

# The Royal Court of the Golden Spike Empire (R.C.G.S.E)



## **BY-LAWS**

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# **ARTICLE I**

## **OFFICES, LEGAL, CONSTRUCTION & DURATION**

### **SECTION 1.01 – Location & Boundaries**

1. The principal office of the R.C.G.S.E. shall be located in Salt Lake City, Salt Lake County, in the State of Utah.
2. The R.C.G.S.E. shall have other offices within the borders of the R.C.G.S.E. as the Board of Directors may determine necessary.
3. The borders of the R.C.G.S.E. shall be all of Utah, south of the 41<sup>st</sup> parallel, also known as Shepard Lane

### **SECTION 1.02 – Dissolution Guidelines**

1. The duration of the R.C.G.S.E. is perpetual
2. Upon the dissolution of the R.C.G.S.E., the Board of Directors shall, after payment of all liabilities of the R.C.G.S.E., distribute assets to a Non-Profit Corporation or Corporations having similar purposes which have been recognized as tax exempt under section 501(c) (3) of the Internal Revenue Code of 1954.

### **SECTION 1.03 – Interpretation**

1. If any dispute should arise in the interpretation and application of the By-Laws, they shall be deemed to have the meaning that harmonizes with the laws of the State of Utah and the provisions of the Internal Revenue Code.
2. If any provision is declared invalid, it shall be void, but it shall not otherwise affect the validity of other provisions.

### **SECTION 1.04 – Founders Council**

1. The Founders Council consists of the following persons, who were initially responsible for the creation of the first Court System in Utah:

Bruce Allred	Chad Herinborg	Gordon Winklekotter
Thelma Ensign	Marty Pollock	Rose Carrier
Carole Martindale	Jim Beverage	Larry Kasper
Earl Ashley	Mack Hunt	Paul Douglas
Dennis Felix	Pepper Prespentt	Rob Mandrake
Len Matheson	Jay Bradley	(One Unpublished)
Henry Bender	Terry Jones	

# **ARTICLE II**

## **PURPOSE & OBJECTIVES**

### **SECTION 2.01 – Purpose**

1. The R.C.G.S.E. shall be non-profit.
2. Said R.C.G.S.E. is organized exclusively for charitable, service, educational and social purposes, including the making of distributions to organizations that qualify as exempt under section 501(c)
3. (3) of the Internal Revenue Code of 1954.

## **SECTION 2.02 – Objectives**

1. The R.C.G.S.E. shall promote strong bonds of friendship in and out of the State of Utah through relations with other organizations recognized by this Corporation, and to sponsor unity between all facets of the community.

## **SECTION 2.03 – Yearly Deadlines**

1. The Officers of the R.C.G.S.E. shall be responsible for the annual completion of the following:
  - A. Renew Corporation with the State Department of Commerce
    - 1) Due Date: April 11
  - B. File Form 990 with the Internal Revenue Service
    - 1) Due Date: October 15
  - C. File Charitable Solicitations Permit renewal
    - 1) Due Date: January 1
2. Each of these filings/renewals must be completed a minimum of three weeks prior to the due date.
3. Upon completion of the task, the President of the Board will report completion to the entire Board of Directors

# **ARTICLE III**

## **MEMBERSHIP**

## **SECTION 3.01 – Eligibility**

1. Membership eligibility in the R.C.G.S.E. shall be limited to those persons interested in the purposes and objectives set forth in these By-Laws.
2. Members shall be eighteen (18) or over.

## **SECTION 3.02 – Equality Mandate**

1. Membership in the R.C.G.S.E. shall be determined without regard to gender, gender identity, race, color, ethnicity, national origin, sexual orientation, religion, creed, marital status, or physical and/or mental disability.
2. The Royal Court of the Golden Spike Empire and its members will not discriminate against any person or persons based on any of the aforementioned criteria in any of its activities or operations.
3. The RCGSE will comply with all A.D.A. (Americans with Disabilities Act) rules and requirements.
4. The R.C.G.S.E. will not tolerate any violation of this Policy.
  - A. Violation of this policy will can result in, but is not limited to:
    - 1) Disciplinary sanctions
    - 2) Removal of title
    - 3) Revocation of R.C.G.S.E. Membership

## **SECTION 3.03 – Membership Fees**

1. The Board of Directors shall determine, at the beginning of each reign, the amount of membership fees payable to the R.C.G.S.E. by each member
2. These fees are to be used to cover newsletter administrative costs
  - A. Printing & Postage

### **SECTION 3.04 – Membership Applications**

1. Membership applications are available at any time during the reign.
2. Membership fees are due at the time the membership application is submitted for approval.
3. Membership Applications shall be read and approved or denied by raise of hands at each General Membership Meeting.
  - A. A simple majority of 51% is required for approval of the membership application
4. All application fees must be given to the Treasurer to be deposited into the bank
5. Completed and approved membership applications shall be submitted to appointed board member for retention and documentation purposes.
  - A. At the end of the reign, all membership applications must be turned over to the Registered agent within 30 days
    - 1) Failure to do this may result in disciplinary action

### **SECTION 3.05 – Membership Types**

1. There shall be 3 (three) types of members:
  - A. Resident Members
    - 1) Anyone age 21 and older who meet the membership requirements and whose legal residence falls within the boundaries of the R.C.G.S.E.
  - B. Associate Members
    - 1) Anyone who wishes to be associated with the R.C.G.S.E. and has paid the membership fee.
    - 2) These members are those who meet the following criteria:
      - a) They are 18-20 years of age or
      - b) They cannot be present at regularly scheduled meetings or
      - c) They live outside of the boundaries of the R.C.G.S.E.
  - C. Honorary Members
    - 1) Any member made by joint appointment of the Emperor & Empress
      - a) Lifetime Members
    - 2) Honorary members must be approved by the Board of Directors
    - 3) Honorary members are entitled to vote in the general election

### **SECTION 3.06 – Suspension or Expulsion**

1. The Board of Directors, by affirmative vote of 2/3 (two-thirds) of the members, may recommend the suspension or expulsion of a member.
2. After at least 7 (seven) days written notice to the membership of the R.C.G.S.E., a special meeting of the members shall be held
3. A simple majority vote, 51%, of the members in attendance at the special meeting shall be required for suspension or expulsion
4. Upon written request, not less than 30 (thirty) days following the suspension or expulsion, the Board of Directors may reinstate the expelled member on such terms as the Board of Directors may deem appropriate.
  - A. Written request must be signed by the expelled member.
  - B. Written request must be filed with the Secretary of the R.C.G.S.E.
  - C. Request must be approved by a 2/3 (two-thirds) majority vote of the Board of Directors.



### **SECTION 3.07 – Member Resignation**

1. Any member may resign by filing a written resignation with the Secretary of the R.C.G.S.E., but such resignation shall not relieve the member of the obligation to pay any fees, assessments, or other charges accrued and unpaid.

### **SECTION 3.08 – Past Monarchs**

1. To ensure that a membership base is always in place and because of their past service to the R.C.G.S.E., all past monarchs automatically become lifetime members of the R.C.G.S.E. and will not need to fill out a reign membership each year
2. It will be the responsibility of past monarchs to see that the Court Secretary is informed of any address changes or updates
3. Each monarch shall receive a monthly newsletter via mail or email
4. Voting privileges are subject to the rules and regulations set forth in the By-Laws

## **ARTICLE IV**

### **MEETING OF MEMBERS & PROCEDURES**

#### **SECTION 4.01 – Scheduled Meetings**

1. There shall be a meeting of the members of the R.C.G.S.E. at least once a month.
2. The time and place of such meetings shall be at the discretion of the Co-Presidents (Monarchs)

#### **SECTION 4.02 – Notification of Meetings**

1. Notice of meetings shall be given to the members of the R.C.G.S.E. by mail, electronic notification, printed or lettered signs, or in a local publication.
2. Notice shall state the time and place of such meeting

#### **SECTION 4.03 – Quorum Rules**

1. Members present in person shall constitute a quorum at meetings of the members.

#### **SECTION 4.04 – Voting at Meetings**

1. Each member present at a meeting shall be entitled to one vote on any question or issue voted on by the membership at that meeting, except as otherwise provided by law, by the Articles of Incorporation, or by these By-Laws, or as stipulated by the Resolutions of the R.C.G.S.E.

#### **SECTION 4.05 – General Membership Meeting Excused Absences**

1. Any active General Member of the Royal Court of the Golden Spike Empire may be granted an excused absence if they are unable to attend a General Membership meeting due to the following:
  - A. An illness that requires hospitalization
  - B. Extended home care after hospitalization.
  - C. To care for a longtime companion or immediate family members during home care after hospitalization.
  - D. Death in the Family
2. Must be a registered member of the current reign
3. Documentation must be provided for each reason
  - A. Illness or care after hospitalization

- 1) A note from a doctor must be provided as proof of the cause of the absence
- B. Death in the Family
  - 1) Proof of Death or Obituary
- 4. Only one (1) excused absence for illness will be allowed per reign
- 5. An excused absence may be granted during the current reign only and expires on the first scheduled Board Meeting of the next reign.

## **ARTICLE V**

### **OFFICERS**

#### **SECTION 5.01 – President of the Board**

1. The president of the board shall be appointed by the newly elected Monarchs and confirmed by a majority vote of the active board of directors
2. The position of President of the Board cannot be filled by anyone not meeting the guidelines as set forth by section 501(c) (3) of the Internal Revenue Code of 1954
3. The appointment of the President of the Board shall be done at the first board meeting after Coronation (prior to Victory Brunch)
  - A. Term of the President of the board shall be until the first board meeting after Coronation (prior to Victory Brunch) of the following reign
4. The duties of the President of the Board shall include but not be limited to:
  - A. Overseeing the running of the R.C.G.S.E.
  - B. Presiding over meetings of the Board of Directors
  - C. Facilitate resolution or disputes among the board
  - D. Sign and execute any certificates of membership, bonds, contracts or other instruments which the Board of Directors has authorized to be executed
    - 1) Must be done along with the Secretary or any other executive officer of the R.C.G.S.E.
    - 2) Exception is cases where the signing and executing of such documents shall be expressly delegated by the Board of Directors or by these by-laws to some other officer or agent of the R.C.G.S.E. or shall be required by law to be otherwise signed and executed.
    - 3) R.C.G.S.E. or shall be required by law to be otherwise signed and executed.
  - E. Any and all corporate records held by the President of the Board must be turned over to the Registered Agent within 30 days from Coronation
    - 1) Failure to do so may result in disciplinary action.
5. Under no circumstances shall the President of the Board assume the responsibilities of any other Executive Board Member of the R.C.G.S.E.
6. The President of the Board shall only vote in the case of a tie.
7. The President of the Board will be the official spokesperson for all legal and business matters.
  - A. In their absence it will fall to the reigning Emperor and Empress and / or the Registered Agent.
8. In the event of the death, resignation, inability or refusal to serve the following will take place:
  - A. The Registered Agent shall assume the position of Interim President of the Board of Directors
    - 1) This individual shall hold the position until such time a new President of the Board is named and approved by the Board of Directors
    - 2) This action shall be automatic and not require any action by the Board
  - B. The reigning Emperor & Empress shall name a replacement President of the Board
    - 1) Candidate must be approved by a 2/3 majority vote of the active Board of Directors

#### **SECTION 5.02 – Emperor & Empress**

1. The title of Emperor and Empress will be a Lifetime Title

- A. Known as Emperor / Empress and their reign number
- 2. They will choose an additional, personalized, "To be known as" moniker title
- 3. They will choose a Spike Title to be added to their moniker
  - A. "The \*\*\*\*\* of the Spike"
- 4. The position of Emperor and Empress serve as Co-Presidents of the R.C.G.S.E.
- 5. The position of Emperor and Empress cannot be filled by anyone not meeting the guidelines set forth by section 501(c) (3) of the Internal Revenue Code of 1954.
- 6. The term for Emperor and Empress shall be for 1 year
  - A. From their Coronation to the following years Coronation
- 7. The duties of Emperor and Empress shall include but not be limited to:
  - A. Co-preside over all General Membership Meetings of the R.C.G.S.E.
  - B. Act as President of the Board in the absence of the Board President
  - C. Appoint any committee necessary to accomplish administrative objectives and serve as unofficial members of said committee
  - D. Co-direct all activities related to Coronation
  - E. Sign and execute any certificates of membership, bonds, contracts or other instruments which the Board of Directors has authorized to be executed
    - 1) Must be done along with the Secretary or any other executive officer of the R.C.G.S.E.
    - 2) Exception in cases where the signing and executing of such documents shall be expressly delegated by the Board of Directors or by these by-laws to some other officer or agent of the R.C.G.S.E. or shall be required by law to be otherwise signed and executed.
  - F. Nominate for approval at the board meeting after Coronation (prior to Victory Brunch) candidates for the following offices:
    - 1) President of the Board
    - 2) Secretary of the Board
    - 3) Treasurer
    - 4) Pageant Chairperson
  - G. If the newly elected monarchs have not secured the names for the candidates listed above, they have until the first board meeting in June to come up with names for approval
- 8. Required Events
  - A. The required events to be produced by the Emperor shall be:
    - 1) AIDS Awareness Week
      - a) Guidelines for event found in the R.C.G.S.E. Resolutions
  - B. The required events to be produced by the Empress shall be:
    - 1) Cancer Awareness Week
      - a) Guidelines for event found in the R.C.G.S.E. Resolutions
  - C. The required events to be co-produced by the Emperor & Empress are:
    - 1) Trans Awareness Week
      - a) Guidelines for event found in the R.C.G.S.E. Resolutions
    - 2) Coronation
      - a) Guidelines for event found in the R.C.G.S.E. By-Laws
  - D. The Emperor & Empress may, at their discretion, produce other events outside of and/or in correlation with these required events.
    - 1) As the needs of the organization demand.
- 9. Emblems of Office
  - A. The Emperor and Empress must adhere to and follow all guidelines set forth in Article IX (9) of these By-Laws for use of Emblems of Office during their reign.
- 10. In the event of death, resignation, inability or refusal to serve, the Emperor and Empress shall be replaced and/or removed.

- A. The replacement of the Emperor or Empress shall be done in the following manner:
  - 1) The Prince Royale shall be asked to replace the Emperor
  - 2) The Princess Royale shall be asked to replace the Empress
  - 3) The Board of Directors must approve the ascension of the Prince Royale and/or princess Royale to Emperor and /or Empress.
  - 4) Should the Prince Royale and/or the Princess Royale decide not to ascend, or they are not approved by the board of directors, the replacement of the Emperor and/or Empress shall be done in the following manner:
    - a) The King Father shall replace the Emperor
    - b) The Queen Mother shall replace the Empress
  - 5) The Board of Directors must approve the ascension of the King Father and/or the Queen Mother to Emperor and /or Empress
  - 6) In the event that they are unable to do so, or they are not approved by the Board of Directors, it shall go the College of Monarchs to conduct a vote on a replacement with the member of the College of Monarchs.
    - a) The approved member of the College of Monarchs shall be known as Regent Emperor and/or Regent Empress.
  - 7) Monarchs of the RCGSE are not allowed to reign absolute, we must always have a reigning Emperor AND a reigning Empress

### **SECTION 5.03 – Prince Royale & Princess Royale**

1. The title of Prince Royale and Princess Royale will be a Lifetime Title
  - A. Known as Prince Royale / Princess Royale and their reign number
2. They will choose an additional, personalized, “To be known as” moniker title
3. They will not choose a Spike title
  - A. Spike Title is reserved for the Emperor and Empress
4. The Prince Royale & Princess Royale serve as Co-Vice Presidents of the organization
5. The position of Prince Royale and Princess Royale cannot be filled by anyone not meeting the guidelines set forth by section 501(c) (3) of the Internal Revenue Code of 1954.
6. The term of the Prince Royale and Princess Royale shall be for 1 year
  - A. From their Coronation to the following years Coronation
7. The duties of the Prince Royale and Princess Royale shall include but are not limited to:
  - A. Co-preside over all General Membership Meetings of the R.C.G.S.E. in the absence of the Emperor & Empress
  - B. Maintain, under the supervision of the sitting Board of Directors and using the guidelines set forth in the Resolutions, the following funds:
    - 1) Peoples Concern Fund
    - 2) People with Aids (PWA) Christmas Fund
8. Required Events
  - A. Using the guidelines set forth in the Resolutions, the required events to be produced by the Prince Royale and Princess Royale shall be:
    - 1) PWA Kickoff
    - 2) SnowBall
    - 3) P.R. Ball
  - B. The Prince Royale and Princess Royale may, at their discretion, produce other events outside of and/or in correlation with these required events.
    - 1) As the needs of the organization demand.
9. Emblems of Office

- A. The Prince Royale and Princess Royale must adhere to and follow all guidelines set forth in Article IX (9) of these By-Laws for use of Emblems of Office during their reign.
- 10.** In the event of death, resignation, inability or refusal to serve, the Prince Royale and Princess Royale shall be replaced and/or removed.
  - A. The replacement of the Prince Royale and Princess Royale shall be done in the following manner:
    - 1) The Crown Prince shall be asked to replace the Prince Royale
    - 2) The Crown Princess shall be asked to replace the Princess Royale
    - 3) The Board of Directors must approve the ascension of the Crown Prince and/or Crown Princess to Prince Royale and /or Princess Royale by a simple majority vote.
    - 4) Should the Crown Prince and/or the Crown Princess decide not to ascend, or they are not approved by the board of directors, the Reigning Monarchs have the option to submit another name to the Board of Directors for approval
      - a) Only the Emperor shall submit the name for Prince Royale
      - b) Only the Empress shall submit any names for Princess Royale
    - 5) All reigns of the RCGSE must have a Prince Royale, Princess Royale and/or both.

### **SECTION 5.04 – Crown Prince & Crown Princess**

- 1.** The title of Crown Prince and Crown Princess will be a Lifetime Title
  - A. Known as Crown Prince / Crown Princess and their reign number
- 2.** They will not choose a personalized “To Be Known As” moniker title or a Spike title
  - A. “To Be Known As” titles are reserved for the Emperor, Empress, Prince Royale and Princess Royale
  - B. Spike titles are reserved for the Emperor and Empress
- 3.** The position of Crown Prince and Crown Princess cannot be filled by anyone not meeting the guidelines set forth by section 501(c) (3) of the Internal Revenue Code of 1954.
- 4.** The term of the Crown Prince and Crown Princess shall be for 1 year
  - A. From their Coronation to the following years Coronation
- 5.** The duties of the Crown Prince and Crown Princess shall Include but are not limited to:
  - A. Maintain, under the supervision of the sitting Board of Directors and using the guidelines set forth in the Resolutions, the following fund:
    - 1) The Wade DeForest, “Felicia” Young Adult Fund
- 6.** Required Events:
  - A. Using the guidelines set forth in the Resolutions, the required event(s) to be produced by the Crown Prince and Crown Princess shall be:
    - 1) To hold at least two (2) events independently or together with all proceeds going to the Wade DeForest,
    - 2) “Felicia” Young Adult Fund
    - 3) CP Ball
  - B. The Crown Prince and Crown Princess may, at their discretion, produce other events outside of and/or in correlation with these required events.
    - 1) As the needs of the organization demand.
- 7.** Emblems of Office
  - A. The Crown Prince & Crown Princess must adhere to and follow all guidelines set forth in Article IX (9) of these By-Laws for use of Emblems of Office during their reign.
- 8.** Out of Town Coronation Protocol
  - A. The Crown Prince and Crown Princess are not to be included in the wall of Prince, Princesses or Monarchs that surround a stepping down Prince, Princess or Monarch during the final walks of a coronation.

9. In the event of death, resignation, inability or refusal to serve, the Crown Prince and Crown Princess shall be replaced and/or removed.
  - A. The replacement of the Crown Prince and Crown Princess shall be upon recommendation of the reigning monarchs and approved by a 2/3 majority vote of the Board of Directors.

### **SECTION 5.05 – Secretary**

1. The position of Secretary cannot be filled by anyone not meeting the guidelines set forth by section 501(c) (3) of the Internal Revenue Code of 1954.
2. The term of the Secretary shall be for 1 year
  - A. From the Board Meeting after Coronation (prior to Victory Brunch) to the same meeting at the following years Coronation
3. The duties of the Secretary shall include but not be limited to:
  - A. Take and keep the minutes for all Board Meetings and General Membership Meetings
    - 1) The minutes of the previous Board Meeting will be read at the beginning of each Board of Directors meeting
  - B. See that all notices are duly given in accordance with the provisions of these By-Laws or as required by law
  - C. To be the custodian of records and matters related to the reign
    - 1) At the expiration of their term in office, the Secretary shall deliver all books, papers, and other property of the R.C.G.S.E. that are in their possession to the Registered Agent
    - 2) This must be done within 30 days following Coronation or the expiration of their term
    - 3) Failure to do so may result in disciplinary action
  - D. Keep all approved General Membership applications
    - 1) These applications will be furnished to the Secretary after they are approved at a General Membership Meeting
  - E. Keep a register of the mailing address and contact information of each General Member
    - 1) This information is included on the approved General Membership Application
  - F. Provide copies of the minutes to the President of the Board, if needed, and perform such other R.C.G.S.E. related duties as the President of the Board of Directors may assign from time to time.
4. In the event of death, resignation, inability or refusal to serve, the Secretary shall be replaced and/or removed.
  - A. The replacement of the Secretary shall be upon recommendation of the reigning monarchs and approved by a 2/3 majority vote of the Board of Directors.

### **SECTION 5.06 – Treasurer**

1. The position of Treasurer cannot be filled by anyone not meeting the guidelines set forth by section 501(c) (3) of the Internal Revenue Code of 1954.
2. The term of the Treasurer shall be for 1 year
  - A. From the Board Meeting after Coronation (prior to Victory Brunch) to the same meeting at the following years Coronation
3. For seamless transition of the financial records from one reign to the next, the prior year's treasurer shall continue to have access to all financial records until the Board of Directors Meeting in June
  - A. This is so they can assist the new treasurer in closing the books for the previous reign and opening the books for the new reign.
4. The duties of the Treasurer shall include but not be limited to:
  - A. Be responsible for all funds and assets of the R.C.G.S.E.
  - B. Ensure taxes are filed in accordance with federal and state laws and within the timeline set forth in these By-Laws.

- 1) See Article II (2), Section 2.03
  - C. Keep regular books and records of account balances, transactions, vouchers / receipts / documentation of funds received, deposits and payment of money.
    - 1) At the expiration of their term in office, the Treasurer shall deliver all books, papers, and other property of the R.C.G.S.E. that are in their possession to the Registered Agent
      - a) Registered agent will then turn the books over to the Audit Committee to complete the yearly audit of the previous reign's books
    - 2) This must be done within 30 days following Coronation or the expiration of their term
    - 3) Failure to do so may result in disciplinary action
  - D. Maintain all records in accordance with Internal Revenue Service requirements
  - E. Report on the financial status of the R.C.G.S.E. in the form of a Treasurer's Report
    - 1) Report must include the following information for each fund:
      - a) Reign Starting Balance
      - b) Deposits since last report with Yes or No designation if still pending
      - c) Checks, debits and transfer of funds since last report with Yes or No designation if cleared
      - d) Reign-to-date Deposits
      - e) Reign-to-date Checks, debits and transfers
      - f) Fund current balance
      - g) Line item expenditures records that pull from allocated budget
    - 2) Report must include the following bank account information:
      - a) Current balance of all accounts
      - b) Outstanding debits and credits
      - c) Comparison of bank totals to fund totals with total difference
    - 3) Report should be read at all meetings of the General Membership
    - 4) Report should be read and approved at all meetings of the Board of Directors
    - 5) Delivery method of the Treasurers Report to be decided by the Board of Directors for Board Meetings and by the Reigning Monarchs for General Membership Meetings
  - F. Budget Report
    - 1) The Treasurer shall give a year end Budget Report for the previous reign at the board meeting in July.
    - 2) They will also give a current reign Budget Report at the Board Meeting in September, January and April
    - 3) This report is to keep the Board of Directors up to date as to where the reign is at with the yearly budget and must state the percentage and total amount of each budget item at that time
5. In the event of death, resignation, inability or refusal to serve, the Treasurer shall be replaced and/or removed.
- A. The replacement of the Treasurer shall be upon recommendation of the reigning monarchs and approved by a 2/3 majority vote of the Board of Directors.

## **ARTICLE VI**

### **MONARCH ELECTIONS**

#### **SECTION 6.01 – Monarch Candidate Eligibility**

1. The election of the Monarchs of the R.C.G.S.E. shall be held at least one week prior to Coronation.
2. The qualifications of anyone seeking the position of Emperor or Empress shall be as follows:
  - A. Must be 21 years of age

- B. Currently resides within the R.C.G.S.E. boundaries.
- C. Be a resident of the state of Utah for at least eighteen (18) months prior to the candidate interviews.
- D. Must be a member in good standing of the current reign for at least nine (9) months prior to candidate interviews.
- E. A candidate is not eligible to run for office if they have an outstanding debt with the R.C.G.S.E.
- F. A candidate must not have any outstanding debts or bad checks with the businesses, bars and organizations of the community.
- G. Attend eight (8) general membership meetings of the reign preceding their candidacy.
  - 1) Due to Candidate Interviews being held the last board meeting of April, eligible court meetings shall be considered from June to April of the reign preceding candidacy.
- H. Attend eight (8) meetings of the Board of Directors of the R.C.G.S.E. during the reign preceding their candidacy.
  - 1) Due to Candidate Interviews being held the last board meeting of April, eligible board meetings shall be considered from June to March of the reign preceding candidacy.
- I. Must hold at least two functions for the R.C.G.S.E. General Fund in the twelve months preceding their candidacy.
  - 1) At no time during those functions or on any advertising of those functions can the individual state they are holding those functions for the purpose of campaigning.
    - a) Any mention of these functions being used for the purposes of campaigning will cause the individual(s) to be ineligible to seek office.
- J. Must meet the guidelines for holding an office as set forth in the guidelines of a 501(c) (3) organization.
- K. Have not held the position of Emperor or Empress in any recognized Court of the International Court system for at least two (2) years prior to the candidate interviews.
- L. Does not currently hold a 'working title' at the time of interviews.
  - 1) Working title is defined as:
    - a) Prince Royale
    - b) Princess Royale
    - c) Crown Prince
    - d) Crown Princess.
    - e) Any pageant titleholder with the exception of the Gay Pride Titleholders.
      - 1- If an applicant currently holds the Gay Pride title, they must have already completed both their required functions.

## **SECTION 6.02 – Candidate Campaign Fees**

- 1. Campaign fees are \$100.00 per candidate
- 2. Campaign fees are to be paid at Candidate Interviews before the interview takes place
- 3. Candidate will be held to the following requirements:
  - A. A candidate will be responsible for four (4) hours of assistance to the Coronation Coordinator.
    - 1) This may be done either personally or by a representative of the Candidate.
    - 2) The candidate or their representative will be responsible to sign in / check in with the coronation Coordinator.
      - a) If the candidate sends a representative, they must show up or the candidate will be held responsible.
  - B. Campaigns are also responsible for making sure campaign paraphernalia is removed from bars and organizations in a reasonable amount of time after the election is over.
    - 1) Specific time frame will be at the discretion of said locations



4. If these requirements are met, the campaign fees may be refunded back to the candidates
  - A. Campaign fees will be refunded within 30 days after coronation
5. If these requirements are not met, the campaign fees will be kept and put into the General Fund
6. Candidate also has the option to opt out of a refund and donate their candidate fee back to the R.C.G.S.E.
  - A. Any donated candidate fees will go to the General Fund

### **SECTION 6.03 – Candidate Interviews**

1. Candidate Interviews are to be held at the monthly Board Meeting in April.
2. Any candidate unable to attend the interviews must reschedule their interview before candidate interviews.
3. Candidate interviews shall only be open to the sitting Board of Directors, members of the College of Monarchs and those individuals aspiring to the office of Emperor and Empress
4. Each member of the Board of Directors and College of Monarchs in attendance at Candidate Interviews will be allowed to ask one (1) question to each of the candidates
5. A member of the Board of Directors or College of Monarchs who is also a candidate for the office of Emperor or Empress shall not have their vote counted for any votes relating to the same specific office.
  - A. i.e. if a member of the Board of Directors or College of Monarchs is a candidate for Emperor, that member may not vote on any other candidates for Emperor.
  - B. This is done to promote fairness for all candidates who wish to run for an elected office since those Board Members are not present for the opposing candidate's interview(s)
6. The candidate must be approved by a simple majority vote of 51% the Board of Directors and College of Monarchs in attendance at the candidate interviews.

### **SECTION 6.04 – Candidate Liaison**

1. The Candidate Liaison will be nominated from the sitting Board of Directors and must be approved by 2/3 majority vote.
  - A. This will take place at Candidate Interviews
2. Candidate Liaison must be unbiased and neutral when it comes to who the candidates are and campaign activities.
3. The duties of the Candidate Liaison will include but not be limited to:
  - A. Assisting the candidates in coordinating all candidate functions during the election
  - B. Ensure that the any and all interactions between the candidates and their campaign staff remains civil and professional
    - 1) Candidate Liaison may involve the Board of Directors if necessary, in any Candidate issues
4. Once approved, Candidates will meet with the Candidate Liaison following interviews, but prior to Golden Spike Awards, to decide how campaign functions are to be run.
  - A. Separate
  - B. Together
  - C. Combination of Both.

### **SECTION 6.05 – Campaign Rules**

1. The President of the Board, reigning Emperor and Empress, Prince Royale, Princess Royale, Crown Prince and Crown Princess may not openly endorse or campaign for any candidate.
2. The Board of Directors will set the length and dates of the campaign

3. Unveiling of the candidates to the General Membership takes place at 12:01 AM on the day of Golden Spike Awards.
  - A. The candidates and the Board of directors shall decide the location of the unveiling.
  - B. The Posters for unveiling cannot be bigger than 22 x 28.
  - C. To make the unveiling of candidates' fair, the Candidate Liaison will be in charge of coordinating the unveiling ceremony with the unveiling location.
4. No candidate may campaign prior to the unveiling of Candidates
  - A. This includes distribution of campaign materials, posters, etc.
  - B. Pre-campaigning will be a violation and may result in their disqualification.
    - 1) Pre-campaigning is defined as discussing your intention of seeking an elected office by soliciting votes with possible voting members of the community
  - C. The candidates have priority for all scheduling during the campaign period with the exception of pre-scheduled General Court or Board meetings.
  - D. Candidates are responsible for the actions of their Campaign Staff.
    - 1) Campaign staff is defined as the candidate's campaign manager, the candidate's campaign committee, and all persons campaigning on behalf of that candidate.
5. No Campaign will deface any business, or other candidate campaign material
  - A. Graffiti is prohibited.
6. Campaigns cannot buy votes.
7. All complaints must be personally referred to the Candidate Liaison by the candidate himself/herself.
8. Any Campaign that is found in noncompliance with any campaign rules will be called to a meeting of the Board of Directors to review the situation.
  - A. The candidate Liaison must initiate any noncompliance issues before the Board.
  - B. The Board of Directors will then decide if action should be taken, including disqualification of candidacy and/or impose fines on that candidate deductible from that candidate's campaign refund and will see that such action is enforced.

### **SECTION 6.06 – No Candidates for the Office of Emperor and /or Empress**

1. In the event that no candidates seek, or qualifies for, the position of Emperor and/or Empress, the College of Monarchs shall meet and vote for a past Monarch(s) to fill the position(s).
2. The position(s) shall be offered to any past Monarch(s), who are willing to step into the vacancy,
3. The past Monarch(s), who accept and are approved to the office, shall be known as Regent during that reign.

### **SECTION 6.07 – Voting Day Guidelines**

1. The Board of Directors will advertise throughout the community voting information regarding the general election.
  - A. The advertising must include the date, time, location, voting qualifications, the court website.
  - B. No information regarding candidates will be on the poster.
  - C. The advertising will be paid for through the General Fund.
2. Voting will occur at least one week prior to Coronation in a neutral territory
  - A. Not in a bar or on bar property.
3. Voting will be only one (1) day
4. Voting hours will be over a 12-hour period
  - A. Traditionally it has been from the hours of 12:00 Noon to 12:00 AM
  - B. Time may have to vary depending on the location of voting
5. All individuals in the voting room are required to be there for the full 12 hours
  - A. With the exception of the Candidate Liaison

6. Candidates and their Campaign Managers are required to be in the voting room 15 minutes prior to the start of voting to open the voting day
  - A. Opening the voting will consist of:
    - 1) Inspecting the ballots to make sure they are in the voting room and have not been changed or altered since they were approved
    - 2) Ensuring the voting box has not been tampered with and is locked to ensure votes that have been cast are secure
    - 3) The President of the Board and the reigning Emperor and Empress will cast their votes for the election of the new Emperor and Empress
      - a) These votes will be placed in a separate envelope, sealed and placed in the voting box.
      - b) This envelope will only be opened in the event of a tie
      - c) If a tie does not occur, the envelope will remain sealed and stored with the other reign documentation.
7. Candidates and their Campaign Managers are required to be back at the voting room 15 minutes prior to the end of voting to close the voting day
  - A. As per voting room rules, they will not be allowed in the voting room until voting has completed
  - B. Closing the voting day will consist of:
    - 1) Destroying any un-used ballots to ensure additional fraudulent votes cannot be cast
    - 2) Taping closed the lid and ballot opening of the voting box
      - a) Once the voting box has been secured the following people will sign the taped areas with a marker:
        - 1- President of the Board
        - 2- Each Candidate
        - 3- Each Campaign Manager
      - b) The tape on the voting box is only to be removed by the people counting the votes
8. Candidates are allowed to provide their own shuttle for voting day
  - A. Shuttle is to be used to shuttle people from various places in the community to the voting room to vote
  - B. All insurance and liability for anything that happens in or with the shuttle is the responsibility of the candidate, not the R.C.G.S.E.
  - C. Shuttles will not be paid for by the R.C.G.S.E.

## **SECTION 6.08 – Voter Qualifications**

1. Voters must be over the age of 18.
2. Only Utah residents residing within the R.C.G.S.E. boundaries are eligible to vote in the General Election
  - A. See Article I, Section 1.01 for the R.C.G.S.E. Boundary Guidelines
3. All persons voting must show proof of residency by one of the following:
  - A. A valid Utah State ID Card or Military ID issued from a Utah Military base of Post within the R.C.G.S.E. boundaries
  - B. If the address on the above listed form of ID is not current, a voter may provide proof of current residency by providing one of the items listed above AND one of the following items:
    - 1) A bank statement dated within the last 60 days that contains an address within the R.C.G.S.E. boundaries and the voter's name.
    - 2) A utility bill dated within the last 60 days that contains an address within the R.C.G.S.E. boundaries and the voter's name.
    - 3) A lease agreement that is currently in effect that contains an address within the R.C.G.S.E. boundaries and the voter's name.
    - 4) boundaries and the voter's name.

## **SECTION 6.09 – Voting Room**

1. The List of people who will be required / allowed to be in the voting room are:
  - A. The President of the Board
  - B. The Reigning Monarchs
  - C. Person selling Coronation tickets
    - 1) This person may or may not be the Treasurer
  - D. The Candidate Liaison(s)
    - 1) Candidate Liaison(s) will have the flexibility to go in and out of the room as needed by the candidates
2. Any changes or exceptions to the above list will require a 2/3 majority approval of the Board of Directors
3. Voting Box
  - A. It will be the responsibility of the President of the Board to ensure that the voting box and hole punches are in the voting room prior to the beginning of voting.
4. Campaign Paraphernalia
  - A. Candidates may have one poster in the voting room during voting
    - 1) The poster cannot be bigger than 22 x 28.
  - B. No other campaign paraphernalia may be left or distributed in or around the voting room
    - 1) T-Shirts, buttons or any other wearable paraphernalia worn by a voter are allowed in the voting room for the duration of time it takes for the person to cast their vote.
      - a) Those items must then leave with the voter when they are finished
5. There will be no campaigning, to include telling someone how to vote, or loitering by anyone in or around the voting room.
6. Candidates and their staff will not be allowed in or around the voting area except to cast their votes.
  - A. This includes the parking lot

## **SECTION 6.10 – Voting Ballots**

1. The President of the Board shall be in charge of creating and printing the voting ballots
  - A. Ballots must be approved by the Board of Directors before voting day
  - B. Approval is so that the voting ballot is user friendly
2. The cost to print the ballots is covered by the voting ballots line item in the yearly budget
3. Voting Ballots shall be formatted and counted as follows:
  - A. Multiple Candidates for Emperor and/or Empress:
    - 1) Each candidate for each position will have a box next to their name.
      - a) Each qualified voter will hole punch the box for only one (1) candidate for Emperor.
      - b) Each qualified voter will hole punch the box for only one (1) candidate for Empress.
    - 2) There will not be a “NONE OF THE ABOVE” selection on a ballot with multiple candidates for Emperor and/or Empress
  - B. One candidate for Emperor and/or Empress (Uncontested Race):
    - 1) The name of the single candidate for Emperor and/or Empress will appear on the ballot with a Yes or No box below their name
    - 2) Each qualified voter will hole punch the Yes box if they wish to vote for the candidate or hole punch the No box if they do not wish to vote for the candidate
4. Voting ballots must be punched clearly using a hole punch
  - A. Votes cast by not using a hole punch will void that race on the ballot
  - B. Hole punching the box for multiple candidates in one race will void that race on the ballot.

- C. Hole punching both the Yes and No box for a single candidate will void that race on the ballot
  - D. Punching outside the box for a candidate race will void that race on the ballot
5. Write in Candidates and defacing the ballot will void that race on the ballot

### **SECTION 6.11 – Absentee Ballots**

1. All Citizens for Life shall be offered an absentee ballot so their vote may be counted towards the general election
2. All R.C.G.S.E. Monarchs will be offered the opportunity to cast their vote in person OR by Absentee ballot.
  - A. The President of the College of Monarchs will be in charge of contacting each R.C.G.S.E. Monarch for which contact information is available and establish if they elect to either vote in person or vote by absentee ballot.
    - 1) This must be complete by candidate unveiling
    - 2) Any changes to already established voting elections must also be complete prior to candidate unveiling
3. Absentee ballots may be issued in one of two formats:
  - A. Paper Ballots:
    - 1) Paper ballot packets are to be mailed to recipients the first business day after candidate unveiling.
    - 2) Packets will contain the following:
      - a) A letter to voter with a timeline when the ballot should be returned and a point of contact for any questions.
      - b) Instructions on how to complete the paper ballot
      - c) Short bios of each candidate running for Emperor and/or Empress and what their goals are for their reign if elected
        - 1- This is done so the voter will know more about who is running for the offices of Emperor and/or Empress
      - d) A paper ballot in a stamped envelope with the R.C.G.S.E. name and address as both the mailing and return addresses
        - 2- This is to keep the identity of the voter anonymous.
    - 3) For the vote to be valid, the Paper Ballots must be received by voting day.
      - a) All returned envelopes with paper ballots must be opened and placed in the voting box prior to it being sealed at the end of voting day
  - B. An electronic ballot may be e-mailed.
    - 1) Electronic ballots will be e-mailed the Saturday before Voting Day.
      - a) Electronic votes must be cast and returned back to the President of the Board no later than one (1) hour prior to the end of voting.
        - 1- This gives the President of the Board time to record the electronic ballot prior to the voting box being sealed.
      - b) The President of the Board Shall mark a physical ballot with the results of the electronic ballot and shall have one of the Reigning Monarchs confirm those results before depositing the ballot in the Voting Box.

### **SECTION 6.12 – Voting Outcome**

1. Votes in the General Election will be counted by a Non-R.C.G.S.E. affiliated third party chosen by the President of the Board
  - A. Choice must be approved by the Board of Directors
  - B. Results must be documented clearly and placed in a sealed envelope inside the voting box

- 1) Envelope with the results will be opened on stage during crowning ceremony
2. In elections where there are multiple candidates for the same office, the Candidate with the highest number of votes will be the winner of that office.
3. In elections where there is only one candidate for a specific office, the candidate must receive a majority of Yes votes to be the winner of that office
  - A. A majority is defined as over 50% of the votes cast
  - B. If that candidate does not receive a majority of Yes votes, they will not be the winner of that office.
  - C. The College of Monarchs will then appoint a regent Emperor or Empress to fill the position, in accordance with existing Bylaws.
4. In the event of a tie in multiple candidate and/or single candidate races, the envelope holding the votes cast by the President of the Board of Directors and the reigning Emperor and Empress will be opened and included in the vote tally to break the tie.

## **ARTICLE VII**

### **COLLEGE OF MONARCHS**

#### **SECTION 7.01 – Membership and Responsibilities**

1. Membership in the College of Monarchs of the Royal Court of the Golden Spike Empire shall be restricted to past Monarchs of the R.C.G.S.E. who are in good standing with the court.
2. At the first Board of Directors meeting following Coronation and before Victory Brunch, the College of Monarchs shall meet with the purpose of selecting a College of Monarchs President and Vice president for the current reign.
  - A. Only members of the College of Monarchs are eligible to be nominated for these positions.
  - B. The past Monarchs present at this meeting shall be considered a quorum for voting purposes.
3. The College of Monarchs, in addition to the responsibilities listed in the Bylaws and Resolutions, shall host at least four (4) events during a reign.
  - A. Any event during Aids Awareness Week with proceeds to benefit the R.C.G.S.E. AIDS Fund
  - B. Any event during Cancer Awareness Week with proceeds to benefit the Cancer Fund
  - C. Any event during Transgender Awareness Week with proceeds to benefit the Transgender Fund.
  - D. An event following Golden Spike Awards with proceeds to benefit the Coronation Hospitality Suite.
4. Any disciplinary actions brought against a past Monarch of the R.C.G.S.E. shall follow the same guidelines as set forth in the Bylaws and Resolutions of the R.C.G.S.E.

## **ARTICLE VIII**

### **PROTOCOL, ATTENDANCE & CONDUCT**

#### **SECTION 8.01 – Out of Town Coronation Walks**

1. The reigning Emperor, Empress, Prince Royale, Princess Royale, Crown Prince and Crown Princess are required to wear their crowns and medallions during all out of town walks of the R.C.G.S.E.
  - A. Extenuating circumstances will be taken into consideration
  - B. It is optional for anyone else walking that may have a crown or medallion
2. If in attendance, the reigning Emperor, Empress, Prince Royale, Princess Royale, Crown Prince and Crown Princess are required to walk during all out of town walks of the R.C.G.S.E.
  - A. Repetitive missing of court walks by the Emperor, Empress, Prince Royale, Princess Royale, Crown Prince and Crown Princess may result in disciplinary action

- 1) Any disciplinary action will be at the discretion of the Board of Directors
  - 2) Extenuating circumstances will be taken into consideration
3. Miscellaneous Court Titles
- A. If someone associated with the R.C.G.S.E., who does not have a title, attends an out of town Coronation, the Emperor and/ or Empress may give them the title of “Friend of the Court” so they may walk during the court walk
4. Written protocol guidelines
- A. The current reign has the option to enlist a community member or board member to be Minister of Protocol
    - 1) This person would be in charge of writing protocol for all out of town walks
    - 2) It is the responsibility of this person to ensure that protocol is emailed to a member of the R.C.G.S.E. that is attending the out of town coronation so that they can print it and turn it in.
  - B. Outline of written protocol should be as follows
    - 1) Introduction, greetings and salutations
    - 2) Congratulations to out of town reign stepping down
    - 3) People walking for the R.C.G.S.E.
    - 4) Invitation to the next R.C.G.S.E. Coronation
    - 5) Ending statement
  - C. People walking for the R.C.G.S.E. should be listed by title in the following order
    - 1) Miscellaneous Court Titles
    - 2) Current reign titleholders
    - 3) Top 10 Titles
    - 4) Family Titles
    - 5) Pageant Titleholders
    - 6) Lifetime Title Holders
    - 7) Past Crown Prince & Crown Princesses
    - 8) Past Prince Royale & Princess Royales
    - 9) Past Monarchs
    - 10) Current Reign, in the following order:
      - a) Crown Prince & Princess
      - b) Prince Royale & Princess Royale
      - c) Emperor & Empress
  - D. Greetings, congratulations and Coronation invitation must be simple and concise
  - E. The R.C.G.S.E. will comply with all out of town written protocol guidelines set forth by any other chapter of the I.I.C.S.

## **SECTION 8.02 – Out of Town Function Attendance**

1. The reigning Emperor, Empress, Prince Royale, Princess Royale, Crown Prince and Crown Princess are required to be at the following functions at all Out of Town Coronations they attend:
  - A. Out of Town Show
    - 1) An exception can be made for attending the Out of Town show if travel requirements restrict or impede attendance
  - B. Coronation
2. Attendance at Victory Brunch is highly recommended but may be missed due to travel requirements.
3. Attendance at other functions such as Bar Tours, Water Parties and any other extra activity planned for that out of town weekend is at the discretion of the Emperor, Empress, Prince Royale, Princess Royale, Crown Prince and Crown Princess.
4. Attendance at these functions does not mean showing up for part of the function then leaving

- A. The entire function must be attended
- 5. Repetitive missing of these functions by the Emperor, Empress, Prince Royale, Princess Royale, Crown Prince and Crown Princess may result in disciplinary action
  - A. Any disciplinary action will be at the discretion of the Board of Directors
  - B. Extenuating circumstances will be taken into consideration

### **SECTION 8.03 – R.C.G.S.E. State Function Attendance**

1. The reigning Emperor, Empress, Prince Royale, Princess Royale, Crown Prince and Crown Princess are expected to attend the following functions:
  - A. Investitures
  - B. All R.C.G.S.E. Pageants
  - C. Snowball
  - D. Golden Spike Awards
  - E. CP Ball
  - F. PR Ball
  - G. Out of Town Show
  - H. Coronation
  - I. Victory Brunch
2. Attending means for the entire event, from start to finish
3. Emblems of Office must be worn if required
  - A. See Article IX (9) of these By-Laws
4. If the reigning Emperor, Empress, Prince Royale, Princess Royale, Crown Prince and Crown Princess are unable to attend any of these events, the reigning monarchs and / or President of the Board must be notified at least twenty-four (24) hours prior to the event
  - A. President of the Board will then inform the Board of Directors of the absence if necessary
5. Consistent failure to attend the event, without contacting the President of the Board, may result in disciplinary action.

### **SECTION 8.04 – R.C.G.S.E. Code of Conduct**

1. All members of the R.C.G.S.E., especially reigning titleholders, are expected conduct themselves with professionalism and respect during any and all functions
2. This includes In and Out of Town Functions
3. Things such as belligerence, disrespect, violence, and destruction of personal or public property will not be tolerated in any form
4. A sense of decorum while representing the R.C.G.S.E. during functions should always be maintained
  - A. This includes any actions that impairs their abilities and reflects negatively on the R.C.G.S.E.
    - 1) Set forth by local and state laws
5. Failure to follow this Code of Conduct shall result in disciplinary action
6. The R.C.G.S.E. will not govern or be held responsible for the actions of its members during their own free time and when they are not performing their duties.

### **SECTION 8.05 – R.C.G.S.E. Anti-Bullying Policy**

1. Definition of Bullying
  - A. The RCGSE defines bullying as an individual or group of people repeatedly and intentionally causing hurt or harm to another person or group of people who feel helpless to respond.
2. Types of Bullying



- A. There are many different types of bullying, some are obvious to spot while others can be more subtle
- B. Ways bullying can happen are, but are not limited to
  - 1) Physical Bullying
    - a) Hitting
    - b) Kicking,
    - c) Tripping
    - d) Pinching
    - e) Pushing
    - f) Unsolicited or unwanted physical advances
  - 2) Verbal Bullying
    - a) Verbal bullying can include but is not limited to:
      - 2- Name Calling
      - 3- Insults
      - 4- Teasing
      - 5- Intimidation
      - 6- Homophobic remarks
      - 7- Transphobic remarks
      - 8- Gender phobic remarks
      - 9- Racist remarks
      - 10- Verbal Abuse
      - 11- Shaming of any kind
      - 12- Unsolicited or unwanted verbal advances
    - b) Verbal bullying can start off as harmless but can escalate quickly
    - c) Some places and times where we should always be mindful of what is joked about or said are but are not limited to:
      - 1- Emceeding a show
      - 2- Conducting a meeting
      - 3- Public events where the RCGSE is being represented
    - d) Always remember, someone's funny comment or joke could be a harmful comment or insult to another.
  - 3) Social bullying
    - a) Social bullying can be covert and is often harder to recognize and can be carried out behind the bullied persons back.
    - b) It is designed to harm someone's social reputation and/or cause humiliation
    - c) Social bullying includes but is not limited to:
      - 1- Lying and spreading rumors
      - 2- Negative facial or physical gestures
      - 3- Menacing or contemptuous looks
      - 4- Playing nasty jokes to embarrass and humiliate
      - 5- Mimicking unkindly
      - 6- Encouraging others to socially exclude someone
      - 7- Damaging someone's social reputation or social acceptance
  - 4) Cyber bullying
    - a) Cyber bullying is done using digital technologies, including hardware such as computers, smartphones and software such as social media, instant messages, texts, websites and other online platforms
    - b) Cyber bullying can happen at any time, can be in private or in public, and is sometimes only known to the target and the person bullying

- c) Cyber bullying can include but is not limited to:
  - 1- Abusive or hurtful texts, emails or posts
  - 2- Abusive or hurtful images or video
  - 3- Deliberately excluding others online
  - 4- Nasty gossip or rumors
  - 5- Intimidating others online
- 3. Consequences of Bullying
  - A. The RCGSE has a zero-tolerance policy for bullying of ANY kind
  - B. The RCGSE encourages its members to be open and honest about bullying and we have an open door, non-judgmental, non-retaliatory policy of reporting bullying
    - 1) The RCGSE would ask that all reasonable attempts are made to resolve the bullying dispute before reporting
      - a) If a member does not feel comfortable in making the attempt to resolve the dispute, a member of the RCGSE Board of Directors can and will act as a neutral mediator for the meeting.
  - C. Accusations of bullying will be brought before the Disciplinary Committee and can lead to additional disciplinary action up to and including:
    - 1) Disciplinary sanctions
    - 2) Removal of title
    - 3) Revocation of R.C.G.S.E. Membership
  - D. The RCGSE takes this policy very seriously and will not tolerate anyone using this policy for personal gain, personal vendettas or retaliatory action.
    - 1) Anyone found using this policy as such will be brought before the Disciplinary Committee and can be subject to additional disciplinary action up to and including:
      - a) Disciplinary sanctions
      - b) Removal of title
      - c) Revocation of R.C.G.S.E. Membership

## **ARTICLE IX**

### THE EMBLEMS OF OFFICE

#### **SECTION 9.01 - Definition**

- 1. An Emblem of Office shall be defined as any crown, medallion, or token that is presented to a recipient as a result of an election, pageant or appointment that has been purchased by the Royal Court of the Golden Spike Empire.
  - A. This shall exclude the issuance of certificates.
- 2. The holders of the Emblems of Office shall be:
  - A. The Emperor
  - B. The Empress
  - C. The Prince Royale
  - D. The Princess Royale
  - E. The Crown Prince
  - F. The Crown Princess
  - G. Any other title that may be added to this By-Law.
- 3. The time the titleholder shall hold these emblems shall be from the time of taking the oath of office, appointment, or entitlement until the stepping down or replacement.
- 4. The Emblems of office shall be worn at “all appropriate functions” as stated in the Bylaws and resolutions of the R.C.G.S.E., for the duration of the event except during their performance
  - A. Appropriate Functions are defined as:

- 1) R.C.G.S.E. Victory Brunch
  - 2) R.C.G.S.E. Investitures
  - 3) Gay Pride Day Parade
  - 4) All Pageant Crowning Ceremonies
  - 5) State functions as follows:
    - a) Snowball
    - b) Golden Spike Awards
    - c) PR Ball
    - d) CP Ball
  - 6) At all out of realm walks
- B. When representing the court in an official capacity at which point the court has purchased or sponsored entrance into the event (i.e. HRC Gala, UAF Oscars Gala, etc.).
- C. All other events at the discretion of the Monarchs

## **SECTION 9.02 – Crowning Paraphernalia**

1. The Crowning Paraphernalia used during the crowning ceremony at Coronation is defined as:
  - A. Original Empress State Crown
  - B. Current Empress State Crown
  - C. Emperor Medallion
  - D. Orb
  - E. Scepter
  - F. Sword
  - G. Robes
  - H. Book of By-Laws and Proclamations
  - I. Emperor Oath of Office
  - J. Empress Oath of Office
2. The registered agent shall be in charge of all of the R.C.G.S.E. Crowning Paraphernalia
3. The Registered Agent will also be responsible for:
  - A. Arranging for the storage of all items
  - B. Make sure that all items are kept in good repair
  - C. Making sure all items are ready for Coronation each year
  - D. Arrange for delivery of the items to the site of coronation in a timely manner.
4. The President of the Board shall receive the crowing paraphernalia for Coronation and return it to the Registered Agent directly following the event.

## **SECTION 9.03 R.C.G.S.E. State Crowns Guidelines**

1. State Crowns shall be defined as:
  - A. Empress Crown
  - B. Princess Royale Crown
  - C. Crown Princess Crown
  - D. Any crown that is surrendered at step down and presented to their successor.
2. Registered Agent will be responsible to ensure the State Crowns are cleaned, repaired if necessary and ready for crowning ceremony each year along with all other crowning paraphernalia.
3. The State Crowns are the property of the R.C.G.S.E. and are loaned to the Respective Titleholder for the duration of their reign.
4. The State Crowns will be stored in their crown cases
  - A. Crown cases will be given to the Respective Titleholder at victory brunch, or time of appointment.
5. If a State Crown becomes damaged at any time the following must occur:

- A. The President of the Board must be notified
  - 1) Notification must happen immediately or no later than 24 hours after damage is incurred.
- B. If damage is extensive, a written account of what happened must be sent to the President of the Board
  - 1) Documentation must be sent no later than 24 hours after damage is incurred.
- C. At no time should the titleholder fix or try to fix the damage on their own
- 6. After inspection of the damage, the Board of Directors will decide what action should be taken
  - A. Fix the crown
  - B. Replace the crown
- 7. Accidents happen, however, depending on the circumstances behind the damage, the respective titleholder may face consequences in respect to the damage to the state crown.
  - A. Consequences may include
    - 1) Financial responsibility to repair the state crown
    - 2) Financial responsibility to replace the state crown
  - B. Should the respective titleholder not comply with said consequences the respective titleholder may be subject to disciplinary action.
  - C. The Board of Directors will have final say if consequences are warranted, what those consequences are and what the punishment will be if the respective titleholder does not comply with the consequences.
- 8. All State Crowns must be inspected seasonally by the Board of Directors to ensure the integrity of the Crown.
- 9. Damage incurred from normal wear and tear is excluded from the above sections.
  - A. Normal wear and tear will be determined by the Board of Directors.

## **ARTICLE X**

### **TITLES**

#### **SECTION 10.01 – Higher Titles**

1. Let it be known that there will be no title higher than Emperor or Empress in the Royal Court of the Golden Spike Empire.

#### **SECTION 10.02 – Elected/Regent Titles**

1. At any time, at the discretion of the Board, the Board of Directors will review any Monarch's resignation or removal from office.
  - A. Should the Board conclude that the resignation was of such a nature (i.e., death, illness, etc.) that Monarch should continue to be recognized, the word "ELECTED" or any special denotation (such as the "Liberty Empress" title given to Lois Lane) shall be added to precede the Emperor or Empress Designation.
  - B. The title shall become a permanent title and that Monarch shall be so recognized.
2. At the first Board of Directors meeting after Coronation and before Victory Brunch, should the Board conclude that the Regent Emperor or Empress has fulfill the duties of the office to which they were elevated, the "REGENT" designation shall be dropped from the title

#### **SECTION 10.03 – Permanent Titles**

1. Let it be known that from this day forth, all permanent titles are for life unless removed by the disciplinary committee.

## **SECTION 10.04 – Titles by Resolution**

1. A lifetime title by resolution of the Board of Directors can be given to a deserving Court member in good standing.
  - A. Other than the title, no other duties or responsibilities are attached.

## **SECTION 10.05 – Emperor & Empress Titles at Investitures**

1. At investitures each year the reigning Emperor and Empress shall invest chosen community members with titles to be used for their reign.
  - A. These titles shall be known as the Imperial Family
2. Title Rules
  - A. All titles must be given and displayed as a Declaration of Title
    - 1) Exceptions to this are any titles given to a past monarch of the International Imperial Court System (I.I.C.S.).
      - a) Any title given to a past monarch of the I.I.C.S. must be a Certificate of Entitlement and must be displayed as such on the certificate.
  - B. Personal titles may not be multiple recipient titles
    - 1) a) If you chose to give out the same title to multiple people, each title will be included in the ten (10) title limit.
3. Titles that are not given out at Investitures are:
  - A. Prince Royale & Princess Royale
  - B. Crown Prince and Crown Princess
  - C. Pageant Titles
4. The titles that are required to be given out at Investitures are:
  - A. Parent Titles
    - 1) The Emperor must give out the following parent titles:
      - a) King Father
        - 1- Must be given to any past Monarch of the R.C.G.S.E.
        - 2- Limit of 1 per reign
      - b) Imperial Father to the Emperor
        - 1- Can be given to any recipient the Emperor choose
        - 2- Limit of 2 per reign
      - c) Imperial Mother to the Emperor
        - 1- Can be given to any recipient the Emperor chooses
        - 2- Limit of 2 per reign
    - 2) The Empress must give out the following parent titles:
      - a) Queen Mother
        - 1- Must be given to any past Monarch of the R.C.G.S.E.
        - 2- Limit of 1 per reign
      - b) Imperial Father to the Empress
        - 1- Can be given to any recipient the Empress chooses
        - 2- Limit of 2 per reign
      - c) Imperial Mother to the Empress
        - 1- Can be given to any recipient the Empress chooses
        - 2- Limit of 2 per reign
  5. The Emperor and Empress are also allowed to give out an additional ten (10) Personal Titles at Investitures
    - A. These titles must follow the above-mentioned title rules
    - B. Title descriptions are at the discretion of the Emperor or Empress

- C. Title recipients are at the discretion of the Emperor or Empress
- 6. The Emperor and Empress also have the option to give out the traditional Top 10 Titles
  - A. Top 10 Titles are bestowed to any individual the Emperor or Empress deem worthy of the title
    - 1) Top 10 titles cannot be given to past Monarchs, Prince Royale, Princess Royale, Crown Prince or Crown Princess of the R.C.G.S.E.
    - 2) If the Emperor and Empress decided not to give out Top 10 titles, they do not get the option to replace those titles with personal titles.
  - B. The Emperor has the option to give out the following Top 10 Titles:
    - 1) Prince Consort
    - 2) Czar
    - 3) Lord
    - 4) Grand Duke
    - 5) Marquis
    - 6) Count
    - 7) Viscount
    - 8) Baron
    - 9) Court Jester
    - 10) Knight
  - C. The Empress has the option to give out the following Top 10 Titles:
    - 1) Princess Consort
    - 2) Czarina
    - 3) Lady in Waiting
    - 4) Grand Duchess
    - 5) Marquessa
    - 6) Countess
    - 7) Viscountess
    - 8) Baroness
    - 9) Court Jester
    - 10) Dame
- 7. Full list of the Imperial Family Titles will be displayed on the R.C.G.S.E. website and in the Coronation Program at the end of the year.

### **SECTION 10.06 – Prince & Princess Royale Titles at Investitures**

- 1. At investitures each year the reigning Prince Royale and Princess Royale shall invest chosen community members with titles to be used for their reign.
  - A. These titles shall be known as the Royal Family
- 2. Title Rules
  - A. All titles must be given and displayed as a Declaration of Title
    - 1) Exceptions to this are any titles given to a past monarch of the International Imperial Court System (I.I.C.S.).
      - a) Any title given to a past monarch of the I.I.C.S. must be a Certificate of Entitlement and must be displayed as such on the certificate.
  - B. Personal titles may not be multiple recipient titles
    - 1) a) If you chose to give out the same title to multiple people, each title will be included in the ten (10) title limit.
- 3. Titles that are not given out at Investitures are:
  - A. Prince Royale & Princess Royale
  - B. Crown Prince and Crown Princess

### C. Pageant Titles

4. The titles that are required to be given out at Investitures are:
  - A. Parent Titles
    - 1) The Prince Royale must give out the following parent titles:
      - a) Royal Father to the Prince
        - 1- Can be given to any recipient the Prince Royale chooses
        - 2- Limit of 2 per reign
      - b) Royal Mother to the Prince
        - 1- Can be given to any recipient the Prince Royale chooses
        - 2- Limit of 2 per reign
      - c) Royal Prince
        - 1- Can be given to any recipient the Prince Royale chooses
        - 2- Limit of 1 per reign
    - 2) The Princess Royale must give out the following parent titles:
      - a) Royal Father to the Princess
        - 1- Can be given to any recipient the Princess Royale chooses
        - 2- Limit of 2 per reign
      - b) Royal Mother to the Princess
        - 1- Can be given to any recipient the Princess Royale chooses
        - 2- Limit of 2 per reign
      - c) Royal Princess
        - 1- Can be given to any recipient the Princess Royale chooses
        - 2- Limit of 1 per reign- 5. The Prince Royale and Princess Royale are also allowed to give out an additional seven (7) Personal Titles at Investitures
  - A. These titles must follow the above-mentioned title rules
  - B. Title descriptions are at the discretion of the Prince Royale and Princess Royale
  - C. Title recipients are at the discretion of the Prince Royale and Princess Royale
- 6. Full list of the Royal Family Titles will be displayed on the R.C.G.S.E. website and in the PR Ball Program at the end of the year.

## **SECTION 10.07 – Crown Prince & Crown Princess Titles at Investitures**

1. At investitures each year the reigning Crown Prince and Crown Princess shall each invest one (1) community member with a title to be used for their reign.
2. Title Rules
  - A. All titles must be given and displayed as a Declaration of Title
    - 1) Exceptions to this are any titles given to a past monarch of the International Imperial Court System (I.I.C.S.).
      - a) Any title given to a past monarch of the I.I.C.S. must be a Certificate of Entitlement and must be displayed as such on the certificate.
3. Titles that are not given out at Investitures are:
  - A. Prince Royale & Princess Royale
  - B. Crown Prince and Crown Princess
  - C. Pageant Titles
4. The title that is required to be given out by the Crown Prince at Investitures is:
  - A. Crown Father
    - 1) Can be given to any recipient the Prince Royale chooses
    - 2) Limit of 1 per reign

5. The title that is required to be given out by the Crown Princess at Investitures is:
  - A. Crown Mother
    - 1) Can be given to any recipient the Princess Royale chooses
    - 2) Limit of 1 per reign
6. The Crown Father and Crown Mother titles will be displayed on the R.C.G.S.E. Website

### **SECTION 10.08 – Anniversary Monarchs Titles at Investitures**

1. At investitures each year the Anniversary Monarchs shall invest chosen community members with titles
2. Anniversary Monarchs may give out 5 titles each
3. These titles may not be any title that is reserved for the Emperor, Empress, Prince Royale, Princess Royale, Crown Prince or the Crown Princess.

## **ARTICLE XI**

### **CORONATION WEEKEND**

### **SECTION 11.01 – Coronation Weekend Dates**

1. Annually, over Memorial Day Weekend in the month of May

### **SECTION 11.02 – Coronation Weekend Contract**

1. The contract for the Coronation Weekend events, facilities and logistics must be approved and signed by the end of September every year
  - A. Deadline can be extended if necessary, by approval of the board
2. The Emperor and Empress, along with the President of the board will decide the location (s) of the events for Coronation Weekend and secure all proposals and contracts
3. The final contract must be approved by a 2/3 majority vote of the Board of Directors before it can be signed and executed
  - A. Contract can only be signed by the President of the Board
4. The Board of Directors will decide who receives any room concessions given for complimentary rooms
5. Coronation events must be compliant with all ADA rules
  - A. Specifically, to include a ramp access to staging

### **SECTION 11.03 – Coronation Weekend Events**

1. Coronation Weekend shall consist of the following events:
  - A. In-Town Awards
    - 1) Held the Thursday evening of Memorial Day Weekend
  - B. Prince & Princess Royale (PR) Ball
    - 1) Held the Friday evening of Memorial Day Weekend
  - C. The Out of Town Show
    - 1) Held the Saturday evening of Memorial Day Weekend
  - D. Coronation
    - 1) Held the Sunday evening of Memorial Day Weekend
  - E. Victory Brunch
    - 1) Held the afternoon of Memorial Day



## **SECTION 11.04 – Complimentary Tickets**

1. Complimentary Coronation Tickets shall only be given to:
  - A. All past Monarchs of the R.C.G.S.E.
  - B. Current Monarchs
  - C. Current Prince/Princess Royale
  - D. Current Crown Prince/Princess
  - E. President of the Board
  - F. Scholarship Recipients
  - G. All administrator or operational people who will be working during coronation, who have been approved by the Board of Directors no less than 30 days prior to coronation, including but not limited to:
    - 1) Lighting
    - 2) Sound
    - 3) Door People
    - 4) Any Master of Ceremonies
2. Complimentary PR Ball Tickets shall only be given to:
  - A. All Past Prince and Princess Royale's of the R.C.G.S.E.
  - B. Current Monarchs
  - C. Current Prince Royale and Princess Royale
  - D. Current Crown Prince/Princess
  - E. President of the Board
  - F. All administrator or operational people who will be working during coronation, who have been approved by the Board of Directors no less than 30 days prior to coronation, including but not limited to:
    - 1) Lighting
    - 2) Sound
    - 3) Door People

## **SECTION 11.05 – Coronation Chairperson**

1. Emperor and Empress shall select a Coronation Chairperson to oversee the production of Coronation Weekend
  - A. Up to 2 people are allowed
  - B. Chairperson (s) will oversee all events with the exception of PR Ball and Hospitality Suite

## **SECTION 11.06 – Coronation Weekend Budget**

1. Coronation Weekend shall have the following budget items
  - A. Coronation Weekend Facilities
  - B. Coronation Weekend Transportation
  - C. Coronation Set
  - D. Out of Town Show
  - E. Victory Brunch
  - F. Coronation Stepdown Pins/Certificate
  - G. Coronation Weekend Tickets
  - H. Voting Ballots
  - I. Emperor & Empress College Banner
  - J. PR Ball
2. Budget amounts will be set each year with the Budget Committee

## **SECTION 11.07 – In Town Awards Guidelines**

1. In Town Awards is an event to recognize in-town individuals who have contributed to the success of the reign
2. This event shall be a free event
3. Format of the event will be at the discretion of the current reign
4. The cost to produce the event will fall under the standard show production budget
5. In Town Awards shall have its own budget line item in the yearly budget for the awards and / or certificates

## **SECTION 11.08 – PR Ball Guidelines**

1. PR Ball is the stepping down event of the Prince Royale and Princess Royale
2. PR Ball shall have a line item in the yearly budget
3. Prince Royale and Princess Royale shall select a PR Ball Chairperson to oversee the production of this event
  - A. Up to 2 people are allowed
4. Entrance cost for this event shall be set by the reigning Prince Royale and Princess Royale
  - A. Final cost must be approved by a 2/3 majority vote of the Board of Directors
5. Number Sets for the Evening
  - A. No more than 3 sets
    - 1) Not including the final walks of the Prince Royale and Princess Royale
6. Performances during PR Ball
  - A. Commands
    - 1) No more than 6 commands will be allowed
      - a) Prince Royale shall be given 2 commands to give out
      - b) Princess Royale Shall be given 2 commands to give out
      - c) Prince and Princess Royale shall be given 2 joint commands to be given out
    - 2) Does not include anniversary Prince Royale's and Princess Royales
    - 3) All command performances will be no longer than 7 minutes
      - a) Music will be checked by the DJ to ensure adherence to the time limit
      - b) Music will be faded if time limit is exceeded
    - 4) All command performances will not include any of the following:
      - a) Nudity in accordance with local and state laws
      - b) Live animals
      - c) Confetti or property damaging components
  - B. Anniversary Performances
    - 1) Time must be allotted for each of the decade anniversary Prince and Princess Royales
      - a) Not all anniversary Prince and Princess Royales will be available to or want to do a performance
      - b) Performance does not have to be a musical performance as long as it falls within the time guidelines
    - 2) All anniversary performances must be no longer than 10 minutes
      - a) Music will be checked by the DJ to ensure adherence to the time limit
      - b) Music will be faded if time limit is exceeded
    - 3) All anniversary performances will not include any of the following:
      - a) Nudity in accordance with local and state laws
      - b) Live animals
      - c) Confetti or property damaging components

- 4) Anniversary performers may not command someone else to perform in their place
- 7. Awards Presented**
  - A. Prince Royale and Princess Royale shall be limited to 6 awards Each
    - 1) Award names and information are at the discretion of the Prince Royale and Princess Royale
    - 2) Traditional Examples of awards that have been given out are:
      - a) Prince or Princess to Emperor or Empress
      - b) Prince or Princess to another Prince or Princess
  - B. All awards shall be presented at PR Ball
    - 1) For sake of time, awards segments must be quick and concise
  - C. Award cost can be covered by the budget set for PR Ball
- 8. Other Presentations required at PR Ball**
  - A. The following presentations must be made during PR Ball
    - 1) Royal Family Walk
    - 2) R.C.G.S.E. College of Prince Royales and Princess Royales
    - 3) Monetary Donations
      - a) If Any
    - 4) Out of Town PR Walk
      - a) Limited to only reigning Prince and Princesses
    - 5) Final Walks of the Prince Royale and Princess Royale
  - B. Placement of these presentations in the order of the evening shall be at the discretion of the Prince Royale and Princess Royale
    - 1) Exception is the Final Walks of the Prince Royale and Princess Royale
      - a) These happen at the end of the night
- 9. Final Walks of the Prince Royale and Princess Royale**
  - A. Final walks will happen at the end of the night
  - B. The Prince Royale will be allowed no more than 3 tracks not to exceed 18 minutes during his final walk
  - C. The Princess Royale will be allowed no more than 3 tracks not to exceed 18 minutes during her final walk
- 10. Additional Information**
  - A. Set & Decor
    - 1) Set and décor design shall be at the discretion of the Prince Royale and the Princess Royale
    - 2) Set and décor cost can be covered by the budget set for PR Ball
  - B. Program
    - 1) PR Ball Program shall have a line item in the yearly budget
    - 2) PR Ball Program budget shall be offset by income generated by ads sold
    - 3) Design of the PR Ball Program shall be at the discretion of the Prince and Princess Royale
  - C. Emcees & DJ
    - 1) The DJ and number of Emcees and who they are shall be at the discretion of the Prince Royale and Princess Royale
  - D. Sound and Lighting
    - 1) PR Ball shall use the R.C.G.S.E. Sound and Lighting system unless limited or restricted by contracted venue
    - 2) Additions to the sound and lights, if desired, are to be rented separately
    - 3) Cost of the additions can be covered by the budget set for PR Ball
- 11. Changes to these guidelines is only allowed by following the by-law amendment rules set forth in these By-Laws**

## **SECTION 11.09 – Out of Town Show Guidelines**

1. The Out of Town is an event at where reigning Out of Town Monarchs attending the R.C.G.S.E. Coronation Weekend are invited to perform
  - A. Performance priority will be given to reigning Out of Town Monarchs
  - B. Performances by reigning Prince and Princesses will be if time allows
    - 1) Time frame is based on venue rules
2. Entrance cost for this event shall be set by the reigning Emperor & Empress
  - A. Final cost must be approved by a 2/3 majority vote of the Board of Directors
3. The Out of Town Show shall have a line item in the yearly budget
4. Format of the event will be at the discretion of the current reign
5. Set
  - A. Set design for this event shall be at the discretion of the Emperor and Empress
  - B. Set cost can be covered by the budget set for the Out of Town show

## **SECTION 11.10 – Coronation Guidelines**

1. Coronation is the stepping down event for the reigning Emperor and Empress
2. At the conclusion of the Coronation Event, the voting results for the new Emperor and Empress will be revealed and if elected, they will take the oath of office
3. Entrance cost for this event shall be set by the reigning Emperor and Empress
  - A. Final cost must be approved by a 2/3 majority vote of the Board of Directors
4. Number Sets for the Evening
  - A. No more than 3 sets
    - 1) Not including the final walks of the Emperor and Empress
5. Performances during Coronation
  - A. Commands
    - 1) No more than 6 commands will be allowed
      - a) Emperor shall be given 2 commands to give out
      - b) Empress Shall be given 2 commands to give out
      - c) Emperor & Empress shall be given 2 joint commands to be given out
    - 2) Does not include a final performance before final walks given to the Crown Prince & Princess and Prince & Princess Royale
      - a) These performances are optional but are traditionally given
      - b) If given, the number of songs per person is limited to the following:
        - 1- Crown Prince & Princess
          - a- 1 song each
        - 2- Prince Royale and Princess Royale
          - b- 1 song each
    - 3) Does not include anniversary Monarchs
    - 4) All command performances will be no longer than 7 minutes
      - a) Music will be checked by the DJ to ensure adherence to the time limit
      - b) Music will be faded if time limit is exceeded
    - 5) All command performances will not include any of the following:
      - a) Nudity in accordance with local and state laws
      - b) Live animals
    - 6) Confetti or property damaging components
  - B. Anniversary Performances
    - 1) Time must be allotted for decades anniversary Emperor and Empress

- a) Not all anniversary Emperor & Empresses will be available to or want to do a performance
  - b) Performance does not have to be a musical performance as long as it falls within the time guidelines
  - 2) All anniversary performances must be no longer than 10 minutes
    - a) Music will be checked by the DJ to ensure adherence to the time limit
    - b) Music will be faded if time limit is exceeded
  - 3) All anniversary performances will not include any of the following:
    - a) Nudity in accordance with local and state laws
    - b) Live animals
    - c) Confetti or property damaging components
  - 4) Anniversary monarchs may not command another performer to perform in their place
- 6. Awards Presented**
- A. The following awards must be presented at Coronation
    - 1) Excellence of the Spike
    - 2) Court Member of the Year
    - 3) Board Member of the Year
    - 4) Youth Member of the Year
      - a) If given that year
    - 5) Lifetime Titles
    - 6) Citizens for Life
  - B. Personal Awards
    - 1) The Emperor and Empress shall be limited to 12 awards Each
      - a) Award names and recipients are at the discretion of the Emperor and Empress
      - b) No more than 4 awards each may be given out at Coronation
        - 1- The rest shall be done at Victory Brunch
    - 2) For sake of time, awards segments must be quick and concise
- 7. Other Presentations required at Coronation**
- A. The following items must be presented during Coronation:
    - 1) Imperial Family
    - 2) Scholarships
    - 3) Monetary Donations
    - 4) Out of Town Courts
    - 5) Final Walks of the Emperor and Empress
    - 6) Crowning Ceremony
  - B. Placement of these presentations in the order of the evening shall be at the discretion of the Emperor and Empress
    - 1) Exception are the Final Walks of the Emperor & Empress and the Crowning Ceremony
      - a) Those happen in that order at the end of the night
- 8. Final Walks of the Emperor and Empress**
- A. Final walks will happen at the end of the night
  - B. The Emperor will be allowed no more than 3 tracks not to exceed 18 minutes during his final walk
  - C. The Empress will be allowed no more than 3 tracks not to exceed 18 minutes during her final walk
- 9. Additional Information**
- A. Set & Decor
    - 1) Set & décor design shall be at the discretion of the Emperor and Empress
    - 2) Set & décor cost is covered by the Coronation Set budget line item
  - B. Program
    - 1) Coronation Program shall have a line item in the yearly budget
    - 2) Coronation Program budget shall be offset by income generated by ads sold

- 3) Design of the Coronation Program shall be at the discretion of the Emperor and Empress
  - C. Emcees & DJ
    - 1) The DJ and number of Emcees and who they are shall be at the discretion of the Emperor and Empress
  - D. Sound and Lighting
    - 1) Coronation shall use the R.C.G.S.E. Sound and Lighting system unless limited or restricted by contracted venue
    - 2) Additions to the sound and lights, if desired, are to be rented separately
    - 3) Cost of the additions is covered by the Coronation Set budget line item
10. Changes to these guidelines is only allowed by following the by-law amendment rules set forth in these By-Laws

### **SECTION 11.11 – College of Monarchs Processional Walk**

- 1. The college of monarchs will be announced after Final Walks and before the Crowning Ceremony
  - A. Reigns shall be announced in numerical order with the following information:
  - B. Reign Number
  - C. Reign Name
  - D. Monarch Spike Title only
    - 1) Personal titles will not be read for sake of time
  - E. Monarch Number
  - F. Monarch Name
  - G. Example:
    - 1) “Reign 1, The Salt and Pepper Court, The Spice of the Spike, Emperor 1 Pepper, escorting, the Origin of the Spike, Empress 1 Deanna”
- 2. Monarchs walking in the College of Monarchs Processional will walk onto the stage and remain on stage for the duration of the crowning ceremony

### **SECTION 11.12 – Crowning Ceremony**

- 1. The crowning ceremony will happen at the conclusion of the College of Monarchs Processional Walk
- 2. The President of the Board shall be in charge of the Crowning Ceremony
- 3. Crowning Paraphernalia
  - A. It will be the responsibility of the President of the Board to give each piece of the Crowning Paraphernalia to members of the College of Monarchs to bring with them as they walk onto the stage
  - B. This will ensure that all the needed pieces of the Crowning Paraphernalia are on stage and ready
- 4. Crowning Bench
  - A. Crowning bench is the bench the new monarchs kneel on while they take the oath of office
  - B. The crowning bench shall be placed on stage facing the audience
- 5. Ceremony Guidelines
  - A. The candidates running for Emperor and Empress shall be sequestered in a separate room at the beginning of the College of Monarchs Processional Walk
    - 1) Candidate Campaign Managers have the option of being in the room with their candidate
  - B. Once the College of Monarchs Processional Walk has completed, the President of the Board will come forward and call for the voting box
  - C. The President of the Board will unlock the voting box and open the results of the election
    - 1) They will read the results of the election
    - 2) They will then share those results with the monarchs on stage

- D. Once all monarchs on stage have read the voting results, the President of the Board will leave the stage / ballroom and go to where the candidates have been sequestered and reveal the results of the election to the candidates
    - 1) The crowning bench shall be put into place at this time
  - E. Those candidates who have been elected will then accompany the President of the Board back into the ballroom and up on stage to be crowned the new Emperor and / or Empress.
  - F. The reading of the Oaths of Office will be done by the Emperor and Empress who just stepped down
    - 1) Stepping down Emperor shall read the Oath of Office to the New Emperor
    - 2) Stepping down Empress shall read the Oath of Office to the New Empress
  - G. Provided it is read correctly, the Oath of Office for the newly crowned monarchs will provide a step by step guide as to when each piece of the Crowning Paraphernalia shall be used
    - 1) The past Monarch who brought the item on stage will be the one to use the item during the reading of the Oath of Office
  - H. Once the new monarchs have been crowned, they will remain on the stage while the College of Monarchs exit the stage
    - 1) The sword the Emperor will be holding must not touch the ground
    - 2) The scepter the Empress will be holding must not touch the ground
  - I. The new monarchs will then greet the community and out of town guests
6. At the conclusion of the crowning ceremony, it will be the responsibility of the President of the Board to gather and keep the Crowning Paraphernalia until it can be returned to the Registered Agent.

### **SECTION 11.13 – Board Meeting Before Victory Brunch**

- 1. A meeting will be held the morning after Coronation, Prior to Victory Brunch
  - A. The meeting will consist of the Board of Directors and the College of Monarchs
  - B. Meeting place and time will be at the discretion of the President of the Board
- 2. The purpose of this meeting will be to nominate and vote on the following individuals:
  - A. New President of the Board
  - B. New Prince Royale and Princess Royale
  - C. New Crown Prince and Crown Princess
  - D. New Treasurer
  - E. New Secretary
- 3. The positions of Prince Royale, Princess Royale, Crown Prince & Crown Princess shall be filled based on the following:
  - A. The Emperor shall submit names for the following positions:
    - 1) Prince Royale
      - a) Shall submit two (2) names
    - 2) Crown Prince
      - a) May submit an additional name if needed
  - B. The Empress shall submit names for the following positions:
    - 1) Princess Royale
      - a) Shall submit two (2) names
    - 2) Crown Princess
      - a) May submit an additional name if needed
  - C. The new Emperor and Empress will then inform the Board of Directors and the College of Monarchs who their preference is for the specific positions and why
    - 1) This information will be taken into consideration for the respective vote

- D. The Board of Directors and the College of Monarchs in attendance at this meeting shall vote on the submitted names
  - 1) Vote will be by a simple majority of 51%
- E. The winners for each position will be crowned during Victory Brunch
- 4. The new monarchs shall also submit 1 name for each of the remaining positions to be filled and the Board of Directors and College of Monarchs in attendance at this meeting shall vote on the submitted names
  - A. Vote will be by a simple majority of 51%
  - B. If the new Monarchs have not had time to decide on a candidate for Treasurer or Secretary, those votes can be postponed but must be done at the first Board Meeting in June.
  - C. The new President of the Board must be chosen at this meeting.
- 5. The College of Monarchs, in attendance at this meeting, will also vote on their new President and Vice-President.
  - A. Voting is only done by the College of Monarchs only

### **SECTION 11.14 – Victory Brunch**

- 1. Victory Brunch is an event where breakfast / brunch is provided, and the final transitions of the reigns takes place
- 2. Entrance cost for this event shall be set by the reigning Emperor & Empress
  - A. Final cost must be approved by a 2/3 majority vote of the Board of Directors
- 3. Victory Brunch shall have a line item in the yearly budget
- 4. What food is served and who provides it is at the discretion of the Emperor and Empress
- 5. Event Guidelines
  - A. President of the Board will be the master of ceremonies to keep the event moving
  - B. When they arrive the new Emperor and Empress will be announced by the President of the board and they will take their seats at the head table
  - C. Head Table
    - 1) There shall be a head table with seats for the following:
      - a) President of the Board
      - b) King Father and / or Queen Mother of the Americas
        - 1- If in attendance
      - c) Previous Reign
        - 1- Emperor & Empress
        - 2- Prince Royale & Princess Royale
        - 3- Crown Prince & Crown Princess
      - d) New Emperor and Empress
    - 2) Head table will be the first in line to eat, followed by the rest of the people in attendance
  - D. Previous reign wraps up
    - 1) After they are finished eating, the previous Emperor and Empress will give their final personal awards that were not given at coronation
    - 2) When their awards finished, they will say their final thank you' s and turn things over to the new reign
  - E. New reign begins
    - 1) The new Emperor and Empress will announce the following:
      - a) Their personal titles and spike titles that they have chosen for themselves
      - b) The name of their reign
      - c) Their Coronation Theme
        - 1- If they have chosen it



- d) The King Father and Queen Mother of the new reign
- 2) Crowning of the new Prince Royale, Princess Royale, Crown Prince & Crown Princess
  - a) The new Emperor and Empress will reveal the winners of the vote that was taken at the meeting earlier that morning
  - b) The Emperor will crown the Prince Royale and Crown Prince
  - c) The Empress will crown the Princess Royale and Crown Princess
  - d) It will be the responsibility of the President of the Board to ensure the Oaths of Office for each title are at Victory Brunch
- 3) Monetary Presentations
  - a) If there were water parties or other functions held during Coronation Weekend for the Travel Fund, representatives of those throwing those events will be given time to present the money to the new reign.
- 4) King Father / Queen Mother of the America's remarks
  - a) If in attendance, the King Father / Queen Mother of the America's will be invited to make some remarks if they choose
- 6. Changes to these guidelines is only allowed by following the by-law amendment rules set forth in these By-Laws

### **SECTION 11.15 – Stepdown Crowns / Rings**

- 1. The Emperor, Empress, Prince Royale, Princess Royale, Crown Prince, and Crown Princess have the option to purchase a crown/ring of their choosing
- 2. The amount the R.C.G.S.E. will contribute to the crown / ring will be established in the yearly budget.
- 3. The purchase of the Ring or Crown must be made prior to the in-town awards show of coronation weekend.
- 4. They will be reimbursed no sooner than the Annual golden Spike Awards.

## **ARTICLE XII**

### **BOARD OF DIRECTORS**

#### **SECTION 12.01 – Responsibilities**

- 1. The Board of Directors shall manage the affairs of the R.C.G.S.E.
- 2. All appointed, granted, or elected to the board of directors must adhere to all rules and regulations as stipulated by law, these bylaws or the resolutions of this R.C.G.S.E.

#### **SECTION 12.02 – Officers of the R.C.G.S.E.**

- 1. The Officers of the R.C.G.S.E. shall include the following:
  - A. The President of the Board
  - B. The Emperor
  - C. The Empress
  - D. The Prince Royale
  - E. The Princess Royale
  - F. The Crown Prince
  - G. The Crown Princess
  - H. The Secretary
  - I. The Treasurer

#### **SECTION 12.03 – Board Seats**

- 1. The Board of Directors shall consist of the following:

- A. The Officers of the R.C.G.S.E. as stated above.
- B. The prior year's Emperor & Empress
  - 1) They shall serve for a period of one (1) year from the expiration of their term in office.
  - 2) If one (1) or both seats are vacant, they shall be replaced with a member of the College of Monarchs
- C. The registered agent
- D. The appointed Pageant Chairperson
- E. The College of Monarchs President
- F. Two (2) College of Monarchs members
  - 1) Each member shall serve for a period of two (2) years from the date of their election.
- G. Four (4) General Members
  - 1) Each member shall serve for a period of two (2) years from the date of their election.

### **SECTION 12.04 – Board Elections**

1. Candidates must notify the President of the Board with their intent in seeking a seat on the board at the last board meeting in the month of July in one of the following ways:
  - A. In person
  - B. Via expressed written consent that is submitted directly to the President of the Board.
    - 1) Written consent shall be defined as a text message, email message, or physically written documentation.
    - 2) The President of the Board must inform the Board of Directors immediately after being given notification
2. The qualifications of anyone seeking a position on the Board shall be:
  - A. Must be 21 years of age
  - B. Currently resides within the R.C.G.S.E. boundaries.
  - C. Be a resident of the state of Utah for at least eighteen (18) months prior to their petitioning for a seat on the board.
  - D. Must be a member in good standing of the current reign for at least nine (9) months.
  - E. Attend eight (8) general membership meetings of the reign preceding their candidacy.
  - F. Attend eight (8) meetings of the Board of Directors of the R.C.G.S.E. during the reign preceding their candidacy.
3. Election to the Board of Directors shall occur at the first General Membership Meeting in the month of August.
  - A. All eligible members of the current reign present at the first general court will be allowed to vote
4. If multiple seats of the same type are open, the candidate with the highest number of yes votes will obtain the first open seat and the next candidate with the next highest number of yes votes will obtain the second open seat, so on and so forth in this manner until all open seats have been filled.
5. General members are only able to run for open general membership seats.
6. College of Monarch members are only able to run for any open College of Monarch seats.
7. Candidates with the most "yes" votes shall be seated at the next Board of Directors meeting following the election.

### **SECTION 12.05 – Board Meetings Schedule**

1. The board of Directors shall meet a minimum of once a month.
  - A. Date and time shall be at the discretion of the President of the Board.
  - B. The President of the Board may schedule additional meetings if needed, at their discretion
2. Upon the written request of at least two (2) board of director members, the President will call a special meeting of the board of directors.

- A. The time and place of this meeting to be no less than twenty-four (24) hours after the request is given and no more than 72 hours from receiving the written request.
- B. A written notice to each Director shall be provided, specifying the time and place of the special meeting.

### **SECTION 12.06 – Quorum Requirements**

- 1. A two-thirds (2/3) majority of active members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the board.
- 2. All votes decided by the Board of Directors will be by a 2/3 majority vote
- 3. Decisions made by a 2/3 majority vote of the Board of Directors will be considered the decision of the entire Board of Directors.

### **SECTION 12.07 – Vacancies**

- 1. If there is a vacant seat on the Board of Directors, the Monarchs may nominate a candidate to fill the seat.
  - A. The sitting Board of Directors, at their Discretion may or may not vote to fill the vacant seat.
- 2. A Director appointed to fill a vacancy shall serve until the first General Membership meeting of the next reign.

### **SECTION 12.08 – Proxy Votes**

- 1. If a board member does not plan on attending a meeting of the Board of Directors, they may submit a proxy vote via another member of the Board of Directors.
  - A. The member holding the proxy vote must be an eligible board member
  - B. The proxy must be communicated to the President of the Board and Secretary.
- 2. A board member may only carry one (1) proxy per meeting.
- 3. Board members are only allowed a total of four (4) proxy votes per reign.
- 4. If a board member needs to leave a board meeting for any reason, they must inform the President of the Board at the start of the meeting, except in the case of an emergency situation
  - A. If board member leaves a board meeting prior to the halfway point of the meeting they must use a proxy for the remainder of the meeting
    - 1) This does not apply in emergency situations

### **SECTION 12.09 – Loss of Vote & Removal**

- 1. Any member of the Board of Directors absenting themselves from two (2) consecutive meetings without submitting a proxy or contacting the President of the Board, will lose their right to vote at a board meeting or for any decision voted on by the Board of Directors
  - A. Any member who has lost their vote may regain it by attending two consecutive board meetings
- 2. Board members absenting themselves without from four (4) consecutive meetings will be removed from the Board of Directors.
  - A. The President of the Board will notify, in writing, any member being removed within fourteen (14) days of said action.

### **SECTION 12.10 – Board Member Voting Rights**

- 1. Board members will have the following voting rights:
  - A. Yes
  - B. No

- C. Abstain / Not casting a vote
- 2. All voting conducted at Board Meetings shall be done by a show of hands
- 3. Board members with current voting rights shall have the right to request a vote by ballot for any reason

### **SECTION 12.11 – Phone and Email Votes**

1. Whenever a situation arises that would require action by the Board of Directors outside a regularly scheduled Board meeting, the following will apply:
  - A. The President of the Board and both of the reigning Monarchs will discuss the situation and determine if a phone/email vote is needed or if the matter can wait until the next regularly scheduled meeting.
    - 1) This decision must be unanimous.
2. The President of the Board and/or the Secretary will make the phone and/or email contacts.
3. The Secretary will list all members of the Board with active voting rights and will make at least two attempts to contact all members with voting rights.
  - A. One attempt should be during the evening hours if the first unsuccessful attempt was made during the day
  - B. Two thirds (2/3) majority of the voting members must be successfully contacted to constitute what will be considered a voting quorum.
    - 1) Regardless of the time involved or the numbers of attempts necessary
4. The situation will be explained to each member and a YES, NO, or UNABLE TO CONTACT notation placed by each name.
5. The Secretary will contact the President of the Board with the results of the voting quorum.
  - A. The voting list will be brought to the next scheduled meeting to be read into the minutes.
6. The President of the Board, as in any action, will vote only in the case of a tie, and will be responsible to see that the results of the vote are properly implemented.
7. The President of the Board and/or Secretary must state the action and the outcome of the vote, so that it may be entered into the Board minutes.

### **SECTION 12.12 – Confidential Information**

1. Should information of a sensitive nature need to be discussed, the President of the Board will call a closed session of the Board of Directors
  - A. Closed sessions shall be for sitting members of the Board of Directors only and closed to the General Public.
2. Discussions that will require a closed session of the Board of Directors includes but is not limited to:
  - A. Persons, names, or information relating to monies given out from the People's Concern Fund.
  - B. Persons, names, or information relating to monies given out from an AIDS or Cancer fund application
  - C. Information regarding a disciplinary or legal matter
3. Any member of the Board of Directors involved in a closed session is required to keep any and all information discussed confidential.
  - A. Board members who are not able to maintain confidentiality when needed may be subject to action by the Disciplinary Committee.
4. Board members are asked to remember that, due to the nature of our organization, all information is ultimately accessible to the public and therefore should maintain professional discussions when in Board meetings.

### **SECTION 12.13 – Excused Absences for Illness**

1. Any active member of the Board of Directors of the Royal Court of the Golden Spike Empire may be granted an excused absence if they are unable to attend Board meetings due to the following:
  - A. An illness that requires hospitalization
  - B. Extended home care after hospitalization.
  - C. To care for a longtime companion or immediate family members during home care after hospitalization.
  - D. Death in the family
2. Documentation must be provided for each reason
  - A. Illness or care after hospitalization
    - 1) A note from a doctor must be provided as proof of the cause of the absence
  - B. Death in the Family
    - 1) Proof of Death or Obituary
3. Excused absences will not affect the voting rights or proxies of the Board member
4. There will be no limits on the number of absences taken by an Active Board member during a reign.
5. During an excused absence, the President of the Board of Directors may assign the excused Board member's vote to another active Board member who is not already holding a proxy.
6. An excused absence may be granted during the current reign only and expires on the first scheduled Board Meeting of the next reign.

### **SECTION 12.14 – General Public at Board Meetings**

1. All regularly scheduled board meetings of the R.C.G.S.E. shall be open to all interested persons wishing to sit in on such meetings
  - A. This will help to promote involvement by the General Membership and general public
  - B. Helps give an understanding of the business operations R.C.G.S.E.
2. All general, non-voting, spectators shall not interfere in any way in the operations of the board
  - A. They will not be allowed to speak or contribute to any discussion unless specifically called on by the President of the Board
  - B. They will not be allowed a vote unless otherwise provided for within the bylaws of the R.C.G.S.E.
3. If a closed board meeting is called by the President of the Board, any general, non-voting spectator shall not be allowed in said meeting.

## **ARTICLE XIII**

### **COMMITTEES**

#### **SECTION 13.01 – Establishing Committees**

1. Committees will be established by these By-Laws, or by Resolution.

#### **SECTION 13.02 – Budget Committee**

1. By the first board meeting in June, the past Emperor and Empress shall nominate a Budget Committee Chairperson
  - A. Must be a member of the College of Monarchs
2. The new Emperor and Empress will nominate the Budget Committee
  - A. 2 additional members of the College of Monarchs
  - B. 2 members of the Board of Directors

3. All members of the Budget committee must be approved by the board of directors through a 2/3 majority vote
4. The Budget Committee shall meet as often as deemed necessary by the Chairperson of the committee.
5. The purpose of the committee will be to establish the new budget for known expenditures during the reign
6. The new budget cannot exceed the prior year's budget by more than four percent (4%).
7. All budget proposals shall be submitted to the Board of Directors for final approval.
8. The budget process must be completed by August board meeting.

### **SECTION 13.03 – Yearly Audit**

1. In order to insure the integrity of R.C.G.S.E. Funds, members of the Budget Committee shall perform an annual audit of the previous year's books.
  - A. If a member of the budget committee was an authorized signer on the account for the previous reign, they shall be excluded from the audit.
    - 1) They will be replaced with another individual who was NOT a signer on the account during the previous reign.
2. If possible, prior year's Treasurer shall make themselves available to the auditors to answer any questions they might have and shall provide to the auditors the following:
  - A. A breakdown of all transactions including, deposits, checks, transfers, or any other activity in regard to the individual funds and savings and checking accounts.
  - B. Copies of all bank statements that cover the fiscal year being audited.
  - C. Cancelled checks, deposit receipts, check request forms, and any other documentation that the auditors might find relevant.
3. The Committee shall complete the audit and report their findings to the Board of Directors at the July board meeting.
  - A. Audit committee may petition the Board of Directors for additional time if extenuating circumstances arise
4. Record of findings shall be entered into minutes and recommendations regarding possible changes should be conveyed to the current Board of Directors.

### **SECTION 13.04 – By-Law Committee**

1. The By-Laws of the Royal Court of the Golden Spike Empire shall be reviewed every five (5) years and shall be done and approved by a Bylaw review committee.
2. The By-Law Committee shall consist of:
  - A. The President of the Board of Directors
  - B. The reigning Monarchs
  - C. One (1) past Monarchs selected by the College of Monarchs President
  - D. One (1) current members of the Board of Directors selected by the reigning Monarchs
    - 1) Cannot be past Monarchs
  - E. One (1) current member of the General Membership

### **SECTION 13.05 – Disciplinary Committee**

1. The duties of the Disciplinary Committee are to research and document any and all disciplinary matters and determine if the matter should be brought before the Board of Directors and/or College of Monarchs for disciplinary action.

- A. All decisions to move forward with a disciplinary action must be by 2/3 majority vote of the Disciplinary Committee.
- 2. The Disciplinary Committee shall be established and voted on by the Board of Directors at the June board meeting each year
- 3. The Disciplinary Committee shall consist of the following:
  - A. The President of the Board of Directors
  - B. The Reigning Emperor
  - C. The Reigning Empress
  - D. One (1) voluntary Monarch Board Member
  - E. One (1) voluntary General Board Member
- 4. If the accused party is a Reigning Monarch or a member of the College of Monarchs, then the Disciplinary Committee shall consist of the following:
  - A. The President of the Board of Directors
  - B. The President of the College of Monarchs
  - C. The Reigning Emperor
  - D. The Reigning Empress
  - E. One (1) voluntary Monarch Board Member
  - F. One (1) voluntary General Board Member
- 5. If the accused party is a member of the Disciplinary Committee, that person shall be replaced on the committee in the following manner:
  - A. President of the Board is replaced by the Registered Agent
  - B. President of the College of Monarchs is replaced by the Registered Agent
  - C. Reigning Emperor is replaced by the Prince Royale
  - D. Reigning Empress is replaced by the Princess Royale
  - E. Monarch Board Member is replaced by a different voluntary Monarch Board Member
  - F. General Board Member is replaced by a different voluntary General Board Member
- 6. The Disciplinary Committee can make recommendations as to possible disciplinary sanctions/actions that they see are warranted in the situation, however, they cannot impose sanctions or vote to levee any disciplinary action
  - A. This can only be done by the Board of Directors and/or the College of Monarchs
- 7. Both Disciplinary Committees shall follow the procedures as outlined in the Disciplinary Sanctions of the Bylaws.

### **SECTION 13.06 – Pageant Committee**

- 1. To insure consistency and the production of high quality R.C.G.S.E. pageants, a pageant committee will be established to oversee them.
- 2. The responsibility of this committee shall include, but are not limited to:
  - A. To enforce the rules and regulations of each pageant.
  - B. To complete a court function show form and present to the Board of Directors for approval, along with a copy of the Pageant’s advertisement.
  - C. Provide applications the day of the pageant for the contestants at for each pageant and to be made available on the website that include a list of rules and applicable fees for that pageant and the title holder contract.
    - 1) If a membership application is submitted with the contestant application, it must be turned over to the board secretary days for approval at the next Court meeting.
  - D. Communicate and mentor responsibilities for a R.C.G.S.E. pageant titleholder.
  - E. Should assist each current and newly appointed title holder in fulfilling their required events as outlined in their title holder contract.

- F. Advertise and market all pageants.
  - G. Procure crown(s) & medallion(s) for pageant winners.
  - H. For each judged pageant procure non-bias judges, judges cannot be reigning title holders or members of the Board of Directors.
  - I. Have a minimum of two pageant members tabulate the judge's ballots. If two members of the pageant committee are not available 1 board member and 1 pageant committee member are acceptable.
  - J. Review the Judging requirements and expectations of scoring with the judges prior to start of the pageant.
  - K. The R.C.G.S.E. Board of Directors and Monarch as well as the Committee's goal is to produce an excellent, well rounded pageant, which sparks enthusiasm, leadership and friendship within the community.
- 3. Pageant committee shall consist of:**
- A. Pageant Chairperson:
    - 1) A single person shall be nominated by the reigning Monarchs and voted upon by the current Board of Directors.
    - 2) The Pageant Chairperson will oversee the Pageant committee until such time as they are replaced either by resignation, death, or nomination by newly elected Monarchs
      - a) Or removal from position through a majority vote of the Board of Directors.
    - 3) The Chair person will hold a seat on the Board of Directors until replaced.
    - 4) The chair person is to serve as liaison between the Board of Directors and Pageant Title holders.
    - 5) The Pageant chair shall have and maintain a record of the following:
      - a) The bylaws and resolutions
      - b) Copies of all forms pertinent to governing pageants and titleholders
        - 1- Such as applications, line up sheets, show forms, etc.
      - c) All pageant contestant/titleholder information including but not limited to:
        - 1- Legal names
        - 2- Current phone number(s)
        - 3- Mailing address
        - 4- Email address.
    - 6) Upon completion of their term, all contents and information contained in said binder will be reviewed, approved and signed off on by the current chairperson and President of the Board before being relinquished to the new Pageant Chair.
      - a) Should the contents be deemed inaccurate or insufficient, the preceding chair person has until the 2nd board meeting of the current reign to correct any errors discovered during the review of the contents.
  - B. The Pageant Chairperson will choose a committee consisting of a minimum of three (3) additional members.
    - 1) The committee members should be presented to the Board of Directors for approval no later than the 2<sup>nd</sup> Board meeting of the new reign.
    - 2) The Pageant Committee duties shall include but not be limited to:
      - a) Serve as advisors in the capacity of giving advice on themes
      - b) Helping set dates for pageants and required fundraisers from titleholders
      - c) To work closely with each pageant titleholder to achieve excellence during their reign
      - d) To ensure adult and youth title holders the same consistent leadership.



## **ARTICLE XIV**

### FINANCIAL

#### **SECTION 14.01 – Fiscal Year**

1. The fiscal year shall be from June 1 to May 31.

#### **SECTION 14.02 – Authorized Signers**

1. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the R.C.G.S.E. shall be signed by at least two of the following:
  - A. The current Emperor
  - B. The current Empress
  - C. The current President of the Board
  - D. The current Treasurer
  - E. The Registered Agent of the R.C.G.S.E.

#### **SECTION 14.03 – Deposit Guidelines**

1. All funds of the R.C.G.S.E. shall be deposited after the receipt the next business day to the credit of the R.C.G.S.E. in such banks, trust companies, or other depositories that the Board of Directors may select.

#### **SECTION 14.04 – Other Donations**

1. The Board of Directors may accept, on behalf of the R.C.G.S.E., any gift, bequest, or device for any purpose of the R.C.G.S.E. in accordance with 501(c) (3) requirements.

#### **SECTION 14.05 – No Compensation**

1. No part of the net earnings of the R.C.G.S.E. shall benefit, be distributed to its members, trustees, officers or other private persons,
2. The R.C.G.S.E. shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose of the R.C.G.S.E.

#### **SECTION 14.06 – Monetary Disbursement Guidelines**

1. All payments of money in excess of budgeted amounts or non-budgeted amounts must have Board of Directors approval prior to payment.
2. The procedures for distribution of all monies from any fund of the R.C.G.S.E. shall be set forth in the resolutions of the R.C.G.S.E.
3. All receipts for reimbursement for funds spent on Court functions or shows must be turned in no later than 30 days following the event.
  - A. Receipts must be submitted before any reimbursement can be made.
  - B. Receipts turned in later than the above-mentioned time or in excess of the budget will not be reimbursed without special approval of the Board.
  - C. This applies to all Court sponsored events
  - D. Exception to this will be Coronation which will have a fifteen (15) day time limit on receipts.

## **ARTICLE XV**

### **RECORDS**

#### **SECTION 15.01 – Retention**

1. The R.C.G.S.E. shall keep correct and complete books and records of the following:
  - A. Accounts
  - B. Minutes of the proceedings of its members
  - C. Minutes of the proceedings of its Board of Directors
  - D. Minutes of the proceedings of committees having and exercising any of the authority of the Board of Directors
  - E. Names and addresses of the members entitled to vote.
2. All books and records of the R.C.G.S.E. shall be kept in the custody of the registered agent and may be inspected by any member or such member's agent or attorney, for the proper purpose at any reasonable time.
3. Records shall be kept in accordance with requirements of the Internal Revenue Service codes for a total of three (3) years. After three (3) years these records may be destroyed.

## **ARTICLE XVI**

### **PAGEANT GUIDELINES**

#### **SECTION 16.01 – Realm Pageant Titles.**

1. The following Pageant Titles are registered with the State of Utah and will be property of the R.C.G.S.E.
  - A. Closet Ball King
  - B. Closet Ball Queen
  - C. Mr. Golden Spike Universe
  - D. Miss Golden Spike Universe
  - E. Mr. Gay Utah
  - F. Miss Gay Utah
  - G. Ms. Gay Utah
  - H. Mr. Gay Utah Youth
  - I. Miss Gay Utah Youth
  - J. Ms. Gay Utah Youth
  - K. Mr. Gay Pride of Utah
  - L. Miss Gay Pride of Utah
  - M. Ms. Gay Pride of Utah
  - N. Mr. Gay Pride Youth of Utah
  - O. Miss. Gay Pride Youth of Utah
  - P. Ms. Gay Pride Youth of Utah
2. The schedule of when pageants should be held each reign is outlined in the Resolutions under the Annual Events section

#### **SECTION 16.02 – Pageant Advertising**

1. Pageant and court membership applications along with rules and regulations must be available at least thirty (30) days prior to the pageant on the R.C.G.S.E. website, Facebook, and hard copy.

2. Flyers or posters advertising the pageant must be up 4 weeks prior to the pageant date in various local bars and businesses (with management approval).
  - A. Coordinating with the newsletter editor for the reign to ensure advertisement and applications are ready to be published in the newsletter is highly recommended.
3. Contact Information for the pageant chair must be listed on all advertising for any questions any possible contestants may have.

### **SECTION 16.03 – Pageant Crowning Paraphernalia**

1. The R.C.G.S.E. Pageant paraphernalia shall be:
  - A. Crowns for Miss/Ms. titleholders
  - B. Medallions for Mr. Titleholders.
2. Approved standard crown design must be used for each pageant.
  - A. Crowns may be available on [www.acrowns.com](http://www.acrowns.com)
3. The approved crown designs for each title are as follows:
  - A. Miss. Gay Pride - #AHAC145
  - B. Ms. Gay Pride - #XAC145
  - C. Miss & Ms. Gay Pride Youth - #P145
  - D. Closet Ball Queen - #AAAC106
  - E. Miss Golden Spike Universe - #AHAC127
  - F. Miss Gay Utah - #ARAC136
  - G. Ms. Gay Utah - #ADAC152
  - H. Miss. & Ms. Gay Utah Youth - #T136
  - I. Queen of Hearts - #ABAC100
4. Any deviation from the approved crown designs must have prior approval from the Board of Directors.
5. The current Pageant chair must provide “just cause” (i.e. design no longer available) to the board of directors before any consideration will be taken in regard to changing any of the above listed designs.
6. The pageant chair may choose a vendor of their choosing for procuring medallions, as long as the medallion meets the following criteria:
  - A. The medallion shall be engraved with the Golden Spike logo.
  - B. The medallion shall be engraved with the pageant title. (i.e. Mr. Golden Spike Universe)
  - C. The above shall be engraved in Gold on a black background.
  - D. The ribbon color for each medallion shall be as follows:
    - 1) Closet Ball King shall have a white ribbon
    - 2) Mr. Golden Spike shall have a gold or yellow ribbon
    - 3) Mr. Gay Utah and Mr. Gay Utah Youth shall have a black ribbon
    - 4) King of Hearts shall have a red ribbon
    - 5) Mr. Gay Pride of Utah and Mr. Gay Pride Youth of Utah shall have a rainbow ribbon.
7. All crowning paraphernalia is R.C.G.S.E. property until the titleholder has completed all required functions/duties and has stepped down successfully.
8. Title Holders will be crowned/awarded their medallion with a Crowning crown/medallion that will be used for pictures that evening but must be turned in at the end of pageant.
9. Once ALL title requirements are fulfilled, the Title holder will be given the approved R.C.G.S.E. pageant Crown/Medallion.
  - A. Upon successful completion of their title requirements, Mr. Titleholders may choose to have their reign number and name engraved on the back of the medallion.

10. In the event of an out of state walk or official court duties, pageant title holders may petition the board of directors to use the official R.C.G.S.E. crown/ medallion to be used during their out of state walk or during the official court duties and to be returned upon completion of their out of state walk or official court duties.

## **SECTION 16.04 – Pageant Rules & Scoring**

1. All contestants, at every pageant, will be listed by number which must be displayed on the contestant at all times during competition.
2. Contestants will compete in the following categories for each pageant:
  - A. Closet Ball – Presentation pre-drag transformation and presentation of post-drag transformation.
  - B. Golden Spike Universe – Country Presentation, Evening/Formal Wear, Talent, Onstage Q&A
    - 1) Contestants will select a foreign country to represent for Presentation category.
  - C. Gay Utah – Theme Presentation, Talent, Formal/Evening Wear, Onstage Q&A.
  - D. King and Queen of Hearts, Red & White Theme presentation, Talent, Formal/Evening Wear, Onstage Q&A.
  - E. Gay Pride – Gay Pride Theme Presentation, Talent, Formal/Evening Wear, Onstage Q&A.
3. A contestant’s talent presentation can be no longer than seven (7:00) minutes.
  - A. This includes set up, presentation and take down.
  - B. This time limit will be enforced.
4. Pageant Committee Members and Door persons shall arrive no later than one (1) hour prior to the start time of the pageant.
5. Judges shall arrive no later than thirty (30) minutes prior to the start time of the pageant.
6. During the half hour prior to the start time of the pageant, the pageant chair or designated a designated committee member will brief the judges on proper judging standards so that they are aware of how to score contestants properly.
7. Pageants Shall be scored as follows:
  - A. Judged pageants shall be scored by adding up each judge’s score per category.
  - B. The Highest and lowest score per contestant, per category, will be dropped and an adjusted score will be used for each contestant for each category.
  - C. At the end of each adjusted score being tabulated, the contestant with the highest number of adjusted score points will be declared the winner.
    - 1) Scores shall be added by the pageant chair and another pageant committee member or board member and then confirmed by a third pageant committee member or board member for accuracy.
  - D. In voted pageants, the Pageant Committee will create a ballot to be approved by the Board of Directors.
    - 1) One ballot will be distributed to each paying attendee to be filled out and deposited into a voting box.
      - a) To ensure that there are not duplicate ballots, the ballots given out will be numbered.
      - b) Only the door person(s) should be in possession of ballots.
    - 2) After the final category, voting is closed, and the ballots shall be gathered and counted by the pageant chair and another pageant committee member or Board Member and confirmed by a third pageant committee member or board member for accuracy.
    - 3) The contestant with the highest number of votes shall be declared the winner.
      - a) If a voted pageant only has one contestant for that title, they must secure 50.1% of the votes to secure the victory.
8. Contestants are not allowed to accept tips during contestant talent performances.

A. Audience members are allowed to tip into a tip jar where all tips will be donated to the General Fund

9. Pageant specific rules are as follows:

A. Closet Ball.

- 1) Contestants are not to have done drag in the opposite gender of which they self-identify for at least 1 year prior to the date of the pageant with the exception of Halloween.
- 2) Each contestant will enter with a sponsor (the person who will help transform them to the opposite gender in which they self-identify.)
- 3) After presentation of self-identified gender, the contestants and sponsor will have 1 hour to transform to opposite gender.
- 4) Male to Female gender transformation contestants may not have any makeup on their face.
- 5) None of the contestant are allowed to wear any transformation aides (which include but are not limited to breast binding wraps, Spanx type apparel, tuckers, etc.) prior to or while being presented in their self- identified gender.
- 6) This ensures all contestants start on an even footing.
- 7) Only the contestants, their sponsors, and members of the pageant committee are allowed backstage.
- 8) Sponsors are the only ones allowed to perform the transformation on the contestants. No other help/helpers will be allowed.
- 9) A member of the pageant committee will be stationed backstage to ensure these rules are followed.

B. King and Queen of Hearts:

- 1) Contestants will campaign for voter support no sooner than the end of the GAY Utah pageant.
- 2) The duration of said campaign will be until the day of the pageant.
- 3) During the pageant contestants will be compete in the categories listed above.
- 4) Ballots will contain a space for King of Hearts and a space for Queen of Hearts.
  - a) The audience may vote for one (1) King and one (1) Queen.
  - b) Audience members will write the number of their choice for the winner of each title in these respective spaces.

## **SECTION 16.05 – Pageant Planning**

1. At each pageant the reigning pageant title holders may be allowed an opening number as well as a final number.
  - A. If the titleholder chooses to, they may have two final numbers in lieu of an opening and closing number.
  - B. To better manage time of the pageant, it is recommended that the stepping down titleholders combine their opening number to be a duet, trio, or production number.
2. Each stepping down titleholder will be allowed one (1) command performer each.
3. The top 6 of the current Reign, if they choose to perform, and the stepping down titleholders will perform at the end of the pageant, prior to crowning, in the following order.
  - A. Crown Prince
  - B. Crown Princess
  - C. Prince Royale
  - D. Princess Royale
  - E. Emperor
  - F. Empress
  - G. Stepping Down Titleholders in the traditional order
    - 1) Mr.

- 2) Ms.
  - 3) Miss.
- H. The remainder of performers and the order of the evening will be coordinated by the pageant committee.
- 1) The pageant committee is encouraged to include the stepping down titleholders as much as possible, but all final decisions are at the discretion of the pageant committee.

### **SECTION 16.06 – Pageant Contestant Criteria**

1. All contestants must be residents of the R.C.G.S.E. boundaries.
  - A. Those competing in the Gay Utah or Gay Utah Youth pageants may live outside the R.C.G.S.E. boundaries but must still reside in the state of Utah.
2. All contestants must provide Utah State Issued ID showing residency.
  - A. If the address on the ID is not current, they may provide additional proof of residency by providing the Utah State Issued ID AND one of the following items:
    - 1) A bank statement dated within the last 60 days that contains an address within the R.C.G.S.E. boundaries and the voter’s name.
    - 2) A utility bill dated within the last 60 days that contains an address within the R.C.G.S.E. boundaries and the voter’s name.
    - 3) A lease agreement that is currently in effect that contains an address within the R.C.G.S.E. boundaries and the voter’s name.
3. Adult contestants must be 21 years of age to compete for an adult title.
4. Youth contestants must be between the ages of 18 – 20 to compete for a youth title.
5. Contestants may not be reigning titleholders of another R.C.G.S.E. title.
  - A. Contestants for the Gay Utah or Gay Utah Youth pageants may also not be reigning pageant titleholders of another realm.
6. Contestants must not have previously held the title they are competing for
7. Contestants must arrive no later than one (1) hour prior to the start time of the pageant to begin the registration process.
  - A. If a contestant arrives no more than 15 minutes late, they may petition the Pageant Chair, Reigning Monarchs, and President of the Board for approval as to whether or not the contestant will be allowed to compete.
    - 1) Their decision is final.
  - B. Any contestant arriving more than 15 minutes late will not be allowed to compete.
8. During the hour prior to the pageant, the pageant chair of designated committee member will brief the contestants on the rules, regulations, obligations of the title, etc.

### **SECTION 16.07 – Pageant Contestant Fees**

1. Contestants must be members of the R.C.G.S.E. and reside within R.C.G.S.E. boundaries.
2. Contestants must pay a \$10 entry fee to compete.
  - A. If contestants are not members at the time of competing, they must submit an additional \$10 membership fee along with their membership application.
3. Contestant applications and fees, as well as membership applications and fees may be paid in the following methods:
  - A. Cash
  - B. Money order
  - C. Square, if applicable.
4. All applications and fees from pageant contestants will be collected by the Pageant Chair.
  - A. In the absence of the Pageant Chair, a designated Board Member will collect the fees.

5. All pageant fees are non-refundable
6. All pageant fees will benefit the R.C.G.S.E. General Fund.
7. A receipt for fees paid may be requested from the R.C.G.S.E. treasurer.
8. Contestant Fees will be accepted no later than one (1) hour prior to the start time of the pageant.

## **SECTION 16.08 – Pageant Titleholder Rules and Responsibilities**

1. Each newly crowned pageant title holder is required to hold at least two (2) functions to benefit the R.C.G.S.E. funds.
  - A. One (1) Function must go to the General Fund and the other function may go to a R.C.G.S.E. fund of their choice.
    - 1) For the Gay Pride of Utah and the Gay Pride Youth of Utah titles, one (1) function will benefit the R.C.G.S.E. General Fund and the other will benefit the Gay Pride Fund.
2. The first function must be held in the first six (6) month of stepping up
3. The second function must be after the first six (6) months but must be held no later than 30 days of the date of the respective step-down pageant.
  - A. If both functions are not completed within this time frame they will not be allowed to step down and will not be recognized by name in the R.C.G.S.E. court history.
  - B. Each pageant titleholder must submit with all of the proper signatures and accompanied by a copy of the advertisement for the event stapled to the back a show form to the R.C.G.S.E. Board of Directors for approval.
  - C. The exception to this requirement is if the Titleholder passes away, is hospitalized or any other extenuating circumstance deemed appropriate by the board of directors by majority vote.
    - 1) Any decision made by the board of directors is final.
4. Each reigning pageant titleholder is encouraged to attend all other pageants hosted by the R.C.G.S.E. during the reign of their title.
  - A. Since Youth pageant titleholders are unable to attend pageants held at 21+ venues, they are only encouraged to attend pageants held at venues allowing minors until they turn 21 years of age.
5. Each reigning pageant title holder is encouraged to attend and walk at the R.C.G.S.E.'s Coronation during their reign.
6. If a pageant titleholder, at any time during their reign, accepts any other 'working title' position, they voluntarily relinquish their title.
  - A. Working Title is defined as:
    - 1) Emperor or Empress
    - 2) Prince Royale or Princess Royale
    - 3) Crown Prince or Crown Princess.
  - B. Exceptions may be made for Gay Pride and Gay Pride Youth titleholders, as the R.C.G.S.E. Pride Pageant is traditionally the week after Coronation.
    - 1) The Gay Pride Titleholders must still have met all requirements to be eligible to step down.
7. All titleholders are required to live and reside within the State of Utah for the duration of their reign.
  - A. If a titleholder relocates outside the state of Utah it will be considered an automatic relinquishment of their title.
8. All titleholders are required to keep an active method of communication (i.e. active phone, active email address, active mailing address) to be contacted at for the duration of their reign.
  - A. It is the responsibility of the reigning titleholder to provide updated information in the event of a change/move.
9. All titleholders must will be held to the highest accountability of honesty, integrity, and community representation.
10. Titleholders are responsible for the co-promotion of their pageant stepdown.

## **SECTION 16.09 – Pageant Disciplinary Guidelines**

1. If at any time a titleholder is found to be within breach of the regulations set forth in the By-Laws and Resolutions, titleholders will be brought before the Board of Directors for possible disciplinary actions up to and including revocation and removal of their title.
2. Disciplinary hearings will be held within the guidelines established by the Disciplinary Sanctions section of the By-Laws.
  - A. Article XVII (18)
3. Should a titleholder be stripped of their title, a certified letter shall be sent to the titleholder to the address on records as a courtesy to inform them that they will not be recognized by name on the R.C.G.S.E. history and will not be allowed to step down at their pageant.
  - A. This letter shall be signed by the Pageant Chair and President of the Board.
  - B. A copy of this letter will be filed with the registered agent.
4. Should a title holder voluntarily relinquish their title, be stripped, or pass away, the 1st alternate will be offered to fulfill the position.
  - A. If the first alternate declines, then each following alternate will be asked in order.
  - B. If no one is available to accept the position, then that title will remain empty and will only be acknowledged on the website and history by the year/number of the pageant.
  - C. If a title holder has relinquished a title, they may not run for another pageant for 12 months from their resignation date.
5. If a pageant title holder has been stripped/ removed they are not eligible to run or be elected for a R.C.G.S.E. title again.

## **ARTICLE XVII** DISCIPLINARY SANCTIONS

### **SECTION 17.01 – Purpose**

1. To uphold the reputation and the integrity of the Royal Court of the Golden Spike Empire and establish the Court's policy on disciplinary sanctions.

### **SECTION 17.02 – General Policy**

1. The Royal Court strives to provide and maintain continuous involvement through effective planning and communication with its members.
2. Under Court policy, disciplinary actions of members are expected to be handled in such a manner as to achieve the least adverse effect upon the members and the Royal Court of the Golden Spike Empire.

### **SECTION 17.03– Definitions**

1. Discipline:
  - A. Action undertaken to correct or modify unacceptable performance or behavior to acceptable standards.
    - 1) Including imposition of sanctions
2. Sanctions:
  - A. Disciplinary measures imposed,
  - B. May include but are not limited to:
    - 1) Oral or written reprimand



- 2) Warning letter
- 3) Probation
- 4) Suspension
- 5) Removal of title
- 6) Removal of voting rights
- 7) Removal from the Board of Directors
- 8) Expulsion.

## **SECTION 17.04 – Cause**

1. Member sanctions may be imposed if the member demonstrates the inability or unwillingness to meet their duties and/or responsibilities.
2. Other causes that would also cause the imposition of sanctions can be but are not limited to:
  - A. Negligence
  - B. Incompetence
  - C. Excessive absence and/or tardiness
  - D. Misuse of Court property or funds, including but not limited to:
    - 1) Misplacement of funds
    - 2) Theft of monies owed/raised/donated to the Court.
  - E. Disorderly conduct
  - F. Unauthorized acquisition of donations, goods, money, materials or services
  - G. Fraud or misrepresentation
  - H. Unjustified interference with the duties of other

## **SECTION 17.05 – Disciplinary Procedures**

1. ACCUSATIONS
  - A. Any Accusations must be submitted in writing to the President of the Board of Directors and/or the Reigning Monarchs,
    - 1) Upon receipt of written accusation, a meeting of the appropriate Disciplinary Committee will be convened.
    - 2) The Disciplinary Committee shall review the accusation and any accompanying documents to determine if the accusation is valid.
    - 3) If it is determined that the accusation is valid, then a formal meeting will be scheduled to take place no later than 15 days for the both the accused and the accuser to appear before the appropriate disciplinary committee.
      - a) This is to allow both the accused and accuser the chance to explain the situation, give them the opportunity to defend themselves and confront their accuser
    - 4) The accused member shall be given a notification of this meeting no less than 72 hours' after the vote has taken place
    - 5) The Disciplinary Committee will then vote on whether the issue should be brought before the Board of Directors and/or the College of Monarchs for a Disciplinary Hearing
      - a) If the vote is Yes to move forward, then the Board President shall call for a closed session at the next scheduled board meeting
      - b) If the accusation is of a serious nature, the President of the Board may exercise the option of calling an emergency meeting of the Board of Directors and/or the College of Monarchs
        - 1- This meeting will be scheduled to take place no later than 15 days
        - 2- The accused member shall be given a notification of this meeting no later than 72 hours after the vote has taken place

## 2. DISCIPLINARY HEARING

- A. The President of the Board of Directors will read the accusation and provide any and all information that was collected by the Disciplinary Committee
  - 1) including any recommendations for sanctions / disciplinary action made by the Disciplinary Committee
- B. The Accuser and Accused will have the opportunity to speak and answer any questions had by the Board of Directors and/or the College of Monarchs
- C. The Board of Directors and/or the College of Monarchs will then discuss, deliberate and vote if a warning or sanctions are warranted in this situation
  - 1) If the accused is a member of the Board of Directors and/or the College of Monarchs, they will not have a vote
- D. Based on the severity of the infraction, and possible reputational risk to the Court, disciplinary actions may be as follows:
  - 1) Warning
    - a) Warnings must be given in documented, written form, stating the member's alleged offense(s) and outlining corrective action to be taken within a specific time limit as deemed appropriate by the Board of Directors and/or the College of Monarchs
  - 2) Probation
  - 3) Suspension of title/membership
  - 4) Removal of title/membership
    - a) If permanent removal of membership is deemed appropriate by the Disciplinary Committee, the Board of Directors and General Membership shall be notified, and a special General Membership meeting shall be called.
    - b) The details of the infraction will be disclosed in complete transparency to the General Membership and the General Membership Body shall vote to approve or deny the request for permanent removal of membership.
  - 5) Disciplinary Sanctions should not be disproportionately severe in comparison to the infraction(s).

## SECTION 17.06 – Outstanding Debts, Theft & Negligence

### 1. Definitions

- A. Any individual, organization, or business owing money to the R.C.G.S.E. is a “debtor”.
- B. An original debt is:
  - 1) A debt which is still pending a prearranged date of payment
  - 2) A debt for which a date of post payment needs to be agreed upon
- C. A past due debt is:
  - 1) An original debt for which has surpassed the arranged date of payment by 10 business days
  - 2) An original debt for which a date of payment has not been negotiated within 10 business days from the date it was created.

### 2. Past Due Debts

- A. Payments which have exceeded the arranged date of payment by five or more business days shall be contacted by phone, e-mail and/or U.S. mail, at the discretion of the sitting Treasurer.
  - 1) A period of no more than 10 business days, but no less than five business days, shall be considered sufficient for response.
    - a) Failure to respond will be deemed an indication of intent to default.
  - 2) The debtor will then be presented with a demand for payment via U. S. Registered mail.
  - 3) A period of no more than 10 business days, but no less than five business days, shall be considered sufficient for response.

- a) Failure to respond will be deemed an indication of intent to default.
  - B. The debtor of an original debt for which a date of payment has not been negotiated within ten (10) business days from the date upon which it was created shall be contacted by phone, e-mail and/or U.S. mail, at the discretion of the sitting Treasurer.
    - 1) A period of no more than 10 business days, but no less than five business days, shall be considered sufficient for response.
      - a) Failure to respond will be deemed an indication of intent to default.
    - 2) The debtor will then be presented with a demand for payment via U. S. Registered mail.
    - 3) A period of no more than 10 business days, but no less than five business days, shall be considered sufficient for response.
      - a) Failure to respond will be deemed an indication of intent to default.
- 3. Defaulted Debts
  - A. At the discretion of the Board of Directors a defaulted debt of sufficient value may be pursued via feasible legal remedy.
    - 1) Provided said remedy can be secured “pro bono” or at a rate of return exceeding 50% of the original debt after payment of costs associated with recover.
- 4. Provision for Court members
  - A. We cannot, and should not, prevent debtors from attending our functions.
    - 1) Any donations or entry fees they may pay will not offset the loss.
  - B. Current titles and position will be suspended without further discussion.
    - 1) Membership will not be
    - 2) Newsletters will stop.
  - C. Said individual(s) cannot seek or be appointed to an office or enter in a pageant of the R.C.G.S.E.
  - D. We do not charge interest
  - E. Service fees will be collected.
- 5. Theft or Misplacement of Monies
  - A. At the discretion of the Board of Directors a demonstrable theft or misplacement of monies should be pursued, constrained by the provisions and guidelines of the bylaws and resolutions.
    - 1) The Board of Directors at its discretion may implement a repayment schedule with the guilty party(ies) dependent on a 2/3 majority of the entire board.
  - B. Theft accompanied by intent to conceal is to be reported to the Board of Directors immediately.
    - 1) Proper authorities are to be contacted immediately upon discovery of theft or misplacement of monies.
- 6. Negligence
  - A. Loss to the Court through blatant demonstrable negligence is comparable to theft.
    - 1) The Board of Directors and President of the Board should be notified immediately of any loss or negligence to the Court’s property.
- 7. In the Event of:
  - A. Monetary Loss
    - 1) At the discretion of the Board of Directors, any sanction may be imposed including but not limited to:
      - a) Individual (s) will never be given financial responsibility, or power to disperse again.
      - b) Removal of title, as approved by a general membership vote.
      - c) Removal of voting privileges.
      - d) Expulsion from the court, as approved by a general membership vote.
  - B. Property Loss
    - 1) At the discretion of the Board of Directors, any sanction may be imposed including but not limited to:
      - a) Individual (s) will have their ability to access Court property unsupervised suspended

- b) A permanent ban on unsupervised access to Court property.
  - c) Removal of title, as approved by a general membership vote.
  - d) Removal of voting privileges,
  - e) Expulsion from the court, as approved by a general membership vote.
- C. All negligence-based reprimands are a discretionary prerogative of the Board of Directors.

## **ARTICLE XVIII**

### COURT AWARDS

#### **SECTION 18.01 – The Humanitarian Award**

1. This award has been around since the 1<sup>st</sup> reign of the R.C.G.S.E.
2. This award shall be awarded to an individual or organization that shows extraordinary humanism, compassion and support in bettering the community of Salt Lake City.
3. At the end of their reign, the reigning Emperor and Empress shall choose one (1) recipient to receive this award.
4. This award will be presented at the annual Golden Spike Awards
5. An ad recognizing the recipient will be included in the Coronation Program
6. Cost of this award will be included in the Awards by Proclamation line item in the yearly reign budget

#### **SECTION 18.02 – The Lifetime Achievement Award**

1. This award was created by Emperor & Empress 14, Gary Broadhead and Betty John to celebrate someone who has given a lifetimes worth of service and support to the R.C.G.S.E. and the community.
2. At the end of their reign, the reigning Emperor and Empress shall choose one (1) individual to be the recipient of this award.
3. This award will be presented at the annual Golden Spike Awards
4. An ad recognizing the recipient will be included in the Coronation Program
5. Cost of this award will be included in the Awards by Proclamation line item in the yearly reign budget

#### **SECTION 18.03 – The Community Service Award**

1. This award is presented to a member of the R.C.G.S.E. or the Community by their “Peers” for their hard work and dedication to the community of Salt Lake City.
2. The award recipient is chosen by the past recipients of this award
3. This award is presented at the annual Golden Spike Awards
4. An ad recognizing the recipient will be included in the Coronation Program
5. Cost of this award will be included in the Awards by Proclamation line item in the yearly reign budget

#### **SECTION 18.04 – The Excellence of the Spike Award**

1. This award was created by “The Empress Extraordinaire” Empress 19, Marci Malloy and was named
2. after her spike title, The Excellence of the Spike
3. This award shall be awarded to someone who has shown extraordinary support for the community and for the reign.
4. At the end of their reign, the reigning Emperor and Empress will choose one (1) individual to be the recipient of this award
5. This award will be presented during Coronation each year
6. The award must read “The Empress Extraordinaire, Marci Malloy, Excellence of the Spike Award.”

7. Cost of this award will be included in the Awards by Proclamation line item in the yearly reign budget

### **SECTION 18.05 – Citizens for Life**

1. This award was created by Emperor 21, Adam Ganz, to recognize individuals who are dedicated to our court from outside the realm.
2. At the end of their reign, the reigning Emperor and Empress shall each choose one (1) individual from outside of our realm to receive this award
3. These individuals shall have all the privileges of a regular R.C.G.S.E. court member
4. These awards will be presented during Coronation each year.
5. Cost of this award will be included in the Awards by Proclamation line item in the yearly reign budget

### **SECTION 18.06 – Emperor & Empress Lifetime Titles**

1. At the end of their reign, the reigning Emperor and Empress shall each choose two (2) individuals to receive a personalized Lifetime Title
2. The title names and recipients are at the discretion of the Emperor and Empress
3. Title names must be approved by the Board of Directors at the April Board Meeting
  - A. This is to ensure that there aren't any repeat Lifetime Titles
  - B. Title recipient names are kept secret and do not need to be approved by the board
4. These awards will be presented during Coronation each year.
5. Cost of this award will be included in the Awards by Proclamation line item in the yearly reign budget

### **SECTION 18.07 – Court Member of the Year**

1. This award was created by Emperor 24 Chris Trujillo to recognize court members for outstanding contributions made to the organization
2. At the end of their reign, the reigning Emperor and Empress will choose one (1) individual from their reign to be the recipient of this award
3. This award will be presented during Coronation each year.
4. Cost of this award will be included in the Awards by Proclamation line item in the yearly reign budget

### **SECTION 18.08 – Board Member of the Year**

1. At the end of the reign, the President of the Board may choose one (1) individual from the Board of Directors to be the recipient of this award
2. This award shall be awarded to the board member who has went above and beyond in their work and support of the board throughout the year.
3. This award will be presented during Coronation each year.
4. Cost of this award will be included in the Awards by Proclamation line item in the yearly reign budget

### **SECTION 18.09 – Youth Member of the Year**

1. This award was created by Emperor & Empress 36, Michael Bennion & Emily Rose to recognize a youth member of our community and their contributions to the R.C.G.S.E.
2. At the end of their reign, the reigning Emperor and Empress may choose one (1) individual under the age of 21 to be the recipient of this award.
3. Because the involvement of the youth can vary from year to year, this award is not required to be given out each year
4. This award will be presented during Coronation each year
5. Cost of this award will be included in the Awards by Proclamation line item in the yearly reign budget

### **SECTION 18.10 – Snowball ‘Spirit of Giving’ Award**

1. This award was created by Prince Royale and Princess Royale XLI, Kayden from Hell and Vega Starr, to celebrate someone who has shown exemplary support of the fundraising efforts towards the People with AIDS Christmas Fund prior to Snowball.
2. Prior to Snowball, the reigning Prince Royale and Princess Royale shall choose one (1) individual to be the recipient of this award.
3. This award will be presented at Snowball.
4. This award must read “The Snowball Spirit of Giving Award”
5. Cost of this award will be included in the Awards by Proclamation line item in the yearly budget.

### **SECTION 18.11 – The Prespentt-Martindale Spirit of Empowerment Award**

1. This award was created by Emperor and Empress XLIII, Kayden From Hell and Vega Starr, to a woman in the community that shows strength of character and extraordinary achievement throughout the reign.
2. At the end of their reign, the reigning Emperor and Empress will choose one (1) individual to be the recipient of this award.
3. This award will be presented at Coronation.
4. This award must read “The Prespentt-Martindale Spirit of Empowerment Award”
5. Cost of this award will be included in the Awards by Proclamation line item in the yearly budget.

## **ARTICLE XIX**

### **AMENDMENTS & RESOLUTIONS**

#### **SECTION 19.01 – Amending the By-Laws**

1. Each reign is allowed to alter, amend or repeal a by-law or by-laws
  - A. Must follow rules as outlined below
2. A by-law review must take place every five (5) years.
  - A. The reigns that must review the bylaws will be the even number reigns and in increments of 5
    - 1) For example, 10, 15, 20, 25 etc.
3. Any changes to the by-laws must first be approved by the Board of Directors.
4. Once approved by the board of directors, at least thirty (30) days written notice must be given to the General Membership stating the intention to alter, amend, repeal or adopt the new by-laws.
  - A. Specific changes and proposals must also be included in the thirty (30) day notice for the General Membership to review
    - 1) These should be posted both online and in the monthly newsletter
5. After the thirty (30) days have passed, at a regularly scheduled General Membership Meeting, the General Membership will vote to finalize the proposed changes.
  - A. Approval must be by 2/3 majority vote
6. All by-law changes go into effect immediately after being approved by the General Membership
7. The Board of Directors has the option to obtain legal advice as to the effect of the proposed changes to the by-laws before the vote.

#### **SECTION 19.02 – Amending & Adding Resolutions**

1. Resolution Review:
  - A. The Board of Directors must review the resolutions of the R.C.G.S.E. annually.
  - B. Resolutions may be deleted, invalidated, changed, or revised by a majority vote of the active Board of Directors.

- C. Changes to the Resolutions become effective as of the date they were approved by the Board of Directors.
  - D. Annual resolution review must be completed within sixty (60) days from the date of coronation.
- 2. New Resolutions:**
- A. New Resolutions may be adopted at any time with a majority vote of the Board of Directors.
  - B. New Resolutions become effective as of the date they were approved by the Board of Directors.