

PROCEDURES

Revision Date: May 2026



THE ROYAL COURT OF THE
GOLDEN SPIKE EMPIRE

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ARTICLE 1 – 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

2. The following are the definitions of terms found within these bylaws
 - A. The term “POB” refers to the President of the Board of Directors
 - B. The term “Monarchs” refers to the titles of Emperor, Empress & Emprex combined
 - C. The term “PRs” refers to the titles of Prince Royale, Princess Royale & Princex Royale combined
 - D. The term “Spikes” refers to the Spike Titleholders combined
 - E. The term “Membership” refers to the members of the R.C.G.S.E.
 - F. The term “Board” refers to the Board of Directors of the R.C.G.S.E.
 - G. The term “College” refers to the College of Monarchs of the R.C.G.S.E.
 - H. The term “Electronic Communication” refers to any form of communication transmitted through electronic means, including but not limited to email, text messages, instant messaging, video conferencing, social media platforms, and any other form of digital communication.

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 2 – Code of Conduct & Anti Bullying

SECTION 2.01 – RCGSE Code of Conduct

1. All members of the R.C.G.S.E., reigning titleholders, and Past Monarchs are expected to 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 impair 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 2.02 – 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 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- Emceeding 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 person's 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- Nasty gossip or rumors
- 4- 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 if 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 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 3 – Officers Duties

SECTION 3.01 – President of the Board

- 1. 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 bylaws 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.
- 2. The President of the Board shall only vote in the case of a tie.

SECTION 3.02 - Vice President of the Board

- 1. The duties of the Vice-President of the Board shall include but not be limited to:
 - A. Facilitate Board Meetings in the absence of the Board President
 - B. Act as spokesperson for the organization in the absence of the Board President

C. If the office of Board President is vacated during the reign the Vice President will serve as interim President until the new President is approved.

SECTION 3.03– Co Presidents (Emperor, Empress & Emprex)

1. 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. Appoint any committee necessary to accomplish administrative objectives and serve as unofficial members of said committee
 - C. Direct all activities related to Coronation
 - D. In the absence of the President of the Board, 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 bylaws 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.
 - E. 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
 - F. 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
2. Co-Presidents are required to fulfill the following after they have stepped down from their year of service; one additional year on the board, they are in charge of Hospitality Suite during Coronation Weekend the year following their step down and they are in charge of Golden Spike Awards three (3) years following their step down
 - A. They can be excused from these duties because of illness, emergency or major life event upon approval of the Board of Directors
 - 1) They must notify the President of the Board at the earliest convenience so that they can let the Board and College of Monarchs know
 - B. Failure to complete these obligations will result in the loss of their reign number

SECTION 3.04 – Co-Vice Presidents (Prince, Princess and Princex)

1. 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) People’s Concern Fund
 - 2) People with AIDS (PWA) Holiday Fund

SECTION 3.05 - Secretary

1. 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.

- 3) Print and sign the approved minutes and add them to the RCGSE Minutes Book
- 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

SECTION 3.06 - Treasurer

- 1. 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 Bylaws.
 - 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 60 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 line at that time

ARTICLE 4 – Committees

SECTION 4.01 – Budget Committee

1. The past Emperor and Empress reigns monarchs 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 4.02 – 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 the auditors with 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. Records of findings shall be entered into minutes and recommendations regarding possible changes should be conveyed to the current Board of Directors.

SECTION 4.03 – Bylaw & Procedures Committee

1. The Bylaws and Procedures 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 & procedure 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 /Procedure 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 member of the Board of Directors
 - 1) Cannot be past Monarchs
- E. Two (2) current members of the General Membership
 - 1) If one of the two General Members of the committee becomes a member of the Board of Directors during the Board Elections, they will forfeit their seat on the committee, and another General Member will be chosen.

SECTION 4.04 – 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 is replaced by the Prince Royale
 - C. Reigning Empress is replaced by the Princess Royale
 - D. Reigning Emprex is replaced by the Princex Royale
 - E. Monarch Board Member is replaced by a different voluntary Monarch Board Member
 - F. General Board Member is replaced by a different voluntary General Board Member
6. The Disciplinary Committee can make recommendations as to possible disciplinary sanctions/actions that they see are warranted in the situation, however, they cannot impose sanctions or vote to impose any disciplinary action
 - A. This can only be done by the Board of Directors and/or the College of Monarchs
7. If the accused party is a member of the College of Monarchs, the College of Monarchs will conduct the Disciplinary Hearing
 - A. Any and all disciplinary sanctions that are decided upon by the College of Monarchs must be approved by the Board of Directors before they are put in place
8. Both Disciplinary Committees shall follow the procedures as outlined in the Disciplinary Sanctions of the Procedures Manual

SECTION 4.05 – C.A.R.E. Team

1. The C.A.R.E. (Cards Are Really Economical) Team is here to support R.C.G.S.E. Members during difficult times
 - A. The intent is to minimize the cost of buying flowers via get well / condolences cards
2. The benefit of the CARE team will extend to the partners, parents, parents of partners and children of the following:
 - A. General members in good standing
 - 1) Good standing is defined as their member application has been received, approved and all the membership dues are paid
 - B. All Monarchs, PRs, Spike Titleholders and Founders of the R.C.G.S.E.
 - C. Supporters of the R.C.G.S.E. or anyone not listed will be discussed by the committee on a case-by-case basis
3. Incident Guidelines
 - A. The instances a card will be sent are, but are not limited to:
 - 1) Medical procedures
 - 2) Hospital stays
 - 3) Deaths
 - B. The instances when a planter or flowers will be sent are, but are not limited to:
 - 1) Funerals of R.C.G.S.E. Monarchs, PRs, CPs and Founders
 - C. Cards, planters and/or flowers may be purchased from a retail store with a member of the CARE team making the delivery to the court member's homes.
 - 1) If a member of the CARE team is unavailable to make the delivery, they will call upon the reigning Monarchs with help from the top 6
 - D. The per incident cost will be set by the yearly budget
 - 1) Any money spent over this amount must have a majority vote approval of the Board

ARTICLE 5 – Board of Directors

SECTION 5.01 – 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. Must reside within the organization's boundaries
 - C. They must 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.
 - D. Attend eight (8) General Membership meetings and eight (8) Board 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) Attendance requires signing in and signing out on the attendance sheet
 - a) It is the candidate's responsibility to make sure they sign the attendance sheet

- 3) If meeting attendance is virtual via Zoom:
 - 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.
 - c) Have their camera on to verify they are paying attention to the meeting
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 eight (8) General Membership meetings and eight (8) Board 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) Attendance requires signing in and signing out on the attendance sheet
 - 3) 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.
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 by majority vote will obtain the first open seat and the next candidate with the next highest number of yes votes by majority vote 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 by majority vote shall be seated at the next Board of Directors meeting following the election.

SECTION 5.02 – 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
3. Prior Year’s Monarch Seats
 - A. If there is a vacant prior year Monarch seat on the Board of Directors, it will not be filled

SECTION 5.03 – ROBERTS RULES OF ORDER

1. The Board of Directors and Board Meetings shall follow the rules contained in Roberts Rules of Order in all cases to which they are applicable and which they are not inconsistent with the RCGSE Bylaws, Procedures and Resolutions.

SECTION 5.04 – Board Member Voting Rights

1. Board members will have the following voting rights:
 - A. Yes
 - B. No
 - C. Abstain / Not casting a vote
 - 1) Abstentions do not count towards yes or no they do not count as 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 5.05 – 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 5.06 – 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.
3. If during an electronic vote, a board member demands, in writing, by the time stated in the notice, the action not be taken without a meeting, a special meeting of the Board of Directors shall be held.

SECTION 5.07 – 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 a board member must leave 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 5.08 – 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) in person 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 5.09 – RESIGNATION OF BOARD SEAT

1. Voluntary resignation of a board seat must be in writing and can be in the following forms:
 - A. A letter submitted to the President of the Board
 - B. A public post on any online platform
2. The POB will then call a closed meeting of the Board to discuss the letter / post
3. Any General Board Member resigning their seat will not be allowed to hold a seat on the board again for 3 years
4. Any Monarch Board Member resigning their seat will not be allowed to hold a seat on the board again for 5 years
5. If extenuating circumstances caused the Board Member to resign their seat, the 3- or 5-year ban on holding another seat may be bypassed by a supermajority vote of the Board of Directors.

SECTION 5.10– 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 as:
 - a) Abstaining in writing by the time stated in the notice; 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 5.11 – 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 are 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 include, but are 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 Holiday Fund
 - B. Information regarding a discipline or legal matters
3. Any member of the Board of Directors involved in a closed session is required to keep any and all information discussed confidential.
 - A. All board members will be required to sign a confidentiality agreement at the beginning of each reign.
 - B. Board members who do not maintain confidentiality will be subject to disciplinary action.
4. Board members are asked to remember that, due to the nature of our organization, all information is ultimately accessible to the public and therefore should maintain professional discussions when in Board meetings.

SECTION 5.12– 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 5.13 – 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 people 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. If a closed board meeting is called by the President of the Board, any non-voting spectator shall not be allowed in said meeting
4. Any non-board member who consistently interrupts or interferes with a board meeting will be asked to leave or be removed from the meeting

ARTICLE 6 – Financial Guidelines

SECTION 6.01– 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 6.02 – 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 6.03 – 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 6.04 – Funds Disbursement Methods

1. Disbursements from any of the organization’s funds must be made 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 and the Treasurer will be the only Executive Member with a debit/credit card for the organization
 - a) Should the POB choose not to have a card the authorized signer monarch will be the other one with a card
 - 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 6.05– 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 7 – 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 within the RCGSE boundaries for at least eighteen (18) months prior to the candidate interviews
 - 1) Must have a valid Utah State ID or Utah Driver’s License with an address showing you live within the RCGSE boundaries
 - 2) 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

- a) It is the responsibility of the candidate to make sure that they sign 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.
 - c) If you are disconnected from the meeting and cannot re-join the meeting, it is the candidate's responsibility to notify the Secretary and/or the President of the Board that they cannot re-join the meeting
 - d) Have your camera on for the duration of the meeting so that we know that you are paying attention to the meeting
- 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 501(c)(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) Spike Titleholders
- 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.

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 setting up the ballroom before coronation, and tearing down the ballroom after coronation
 - a) Specific set-up or tear down duties will be set by the Coronation Coordinator
 - 2) This may be done either personally or by a representative(s) of the Candidate.
 - 3) The candidate or their representative will be responsible to sign in / checking 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
 - A. All campaign material must state which monarch title you are running for
5. 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
6. Any candidate who meets these criteria shall be automatically approved for campaigning, letting the community decide who is worthy to lead the RCGSE

SECTION 7.05 – 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 staff remain 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 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 the beginning 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 imposing 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, one of the following two things may happen:
 - A. Past Monarch Candidates
 - 1) Any past monarch may submit their name(s) for a monarch position
 - a) They must have lived within the RCGSE boundaries for at least three (3) months
 - 2) The past monarch submitting their name will undergo the Board / College of Monarchs question and answer process and a full campaign in the community
 - a) No campaign fee will be required
 - 3) The community will vote for the past monarch on voting day, and the winner will be announced at Coronation
 - a) If elected the past monarch will carry the title of Emperor, Empress or Emprex
 - 1- They will not be known as Regent
 - B. Regent Monarchs
 - 1) 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 Procedures

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 affecting the Monarch election.

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 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, and 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 is from 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 reign 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 unused 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, Emprex 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, if a candidate is presented
 - b) Each qualified voter will hole punch the box for only one (1) candidate for Empress, if a candidate is presented
 - c) Each qualified voter will hole punch the box for only one (1) candidate for Emprex, if a candidate is presented
- 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 completed 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 on the first business day after candidate unveiling.
 - 2) Packets will contain the following:
 - a) A letter to the voter with a timeline when the ballot should be returned and a point of contact for any questions.
 - b) Instructions on how to complete the paper ballot
 - c) Short bios of each candidate running for Emperor and/or Empress and what their goals are for their reign if elected
 - 1- This is done so the voter will know more about who is running for the 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
 - 1- 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 being sealed at the end of voting day
 - B. An electronic ballot may be e-mailed.
 - 1) Electronic ballots will be e-mailed the Saturday before Voting Day.

- a) Electronic votes must be cast and returned back to the President of the Board no later than one (1) hour prior to the end of voting.
 - 1- This gives the President of the Board time to record the electronic ballot prior to the voting box being sealed.
- b) The President of the Board Shall mark a physical ballot with the results of the electronic ballot and shall have one of the Reigning Monarchs confirm those results before depositing the ballot in the Voting Box.

SECTION 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, Emprex and/ 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, Emprex and /or Empress will be opened and included in the vote tally to break the tie.

ARTICLE 8 – Monarch Titles & Responsibilities

SECTION 8.01 – Monarch Titles

- 1. The newly elected Co-Presidents will be known as Emperor, Empress or Emprex along with their reign number
- 2. They will choose an additional, personalized, “To be known as” moniker title
- 3. They will choose a Spike Title to be added to their moniker
 - A. “The ***** of the Spike”
- 4. These titles will be lifetime titles unless the individual resigns or is removed from office during their reign

SECTION 8.02 – Monarch Responsibilities

- 1. Required Events
 - A. The required events to be traditionally produced by the Emperor shall be:
 - 1) AIDS Awareness Events
 - a) See Yearly Events section for event guidelines
 - B. The required events to be traditionally produced by the Empress shall be:
 - 1) Cancer Awareness Week
 - a) See Yearly Events section for event guidelines
 - C. The required events to be traditionally produced by the Emprex Shall be:
 - 1) Trans Awareness Week
 - a) See Yearly Events section for event guidelines

- D. In the event that one Monarch seat is vacant, the required events for that title shall be co-produced by the Reigning Monarchs
 - 1) Each monarch would still be responsible for one of the required events and co-host the remaining events
 - E. Coronation shall be co-produced by all reigning monarchs
 - F. The Monarchs may, at their discretion, produce other events outside of and/or in correlation with these required events, as the needs of the organization demand.
2. Emblems of Office
- A. Monarchs must follow all guidelines for use of the Emblems of Office as set forth in these By-Laws
3. Travel Requirements
- A. Reigning Monarchs are required to attend the yearly Coronation of the Imperial Rainbow Court of Northern Utah during their reign
 - B. Reigning Monarchs are also required to attend three (3) out of state coronations during their reign.
4. 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
 - B. The Queen Mother shall replace the Empress
 - C. The Guardian Parent shall replace the Emprex
 - D. 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, Guardian Parent, and / or Queen Mother choose not to ascend, or they are not approved by the Board of Directors, it will go to the College to conduct a vote for a Regent Monarch
 - a) The College must follow the Regent Monarch guidelines as listed in these bylaws
 - E. Monarchs of the RCGSE are not allowed to reign absolute, we must always have two reigning monarchs
 - F. All replacements mentioned above require a supermajority vote of the Board of Directors

ARTICLE 9 – PR Duties & Responsibilities

SECTION 9.01 – PR’s Titles

- 1. The newly appointed Co-Vice Presidents will choose the titles of Prince Royale, Princess Royale or Princex Royale
 - A. Being appointed to a specific line is not a confirmation or assumption of gender, and any intentional misgendering of someone using the Princex Royale title would be subject to disciplinary action.
- 2. They will be known as the title they are voted to 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

SECTION 9.01 – PR’s Responsibilities

- 1. Required Events
 - A. The required events to be produced by the PR’s shall be:
 - 1) PWA Kickoff
 - 2) SnowBall
 - 3) P.R. Ball
 - 4) At least one (1) Peoples Concern Event after Snowball but prior to Golden Spike Awards

- 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.
- 2. Emblems of Office
 - A. PR's must follow all guidelines for use of the Emblems of Office as set forth in these By-Laws
- 3. Travel Requirements
 - A. Reigning PR's are required to attend the yearly Coronation of the Imperial Rainbow Court of Northern Utah during their reign
 - B. Reigning PR's are also required to attend two (2) out of state coronations during their reign.
- 4. 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 Spike Prince shall be asked to replace the Prince Royale line
 - B. The Spike Princess shall be asked to replace the Princess Royale Line
 - C. The Spike Princex shall be asked to replace the Princex Royale Line
 - D. The Board of Directors must approve the ascension of the Spike Titleholders to the PR's position.
 - E. Should the Spike Titleholders 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) The Emperor shall submit a name for Prince Royale
 - 2) The Empress shall submit a name for Princess Royale
 - 3) The Emprex shall submit a name for the Princex Royale
 - F. A Reigning Monarch may also choose not to fill the vacant PR position, leaving just one or two PR (s) to complete the reign
 - 1) This must be approved by a supermajority vote of the Board of Directors
- 5. All reigns of the organization must have at least one PR during their reign.

ARTICLE 10 – Spke Titleholders

SECTION 10.01 – Spike Titleholders

- 1. The titles of Crown Prince, Crown Princess & Crown Princet are being changed to Spike Prince, Spike Princess and Spike Princex
 - A. Any past CP's will retain the title and be historically known as CP
- 2. These titles are no longer part of the "Top 6" with the Monarchs and PR's, they will be highest title in the yearly top 10 titleholders.
 - A. They will not receive a crown and medallions as they used to
 - B. The Spike titles will also not go away at the end of the year, as the other top 10 will, it will be a permanent title, and they will be known as their Spike Title and the Reign number for life
- 3. Spike titleholders shall be in line of succession for the PR Titles, pending board approval.
- 4. Spike titleholders will also have an automatic seat on the Board of Directors
 - A. Other top 10 titleholders can also be on the board, but they must run for the board seat and meet all Board Election guidelines.
- 5. Duties of the Spike Titleholders shall include but are not limited to:
 - A. Maintain the Wade DeForest, "Felicia" Young Adult Fund
 - 1) This shall be done under the guidance of the Board of Directors and following all guidelines in the Resolutions.
- 6. Required Events
 - A. At least two (2) events independently or together will all proceeds going to the Young Adult Fund
 - B. Spike Titleholder Gala

- 1) This event is to be held in April each year as the final fundraiser for the Young Adult Fund.
 - a) This is not a stepdown event with commands and final walks; it is merely a final fundraiser to end the year.
7. At the end of the year, should the Young Adult fund meet all minimum standards set in the Resolutions, the Spike Titleholders may, but are not required to, give out any excess money to a worthy young adult organization.
 - A. The money will be given out during the financial section of Coronation.
8. In the event of death, resignation, inability or refusal to serve, the Spike Titleholders may be replaced and/or removed.
9. The replacement of the Spike Titleholders shall be upon recommendation of the reigning monarchs and approved by a Supermajority vote of the board.

ARTICLE 11 – Removal, Resignation & Regents

SECTION 11.01 – Monarch 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. Resignation must be in writing and can be in the following forms:
 - 1) A letter submitted to the President of the Board
 - 2) A public post on any online platform
 - C. The POB will then call a closed meeting of the Board to inform them of the resignation
 - 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 11.02 – Title Resignation

1. Resignation of a PR, Spike or Pageant Titleholder must be in writing and can be in the following forms:
 - A. A letter submitted to the President of the Board
 - B. A public post on any online platform

2. The POB will then call a closed meeting of the Board to inform them of the resignation
3. Consequences of any resignation are outlined in each title section of these Procedure

SECTION 11.03 – 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
 - A. They must have lived within the RCGSE boundaries for at least three (3) months
4. The approved Past Monarch will be known as Regent Monarch during the reign
5. If the Board agrees that the Regent Monarch has fulfilled their duties, they may vote to remove the Regent Monarch Title at the end of the reign
 - A. Approval will be by Majority vote
6. The Regent Monarch will then choose which title they will be known by Emperor, Empress or Emprex

ARTICLE 12 – College of Monarchs

SECTION 12.01 – 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 Bylaws

SECTION 12.02 – 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. See Victory Brunch section for election details
3. The College of Monarchs, in addition to the responsibilities listed in the Bylaws and Resolutions, shall host at least four (4) the following event during a reign.
 - A. Initial kickoff event for AIDS Awareness Events proceeds to benefit the R.C.G.S.E. AIDS Fund
 - 1) Monarchs are given first priority to perform but the event is open to all performers
 - B. Initial kickoff event during Cancer Awareness Week with proceeds to benefit the Cancer Fund
 - 1) Monarchs are given first priority to perform but the event is open to all performers
 - C. Initial kickoff event during Transgender Awareness Week with proceeds to benefit the Transgender Fund.
 - 1) Monarchs are given first priority to perform but the event is open to all performers
 - D. Monarch Command Performance show to benefit then Hospitality Fund
 - 1) See yearly events section for details

SECTION 12.03 – Past Monarchs Disciplinary Sanctions

1. 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.

SECTION 12.04 – Past Monarchs at Board Meetings

1. 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
2. Past monarchs are not allowed to be part of any closed board sessions unless they are part of the issue being discussed
 - A. The exceptions are if the meeting is a disciplinary meeting concerning a College Member
 - B. Any inclusion of a past monarch in a closed session is at the discretion of the President of the Board

ARTICLE 13 – The Emblems of Office

SECTION 13.01 – 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 must be worn at the following functions:
 - A. R.C.G.S.E. Victory Brunch
 - B. R.C.G.S.E. Investitures
 - C. Any Pride Events or activities
 - D. All RCGSE Pageants
 - E. Snowball
 - F. Golden Spike Awards
 - G. PR Ball
 - H. Spike Titleholder Gala
 - I. At all out of realm walks
 - J. All College of Monarchs Kickoff Shows held during AIDS Awareness, Cancer Awareness Week or Transgender Awareness Weeks
 - K. 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.).
 - L. All other events at the discretion of the Monarchs

SECTION 13.02 – Crowning Paraphernalia

1. The Crowning Paraphernalia used during the Monarch crowning ceremony at Coronation is defined as:
 - A. Original Empress State Crown
 - B. Current Empress State Crown and medallion
 - C. Current Emperor State Crown and Medallion
 - D. Current Emprex State Crown and Medallion
 - E. Orb
 - F. Scepter
 - G. Sheild

- H. Sword
 - I. Robes
 - J. Book of Bylaws and Proclamations
 - K. Emperor Oath of Office
 - L. Empress Oath of Office
 - M. Emprex Oath of Office
2. The Crowning Paraphernalia used during the PR crowning ceremony at Victory Brunch is defined as:
 - A. Current Prince Royale State Crown and medallion
 - B. Current Princess Royale State Crown and Medallion
 - C. Current Princex State Crown and Medallion
 - D. Book of Bylaws and Proclamations
 - E. Prince Oath of Office
 - F. Princess Oath of Office
 - G. Princex Oath of Office
 3. All Crowning Paraphernalia will be stored in the secured R.C.G.S.E. Storage Unit
 4. 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.
 5. 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 13.03 – R.C.G.S.E. State Crown Guidelines

1. State Crowns shall be defined as:
 - A. Emperor, Emprex and Empress Crown
 - B. Prince, Princess and Princex Royale Crown
 - C. 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 is excluded from the above sections.
 - A. Normal wear and tear will be determined by the Board of Directors.

ARTICLE 14 – In Town Protocol & Attendance

SECTION 14.01 – In Town Protocol

- 1. Performing
 - A. It is traditional that when the top reigning titleholders perform at a show they perform in the following order PRs, then Monarchs, however, this is not a required rule
 - B. Top reigning title holders are not required to perform, and, if they want to perform do not have to be at the end of the show
 - 1) It is up to the person hosting the event how they would like the order of performances
- 2. Taking Tips
 - A. During Monarchs & PR’s performances, tips should be taken in the following manner:
 - 1) The PRs should take tips for their respective Monarchs
 - 2) PRs should take tips for each other if possible
- 3. Escorting
 - A. All titleholders should escort their counterparts when tipping and walking both in and out of town
 - 1) Emperor & Mr. Titleholders on the Left
 - 2) Empress, Miss & Ms. Titleholders on the Right
 - 3) Emprex & X Titleholders in the middle
 - B. If a titleholder is not present to be escorted, then the format will adjust accordingly

SECTION 14.02– RCGSE State Function Attendance

- 4. The reigning Monarchs, and PR’s are required to attend the following functions:
 - A. Investitures
 - B. All R.C.G.S.E. Pageants
 - C. Snowball
 - D. Golden Spike Awards
 - E. Spike Titleholder Gala
 - F. PR Ball
 - G. Out of Town Show
 - H. Coronation
 - I. Victory Brunch
 - J. College of Monarchs Kickoff Show for AIDS Awareness
 - K. College of Monarchs Kickoff Show for Cancer Week
 - L. College of Monarchs Kickoff Show for Trans Week
 - M. College of Monarchs Command Performance Show
 - N. Board Scholarship Show

5. Attending means for the entire event, from start to finish
6. Emblems of Office must be worn
7. If the reigning Monarchs, or PR's 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
8. Consistent failure to attend events, without contacting the reigning monarchs and the President of the Board, may result in disciplinary action.

ARTICLE 15 – Out of Town Protocol & Attendance

SECTION 15.01 – Out of Town Protocol

1. The reigning Monarchs, and PR's 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 and PR's 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 and PR's 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. The walking order for any Out-of-Town walk is as follows:
 - 1) Walk Only Given Titles
 - a) Titles given by a monarch just for that specific walk
 - 2) Top 10 titleholders
 - 3) Pageant Titleholders
 - 4) Past CPs/Spikes
 - 5) Past PRs
 - 6) Lifetime Titleholders, Citizens for Life & Emeritus Titleholders
 - 7) Past Monarchs
 - 8) The reigning titleholders
 - D. If non-counterparts want to escort each other, they will be placed in the grouping of the lowest titleholder
 - 1) Example: A pageant titleholder escorting a past PR would walk with the other pageant titleholders, not with the past PR's

2) The exception to this is if both titleholders are members of the reigning top titleholders

E. Monikers and Other Titles

1) Past PRs will have their Monikers included in their walk

2) Past Monarchs will have their Monikers and Spike Titles included in their walk

3) Executive Board Members, President the Board, King Father, Queen Mother, Guardian Parent, Royal Father & Royal Mother can also include these titles in their walk

a) Executive board includes Treasurer, Secretary & Pageant Chairperson.

F. Names

1) There is a limit of three (3) last names or pre-names in Protocol

a) Pre-Names are defined as any designation that comes before your first name

1- Examples: The Surreal, The Beautifully Horrible

b) The limit is not 3 of each it is a combination of the two

2) This includes reigning top titleholders

G. Other realms protocol rules

1) The RCGSE will respect and comply with any out-of-town realm protocol rules and regulations

2) We also agree with the rights of any out-of-town realm to change or adjust any RCGSE Submitted protocol to keep within their rules and regulations.

SECTION 15.02 – Out of Town Function Attendance

1. The reigning Monarchs, and PR's 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 any of these functions by the Monarchs, or PR's 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

ARTICLE 16 – Annual Required Events

SECTION 16:01 – Investitures

1. Investitures is the announcement of family titles of the reigning Monarchs and PRs

2. An Event/Show form must be presented to the board no later than the June Board Meeting

A. Approval of show form is not necessary, the form is submitted for informational purposes only

3. The event does not need to be a show, but can be, if decided upon by the reign

A. If a show is decided upon, each reigning may command one performer

4. Monarch Titles at Investitures

A. At investitures each year the reigning Monarchs shall invest chosen community members with titles to be used for their reign.

1) These titles shall be known as the Imperial Family

B. Title Rules

1) All titles must be given and displayed as a Declaration of Title

a) Exceptions to this are any titles given to a past monarch of the International Imperial Court System (I.I.C.S.).

1- 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.

2) Personal titles may not be multiple recipient titles

a) If you choose to give out the same title to multiple people, each title will be included in the ten (10) title limit.

C. The titles that are required to be given at Investitures are:

1) Parent Titles

a) The Emperor must give out the following parent titles:

1- King Father

a- Must be given to any past Monarch of the R.C.G.S.E.

b- Limit of 1 per reign

2- Imperial Parents to the Emperor

a- Can be given to any recipients the Emperor/Emprex choose

b- Limit of 4 per reign

b) The Empress must give out the following parent titles:

1- Queen Mother

a- Must be given to any past Monarch of the R.C.G.S.E.

b- Limit of 1 per reign

2- Imperial Parents to the Empress

a- Can be given to any recipients the Empress/Emprex chooses

b- Limit of 4 per reign

c) The Emprexx must give out the following parent titles:

1- Guardian Parent

a- Must be given to any past Monarch of the R.C.G.S.E.

b- Limit of 1 per reign

2- Imperial Parents to the Emprexx

a- Can be given to any recipients the Emprexx/Emprexx chooses

b- Limit of 4 per reign

d) Parent titles are not allowed to duplicate between the Monarchs

D. The Monarchs are also allowed to give out an additional ten (10) Personal Titles at Investitures

1) These titles must follow the above-mentioned title rules

2) Title descriptions are at the discretion of the Monarchs

3) Title recipients are at the discretion of the Monarchs

E. The Monarchs are required to give out their Spike Titleholders during Investitures

1) These are lifetime titles and have specific responsibilities

2) Specific information about these titles can be found in this Procedure document

F. The Monarchs also have the option to give out any of the traditional Top 10 Titles

1) Top 10 Titles are bestowed to any individual, the Emperor, Emprexx or Empress deem worthy of the title

a) Top 10 titles cannot be given to past Monarchs or PR's

b) If the Monarchs decide 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.

2) If the Monarchs decide to give out Top 10 titles, they are not required to give out all 10.

- a) The Monarchs are not required to give out the same number of Top 10 titles
 - 1- Top 10 titles must be paired unless a Monarch gives out more titles than the other Monarch
- 3) The Monarchs have the option to give out the following Top 10 Titles:
 - a) Spike Prince / Spike Princess / Spike Princex
 - b) Prince / Princess / Princex Consort
 - c) Czar / Czarina / Czarex
 - d) Lord / Lady / Lux
 - e) Grand Duke / Grand Duchess / Grand Dux
 - f) Marquis / Marquessa / Marquex
 - g) Count / Countess / Countx
 - h) Viscount / Viscountess / Viscountx
 - i) Baron / Baroness / Baronex
 - j) Knight / Dame / Liege

G. 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.

5. PR Titles at Investitures

A. At investitures each year the reigning Prince, Princess, Princex shall invest chosen community members with titles to be used for their reign.

- 1) These titles shall be known as the Royal Family

B. Title Rules

- 1) All titles must be given and displayed as a Declaration of Title
 - a) Exceptions to this are any titles given to a past monarch of the International Imperial Court System (I.I.C.S.).
 - 1- 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.
- 2) Personal titles may not be multiple recipient titles
 - a) If you chose to give out the same title to multiple people, each title will be included in the seven (7) title limit.

C. The titles that are required to be given at Investitures are:

1) Parent Titles

- a) The Prince Royale must give out Royal Parents titles:
 - 1- Royal Parents to the Prince
 - a- Can be given to any recipients the Prince Royale chooses
 - b- Limit of 4 per reign
 - 2- Royal Prince
 - a- Can be given to any recipient the Prince Royale chooses
 - b- Limit of 1 per reign
- b) The Princess Royale must give out Royal Parents titles:
 - 1- Royal Parents to the Princess
 - a- Can be given to any recipients the Princess Royale chooses
 - b- Limit of 4 per reign
 - 2- Royal Princess
 - a- Can be given to any recipient the Princess Royale chooses
 - b- Limit of 1 per reign
- c) The Princex Royale must give out Royal Parents titles:
 - 1- Royal Parents to the Princex
 - a- Can be given to any recipients the Princex/Princet Royale chooses
 - b- Limit of 4 per reign

2- Royal Princex

a- Can be given to any recipient the Princex Royale chooses

b- Limit of 1 per reign

- D. The Prince, Princess, Princex, and/or Princet Royale are also allowed to give out an additional seven (7) Personal Titles at Investitures
- 1) These titles must follow the above-mentioned title rules
 - 2) Title descriptions are at the discretion of the Prince, Princess, Princex, and/or Princet Royale
 - 3) Title recipients are at the discretion of the Prince, Princess, Princex, and/or Princet Royale
- E. 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.
6. Anniversary Monarchs Titles at Investitures
- A. At investitures each year the Anniversary Monarchs shall invest chosen community members with titles
 - B. Anniversary Monarchs may give out 5 titles each
 - C. These titles may not be any title that is reserved for the Monarchs, or PRs
 - D. These titles can be given out at Investitures or throughout the year

SECTION 16:02 – PWA Kickoff

1. A fundraiser event shall be held by the end of August of each year to kick off the annual PWA Holiday fundraising efforts
 - A. No PWA Holiday fundraising can be held prior to this kickoff event
2. PWA Kickoff must be at least one (1) event but may be multiple events if desired
 - A. If more than one event is planned, only the initial kick-off event is exempt from the administrative deduction percentages
3. The reigning PRs shall be responsible for this event
4. Proceeds of the PWA Kickoff event(s) shall go to the PWA Holiday Fund

SECTION 16:03 – Cancer Awareness Week

1. Event must be at least one (1) week but can be longer if desired
2. The reigning Empress is traditionally responsible for this week
3. Calendar of events must include a minimum of four (4) events
4. The efforts put forth this week shall be for the purpose of
 - A. Raising funds for the Cancer Fund
 - B. Providing the community information regarding Cancer and screenings
 - C. Providing information as to what the RCGSE has available to those living with Cancer.

SECTION 16:04 – Transgender Awareness Week

1. Event must be at least one (1) week but can be longer if desired
2. The reigning Emprex shall traditionally be responsible for this week
3. Calendar of events must include a minimum of four (4) events
4. The efforts put forth this week shall be for the purpose of:
 - A. Raising money for the Transgender Fund
 - B. Providing the community information regarding the Transgender Community
 - C. Providing information as to what the R.C.G.S.E. has available to the Transgender Community

SECTION 16:05 – Snowball

1. Snowball shall be held every year in December
2. The reigning PRs shall be responsible for this event
3. The purpose of this event is to conclude the annual PWA Holiday fundraising efforts

4. Proceeds of Snowball shall go to the PWA Holiday Fund
5. Once Snowball is over and the annual PWA Holiday fundraising efforts have concluded, the money in the PWA Holiday Fund is given out to people living with HIV/AIDS to use for the holidays
 - A. See the PWA Holiday Fund Resolution for specific guidelines
6. The PR's should start planning early in the reign to select a date, venue, and theme.
7. The PR's may select up to 2 Ball Chairs to aid in the planning and execution of their event.
8. The events of the evening traditionally include the following:
 - A. Dinner
 - B. Silent and/or live auctions
 - C. Chuck White Snowball Spirit of Giving Award Recipient
 - D. Performances
 - E. Announcement of final fundraising totals and number of applicants
9. The PRs should reach out to local businesses and organizations to invite them to attend, give in-kind donations, and/or monetary contributions to the fund.
 - A. This may be in person, electronic communication, or a mailed letter.
 - B. Suggested contributions could be items to be auctioned off, professionally prepared food items to aid in dinner, or monetarily directly to the fund.
 - 1) All food items must adhere to the Utah Food Safety Laws
10. The performance list for the night is to be selected by the reigning PRs.
 - A. Past PRs should be given preference when selecting performers.
11. As this is a state function, all reigning positions must wear regalia.

SECTION 16:06 – AIDS Awareness Events

1. Annually, a minimum of three (3) events must occur benefitting AIDS Awareness.
 - A. One (1) of the above three (3) events must be the College of Monarchs AIDS Awareness Kickoff Show
2. The reigning Emperor is traditionally responsible for these events
3. The efforts put forth for these events shall be for the purpose of:
 - A. Raising money for the R.C.G.S.E. AIDS Fund
 - B. Providing the community with current HIV/AIDS information
 - C. Providing information as to what the RCGSE has available to those living with HIV/AIDS

SECTION 16:07 – Spike Titleholder Gala

1. Each year in April the Spike Titleholders will hold gala event wrapping up their year of fundraising
2. The reigning Spike Titleholders shall be responsible for this event
 - A. This is not part of the two required events each year
 - B. This is not a step-down event with commands and final walks; this is the final fundraising event they have for the year.
3. Proceeds of this event shall go towards the Wade DeForest “Felicia” Young Adult Fund
 - A. As per the Resolutions, any money above the set minimum for the fund shall be given out as part of the financial payouts at Coronation each year.
 - 1) The monarchs should call the Spike Titleholders to the stage so they can give out their money.

SECTION 16:08 – Monarch Command Performance Show

1. The Monarch Command Performance Show is a show where each reign of the College of Monarchs commands a performer to perform in the show on their behalf
 - A. Each reign gets one (1) command per reign not one command per Monarch
2. This show will be the responsibility of the College of Monarchs and overseen by the President of the College of monarchs.

3. The money raised from this event will go to the Hospitality Fund to help with Hospitality Suite during coronation weekend.

SECTION 16:09– Board of Directors Scholarship Show / Event

1. The Board of Directors is in charge of throwing a show / event each year to benefit the Scholarship Funds
2. This show will be overseen by a member of the Board of Directors

SECTION 16:10 – Golden Spike Awards & Candidate Unveiling

1. Candidate Unveiling
 - A. At the beginning of Golden Spike Awards, the President of the Board will take the stage and introduce, if any, the Monarch candidates for the new reign of the RCGSE
 - 1) Each candidate will then present their Candidate Entrances to introduce themselves to the public
 - a) Candidates may not be tipped during their entrance numbers
 - B. The introduction and entrance of the candidates signify the beginning of their campaigns to be the new monarchs
 - 1) During the entrances and after the candidates and their teams can hand out any campaign paraphernalia that they have
 - a) This cannot be done until the candidate has been revealed
 - C. If there are no candidates for the new reign, the President of the Board will let the audience know what the plan will be for the new reign and what will happen during Coronation Weekend.
2. Golden Spike Awards
 - A. Golden Spike Awards is a community voted awards program designed to bring the community together and celebrate each other and the past year of the organization
 - B. The awards are meant to be fun, not demeaning
 - C. Nominations and final voting are open to the entire community
 - D. The Board shall determine the dates, times and locations of nominations and final voting
 - E. To ensure the smooth operation of the Golden Spike Awards, the following shall apply:
 - 1) The Monarchs from 3 reigns prior shall oversee the event
 - 2) They shall set up the date, time and venue for the Golden Spike Awards ceremony
 - a) This shall be approved by a majority vote of the Board
 - 3) They will oversee all aspects of the awards and will work with the Board to ensure that these rules are followed
 - 4) They will assist with the Golden Spike Awards voting process as deemed necessary
 - F. Should both Monarchs scheduled to host be unable to oversee the awards, election of Voting Administrators shall be by nomination and majority vote of the Board
 - G. Golden Spike Awards Voting shall be subject to the following:
 - 1) Voting Administrators are defined as the Monarchs in charge of Golden Spike Awards
 - 2) Preliminary Voting
 - a) The Voting Administrators will compile a list of categories and criteria to be eligible for each category and bring it to the Board for approval no later than March 31st of each year
 - b) Once the list of categories has been approved by the Board, the community will nominate and vote for their choice in each category to determine the contestants on the final ballot
 - c) The Voting Administrators, and the President of the Board will tally the nominations
 - d) The top five (5) names receiving the highest number of nominations will appear on the final ballot
 - 1- If a submitted name does not fit or qualify for the award category, the Monarchs in charge of the awards and/or the Voting Administrators have the right to veto the name
 - 3) Final Voting

- a) Voting Administrators will prepare the final ballots containing the top 5 contestants who received the most nominations in each category
 - b) The community at large will vote for one person per category to determine the winners
 - 1- Write in votes will be considered void
 - c) Any person nominated for an award cannot man a voting box, if possible
 - d) The Voting Administrators, Secretary and the President of the Board will collect and tally the votes, determining 1st through 3rd place in each category
 - e) If a tie should occur on the final ballots for 2nd or 3rd place, each person will be awarded a certificate
 - f) If a tie should occur on the final ballots for 1st place, each person shall be awarded a plaque
 - g) There shall be no printed campaign material for any of the Golden Spike Award categories
 - 1- Any printed advertising of a nominee will result in immediate disqualification
- 4) Awards
- a) Voting Administrators will be responsible for acquiring the appropriate awards for the top three winners in each category (i.e., plaques and/or trophies)
 - 1- If necessary, the Voting Administrators may receive help in acquiring the awards
 - b) Voting Administrators must abide by any and all budget amounts when acquiring awards
 - 1- Voting Administrators may look into getting sponsors for the awards, but it is not necessary, as the budget should be sufficient to cover costs
 - c) If an individual/couple wins first place in any category for three (3) consecutive years in a row, that category will then be put in that individual's/couple's name and therefore disqualifies the individual/couple from being nominated in that category
 - 1- Awards that are currently in someone's name are:
 - a- CURRENT AWARDS
 - i- Austyn Riley Best Live Performer
 - ii- Chip & Doug/Ray & Alan Male Lovers of the Year
 - iii- Snowball Show of the Year
 - iv- Krystyna Shaylee Best MC
 - v- Brittani Carson Bartender of the Year
 - vi- Utah Cyber Sluts Tackiest Outfit
 - vii- Mark Thrash Best Male Performer
 - viii- Patti Dixon & Angela Mast Female Lovers of the Year
 - ix- Nubbs from Hell Bitch of the Year
 - x- Naomi Larsen Favorite DJ
 - xi- Gia Bianca Stephens Best Looking Drag
 - xii- Taylor Psalto Best Female Performer
 - xiii- Taylor Psalto Woman of the Year
 - xiv- Dave Smith Man of the Year
 - xv- Kolton Riley Cub of the Year
 - xvi- Chris Trujillo Leatherperson of the Year
 - xvii- Peaches La Creme Cartier Best Drag Performer
 - xviii- Coko Cature Entertainer of the Year
 - xix- Scarlett Rose Royale Non-Binary Person of the Year
 - b- RETIRED AWARDS
 - i- Juan Carlos Best Dancer
 - ii- Cindy Bjerregaard Favorite Door Person
 - iii- Kevin Callaway Favorite Waiter / Waitress
 - iv- Utah Cyber Sluts Best Performance by a Duo/Group
 - v- Utah Cyber Sluts Best Comedy Performer

- 2- These awards may or may not be included on the ballot, depending on relevancy and Board vote
- 3- If the name of the award changes they can be updated in this list without board approval
- 3. As per the **Bylaws**, the reigning Monarchs will also present the following awards:
 - A. Lifetime Achievement Award
 - B. Humanitarian Award
- 4. Past recipients of the Community Service Award will also present the Community Service Award to a new recipient
- 5. Past recipients of the Friendship & Unity award will also present the Friendship & Unity award to a new recipient

ARTICLE 17 – Coronation Weekend

SECTION 17.01 – Coronation Weekend Dates

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

SECTION 17.02 – 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 17.03 – 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
 - F. Hospitality Suite
 - 1) Saturday afternoon before the Out-of-Town Show
 - 2) Sunday afternoon before Coronation

- G. Optional Events
 - 1) Sober Nobels
 - 2) Trans Coffee Talk

SECTION 17.04 – 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 Spike Titleholders
 - 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
 - a) Limit of 4
 - 2) Sound
 - a) Limit of 4
 - 3) Door People
 - a) Limit of 4
 - 4) Any Master of Ceremonies
 - a) Limit of 4 Tickets
 - 5) Dias Attendants
 - a) Limit of 3 Tickets
 - 6) Ball Chairpersons
 - a) Limit of 2
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 Spike Titleholders
 - 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 3 Tickets

SECTION 17.05 – 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 17.06 – 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 17.07 – 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 17.08 – PR Ball Guidelines

1. PR Ball is the stepping down event of the PR's
2. PR Ball shall have a line item in the yearly budget
3. The PRs 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 PR's
 - A. Final cost must be approved by a Majority vote of the Board of Directors
5. Number Sets for the Evening
 - A. No more than 3 sets
 - 1) Not including the final walks of the PR's
6. Performances during PR Ball
 - A. Commands
 - 1) No more than 8 commands will be allowed
 - a) Prince Royale shall be given 2 commands to give out
 - b) Princess Royale Shall be given 2 commands to give out
 - c) Princex Royale shall be given 2 commands to give out
 - d) The PRs shall be given 2 joint commands to be given out
 - 1- Does not include anniversary PRs
 - 2) 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
 - 3) All command performances cannot 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 PR's
 - a) Not all anniversary PR's
 - b) will be available to or want to do a performance
 - c) 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/Princex to Emperor/ Empress/Emprex
 - b) Prince/Princess/Princex to another Prince/Princess / Princex
 - 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
 - 5) Limited to only reigning PR's
 - 6) 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) This happens at the end of the night
9. Final Walks of the PRs
- A. Final walks will happen at the end of the night
 - B. Each PR is allowed no more than 3 tracks not to exceed 15 minutes
 - 1) Time limit includes setup and dedications
 - 2) If music ends and there is still a tip line, performance music is not to be repeated
 - a) House music can be played in the background and faded once tip line is complete.
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 are only allowed by following the by-law amendment rules set forth in the By-Laws

SECTION 17.09 – Out of Town Show Guidelines

1. The Out-of-Town Show is an event where the reigning Out of Town Monarchs attending the R.C.G.S.E. Coronation Weekend are invited to perform
 - A. No RCGSE Monarchs, PR's or any other titleholders are allowed to perform at the Out of Town Show
 - B. Performance priority will be given to reigning Out of Town Monarchs
 - C. 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 17.10 – 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. Court Walks
 - A. The RCGSE follows traditional court walks, not Princess Protocol
6. Performances during Coronation
 - A. Commands
 - 1) No more than 6 commands will be allowed
 - a) The Emperor shall be given 2 commands to give out
 - b) The Empress Shall be given 2 commands to give out
 - c) The Emprex shall be given 2 commands to give out
 - d) 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 PRs
 - a) These performances are optional but are traditionally given
 - b) If given, the number of songs per person is limited to the following:
 - a- PRs
 - i- 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 cannot 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

7. 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 at Coronation
 - 1- The rest shall be done at Victory Brunch
- 2) For sake of time, awards segments must be quick and concise

8. 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) Exceptions are the Final Walks of the Monarchs and the Crowning Ceremony
 - a) Those happen, in that order, at the end of the night

9. Final Walks of the Monarchs

A. Final walks will happen at the end of the night

B. Each Monarch is allowed no more than 3 tracks not to exceed 15 minutes

- 1) Time limit includes setup and dedications
- 2) If music ends and there is still a tip line, performance music is not to be repeated
 - a) House music can be played in the background and faded once tip line is complete.

10. 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 item

B. Program

- 1) Coronation Program will 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) The RCGSE sound and lighting system may be used for Coronation Weekend
- 2) An outside sound and lighting company may be used, provided the cost stays within budgetary guidelines.
- 3) Cost of the additions is covered by the Coronation Set budget line item

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

SECTION 17.11 – 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 17.12 – 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 Monarchs 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 Monarchs 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 at their own discretion
 - 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
 - 3) The shield the Emprex 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 17.13– 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 new Monarchs, 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, vote on and seat the Executive Board for the new reign, as well as nominate and vote on the new PRs for the reign.
- 3. Executive Board Voting Instructions:
 - A. The new Monarchs shall submit a name for the following Executive Board Seats and voting will be done in this order:
 - 1) President of the Board
 - 2) Treasurer
 - 3) Secretary
 - 4) Pageant Chair
 - B. Only the Board of Directors is allowed to vote for the Executive Board Members
 - 1) College Members in attendance may provide input and ask relevant questions but are not allowed to vote for the new Executive Board Members
- 4. PR Voting Instructions
 - A. Each new monarch shall submit the names of two (2) individuals for their PR positions
 - B. Each Monarch will be given the chance to explain to the Board and College which individual they would prefer to hold their specific PR Title and why

- 1) If any of the names submitted are individuals on the current Board of Directors, they will be asked to leave the room during the nominating, question and voting process.
- 2) Monarchs should remember that the final decision is made by the Board and the College, so there is not a guarantee your preference will get the title
- C. The Board of Directors and College of Monarchs will then be allowed to ask the monarchs questions, if needed, regarding their choices and then cast their vote.
 - 1) The President of the Board will facilitate the question period and final vote
 - 2) Vote will be by paper ballot and must be a majority vote
 - a) If there is a consensus by those voting to have a hand vote it shall be done
- D. When the vote is complete, it will be up to the new Monarchs if they want to announce who the new PRs are to the Board and College or wait until Victory Brunch.
5. College of Monarchs President Voting Instructions
 - A. Voting is only done by the College of Monarchs
 - B. Any member(s) of the College of Monarchs, in attendance at this meeting, will submit their name to be the new College President
 - C. Anyone interested will then be allowed to explain why they are seeking the position and answer any questions the College of Monarchs may have
 - D. The current College President will then facilitate the vote and announce the College President.
6. Proxies for voting are not allowed for the Board of Directors & College of Monarchs

SECTION 17.14 – Victory Brunch

1. Victory Brunch is an event where breakfast / brunch is provided, and the final transitions of the reigns take place
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
 - 1) There are no complimentary tickets to Victory Brunch, everyone in attendance, including the head table, must purchase a ticket
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. Head Table
 - A. There should be a head table with seats for the following:
 - 1) President of the Board
 - 2) King Father and / or Queen Mother of the Americas
 - a) If in attendance
 - 3) Previous Reign
 - a) Monarchs
 - b) PRs
 - 4) New Reign
 - a) New Monarchs
 - b) New PRs
6. 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
 - 1) The new PRs should be sequestered in a room until they are introduced for crowning
 - C. Crowning of the new PRs
 - 1) The new Monarchs will reveal the winners of the vote that was taken at the meeting earlier that morning
 - 2) The new Monarchs will crown their prospective PRs

- 3) It will be the responsibility of the President of the Board to ensure the Oaths of Office for each title are at Victory Brunch

D. Serve Breakfast

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

E. 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 are finished, they will say their final thank you's and turn things over to the new reign

F. 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 reign colors
 - d) Their Coronation Theme, if they have chosen it
 - e) The King Father, Queen Mother and Guardian Parent of the new reign
 - f) Announce their anniversary monarchs

- 2) The new PRs will announce the following:

- a) Their personal titles they have chosen for themselves
- b) Their Royal Parents
- c) Announce their anniversary PRs

- 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

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

SECTION 17.15 – Stepdown Crowns / Rings

1. The Monarchs and PRs 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. They will be reimbursed no sooner than the Annual golden Spike Awards of the current reign

ARTICLE 18 – Pageant Guidelines

SECTION 18.01 – Pageant Committee

1. The 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 chairperson will hold a seat on the Board of Directors
- 3) The chairperson is to serve as liaison between the Board of Directors and Pageant Titleholders.
- 4) The Pageant chair shall have and maintain a record of the following:
 - a) Copies of all forms pertinent to governing pageants and titleholders

- 1- Such as applications, line up sheets, show forms, etc.
- b) All pageant contestant/titleholder information including but not limited to:
 - 1- Legal names
 - 2- Current phone number(s)
 - 3- Mailing address
 - 4- 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 chairperson 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 titleholder contract.
- 2) Procure crown(s) & medallion(s) for pageant winners.
- 3) For each judged pageant, procure judges
- 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 titleholders 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 titleholder in fulfilling their required events as outlined in their titleholder contract.
- 7) Advertise and market all pageants.

SECTION 18.02 – 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. Mr. Golden Spike Universe
 - B. Miss Golden Spike Universe
 - C. Mx. Golden Spike Universe
 - D. Mr. Gay Utah
 - E. Miss Gay Utah
 - F. Ms. Gay Utah
 - G. Mx. Gay Utah
 - H. Mr. Gay Utah Youth
 - I. Miss Gay Utah Youth
 - J. Ms. Gay Utah Youth
 - K. Mx. Gay Utah Youth
 - L. Mr. Gay Pride
 - M. Miss Gay Pride
 - N. Ms. Gay Pride
 - O. Mx Gay Pride
 - P. Mr. Gay Pride Youth
 - Q. Miss. Gay Pride Youth
 - R. Ms. Gay Pride Youth
 - S. Mx Gay Pride Youth
 - T. King of Hearts
 - U. Queen of Hearts
 - V. Royalty of Hearts
2. Titles are renewed annually every three years by the POB
- A. Cost for the registrations will be a line item in the yearly budget
 - 1) Because titles are not renewed each year the line item will only have an amount the year they are due

SECTION 18.03 – Pageant Specifics

1. GAY PRIDE PAGEANT

- A. Each Year the RCGSE will produce the Gay Pride Pageant
 - 1) The schedule of when pageants should be held each reign is outlined in the Resolutions under the Annual Events section
- B. This is both an adult and youth pageant
 - 1) Adult contestants must be at least 21 years of age to compete
 - 2) Youth contestants must be between the ages of 10 – 20 to compete
 - a) Youth contestants 10-17 must have a signed waiver by a legal guardian.
- C. The titleholders for this pageant are:
 - 1) Adult
 - a) Mr. Gay Pride
 - b) Miss Gay Pride
 - c) Ms. Gay Pride
 - d) Mx. Gay Pride
 - 2) Youth
 - a) Mr. Gay Pride Youth
 - b) Miss Gay Pride Youth
 - c) Ms. Gay Pride Youth
 - d) Mx. Gay Pride Youth
- D. Contestant Information
 - 1) All contestants must live within the RCGSE Boundaries

- 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:
 - 1- A bank statement dated within the last 60 days and contains an address within the R.C.G.S.E. boundaries and the contestant's name.
 - 2- A utility bill dated within the last 60 days and contains an address within the R.C.G.S.E. boundaries and the contestant's name.
 - 3- A lease agreement that is currently in effect containing an address within the R.C.G.S.E. boundaries and the contestant's name.
 - b) For youth contestants, their Legal Guardian must also have an ID that follows the above specifications

E. Pageant Categories & Points

- 1) Gay Pride Theme Presentation
 - a) 10 Points Possible
- 2) Talent
 - a) 40 Points Possible
- 3) Evening / Formal Wear
 - a) 20 Points Possible
- 4) On Stage Q & A
 - a) 30 Points Possible

F. Gay Pride Pageant will be judged in the manner outlined in the Pageant Rules & Scoring section

G. Titleholder responsibilities are outlined in the Pageant Titleholder Rules & Responsibility section

H. Gay Pride titleholders must follow all RCGSE Rules and Code of Conduct and will be held to the highest accountability of honesty, integrity, and community representation.

- 1) Failure to do so may result in disciplinary action

2. GOLDEN SPIKE UNIVERSE PAGEANT

A. Each Year the RCGSE will produce the Golden Spike Universe Pageant

- 1) The schedule of when pageants should be held each reign is outlined in the Resolutions under the Annual Events section

B. This is an adult pageant only

- 1) Contestants must be at least 21 years of age to compete

C. The titleholders for this pageant are:

- 1) Mr. Golden Spike Universe
- 2) Miss Golden Spike Universe
- 3) Mx. Golden Spike Universe

D. Contestant Information

- 1) All contestants must live within the RCGSE Boundaries
- 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:
 - 1- A bank statement dated within the last 60 days and contains an address within the R.C.G.S.E. boundaries and the contestant's name.
 - 2- A utility bill dated within the last 60 days and contains an address within the R.C.G.S.E. boundaries and the contestant's name.
 - 3- A lease agreement that is currently in effect containing an address within the R.C.G.S.E. boundaries and the contestant's name.

E. Pageant Categories & Points

- 1) Theme Presentation
 - a) 10 Points Possible
- 2) Talent
 - a) 40 Points Possible
- 3) Evening / Formal Wear
 - a) 20 Points Possible
- 4) On Stage Q & A
 - a) 30 Points Possible

F. Golden Spike Universe will be judged in the manner outlined in the Pageant Rules & Scoring section

G. Titleholder responsibilities are outlined in the Pageant Titleholder Rules & Responsibility section

H. Golden Spike Universe must follow all RCGSE Rules and Code of Conduct and will be held to the highest accountability of honesty, integrity, and community representation.

- 1) Failure to do so may result in disciplinary action

3. GAY UTAH PAGEANT

A. Each Year the RCGSE will produce the Gay Utah Pageant

- 1) The schedule of when pageants should be held each reign is outlined in the Resolutions under the Annual Events section

B. This is both an adult and youth pageant

- 1) Adult contestants must be at least 21 years of age to compete
- 2) Youth contestants must be between the ages of 10 – 20 to compete
 - a) Youth contestants 10-17 must be approved by the board of directors and have a signed waiver by a legal guardian.

C. The titleholders for this pageant are:

- 1) Adult
 - a) Mr. Gay Utah
 - b) Miss Gay Utah
 - c) Ms. Gay Utah
 - d) Mx. Gay Utah
- 2) Youth
 - a) Mr. Gay Utah Youth
 - b) Miss Gay Utah Youth
 - c) Ms. Gay Utah Youth
 - d) Mx. Gay Utah Youth

D. Contestant Information

- 1) Contestants may live outside the RCGSE Boundaries but 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:
 - 4- A bank statement dated within the last 60 days and contains an address within the State of Utah and the contestant's name.
 - 5- A utility bill dated within the last 60 days and contains an address within the State of Utah and the contestant's name.
 - 6- A lease agreement that is currently in effect containing an address within the State of Utah and the contestant's name.
 - b) For youth contestants, their Legal Guardian must also have an ID that follows the above specifications

E. Pageant Categories & Points

- 1) Theme Presentation
 - a) 10 Points Possible
- 2) Talent
 - a) 40 Points Possible
- 3) Evening / Formal Wear
 - a) 20 Points Possible
- 4) On Stage Q & A
 - a) 30 Points Possible

F. Gay Utah Pageant will be judged in the manner outlined in the Pageant Rules & Scoring section

G. Titleholder responsibilities are outlined in the Pageant Titleholder Rules & Responsibility section

H. Gay Utah titleholders must follow all RCGSE Rules and Code of Conduct and will be held to the highest accountability of honesty, integrity, and community representation.

- 1) Failure to do so may result in disciplinary action

4. KING, QUEEN & ROYALTY OF HEARTS PAGEANT

A. Each Year the RCGSE will produce the King, Queen & Royalty of Hearts Pageant

- 1) The schedule of when pageants should be held each reign is outlined in the Resolutions under the Annual Events section

B. This is an adult pageant only

- 1) Contestants must be at least 21 years of age to compete

C. The titleholders for this pageant are:

- 1) King of Hearts
- 2) Queen of Hearts
- 3) Royalty of Hearts

D. Contestant Information

- 1) All contestants must live within the RCGSE Boundaries
- 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:
 - 7- A bank statement dated within the last 60 days and contains an address within the R.C.G.S.E. boundaries and the contestant's name.
 - 8- A utility bill dated within the last 60 days and contains an address within the R.C.G.S.E. boundaries and the contestant's name.
 - 9- A lease agreement that is currently in effect containing an address within the R.C.G.S.E. boundaries and the contestant's name.

E. Pageant Categories & Points

- 1) Red & White Theme Presentation
- 2) Talent
- 3) Evening / Formal Wear
- 4) On Stage Q & A

F. The winners of the King, Queen & Royalty of Hearts pageants are chosen by the audience in attendance at the pageant

- 1) Each audience member is given a ballot when they pay their door fee
 - a) Ballot specifics and tallying are outlined in the Pageant Rules & Scoring section
- 2) Only one ballot per audience member is allowed and additional ballots cannot be purchased.

G. Contestants are allowed to campaign for voter support starting immediately after the Gay Utah Pageant until the day of the King, Queen & Royalty of Hearts Pageant.

- H. Titleholder responsibilities are outlined in the Pageant Titleholder Rules & Responsibility section
- I. King, Queen and Royalty of Hearts titleholders must follow all RCGSE Rules and Code of Conduct and will be held to the highest accountability of honesty, integrity, and community representation.
 - 1) Failure to do so may result in disciplinary action

SECTION 18.04– 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 choice 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 President of the Board of Directors
6. Titleholders 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 Titleholder 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 titleholders may ask the President of the Board 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 18.05 – Pageant Judges

1. The Pageant Chairperson will select 5 non-bias people to be judges for each judged pageant
2. Judges cannot be partners, married or related to each other or reigning titleholders of the organization
3. Judges shall arrive no later than thirty (30) minutes prior to the start time of the pageant.

- A. 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.
- 4. Judges should be encouraged to judge each contestant fairly and constructively regardless of if there is one contestant per category or multiple.
 - A. We must remember, contestants are allowed to see their scores and overly harsh judges or overly complimentary will reflect on the RCGSE and can discourage future contestant participation
 - B. Any judge who refuses to abide by this rule will not be allowed to judge any RCGSE pageant.

SECTION 18.06 – Pageant Rules & Scoring

1. Pageant Committee members shall arrive no later than one (1) hour prior to the start time of the pageant
2. Door people shall arrive at least an hour and a half early to help with contestants
3. 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.
 - C. 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.
4. Contestants must be members of the R.C.G.S.E.
5. Contestants Fees
 - A. Contestants must pay a \$10 entry fee to compete.
 - 1) If contestants are not members at the time of competing, they must submit membership fee, if any, for the reign along with their membership application.
 - 2) Final approval of new membership applications will take place at the next scheduled General Membership Meeting
 - B. Contestant applications and fees, as well as membership applications and fees may be paid in the following methods:
 - 1) Cash
 - 2) Money order
 - 3) Square
 - 4) Venmo
 - C. All applications and fees from pageant contestants will be collected by the Pageant Chair.
 - 1) In the absence of the Pageant Chair, a designated Board Member will collect the fees.
 - D. All pageant fees are non-refundable
 - E. All pageant fees will benefit the R.C.G.S.E. General Fund.
 - F. A receipt for fees paid may be requested from the R.C.G.S.E. treasurer.
 - G. Contestant Fees will be accepted no later than one (1) hour prior to the start time of the pageant.
 - 1) Exception would be any late arriving contestants allowed to compete
6. All contestants, at every pageant, will be listed by number which must be displayed on the contestant at all times during competition.
7. 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.
8. Contestants are not allowed to accept tips during their talent presentation
 - A. This includes taking the tip jar round to the audience members

9. A tip jar can but is not required to be set out during talent presentations for the audience to tip and all tips will be donated to the General Fund
10. 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. For audience voted pageants, the Pageant Committee will create a ballot to be approved by the Board of Directors.
 - 1) Ballots will contain a space for King of Hearts, Queen of Hearts, and Royalty of Hearts
 - a) Ballot must be brought to the Board of Directors at the January meeting for approval
 - b) The audience may vote for 1 (one) King of Hearts, 1 (One) Queen of Hearts, and 1 (One) Royalty of Hearts
 - c) Audience members will write the name or number of their choice for the winner of each title in these respective spaces.
 - 2) 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.
 - 3) 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.
 - 4) 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.

SECTION 18.07 – Pageant Crowning Ceremony

1. The Crowning Ceremony of each pageant shall consist of two parts
 - A. Re-crowning the stepping down titleholders who have earned their permanent regalia
 - B. Crowning the newly selected titleholders
2. At the beginning of Each Crowning Ceremony the following people are called on stage:
 - A. The current Pageant Committee Chairperson and their Committee
 - B. The prior years monarchs, if they are in attendance
 - 1) They will assist in recrowning the stepping down titleholders with their permanent regalia
 - C. The titleholders who just stepped down
 - D. The reigning Monarchs and PRs of the RCGSE
 - E. The reigning Monarchs and ICP's of the IRCONU
 - 1) They are brought up only for the Gay Utah pageant as it is a statewide pageant
3. Re-crowning of stepping down Titleholders
 - A. As a pageant titleholder is not allowed to keep their crowning paraphernalia until they have completed their requirements, they are re-crowned with their permanent regalia once they have stepped down
 - B. The prior year's monarchs, if in attendance, shall facilitate the recrowning
 - C. No oaths of office are read, just recrowning
4. Crowning the New Titleholders
 - A. All pageant contestants are brought to the stage and the winners for each title are announced

- B. The winning titleholders will kneel, facing the community, as the reigning monarchs read the oaths of office for each titleholder
- C. After the crowning ceremony is complete and all pictures and well wishes are complete, the newly crowned titleholders will give their crowning paraphernalia back to the Pageant Chairperson
 - 1) The titleholders will be recrowned at the end of their reign only if all titleholders' responsibilities have been completed.

SECTION 18.08 – Pageant Advertising & Planning

- 1. Pageant Advertising
 - A. Flyers or posters advertising the pageant must be up four (4) weeks prior to the pageant date
 - B. Places where advertising can be posted are but are not limited to:
 - 1) Court Website
 - 2) Monthly Organization Newsletter
 - a) If available
 - 3) Court Facebook Page
 - a) Ads are encouraged to be shared on titleholders' personal pages as well
 - 4) Bar or Venue hosting the pageant
 - a) Following all venue guidelines
 - C. Contact Information for the pageant chair must be listed on all advertising for any questions any possible contestants may have.
- 2. Pageant Planning
 - A. At each pageant the reigning pageant titleholders may be allowed an opening number as well as a final number.
 - 1) Titleholders closing number is not to exceed 8 minutes.
 - B. Each stepping down titleholder will be allowed two (2) command performers each.
 - C. Stepping Down Titleholders perform in the traditional order
 - 1) Mr./King
 - 2) Ms.
 - 3) Mx./Royalty
 - 4) Miss./Queen
 - D. 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.
 - E. Pageants are limited to 20 performers
 - 1) Past titleholders for the specific pageant are given priority
 - 2) The reigning Monarchs & PR's do not perform unless ask by the Pageant Chairperson

SECTION 18.09 – Pageant Titleholder Rules & Responsibilities

- 1. Each newly crowned pageant titleholder 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 an 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 Public Relations Fund.
- 2. The first function must be held in the first six (6) months 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 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 titleholder 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 organization's 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. Titleholders are responsible for the co-promotion of their pageant stepdown.
 10. Titleholders are required to submit a new membership application at the beginning of the next Reign during their reign as a titleholder
 11. 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.

SECTION 18.10 – Pageant Disciplinary Guidelines

1. If at any time a titleholder is found to be within breach of the regulations set forth in these Procedures 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 Procedures.
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 titleholder 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 titleholder 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 titleholder 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 19 – Disciplinary Sanctions

SECTION 19.01 – 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 19.02 – 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 19.03 – 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 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 19.04 – 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 19.05 – 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 within 10 days of the incident.
 - 1) Any accusation received after 10 days will not be addressed and are void
- B. Upon receipt of written accusation, a meeting of the appropriate Disciplinary Committee will be convened.
 - 1) Meeting must be held within 7 days of the receipt of the accusation
- C. The Disciplinary Committee shall review the accusation and any accompanying documents to determine one of two outcomes:
 - 1) 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
 - a) Requests for this meeting must be brought to all parties involved within forty-eight (48) hours of this decision
 - 2) 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
 - 2) All parties will be invited to appear before the Disciplinary Committee at a time within the 10 days
 - 3) The parties may appear before the Disciplinary Committee in person or via Zoom with their camera on.
 - a) No party has the right to demand that the accused or accuser(s) appear in person if they are willing to appear via Zoom
- 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.
 - b) This meeting may be in person and via Zoom
 - 2) If the accuser refuses to appear, the Disciplinary Committee may dispense with the Disciplinary Committee Meeting with Parties Involved and move ahead with a Disciplinary Hearing before the Board of Directors and/or the College of Monarchs.
 - 3) Threats of retaliation or harassment against the Disciplinary Committee for investigating an accusation will not be tolerated
 - a) If threats of retaliation are made against the Disciplinary Committee for doing their job, the committee will refer the matter directly to a Disciplinary Hearing before the Board of Directors and/or the College of Monarchs

- 4) Due to the confidential nature of the Disciplinary process, the accused shall not contact the accuser, or anyone related to the accuser regarding the accuser or the accusation made.
 - a) If contact is made with the accuser this could result in a more severe sanction (s)
- 5) 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
 - c) The meeting may be in person and via Zoom

SECTION 19.06 – 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 positions 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 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

ARTICLE 20 – Yearly Court Awards

SECTION 20.01 – Award History

1. Out of respect for those who have created the RCGSE Court Awards, if possible, the creators of each award should be brought on stage and included in the presentation of the award when it is given out.
2. Selection of award recipients will follow each award guidelines, inclusion of the creators is out of respect only.

SECTION 20.01 – 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 improving 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 20.02 – 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 20.03 – 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 20.04 – 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 20.05 – 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 20.06 – 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 20.07 – 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 20.08 – 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 a board member who has gone 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 20.09 – 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 20.10 – The Chuck Whyte 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 Holiday Fund prior to Snowball.
2. Prior to Snowball, the reigning PRs 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 Chuck Whyte 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 20.11 – The Prespentt-Martindale Spirit of Empowerment Award

1. This award was created by Emperor and Empress XLIII, Kayden Cartier and Vega Starr Cartier, 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 20.12 – The Friendship & Unity Award

1. This award was created by Emperor 40, Nathan Graham
2. 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.
3. The award recipient is chosen by the past recipients of this award
4. This award is 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 20.13 – 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

ARTICLE 21 – Storage

SECTION 21.02 – 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 two (2) 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 remain 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. One of the 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 22 – Liquor & Alcohol

SECTION 22.1 – Hospitality Alcohol

1. The Organization has an inventory of liquor and alcoholic beverages to be used for hospitality
 - A. The inventory may be requested to be used for other events, i.e. Snowball
 - 1) Request must be approved by a majority vote of the Board of Directors
 - 2) If the request is approved, the individual(s) using the liquor must aid in replenishing the funds in the Hospitality Fund in one of two ways:
 - a) Hold a show/event where all the proceeds go to the Hospitality Fund
 - b) Direct donation equivalent to the amount of liquor used
 - c) The replenishment must be done prior to Coronation weekend to ensure funds are available for Hospitality
2. The liquor inventory is to be held in the storage unit of the organization
3. The organization needs to have a running record of inventory held, to be maintained by the President of the Board and the Monarchs
 - A. Inventory is taken before and after each event that uses the inventory
4. When conducting inventory after an event, all products expiring before the next event should be donated or thrown out.