

# BY-LAWS

**Revision Date:** January 2025



THE ROYAL COURT OF THE  
GOLDEN SPIKE EMPIRE

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## **ARTICLE I - Definitions**

### ***SECTION 1.01 – Organization Name***

1. The organization shall be known as **THE ROYAL COURT OF THE GOLDEN SPIKE EMPIRE**, and shall be referred to in these bylaws as **“the organization”** or **“R.C.G.S.E.”**

### ***SECTION 1.02 – Other Terms***

1. The following are the definitions of terms found within these bylaws
  - A. The term **“Monarchs”** refers to the titles of Emperor, Empress & Emprex combined
  - B. The term **“PRs”** refers to the titles of Prince Royale, Princess Royale & Princet Royale combined
  - C. The term **“CPs”** refers to the titles of Crown Prince, Crown Princess & Crown Princet combined
  - D. The term **“Membership”** refers to the members of the R.C.G.S.E.
  - E. The term **“Board”** refers to the Board of Directors of the R.C.G.S.E.
  - F. The term **“College”** refers to the College of Monarchs of the R.C.G.S.E.

### ***SECTION 1.03 – Voting Terms***

1. The following are the definitions of terms regarding Membership & Board voting found within these bylaws
  - A. The term **“Majority Vote”** refers to a vote where the number of “Yes” or “Affirmative” votes must be larger than one half of the allowed votes to pass
    - 1) Majority vote is not 51%
  - B. The term **“Supermajority Vote”** refers to a vote where the number of “Yes” or “Affirmative” votes must be larger than 2/3 of the allowed votes to pass

## **ARTICLE II – Offices, Legal, Construction & Duration**

### ***SECTION 2.01 – Location & Boundaries***

1. The boundaries organization shall be all of Utah, south of the 41<sup>st</sup> parallel (Also known as Shepard Lane) and the entirety of the Golden Spike National Historic Park
2. The principal office of the organization shall be located in Salt Lake City, Salt Lake County, in the State of Utah.
3. The organization shall have other offices within its boundaries as the Board may determine necessary.
4. The following individuals must reside within the organization’s boundaries for the entirety of their year of service:
  - A. President of the Board
  - B. Monarchs
  - C. PR’s
  - D. CP’s
  - E. Pageant Chairperson
  - F. College President
  - G. Secretary
  - H. Treasurer
  - I. Members of the Board of Directors
  - J. Pageant Titleholders
    - 1) Exception to this is the Gay Utah titleholders as it is a state wide title
5. If any of the above-mentioned individuals are found to be living outside of the organization’s boundaries, they have 30 days to move back inside the boundaries or their titles will be removed.

6. If extenuating circumstances exist, this rule may be temporarily overridden by a majority vote of the board until the boundaries issue is resolved

### ***SECTION 2.02 – 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 501I (3) of the Internal Revenue Code of 1954.

### ***SECTION 2.03 – 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.

## **ARTICLE III – Purpose & Objectives**

### ***SECTION 3.01 – 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 501I(3) of the Internal Revenue Code of 1954

### ***SECTION 3.02 – 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 3.03 – 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

## **ARTICLE IV – Membership**

### ***SECTION 4.01 – 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 4.02 – 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 R.C.G.S.E. 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 R.C.G.S.E. will not tolerate any violations of this policy
  - A. Violation of this policy may result in, but is not limited to:
    - 1) Disciplinary sanctions
    - 2) Removal of title
    - 3) Revocation of R.C.G.S.E. membership

### ***SECTION 4.03 – Membership Fees***

1. Membership fees for the current reign will be established prior to the first General Court Meeting of the new Reign
  - A. The reigning Monarchs shall propose the membership fees for the current reign to the Board of Directors
  - B. The Board of Directors shall vote, at the beginning of each reign, the amount of membership fees payable to the R.C.G.S.E. based on membership type.
2. These fees are to be used to cover administrative costs

### ***SECTION 4.04 – 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. Majority Vote 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.
6. At the end of the reign, all membership applications must be submitted to the Secretary for documentation and retention purposes.

### ***SECTION 4.05 – Membership Types***

1. There shall be two (2) types of individual memberships:
  - A. Resident Members
    - 1) Anyone age 18 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 age 18 and older who wishes to be associated with the R.C.G.S.E., lives outside the boundaries of the organization, and has paid the membership fee

### ***SECTION 4.06 – 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 an R.C.G.S.E. Resident and/or Associate 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 Majority Vote 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 Supermajority vote of the Board of Directors.

### ***SECTION 4.07 – 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.
  - A. The Following Language shall be used on all membership applications starting with Reign 45:
    - 1) “I agree that should I exercise my right to resign as a member of the R.C.G.S.E. before the normal expiration date of my membership, I agree that I am not entitled to a refund or abatement of all or part of the membership fees I have already paid or become due upon my signature and submission of this application for membership. In the event of my resignation, I also agree that I am not relieved of any obligation I have incurred and owe to the R.C.G.S.E. as a member or non-member.”

## **ARTICLE V – Meeting of Members & Procedures**

### ***SECTION 5.01 – Scheduled Meetings***

1. There shall be a meeting of the members of the organization at least once a month.
2. The time and place of such meetings shall be at the discretion of the Monarchs
3. Notice of meetings shall be given to the members of the organization by one or more of the following:
  - A. Mail
  - B. Electronic Notification
  - C. Printed or lettered signs
  - D. Social Media
  - E. In a local publication

### ***SECTION 5.02 – Notification of Meetings***

1. Notice of meetings shall be given to the members of the organization by one or more of the following:
  - A. Mail
  - B. Electronic notification
  - C. Printed or lettered signs
  - D. Social Media
  - E. In a local publication.
2. Notice shall state the time and place of such meeting

### ***SECTION 5.03 – 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 Bylaws, or as stipulated by the Resolutions of the R.C.G.S.E.

### ***SECTION 5.04 – 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 VI – Officers of the Organization**

### ***SECTION 6.01 – President of the Board***

- 1. The position of President of the Board cannot be filled by anyone not meeting the guidelines as set forth by section 5011 (3) of the Internal Revenue Code of 1954
- 2. The appointment of the President of the Board shall be the first order of business 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
- 3. 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. Act as Registered Agent of the organization for the year
  - C. Presiding over meetings of the Board of Directors
  - D. Facilitate resolution or disputes among the board
  - 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 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.
  - F. Any and all corporate records for a reign must be turned over to the President of the Board within 30 days from Coronation
    - 1) Failure to do so may result in disciplinary action.
- 4. 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.
- 5. The President of the Board shall only vote in the case of a tie.
- 6. 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 Monarchs
- 7. In the event of the death, resignation, inability or refusal to serve the following will take place:
  - A. The reigning Emperor & Empress shall name a replacement President of the Board
  - B. Candidate must be approved by a Supermajority vote of the Board of Directors

## ***SECTION 6.02 – Co-Presidents***

1. Each year two (2) individuals will be elected or appointed as Co-Presidents (a.k.a. Monarchs) of the R.C.G.S.E.
2. The position of Co-President cannot be filled by anyone not meeting the guidelines set forth by section 501I (3) of the Internal Revenue Code of 1954.
3. The term of Co-President shall be for 1 year
  - A. From their Coronation to the following years Coronation
4. The duties of Co-Presidents shall include but not be limited to:
  - A. 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. 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 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.
  - 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 Co-Presidents have not secured the names for the candidates listed above, they have until the first board meeting in June to submit names for approval

## ***SECTION 6.03 – Co-Vice Presidents***

1. Each year two (2) individuals will be appointed as Co- Vice Presidents (a.k.a. PR's) of the organization
2. The position of Co-Vice President cannot be filled by anyone not meeting the guidelines set forth by section 501I (3) of the Internal Revenue Code of 1954.
3. The term of the Co-Vice Presidents shall be for 1 year
  - A. From their Coronation to the following years Coronation
4. The duties of the Co-Vice Presidents shall Include but are not limited to:
  - A. Co-preside over all Membership Meetings of the R.C.G.S.E. in the absence of the Monarchs
  - 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

## ***SECTION 6.04 – Secretary***

1. The position of Secretary cannot be filled by anyone not meeting the guidelines set forth by section 501I (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 General Membership Meetings and Board Meetings
  - 1) The minutes of the previous General Membership Meeting will be read at the beginning of each General Membership Meeting
  - 2) Reading of the Board Meeting minutes at the beginning of each Board Meeting will be at the discretion of the President of the Board.
- B. See that all notices are duly given in accordance with these bylaws 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 President of the Board
  - 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 Supermajority vote of the Board of Directors.

### ***SECTION 6.05 – Treasurer***

- 1. The position of Treasurer cannot be filled by anyone not meeting the guidelines set forth by section 5011 (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 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.
  - 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 President of the Board
      - a) President of the Board 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 & Board of Directors
    - a) Report does not get an approval vote at either meeting, it is just read for informational purposes
  - 4) 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 Supermajority vote of the Board of Directors.

## **ARTICLE VII – Monarch Elections**

### ***SECTION 7.01 – Monarch Elections***

- 1. The election of the Monarchs of the R.C.G.S.E. shall be held at least one week prior to Coronation.
- 2. In the event of extenuating circumstances, force majeure, local, or world events affect when and if we can or should have an election, the Board of Directors will decide on which action to take.
  - A. All actions decided upon must be approved by a Supermajority vote of the Board and must maintain the integrity and wellbeing of the RCGSE, its Board of Directors and members
    - 1) Proxies are not allowed.

### ***SECTION 7.02 – Monarch Candidate Eligibility***

- 1. The qualifications of anyone seeking the position of Monarch shall be as follows:
  - A. Must be 21 years of age
  - B. Resides within the R.C.G.S.E. boundaries.
    - 1) Proof must be shown at Candidate Q & A
  - C. Be a resident of the state of Utah for at least eighteen (18) months consecutive prior to the candidate interviews
    - 1) This requirement may be waived with a Supermajority vote by the Board of Directors
  - D. Must be a member in good standing of the current reign for at least nine (9) months prior to candidate interviews.
    - 1) Any and all previous Disciplinary Actions (if any) must be proved to be completed.
  - E. A candidate is not eligible to run for office if they have an outstanding debt with the R.C.G.S.E.

- F. Attend eight (8) general membership meetings and eight (8) Board of Directors meetings of the reign preceding their candidacy.
    - 1) Six (6) of these meetings must be in person while two (2) can be attended via electronic means
    - 2) Since Candidate Interviews are held at the last board meeting of April, eligible meetings shall be considered from June to March of the reign preceding candidacy.
    - 3) Attendance requires signing in and signing out on the attendance sheet
    - 4) If meeting attendance is virtual:
      - a) At the beginning of the meeting, you must notify whoever is taking attendance that you are watching the meeting
      - b) At the end of the meeting, you must acknowledge that you remained the entire meeting before logging out.
  - G. 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.
    - 2) Functions must be in person events, not virtual
  - H. Must meet the guidelines for holding an office as set forth in the guidelines of a 501I (3) organization.
  - I. Have not held the position of Monarch of the R.C.G.S.E. for at least two (2) years from the successful completion of their reign prior to the candidate interviews.
  - J. Does not currently hold a 'working title' at the time of interviews.
    - 1) Working title is defined as:
      - a) PR's
      - b) CP's
  - K. A reigning Pageant Titleholder may petition to be a Monarch candidate, however, to keep their pageant title they must complete their pageant title requirements prior to candidate interviews.
    - 1) If they have not completed their pageant title requirements, they may still petition to be a Monarch candidate, however, they must relinquish their pageant title.
2. Any candidate who meets these criteria shall be automatically approved for campaigning, letting the community decide who is worthy to lead the RCGSE

### ***SECTION 7.03 – 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 six (6) hours of assistance to the Coronation Coordinator
    - 1) This time is to be split between set up of the ballroom before coronation, and tear down of the ballroom after coronation
      - a) Specific setup or tear down duties will be set by the Coronation Coordinator
    - 2) This may be done either personally or by a representative of the Candidate.
    - 3) 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 \$100 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 candidate will face the following consequences:
  - A. The \$100 campaign fees will be kept and put into the General Fund
  - B. The candidate will pay an additional \$250 fee to be put into the General Fund
    - 1) Non-winning candidates will not be considered a member in good standing until the fee is paid
    - 2) Winning candidates will not be allowed to use their newly elected monarch title until the fee is paid
  - C. These consequences will begin as of the meeting before Victory Brunch
- 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 7.04 – Candidate Question & Answer***

- 1. Candidate Question & Answer is to be held at the monthly Board Meeting in April.
- 2. Any candidate unable to attend the question & answer must reschedule their question & answer before the scheduled candidate question & answer meeting.
- 3. Candidate question & answer meeting shall only be open to the sitting Board of Directors, members of the College of Monarchs and those individuals aspiring to the office of Monarch who have met the candidate criteria
- 4. Candidates must declare they are running for Emperor, Empress or the non-binary title of Emprex
- 5. Candidates choosing to run as Emprex must also declare which line they will represent
  - A. The line chosen will establish which set of Monarch duties they will be responsible for, and which regalia rules must be adhered to.
  - B. The line that is chosen cannot be changed once the candidate is approved
  - C. All campaign material must state that the candidate is running for Emprex and which line they are representing
    - 1) Picking a line to run under is not a confirmation or assumption of gender, and any intentional misgendering or someone using the Emprex title would be subject to disciplinary action
- 6. Remember, as listed in Section 7.02, all potential candidates who have met the listed criteria are automatically approved for campaigning, the purpose of the Question & Answer meeting is to establish the following:
  - A. Why do you want to be a monarch
  - B. What do you hope to accomplish during your reign
  - C. Is the candidate gainfully employed
  - D. Can the candidate financially handle the reign as a Monarch
  - E. Is there anything personal that may come up during their reign that needs to be disclosed ahead of time

#### ***SECTION 7.05 – Candidate Liaison***

- 1. The Candidate Liaison will be nominated from the sitting Board of Directors and must be approved by a 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 all interactions between the candidates and campaign staffs 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 7.06 – Campaign Rules***

1. The President of the Board, reigning Monarchs, PR's and CP's may not openly endorse or campaign for any candidate.
2. The Board 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 to review the situation.
  - A. The candidate Liaison must initiate any noncompliance issues before the Board.
9. The Board 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 7.07 – No Candidates for the Office of Emperor, Empress or Emprex***

1. In the event that no candidates seek or qualifies for a Monarch position, the College shall meet and vote for a Regent Monarch(s) to fill the position(s)
2. The College shall follow all Regent Monarch guidelines set forth in these bylaws

### ***SECTION 7.08 – Voting Guidelines***

1. The following guidelines are subject to change should the Board of Directors be forced to change and/or cancel the election based on extenuating circumstances, local, or world events effecting the Monarch election.
2. In the event of extenuating circumstances, force majeure, local, or world events effect when and if we can or should have an election, the Board of Directors and College of Monarchs will decide on which action it will take.



- A. All decided upon actions must be approved by a Supermajority vote of the Board and College members in attendance
  - 1) Proxies are not allowed.
- B. All decided upon actions must maintain the integrity and wellbeing of the R.C.G.S.E. and its Past Monarchs, Board of Directors and members.
- 3. 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.
- 4. Voting will occur at least one week prior to Coronation in a neutral territory
  - A. Not in a bar or on bar property.
- 5. Voting will be only one (1) day
- 6. 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
- 7. All individuals in the voting room are required to be there for the full 12 hours
  - A. With the exception of the Candidate Liaison
- 8. 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 Monarchs will cast their votes for the election of the new Monarchs.
      - 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 reig documentation.
- 9. 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
- 10. 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 7.09 – 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. Each person voting must show proof of residency by one of the following:
  - A. A valid Utah State ID Card or Utah State Driver's License, current Military ID, Native American tribal ID or current U.S. Passport
  - 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 showing the voters name and address within the R.C.G.S.E. boundaries:
    - 1) A bank statement dated within the last 60 days
    - 2) A utility bill dated within the last 60 days
    - 3) A lease agreement that is currently in effect

## ***SECTION 7.10 – 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 Supermajority vote 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 (including the parking lot) except to cast their votes.

## ***SECTION 7.11 – Voting Ballots***

1. The President of the Board shall be in charge of creating and printing the voting ballots
2. Ballots must be approved by the Board of Directors before voting day
3. The cost to print the ballots is covered by the voting ballots line item in the yearly budget
4. 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/Empress.

- b) Each qualified voter will hole punch the box for only one (1) candidate for Empress/Emprex.
- 2) There will not be a “NONE OF THE ABOVE” selection on a ballot with multiple Monarch candidates
- B. One candidate for Emperor, Empress, or Emprex (Uncontested Race):
  - 1) The name of the single candidate for Emperor, Empress, or Emprex 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
- 5. 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
- 6. Write in Candidates and defacing the ballot will void that race on the ballot

### ***SECTION 7.12 – Absentee Ballots***

- 1. All past R.C.G.S.E. Monarchs, Emperor & Empress Emeritus and 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
        - 4- This is done so the voter will know more about who is running for the Monarch positions
      - 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
        - 5- 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.
        - 6- 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 7.13 – 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 candidates 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 VIII – College of Monarchs**

### ***SECTION 8.01 – Lifetime Membership***

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. Voting privileges are subject to the rules and regulations set forth in the By-Laws

### ***SECTION 8.02 – Membership & 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.
    - 1) No Proxies allowed
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 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 Organization
  - A. This shall exclude the issuance of certificates.
2. 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.
3. 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
    - 7) Monarchs Shows held during AIDS Awareness, Cancer Awareness or Transgender Awareness Weeks
  - 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/Emprex State Crown
  - B. Current Empress/Emprex State Crown
  - C. Emperor/Emprex Medallion
  - D. Orb
  - E. Scepter
  - F. Sword
  - G. Robes
  - H. Book of By-Laws and Proclamations
  - I. Emperor/Emprex Oath of Office
  - J. Empress/Emprex Oath of Office
2. All Crowning Paraphernalia will be stored in the secured R.C.G.S.E. Storage Unit
3. The Board of Directors shall be in charge of all of the R.C.G.S.E. Crowning Paraphernalia and are responsible for:
  - A. Making sure that all items are kept in good repair
  - B. Making sure all items are ready for Coronation each year
  - C. Transportation 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 court storage unit directly following the event.

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

1. State Crowns shall be defined as:
  - A. Empress/Emprex Crown

- B. Princess/Princet Royale Crown
  - C. Crown Princess/Princet 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.
      - 2) Failure to report within the specified time may result in disciplinary action
    - 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
      - 1) All repairs must be approved by the Board of Directors
  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 Monarch in the Royal court of the Golden Spike Empire

### ***SECTION 10.02 – Monarchs Title Resignation or Removal***

1. Monarch Resignation
  - A. A Reigning Monarch may choose or be forced to resign their title for reasons including but not limited to:
    - 1) Illness
    - 2) Personal Reasons

### **3) Death**

- B.** A letter of resignation must be submitted to the President of the Board
  - C.** The POB will then call a closed meeting of the Board to discuss the letter
  - D.** Should the Board conclude that the resignation was of such a nature that the Monarch should continue to be recognized, the word “ELECTED” or any special denotation shall be added to precede the Monarch designation
    - 1)** For Example, the “Liberty Empress” title given to Lois Lane
  - E.** The title shall become a permanent title and that Monarch shall be so recognized
- 2. Monarch Removal**
- A.** After following all Disciplinary Guidelines, should the recommendation be made to remove the monarch title from a reigning or past monarch, the following guidelines should be followed:
    - 1)** A joint meeting of the Board and College will be called to discuss the removal recommendation
      - a)** The College is included as an advisory panel only to give feedback and ideas
    - 2)** Removal of the Monarch title will then be voted on by the Board only and will require a supermajority to pass.
  - B.** Depending on the situation causing the title removal, the Board may establish a time frame after which the removed Monarch may petition the Board and College again to have their title reinstated
    - 1)** A joint meeting of the Board and College will be called to discuss the reinstatement
      - a)** The College is included as an advisory panel only to give feedback and ideas
    - 2)** Reinstatement of the Monarch title will then be voted on by the Board only and will require a supermajority to pass.

## ***SECTION 10.03 – Regent Monarchs***

- 1.** A Regent Monarch is defined as a Past Monarch willing to step up and fulfill the duties of a Reigning Monarch during a reign
- 2.** If the need for a Regent Monarch arises, the College of Monarchs will meet to vote in a Past Monarch to fill the role
  - A.** Approval will be by Majority vote
- 3.** The position(s) shall be offered to any Past Monarch(s) who are willing to step into the vacancy and fulfill the duties of the line in need of representation
- 4.** The approved Past Monarch will be known as Regent Monarch during the reign
- 5.** At the end of the reign, if the Board agrees that the Regent Monarch has fulfilled their duties, they may vote to remove the Regent Monarch Title
  - A.** Approval will be by Majority vote
- 6.** The Regent Monarch will then choose which title they will be known by
  - A.** Emperor, Empress or Emprex

## ***SECTION 10.04 – Permanent Titles***

- 1.** Let it be known that from this day forth, all permanent titles are for life unless requested to be removed by the Disciplinary Committee and approved by a Supermajority vote of the Board

## ***SECTION 10.05 – Titles by Resolution***

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

# **ARTICLE XI – Board of Directors**

## ***SECTION 11.01 – 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 must adhere to all rules and regulations as stipulated by law, these bylaws or the Resolutions of the R.C.G.S.E.

### ***SECTION 11.02 – Executive Board Members***

1. The Executive Board Members of the organization shall include the following:
  - A. The President of the Board
  - B. The Monarchs
  - C. The PRs
  - D. The CPs
  - E. The Secretary
  - F. The Treasurer

### ***SECTION 11.03 – Board Seats***

1. The Board of Directors shall consist of the following:
  - A. The Executive Board Members as stated above.
  - B. The prior year's Monarchs
    - 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, the position will be filled based on the Vacancies rules as outlined in these bylaws
  - C. The appointed Pageant Chairperson
  - D. The College of Monarchs President
  - E. King Father of all Utah
    - 1) This seat is optional
    - 2) If the individual wishes to be on the board they must follow all attendance and board guidelines.
  - F. Queen Mother of all Utah
    - 1) This seat is optional
    - 2) If the individual wishes to be on the board they must follow all attendance and board guidelines.
  - G. Two (2) College of Monarchs members
    - 1) If the College Member was elected, they shall serve for a period of two (2) years from the date of their election.
    - 2) If the College member was appointed, they shall serve until the new board is seated at the August board meeting of the following reign
  - H. A minimum of two (2) but no more than three (3) General Members
    - 1) If the General Member was elected, they shall serve for a period of two (2) years from the date of their election.
    - 2) If the General Member was appointed, they shall serve until the new board is seated at the August board meeting of the following reign
2. Any changes to the above established seats of the Board of Directors will require a by-law change

### ***SECTION 11.04 – 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 General Member seat on the Board shall be:
  - A. Must be 21 years of age
  - B. Reside within the organizations boundaries and be a member in good standing of the current reign for at least thirteen (13) months prior to their petitioning for a seat on the board.
  - C. Attend eight (8) General Membership meetings and eight (8) Board Meetings of the reign preceding their candidacy.
    - 1) Attendance requires signing in and signing out on the attendance sheet
    - 2) If meeting attendance is virtual:
      - a) At the beginning of the meeting, you must notify whomever is taking attendance that you are watching the meeting
      - b) At the end of the meeting, you must acknowledge that you remained the entire meeting before logging out.
3. The qualifications for a Past Monarch seeking a Monarch seat on the board shall be:
  - A. Resides within the organization's boundaries
  - B. Attend six (6) General Membership meetings and six (6) Board meetings of the reign preceding their candidacy
    - 1) Attendance requires signing in and signing out on the attendance sheet
    - 2) If meeting attendance is virtual:
      - a) At the beginning of the meeting, you must notify whomever is taking attendance that you are watching the meeting
      - b) At the end of the meeting, you must acknowledge that you remained the entire meeting before logging out.
4. 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 meeting will be allowed to vote
  - B. Approval must be by a majority vote
5. 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.
6. General members are only able to run for open general membership seats.
7. College of Monarch members are only able to run for any open College of Monarch seats.
8. Candidates with the most "yes" votes shall be seated at the next Board of Directors meeting following the election.

### ***SECTION 11.05 – 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 forty-eight (48) hours after the request is given and no more than ninety-six (96) 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 11.06 – Quorum Requirements***

1. A two-thirds (2/3) (two thirds) 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 majority vote, unless otherwise specified as written within these bylaws.
3. In addition, a Supermajority vote will be required for all disciplinary decisions.
4. Decisions made by vote of the Board of Directors will be considered the decision of the entire Board of Directors.

### ***SECTION 11.07 – Vacancies***

1. General Member Board Seats
  - A. If there is a vacant General Membership seat on the Board of Directors, the Monarchs may nominate a candidate to fill the seat.
    - 1) The Board, at their discretion, may or may not vote to fill the vacant seat
    - 2) Approval must be by a majority vote
  - B. Appointed General Membership Board seats expire at the August board meeting of the following reign
2. Monarch Board Seats
  - A. If there is a vacant Monarch seat on the Board of Directors, the College of Monarchs will nominate a candidate to fill the seat.
    - 1) The Board, at their discretion, may or may not vote to fill the vacant seat
    - 2) Approval must be by a majority vote
  - B. Appointed Monarch Board seats expire at the August board meeting of the following reign

### ***SECTION 11.08 – 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 eligible of the Board of Directors.
  - A. The proxy must be communicated to the President of the Board in writing prior to the meeting.
  - B. While a proxy will preserve voting rights, it does not count as attending the Board Meeting
2. A board member may only carry one (1) proxy per meeting.
3. Board members are only allowed to vote by proxy in no more than 2 meetings
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
  - 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 11.09 – Loss of Vote & Removal***

1. Any member of the Board of Directors absenting themselves from two (2) meetings without submitting a proxy as specified above, will lose their right to vote at a board meeting or for any matter voted on by the Board of Directors
  - A. Any member who has lost their vote may regain it by attending two (2) consecutive board meetings
2. Board members absenting themselves from three (3) 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 11.10 – 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 11.11 – Phone and Email Votes***

1. Whenever a situation arises requiring action by the Board of Directors outside a regularly scheduled Board meeting, the following will apply:
  - A. The President of the Board and both reigning Monarchs will discuss the situation to 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 contact all board members via their preferred method of contact
  - A. All board members need to know of the situation, however, only members who are eligible to vote will cast a vote
  - B. Notices shall state:
    - 1) The action to be taken
    - 2) A time by which a director must respond to the notice
    - 3) That failure to respond by the time stated in the notice will have the same effect at:
      - a) Abstaining in writing by the time stated in the noticed; and
      - b) Failing to demand in writing by the time stated in the notice that action not to be taken without a meeting
3. At least two attempts to contact all members will be made.
  - A. Two thirds (2/3) majority of the eligible voting members must be successfully contacted to constitute a voting quorum.
4. The results of the voting quorum will be brought to the next scheduled meeting to be entered into the minutes.

### ***SECTION 11.12 – 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 requiring a closed session of the Board of Directors includes, but is not limited to:
  - A. Persons, names or information relating to monies disbursed from the following funds
    - 1) Peoples Concern
    - 2) Cancer Fund
    - 3) AIDS Fund
    - 4) Transgender Fund
    - 5) PWA Christmas Fund
  - B. 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 do not maintain confidentiality will be subject to disciplinary action.

1. 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 11.13 – 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 or their record of attendance
4. There will be no limits on the number of excused 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 11.14 – Non-Board Members 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 attend
2. All General Member, 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. Inclusion will be by raise of hand and at the discretion of the President of the Board
  - C. They will not be allowed a vote unless otherwise provided for within these bylaws
3. All Past Monarch, non-voting, spectators will be allowed to contribute to any discussion being had by the Board of Directors
  - A. Inclusion will be by raise of hand and being called on by the President of the Board
  - B. Past Monarchs will not be allowed a vote unless otherwise provided for within these bylaws
4. If a closed board meeting is called by the President of the Board, any non-voting spectator shall not be allowed in said meeting.
5. Any non-board member who consistently interrupts or interferes with a board meeting will be ask to leave or be removed from the meeting

## **ARTICLE XII – Committees**

### ***SECTION 12.01 – Establishing Committees***

1. Guidelines for establishing committees will be established in these bylaws
2. All committees, if needed, are required to be established at the beginning of each reign

### ***SECTION 12.02 – Budget Committee***

1. The past Emperor and Empress shall nominate a Budget Committee Chairperson from the College of Monarchs at the first board meeting in June
2. Reigning monarchs will nominate the remaining members and it will consist of the following:
  - 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 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 is to propose a budget for the current reign
6. The 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 12.03 – Yearly Audit***

1. To ensure 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. Any member of the budget committee who was an authorized signer for the audit year will be excluded from the audit.
2. The prior year's Treasurer may not be part of the Audit Committee and will make themselves available to the auditors to answer any questions they might have and will provide to the auditors the following:
  - A. A breakdown of all transactions including, deposits, checks, transfers, or any other related to the financial records.
  - B. Copies of all bank statements covering the fiscal year under audit.
  - C. Cancelled checks, deposit receipts, check request forms, and any other documentation the auditors determine 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, not to exceed 60 days, 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 12.04 – Bylaw Committee***

1. The By-Laws of the Royal Court of the Golden Spike Empire are to be reviewed every five (5) years
  - A. I.e., reign 5, 10, 15, 20, 25 etc.
2. At the beginning of a reign requiring a full bylaw review, a committee shall be established to oversee the review and bring their recommendations to the Board of Directors for approval.
3. The By-Law Committee shall consist of:
  - A. The President of the Board of Directors
  - B. The reigning Monarchs
  - C. One (1) past Monarch selected by the College of Monarchs President
  - D. One (1) current members of the Board of Directors
    - 1) Cannot be past Monarchs
  - E. One (1) current member of the General Membership

### ***SECTION 12.05 – 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 Supermajority 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 Monarchs
  - C. One (1) voluntary Monarch Board Member
  - D. 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 Monarchs
  - D. One (1) voluntary Monarch Board Member
  - E. 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 and the President of the College are replaced by a member of the College of Monarchs
  - B. Reigning Emperor/Emprex is replaced by the Prince/Princet Royale
  - C. Reigning Empress/Emprex is replaced by the Princess/Princet Royale
  - D. Monarch Board Member is replaced by a different voluntary Monarch Board Member
  - E. 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 12.06 – Pageant Committee***

1. Pageant committee shall consist of:
  - A. Pageant Chairperson
    - 1) A single pageant chairperson shall be nominated by the reigning Monarchs and voted upon by the current Board of Directors.
    - 2) The Chair person will hold a seat on the Board of Directors
    - 3) The chair person is to serve as liaison between the Board of Directors and Pageant Title holders.
    - 4) The Pageant chair shall have and maintain a record of the following:
      - a) Copies of all forms pertinent to governing pageants and titleholders
        - 7- Such as applications, line up sheets, show forms, etc.
      - b) All pageant contestant/titleholder information including but not limited to:
        - 8- Legal names
        - 9- Current phone number(s)
        - 10- Mailing address

## **11- Email Address**

- 5) Upon completion of their term, all records 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. Pageant Committee**

- 1) The Pageant Chairperson will choose a committee consisting of a minimum of three (3) additional members.
  - a) The committee members must be presented to the Board of Directors for approval no later than the 2nd Board meeting of the new reign.
  - b) Approval is made by majority vote

## **2. Duties & Responsibilities**

### **A. Pageant Chairperson**

- 1) Ensure that all pageant information and applications are up to date and available on the organization's website
  - a) Information must include a list of rules and applicable fees for that pageant and the title holder contract.
- 2) Procure crown(s) & medallion(s) for pageant winners.
- 3) For each judged pageant, procure non-bias judges
  - a) Judges cannot be partners, married or related to each other, reigning titleholders of the organization or members of the Board of Directors
- 4) Provide Pageant and Membership applications the day of the pageant for the contestants
  - a) If a membership application is submitted with the contestant application, it must be turned over to the board secretary for approval at the next General Membership meeting.
- 5) Ensure that the votes for all judged pageants are tabulated by one (1) Board Member and one (1) Pageant Committee Member and then verified by a second Pageant Committee Member
  - a) Board member cannot be the Pageant Chairperson
- 6) Review the Judging requirements and expectations of scoring with the judges prior to start of the pageant.
- 7) Assist pageant titleholders in setting dates for required fundraisers
- 8) Assist pageant titleholders in completing an Event Request form and present it to the Board of Directors for approval, along with a copy of the Pageant's advertisement.

### **B. Pageant Committee**

- 1) Serve as advisors in the capacity of giving advice on themes
- 2) To work closely with each pageant titleholder to achieve excellence during their reign
- 3) To ensure adult and youth title holders have the same consistent leadership.
- 4) To enforce the rules and regulations of each pageant.
- 5) Communicate and mentor responsibilities for a R.C.G.S.E. pageant titleholder.
- 6) Should assist each current and newly appointed title holder in fulfilling their required events as outlined in their title holder contract.
- 7) Advertise and market all pageants.

## **ARTICLE XIII – Financial**

### ***SECTION 13.01 – Fiscal Year***

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

### ***SECTION 13.02 – Authorized Signers***

1. All checks, electronic transfers, 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 or approved by at least two of the following:
  - A. The Treasurer
  - B. The current Co-Presidents
  - C. The current President of the Board
2. At least two of the above individuals are required to become signers on the organizations financial account
  - A. It is not required for all

### ***SECTION 13.03 – Deposit Guidelines***

1. All funds of the R.C.G.S.E. shall be deposited after the receipt within two business days 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 13.04 – Other Donations***

1. The Board 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 13.05 – No Compensation***

1. No part of the net earnings of the R.C.G.S.E. shall be distributed to its Officers, Board Members or reigning titleholders as compensation for their year of service
  - A. All service is voluntary
2. According to Federal 501 (c)(3) guidelines, 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.
3. 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.
  - A. Invoices are required and all expense disbursement guidelines must be followed

### ***SECTION 13.06 – Monetary Disbursement Guidelines***

1. All requests for reimbursement must be submitted to the Treasurer
2. All requests for reimbursement must be accompanied by copies of receipts/invoices when presented to the Treasurer 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
3. All receipts for reimbursement must be turned in within 15 days of the event.
  - A. Receipts must be submitted before reimbursements can be made.
  - B. Receipts after 15 days or in excess of the allotted budgeted amount will not be reimbursed without approval of the Board.
  - C. This applies to all sponsored events



### ***SECTION 13.07 – Funds Disbursement Methods***

1. Disbursements from any of the organization's funds must be done using one of the following methods:
  - A. Check
    - 1) This is the preferred method of disbursement
    - 2) Check stock must have a carbon copy with dual signature lines
    - 3) Check must be signed by two authorized signers to be valid
  - B. Debit/Credit Card
    - 1) The President of the Board will be the only Executive Member with a debit/credit card for the organization
    - 2) At the end of the reign, the card given to the President must be stopped by the financial institution and destroyed.
      - a) A new card may be given to the new President of the Board when the authorized signers are changed at the beginning of each reign.
  - C. Electronic Transfer
    - 1) Transfer can be done using one of two ways
      - a) Venmo
      - b) PayPal
    - 2) A screenshot or report from either platform must accompany the disbursement paperwork as proof of payment.

### ***SECTION 13.08 – Electronic Donations***

1. The organization accepts donations through electronic means (such as but not limited to):
  - A. Venmo
  - B. Square
  - C. PayPal
2. Any monetary donations received are subject to the same withholding percentages as outlined in the Resolutions.
  - A. Exceptions to this are electronic monetary donations designated for the purpose of buying goods/supplies
3. Payments for any recipients of Financial Assistance Application funds can NOT be made through electronic means.
  - A. Exceptions may be made when BOTH of the following situations apply.
    - 1) There are no other means of processing a payment such as a check or debit card
    - 2) The Board of Directors approves this transfer.

## **ARTICLE XIV – Records & Storage**

### ***SECTION 14.01 - 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 organization's approved storage facility 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 seven (7) years.
  - A. After seven (7) these records should be transferred to electronic media for storage and the paper records can then be destroyed.

### ***SECTION 14.02 – Organization Storage***

1. The Organization shall secure a minimum of one (1) but no more than two (2) storage units to store vital organization items.
2. Storage unit(s) must be in a facility that is weather safe, easily accessible and electronically secured.
3. Storage unit must be secured with a keyed lock with at least 3 keys
  - A. Keyholder is responsible for said key and any replacement of the key or the lock due to negligence will be at their own expense and not paid for by the organization
  - B. Should the key be given to someone other than a designated keyholder, the responsibility and consequences for the key remains with the designated keyholder
4. Storage unit keys will be given to the following people at the beginning of each reign
  - A. President of the Board
  - B. Monarchs
  - C. At the end of the reign, it will be the responsibility of the POB to collect all keys and give them to the POB of the new reign.
5. Items to be held in the storage unit(s) are but are not limited to:
  - A. Hospitality supplies and liquor
  - B. Set Pieces and event decorations
  - C. Organization's sound and lights systems
  - D. Monarch Thrones
  - E. PR Thrones
  - F. Past Reigns Documentation
  - G. All Monarch/Coronation Crowning Paraphernalia
  - H. All Pageant Crowning Paraphernalia backstock
    - 1) Crowning paraphernalia for reigning titleholders will remain with the Pageant Chairperson
  - I. Voting Box
  - J. Reign Banners
6. Each reign of the organization is responsible for keeping the storage unit(s) clean and organized each year.

## **ARTICLE XV – Court Awards**

### ***SECTION 15.01 – The Humanitarian Award***

1. This award has been around since the 1st 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 Monarchs 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 15.02 – 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 lifetime's worth of service and support to the R.C.G.S.E. and the community.
2. At the end of their reign, the reigning Monarchs 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 15.03 – 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 15.04 – The Excellence of the Spike Award***

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

### ***SECTION 15.05 – 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 Monarchs 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 R.C.G.S.E. Resident 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 15.06 – Monarch Lifetime Titles***

1. At the end of their reign, the reigning Monarchs shall each choose two (2) individuals to receive a personalized Lifetime Title
2. The title names and recipients are at the discretion of the Monarchs
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 15.07 – 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 Monarchs 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 15.08 – 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 15.09 – 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 Monarchs 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 15.10 – 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 PR’s 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 15.11 – 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 Monarchs 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.

### ***SECTION 15.12 – The Friendship & Unity Award***

1. This award is presented to a member of the R.C.G.S.E. or the community by their “peers” for their devoted and enduring friendship to the R.C.G.S.E., the community, and the individuals inside both.
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 15.13 – Emperor, Empress or Emprex Emeritus***

1. This award was created by Emperor 45-A, Nubbs from Hell & Emperor 45-B Austyn Riley from Hell to recognize an individual for their dedication to the reign.
2. At the end of their reign, the reigning Monarchs shall each choose one (1) individual from within the realm or outside of the realm to receive this award
3. This award is a lifetime award and the recipients shall have all the privileges of an R.C.G.S.E. Resident Member
4. These awards shall 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

## **ARTICLE XVI – Amendments & Resolutions**

### ***SECTION 16.01 – Amending the Bylaws***

6. Individual By-laws
  - A. Each reign is allowed to alter, amend or repeal up to three (3) by-laws unless it is a year requiring a full review
    - 1) Must follow rules as outlined below
    - 2) Cannot include any of the Amendments and Resolutions Section Bylaws
  - B. Proposed amendments are submitted to the POB or the Monarchs for consideration
  - C. Once chosen, the final three changes are submitted to the Board of Directors to begin the final approval process
7. Full Review
  - A. A complete by-law review must take place every five (5) years.
    - 1) I.e., reign 5, 10, 15, 20, 25 etc.
  - B. A By-Law committee will be established at the beginning of the review year following the By-Law Committee guidelines set forth in these bylaws.
  - C. The committee will review the bylaws in their entirety and submit their proposed changes to the Board of Directors to begin the final approval process
8. Final Approval Process
  - A. Any changes to the by-laws must first be reviewed and approved by the Board of Directors.
  - B. 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.
  - C. 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 on the organization’s website as well as in the monthly newsletter, if available.
  - D. After the thirty (30) days have passed, at a regularly scheduled General Membership Meeting, the General Membership will vote to finalize the proposed changes.
    - 1) Approval must be by a supermajority vote
  - E. All by-law changes go into effect immediately after being approved by the General Membership

- F. 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 16.02 – 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.

## ***SECTION 16.03 – Amending the Procedures Document***

1. Individual Procedures
  - A. Each reign is allowed to alter, amend or repeal up to two (2) Procedures unless it is a year requiring a full review
    - 1) Must follow rules as outlined below
  - B. Proposed amendments are submitted to the POB or the Monarchs for consideration
  - C. Once chosen, the final three changes are submitted to the Board of Directors to begin the final approval process
2. Full Review
  - A. A complete Procedure review must take place following the same guidelines as amending the Bylaws
  - B. A Procedure Committee will be in charge of reviewing the Procedures during a full review
    - 1) Procedure Committee will consist of
      - a) A member of the College of Monarchs
      - b) The Treasurer
      - c) The Secretary
      - d) The Pageant Chairperson
      - e) A member of the Board of Directors
  - C. The committee will review the Procedures in their entirety and submit their proposed changes to the Board of Directors to begin the final approval process
3. Final Approval Process
  - A. Any changes to the Procedures must first be reviewed and approved by the Board of Directors.
  - B. 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 Procedures.
  - C. 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 on the organization's website as well as in the monthly newsletter, if available.
  - D. After the thirty (30) days have passed, at a regularly scheduled General Membership Meeting, the General Membership will vote to finalize the proposed changes.
    - 1) Approval must be by a supermajority vote
  - E. All by-law changes go into effect immediately after being approved by the General Membership