

## **SILVER DOLLAR COURT, INC. POLICIES AND PROCEDURES**

**March 1, 2018**

The Board of Trustees of the Silver Dollar Court, Inc., hereby adopts the following policies and procedures in conformity with the Articles of Incorporation and Bylaws with the intent and purpose of the corporation and they are binding upon the members, trustees, officers, directors, and any title holders.

### **ARTICLE I: TERRITORY**

The territory of the Silver Dollar Court, Inc. consists of the Lake Tahoe Basin, both California and Nevada sides, and the boundaries of the State of Nevada, with the exception of the counties of Clark, Lincoln and Nye effective December 5, 1998 coinciding with the official recognition of the "Imperial Royal Sovereign Desert Empire." Furthermore, the territory shall expand to include the townships of Susanville and Truckee, California to be shared with the Imperial Courts of Sacramento and Chico, California.

### **ARTICLE II: MEMBERSHIP**

#### **A. International Council of Courts**

The Silver Dollar Court, Inc. is a member of The International System of Courts and it is the policy of this organization to adhere to the dictates and edicts issued there from, as long as such edicts do not conflict with the purposes and charitable standing of this corporation.

#### **B. Community Members at Large**

Membership in the Silver Dollar Court, Inc. shall not be limited and is open to all interested persons in the community. Honorary membership may be conferred upon persons outside of the territory of the Silver Dollar Court, Inc. but such members shall not have voting rights, which require residency in the territory of the Silver Dollar Court, Inc., as described herein above.

#### **C. Anti-Discrimination**

The Silver Dollar Court and its members do not discriminate against any person or persons on the basis of sex, age, race, national origin, religion, marital status, gender-identity, ethnicity, and sexual orientation, physical and/or mental disability in any of its activities or operations and any violation of this policy will be reviewed in accordance with procedural protocol of the Silver Dollar Court Grievance Committee.

### **ARTICLE III: BOARD OF TRUSTEES**

#### **A. Qualifications**

The following qualifications are:

1. Be twenty-one years of age.
2. Be a continuous physical domiciliary of the territory of the corporation
3. Complete and submit the application to the President of the board by the deadline.
4. Pay a fee of twenty-five dollars to be deposited in the general account under its own heading for administrative costs of the board, such as postage, printing, meeting space rent, etc.
5. Be interested in the promotion of the Silver Dollar Court, Inc.
6. If elected, shall sign a Conflict of Interest Agreement. (Defined: 1. A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest. 2. A situation in which a party's responsibility to a second-party limits its ability to discharge its responsibility to a third party.)

#### **B. Duties of Trustees**

1. Trustees are to show up on time for all meetings, be prepared, respectful of others, non confrontational, and turn off cell phones or place them on vibrate so as to not disrupt the meeting.
2. Be familiar with the Articles of Incorporation, Bylaws, and Policies and Procedures of the Silver Dollar Court, Inc.
3. Trustees are encouraged to attend and support activities of the Corporation.
4. Ensure that the Corporation can conduct its business; this can include, but shall not be limited to, temporarily postpone any By-Law, Policy or Procedure that would preclude the Corporation from being able to conduct its business in an orderly manner.
5. Trustees of the Silver Dollar Court are responsible for the organization and implementation of the annual Holiday Food Drive if the board chooses to hold the function. Responsibilities are:

- A. Board of Trustees to host food drive kick of show.
  - B. Imperials to host Final Food Drive Show.
  - C. Trustees to perform the barrel distribution, shopping, collection, and disbursement of food.
6. All Trustees, excluding the reigning Imperials must sit on a minimum of one committee.

### **C. Retention, Termination, and Transfer of Trusteeship**

- 1. Attendance Policy
  - A. Roll call will be within fifteen minutes of the beginning of the meeting and the attendance policy is as follows:
    - 1. The maximum absences permitted for any Trustee is three and once that number has been reached the Trustee shall lose their seat on the Board.
      - a. Excused absence will be granted if the meeting date has been changed from the originally scheduled date.
    - 2. Any reigning title holder with more than three absences from regularly scheduled meetings shall remain on the Board for the duration of their reign but without voting rights.
    - 3. Board Members will also be permitted to conference call in on meetings they are not able to attend.
- 2. Board members must attend three Silver Dollar Court functions in an imperial year excluding coronation. They must sign in at the event with the court member running the door or function. If a board member will not be able to successfully attend the six required functions by the end of the reign they will not have voting rights as a board member for the rest of the term

### **D. Non Elected Trustees**

- 1. Reigning Title Holders
  - A. Emperor & Empress (also referred to as the Imperials)

The Imperials are conferred with full voting rights during their tenure on the Board of Trustees in accordance of the Attendance Policy Section two. The Board of Trustees shall not include the reigning Imperials and if the Imperials run for the Board of Trustees position, the elected title, and are elected to both positions, the Board of Trustees position, shall be relinquished and the next candidate in line according to number of votes on the community ballot shall assume the position of Trustee of the Board. The announcement shall be a part of the total of votes in the election and announced with the results of voting.

- 2. Ad Hoc Trustees
  - A. The Secretary shall send letters to all community organizations advising of the availability of ad hoc membership on the Board of Trustees. A letter of introduction to represent said organization, shall be delivered to the Board of Trustees as to who shall be the acknowledged spokesperson. Ad hoc membership in the Board of Trustees of the Silver Dollar Court Inc. is limited to one member per organization.

### **E. Election of Trustees**

- 1. Election Date
  - A. Trustees shall be elected at the general election to be held in June of each year, determined by the Board of Trustees, to coincide with the annual election of Imperials. Trustees shall be elected for one year or until his/her successor is elected and may be elected for consecutive terms without limit.
- 2. Announcement of Trustee Election Results
  - A. The election results for the Board of Trustees shall be announced at the Victory Brunch held the morning after the annual Coronation Ball.
- 3. Vacancies
  - A. The Board of Trustees shall attempt to fill any vacancy occurring on the Board of Trustees and any Trusteeship to be filled by the reason of a vacancy and/or increase in the number of trustees. A majority of the remaining Trustees, though less than a quorum, shall fill such vacancies. The nominee for the vacancy being considered must meet the qualifications set forth. The nominee must be present at the meeting that his or her name is placed before the Board.

**F. Board Officers and their duties**

Reigning title holders cannot be an officer of the Corporation.

## 1. President

- A. Shall work with the Secretary to insure the timely announcement of elections.
- B. Shall provide introductory comments at Coronations.
- C. Shall provide an agenda at each board meeting.
- D. Shall place on the Agenda of each regular meeting questions for the reigning title holders.
- E. Shall be responsible for keeping possession of the corporation's keys including the following:
  - 1. Post Office Box
  - 2. Building Meeting Room
  - 3. Corporate Storage Unit(s)

## 2. Vice President

- A. Shall preside in the absence of the President.
- B. Shall serve as Chair of the Finance Committee.
- C. Shall be responsible for keeping possession of the corporation's keys including the following:
  - 1. Post Office Box
  - 2. Building Meeting Room
  - 3. Corporate Storage Unit(s)
- D. Shall be responsible to have full and half price tickets for all Coronations with half priced tickets available for anyone less than twenty-one years of age and for anyone sixty-five years of age or more. Therefore, two sets of individually numbered tickets will be available for the function, one for full price and one for half price, along with two sets of colored wrist bands, one for adults and one for minors.

## 3. Secretary

- A. Shall keep board meeting minutes and provide the executive board with the meeting minutes of the previous month the Monday before the next board meeting.
- B. Shall create and maintain the application form for candidates for the position of Emperor, Empress, and the Board of Trustees.
- C. Shall work with the President to insure the timely announcement of elections.
- D. Shall supply the reigning Imperials with the court lists for the prior two years after the annual Coronation for use in corporation business only.
- E. Shall establish an election committee annually to help with elections.
- F. Any time a written vote is needed the Secretary and a teller of his or her choosing shall count the ballots and present the results to the President.
- G. Shall send letters in April of each year to a list of organizations regarding Ad Hoc board members availability.
- H. Shall serve as the chair of the Bylaws, Policies and Procedures Committee.
- I. Shall perform annually an inventory of the Court Property and maintain a Log Book which shall include the list of items in storage and the location of said assets, date of when property was removed from storage and the signature of the removing party, and date of when the property was returned to storage and the signature of the returning party.
- J. Shall be responsible for keeping possession of the corporation's keys including the following:
  - 1. Post Office Box
  - 2. Building Meeting Room
  - 3. Corporate Storage Unit(s)

## 4. Treasurer

- A. Shall deposit all monies and other valuable depositories within 72 hours of receiving the funds.
- B. Shall disburse the funds of the corporation as directed by the Board.
  - 1. There shall be a minimum of three and a maximum of five authorized signers to the checking account and there shall be two authorized signatures on each check issued.
- C. Shall provide to the Board and/or members, when requested, an account of all financial transactions as well as the financial condition of the Corporation.
- D. Shall submit a financial report consisting of detailed summary on all income and expenses and a copy of the most recent bank statement with the account number redacted on all accounts at the monthly Board meeting.

- E. Shall cause the filing of the annual tax return as required by law.
- F. Shall serve as a member of the Finance Committee.
- G. Shall recommend to the Board auditors, accountants or other financial officers as may be required to achieve the purposes of the Corporation and preserve its IRS 501(c) 3 status in cooperation with the Finance Committee.
- H. Shall be responsible for keeping possession of the corporation's keys including the following:
  - 1. Post Office Box
  - 2. Building Meeting Room
  - 3. Corporate Storage Unit(s)

### **G. Standing Committees**

1. All Committees shall:
  - A. Be established at the annual board meeting and shall stand for one year.
  - B. Membership is open to all members of the community, with the exception of the chairman, who must be a member of the Board of Trustees. Additionally, reigning title holders may not be a committee member.
  - C. Committees, shall have no limit to how many members they may have and the Chairman shall not have a vote unless to break a tie vote.
  - D. A quorum of the committee members must be present to conduct business and all committees will take minutes with a copy to be given to the Secretary, as actions of the committee will not be recognized until the minutes are received.
  - E. All committees, must meet at least twice annually.
2. Executive
  - A. Shall consist of the Board Officers, any member of the committee may call a meeting, and all actions authorized by the committee shall be consistent with the purposes of the corporation.
  - B. Action taken shall be approved by unanimous consent; a tie vote will necessitate tabling of the issue with no action until the next scheduled board meeting as a report must be given at the next scheduled board meeting on the subject matter of all meetings and any action taken.
  - C. Any action which requires the expenditure of money shall have a maximum limit of two hundred fifty dollars.
  - D. Upon approval by a majority vote of the Board of Trustees, two members of the committee shall be responsible for signing any and all contracts and proposals for the corporation or pertaining to the Silver Dollar Court, Inc.
  - E. All official ballots of the Silver Dollar Court, Inc. shall be reviewed and approved by the committee prior to printing.
  - F. Grievances will be brought to any Board Trustee of the Silver Dollar Court.
    1. Shall hear any organization related grievances and use the following procedure:
      - a. Any grievance shall be submitted in writing to any board member. The board members will determine if the grievance is valid and recommend any action to be taken.
      - b. Discussion, and action of any grievance will be conducted by the board at board meetings.
      - c. If grievance is valid action will be taken by a majority vote by the board in a closed session meeting from any public guests or parties involved in related grievance.
    2. Actions shall be reported to the Board with any resolved grievance not being disclosed to the Board other than a report that the committee has met.
4. Bylaws, Policies and Procedures
  - A. The Committee will meet upon notification by the Chair, see duties of the Secretary, upon request of a committee member or the Board.
  - B. The Chair is responsible for providing copies of the Bylaws, Policies and Procedures, and Articles of Incorporation to any one requesting said documents.
  - C. Committee procedure shall be as follows:
    1. Any proposed change to the Bylaws or to the Policies and Procedures of the

Corporation must be submitted to any committee member for review prior to being presented to the Board.

2. Upon receiving a request for a change the committee shall review the proposed changes and determine the following:
  - A. Conflicts between proposed change and existing provisions, language of proposed change (s), and arguments in favor or against the proposed amendment or changes.
3. The committee will prepare the proposed change to the Board in writing describing the change (s) with arguments for and against the measure and after waiting a period of at least thirty days, or until the next regularly scheduled Board meeting, before the Board votes on the proposed change (s) to the Bylaws or Policies and Procedures.

#### 5. Finance

- A. The committee shall perform the following:
  1. Assist the Treasurer in the control of ticket sales and moneys collected from all the Silver Dollar Court, Inc. fundraising events.
  2. Will be responsible for checks delivered to charities and the annual posting of disbursements to charities of monies raised by the Corporation.
  3. Will review all budgets and assist the Treasurer in the creation of all budgets prior to submission to the Board.
    - A. Budgets for Coronation shall be submitted to the Committee by the respective title holders four months prior to the event so that the Committee can review and submit the budget for the event to the Board at the next regularly scheduled board meeting after the required submission date so that the Board may take action on the budget.
    - B. If a budget is not received from the reigning title holders within the required time limit then the Committee shall formulate such budget for presentation to the Board.
    - C. A maximum of ten per cent overage per line item of any approved budget will not require Board approval. However, expenditures exceeding ten per cent will require Board approval; this policy applies only to an individual item and cannot be used in conjunction with any other line item.
  4. Shall assist the Treasurer in the selection of auditors or other financial personnel.
  5. Will audit the Treasurer's records and perform the ticket reconciliation Coronation within thirty days of the event.
  6. Shall set the tax-deductible value of Coronation ticket as follows:
    - A. Projected income and expenses for the event, determined profit from the event, divide the net profit by the number of projected ticket sales, round off to the nearest dollar, and this tax-deductible notice must appear on all tickets and posters. However, the entire donation is tax deductible if Gaming Law regulations restricting door charges are present.
  7. The Finance Committee and the Board will need to approve sponsor pricing.
  8. Committee Chair, see duties of the Vice-President, is responsible for all Coronation tickets and shall coordinate with the Trustees to take money at the door of these events.

#### 7. Sound

- A. The Committee will maintain an inventory of all Sound and Lighting equipment and all members of the Committee must be knowledgeable on how to set up and run the Sound and lighting systems.
- B. Permission to use the Sound and Lighting system shall be limited to events approved by a vote of the Board with a signed contract obtained before the Sound or Lighting equipment is loaned.

#### 8. Scholarship

- A. Applications are to be distributed to local establishments and institutions annually as approved by the board, by January 31<sup>st</sup> and the application deadline is to be April 30<sup>th</sup> annually.
- B. The Committee is to meet prior to May 15<sup>th</sup> to review the applications and to determine how the Nathan Leopold Scholarship is to be awarded.

- C. Scholarship presentation to be part of the annual Coronation presentations, recipients are to be notified by May 31 if they are receiving an award, and two complimentary tickets to Coronation are to be provided to each recipient for attendance.
- 9. Website
  - A. Responsible for maintaining website and social media accounts. This includes advertisement for all court events.

## **ARTICLE IV: REIGNING IMPERIAL TITLE HOLDERS**

### **A. Qualifications and Requirements**

1. Be twenty-one years of age.
2. Be a continuous physical domiciliary of the territory of the corporation for one year; absence for military service is excused.
3. Be prepared to assume the duties of the title for which they seek.
4. Must have been involved with the Silver Dollar Court and its activities for the preceding year and have hosted any function or fundraiser prior to their candidacy.
5. Have read and are familiar with the Articles of Incorporation, Bylaws, and the Policies and Procedures.
6. Must have the ability to fulfil the duties for the position they seek.
7. Must have the financial resources to fulfill the duties for the position they seek.
8. Must submit to the Board President a completed application, a statement stating their qualifications for the position they seek, and an application fee of one hundred dollars for Imperial Candidates; application fees are refundable upon denial of candidacy.

### **B. Application and Interview Process**

1. The community shall be notified no less than seven weeks prior to the date of Coronation that candidacies will be accepted; notification must contain the qualifications of the position as well as the due date for the application.
2. An applicant who is also a member of the Board of Trustees must submit a letter requesting a leave of absence from the Board and any committee upon which they may serve with their application; the leave of absence is to be effective from the date of submission of the letter until the date of the election.
3. The Board will interview and make reasonable inquiries into the **qualifications and ability** of applicants to fulfill the duties of the position they seek prior to voting on applicants to run for office. Any applicant not approved to run for office will be given a specific reason immediately after the decision and may request the decision to be provided in writing. Furthermore, no one may publicly announce their candidacy nor campaign for office prior to the date designated by the Board, which shall be no later than four weeks prior to the date of voting, and no one may announce their candidacy after the announcement of candidates. For the purpose of identification, candidates may use the number of the position they seek provided the wording "candidate for" is used in conjunction with said number.

### **C. Reign and Completion of Reign**

1. The Imperial Reign shall be for one year, from June to June, so that a reign is to serve no less than fifty weeks and no more than fifty four weeks, unless approved by a two thirds vote of the Board of Trustees.
2. Completion of reign shall consist of stepping down at the annual Coronation and fulfillment of all of the duties set forth in the Policies and Procedures. Upon completion of the reign, the Imperials shall permanently receive the number, rights, and privileges of that reign.

### **D. Title**

1. The reigning Imperials shall be known as "the elected and reigning Emperor or Empress, of said reign, of Northern Nevada and the Lake Tahoe Basin."

### **E. Duties**

1. Imperials will personally sponsor and host at least one Silver Dollar Court Inc. function every other month.
2. Imperials are to attend at least five out of town Coronations which must include both San Francisco and Las Vegas Coronations with the remaining three being of the Imperial's choosing. If unable to satisfy this requirement the reigning title holder must petition the Board for alternative arrangements.
3. Imperials will attend all meetings of the Board of Trustees unless excused.
4. They will attend all fund-raising activities, with all fundraisers stating the intent of potential profits,

sponsored by and in support of the Silver Dollar Court, Inc. and if not possible for them to attend they will be represented by a designated representative.

5. They will represent the Silver Dollar Court, Inc. being aware that their conduct can reflect upon the Silver Dollar Court. They understand their conduct as a title holder reflects on the Silver Dollar Court and any actions that reflect negatively upon the Silver Dollar Court while under the mantle of the office shall be deemed unacceptable and can result in, but not limited to, suspension of their title for an unspecified period of time in accordance with the Policy and Procedures of all grievances of the Silver Dollar Court, Inc.
6. They acknowledge that if they fail to fulfill the terms and conditions as above stated, and as further stated in the bylaws of the Silver Dollar Court Inc., and the code of conduct as stated above that they must relinquish their crown and title at the discretion of a majority vote of the Board of Trustees.
7. The Imperials shall choose a maximum of three command performances each for the annual Coronation. If there is only one Imperial they may choose a maximum of six command performers.

#### **F. Imperial Permanent Titles and Proclamations**

1. Each reigning Imperial is limited to a proclamation, a permanent Royal Family Title, which cannot include an elected title within the title bestowed, and one Citizen for Life of Reno who shall be allowed to walk as a member of Silver Dollar Court at the annual Coronation and be allowed to vote in Silver Dollar Courts elections provided that they are present at the polling place the day of voting.
2. Proclamations must be submitted in writing to the Board of Trustees by the reigning Monarchs for approval prior to the completion of their reign. Furthermore, a proclamation may only affect the person issuing the proclamation unless the proclamation is passed by a two-thirds vote of the Board of Trustees at two consecutive meetings. A copy of the proclamation and permanent titles each year must be submitted to the Secretary of the Board of Trustees at the July meeting by the outgoing Emperor and Empress. Additionally, proclamations can only be broken by the Monarch that made such proclamation or by two-thirds vote of the Board of Trustees. In order to allow them time to respond, Monarchs must be notified in writing at least twenty-one days in advance of all proposed revocations, suspensions to their proclamation.

#### **G. Travel Fund**

1. The reigning title holders shall be granted a Travel Fund for travel during their reign to be used for ball tickets, travel to and from city of destination, and lodging at out of territory balls, the Imperial Travel Fund is to be used on Coronations only with all expenditures from the travel fund being substantiated with receipts for the expenditure(s).
2. All funds used for travel shall only be distributed from funds raised during the reign of the current Imperials. Furthermore, all remaining Travel Funds at the year-end shall be dispersed with year-end disbursements.

#### **H. Disbursement of Reign's Funds**

Disbursement of reign's funds at the completion of their reign shall be as follows:

1. Imperial Funds
  - A. The reigning Imperials will name the charities at the May Board Meeting, the I.R.S. requires the charities chosen be 501(c)3 charities, and the 501(c)3 charity recipients must be located in within the territory of the Silver Dollar Court, Inc.
  - B. After all Coronation expenditures are paid then three thousand dollars will be set aside for the next Coronation, the estimated C.P.A. fees for filing the annual tax return will be set aside, and Fifteen hundred dollars will be set aside for the new reign.
  - F. The remainder of the moneys in the court fund will be divided equally between the Emperor and Empress and will go the charity or charities of their choice.

#### **I. Rights and Privileges**

1. All past title holders shall enjoy the following rights and privileges upon successful completion of their reign:
  - A. Imperials will receive one-half price ad in the Coronation Program provided that the ad is full page with the elected title set forth in the ad; business ads excluded.
  - B. Shall be entitled to walk at any out of town state function with his or her elected title.
  - C. All past Imperials shall be members of the "Silver Dollar Court, Inc. Council of Monarchs" for life whereas all past Ducals shall be members of the "Silver Dollar Court, Inc. Council of Grand Dukes and Grand Duchesses" for life. Furthermore, they understand their

conduct as a past title holder reflects on the Silver Dollar Court and any actions that reflect negatively upon the Silver Dollar Court while under the mantle of the office shall be deemed unacceptable and can result in, but not limited to, suspension of their title for an unspecified period of time in accordance with the Policy and Procedures of all grievances of the Silver Dollar Court, Inc.

2. Any past title holder who is impeached or resigns shall lose all rights and privileges to title related to their reign.

#### **J. Removal or Replacement**

1. Removal of any title holder, for just cause, shall be by a two-thirds vote of the Board of Trustees and in the event a title holder is removed, the name of a Regent or successor will be presented to the Board to be approved by a two-thirds vote. The title holder removed will be notified by registered letter two weeks prior to the regularly scheduled board meeting.
2. In the event a title holder cannot fulfill their reign due to impeachment, resignation, death or there is only one elected candidate, the Board of Trustees and the remaining title holder will determine if a replacement is necessary.

#### **K. Regents**

1. Appointment and Election
  - A. Any person submitted for Regent shall meet all the qualifications set forth for the elected position.
  - B. Request for a regent may be made by either the Board of Trustees or the reigning title holder; however, any candidate running and losing on a yes/no vote may not be considered or nominated for the position of regent.
  - C. Any candidate for regent shall appear before the Board of Trustees to be interviewed for the position and shall be approved by a simple majority vote of the Trustees.
  - D. If appointed due to death of a reigning title holder then the Regent shall always be known as the Regent of the associated reign whereas the deceased title holder shall always be known as the title holder with said number of reign.
2. Rights and Privileges
  - A. The title of "regent" shall be dropped for all regents having served six months or longer whereas regents having served less than six months shall always have the title of "Regent".
  - B. Regents who have fulfilled their duties shall obtain the number with all rights and privileges associated with their respective title upon the completion of their reign.
  - C. Regents are entitled to the unused portion of the Travel Fund for the remainder of the reign.
3. Removal or Replacement
  - A. Resolution to terminate Regency shall be for good cause, voted on, and passed by a majority of the Trustees; the person removed will be notified two weeks prior to the regularly scheduled board meeting by registered letter.

### **ARTICLE V: MEMBER OF PARLIAMENT**

The Member of Parliament represents the Silver Dollar Court at the International Court System's Parliament membership. The board of trustees at the April Board meeting shall determine if a Member of Parliament shall be elected at the upcoming Imperial/Board of Trustees annual election. If the board determines that no Member of Parliament is to be elected, the board may, at any time during the year, appoint a MP as outlined in Section E. below.

#### **A. Qualifications**

1. Be twenty-one years of age.
2. Be a continuous physical domiciliary of the territory of the corporation.
3. Submit application to the board president by the deadline.
4. Pay a fee of twenty-five dollars to be deposited in the board fund under its own heading for administrative costs of the board, such as postage, printing, meeting space rent, etc.
5. Be familiar with the Articles of Incorporation, Bylaws and Policies and Procedures of the Silver Dollar Court, Inc.



6. Must have the ability to fulfill the duties of the position they seek.
7. Must have the financial resources to fulfill the duties of the position they seek.
8. If elected, shall sign a Conflict of Interest Agreement.

#### **B. Duties**

1. Make every attempt to attend meetings of the International Court System Parliament as scheduled.
2. Participate in Parliament Committees if warranted.
3. Encouraged to support the International Court System in its endeavors, activities and Committees of Parliament.
4. Shall be responsible for communicating to the Silver Dollar Court, Inc. all Parliament activities by submitting a Parliament report at each board meeting or to the Secretary by the date of each board meeting.

#### **C. Travel Fund**

1. The Member of Parliament, or designated alternate, shall be granted a Travel Fund, and it is the duty of the Member of Parliament or alternate along with the Board of Trustees to raise the funds for the travel fund, for travel during the term of office to be reimbursed for travel to and from city of destination and lodging at out of territory Parliament Meetings. Any remaining Travel Funds at the end of term of office shall be carried over to the next term of office for Member of Parliament.
2. All expenditures from the travel fund must be substantiated with receipts.
3. Ten percent of all Member of Parliament fundraisers will go to the Silver Dollar Court Board Fund and no funds of the Reigning Court will be used for Member of Parliament.

#### **D. Election of Member of Parliament**

1. Candidate(s) must be present at the Board Meeting that his or her name is nominated.
2. The Member of Parliament shall be elected, to a two year term of office, at the general election to be held on a date in June, to be determined by the Board of Trustees, to coincide with the annual election of the Imperials and the Board of Trustees; Members of Parliament may be elected for consecutive terms without limit.
3. The announcement of the election results for the Member of Parliament shall be made at the Victory Brunch held the morning after the annual Coronation Ball.

#### **E. Retention and Replacement**

1. In the event that the Member of Parliament cannot fulfill their term of office the Board of Trustees shall appoint a replacement who shall serve until the next annual election.
2. All terms and conditions that apply to the Member of Parliament shall apply to the Alternate Delegate who shall be approved by the Board of Trustees by a two-thirds vote.

## **ARTICLE VI: ELECTIONS**

#### **A. Announcement of Elections**

1. A poster stating the voting place, date, hours open, and requirements must be posted at least two weeks prior to the date of voting which shall be held at least seven days prior to the date of Coronation.

#### **B. Ballots**

1. No write in candidates are allowed and if there is a "write in" then the ballot is void.
2. The ballot for the election of the Imperials shall list the candidates for each position and include an option for a vote for "none of the above."
3. All candidates running unopposed shall run on a yes- no vote and must receive a simple majority of the votes and in the event of a "no" vote majority, the Board of Trustees shall appoint a Regent, if necessary at the next scheduled Board Meeting.
4. All candidates running for the board shall run on a yes – no vote and must receive a simple majority of the votes.

#### **C. The Polling Place**

The following Policies and Procedures shall be in effect for all elections.

1. A designated voting area, which shall be manned by two Trustees at a time, shall be set up prior the start of voting and voters will cast their ballots only in this area; only the person voting will be allowed in the voting area.

2. The interior of the voting room must be visible to the general public at all times and the door of the voting room may never be locked.
3. Anything taken into the voting area by the voter must also be taken out of the area when finished if not, any item left in the voting area will be removed by polling place workers.
4. There will be no active campaigning within twenty feet of the voting room. Additionally, there will be no buttons, posters, t-shirts, etc. displayed within twenty feet of the voting area.
5. Trustees manning the polls cannot answer any questions regarding the candidates.
6. Trustees manning the polls must print the voter's name, initial the entry, and the voter must sign the voting register book. Other than the page signed, the voting book shall not be opened for examination until after the polls close and the names of voters shall not be disclosed.
7. Each candidate will be allowed one monitor at a time at the voting place and this monitor must have a signed note from the candidate to give to the Trustees who are manning the polls. If a candidate chooses not to have an authorized monitor present, the candidate forfeits their right to file a grievance against said vote and no other party may contest the outcome of the vote on the candidate's behalf.
8. Candidates are not allowed to man or monitor the voting room nor may they, other than entering the voting room to vote, and immediately leaving the room, be closer than twenty feet of the voting room.

#### **D. Identification for Voting:**

In order to vote in an election a voter must submit the following to the voting booth monitor:

1. Proof, in the form of official certification that the voter is eighteen or older.
2. Proof of current residency in territory of the Silver Dollar Court, Inc. as follows:
  - A. Current Nevada or California driver's license with address in the territory of the empire, police card, passport, recent pay stub, rent receipt, power bill or telephone bill with the voter as the customer. Use of receipts or pay stubs must not be more than one month old as of the day of the election.

#### **E. Vote Counting**

1. At the opening of the polls, the ballot box will be opened, check and locked. The key will be given to a designated person, in front of the two people manning the polls.
2. The first ballot will be signed off by these three people and the designated person will keep custody of the key(s). The President of the Board of Trustees is required to man the polls during the last voting segment and upon completion of voting, the President, the designated person, and the other Trustee who is manning the polls at the time of closing, must sign off the numbered ballot immediately following the last ballot cast.
3. The Executive Board plus one elected board member will meet to tabulate the votes. The ballots will be distributed evenly in no particular order to each member to tabulate votes. Each member will place the ballots in their own individual sealed and signed envelopes. The tabulation sheet will be stapled face down on the envelope.
4. The President of the Board will tabulate all four tabulation sheets and seal the names of the winner(s) of each category separately in security envelopes. The President will hold the sealed envelopes with the results to be read Coronation night for the candidate of Emperor and Empress, and the Board of Trustee's at the Victory Brunch.
5. In a tie vote, the president will promptly notify the Board of Trustees and call an emergency meeting. The Executive Board shall be responsible for the breaking of the tie vote by a simple majority vote. The results shall be turned over to the President and announced the night of Coronation.
6. Ballot count shall be audited by the Financial Committee after coronation and by the July board meeting coinciding with the audit of the financials.

#### **F. Absentee Voting**

1. Absentee voting shall be used when an individual is unable to physically make it to the voting polls due to being out of town, hospitalization, for health reasons or at the discretion of the Board of Trustees. The absentee voter will write their voting choice(s) on a piece of paper along with a photo copy of proof of residency as outlined in Article VI, Section D above, placed into an envelope, and sealed. The voter is to sign their name on the envelope, with the envelope then given to or mailed to the President of the Board of Trustees at least one week before voting is to take place or at the discretion of the Executive Committee. This envelope is to then be placed into the locked ballot box and after voting, this envelope

should be given to the Secretary of the Board as part of the voting registration.

## **ARTICLE VII: FUNDRAISING**

The following procedures shall be strictly followed by any member of the Corporation or any person authorized to do a fundraising event in the name of the Corporation.

### **A. Collection of Funds**

1. The sponsor of the fundraiser must arrange to have a member of the Board of Trustees present to take control of all funds collected during the event and promptly turn over proceeds to the Treasurer or make the appropriate bank drop within 72 hours.
2. A Trustee and one other person must count the money, seal it in an envelope, sign across the seal, date, and write the name of the function on the envelope.
3. At Court Functions, one Trustee must be present at the door the entire time funds are being collected whereas at Coronation, two Trustees must be present at the door the entire time funds are being collected during the function.
4. The reigning Imperial Title Holders or a reigning Regent are restricted from collecting, handling or taking possession of any of the funds raised by or for The Silver Dollar Court Inc.
5. Any and all Functions using court titles shall follow all SDC Policy and Procedures
6. Ten per cent of all Silver Dollar Court Fundraisers shall go to the board fund prior to any expenses.
  - a. Ten per cent of any funds run through the Silver Dollar Court, Inc. shall go to the board fund.
7. Fees from using the Square (credit/debit card reader) shall be deducted from the funds raised at the fundraising event.
8. Per I.R.S. requirements, any and all disbursements from the Silver Dollar Court, Inc. shall go to a 501(C) 3 charity.

### **B. Reimbursements**

1. Reimbursements of expenditures shall be made only upon presentation of the proper vouchers and receipts to the Treasurer who shall then make a recommendation to the Board of Trustees for approval of the reimbursement in the Treasurer's monthly report.

### **C. Budgets**

1. A budget for a function shall only be required in the event the sponsor is requesting an advance of money from the Corporation to assist in financing the event. The budget must be presented to the Finance Committee at least fourteen days prior to the next regularly scheduled Board Meeting in order to be included as an agenda item at that meeting. The same rules for submission of vouchers and receipts apply and in the absence of vouchers, the Corporation may seek reimbursement from the sponsor for the non-receipted funds.

## **ARTICLE VIII: CORONATION**

### **A. Awards**

The following awards are to be presented at the annual Coronation Ball.

1. Presidents Award
  - A. The President of the Board of Trustees to present one award to a person of their choosing; the recipient must be a member of the community from the territory of the Empire.
2. Fred C. Sipfle Community Service Award
  - A. This award is to be nominated and voted on by the Board of Trustees and the recipient must be a member of the community from the territory of the Empire.
3. Alexis Humanitarian Award
  - A. This award is to be nominated by and voted upon by the Monarchs at the Monarch's Council meeting and is to be presented by the College of Monarchs at the annual Coronation Ball.
4. Natalie Inspiration and Courage Award
  - A. Placards announcing the award and stating the guidelines must be posted by April 1 annually and nominations, in written form, must come from a resident of the Empire and can nominate anyone, from anywhere. The nominations must be received by a member of the Board of Trustees no later than the start of the May Board Meeting as the Board is to vote on the Award recipient at the May Meeting. The winner will be announced at the annual Coronation Ball.

### 5. Delilah Lifetime Achievement Award

- A. This award is to be nominated and voted on by the Board of Trustees. The recipient may be a person or group, but must have a minimum of twelve years of dedicated service within the Silver Dollar Court. Nominations, which must come from a member of the Silver Dollar Court, must be written and state what the nominee has done to deserve this award. Nominations must be received by a member of the Board of Trustees no later than the start of the May Board Meeting as the Board is to vote on the recipient at the May meeting. The award is to be presented by the College of Monarchs at the annual Coronation Ball.

### B. The Marketing and Advertisement Committee shall be appointed by the reigning title holders.

#### 1.. Corporate Sponsorship and Marketing

- a. Develop and distribute packets for the solicitation of corporate sponsorship for the Coronation.
- b. Establish sponsorship levels and pricing the sponsorship levels with the appropriate inclusions of advertising in the event program and tickets to all of the functions associated with the event.
- c. Corporate banner, provided by the sponsor, displayed at various events, agreed to by the sponsor, throughout the year.
- d. The Finance Committee and the Board will need to approve sponsor pricing.

#### 2. Program Advertising

- a. Ad deadline will be no later than one week before Coronation, with invoices being given to advertisers when an agreement to place an ad has been made, and payment must accompany the Ad; no ad will be placed in the program unless paid in full or credit has been previously established or by approval of the Executive Committee.
- b. All money will be turned over to the Treasurer and all ads to the Program Coordinator as the Coordinator shall meet with the Committee Chair as needed.
- c. Each ad, will be emailed to the person designated to be in charge of ad placements with the following emailed information:
  - 1. Name of the person or business taking out the ad, size of the ad to be printed, and sequence number of the ad; all ads are to be in numbered sequence to correspond with the master log.
  - 2. Master log shall contain the following information:
    - a. The name of the person or business placing the ad, size of the ad to be printed, and initials of the Treasurer for payment received.
    - b. The Program Coordinator will do a final check of the master log and the Program layout before printing and sign off as complete and correct.
- d. Candidates and local 501(c)3 non-profit corporations will receive a fifty per cent discount on regular ad prices excluding specialty pages.
- e. The Treasurer is required to be a member of this committee in order to serve as a liaison between the Finance Committee and the Marketing and Advertisement committee.

### C. Crowning Ceremonies

#### 1. Coronation

Participants in the crowning ceremony consist of the following:

- A. The Royal Family
- B. The Imperial Family
- C. The President of the Board of Trustees.

#### 2. Announcement of the results for Emperor and Empress:

- A. Upon announcement of the results for Emperor and Empress the candidates shall be sequestered.
- B. The President of the board and those conducting the crowning ceremony will follow the crowning ceremony script.
- C. The President of the board will present the results to the Imperial Family.
- D. The reigning Emperor and Empress will inform the candidates of the results and the announcement will then be made.
- E. If there are no reigning monarchs a member of the Executive Committee will inform the

candidates of the results.

3. If there are no candidates for either Emperor or Empress the President of the Board of Trustees will announce that the board will be in charge of the next year's reign.