liaison between the College of Monarchs and the EPAMA Board. The Dean must engage monthly with the college, and defend the integrity of the Monarchy within the college and the Reigning Imperial Family  
The Dean is a voting member of the Board of Directors.

**6.13** Red Ribbons Chair - will represent the Red Ribbons 4 Life planning committee. The Red Ribbons Chair is chosen by the Red Ribbons 4 Life Organization and announced at the AGM each year. They will have a seat on EPAMA's Board of Directors solely for the purpose of protecting the integrity of the Red Ribbons Event and Red Ribbons Funds.

**6.14** Events Coordinator - The events coordinator will work with the titleholders to ensure successful monthly and special events and fundraisers.

**6.15** Member at Large - to assist the titleholders and board and fill in where needed.

**6.16** Court of Surrey Privy Council. Going forward any College member with 3 years consecutive positive experience can be added to the Privy Council to a maximum of 7 members. The Privy Council would be mentors to elected positions, new members, and hold regular EPAMA 101 sessions. In the event there are any vacant positions (titles) - the Privy Council would over see & protect the seats of power. It would be responsible for the creation, implementation and updating of the Policy and Procedures Manual. The document will be used for mentoring, training and as a guideline to hosting the 4 major EPAMA hosted events - The Pageant, the Coronation, The Investiture of the New Monarchs, and the Entertainer of the Year Gala. For the purpose of establishing the Privy Council, the inaugural members will be Emperor 1 Martin, Emperor 2 Robert, Emperor 3 Scott, Empress 5 Elektra & Empress 8 Susan.

There must be a 75% vote to make changes to the manual annually. The Privy council will act as an unbiased body to protect and promote EPAMA- would also act as a grievance committee.

**6.17** Electronic Voting between EPAMA Board members is permitted requiring member's response to be no later than **72** hours.

**6.18** Executive Board Members will be issued official Society identification cards upon being elected. These cards would be valid only for the executive board members current term in office.

**6.19 Executive/Board of Directors Removal from office:**

Failure of a Board Member to attend (3) regular meetings and or special meetings in a row, without prior notification to the Board with an acceptable excuse of absence (i.e. work, illness, out of town functions) will automatically create a vacancy on the Board of Directors. Any Board member, whether elected or appointed, may be removed from office for substantial failure to perform the duties and obligations required of him or her in that office.

The removal from office on the Board may not affect any other title, past or present, held by that person unless further disciplinary action is required.

Upon removal of office, all responsibilities are taken away from the individual and the office is declared vacant. Further, the individual who have been removed from the office has a required duty to turn over all records, equipment, and supplies which are property of EPAMA.

**6.20** The Officers of the Society may be removed from their position before the expiration of their term by Special Resolution by a majority vote of the Board of Directors. This process should be used only in circumstances relating to the Business and/or assets of the Society and/or actions that are deemed to be to the detriment of the Society. An Executive and or Board member can be removed from office for disrespectful and/or disloyal behaviour. In addition, officers may, upon written notice, resign from the Board of Directors

**Part 7 – Election of Officers**

**7.0** The Executive positions with the exception of Dean of the College will be elected annually at the AGM. The positions of the board of directors with the exception of the Emperor, Empress, ICP, Gay Surrey/Trans\* Surrey title holder Rep and Red Ribbons Chair will be elected

at the annual general meeting.

**7.1** Any qualified member (reference 6.0) in good standing may stand for any position, but, shall hold only one elected position at any one time. Members at the Annual General Meeting will determine the election procedure. (Secret ballot or open ballot).

**7.2** No officer of the Executive or Board of EPAMA may apply to run for a court title while holding a board position.

**7.3** Should a Board position be vacant for whatever reason, the remaining Board members may appoint a qualified individual to fill the vacancy.

## **Part 8 – Qualifications of the titles within the Imperial Sovereign Court of Surrey – Empire of the Peace Arch**

All past “Court” titles as elected under the OIS Rainbow Cultural Society will automatically be incorporated into this Society with all rights and privileges afforded as in the past.

The Court of Surrey and its titleholders will be introduced officially at all ICS or like sanctioned events as follows – Please now welcome from the Imperial Sovereign Court of the Empire of the Peace Arch, Surrey British Columbia Canada – by Reign order from Barony to current Reign, with all untitled court members walking first.

All rules and regulations will be written into the Policy and Procedures Manual, approved by the board of directors and affirmed by the membership of EPAMA. However for the purpose of transparency here are the by law parameters -

### **8.1 Gay Surrey/Trans\* Surrey Titleholder.**

History should record that the Gay Surrey titles are the keystone of the founding of the Imperial Sovereign Court of Surrey, and as such will always have a special status within EPAMA - they will be stand alone titles answerable only to the Executive Officers of the Board.

There will be 2 sets of municipal titles Gay Surrey and Trans\*Surrey. (the asterisk denotes all encompassing). These would be ambassadorial roles within EPAMA. All individuals wanting to represent or hold ambassadorial roles within the Gay/lesbian community apply for Gay Surrey and all individuals wanting to represent or hold ambassadorial roles within the trans\* community apply for the Trans\* Surrey title - the person with the highest votes would be declared the winner in each category and would then be presented a medallion and a sash as their symbols of office.

These titles have a couple of unique factors. They have the identifying word gay/trans\* in them, and they are also city specific. To aspire to hold the titles of Municipal Surrey, you should be openly identified as a member of the GLBT community. You should reside and/or work permanently within the municipal boundaries of Surrey. You should be a member in good standing of EPAMA for at least 6 months before submitting an application. You should be versed in the functioning, history and legacy of the Imperial Sovereign Court of Surrey, and a positive passion to uphold the integrity and the bond that EPAMA holds with the International Court System and International Court Council. You should also be versed in the municipality, its charities, and its socio economic needs. These titles will serve the community well as advocate

or activist titles. The Board considers these titles to be the stepping stones into an Imperial Court Title. (The Gay Surrey title holders were the corner stone of the foundation of EPAMA). Apart from being advocates/activists the new Municipal Surrey titleholders are expected to attend local Court events, reach out to other like organizations and connect on the Gay Title or Pride circuit. They are expected to host one fundraiser for EPAMA perhaps a Pride Picnic annually. The annual Municipal title event ("DIVERSITY") will be held end of January each year where new titleholders will be installed and the outgoing title holders acknowledged. This must be organized and promoted with the cooperation of the Executive of the Board of Directors. The job of the Surrey's is to work in [liaison](#) with the Imperial titleholders with a view to cooperation, unity and a bonding in the community. If there is more than one title elected in any given election, then a decision as to which of the titleholders takes a seat on the board needs to be had.

Be a team player. At least 19 years of age at time of application. Hold a valid passport or other such ID as permits cross border (Canada/US) travel. Be financially self sufficient. Have a legacy of community established networks in place, should attend local Pride festivals, and local Gay titleholder organization events. The Surrey's may not legally or financially bind the society. They should uphold the bylaws of EPAMA and hold themselves with dignity, pride and respect while representing their titles.

For historical purposes traditionally the Gay Surrey titles have been filled by the following criteria

- i) Be a bio or transgender male person to hold the Mr. Gay Surrey title.
- ii) Be a female "impersonator" to hold the Ms. Gay Surrey title.
- iii) Be a bio or transgender female person to hold the Miss Gay Surrey title.

All Gay Surrey titleholders prior to and including January 2015 will have all protocol awarded as in the past.

When qualified applications are submitted the candidates will undergo an interview with the Interview Committee. (application forms must be available no later than November 30th each year, and be returned completed with application fee as determined by the board no later than December 15th.) They also should provide a criminal background check. The Surreys are encouraged to serve in conjunction with the Imperial House Court and it's titleholders and will under the jurisdiction of the Board of Directors. President and the Executive Officer team.

## **8.2 Emperor & Empress**

1) The Emperor and Empress are the highest court titles in the court. These individuals take on the royal role to raise awareness and funds for charities within the Empire. They should have full knowledge of the history of EPAMA, the Court of Surrey and should positively respect the relationship of EPAMA relative to the International Court System and International Court Council and its deeds. They should have proven leadership skills and ability to "rule" with honour,

dignity, respect and pride. They should form an Imperial House consisting of Imperial Crown Prince and/or Imperial Crown Princess and other "royal like" titles. This house would be responsible for actioning the legacy of that reign ensuring that all Reign events are in place. The Monarchs should focus on home community building, but also travel to other realms to celebrate their reigns. This travel is at the expense of the Monarch(s). The Imperial House works with the Board and Executive to assist in the hosting of the four official EPAMA events - The Municipal Pageant, Coronation, Entertainer of the Year and Investiture. The Imperial House should act like a committee of the Emperor and Empress, and act as a mini board of directors; planning, budgeting, staffing the regular or special events of the Reign.

2) They should be at least 21 years of age at time of application and hold a valid passport or other such ID as permits cross border (Canada/US) travel. They should be residents of the Empire and active members of EPAMA for one full year prior to their application. Be financially self sufficient. They would be encouraged to have held a city title or that of ICP. They are expected to travel to like events and engage with other Monarchs on the "circuit". They should understand and respect titles and their place within an Imperial Monarchy. They should be versed in the functioning, history and legacy of the Imperial Sovereign Court of Surrey, and a positive passion to uphold the integrity and the bond that EPAMA holds with the International Court System and International Court Council. They should also be versed in the municipality, its charities, and its socio economic needs. They should also have displayed a positive experience as an active member/supporter of EPAMA and its community work, history and legacy. The Emperor/Empress may not legally or financially bind the society. Applicants for Monarch position must include the appropriate fee and a current criminal background check with their application form. They must also sign a contract with EPAMA. Monarchs should show loyalty to EPAMA, court and community in that order. They should also respect the College of Monarchs who have all served and completed a successful year of service (at least one) to court and community. It should be understood that the journey and commitment of a monarch is one of 3 years at minimum; one leading up to the campaign, the year of Reigning and the year following in support of the transition from reign to reign.

3) In the event that a candidate surfaces that is not a resident of the Empire that candidate can be considered as a legitimate contender providing that they are employed full time in the Empire, and abide by the above rules, have a proven positive working relationship with EPAMA and understand the socio economic makeup in the empire. They should also have successfully held an equivalent title in another realm/empire, and support the ideals of EPAMA and respect the relationship between EPAMA and the ICS/ICC.

In the event there is no candidate or elected Monarch, then that position(s) would remain open until a suitable candidate(s) is found and the board seat would remain vacant until the next election period. The responsibility of the continuation of the Monarchy would rest on the Privy Council that ensures the continuation of the legacy of the Empire, its residents and its charities.

\*\*\*\*In the event of a censure or temporary removal from office, the said individual would automatically be returned to office after completing the required actions as directed by

the board of directors. They will for that period of time lose all rights and privileges attached to that title. Should a titleholder be permanently removed, then they shall be restricted from all protocol privileges.

**8.3 Regent Monarch:** A Regent Monarch(s) is/are individuals that are selected and appointed to act as Head of State in the roles of Emperor and/or Empress in the event that there are no such persons in those current positions. The Regent Monarch(s) rule during the interim and upon the successful completion of this term the Regent Monarchs will be granted all due rights and privileges as elected. To be chosen to hold the position of Regent Monarch you must be either a current ICP or a member of the College of Monarchs.

#### **8.4 Imperial Crown Prince/Imperial Crown**

1) Nominated by the Emperor and Empress candidates, and approved by the Board of Directors, they serve at the behest of the Monarchs and under the jurisdiction of the Board of Directors. They should be at least 21 years of age at time of application and hold a valid passport or other such ID as permits cross border (Canada/US) travel.

2) The nominees for ICP should be well versed on the workings of EPAMA; its legacy and traditions and should positively respect the relationship of EPAMA relative to the International Court System and International Court Council. The nominees should have a proven record of working in a team environment, and bring to the table the ability to work with the current Reign and college of Monarchs, the board of directors and community to explore avenues that advance the organization and continuing the fundraising legacy of EPAMA. They should also have an understanding and willingness to play monarchical roles in an effort to raise awareness and funds for local charities.

3) They should be versed in the functioning, history and legacy of the Imperial Sovereign Court of Surrey, and a positive passion to uphold the integrity and the bond that EPAMA holds with the International Court System and International Court Council. You should also be versed in the municipality, its charities, and its socio economic needs. They should attend all court events in support of the Monarchs, and represent the Monarchs should they be otherwise engaged. They are considered the hand persons to the Monarchs. Loyalty to Monarchs they serve then court, then community. They should also participate in the monthly "house" meetings as organized by the Monarchs and be involved in the planning and execution of events. They should host at least one event that is theirs for Reign charities. They are encouraged to travel and engage other ICP's on the circuit.

4) To that end - all nominees must be resident of the Empire and be an active member in good standing for at least 1 year prior to their elevation. (The only exception to this is where the Executive Officers of the Board and the College of Monarchs were to agree to a potential nominee, that has a close relationship to EPAMA and the Surrey court, and is employed within the empire). They should be at least 21 years of age at time of elevation and hold a valid

passport or other such ID as permits cross border (Canada/US) travel. Be financially self sufficient. They are expected to travel to like events and engage with other Prince and Princesses on the "circuit". They should understand and respect titles and their place within an Imperial Monarchy. They should also have a positive experience as an active member/supporter of EPAMA and its community work, history and legacy. The Imperial Crown Prince/Princess may not legally or financially bind the society. Before being invested the ICP's must produce a current criminal background check.

\*\*\*\*In the event of a censure or temporary removal from office, the said individual would automatically be returned to office after completing the required actions as directed by the board of directors on the advice of the Privy Council. They will for that period of time lose all rights and privileges attached to that title. Should a titleholder be permanently removed, then they shall be restricted from all protocol privileges.

### **8.5 Entertainer of the Year Title**

This title showcases our Court's talent on an annual basis. The Entertainer of the Year Gala should be held in September. The Board of EPAMA will select the Entertainer of the Year and the announcement will be made at the event. This event will be an invitation only performance. The EoY will receive the trophy and sash and will be awarded a command performance at the following Coronation Ball.

**8.6 Surrey Leather:** It will be the duties and responsibilities of the Surrey Leather title holder:

- .a. Must be a member of EPAMA in good standing for a minimum of (3) month.
- .b. To represent their community at all court sponsored, court sanctioned and court endorsed functions.
- .c. Promote community cooperation and cohesiveness, to actively enroll new members and preside over the functions relating to their annual festivities
- .d. Must attend the Surrey Leather contest one year later to pass on the title.
- .e. Not bind the Board or members of the Court with any financial obligations.
- .f. Must be a minimum age of 19 at time of application.

**8.7 Surrey Bear:** It will be the duties and responsibilities of the Surrey Bear title holder:

- .a. Must be a member of EPAMA in good standing for a minimum of (3) month.
- .b. Present their community at all court sponsored, court sanctioned and court endorsed functions.
- .c. Promote community cooperation and cohesiveness, to actively enroll new members and preside over the functions relating to their annual festivities
- .d. Must attend the Surrey Bear contest one year later to pass on the title.
- .e. Not bind the Board or members of the Court with any financial obligations.
- .f. Must be a minimum age of 19 at time of application.

\*\*\*\*In the event of a censure or temporary removal from office, the said individual would automatically be returned to office after completing the required actions as directed by the board of directors. They will for that period of time lose all rights and privileges

attached to that title. Should a titleholder be permanently removed, then they shall be restricted from all protocol privileges.

#### **8.8 Applications/Entry Fees:**

The application for titles must be accompanied by a non-refundable entry fee. The entry fee will be established by the Board of Directors. All entry fees must be paid in cash, money order or cashier's cheque. The fee is to be submitted to the Treasurer of the Board of Directors (or other officers if so designated at that time). Each fee must be paid at the designated time and place.

#### **8.09 Interviews:**

All applicants for elected titles and Imperial Crown Prince and Princess must attend the special Board of Directors meeting held to interview candidates. If the applicant does not attend the meeting it will be assumed that they have withdrawn their application. All interviews must be prior to the event to give proper time for Board discussion on applicants and campaigning. Also each candidate for Emperor and Empress must host a fundraiser to benefit EPAMA during their campaign.

#### **8.10 Campaigning or Advertising Regulations:**

There will be no public campaigning or advertising prior to the public announcement of candidates. Verbal affirmation of the intent to run for a position is permissible at any time, so long as no printed materials, or any kind, are distributed or any public announcement is made at any function prior to the approval of the application for candidacy by the Board of Directors. Candidates may campaign by posters, cards, social media or shows, once they are announced publicly by the Board of Directors. Advertisement is left to the discretion of the individual candidate. Advertising must be tasteful and appropriate.

### **Part 9 – Regalia**

The Gay Surrey & Trans\* Surrey titleholders will be presented a sash as their official regalia. They upon request to the Dean of the College and Minister of Protocol may be approved to wear "court jewellery"

Imperial Crown Prince and Princess – The Imperial Crown Prince and Imperial Crown Princess will wear the Court of Surrey State crown pins. The Imperial Crown Prince may wear a crown no more than 1" tall, purchased by himself (themselves), and the Imperial Crown Princess will wear the State Tiara.

The Emperor and Empress will be crowned with the original State (Peace and Arch) Crowns and then will be given the (sanctioned) 2nd Decade State Crowns to wear and keep. Entertainer of the year will receive the sash and the trophy as presented by Mz Adrien.

Surrey Leather and Surrey Bear may wear medallions and sashes.

In the event of a censure, sanction or permanent removal from office the said regalia should be returned.

It is the responsibility of EPAMA to ensure that funds are set aside for the above costs annually.

## **Part 10 – Behaviour**

**10.0** All members of the Executive, Board of Directors, Current and Past Title Holders as well as General Members are expected to exercise a respectful attitude and good judgment at all times during their participation within the organization. This includes both in and out of town functions. It is imperative to always act honestly and in good faith with the best interest of the organization, community and its stakeholders at all times. Any member of the court or general public may put their concern in writing to the President of the Board, who will within seven (7) days investigate the incident and if need be call a special meeting to discuss with the Board of Directors to deal with the issue.

## **Part 11 - EPAMA/Turner-Boyz Scholarship Fund**

The Board of Directors will be the administrator of the Turner-Boyz Scholarship fund. The fund should allow for (1) adult and (1) youth to apply and meet the criteria set by the executive to assist in the pursuit of continuing education. The scholarship will be awarded once per year. Application forms will be available throughout the year. A copy of the application will be available on the website or emailed by request. To be awarded a scholarship for the current year it must be submitted no later than April 15th. The Executive will meet and assess the candidates through an anonymous process. Any scholarship(s) awarded will be presented at Coronation each year. The Executive, along with consultation from the scholarship founders Robert and Paige, will meet and assess the candidates and the reviews are completed anonymously without disclosure of applicant identity.

## **Part 12 - Audit of the Accounts of the Society**

1. The Executive will present at an Annual General Meeting a Financial Statement showing income, expenditures, assets and liabilities of the Society during the preceding fiscal year; the Statement will be signed by all of the members of the Executive or the Society's Auditor
2. At the discretion of the board disbursement of funds may be made to charitable organizations as required. The board can decide to disburse funds during the year as community needs. The final disposition of the proceeds of the Society will be done twice during a year, once at the Annual Pageant or within (30) days of that Pageant, and again at the Coronation ball or within (30) days of that event. There will be two sub-accounts for the society, one for the purposes of the Gay Surrey title holders and one for the Monarchs. A sum of five hundred dollars (\$500) will be left in each sub-account to provide a start up for the incoming titleholders.
3. All books and records of the Society will be open to inspection by members of the Society at a reasonable time and with reasonable notice. The Minutes of all member's and Board of Director meetings and all other necessary books and records of the Society will be

kept by the Secretary and available, on request, to members in good standing.

4. The Society's assets should the society dissolve be allocated to the charity of choices equally for that given year.

### **Part 13 Altering the By-Laws of the Society**

**13.0** The By-Laws of the Society may be amended or altered at the Annual General Meeting, or an Extraordinary General Meeting of the membership, by Special Resolution adopted by seventy-five percent (75%) of members present at any such meeting. Notice to amend the By-Law(s) will be given in accordance with these By-Laws

### **Part 14 – Borrowing**

1. In order to carry out the purposes of the Society, the Board of Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as they decide and in particular, but without limiting the generality of the foregoing, by the issue of debentures.
2. No debenture shall be issued without the sanction of a Special Resolution.
3. The members may by Special Resolution restrict the borrowing powers of the Executive but a restriction so imposed expires at the next Annual General Meeting.

### **Part 15 – Auditor**

1. This part applies only where the Society is required or has resolved to have an Auditor.
2. The first Auditor shall be appointed by the Executive, who shall also fill all vacancies occurring in the office of Auditor.
3. At each Annual General Meeting the Society shall appoint an auditor to hold office until they are re-elected or their successor is elected at the next Annual General Meeting.
4. An Auditor may be removed by Ordinary Resolution.
5. An Auditor shall be informed forthwith in writing of appointment or removal.
6. No Executive and no employee of the Society shall be Auditor.
7. The Auditor may attend General Meetings.

### **Part 16 – Notice to Members**

**.16.0** A Notice:

- .a. Must be given to a member either personally or by e mail to them at their registered email address.
- .b. And a secondary notice may additionally be sent by regular mail.
- .c. A return receipt needs to be attached with any emails to members to signify that they did in fact receive the notification in due time.

1. A Notice sent by e mail shall be deemed to have been given on the second day following that on which the Notice is posted and in proving that notice has been given it is sufficient to be able to show that a return receipt request be on the initial members email. Members with no email registered should be mailed the Notice through Canada Post.

2. Notice of a General Meeting shall be given to:

- a. Every member shown on the register of members on the day notice is given, and
- b. The Auditor, if Part 15 applies.

## **Part 17 – Miscellaneous**

1. After being admitted a member is entitled to a copy of the Constitution and By-Laws.
2. All members are entitled to a copy of any alterations of the By-Laws approved and filed in Victoria, B.C.
3. These By-Laws shall not be altered or added to except by Special Resolution.