

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



## **RESOLUTIONS**

Revision Date: April 2019

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## SECTION 1

### EVENT GUIDELINES

#### **Section 1:01 Event Proceeds**

1. All Proceeds raised during the event will go through the respective fund for which the event is held and the court will write a check to the cause, organization, or fund withholding the required percentage stated below.
2. All proceeds of the event will be disbursed only to a third party for the payment of bills, or to a third-party organization/fund.
3. No funds will be given to an individual directly, unless specifically stated in the show form and by an affirmative vote of the Board of Directors.
  - A. Money disbursed through the People with AIDS Christmas Fund (PWA) will be exempt from this requirement.
4. 2% of the proceeds collected during the event will be payable to the R.C.G.S.E. Scholarship fund and 20% of the proceeds collected during the event will be payable to the R.C.G.S.E. General Fund.
  - A. Proceeds raised during the following events will be exempt from these withholding:
    - 1) PWA Kickoff
    - 2) Cancer Awareness Week
    - 3) Transgender Awareness Week
    - 4) Snowball
    - 5) AIDS Awareness Week

#### **Section 1:02 Event Show Form**

1. All events must be submitted for approval by the Board of Directors no less than three (3) weeks prior to the date of the event.
  - A. The following events must be submitted for approval no less than four (4) weeks prior to the date of the event:
    - 1) Pageants
    - 2) Annual Required Events
    - 3) Coronation Weekend Advertising
  - B. Unaffiliated events may not use the registered trademark or name of the R.C.G.S.E. in any advertisement unless only to specify the proceeds or a portion of the proceeds are to be donated to a specific fund within the R.C.G.S.E.
    - 1) The proceeds from such an event will be considered a Direct Contribution.
2. A Show Form and event advertisement must be submitted to the Board of Directors for approval on all proposed events.
  - A. Exceptions to this rule are for annual or monthly/recurring events
    - 1) Snowball
    - 2) Coronation weekend events
    - 3) Sunday Funday
      - a) Recurring food event
3. Upon event approval, a copy of the show form and advertisement will be given to the Treasurer, Secretary, and Webmaster to be placed on the Court Website.
4. The Show Form must consist of the following:
  - A. Event Host(s)
    - 1) Name and contact number of the host(s).
    - 2) The host is responsible for the event and is required to complete and confirm all responsibilities required by the show form and follow the Guidelines for R.C.G.S.E. Events.

## B. Proceeds

- 1) The fund that the proceeds shall benefit must be disclosed on the form.

## C. Event Location

- 1) An event location must be disclosed on the show form and advertisement prior to being approved by the Board of Directors.
  - a) The host of the event must provide the approval of the location owner/manager or proof that the venue has been reserved for the proposed event.
- 2) The contact information of the location owner/manager must be provided, along with the address of the event location.
- 3) If an event requires another form or application to be completed for the proposed event, a copy of that form must be submitted with the R.C.G.S.E. Show Form.
  - a) If available.
- 4) Any special arrangement or details that the court must abide by as required by the location must be stated on the show form.
- 5) If the event location provides lights/sound/set/décor/etc. the use of these items must be approved by the location owner/manager.
- 6) Any fee for use of the location/event must be paid by the host or arrangements to have the location paid by a third party.

## D. Event Time & Date:

- 1) Event start time and end time must be disclosed on the show form.
  - a) If the doors to the events open prior to the start of the event, this must also be included.
  - b) Date of Event

## E. Event Cost:

- 1) The cost of an event must be included on the show form.
- 2) If this is a ticketed event, the cost must also be disclosed on the ticket.
- 3) If the event is free to the public, this must be disclosed.
- 4) If the event is unable to collect a fee at the entrance of the event, a suggested donation will be listed on the form.

## F. Set Description

- 1) If a set is to be used, a description of the set to be used during the event should be included on the show form.

## G. Door People

- 1) At least one member of the Board of Directors must agree to be the event door person.
  - a) This member will be responsible for collecting entrance fee and other applicable proceeds.
  - b) It is recommended that two members of the Board of Directors collect the applicable fees.
- 2) The Door Person(s) should arrive before the event to ensure that the collection of door proceeds is conducted.
  - a) If the event has an early door open time, the door person should be in place by that time to begin collecting the door proceeds.

## H. Light and Sound:

- 1) If the event needs to use the R.C.G.S.E.'s light and sound equipment, the host must coordinate with the Board of Directors to find a trained technician.
  - a) A trained technician is defined as someone with the knowledge to set up and run the lights and sound system
- 2) The technician will be responsible for the setup, operation, and take down of all related equipment.
- 3) The host should coordinate volunteers and persons to help the technician with the setup and takedown of all related equipment.
- 4) The technician will complete and submit the "Light and Sound Rental Agreement" after the event to the President of the Board of Directors.

## **SECTION 1:03 Additional Event Guidelines**

### **1. Music**

- A. If the event will be utilizing the court's sound system, music should be sent in MP3 or other digital format to the Light and Sound technician 24 hours prior to the start of the event via email.
  - a) Other arrangements may be made at the discretion of the Light and Sound technician.
  - b) The technician shall provide an email address to be given to performers to send their music to.
  - c) If the event will be using a DJ or the location's sound system, performers must provide their music to the event host no less than thirty (30) minutes prior to the start of the event.
    - 1- Music should be collected by the show host from the DJ immediately after the show and returned to the performers.
    - 2- If any performer leaves prior to the conclusion of the show or is unavailable to collect their music, they assume responsibility for obtaining their music from the DJ directly or arranging to have it collected by another party.
  - d) All music must be cued and labeled with the performer's name and track.
  - e) A list of performers and songs to be performed must be given to the DJ at least ten (10) minutes prior to the start of the show.
  - f) Changes to the lineup of performers should not be altered after submitting to the DJ unless that performer is not available.

### **2. Performers**

- A. All performers and performances must adhere to Utah State Laws.
- B. Asking individuals or groups to perform is at the discretion and responsibility of the host.

### **3. Dressing room**

- A. If a dressing room is provided, performers and 1 dresser per performer, are the only ones allowed in the dressing area.
  - 1) This may vary per venue and we will comply with the dressing room rules for the specific venue.
- B. The dressing area must be vacated within one (1) hour after the event.
- C. The host of the event will be responsible for ensuring that the dressing room is cleaned up after use.

### **4. Master(s) of Ceremonies**

- 1) The event must have at least one master of ceremonies.

### **5. Comp Tickets**

- 1) Comp tickets for annual events will be given in accordance with direction provided in each event's section.
- 2) All other events' Comp tickets shall be subject to the following rules:
  - a) A list of Comp Tickets should be provided to the Door Person within one (1) hour of the scheduled start time of the event.
  - b) The following individuals shall receive automatic comp tickets:
    - 1- Event Host(s)
    - 2- Door Person (limit of 2)
    - 3- Light & Sound Technician (limit of 2)
    - 4- Spotlight Operator (limit of 2)
    - 5- Master(s) of Ceremonies (Limit of 2)
    - 6- Reigning Monarchs
    - 7- Reigning Prince and Princess Royale
    - 8- Reigning Crown Prince and Crown Princess
    - 9- If the Event is a pageant, the following will also receive comp tickets:
      - a- Pageant Chair
      - b- Pageant Committee Members
      - c- Reigning Pageant Titleholders at their stepdown

d- Pageant contestants

e- Judges

**6. Monies Collected**

- A. Proceeds of the event will be counted and signed off by the door person and at least one (1) other members of the Board of Directors.
  - 1) If no members of the Board of Directors are available, members of the College of Monarchs may assist.
- B. After counting the proceeds, the door person and individuals who counted the money will affix their signature to a sealed envelope containing the monies.
  - 1) Person in charge of collecting the money must ensure there is an envelope at the event for the monies.
- C. The total amount of the proceeds will be disclosed to the Event Host at the end of the event.
- D. Monies collected will be submitted to the Treasurer or Reigning Monarchs, no later than twenty-four (24) hours after the event.
  - 1) If the funds are misplaced and/or lost, the accepting party will be required to inform the President of the Board as soon as possible, not to exceed more than 24 hours after discovering the monies have been misplaced/and or lost.
  - 2) The accepting party also accepts liability of the monies and will be held liable for the repayment of such funds.
  - 3) If the accepting party refuses to or is unable to repay funds that are deemed misplaced and/or lost, the individual will be referred to the Disciplinary Committee for further action including but not limited to civil litigation.

**7. Advertisement:**

- A. Advertisements must contain the following information, including but not limited to:
  - 1) R.C.G.S.E. Name and/or Logo
  - 2) Details on where the proceeds benefit (fund/organization.)
  - 3) Cost of the event.
  - 4) Time
  - 5) Date
  - 6) Location
  - 7) Host name and contact information.
  - 8) Court Website ([www.rcgse.org](http://www.rcgse.org))
  - 9) Ticket Information
- B. Advertisements should be up and circulating no later than two (2) weeks before the event.
  - 1) If the advertisements are not up in a timely fashion, the Board of Directors may assume the responsibility of advertising the event and/or charge the event host for the posters/advertising.
    - a) Not to exceed the standard show budget
- C. Event advertising poster should be no smaller than 8.5" X 11" but no larger than 22" X 28"
- D. Each location has rules to follow concerning advertising
  - 1) An agreement should be made regarding poster size, placement of posters, when advertising may be placed in venue, newspaper advertising paid for by venue, flyers, table tents, and other forms of advertising

**SECTION 2**  
**ANNUAL REQUIRED EVENTS**

**Section 2:01 PWA Kickoff**

- 1. A fundraiser event shall be held each year after Coronation, but prior to Labor Day

- A. Kickoff must be at least one (1) event but may be multiple events if desired
- 2. The reigning Prince and Princess Royale shall be in charge of this event.
- 3. The purpose of this event(s) shall be to kick off the annual PWA Christmas fundraising efforts
- 4. Proceeds of the PWA Kickoff event(s) shall go to the PWA Christmas Fund

### **Section 2:02 Cancer Awareness Week**

- 1. A week in October shall be proclaimed Cancer Awareness Week
  - A. Event must be at least one (1) week but can be longer if desired
  - B. Calendar of events will be at the discretion of the reigning empress with approval of the Board of Directors
- 2. The reigning Empress shall be in charge of the week.
- 3. The efforts put forth this week shall be for the purpose of raising funds for the Cancer Fund.
- 4. Every effort shall be made to make it a community event to include multiple businesses, bars, and organizations.

### **Section 2:03 Transgender Awareness Week**

- 1. A week in November shall be proclaimed Transgender Awareness Week
  - A. Event must be at least one (1) week but can be longer if desired
  - B. Calendar of events will be at the discretion of the reigning Emperor & Empress and the Registered agent with approval of the Board of Directors
- 2. The Registered Agent along with the Reigning Emperor and Empress, shall be in charge of the week.
  - A. Should the Registered Agent and the Reigning Emperor and Empress choose to, they may appoint, with approval of the board of directors, a committee chair person and committee to plan and execute the events for Transgender Awareness Week.
- 3. The efforts put forth this week shall be for the purpose of:
  - A. Raising money for the Transgender Fund
  - B. Providing the community information regarding the Transgender Community
  - C. Providing information as to what the R.C.G.S.E. has available to the Transgender Community
- 4. Every effort shall be made to make it a community event to include multiple businesses, bars, and organizations.

### **Section 2:04 Snowball**

- 1. Snowball shall be held each year in December
- 2. The reigning Prince and Princess Royale shall be in charge of this event.
- 3. The purpose of this event is to conclude the annual PWA Christmas fundraising efforts
- 4. Proceeds of Snowball shall go to the PWA Christmas Fund
- 5. Once Snowball is over and the annual PWA Christmas fundraising efforts have concluded, the money in the PWA Christmas Fund is given out to people living with HIV / AIDS to use for Christmas
  - A. See the PWA Christmas Fund Resolution for specific guidelines

### **Section 2:05 AIDS Awareness Week**

- 1. A week in March shall be proclaimed AIDS Awareness Week
  - A. Event must be at last one (1) week but can be longer if desired
- 2. The reigning Emperor shall be in charge of the week.
  - A. Calendar of events will be at the discretion of the reigning Emperor with approval of the Board of Directors
- 3. The efforts put forth this week shall be for the purpose of:

- A. Raising money for the R.C.G.S.E. AIDS Fund
  - B. Providing the community with current HIV / AIDS information
4. Every effort shall be made to make it a community event to include multiple businesses, bars, and organizations.

### **Section 2:06 CP Ball**

1. CP Ball shall be held each year in April.
2. The reigning Crown Prince and Crown Princess shall be in charge of this event.
3. Proceeds of the event shall go towards the General Fund.

### **Section 2:07 PR Ball**

1. PR Ball shall be held each year the Friday of Coronation Weekend.
2. The reigning Prince and Princess Royale shall be in charge of this event.
3. Proceeds of the event shall go towards the General Fund.
4. Specific PR Ball guidelines are found in the R.C.G.S.E. By-Laws

### **Section 2:08 Coronation**

1. Coronation will take place each year during the weekend of Memorial Day.
2. The reigning Emperor and Empress shall be in charge of this event.
3. Proceeds of the event shall go towards the General Fund.
4. Specific Coronation guidelines are found in the R.C.G.S.E. By-Laws

### **Section 2:09 Pageant Events**

1. During each reign, the pageant committee must host five (5) pageant events.
2. The purpose of these events is to encourage new membership and involvement with the court.
3. All proceeds of these events shall go towards the General Fund.
4. The five (5) required pageants are listed below:
  - A. Gay Pride Pageant
    - 1) Held in June
  - B. Closet Ball Pageant
    - 1) Held in September
  - C. Golden Spike Universe Pageant
    - 1) Held in November
  - D. Gay Utah Pageant
    - 1) Held in January
  - E. King & Queen of Hearts Pageant
    - 1) Held in February

### **Section 2:10 Golden Spike Awards**

1. Golden Spike Awards is a community voted awards program designed to bring the community together and celebrate each other and the past year of the organization.
2. The awards are meant to be fun, not demeaning.
3. Nominations and final voting are open to the entire community of Salt Lake City
4. The Board of Directors shall determine the dates, times, and locations of nomination, and final voting.
5. To ensure the smooth operation of the Golden Spike Awards, the following shall apply:
  - A. The Monarchs from 3 reigns prior shall be in charge of putting on the event.
  - B. They shall set up the date, time, and venue for the Golden Spike Awards ceremony.



- 1) This shall be approved by an affirmative vote of the Board of Directors.
- C. They will oversee all aspects of the awards and will work with the Board of Directors to ensure that these rules are followed.
- D. They will assist with the golden Spike voting process as deemed necessary.
- E. Should both monarchs scheduled to host be unable to oversee the Awards, election of Voting Administrators shall be by nomination and vote by the Board of Directors.
- F. Golden Spike Awards Voting shall be subject to the following:
  - 1) Voting Administrators are defined as the Monarchs in charge of Golden Spike Awards
  - 2) Preliminary Voting
    - a) The voting Administrators will compile a list of categories and criteria to be eligible for each category and bring it before the Board of Directors for approval no later than March 31<sup>st</sup> of each year.
    - b) Once the list of categories has been approved by the Board of Directors, the community will nominate and vote for their choice in each category to determine the contestants on the final ballot.
    - c) The Voting Administrators, and the President of the Board of Directors will tally the nominations.
    - d) The top five (5) names receiving the highest number of nominations will appear on the final ballot.
      - 1- If a submitted name does not fit or qualify for the award category, the monarchs in charge of the awards and/or the voting administrators has the right to veto the name
  - 3) Final Voting:
    - a) Voting Administrators will prepare the final ballots containing the top 5 contestants who received the most nominations in each category.
    - b) The community at large will vote for one person per category to determine the winners.
      - 1- Write in votes will be considered void.
    - c) There will be no court sponsored functions held on the night of final voting.
      - 1- This is to ensure adequate coverage for all voting locations.
    - d) Any person nominated for an award cannot man a voting box, if possible.
    - e) Voting Administrators, the Registered Agent, and the President of the Board of Directors will collect and tally the votes, determining 1<sup>st</sup> through 3<sup>rd</sup> place in each category.
    - f) If a tie should occur on final ballots for 2nd or 3rd place, each person will be awarded a certificate.
    - g) If a tie should occur on final ballots for 1<sup>st</sup> place, each person will be awarded a plaque.
    - h) There shall be no printed campaign material for any of the Golden Spike Award categories.
      - 1- Any printed advertising of a nominee will result in immediate disqualification.
  - 4) Awards:
    - a) Voting Administrators will be responsible for acquiring the appropriate awards for the top three winners in each category (i.e. plaques and/or trophies)
      - 1- If necessary, the Voting Administrators may receive help in acquiring the awards.
    - b) Voting Administrators must abide by any and all budget amounts when acquiring awards.
      - 1- Voting Administrators may look into getting sponsors for the awards, but it is not necessary, as the budget amount should be sufficient enough to cover costs.
    - c) If an individual/couple wins first place in any category for three consecutive years in a row, that category will then be put in that individual's/couple's name and therefore disqualifies the individual/couple from being nominated in that category.
      - 1- Awards that are currently in someone's name are:
        - a- Juan Carlos Best Dancer
        - b- Scott Wilson Best Live Performer
        - c- Chip & Doug / Ray & Alan Male Lovers of the Year
        - d- Snowball Show of The Year

- e- Felicia Best MC
- f- Randy Bodle Bartender of the Year
- g- Cindy Bjerregaard Favorite Door Person
- h- Kevin Callaway Favorite Waiter/Waitress
- i- Utah Cyber Sluts Tackiest Outfit
- j- Mark Thrash Best Male Performance
- k- Utah Cyber Sluts best Performance by a Duo/Group
- l- Kim & Barb Female Lovers of the Year
- m-Veronika Bitch of the Year
- n- Utah Cyber Sluts Best Comedy Performer
- o- Scott Peterson Favorite Disk Jockey
- p- Sharon Blue Woman of The Year
- q- Cortney Cartier Best Looking Drag
- r- Angela Dominguez Best Female Performer of the Year

d) These Awards may or may not be included on the ballot depending on relevancy and board vote.

6. The reigning Emperor & Empress shall have the opportunity to present personal awards to individual community members of their choosing.
  - A. Examples of these awards are:
    - 1) Most Money raised by a Pageant Title Holder
      - a) Must be approved by the Board of Directors
    - 2) Most Money raised by a General Member
      - a) Must be approved by the Board of Directors
    - 3) Community Supporter of the Year
    - 4) Most Creative Show Idea.
7. As per the By-Laws, the reigning emperor and Empress will also present the following Awards:
  - A. Lifetime Achievement Award
  - B. Humanitarian Award
8. Past recipients of the Community Service Award will also present the Community Service Award to a new recipient.

## SECTION 3

### R.C.G.S.E. FUNDS & GUIDELINES

#### **Section 3:01 Fund Disbursement Guidelines**

1. It shall be mandated according to Federal 501 (c)(3) guidelines that no member of a current sitting Board of Trustees/Directors may access a specific fund.
  - A. This is in accordance with the guidelines set forth by the Federal government that oversees the stipulations and acts of a non-profit organization in good standing.
2. All requests for reimbursement must be submitted to the Treasurer.
3. Any funds authorized to be paid from a fund must be accompanied by copies of invoices when presented to the Court for payment.
  - A. Reimbursements without physical invoices/receipts will NOT be provided.
  - B. Electronic copies of receipts will be allowed if sent to the treasurer prior to the reimbursement request
4. Any reimbursement request for a budgeted item that exceeds the allotted budget amount will require approval of the Board of Directors
5. Any reimbursement request for a non-budgeted item that exceeds fifty dollars (\$50) will require approval of the Board of Directors
6. Timeframes for reimbursement are set forth in the R.C.G.S.E. By-Laws

### **Section 3:02 – The General Fund**

1. This fund is to facilitate the R.C.G.S.E.'s operating expenses.
2. Only budgeted items approved by the R.C.G.S.E. budget committee should be debited from this fund.
  - A. Additional items not falling under any applicable budget category may be approved on a case by case basis for disbursement by the Board of Directors.
  - B. Donations from this account may also be approved on a case by case basis for disbursement by the Board of Directors.
3. Credits to this fund will be from the following:
  - A. 20% of all proceeds raised from other R.C.G.S.E. events.
    - 1) Exceptions to this will be from previously designated annual events.
  - B. R.C.G.S.E. Pageants
  - C. R.C.G.S.E. Events specifically designated to benefit the R.C.G.S.E. General Fund.
  - D. Specific Donations

### **Section 3:03 The R.C.G.S.E. AIDS Fund**

1. The R.C.G.S.E. AIDS fund was created to help those living with HIV/AIDS
2. The President of the College of Monarchs and the reigning Emperor shall oversee all requests to access the R.C.G.S.E. AIDS Fund.
3. If a request for assistance is made from the R.C.G.S.E. AIDS Fund, the administrator shall work to ensure the application is complete and all requirements are met.
4. Once the Administrators have deemed the application is complete and all requirements are met, the request is presented to the Board of Directors for approval
  - A. This must be done during a Closed Board Meeting
5. To ensure confidentiality, all names and personal information will be removed from copies of the receipts/bills and the application.
  - A. The application shall be designated with a number.
6. If the request is approved, copies of all receipts/bills and the application must be turned over to the treasurer before any disbursements will be made.
7. A maximum amount per reign per recipient will be set at \$500.
8. At the end of each reign, if the balance of the R.C.G.S.E. AIDS Fund exceeds \$3000, the reigning Emperor shall have the option of donating the overage to a worthy AIDS cause or organization.
  - A. This disbursement shall take place at Coronation.

### **Section 3:04 The Cancer Fund**

1. The R.C.G.S.E. Cancer Fund was designed to assist those persons who find themselves afflicted with Cancer and the monetary obligations which occur.
2. The President of the College of Monarchs and the reigning Empress shall oversee all requests to access the R.C.G.S.E. Cancer Fund.
3. If a request for assistance is made from the R.C.G.S.E. Cancer Fund, the administrator shall work to ensure the application is complete and all requirements are met.
4. Once the Administrators have deemed the application is complete and all requirements are met, the request is presented to the Board of Directors for Approval
  - A. This must be done during a Closed Board Meeting
5. To ensure confidentiality, all names and personal information will be removed from copies of the receipts/bills and the application.
  - A. The application shall be designated with a number
6. If the request is approved, copies of all receipts/bills and the application must be turned over to the treasurer before any disbursements will be made.

7. Due to the limited resources at our disposal, a maximum amount per reign per recipient shall be set at \$500.
8. At the end of each reign, if the balance of the R.C.G.S.E. Cancer fund exceeds \$3000, the reigning Empress shall have the option of donating the overage to a worthy Cancer Cause or organization.
  - A. This disbursement shall take place at Coronation.

### **Section 3:05 – The People With AIDS Christmas Fund**

1. The People with AIDS Christmas Fund was created for the disbursement of funds at Christmas time for individuals who have been diagnosed with HIV/AIDS.
  - A. Funds are disbursed directly to the requestor
  - B. Once the disbursement is received by the requestor, the disbursement is used at the discretion of the recipient.
2. Funds for the People With AIDS Christmas Fund shall be raised by, but not limited to:
  - A. PWA Kickoff
  - B. Snowball
  - C. Donations from the general public or other organizations.
  - D. Additional fundraisers planned for the People With AIDS Christmas Fund by the reigning Prince Royale and reigning Princess Royale.
  - E. Additional fundraisers planned for the People With AIDS Christmas Fund by any other individuals.
3. The reigning Prince Royale and reigning Princess Royale shall oversee the administration of the People With AIDS Christmas Fund.
4. Requests for disbursements must be requested by the recipient directly.
  - A. Requests from 3rd Party individuals or organizations cannot be considered, due to HIPAA regulations.
5. To ensure confidentiality, requests will only be sent to the reigning Prince Royale, reigning Princess Royale, and President of the Board.
6. The reigning Prince Royale and reigning Princess Royale shall contact any worthy AIDS organization no later than November 1st and provide them documentation that includes, but will not be limited to:
  - A. A Description of who the Royal Court of the Golden Spike Empire is.
  - B. A Description of what Snowball is, including the date, venue, and time.
  - C. Contact information for the reigning Prince Royale, reigning Princess Royale, and the President of the Board.
  - D. A Description of the process the requestors will need to take, including the information they need to provide to receive their disbursement.
    - 1) The information that requestors will need to provide shall include, but not be limited to:
      - a) Legal Name
      - b) Address where the disbursement shall be delivered
      - c) Phone number where the requestor can be reached, if necessary
      - d) E-mail address where the requestor can be reached, if necessary.
7. The organizations that the reigning Prince Royale and reigning Princess Royale may contact shall include, but not be limited to:
  - A. Clinic 1A at the University of Utah Hospital.
  - B. The Utah AIDS Foundation
  - C. The People With AIDS Coalition of Utah.
8. A master list/spreadsheet will be created to store all requestor information.
  - A. This list will only be accessed by the reigning Prince Royale, reigning Princess Royale, President of the Board, and Treasurer.
  - B. The Prince Royale and Princess Royale shall elect one person to be responsible for collecting and maintaining the active list of potential recipients and keep on a secured flash drive.

- C. Such information shall be collected through a designated email address that will include the Prince Royale and Princess Royale, Treasurer, and President of the Board of Directors.
- D. After the end of disbursements the flash drive shall be turned over to the registered agent no later than January 31st.
- 9. Requests for disbursements shall be accepted no later than the night of Snowball.
  - A. Any requests after Snowball, but prior to December 23rd MAY be approved at the discretion of the Board of Directors.
  - B. Requests that are received after December 23rd will not be accepted and will be encouraged to apply for the R.C.G.S.E. AIDS fund or to re-submit their name for the People With AIDS Christmas Fund disbursement from the following reign.
- 10. To ensure confidentiality, disbursements will be written by the Treasurer and signed by the Treasurer and President of the Board.
  - A. If extenuating circumstances prevent the Treasurer and/or the President of the Board from signing the disbursements, an alternate approved signer, who is already a signer on the court's checking account, may be appointed by the President of the Board.
  - B. The Treasurer and President of the Board shall have three (3) days after Snowball to turn all signed disbursement checks over to the reigning Prince Royale and reigning Princess Royale for disbursement.
  - C. For any requests approved after Snowball, but before December 23rd, the Treasurer and President of the Board (or approved alternate signer) shall have 24 hours to turn over the signed disbursements to the reigning Prince Royale and reigning Princess Royale for disbursement.
- 11. Each disbursement will be set at a \$100 increment, limited to one disbursement per person, per reign.
  - A. Once the final number of recipients is known, and if there is a large enough balance in the fund, the reigning Prince Royale and reigning Princess Royale may petition the board to increase the amount of the disbursement, not to exceed \$200 per disbursement.
- 12. If the balance of the People With AIDS Christmas Fund exceeds \$500 at the end of the reign, the reigning Prince Royale and reigning Princess Royale shall have the option of donating the overage to a worthy AIDS cause organization.
  - A. Disbursement of funds will take place at PR Ball.

### **Section 3:06 The Peoples Concern Fund**

- 1. This fund is to provide relief for those needing financial assistance due to an unforeseeable tragedy or emergency.
- 2. The Peoples Concern Fund is to be used in manners as described as follows:
  - A. To help individuals whose personal rights have been violated due to their sexual orientation.
  - B. To help individuals with extreme medical problems that are not AIDS/Cancer related.
  - C. To help individuals involved in litigation that does not involve drug/alcohol offenses.
  - D. To help individuals with utility bills where the service is being disconnected and/or have been given notice that payment must be paid within ten days (Final Notice), or termination of services will be put in effect.
    - 1) Applications must be received 5 days prior to the final notice or termination of services. Applications received after the allotted timeframe may be denied.
  - E. To assist individuals with emergency funding when needed.
    - 1) i.e., death in family, wrongful termination, car issues, natural disaster.
- 3. At no time will any individual be allowed to receive more than \$500 during any one reign.
- 4. The administration of this fund will be done through the Prince and Princess Royale under the direction of the Board of Directors.

5. Should the total amount due be more than the maximum limit of \$500 and the recipient doesn't have the means available to cover the remaining balance to bring the debt current, the request for assistance will result in an automatic denial
6. Applications will be available at all times through the Court website and the Prince and Princess Royale.

### **Section 3:07 The Wade DeForest "Felicia" Young Adult Fund.**

1. Money raised for this fund shall be the responsibility of the reigning Crown Prince and Crown Princess.
2. The purpose of such fund will be-but is not limited to:
  - A. Helping individuals or organizations benefiting people 20 years of age or younger.
    - 1) If a minor under the age of 18 wishes to access the fund, their parent or legal guardian shall make a request on their behalf.
3. If the balance of the Felicia Young Adult Fund exceeds \$500 at the time of CP Ball, the reigning Crown Prince and Crown Princess shall have the option of donating the overage to a worthy Youth Outreach cause or organization.
  - A. Funds will be disbursed at CP Ball.

### **Section 3:08 The Drive of the Spike Scholarship Fund**

1. In order to empower individuals within our community, the R.C.G.S.E. will establish a scholarship fund entitled the Drive of the Spike Scholarship Fund.
2. A minimum of \$1000, but not limited to that amount, must be awarded each year at Coronation. The Board of Directors shall be responsible for raising and monitoring these funds.
3. To ensure there will be a minimum of \$1000 available each year, 2% from every court function, with the exception of the previously listed exempt functions, shall be placed into the Scholarship Fund.
4. Scholarship distribution and policies will be governed yearly by a Scholarship Panel consisting of the following members:
  - A. President of the Board of Directors,
  - B. The Reigning Monarchs,
  - C. The registered agent OR one Board member from the elected Board of Directors.
    - 1) In recognition of being the creators of the Drive of the Spike Scholarship Fund, the Scholarship Panel will extend an invitation to Emperor XX Peter Christie and Empress XX Sheneka Christie (aka Ralph Currington III) to serve as honorary members of the panel each year.
5. The President of the Board of Directors and the Reigning Monarchs will distribute scholarship monies being awarded that year at Coronation at the designated time that evening.
  - A. Special recognition will be given to Emperor XX Peter Christie and Empress XX Sheneka Christie as the originators of the Drive of the Spike Scholarship Fund.
6. Funds will be distributed directly to the scholastic institution and must be accompanied by copies of invoices.

### **Section 3:09 The Pride Fund**

1. The Pride Fund shall be established to ensure the R.C.G.S.E. can take part in the annual Pride Day festivities.
  - A. This will ensure that our organization and our mission remains a visible presence to the community we serve.
2. Money raised for the Pride Fund shall be the responsibility of, but not limited to, the reigning Mr., Miss and Ms. Gay Pride of the R.C.G.S.E..
3. Any money raised shall be used to:
  - A. Secure an entry in the Pride Parade for the R.C.G.S.E.
  - B. Secure a booth during the Pride festival at the discretion of the Board and pending availability of funds.

- C. Help pay for any insurance that the R.C.G.S.E. will need for the Pride festivities.
- D. Cover the cost of items for the float and items to be used in the booth at the festival.
- 4. Money shall not be used by anyone representing the R.C.G.S.E. in the parade or in the booth or otherwise for personal reasons, i.e. food and drink, personal purchases at the festival, etc.
- 5. A committee consisting of two members of the Board of Directors as well as the reigning Mr., Miss and Ms. Gay Pride of the R.C.G.S.E. shall be established by the last board meeting in December of each year.
  - A. The responsibility of this committee will be:
    - 1) To acquire and complete all necessary forms from the Utah Pride Center to:
      - a) Have an entry in the Pride Parade, as funds available
      - b) Have a booth during the Pride festival, as funds available.
    - 2) Attend any required meetings or briefings concerning the Pride festivities.
    - 3) Coordinate and work with the newly crowned Mr., Miss and Ms. Gay Pride of the R.C.G.S.E., as well as, anyone else willing to volunteer, to construct our float/entry in the parade and putting together anything needed for our booth at the festival.

### **Section 3:10 The Transgender Fund**

1. This fund is to provide relief for members of the Transgender Community in need of financial assistance.
2. The fund will assist with expenses relating to gender transition including, but not limited to:
  - A. Legal Expenses
  - B. Medical expenses
    - 1) Medication expenses
    - 2) Doctor Visit expenses
    - 3) Counseling Expenses
    - 4) Surgical Expenses
3. If applying for Medical assistance, documentation from a medical professional stating the individual is being treated for Gender Dysphoria will be required.
  - A. This documentation must be included with the application before the application can be approved.
4. There will be a \$500 per reign cap, per applicant.
  - A. Exceptions to this cap are if the applicant is seeking assistance with surgical expenses.
    - 1) If the individual is seeking assistance with surgical expenses in excess of the \$500 cap, they will be required to host a function with the R.C.G.S.E. and the funds raised at the function will go toward said individual's surgical expenses.
    - 2) If the function raises more than \$500, the individual will receive all the funds minus the appropriate administrative costs as outlined by the Bylaws and Resolutions.
      - a) If the function raises less than \$500 all funds will go towards the individual's surgical expenses
        - 2- The administrative fees will not apply
5. The reigning emperor and empress along with the Registered Agent shall oversee all requests to access the Transgender Fund.
6. If a request for assistance is made from the Transgender Fund, the administrators shall work to ensure the application is complete and all requirements are met.
7. Once the Administrators have deemed the application is complete and all requirements are met, the request is presented to the Board of Directors for approval
  - A. This must be done during a Closed Board Meeting
8. To ensure confidentiality, all names and personal information will be removed from the copies of the receipts/bills and the application.
  - A. The application will then be designated with a number.
9. If the request is approved, copies of all receipts/bills and the application must be turned over to the treasurer before any disbursements will be made.

- A. Disbursement Checks will be made to the creditors directly
  - B. No money will be dispersed directly to the applicant
- 10.** Applications will be available at all times through the Court website
- 11.** At the end of each reign, if the balance of the Transgender Fund exceeds \$3,000, the reigning Emperor, Reigning Empress and Registered Agent shall have the option of donating the overage to a worthy Transgender Cause or organization
- A. This disbursement shall take place at Coronation
  - B. If the reigning Emperor and Empress selected a chairperson to head Transgender Awareness Week, they should make every effort to consult the chairperson on a worthy cause or organization to donate to.

### **Section 3:11 The Hospitality Fund**

1. This fund is designated to house funds used for special events.
2. The events that shall benefit from this fund shall be:
  - A. Snowball
  - B. Coronation Hospitality
3. The previous reign monarchs shall be required to throw one (1) function during the current reign to benefit this Fund.
4. The College of Monarchs and the Previous Reign Prince and Princess Royale shall also be required to throw one (1) function together during the current reign to benefit this fund.
5. Examples of expenditures this fund may be used for includes, but is not limited to:
  - A. Food
  - B. Beverages
  - C. Plates, utensils, serving items etc.

### **Section 3:12 The Travel Fund**

1. This fund is designated to house the reimbursement funds used by the reigning monarchs and the reigning Prince Royale and Princess Royale for their budgeted travel expenses during their reign.
2. The maximum amount of this fund will be the total of the travel budget amounts for the Emperor, Empress, Prince Royale and Princess Royale
3. Funds shall be deposited in the following manner:
  - A. Proceeds from all water parties held during Coronation Weekend shall be deposited first.
  - B. The remainder of funds shall be deposited from the Coronation Weekend proceeds up to the maximum amount as determined by the yearly budget
    - 1) The funds deposited in this account shall not exceed the total allotted travel budget amounts for Emperor, Empress, Prince Royale, and Princess Royale
4. One function may be held each year to replenish the R.C.G.S.E. Travel Fund
  - A. Proceeds of this function may not increase the total of the fund beyond the maximum amount established by the yearly budget
  - B. Any replenishment funds in excess of the maximum travel fund amount will be deposited into the General Fund
5. If a balance remains in the R.C.G.S.E. Travel Fund at the end of a reign, that balance will remain in the fund and will be included in the totals for the next reign
6. Disbursements from this fund must follow all Travel Budget guidelines

### **Section 3-13 The Direct Charity Fund**

1. This fund is designated to house funds raised for other organizations/causes outside of RCCGSE specific funds.



- A. Any functions raised for these organizations will be subject to the specified administrative costs outlined in the resolutions.
  - B. The board may approve these costs to be waived.
  - C. No additional funds should be added to this account at any time, for any reason.
2. These funds must be disbursed to the intended recipients within thirty (30) days of the event held.
  3. The Direct Charity fund must be at a zero balance by the end of each reign

## SECTION 4 ODDS & ENDS

### **Section 4-1 Button Machine**

1. The registered Agent of the R.C.G.S.E. shall be responsible for the Court button machine and shall make sure the machine is kept in good condition, keep a log of its use, and see that the following agreement is kept with anyone who uses it:
2. A fifty-dollar (\$50) rental fee is paid for use of the machine
  - A. This rental fee is non-refundable
3. An additional fifty-dollar (\$50) security deposit will also be charged if the machine is to be taken off-site, away from the location of the Registered Agent.
  - A. This security deposit will be refunded when the machine is returned in good condition
4. If the machine is not returned on time there will also be an additional \$5.00 per day late fee charged.
5. If the machine is not returned in good condition the person renting the machine shall also be charged repair costs in excess of the fifty-dollar (\$50) security deposit
6. From April 1 – May 31, the machine can only be rented for two (2) consecutive days only.
7. From June 1 until March 31, the machine can only be rented for seven (7) consecutive days.
8. If button parts are provided by the Registered Agent, the cost for those parts will be charged to the individual renting the machine

### **Section 4-2 Sound and Light Systems**

1. The Registered Agent of the R.C.G.S.E. shall be responsible for the Court's portable sound system and shall make sure the system is kept in good condition, keep a log of its use, and see that the following agreement is kept with anyone who uses it.
2. Usage of the portable sound system for non-court approved functions shall be dictated by the below rules:
  - A. A one hundred-dollar (\$100) rental fee is charged for use of the system.
  - B. The system can only be rented for two (2) consecutive days only.
  - C. If the machine is not returned on time, there will be an additional fifteen dollars (\$15) per day late fee charged.
  - D. If the machine is not returned in good condition, the person renting the machine shall be charged for repair costs.
3. The system may be used in conjuncture with any approved court functions at no cost.
4. The POB and Registered Agent shall be responsible for the Court's large sound and light system and make sure it is kept in good condition, keep a log of its use, and ensure the following:
  - A. The Court's large sound and light system is only to be used for court functions, unless otherwise approved by the Board of Directors.
  - B. Only trained technicians shall set up, take down, and operate the sound system.
    - 1) All technicians shall be approved by the Board of Directors.
    - 2) If New Technicians are needed, they must be trained by existing approved technicians before they will be allowed to run the sound and light system.

- B. The large sound and light system shall remain in the Court's storage unit at all times when not in use for events.
- 5. If approved by the Board of Directors, anyone using the sound and light system at a non-court function must abide by the following rules:
  - C. A non-refundable rental fee of \$100 will be paid by the individual or organization using the system.
    - 1) This fee will be deposited into the general fund.
    - 2) This fee may be waived by a vote of the board of directors
    - 3) The Board of Directors may also approve other ways to pay for the use of the sound and light system
      - a) For Example, a show to benefit an R.C.G.S.E. fund thrown by the individual or organization using the system
  - D. A technician approved by the Board of Directors must run the light and sound during the contracted event.
  - E. The equipment must be returned within 24 hours after the event ends.
  - F. The system may only be used for 1 day.

### **Section 4-3 C.A.R.E. Team**

- 1. The C.A.R.E. (Cards Are Really Economical) Team is there to support RCGSE Members
- 2. The benefits of the CARE team are for court members in good standing along with, but not limited to:
  - A. Their Partners
  - B. Their Children
  - C. Their Parents
- 3. Cards will be sent for, but not limited to the following situations:
  - A. In Stay Hospital Visits
  - B. Deaths
  - C. Birthdays
- 4. Situations involving individuals not listed above will be discussed by the committee and/or the Board of Directors if needed
- 5. The budget for Hospitality Items is set per the budget each year, however, the intent of the CARE committee is to minimize the use of the fund via using the cards.
- 6. Planters or Hospitality items in excess of a card, but within the budgeted amount, used for situations like Funerals etc. will be purchased and delivered by a member of the CARE team.
  - A. This is to minimize the cost of Floral stores and delivery fees