

# PROCEDURES

Revision Date: June 2025



THE ROYAL COURT OF THE  
GOLDEN SPIKE EMPIRE

# TABLE OF CONTENTS

<b>DOCUMENT DESCRIPTION .....</b>	<b>4</b>
<b>ARTICLE 1 – Protocol, Attendance &amp; Conduct .....</b>	<b>4</b>
SECTION 1.01 – Out of Town Coronation Walks.....	4
SECTION 1.02 – Out of Town Function Attendance .....	5
SECTION 1.03 – RCGSE State Function Attendance .....	5
SECTION 1.04 – RCGSE Code of Conduct .....	6
SECTION 1.05 – RCGSE Anti-Bullying Policy .....	6
<b>ARTICLE 2 – Titles &amp; Responsibilities.....</b>	<b>8</b>
SECTION 2.01 – Monarch Titles & Responsibilities .....	8
SECTION 2.02 – PR’s Titles & Responsibilities .....	9
SECTION 2.03 – CP’s Titles & Responsibilities .....	9
<b>ARTICLE 3 – Investitures .....</b>	<b>10</b>
SECTION 3.01– Monarch Titles at Investitures.....	10
SECTION 3.02 – PR Titles at Investitures .....	12
SECTION 3.03– CPs Titles at Investitures.....	13
SECTION 3.04 – Anniversary Monarch Titles at Investitures.....	13
<b>ARTICLE 4 – Coronation Weekend.....</b>	<b>13</b>
SECTION 4.01 – Coronation Weekend Dates.....	13
SECTION 4.02 – Coronation Weekend Contract.....	13
SECTION 4.03 – Coronation Weekend Events.....	13
SECTION 4.04 – Complimentary Tickets .....	14
SECTION 4.05 – Coronation Chairperson.....	15
SECTION 4.06 – Coronation Weekend Budget.....	15
SECTION 4.07 – In Town Awards Guidelines.....	15
SECTION 4.08 – PR Ball Guidelines .....	15
SECTION 4.09 – Out of Town Show Guidelines .....	17
SECTION 4.10 – Coronation Guidelines.....	17
SECTION 4.11 – College of Monarchs Processional Walk.....	19
SECTION 4.12 – Crowning Ceremony.....	19
SECTION 4.13– Meeting Before Victory Brunch.....	20
SECTION 4.14 – Victory Brunch.....	21
SECTION 4.13 – Stepdown Crowns / Rings.....	22
<b>ARTICLE 5 – Pageant Guidelines .....</b>	<b>22</b>
SECTION 5.01– Realm Pageant Titles .....	22
SECTION 5.02 – Pageant Advertising.....	23

<b>SECTION 5.03– Pageant Crowning Paraphernalia .....</b>	<b>23</b>
<b>SECTION 5.04 – Pageant Rules &amp; Scoring.....</b>	<b>24</b>
<b>SECTION 5.05 – Pageant Planning.....</b>	<b>26</b>
<b>SECTION 5.06 – Pageant Contestant Criteria.....</b>	<b>26</b>
<b>SECTION 5.07 – Pageant Contestant Fees.....</b>	<b>27</b>
<b>SECTION 5.08 – Pageant Titleholder Rules &amp; Responsibilities .....</b>	<b>27</b>
<b>SECTION 5.09 – Pageant Disciplinary Guidelines .....</b>	<b>28</b>
<b>ARTICLE 6 – Disciplinary Sanctions .....</b>	<b>29</b>
<b>SECTION 6.01 – Purpose.....</b>	<b>29</b>
<b>SECTION 6.02 – General Policy .....</b>	<b>29</b>
<b>SECTION 6.03 – Definitions .....</b>	<b>29</b>
<b>SECTION 6.04 – Cause .....</b>	<b>29</b>
<b>SECTION 6.05 – Disciplinary Procedures.....</b>	<b>30</b>
<b>SECTION 6.06 – Outstanding Debts, Theft &amp; Negligence.....</b>	<b>30</b>

## **DOCUMENT DESCRIPTION**

***DURING THE BY-LAW REVIEW IN REIGN 45 (2020 – 2021) IT WAS VOTED UPON AND APPROVED TO CREATE THIS PROCEDURES MANUAL. IT WAS ALSO APPROVED TO PULL ITEMS OUT OF THE BYLAWS THAT WERE PROCEDURE RELATED TO ADD TO THIS NEW DOCUMENT. THE ITEMS IN THIS DOCUMENT ARE TRUE POLICIES AND PROCEDURES OF THE RCGSE AND SHOULD BE FOLLOWED.***

***THIS IS A FLUID DOCUMENT IN THE FACT THAT A COMMITTEE HAS BEEN FORMED TO ADD TO THESE PROCEDURES AND MAKE THE EXISTING ITEMS EASIER TO READ AND FOLLOW. NEW CHANGES WILL FOLLOW THE BYLAWS OF THE RCGSE AND BE ADDED TO THIS DOCUMENT ACCORDINGLY.***

***ANY QUESTIONS OR ISSUES ON THIS DOCUMENT CAN BE SENT TO [PRESIDENT@RCGSE.ORG](mailto:PRESIDENT@RCGSE.ORG)***

### **ARTICLE 1 – Protocol, Attendance & Conduct**

#### ***SECTION 1.01 – Out of Town Coronation Walks***

1. The reigning Monarchs, Prince/Princet Royale, Princess/Princet Royale, Crown Prince/Princet and Crown Princess/Princet are required to wear their crowns and medallions during all out-of-town walks of the R.C.G.S.E.
    - A. It is optional for anyone else walking that may have a crown or medallion
  2. If in attendance, the reigning Monarchs, Prince/Princet Royale, Princess/Princet Royale, Crown Prince/Princet, and Crown Princess/Princet are required to walk during all out-of-town walks of the R.C.G.S.E.
    - A. Repetitive missing of court walks by the Monarchs, Prince/Princet Royale, Princess/Princet Royale, Crown Prince/Princet and Crown Princess/Princet may result in disciplinary action
  3. Miscellaneous Court Titles
    - A. If someone associated with the R.C.G.S.E., who does not have a title, attends an out-of-town Coronation, the Emperor and/ or Empress may give them the title of “Friend of the Court” so they may walk during the court walk
  4. Written protocol guidelines
    - A. The current reign has the option to enlist a community member or board member to be Minister of Protocol
      - 1) This person would be in charge of writing protocol for all out-of-town walks
      - 2) It is the responsibility of this person to ensure that protocol is emailed to a member of the R.C.G.S.E. that is attending the out-of-town coronation so that they can print it and turn it in.
    - B. Outline of written protocol should be as follows
      - 1) Introduction, greetings and salutations
      - 2) Congratulations to out-of-town reign stepping down
      - 3) People walking for the R.C.G.S.E.
      - 4) Invitation to the next R.C.G.S.E. Coronation
      - 5) Ending statement
    - C. People walking for the R.C.G.S.E. should be listed by title in the following order
- R.C.G.S.E. Procedures**

- 1) Miscellaneous Court Titles
- 2) Current reign titleholders
- 3) Top 10 Titles
- 4) Family Titles
- 5) Pageant Titleholders
- 6) Lifetime Title Holders
- 7) Past CP's
- 8) Past PR's
- 9) Past Monarchs
- 10) Current Reign, in the following order:
  - a) CP's
  - b) PR's
  - c) Monarchs
- D. Greetings, congratulations and Coronation invitation must be simple and concise
- E. The R.C.G.S.E. will comply with all out-of-town written protocol guidelines set forth by any other chapter of the I.I.C.S.

### ***SECTION 1.02 – Out of Town Function Attendance***

1. The reigning Monarchs, Prince/Princet Royale, Princess/Princet Royale, Crown Prince/Princet and Crown Princess/Princet are required to be at the following functions at all Out-of-Town Coronations they attend:
  - A. Out of Town Show
    - 1) An exception can be made for attending the Out-of-Town show if travel requirements restrict or impede attendance
  - B. Coronation
2. Attendance at Victory Brunch is highly recommended but may be missed due to travel requirements.
3. Attendance at these functions does not mean showing up for part of the function then leaving; the entire function must be attended
  - A. Reigning monarchs have the discretion to excuse anyone from attending for personal reasons
4. Missing of any of these functions by the Monarchs, Prince/Princet Royale, Princess/Princet Royale, Crown Prince/Princet and Crown Princess/Princet will result in that individual forfeiting their reimbursement for that specific trip from the travel fund.
  - A. This does not apply to anyone that has been excused by the reigning monarchs
5. Repeatedly missing these functions may result in disciplinary action
  - A. If the R.C.G.S.E. are the hosts of the water party, attendance is mandatory
    - 1) Reigning monarchs have the discretion to excuse anyone from attending for personal reasons

### ***SECTION 1.03 – RCGSE State Function Attendance***

1. The reigning Monarchs, Prince/Princet Royale, Princess/Princet Royale, Crown Prince/Princet and Crown Princess/Princet are expected to attend the following functions:
  - A. Investitures
  - B. All R.C.G.S.E. Pageants
  - C. Snowball
  - D. Golden Spike Awards
  - E. CP Ball
  - F. PR Ball
  - G. Out of Town Show

## **H. Coronation**

## **I. Victory Brunch**

2. Attending means for the entire event, from start to finish
3. Emblems of Office must be worn
4. If the reigning Monarchs, Prince/Princet Royale, Princess/Princet Royale, Crown Prince/Princet and Crown Princess/Princet are unable to attend any of these events, the reigning monarchs and / or President of the Board must be notified at least twenty-four (24) hours prior to the event with the exception of an emergency situation
  - A. President of the Board will then inform the Board of Directors of the absence if necessary
5. Consistent failure to attend events, without contacting the reigning monarchs and the President of the Board, may result in disciplinary action.

## ***SECTION 1.04 – RCGSE Code of Conduct***

1. All members of the R.C.G.S.E., reigning titleholders, and Past Monarchs are expected conduct themselves with professionalism and respect during any and all meetings, gatherings and functions, whether in or out of town.
  - A. Members and titleholders, past and reigning, should always be aware they are viewed as representatives of the RCGSE while in public and should act accordingly
2. Things such as belligerence, disrespect, violence, and destruction of personal or public property will not be tolerated in any form
3. A sense of decorum while representing the R.C.G.S.E. during functions should always be maintained
  - A. This includes any actions that impairs their abilities or reflects negatively on the R.C.G.S.E.
4. Failure to follow this Code of Conduct shall result in disciplinary action
5. The RCGSE will not govern or be held responsible for the actions of its members during their own free time and when they are not performing their duties

## ***SECTION 1.05 – RCGSE Anti-Bullying Policy***

1. Definition of Bullying
  - A. The RCGSE defines bullying as an individual or group of people repeatedly and intentionally causing hurt or harm to another person or group of people
2. Types of Bullying
  - A. There are many different types of bullying, some are obvious to spot while others can be more subtle
  - B. Ways bullying can happen are, but are not limited to
    - 1) Physical Bullying
      - a) Hitting
      - b) Kicking,
      - c) Tripping
      - d) Pinching
      - e) Pushing
      - f) Unsolicited or unwanted physical advances
    - 2) Verbal Bullying
      - a) Verbal bullying can include but is not limited to:
        - 1- Name Calling
        - 2- Insults
        - 3- Teasing
        - 4- Intimidation
        - 5- Homophobic, Transphobic and/or Gender Phobic remarks
        - 6- Racist remarks

- 7- Shaming of any kind
- 8- Religious Intolerance
- 9- Unsolicited or unwanted verbal advances
- b) Some places and times where we should always be mindful of what is joked about or said are but are not limited to:
  - 1- Emceeing a show
  - 2- Conducting a meeting
  - 3- Public events where the RCGSE is being represented
- c) Always remember, someone's funny comment or joke could be a harmful comment or insult to another.
- 3) Social bullying
  - a) Social bullying can be covert and is often harder to recognize and can be carried out behind the bullied persons back.
  - b) It is designed to harm someone's social reputation and/or cause humiliation
  - c) Social bullying includes but is not limited to:
    - 1- Lying and spreading rumors
    - 2- Negative facial or physical gestures
    - 3- Menacing or contemptuous looks
    - 4- Playing nasty jokes to embarrass and humiliate
    - 5- Encouraging others to socially exclude someone
    - 6- Damaging someone's social reputation or social acceptance
- 4) Cyber bullying
  - a) Cyber bullying is done using digital technologies, including hardware such as computers, smartphones and software services such as social media, instant messages, texts, websites and other online platforms
  - b) Cyber bullying can happen at any time, can be in private or in public, and is sometimes only known to the target and the person bullying
  - c) Cyber bullying can include but is not limited to:
    - 1- Abusive or hurtful texts, emails or posts
    - 2- Abusive or hurtful images or video
    - 3- Deliberately excluding others online
    - 4- Nasty gossip or rumors
    - 5- Intimidating others online
- 3. Consequences of Bullying
  - A. The RCGSE has a zero-tolerance policy for bullying of ANY kind by members and titleholders, past and reigning.
  - B. The RCGSE encourages its members to be open and honest about bullying and we have an open door, non-judgmental, non-retaliatory policy of reporting bullying
    - 1) The RCGSE would ask that all reasonable attempts are made to resolve the bullying dispute before reporting
      - a) If a member does not feel comfortable in making the attempt to resolve the dispute, a member of the RCGSE Board of Directors can and will act as a neutral mediator for the meeting.
  - C. Accusations of bullying will be brought before the Disciplinary Committee and can lead to additional disciplinary action up to and including:
    - 1) Disciplinary sanctions
    - 2) Removal of title
    - 3) Revocation of R.C.G.S.E. Membership

- D. The RCGSE takes this policy very seriously and will not tolerate anyone any member members and titleholders, past and reigning using this policy for personal gain, personal vendettas or retaliatory action.
  - 1) Members found using this policy as such will be brought before the Disciplinary Committee and can be subject to additional disciplinary action up to and including:
    - a) Disciplinary sanctions
    - b) Removal of title
    - c) Revocation of R.C.G.S.E. Membership

## **ARTICLE 2 – Titles & Responsibilities**

### ***SECTION 2.01 – Monarch Titles & Responsibilities***

1. The newly elected Co-Presidents will be known as Emperor, Empress, or Emprex along with their reign number
  - A. This will be based on the title they chose to use and declared during candidate interviews
2. They will choose an additional, personalized, “To be known as” moniker title
3. They will choose a Spike Title to be added to their moniker
  - A. “The \*\*\*\*\* of the Spike”
4. These titles will be lifetime titles unless the individual resigns or is removed from office during their reign
5. Required Events
  - A. The required events to be produced by the Emperor or Emprex shall be:
    - 1) AIDS Awareness Week
      - a) Guidelines for event found in the R.C.G.S.E. Resolutions
  - B. The required events to be produced by the Empress or Emprex shall be:
    - 1) Cancer Awareness Week
      - a) Guidelines for event found in the R.C.G.S.E. Resolutions
  - C. The required events to be co-produced by the Monarchs are:
    - 1) Trans Awareness Week
      - a) Guidelines for event found in the R.C.G.S.E. Resolutions
    - 2) Coronation
      - a) Guidelines for event found in the R.C.G.S.E. By-Laws
  - D. The Monarchs may, at their discretion, produce other events outside of and/or in correlation with these required events.
    - 1) As the needs of the organization demand.
6. Emblems of Office
  - A. Monarchs must follow all guidelines for use of the Emblems of Office as set forth in these By-Laws
7. In the event of death, resignation, inability or refusal to serve, the Monarchs shall be removed and replaced in the following manner:
  - A. The King Father shall replace the Emperor/Emprex
  - B. The Queen Mother shall replace the Empress/Emprex
  - C. The Board of Directors must approve the ascension of the King Father and/or the Queen Mother to a Monarch position.
    - 1) Should the King Father or Queen Mother choose not to ascend, or they are not approved by the Board of Directors, it will go the College to conduct a vote for a Regent Monarch
      - a) The College must follow the Regent Monarch guidelines as listed in these bylaws
  - D. Monarchs of the RCGSE are not allowed to reign absolute, we must always have two reigning monarchs
  - E. All replacements mentioned above require a supermajority vote of the Board of Directors



## ***SECTION 2.02 – PR’s Titles & Responsibilities***

1. The newly appointed Co-Vice Presidents will choose the titles of Prince Royale, Princess Royale or they may use the non-binary title of Princet Royale
  - A. Any individual choosing to use the non-binary Princet Royale title must be appointed to one of two established lines, either Prince Royale or Princess Royale.
    - 1) There will not be a third line established for Princet Royale
  - B. The line appointed to will establish which set of responsibilities and duties they will be responsible for and which regalia rules must be adhered to.
  - C. Being appointed to a specific line is not a confirmation or assumption of gender, and any intentional misgendering of someone using the Princet Royale title would be subject to disciplinary action.
2. They will be known as the title they choose along with their reign number
3. They will choose an additional, personalized, “To be known as” moniker title
4. They will not choose a Spike title
  - A. Spike Titles are reserved for the Monarchs
5. These titles will be lifetime titles unless the individual resigns or is removed from office during their reign
6. Required Events
  - A. The required events to be produced by the PR’s shall be:
    - 1) PWA Kickoff
    - 2) SnowBall
    - 3) P.R. Ball
  - B. The PR’s may, at their discretion, produce other events outside of and/or in correlation with these required events.
    - 1) As the needs of the organization demand.
7. Emblems of Office
  - A. PR’s must follow all guidelines for use of the Emblems of Office as set forth in these By-Laws
8. In the event of death, resignation, inability or refusal to serve, the PR’s will be removed and replaced in the following manner:
  - A. The Crown Prince or Crown Princet shall be asked to replace the Prince Royale line
  - B. The Crown Princess or Crown Princet shall be asked to replace the Princess Royale Line
    - 1) The Board of Directors must approve the ascension of the CP’s to the PR’s position.
  - C. Should the CP’s decide not to ascend, or they are not approved by the Board of Directors, the Reigning Monarchs have the option to submit another name to the Board of Directors for approval
    - 1) Only the Emperor/Emprex shall submit a name for Prince/Princet Royale
    - 2) Only the Empress/Emprex shall submit a name for Princess/Princet Royale
  - D. A Reigning Monarch may also choose to not fill the vacant PR position, leaving just one PR to complete the reign
    - 1) This must be approved by a supermajority vote of the Board of Directors
9. All reigns of the organization must have one or both PR’s during their reign.

## ***SECTION 2.03 – CP’s Titles & Responsibilities***

1. Any person ascending to the title of Crown Prince or Crown Princess may use the non-binary title of Crown Princet
  - A. There must not be a 3<sup>rd</sup> seat, the individual nominated for the position must be appointed to one of two established lines, either Crown Prince or Crown Princess.
  - B. The line they are appointed to will establish which set of responsibilities and duties they will be responsible for, and which regalia rules must be adhered to.
  - C. Being appointed to a specific line is not a confirmation or assumption of gender, and any intentional misgendering of someone using the Crown Princet Title would be subject to disciplinary action

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

## **ARTICLE 3 – Investitures**

### ***SECTION 3.01– Monarch Titles at Investitures***

1. At investitures each year the reigning Monarchs shall invest chosen community members with titles to be used for their reign.
  - A. These titles shall be known as the Imperial Family
2. Title Rules
  - A. All titles must be given and displayed as a Declaration of Title
    - 1) Exceptions to this are any titles given to a past monarch of the International Imperial Court System (I.I.C.S.).

- a) Any title given to a past monarch of the I.I.C.S. must be a Certificate of Entitlement and must be displayed as such on the certificate.
- B. Personal titles may not be multiple recipient titles
  - 1) a) If you chose to give out the same title to multiple people, each title will be included in the ten (10) title limit.
- 3. The titles that are required to be given out at Investitures are:
  - A. Parent Titles
    - 1) The Emperor/Emprex must give out the following parent titles:
      - a) King Father
        - 1- Must be given to any past Monarch of the R.C.G.S.E.
        - 2- Limit of 1 per reign
      - b) Imperial Parents to the Emperor/Emprex
        - 1- Can be given to any recipients the Emperor/Emprex choose
        - 2- Limit of 4 per reign
    - 2) The Empress/Emprex must give out the following parent titles:
      - a) Queen Mother
        - 1- Must be given to any past Monarch of the R.C.G.S.E.
        - 2- Limit of 1 per reign
      - b) Imperial Parents to the Empress/Emprex
        - 1- Can be given to any recipients the Empress/Emprex chooses
        - 2- Limit of 4 per reign
- 4. The Monarchs are also allowed to give out an additional ten (10) Personal Titles at Investitures
  - A. These titles must follow the above-mentioned title rules
  - B. Title descriptions are at the discretion of the Monarchs
  - C. Title recipients are at the discretion of the Monarchs
- 5. The Monarchs also have the option to give out any of the traditional Top 10 Titles
  - A. Top 10 Titles are bestowed to any individual the Emperor or Empress deem worthy of the title
    - 1) Top 10 titles cannot be given to past Monarchs, PR's or CP's
    - 2) If a Monarchs decided not to give out one or more of the Top 10 titles, they do not get the option to replace those titles with personal titles.
    - 3) If the Monarchs decide to give out Top 10 titles, they are not required to give out all 10.
    - 4) The Emperor / Emprex and the Empress / Emprex are not required to give out the same number of Top 10 titles
      - a) Top 10 titles must be paired unless a Monarch gives out more titles than the other Monarch
  - B. The Emperor/Emprex has the option to give out the following Top 10 Titles:
    - 1) Prince Consort
    - 2) Czar
    - 3) Lord
    - 4) Grand Duke
    - 5) Marquis
    - 6) Count
    - 7) Viscount
    - 8) Baron
    - 9) Court Jester
    - 10) Knight
  - C. The Empress/Emprex has the option to give out the following Top 10 Titles:
    - 1) Princess Consort
    - 2) Czarina

- 3) Lady in Waiting
  - 4) Grand Duchess
  - 5) Marquessa
  - 6) Countess
  - 7) Viscountess
  - 8) Baroness
  - 9) Court Jestress
  - 10) Dame
6. Full list of the Imperial Family Titles will be displayed on the R.C.G.S.E. website and in the Coronation Program at the end of the year.

### ***SECTION 3.02 – PR Titles at Investitures***

1. At investitures each year the reigning Prince/Princet Royale and Princess/Princet Royale shall invest chosen community members with titles to be used for their reign.
  - A. These titles shall be known as the Royal Family
2. Title Rules
  - A. All titles must be given and displayed as a Declaration of Title
    - 1) Exceptions to this are any titles given to a past monarch of the International Imperial Court System (I.I.C.S.).
      - a) Any title given to a past monarch of the I.I.C.S. must be a Certificate of Entitlement and must be displayed as such on the certificate.
  - B. Personal titles may not be multiple recipient titles
    - 1) If you chose to give out the same title to multiple people, each title will be included in the seven (7) title limit.
3. The titles that are required to be given out at Investitures are:
  - A. Parent Titles
    - 1) The Prince/Princet Royale must give out Royal Parents titles:
      - a) Royal Parents to the Prince/Princet
        - 1- Can be given to any recipients the Prince/Princet Royale chooses
        - 2- Limit of 4 per reign
      - b) Royal Prince/Princet
        - 1- Can be given to any recipient the Prince/Princet Royale chooses
        - 2- Limit of 1 per reign
    - 2) The Princess/Princet Royale must give out Royal Parents titles:
      - a) Royal Parents to the Princess/Princet
        - 1- Can be given to any recipients the Princess/Princet Royale chooses
        - 2- Limit of 4 per reign
      - b) Royal Princess/Princet
        - 1- Can be given to any recipient the Princess/Princet Royale chooses
        - 2- Limit of 1 per reign
4. The Prince/Princet Royale and Princess/Princet Royale are also allowed to give out an additional seven (7) Personal Titles at Investitures
  - A. These titles must follow the above-mentioned title rules
  - B. Title descriptions are at the discretion of the Prince/Princet Royale and Princess/Princet Royale
  - C. Title recipients are at the discretion of the Prince/Princet Royale and Princess/Princet Royale
5. Full list of the Royal Family Titles will be displayed on the R.C.G.S.E. website and in the PR Ball Program at the end of the year.

### ***SECTION 3.03– CPs Titles at Investitures***

1. At investitures each year the reigning Crown Prince/Princet and Crown Princess/Princet shall each invest one (1) community member with a title to be used for their reign.
2. Title Rules
  - A. All titles must be given and displayed as a Declaration of Title
    - 1) Exceptions to this are any titles given to a past monarch of the International Imperial Court System (I.I.C.S.).
    - a) Any title given to a past monarch of the I.I.C.S. must be a Certificate of Entitlement and must be displayed as such on the certificate.
3. The title that is required to be given out by the Crown Prince/Princet at Investitures is:
  - A. Crown Parents
    - 1) Can be given to any recipients the Crown Prince/Princet chooses
    - 2) Limit of 2 per reign
4. The title that is required to be given out by the Crown Princess/Princet at Investitures is:
  - A. Crown Parents
    - 1) Can be given to any recipients the Crown Prince/Princet chooses
    - 2) Limit of 2 per reign
5. The Crown Father and Crown Mother titles will be displayed on the R.C.G.S.E. Website

### ***SECTION 3.04 – Anniversary Monarch Titles at Investitures***

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

## **ARTICLE 4 – Coronation Weekend**

### ***SECTION 4.01 – Coronation Weekend Dates***

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

### ***SECTION 4.02 – Coronation Weekend Contract***

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

### ***SECTION 4.03 – Coronation Weekend Events***

1. Coronation weekend is traditionally held on Memorial Day Weekend each year
  - A. Thursday through Monday

2. If extenuating circumstances dictate that coronation weekend should change the Board of Directors and College of Monarchs must approve the change with a supermajority vote
3. Coronation Weekend shall consist of the following events:
  - A. In-Town Awards
    - 1) Held the Thursday evening of Memorial Day Weekend
  - B. PR Ball
    - 1) Held the Friday evening of Memorial Day Weekend
  - C. The Out-of-Town Show
    - 1) Held the Saturday evening of Memorial Day Weekend
  - D. Coronation
    - 1) Held the Sunday evening of Memorial Day Weekend
  - E. Victory Brunch
    - 1) Held the afternoon of Memorial Day

#### ***SECTION 4.04 – Complimentary Tickets***

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

### ***SECTION 4.05 – Coronation Chairperson***

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

### ***SECTION 4.06 – Coronation Weekend Budget***

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

### ***SECTION 4.07 – In Town Awards Guidelines***

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

### ***SECTION 4.08 – PR Ball Guidelines***

1. PR Ball is the stepping down event of the Prince Royale and Princess Royale
2. PR Ball shall have a line item in the yearly budget
3. The Prince/Princet Royale and Princess/Princet Royale shall select a PR Ball Chairperson to oversee the production of this event
  - A. Up to 2 people are allowed
4. Entrance cost for this event shall be set by the reigning Prince/Princet Royale and Princess/Princet Royale
  - A. Final cost must be approved by a Supermajority vote of the Board of Directors
5. Number Sets for the Evening
  - A. No more than 3 sets
    - 1) Not including the final walks of the Prince/Princet Royale and Princess/Princet Royale
6. Performances during PR Ball
  - A. Commands
    - 1) No more than 6 commands will be allowed
      - a) Prince/Princet Royale shall be given 2 commands to give out
      - b) Princess/Princet Royale Shall be given 2 commands to give out
      - c) Prince/Princet and Princess/Princet Royale shall be given 2 joint commands to be given out
    - 2) Does not include anniversary Prince/Princet Royales and Princess/Princet Royales
    - 3) All command performances will be no longer than 7 minutes
      - a) Music will be checked by the DJ to ensure adherence to the time limit
      - b) Music will be faded if time limit is exceeded

- 4) All command performances will not include any of the following:
  - a) Nudity in accordance with local and state laws
  - b) Live animals
  - c) Confetti or property damaging components
- B. Anniversary Performances**
  - 1) Time must be allotted for each of the decade anniversary Prince/Princet and Princess/Princet Royales
    - a) Not all anniversary Prince/Princet and Princess/Princet Royales will be available to or want to do a performance
    - b) Performance does not have to be a musical performance as long as it falls within the time guidelines
  - 2) All anniversary performances must be no longer than 10 minutes
    - a) Music will be checked by the DJ to ensure adherence to the time limit
    - b) Music will be faded if time limit is exceeded
  - 3) All anniversary performances will not include any of the following:
    - a) Nudity in accordance with local and state laws
    - b) Live animals
    - c) Confetti or property damaging components
  - 4) Anniversary performers may not command someone else to perform in their place
- 7. Awards Presented**
  - A. PRs shall be limited to 6 awards each**
    - 1) Award names and information are at the discretion of the PRs
    - 2) Traditional Examples of awards that have been given out are:
      - a) Prince/Princess/Princet to Emperor/ Empress/Emprex
      - b) Prince/Princess/Princet to another Prince/Princess/Princet
  - B. All awards shall be presented at PR Ball**
    - 1) For sake of time, awards segments must be quick and concise
  - C. Award cost can be covered by the budget set for PR Ball**
- 8. Other Presentations required at PR Ball**
  - A. The following presentations must be made during PR Ball**
    - 1) Royal Family Walk
    - 2) R.C.G.S.E. College of PR's
    - 3) Monetary Donations
      - a) If Any
    - 4) Out of Town PR Walk
      - a) Limited to only reigning Princes/Princesses/Princets
    - 5) Final Walks of the PRs
  - B. Placement of these presentations in the order of the evening shall be at the discretion of the PRs**
    - 1) Exception is the Final Walks of the PRs
      - a) These happen at the end of the night
- 9. Final Walks of the PRs**
  - A. Final walks will happen at the end of the night**
  - B. The Prince/Princet Royale will be allowed no more than 3 tracks not to exceed 18 minutes**
  - C. The Princess/Princet Royale will be allowed no more than 3 tracks not to exceed 18 minutes**
- 10. Additional Information**
  - A. Set & Decor**
    - 1) Set and décor design shall be at the discretion of the PRs
    - 2) Set and décor cost can be covered by the budget set for PR Ball



- B. Program**
  - 1) PR Ball Program shall have a line item in the yearly budget
  - 2) PR Ball Program budget shall be offset by income generated by ads sold
  - 3) Design of the PR Ball Program shall be at the discretion of the PRs
- C. Emcees & DJ**
  - 1) The DJ and number of Emcees and who they are shall be at the discretion of the PRs
- D. Sound and Lighting**
  - 1) PR Ball shall use the R.C.G.S.E. Sound and Lighting system unless limited or restricted by contracted venue
  - 2) Additions to the sound and lights, if desired, are to be rented separately
  - 3) Cost of the additions can be covered by the budget set for PR Ball
- 11. Changes to these guidelines is only allowed by following the by-law amendment rules set forth in these By-Laws**

### ***SECTION 4.09 – Out of Town Show Guidelines***

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

### ***SECTION 4.10 – Coronation Guidelines***

- 1. Coronation is the stepping down event for the reigning Monarchs
- 2. At the conclusion of the Coronation Event, the voting results for the new Monarchs will be revealed and if elected, they will take the oath of office
- 3. Entrance cost for this event shall be set by the reigning Monarchs
  - A.** Final cost must be approved by a majority vote of the Board of Directors
- 4. Number Sets for the Evening
  - A.** No more than 3 sets
    - 1) Not including the final walks of the Monarchs
- 5. Performances during Coronation
  - A.** Commands
    - 1) No more than 6 commands will be allowed
      - a) The Emperor/Emprex shall be given 2 commands to give out
      - b) The Empress/Emprex Shall be given 2 commands to give out
      - c) The Monarchs shall be given 2 joint commands to be given out
    - 2) Does not include a final performance before final walks given to the CPs and PRs
      - a) These performances are optional but are traditionally given
      - b) If given, the number of songs per person is limited to the following:

- 1- CPs
  - a- 1 song each
- 2- PRs
  - b- 1 song each
- 3) Does not include anniversary Monarchs
- 4) All command performances will be no longer than 7 minutes
  - a) Music will be checked by the DJ to ensure adherence to the time limit
  - b) Music will be faded if time limit is exceeded
- 5) All command performances will not include any of the following:
  - a) Nudity in accordance with local and state laws
  - b) Live animals
  - c) Confetti or property damaging components
- B. Anniversary Performances**
  - 1) Time must be allotted for decades anniversary Monarchs
    - a) Not all anniversary Monarchs will be available to or want to do a performance
    - b) Performance does not have to be a musical performance as long as it falls within the time guidelines
  - 2) All anniversary performances must be no longer than 10 minutes
    - a) Music will be checked by the DJ to ensure adherence to the time limit
    - b) Music will be faded if time limit is exceeded
  - 3) All anniversary performances will not include any of the following:
    - a) Nudity in accordance with local and state laws
    - b) Live animals
    - c) Confetti or property damaging components
  - 4) Anniversary monarchs may not command another performer to perform in their place
- 6. Awards Presented**
  - A. The following awards must be presented at Coronation**
    - 1) Excellence of the Spike
    - 2) Court Member of the Year
    - 3) Board Member of the Year
    - 4) Youth Member of the Year
      - a) If given that year
    - 5) Lifetime Titles
    - 6) Citizens for Life
  - B. Personal Awards**
    - 1) The Monarchs shall be limited to 12 awards Each
      - a) Award names and recipients are at the discretion of the Emperor and Empress
      - b) No more than 4 awards each may be given out at Coronation
        - 1- The rest shall be done at Victory Brunch
    - 2) For sake of time, awards segments must be quick and concise
- 7. Other Presentations required at Coronation**
  - A. The following items must be presented during Coronation:**
    - 1) Imperial Family
    - 2) Scholarships
    - 3) Monetary Donations
    - 4) Out of Town Courts
    - 5) Final Walks of the Emperor and Empress
    - 6) Crowning Ceremony

- B. Placement of these presentations in the order of the evening shall be at the discretion of the Monarchs.
  - 1) Exception are the Final Walks of the Monarchs and the Crowning Ceremony
    - a) Those happen in that order at the end of the night
- 8. Final Walks of the Monarchs
  - A. Final walks will happen at the end of the night
  - B. The Emperor/Empress will be allowed no more than 3 tracks not to exceed 18 minutes during their final walk
  - C. The Empress/Empress will be allowed no more than 3 tracks not to exceed 18 minutes during their final walk
- 9. Additional Information
  - A. Set & Decor
    - 1) Set & décor design shall be at the discretion of the Monarchs
    - 2) Set & décor cost is covered by the Coronation Set budget line item
  - B. Program
    - 1) Coronation Program shall have a line item in the yearly budget
    - 2) Coronation Program budget shall be offset by income generated by ads sold
    - 3) Design of the Coronation Program shall be at the discretion of the Monarchs
  - C. Emcees & DJ
    - 1) The DJ and number of Emcees and who they are shall be at the discretion of the Monarchs
  - D. Sound and Lighting
    - 1) Coronation shall use the R.C.G.S.E. Sound and Lighting system unless limited or restricted by contracted venue
    - 2) Additions to the sound and lights, if desired, are to be rented separately
    - 3) Cost of the additions is covered by the Coronation Set budget line item
- 10. Changes to these guidelines is only allowed by following the by-law amendment rules set forth in these By-Laws

#### ***SECTION 4.11 – College of Monarchs Processional Walk***

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

#### ***SECTION 4.12 – Crowning Ceremony***

- 1. The crowning ceremony will happen at the conclusion of the College of Monarchs Processional Walk
- 2. The President of the Board shall be in charge of the Crowning Ceremony
- 3. Crowning Paraphernalia
  - A. It will be the responsibility of the President of the Board to give each piece of the Crowning Paraphernalia to members of the College of Monarchs to bring with them as they walk onto the stage

- B. This will ensure that all the needed pieces of the Crowning Paraphernalia are on stage and ready
- 4. Crowning Bench
  - A. Crowning bench is the bench the new monarchs kneel on while they take the oath of office
  - B. The crowning bench shall be placed on stage facing the audience
- 5. Ceremony Guidelines
  - A. The candidates running for Emperor and Empress shall be sequestered in a separate room at the beginning of the College of Monarchs Processional Walk
    - 1) Candidate Campaign Managers have the option of being in the room with their candidate
  - B. Once the College of Monarchs Processional Walk has completed, the President of the Board will come forward and call for the voting box
  - C. The President of the Board will unlock the voting box and open the results of the election
    - 1) They will read the results of the election
    - 2) They will then share those results with the monarchs on stage
  - D. Once all monarchs on stage have read the voting results, the President of the Board will leave the stage / ballroom and go to where the candidates have been sequestered and reveal the results of the election to the candidates
    - 1) The crowning bench shall be put into place at this time
  - E. Those candidates who have been elected will then accompany the President of the Board back into the ballroom and up on stage to be crowned the new Monarchs
  - F. The reading of the Oaths of Office will be done by the Monarchs who just stepped down
    - 1) Stepping down Emperor/Emprex shall read the Oath of Office to the New Emperor/Emprex
    - 2) Stepping down Empress/Emprex shall read the Oath of Office to the New Empress/Emprex
  - G. Provided it is read correctly, the Oath of Office for the newly crowned monarchs will provide a step-by-step guide as to when each piece of the Crowning Paraphernalia shall be used
    - 1) The past Monarch who brought the item on stage will be the one to use the item during the reading of the Oath of Office
  - H. Once the new monarchs have been crowned, they will remain on the stage while the College of Monarchs exit the stage
    - 1) The sword the Emperor will be holding must not touch the ground
    - 2) The scepter the Empress will be holding must not touch the ground
  - I. The new monarchs will then greet the community and out of town guests
- 6. At the conclusion of the crowning ceremony, it will be the responsibility of the President of the Board to gather and keep the Crowning Paraphernalia until it can be returned to the organization's storage unit.

### ***SECTION 4.13– Meeting Before Victory Brunch***

- 1. A meeting will be held the morning after Coronation, Prior to Victory Brunch
  - A. The meeting will consist of the Board of Directors and the College of Monarchs
  - B. Meeting place and time will be at the discretion of the President of the Board
- 2. The purpose of this meeting will be to nominate and vote on the following individuals:
  - A. New President of the Board
  - B. New PRs
  - C. New CPs
  - D. Approved by Board of Directors only
    - 1) New Treasurer
    - 2) New Secretary
    - 3) New Pageant Chair
  - E. Approved by College of Monarchs only
    - 1) Election of College Monarchs President

3. Proxies for voting are not allowed for the Board of Directors & College of Monarchs
4. The positions of PRs, CPs shall be filled based on the following:
  - A. The Emperor/Emprex shall submit names for the following positions:
    - 1) Prince/Princet Royale
      - a) Shall submit two (2) names
    - 2) Crown Prince/Princet
      - a) May submit an additional name if needed
  - B. The Empress/Emprex shall submit names for the following positions:
    - 1) Princess/Princet Royale
      - a) Shall submit two (2) names
    - 2) Crown Princess/Princet
      - a) May submit an additional name if needed
  - C. The new Monarchs will then inform the Board of Directors and the College of Monarchs who their preference is for the specific positions and why
    - 1) This information will be taken into consideration for the respective vote
  - D. The Board of Directors and the College of Monarchs in attendance at this meeting shall vote on the submitted names
    - 1) Vote will be by a supermajority
  - E. The winners for each position will be crowned during Victory Brunch
5. The new monarchs shall also submit 1 name for each of the remaining positions to be filled and the Board of Directors and College of Monarchs in attendance at this meeting shall vote on the submitted names
  - A. Vote will be by a supermajority
  - B. If the new Monarchs have not had time to decide on a candidate for Treasurer, Secretary, or Pageant Chair, those votes can be postponed but must be done at the first Board Meeting in June.
  - C. The new President of the Board must be chosen at this meeting.
6. The College of Monarchs, in attendance at this meeting, will also vote on their new President and Vice-President.
  - A. Voting is only done by the College of Monarchs

#### ***SECTION 4.14 – Victory Brunch***

1. Victory Brunch is an event where breakfast / brunch is provided, and the final transitions of the reigns takes place
2. Entrance cost for this event shall be set by the reigning Monarchs
  - A. Final cost must be approved by a Supermajority vote of the Board of Directors
3. Victory Brunch shall have a line item in the yearly budget
4. What food is served and who provides it is at the discretion of the Monarchs
5. Event Guidelines
  - A. President of the Board will be the master of ceremonies to keep the event moving
  - B. When they arrive, the new Monarchs will be announced by the President of the board and they will take their seats at the head table
  - C. Head Table
    - 1) There shall be a head table with seats for the following:
      - a) President of the Board
      - b) King Father and / or Queen Mother of the Americas
        - 1- If in attendance
      - c) Previous Reign
        - 1- Monarchs
        - 2- PRs

### **3- CPs**

#### **d) New Monarchs**

- 2) Head table will be the first in line to eat, followed by the rest of the people in attendance

#### **D. Previous reign wraps up**

- 1) After they are finished eating, the previous Monarchs will give their final personal awards that were not given at coronation
- 2) When their awards finished, they will say their final thank you' s and turn things over to the new reign

#### **E. New reign begins**

- 1) The new Monarchs will announce the following:

- a) Their personal titles and spike titles that they have chosen for themselves
- b) The name of their reign
- c) Their Coronation Theme

##### **1- If they have chosen it**

- d) The King Father and Queen Mother of the new reign

- 2) Crowning of the new PRs & CPs

- a) The new Monarchs will reveal the winners of the vote that was taken at the meeting earlier that morning
- b) The Emperor/Emprex will crown the Prince/Princet Royale and Crown Prince/Princet
- c) The Empress/Emprex will crown the Princess/Princet Royale and Crown Princess/Princet
- d) It will be the responsibility of the President of the Board to ensure the Oaths of Office for each title are at Victory Brunch

- 3) Monetary Presentations

- a) If there were water parties or other functions held during Coronation Weekend for the Travel Fund, representatives of those throwing those events will be given time to present the money to the new reign.

- 4) King Father / Queen Mother of the America's remarks

- a) If in attendance, the King Father / Queen Mother of the America's will be invited to make some remarks if they choose

6. Changes to these guidelines is only allowed by following the by-law amendment rules set forth in these By-Laws

### ***SECTION 4.13 – Stepdown Crowns / Rings***

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

## **ARTICLE 5 – Pageant Guidelines**

### ***SECTION 5.01– Realm Pageant Titles***

1. The following Pageant Titles are registered with the State of Utah and are property of the R.C.G.S.E.
  - A. Closet Ball King
  - B. Closet Ball Queen
  - C. Closet Ball Royalty
  - D. Mr. Golden Spike Universe
  - E. Miss Golden Spike Universe

- F. Mx. Golden Spike Universe
  - G. Mr. Gay Utah
  - H. Miss Gay Utah
  - I. Ms. Gay Utah
  - J. Mx. Gay Utah
  - K. Mr. Gay Utah Youth
  - L. Miss Gay Utah Youth
  - M. Ms. Gay Utah Youth
  - N. Mx. Gay Utah Youth
  - O. Mr. Gay Pride
  - P. Miss Gay Pride
  - Q. Ms. Gay Pride
  - R. Mx Gay Pride
  - S. Mr. Gay Pride Youth
  - T. Miss. Gay Pride Youth
  - U. Ms. Gay Pride Youth
  - V. Mx Gay Pride Youth
  - W. King of Hearts
  - X. Queen of Hearts
  - Y. Royalty of Hearts
2. The schedule of when pageants should be held each reign is outlined in the Resolutions under the Annual Events section
  3. Titles are renewed annually by the POB
    - A. Cost for the registrations will be a line item in the yearly budget

### ***SECTION 5.02 – Pageant Advertising***

1. Flyers or posters advertising the pageant must be up four (4) weeks prior to the pageant date
2. Places where advertising can be posted are but are not limited to:
  - A. Court Website
  - B. Monthly Organization Newsletter
    - 1) If available
  - C. Court Facebook Page
    - 1) Ads are encouraged to be shared on titleholders' personal pages as well
  - D. Bar or Venue hosting the pageant
    - 1) Following all venue guidelines
3. Contact Information for the pageant chair must be listed on all advertising for any questions any possible contestants may have.

### ***SECTION 5.03– Pageant Crowning Paraphernalia***

1. The R.C.G.S.E. Pageant paraphernalia shall be:
  - A. Crowns for Miss/Ms./Mx. titleholders
  - B. Medallions for Mr/Mx. Titleholders.
2. Crown designs and cost must have prior approval from the Board of Directors before they can be ordered
  - A. Crown designs should try to stay the same from year to year but may change from year to year based on availability
  - B. Changes in design should stay as similar as possible to past designs and costs should fall within the allotted pageant budget

3. The pageant chair may choose a vendor of their choosing for procuring medallions, as long as the medallion meets the following criteria:
  - A. The medallion shall be engraved with the Golden Spike logo.
  - B. The medallion shall be engraved with the pageant title.
    - 1) (i.e. Mr. Golden Spike Universe)
  - C. The above shall be engraved in Gold on a black background.
  - D. The ribbon color for each medallion shall be as follows:
    - 1) Closet Ball King/Royalty shall have a white ribbon
    - 2) Mr./Mx. Golden Spike shall have a gold or yellow ribbon
    - 3) Mr./Mx. Gay Utah and Mr./Mx. Gay Utah Youth shall have a black ribbon
    - 4) King/Royalty of Hearts shall have a red ribbon
    - 5) Mr./Mx. Gay Pride of Utah and Mr./Mx. Gay Pride Youth of Utah shall have a rainbow ribbon.
4. The organization shall keep at least two (2) of all crowns/medallions on hand at all times
5. All crowning paraphernalia is R.C.G.S.E. property until the titleholder has completed all required functions/duties and has stepped down successfully.
  - A. Pageant crowning paraphernalia backstock will be stored in the approved court storage facility.
    - 1) Crowning paraphernalia for reigning titleholders will remain with the Pageant Chairperson
6. Title Holders will be crowned/awarded their medallion with a Crowning crown/medallion that will be used for pictures that evening but must be turned in at the end of pageant.
7. Once ALL title requirements are fulfilled, the Title holder will be given the approved R.C.G.S.E. pageant Crown/Medallion.
  - A. Upon successful completion of their title requirements, Mr./Mx. Titleholders may choose to have their reign number and name engraved on the back of the medallion.
8. In the event of an out of state walk or official court duties, pageant title holders may petition the board of directors to use the official R.C.G.S.E. crown/ medallion to be used during their out of state walk or during the official court duties and to be returned upon completion of their out of state walk or official court duties.

#### ***SECTION 5.04 – Pageant Rules & Scoring***

1. All contestants, at every pageant, will be listed by number which must be displayed on the contestant at all times during competition.
2. Contestants will compete in the following categories for each pageant:
  - A. Closet Ball
    - 1) Presentation pre-drag transformation
    - 2) Presentation of post-drag transformation.
  - B. Golden Spike Universe
    - 1) Theme Presentation
    - 2) Talent
    - 3) Evening/Formal Wear
    - 4) Onstage Q&A
  - C. Gay Utah
    - 1) Theme Presentation
    - 2) Talent
    - 3) Formal/Evening Wear
    - 4) Onstage Q&A.
  - D. King/Queen/Royalty of Hearts
    - 1) Red & White Theme presentation
    - 2) Talent
    - 3) Formal/Evening Wear



- 4) Onstage Q&A.
- E. Gay Pride
  - 1) Gay Pride Theme Presentation
  - 2) Talent
  - 3) Formal/Evening Wear
  - 4) Onstage Q&A.
3. A contestant's talent presentation can be no longer than seven (7:00) minutes.
  - A. This includes set up, presentation and take down.
  - B. This time limit will be enforced.
4. Pageant Committee Members and Door persons shall arrive no later than one (1) hour prior to the start time of the pageant.
5. Judges shall arrive no later than thirty (30) minutes prior to the start time of the pageant.
6. During the half hour prior to the start time of the pageant, the pageant chair or designated committee member will brief the judges on proper judging standards so that they are aware of how to score contestants properly.
7. Pageants Shall be scored as follows:
  - A. Judged pageants shall be scored by adding up each judge's score per category.
  - B. The Highest and lowest score per contestant, per category, will be dropped and an adjusted score will be used for each contestant for each category.
  - C. At the end of each adjusted score being tabulated, the contestant with the highest number of adjusted score points will be declared the winner.
    - 1) Scores shall be tabulated by a pageant committee member and a board member and then confirmed by a second pageant committee member for accuracy.
  - D. In voted pageants, the Pageant Committee will create a ballot to be approved by the Board of Directors.
    - 1) One ballot will be distributed to each paying attendee to be filled out and deposited into a voting box.
      - a) To ensure that there are not duplicate ballots, the ballots given out will be numbered.
      - b) Only the door person(s) should be in possession of ballots.
    - 2) After the final category, voting is closed, and the ballots shall be gathered and counted by the pageant chair and another pageant committee member or Board Member and confirmed by a third pageant committee member or board member for accuracy.
    - 3) The contestant with the highest number of votes shall be declared the winner.
      - a) If a voted pageant only has one contestant for that title, they must secure 50.1% of the votes to secure the victory.
8. Contestants are not allowed to accept tips during contestant talent performances.
  - A. Audience members are allowed to tip into a tip jar where all tips will be donated to the General Fund
9. Pageant specific rules are as follows:
  - A. Closet Ball.
    - 1) Contestants are not to have done drag in the opposite gender of which they self-identify for at least 1 year prior to the date of the pageant with the exception of Halloween.
    - 2) Each contestant will enter with a sponsor
      - a) The person who will help transform them to the opposite gender in which they self-identify
    - 3) After presentation of self-identified gender, the contestants and sponsor will have 1 hour to transform to opposite gender.
    - 4) Male to Female gender transformation contestants may not have any makeup on their face.
    - 5) None of the contestant are allowed to wear any transformation aides prior to or while being presented in their self- identified gender
      - a) Includes but is not limited to

- 1- Breast binding wraps
- 2- Spanx type apparel
- 3- Tuckers
- 6) This ensures all contestants start on an even footing.
- 7) Only the contestants, their sponsors, and members of the pageant committee are allowed backstage.
- 8) Sponsors are the only ones allowed to perform the transformation on the contestants.
  - a) No other help/helpers will be allowed.
- 9) A member of the pageant committee will be stationed backstage to ensure these rules are followed.
- B. King, Queen, and Royalty of Hearts:
  - 1) Contestants will campaign for voter support no sooner than the end of the GAY Utah pageant.
  - 2) The duration of said campaign will be until the day of the pageant.
  - 3) During the pageant contestants will compete in the categories listed above.
  - 4) Ballots will contain a space for King of Hearts, Queen of Hearts, and Royalty of Hearts
    - a) The audience may vote for 1 (one) King of Hearts, 1 (One) Queen of Hearts, and 1 (One) Royalty of Hearts
    - b) Audience members will write the number of their choice for the winner of each title in these respective spaces.

### ***SECTION 5.05 – Pageant Planning***

1. At each pageant the reigning pageant title holders may be allowed an opening number as well as a final number.
  - A. If the titleholder chooses to, they may have two final numbers in lieu of an opening and closing number.
  - B. To better manage time of the pageant, it is recommended that the stepping down titleholders combine their opening number to be a duet, trio, or production number.
2. Each stepping down titleholder will be allowed one (1) command performer each.
3. The top 6 of the current Reign, if they choose to perform, and the stepping down titleholders will perform at the end of the pageant, prior to crowning, in the following order.
  - A. Crown Prince/Princet
  - B. Crown Princess/Princet
  - C. Prince/Princet Royale
  - D. Princess/Princet Royale
  - E. Emperor/Emprex
  - F. Empress/Emprex
  - G. Stepping Down Titleholders in the traditional order
    - 1) Mr./King
    - 2) Ms.
    - 3) Mx./Royalty
    - 4) Miss./Queen
  - H. The remainder of performers and the order of the evening will be coordinated by the pageant committee.
    - 1) The pageant committee is encouraged to include the stepping down titleholders as much as possible, but all final decisions are at the discretion of the pageant committee.

### ***SECTION 5.06 – Pageant Contestant Criteria***

1. All contestants must be residents of the R.C.G.S.E. boundaries.
  - A. Those competing in the Gay Utah or Gay Utah Youth pageants may live outside the R.C.G.S.E. boundaries but must still reside in the state of Utah.
2. All contestants must provide Utah State Issued ID or Utah State Driver's License, current Military ID, Native American Tribal ID or current US Passport showing residency.

- A. If the address on the ID is not current, they may provide additional proof of residency by providing the Utah State Issued ID AND one of the following items:
  - B. A bank statement dated within the last 60 days that contains an address within the R.C.G.S.E. boundaries and the contestant's name.
  - C. A utility bill dated within the last 60 days that contains an address within the R.C.G.S.E. boundaries and the contestant's name.
  - D. A lease agreement that is currently in effect that contains an address within the R.C.G.S.E. boundaries and the contestant's name.
3. Adult contestants must be 21 years of age to compete for an adult title.
  4. Youth contestants must be between the ages of 18 – 20 to compete for a youth title.
  5. Provided that all requirements have been fulfilled, titleholders must wait at least one year if they choose to run for a title they previously held.
  6. Contestants must arrive no later than one (1) hour prior to the start time of the pageant to begin the registration process.
    - A. If a contestant arrives no more than 15 minutes late, they may petition the Pageant Chair, Reigning Monarchs, and President of the Board for approval as to whether or not the contestant will be allowed to compete.
      - 1) Their decision is final.
    - B. Any contestant arriving more than 15 minutes late will not be allowed to compete.
  7. During the hour prior to the pageant, the pageant chair or designated committee member will brief the contestants on the rules, regulations, obligations of the title, etc.

### ***SECTION 5.07 – Pageant Contestant Fees***

1. Contestants must be members of the R.C.G.S.E.
2. Contestants must pay a \$10 entry fee to compete.
  - A. If contestants are not members at the time of competing, they must submit an additional \$10 membership fee along with their membership application.
  - B. Final approval of new membership applications will take place at the next scheduled General Membership Meeting
3. Contestant applications and fees, as well as membership applications and fees may be paid in the following methods:
  - A. Cash
  - B. Money order
  - C. Square
  - D. Venmo
4. All applications and fees from pageant contestants will be collected by the Pageant Chair.
  - A. In the absence of the Pageant Chair, a designated Board Member will collect the fees.
5. All pageant fees are non-refundable
6. All pageant fees will benefit the R.C.G.S.E. General Fund.
7. A receipt for fees paid may be requested from the R.C.G.S.E. treasurer.
8. Contestant Fees will be accepted no later than one (1) hour prior to the start time of the pageant.
  - A. Exception would be any late arriving contestants allowed to compete

### ***SECTION 5.08 – Pageant Titleholder Rules & Responsibilities***

1. Each newly crowned pageant title holder is required to hold at least two (2) functions to benefit the R.C.G.S.E. funds.
  - A. One (1) Function must go to the General Fund and the other function may go to a R.C.G.S.E. fund of their choice.

- 1) For the Gay Pride and the Gay Pride Youth titles, one (1) function will benefit the R.C.G.S.E. General Fund and the other will benefit the Gay Pride Fund.
2. The first function must be held in the first six (6) month of stepping up
3. The second function must be after the first six (6) months but must be held no later than 30 days of the date of the respective step-down pageant.
  - A. If both functions are not completed within this time frame they will not be allowed to step down and will not be recognized by name in the R.C.G.S.E. court history.
  - B. Each pageant titleholder must follow the proper procedures for submitting an event request form to the Board of Directors for approval.
  - C. The exception to this requirement is if the Titleholder passes away, is hospitalized or any other extenuating circumstance deemed appropriate by the board of directors
4. Each reigning pageant titleholder is encouraged to attend all other pageants hosted by the R.C.G.S.E. during the reign of their title.
  - A. Since Youth pageant titleholders are unable to attend pageants held at 21+ venues, they are only encouraged to attend pageants held at venues allowing minors until they turn 21 years of age.
5. Each reigning pageant title holder is encouraged to attend and walk at the R.C.G.S.E.'s Coronation during their reign.
6. If a pageant titleholder, at any time during their reign, accepts any other 'working title' position, as long as they have completed their pageant title requirements, they may keep their pageant title.
  - A. If they have not completed their requirements, if they accept any other 'working title', they voluntarily relinquish their title.
  - B. Working Title is defined as:
    - 1) Emperor/Empress/Emprex
    - 2) Prince/Princet Royale or Princess/Princet Royale
    - 3) Crown Prince/Princet or Crown Princess/Princet.
7. All titleholders are required to live and reside within the organization's boundaries for the duration of their reign.
  - A. If a titleholder relocates outside the organization's boundaries it will be considered an automatic relinquishment of their title.
  - B. Exceptions to this will be the Gay Utah and Gay Utah Youth titleholders
    - 1) They may live outside of the organizations boundaries but must stay in the State of Utah
8. All titleholders are required to keep an active and open form of communication for the duration of their reign.
  - A. It is the responsibility of the reigning titleholder to provide updated information in the event of a change/move.
9. All titleholders will be held to the highest accountability of honesty, integrity, and community representation.
10. Titleholders are responsible for the co-promotion of their pageant stepdown.

### ***SECTION 5.09 – Pageant Disciplinary Guidelines***

1. If at any time a titleholder is found to be within breach of the regulations set forth in the By-Laws titleholders will be brought before the Disciplinary Committee for possible disciplinary actions up to and including revocation and removal of their title.
2. Disciplinary hearings will be held within the Disciplinary guidelines established in these By-Laws.
3. Should a titleholder be stripped of their title, a certified letter shall be sent to the titleholder to the address on records as a courtesy to inform them that they will not be recognized by name on the R.C.G.S.E. history and will not be allowed to step down

- A. This letter shall be signed by the Pageant Chair and President of the Board and will be retained with the reign's records.
- 4. Should a title holder voluntarily relinquish their title, be stripped, or pass away, the 1st alternate will be offered to fulfill the position.
  - A. If the first alternate declines, then each following alternate will be asked in order.
- 5. If no one is available to accept the position, then that title will remain empty and will only be acknowledged on the website and history by the year/number of the pageant.
- 6. If a title holder has relinquished a title, they may not run for another pageant for 12 months from their resignation date.
  - A. If a titleholder is repeatedly abusing this rule, it will be at the discretion of the Board of Directors to allow them to run.
- 7. If a pageant title holder has been stripped/ removed they are not eligible to run or be elected for a pageant title, elected title and/or appointed position within the organization again.

## **ARTICLE 6 – Disciplinary Sanctions**

### ***SECTION 6.01 – Purpose***

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

### ***SECTION 6.02 – General Policy***

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

### ***SECTION 6.03 – Definitions***

- 1. Discipline:
  - A. Action undertaken to correct or modify unacceptable performance or behavior to acceptable standards.
    - 1) Including imposition of sanctions
- 2. Sanctions:
  - A. Disciplinary measures that are imposed
  - B. These May include but are not limited to:
    - 1) Oral or written reprimand
    - 2) Warning letter
    - 3) Probation
    - 4) Suspension
    - 5) Removal of title
    - 6) Removal of voting rights
    - 7) Removal from the Board of Directors
    - 8) Expulsion.

### ***SECTION 6.04 – Cause***

- 1. Member sanctions may be imposed if the member demonstrates the inability or unwillingness to meet their duties and/or responsibilities.
- 2. Other causes that would also cause the imposition of sanctions can be but are not limited to:
  - A. Negligence

- B. Incompetence
- C. Excessive absence and/or tardiness
- D. Misuse of Court property or funds, including but not limited to:
  - 1) Misplacement of funds
  - 2) Theft of monies owed/raised/donated to the Court.
- E. Disorderly conduct
- F. Unauthorized acquisition of donations, goods, money, materials or services
- G. Fraud or misrepresentation
- H. Unjustified interference with the duties of other organization members

## ***SECTION 6.05 – Disciplinary Procedures***

1. Accusations
  - A. Any Accusations must be submitted in writing to the President of the Board of Directors and/or the Reigning Monarchs,
    - 1) Upon receipt of written accusation, a meeting of the appropriate Disciplinary Committee will be convened.
      - a) Meeting must be held within 7 days of the receipt of the accusation
    - 2) The Disciplinary Committee shall review the accusation and any accompanying documents to determine one of two outcomes:
      - a) Accusation is valid and all parties involved should appear before the Disciplinary Committee to discuss the situation and possibly move to a Disciplinary Hearing before the Board of Directors to determine further sanctions
        - 1- Request for this meeting must be brought to all parties involved within forty-eight (48) hours of this decision
      - b) The situation can be worked out and no further action is needed
2. Disciplinary Committee Meeting with Parties Involved
  - A. If the Disciplinary Committee deems it necessary, a formal meeting will be scheduled for both the accused and the accuser to appear before the appropriate disciplinary committee.
    - 1) Meeting must be held within 10 days of original Disciplinary Committee Meeting
  - B. This is to allow both the accused and accuser the chance to explain the situation, give them the opportunity to defend themselves and confront their accuser
  - C. The Disciplinary Committee will then vote on whether the issue should be brought before the Board of Directors and/or the College of Monarchs for a Disciplinary Hearing
    - 1) If the vote is Yes, at the next scheduled meeting of the Board of Directors, the POB shall call for a closed session to conduct the Disciplinary Hearing.
      - a) The accused and accuser will be invited into the closed meeting to assist in discussing the situation.
    - 2) If the accusation is of a serious nature, the President of the Board may exercise the option of calling an emergency meeting of the Board of Directors and/or the College of Monarchs
      - a) This meeting must take place within 10 days
      - b) All parties involved must be given notice of this meeting within seventy-two (72) hours

## ***SECTION 6.06 – Outstanding Debts, Theft & Negligence***

1. Definitions
  - A. Any individual, organization, or business owing money to the R.C.G.S.E. is a “debtor”.
  - B. A past due debt is:

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

- e) Expulsion from the court, as approved by a general membership vote.
- f) All negligence-based reprimands are a discretionary prerogative of the Board of Directors.