

RESOLUTIONS

Revision Date: March 2022



THE ROYAL COURT OF THE
GOLDEN SPIKE EMPIRE

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SECTION 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 Resolutions as **“the organization”** or **“R.C.G.S.E.”**

SECTION 1:02 – Other Terms

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

SECTION 1.03 – Voting Terms

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

SECTION 2 – Event Guidelines

SECTION 2:01 – Event Proceeds

1. All proceeds raised during the event will go through the respective fund for which the event is held and the court will write a check to the cause, organization, or fund withholding the required percentage stated below.
2. All proceeds of the event will be disbursed only to a third-party for the payment of bills or to a third-party organization/fund.
3. No funds will be given to an individual directly, unless specifically stated in the show form and by a majority vote of the Board
 - A. Money disbursed through the People with AIDS Christmas Fund (PWA) will be exempt from this requirement
4. Prior to disbursement, the event proceeds will have the following percentages deducted:
 - A. 20% to the General Fund
 - B. 5% to the Scholarship Fund
 - C. 5% to the Travel Fund
 - D. 2.5% to the Capital Expenditures Fund
 - E. Proceeds raised during the following events will be exempt from these deductions:
 - 1) PWA Kickoff Event
 - 2) Cancer Awareness Week Monarchs Show
 - 3) Transgender Awareness Week Monarchs Show
 - 4) Snowball
 - 5) AIDS Awareness Week Monarchs Show

SECTION 2:02 – Show/Event Form Approval

1. All R.C.G.S.E. sponsored events must be submitted for approval by the Board no less than three (3) weeks prior to the date of the event.
 - A. Any event submitted under the three (3) week time frame will not be allowed unless approved by the Board
2. A Show/Event Form and event advertisement must be submitted to the President of the Board who will then submit it to the Board for approval
 - A. Events will be approved at the regular scheduled board meeting unless extenuating circumstances push approval after the board meeting but before the approval deadline.
 - 1) The President of the Board will then submit the form for an email/electronic vote of the Board
3. The following events do not require a Show/Event Form or approval from the Board:
 - A. PWA Kickoff Events
 - B. Cancer Awareness Week Events
 - C. Transgender Awareness Week Events
 - D. Snowball
 - E. AIDS Awareness Week Events
 - F. Coronation Weekend Events
4. Upon event approval, a copy of the show form and advertisement will be given to the Treasurer, Secretary and Webmaster to be placed on the court website.

SECTION 2:03 – Show/Event Form

1. The Show/Event Form must be filled out completely and must include the following information before it can be submitted for approval:
 - A. Names, phone numbers & initials of all required persons listed on the show form must be on the form.
 - 1) This is to show proof that the individual has been approached and has agreed to be a part of the function in whatever capacity asked by the event coordinator
 - 2) If the show organizer cannot meet with the person to get their signature before approval, they may sign on their behalf provided that documented proof that they have reached out to said person can be shown.
 - B. Name, signature and phone number of the event host must be on the Show/Event Form.
2. Show/Event Form information
 - A. Show/Event Information
 - 1) Event Name
 - 2) Event Date
 - 3) Event Host(s)
 - a) The host is responsible for the event and is required to complete and confirm all responsibilities required by the Show/Event Form and follow guidelines for R.C.G.S.E. events.
 - 4) Event Host(s) Phone(s)
 - 5) Event Times
 - a) Time doors open
 - b) Time show/event starts
 - c) Time show/event ends
 - 1- If the event is required to be finished by a certain time, that time must be entered here
 - 2- If the event is not required to be finished by a certain time, this can be left blank
 - 6) Event Price
 - a) If the event is free to the public, this must be disclosed
 - 7) Proceeds Benefitting
 - a) The fund that the proceeds shall benefit

B. Show/Event Location Information

- 1) Event Location
- 2) Location Address
- 3) Location Manager, Phone & Initials
 - a) If an event requires another form or application to be completed for the proposed event, a copy of that form must be submitted with the Show/Event form
- 4) Location Fee
 - a) Yes or No
- 5) Fee Amount
- 6) Fee Due Date
- 7) Location Requirements
 - a) Any special arrangements or details that the court must abide by as required by the location

C. Show/Event Staff

- 1) Door Person (BOD), Phone & Initials
 - a) At least one member of the Board must agree to be the event door person
 - 1- This member will be responsible for collecting entrance fees and other applicable proceeds
- 2) 2nd Door Person, Phone & Initials
 - a) Every show/event must have 2 people at the door
 - 1- It is recommended that the 2nd door person be a member of the Board as only Board members can collect or count money on behalf of the organization
 - 2- The Door Person(s) should arrive at the doors opening time to begin collecting the door proceeds
- 3) 1st Emcee Name, Phone & Initials
- 4) 2nd Emcee Name, Phone & Initials
 - a) 2nd Emcee field is only required if the event has two (2) Emcees
- 5) Other, Phone & Initials (2 fields)
 - a) Enter what the Other Staff members duties will be in the Other field

D. Lights & Sound

- 1) Will you be using the courts sound system for your event?
 - a) If Yes
 - 1- You must also fill out the separate Sound System Contract and include it with the form
 - b) If No
 - 1- That means that the Event Location is providing sound for the show/event
 - 2- Any additional documentation needed to use the Event Locations sound systems must be included with the Show/Event form for approval
- 2) Will you be using the courts lighting system for your event?
 - a) If Yes
 - 1- You must also fill out the separate Light System Contract and include it with the form
 - b) If No
 - 1- That means that the Event Location is providing lights for the show/event
 - 2- Any additional documentation needed to use the Event Locations sound systems must be included with the Show/Event form for approval

E. Ticket Information

- 1) Will this be a ticketed event?
 - a) Yes or No
- 2) Tickets Available Online?
 - a) Yes or No
- 3) Ticket Info on Advertising?
 - a) Yes or No

- 4) Tickets available at the door?
 - a) Yes or No
- 5) Person in charge of creating or obtaining tickets
 - a) Name of person in charge of tickets for the show/event
- 6) Will a list of complimentary tickets be provided to the door people?
 - a) Yes or No

F. Food Information

- 1) Will there be food at this event?
 - a) Yes or No
- 2) Kind of Food
 - a) List a brief example of what kind of food will be provided at the event
- 3) Has the food been approved by the venue?
 - a) Yes or No
 - b) Event Coordinator must abide by all food and beverage regulations from the Event Location
- 4) Food Coordinator Name, Phone & Initials

G. Raffle and/or Silent Auction Information

- 1) Raffle prizes at Event?
 - a) Yes or No
- 2) Silent Action at Event?
 - a) Yes or No
- 3) Raffle Coordinator Name, Phone & Initials
- 4) Auction Coordinator Name, Phone & Initials

H. Budget Information

- 1) The standard budget for show/event costs is \$50 unless the show/event has an approved budget line item
 - a) Budget amount approved yearly by the Budget Committee & Board of Directors
- 2) How much do you plan on spending to produce the event?
 - a) Enter how much, if any, you are spending to produce the event
 - b) Amounts spent up to the approved show/event budget can be reimbursed back to the Event Coordinator
 - c) Amounts spent over the approved show/event budget will not be reimbursed without majority approval of the Board

I. Required Notices, Acknowledgements & Signatures

- 1) Required Notices
 - a) Additional information that must be followed concerning all R.C.G.S.E. shows/events
- 2) Acknowledgement & Signature
 - a) Event Coordinator must print their name, sign their name and date the form acknowledging that they have read the required notices and the information they have entered on the form is correct

J. Advertising

- 1) This section/checklist is to be used by the Event Coordinator to ensure all required items appear on the Show/Event advertisement
- 2) All items should be marked with a Yes or No
- 3) Unaffiliated events may not use the registered trademark or name of the R.C.G.S.E. in any advertisement unless only to specify the proceeds or a portion of the proceeds are to be donated to a specific fund within the R.C.G.S.E.

K. Board Review & Approval (To be filled out by the President of the Board)

- 1) Event Advertising Approval
 - a) Yes or No

- 2) Overall Event Approval
 - a) Yes or No
- 3) Date of Approval
- 4) Date logged into Court Calendar
- 5) Approval Conditions
 - a) Any extenuating conditions that the show form was approved with must be listed here
- 6) Board President Name, Signature and Date
 - a) After Board approval, the Show/Event form must be signed by the President of the Board, completing the approval process

SECTION 2:04 – Additional Event Guidelines

1. Music

- A. If the show/event will be utilizing the court's sound system, music should be sent in MP3 or other digital format to the Sound & Light Technician at least 24 hours prior to the start of the event via email
 - 1) Other arrangements may be made at the discretion of the Sound & Light Technician
 - 2) Music can be sent to *music@rcgse.org* email
 - a) This email will forward to the *digitalrcgse@gmail.com* email address
 - 3) If the event will be using the location's sound system and DJ, music must be provided to the DJ no less than thirty (30) minutes prior to the start of the event
 - a) A per show/event budget amount to pay for an outside DJ will be set by the yearly budget
 - 1- Any cost over this amount must have a majority vote Board approval
 - 4) All music must be in order and labeled with the performers name
 - 5) A list of performers, in order of performance, must be given to the DJ at least ten (10) minutes prior to the start of the show
 - 6) Changes to the lineup of performers should not be altered after submitting to the DJ unless that performer is not available

2. Performers

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

3. Dressing Room

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

4. Master(s) of Ceremonies

- A. All shows/events must have at least one master of ceremonies

5. Complimentary Tickets

- A. Complimentary tickets for annual events will be given in accordance with direction provided in each event's section
- B. All other events' complimentary tickets shall be subject to the following rules:
 - 1) A list of complimentary tickets should be provided to the Door Person within one (1) hour of the scheduled start time of the event
 - 2) The following individuals shall receive automatic complimentary tickets:
 - a) Event Host(s)
 - b) Door Person (Limit of 2)
 - c) Sound & Light Technician (Limit of 2)
 - d) Spotlight Operator (Limit of 2)

- e) Master(s) of Ceremonies (Limit of 2)
 - f) Reigning Monarchs
 - g) Reigning PRs
 - h) Reigning CPs
- 3) If the show/event is a pageant, the following will also receive complimentary tickets:
- a) Pageant Chairperson
 - b) Pageant Committee Members
 - c) Reigning Pageant Titleholders at their stepdown
6. Monies Collected
- A. Proceeds of the event will be counted and signed off on by the door person(s) and at least one (1) other member of the Board
 - 1) If no members of the Board are available, members of the College may assist
 - B. After counting the proceeds, the door person and individuals who counted the money will affix their signature to a sealed envelope containing the monies.
 - 1) Person in charge of collecting money must ensure there is an envelope at the event for the money
 - C. The total amount of the proceeds will be disclosed to the show/event host at the end of the vent
 - D. Monies collected will be submitted to the Treasurer or the Reigning Monarchs no later than forty-eight (48) hours after the event
 - 1) If the funds are misplaced and/or lost, the accepting party will be required to inform the President of the Board as soon as possible, not to exceed more than twenty-four (24) hours after discovering the monies have been misplaced and/or lost
 - 2) The accepting party also accepts liability of the monies and will be held liable for the repayment of such funds
 - 3) If the accepting party refuses to or is unable to repay funds that are deemed misplaced and/or lost, the individual will be referred to the Disciplinary Committee for further action including but not limited to civil litigation

SECTION 2:05 – Event Advertisement

- 1. Advertisements must contain the following information, including but not limited to:
 - A. Name of show/event
 - B. Host(s) name
 - C. Location of show/event
 - D. Date of show/event
 - E. Time(s) of show/event
 - F. Price of show/event
 - G. Details on beneficiary (fund/organization)
 - H. R.C.G.S.E. Name
 - I. R.C.G.S.E. Logo
 - J. R.C.G.S.E. Web Address
 - K. Ticket information (if applicable)
- 2. Advertisements should be up and circulating no later than two (2) weeks before the event
 - A. If the advertisements are not up in a timely fashion, the Board may assume the responsibility of advertising the event and/or charge the show/event host for the posters/advertising
 - 1) Not to exceed the standard show budget amount
 - B. Physical event advertising should be coordinated with the event venue to meet their requirements

SECTION 3 – Annual Required Events

SECTION 3:01 – PWA Kickoff

1. A fundraiser event shall be held each year after Coronation, but prior to Labor Day, to kickoff the annual PWA Christmas fundraising efforts
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 Christmas Fund

SECTION 3:02 – Cancer Awareness Week

1. A week in October shall be proclaimed as Cancer Awareness Week
 - A. Event must be at least one (1) week but can be longer if desired
2. The reigning Empress/Emprex shall be responsible for this week
3. Calendar of events must include a minimum of four (4) events
 - A. One event must be the Cancer Week Monarchs Show
 - B. The other three (3), or more, additional events are at the discretion of the reigning Empress/Emprex
4. The efforts put forth this week shall be for the purpose of raising funds for the Cancer Fund

SECTION 3:03 – Transgender Awareness Week

1. A week in November shall be proclaimed Transgender Awareness Week
 - A. Event must be at least one (1) week but can be longer if desired
2. The President of the College, along with the reigning Monarchs shall be responsible for this week
 - A. Should the President of the College and reigning Monarchs choose to, they may appoint, with a majority approval of the Board, a committee chairperson and committee to plan and execute the events for Transgender Awareness Week
3. Calendar of events must include a minimum of four (4) events
 - A. One event must be the Transgender Week Monarchs Show
 - B. The other three (3), or more, additional events are at the discretion of the President of the College and the reigning Monarchs.
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 3:04 – 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 Christmas fundraising efforts
4. Proceeds of Snowball shall go to the PWA Christmas Fund
5. Once Snowball is over and the annual PWA Christmas fundraising efforts have concluded, the money in the PWA Christmas Fund is given out to people living with HIV/AIDS to use for Christmas
 - A. See the PWA Christmas Fund Resolution for specific guidelines

SECTION 3:05 – AIDS Awareness Week

1. A week in March shall be proclaimed AIDS Awareness Week
 - A. Event must be at least one (1) week but can be longer if desired

2. The reigning Emperor/Empress shall be responsible for this week
3. Calendar of events must include a minimum of four (4) events
 - A. One event must be the AIDS Week Monarchs Show
 - B. The other three (3), or more, additional events are at the discretion of the reigning Emperor/Empress
4. The efforts put forth this week shall be for the purpose of:
 - A. Raising money for the R.C.G.S.E. AIDS Fund
 - B. Providing the community with current HIV/AIDS information

SECTION 3:06 – CP Ball

1. CP Ball shall be held each year in April
2. The reigning CPs shall be responsible for this event
3. Proceeds of this event shall go towards the Wade DeForest “Felicia” Young Adult Fund

SECTION 3:07 – PR Ball

1. PR Ball shall be held each year the Friday of Coronation Weekend
2. The reigning PRs shall be responsible for this event
3. Proceeds of the event shall go towards the General Fund
4. Specific PR Ball guidelines are found in the R.C.G.S.E. Procedures Manual

SECTION 3:08 – Coronation

1. Coronation will take place each year during the weekend of Memorial Day
2. The reigning Monarchs shall be responsible for this event
3. Proceeds of the event shall go towards the General Fund
4. Specific Coronation guidelines are found in the R.C.G.S.E. Procedures Manual

SECTION 3:09 – Pageant Events

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

SECTION 3:10 – Golden Spike Awards

1. Golden Spike Awards is a community voted awards program designed to bring the community together and celebrate each other and the past year of the organization
2. The awards are meant to be fun, not demeaning
3. Nominations and final voting are open to the entire community
4. The Board shall determine the dates, times and locations of nominations and final voting

5. To ensure the smooth operation of the Golden Spike Awards, the following shall apply:
 - A. The Monarchs from 3 reigns prior shall oversee the event
 - B. They shall set up the date, time and venue for the Golden Spike Awards ceremony
 - 1) This shall be approved by a majority vote of the Board
 - C. They will oversee all aspects of the awards and will work with the Board to ensure that these rules are followed
 - D. They will assist with the Golden Spike Awards voting process as deemed necessary
 - E. Should both Monarchs scheduled to host be unable to oversee the awards, election of Voting Administrators shall be by nomination and majority vote of the Board
 - F. Golden Spike Awards Voting shall be subject to the following:
 - 1) Voting Administrators are defined as the Monarchs in charge of Golden Spike Awards
 - 2) Preliminary Voting
 - a) The Voting Administrators will compile a list of categories and criteria to be eligible for each category and bring it 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 amounts should be sufficient enough 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- Juan Carlos Best Dancer
 - b- Austyn Riley from Hell Best Live Performer
 - c- Chip & Doug/Ray & Alan Male Lovers of the Year
 - d- Snowball Show of the Year
 - e- Vega Starr Best MC

- f- Randy Bodle Bartender of the Year
- g- Cindy Bjerregaard Favorite Door Person
- h- Kevin Callaway Favorite Waiter / Waitress
- i- Utah Cyber Sluts Tackiest Outfit
- j- Mark Thrash Best Male Performer
- k- Utah Cyber Sluts Best Performance by a Duo/Group
- l- Kirsten & Casey Female Lovers of the Year
- m- Marky Mark Bitch of the Year
- n- Utah Cyber Sluts Best Comedy Performer
- o- Naomi Favorite DJ
- p- Sharon Blue Woman of the Year
- q- Gia Bianca Stephens Best Looking Drag
- r- Angela Dominguez Best Female Performer

d) These awards may or may not be included on the ballot, depending on relevancy and Board vote

6. The reigning Monarchs shall have the opportunity to present personal awards to individual community members of their choosing
 - A. Examples of these awards are
 - 1) Most Money Raised by a Pageant Titleholder
 - a) Must be approved by majority vote of the Board
 - 2) Most Money Raised by a General Member
 - a) Must be approved by majority vote of the Board
 - 3) Community Supporter of the Year
 - 4) Most Creative Show Idea
7. As per the Bylaws, the reigning Monarchs will also present the following awards:
 - A. Lifetime Achievement Award
 - B. Humanitarian Award
8. Past recipients of the Community Service Award will also present the Community Service Award to a new recipient

SECTION 4 – R.C.G.S.E. Funds Guidelines

SECTION 4:01 – The General Fund

1. This fund is to facilitate the R.C.G.S.E. operating expenses
2. Only budgeted items approved by the Budget Committee should be debited from this fund
 - A. Additional items not falling under any applicable budget category may be approved on a case-by-case basis for disbursement by the Board
 - B. Donations from this account may also be approved on a case-by-case basis for disbursement by the Board
3. Credits to this fund will be from the following:
 - A. 20% of all proceeds raised from other R.C.G.S.E. events
 - 1) Exemption to this withholding is the Monarch’s Show during Cancer, Transgender and AIDS Awareness Weeks; Snowball and the PWA Kickoff Event
 - B. R.C.G.S.E. Pageants
 - C. R.C.G.S.E. Events specifically designated to benefit the R.C.G.S.E. General Fund
 - D. Specific Donations

SECTION 4:02 – The R.C.G.S.E. AIDS Fund

1. The R.C.G.S.E. AIDS Fund was created to help those living with HIV/AIDS

2. The President of the College and the reigning Emperor/Emprex shall oversee all requests to access the R.C.G.S.E. AIDS Fund
3. If a request for assistance is made, the Administrators shall work to ensure the application is complete and all requirements are met
4. Once the Administrators have deemed the application is complete and all requirements are met, the request is presented to the Board for approval
 - A. This must be done during a closed session of the Board
5. To ensure confidentiality, all names and personal information will be removed from copies of the receipts/bills and the application
 - A. The application shall be designated with a number
6. If the request is approved, copies of all receipts/bills and the application must be turned over to the Treasurer before any disbursements will be made
7. A maximum amount per reign per recipient will be set at \$500
8. At the end of each reign, if the balance of the R.C.G.S.E. AIDS Fund exceeds \$4,000 the reigning Emperor/Emprex shall have the option of donating the overage to a worthy HIV/AIDS cause or organization
 - A. This disbursement shall take place at Coronation

SECTION 4:03 – The Cancer Fund

1. The Cancer Fund was designed to assist those persons who have been diagnosed with Cancer and the monetary obligations which occur
2. The President of the College and the reigning Empress/Emprex shall oversee all requests to access the Cancer Fund
3. If a request for assistance is made, the Administrators shall work to ensure the application is complete and all requirements are met
4. Once the Administrators have deemed the application is complete and all requirements are met, the request is presented to the Board for approval
 - A. This must be done during a closed session of the Board
5. To ensure confidentiality, all names and personal information will be removed from copies of the receipts/bills and the application
 - A. The application shall be designated with a number
6. If the request is approved, copies of all receipts/bills and the application must be turned over to the Treasurer before any disbursements will be made
7. A maximum amount per reign per recipient will be set at \$500
8. At the end of each reign, if the balance of the Cancer Fund exceeds \$4,000 the reigning Empress/Emprex shall have the option of donating the overage to a worthy Cancer cause or organization
 - A. This disbursement shall take place at Coronation

SECTION 4:04 – The People with AIDS Christmas Fund

1. The People with AIDS Christmas Fund was created for the disbursement of funds at Christmas time for individuals who have been diagnosed with HIV/AIDS
 - A. Funds are disbursed directly to the requestor
 - B. Once the disbursement is received by the requestor, the disbursement is used at the discretion of the recipient
2. Funds for the People with AIDS Christmas Fund shall be raised by, but not limited to:
 - A. PWA Kickoff
 - B. Snowball
 - C. Donations from the general public or other organizations
 - D. Additional fundraisers planned for the People with AIDS Christmas Fund by the reigning PRs

- E. Additional fundraisers planned for the People with AIDS Christmas Fund by any other individuals
- 3. The reigning PRs shall oversee the administration of the People with AIDS Christmas Fund
- 4. To ensure confidentiality, requests will only be sent to the reigning PRs, the President of the Board and the Treasurer
- 5. The reigning PRs shall contact any worthy AIDS organization no later than November 1st and provide them documentation that includes, but not limited to:
 - A. A description of who the R.C.G.S.E. is
 - B. A description of what Snowball is, including the date, venue, and time
 - C. Contact information for the reigning PRs and the President of the Board
 - D. A description of the process the requestors will need to take, including the information they need to provide to receive their disbursement
 - 1) The information that requestors will need to provide shall include, but not be limited to:
 - a) Legal Name
 - b) Address where the disbursement shall be delivered
 - c) Phone number where the requestor can be reached, if necessary
 - d) Email address where the requestor can be reached, if necessary
- 6. The organizations that the reigning PRs may contact shall include, but not be limited to:
 - A. Infectious Diseases Clinic at the University of Utah Hospital
 - B. The Utah AIDS Foundation
- 7. A master list/spreadsheet will be created to store all requestor information
 - A. This list will only be accessed by the reigning PRs, President of the Board and Treasurer
 - B. The PRs shall elect one person to be responsible for collecting and maintain the active list of potential recipients and keep on a secured flash drive
 - C. Such information shall be collected through a designated email address that will include the reigning PRs, President of the Board and Treasurer
- 8. Requests for disbursement shall be accepted no later than the night of Snowball
 - A. Any requests after Snowball, but prior to December 23rd MAY be approved by majority vote of the Board
 - B. Requests that are received after December 23rd will not be accepted and will be encouraged to apply for the R.C.G.S.E. AIDS Fund or to re-submit their name for the People with AIDS Christmas Fund disbursement from the following reign
- 9. To ensure confidentiality, disbursements will be written by the Treasurer and signed by the Treasurer and President of the Board
 - A. If extenuating circumstances prevent the Treasurer and/or the President of the Board from signing the disbursements, an alternate approved signer, who is already a signer on the R.C.G.S.E. checking account, may be appointed by the President of the Board
 - B. The Treasurer and President of the Board shall have three (3) days after Snowball to turn all signed disbursement checks over to the reigning PRs for disbursement
 - C. For any requests approved after Snowball, but before December 23rd, the Treasurer and President of the Board (or alternate signer) shall have twenty-four (24) hours to turn over the signed disbursements to the reigning PRs for disbursement
- 10. Each disbursement will be set at a \$100 increment, limited to one disbursement per person, per reign.

SECTION 4:05 – The Marita Gayle Peoples Concern Fund

- 1. The Marita Gayle Peoples Concern Fund is to be used in the following manner:
 - A. To help individuals whose personal rights have been violated due to their sexual orientation
 - B. To help individuals with extreme medical problems that are not AIDS/Cancer related
 - C. To help individuals involved in litigation that does not involve drug/alcohol offenses

- D.** To help individuals with utility bills where the service is being disconnected and/or have been given notice that payment must be paid within ten (10) days (final notice), or termination of services will be put in effect.
 - 1) Applications must be received 5 days prior to the final notice or termination of services.
 - 2) Applications received after the allotted timeframe may be denied
- E.** To assist individuals with emergency funding when needed
 - 1) i.e., death in the family, wrongful termination, car issues, natural disaster
- 2. A maximum amount per reign per recipient will be set at \$500
- 3. The President of the Board and the reigning PRs shall oversee all requests to access the Marita Gayle Peoples Concern Fund
- 4. Should the total amount due be more than the maximum limit of \$500 and the recipient does not have the means available to cover the remaining balance to bring the debt current, the request for assistance will result in an automatic denial
- 5. Applications will always be available through the R.C.G.S.E. website and the reigning PRs

SECTION 4:06 – The Wade DeForest “Felicia” Young Adult Fund

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

SECTION 4:07 – The Drive of the Spike Scholarship Fund

- 1. The Drive of the Spike Scholarship Fund was founded in 1996 by Emperor 20 Peter Christie and Empress 20, Sheneka Christie
- 2. Eligibility Criteria
 - A.** Be applying for, accepted for enrollment, or enrolled in an accredited educational program beyond the secondary level in the State of Utah
 - B.** Must be perusing an education in one or more of the following areas:
 - 1) College/University
 - 2) Trade/Vocational
 - 3) The Arts
 - C.** Be enrolled in or attending school by May of the following year
 - 1) Scholarships are given out in May of each year
 - D.** Evidence the potential to successfully complete the selected program of study
- 3. Fund Maintenance
 - A.** To ensure there will be a minimum of \$1,000 available each year, 5% from every court function, except for the previously listed exempt functions, shall be placed into the Scholarship Fund
 - B.** The Board of Directors shall be responsible for at least one (1) function each reign
- 4. Scholarship Selection & Fund Distribution
 - A.** Scholarship recipient selection will be governed yearly by a Scholarship Panel consisting of the following members:
 - 1) The President of the Board
 - 2) The Reigning Monarchs
 - 3) One additional member of the Board of Directors

- 4) In recognition of being the creators of the fund, the Scholarship Panel will extend an invitation to Emperor 20 Peter Christie and Empress 20 Sheneka Christie (aka Ralph Currington III) to serve as honorary members of the panel each year.
- B. Scholarship applications must be available for distribution by February 1st of each year
 - 1) Distribution can be done in person or via the R.C.G.S.E. website
- C. A deadline for applications must be set no later than two (2) weeks before Coronation
 - 1) This is to give the Scholarship Panel enough time to choose that year's recipients
- D. A minimum of \$1,000 in scholarships must be awarded each year at Coronation
- E. The President of the Board and the reigning Monarchs will distribute scholarship monies being awarded at Coronation
 - 1) If in attendance, Emperor 20 Peter Christie and Empress 20 Sheneka Christie will be ask to join them on stage for the distribution of monies
- F. Funds will be distributed directly to the scholastic institution and must be accompanied by copies of invoices

SECTION 4:08 – The Pride Fund

- 1. The Pride Fund shall be established to ensure the R.C.G.S.E. can take part in official Pride Day festivities within the R.C.G.S.E. boundaries
 - A. This will ensure that our organization and our mission will remain a visible presence to the community we serve.
 - B. Monies from the Pride Fund may be used for Pride Day festivities outside the R.C.G.S.E. boundaries with a majority vote approval of the Board
- 2. Money raised for the Pride Fund shall be the responsibility of, but not limited to, the reigning Mr., Miss, Ms., and Mx. Gay Pride of the R.C.G.S.E.
- 3. Any money raised shall be used to:
 - A. Secure an entry in the Pride Parade for the R.C.G.S.E.
 - B. Secure a booth during the Pride festival at the discretion of the Board and pending availability of funds
 - C. Help pay for any insurance that the R.C.G.S.E. will need for the Pride festivities
 - D. Cover the cost of items for the float and items to be used in the booth at the festival
- 4. Money shall not be used by anyone representing the R.C.G.S.E. in the parade or in the booth or otherwise for personal reasons, i.e., food and drink, personal purchases at the festival, etc.
- 5. A committee consisting of two members of the Board, as well as, the reigning Mr., Miss, Ms., and Mx. Gay Pride of the R.C.G.S.E. shall be established by the last board meeting in December of each year
 - A. The responsibility of this committee will be:
 - 1) To acquire and complete all necessary forms from the Utah Pride Center to:
 - a) Have an entry in the Pride Parade, if funds are available
 - b) Have a booth during the Pride festival, if funds are available
 - 2) Attend any required meetings or briefings concerning the Pride festivities
 - 3) Coordinate and work with the reigning Mr., Miss, Ms., and Mx. Gay Pride of the R.C.G.S.E., as well as, anyone else willing to volunteer to construct our float/entry in the parade and putting together anything needed for our booth at the festival.

SECTION 4:09 – The Transgender Fund

- 1. This fund is to provide relief for members of the Transgender Community in need of financial assistance
- 2. The fund will assist with expenses relating to gender transition including, but not limited to:
 - A. Legal Expenses
 - B. Medical Expenses
 - 1) Medication Expenses

- 2) Doctor Visit Expenses
 - 3) Counseling Expenses
 - 4) Surgical Expenses
3. If applying for medical assistance, documentation from a healthcare professional stating the individual is receiving services/treatment related to transitioning will be required
 - A. This documentation must be included with the application before the application can be approved
 4. There will be a \$500 per reign cap, per applicant
 - A. Exceptions to this cap are if the applicant is seeking assistance with surgical expenses
 - 1) If the individual is seeking assistance with surgical expenses in excess of the \$500 cap, they will be required to host a function with the R.C.G.S.E. and the funds raised at the function will go toward said individual's surgical expenses
 - a) If the function raises more than \$500, the individual will receive all the funds minus the appropriate administrative deductions as outlined in these Resolutions
 - b) If the function raises less than \$500, all funds will go towards the individual's surgical expenses; the administrative deductions will not apply
 5. The President of the College and the reigning Monarchs shall oversee all requests to access the Transgender Fund
 6. If a request for assistance is made, the Administrators shall work to ensure the application is complete and all requirements are met
 7. Once the Administrators have deemed the application is complete and all requirements are met, the request is presented to the Board for approval
 - A. This must be done during a closed session of the Board
 8. To ensure confidentiality, all names and personal information will be removed from copies of the receipts/bills and the application
 - A. The application shall be designated with a number
 9. If the request is approved, copies of all receipts/bills and the application must be turned over to the Treasurer before any disbursements will be made
 - A. Disbursement checks will be made to the creditors directly
 - B. No money will be disbursed directly to the applicant
 10. Applications will always be available through the Court Website
 11. At the end of each reign, if the balance of the Transgender Fund exceeds \$4,000 the reigning monarchs shall have the option of donating the overage to a worthy Transgender cause or organization
 - A. This disbursement shall take place at Coronation
 - B. If the President of the College and the reigning Monarchs selected a chairperson to head Transgender Awareness Week, they should make every effort to consult the chairperson on a worthy cause or organization to donate to

SECTION 4:10 – The Hospitality Fund

1. The Hospitality Fund was created by the R.C.G.S.E. College of Monarchs and its primary use is to cover the expenditures to produce Hospitality Suite during Coronation Weekend
 - A. Examples of Hospitality expenditures this fund may be used for includes, but is not limited to:
 - 1) Food
 - 2) Beverages
 - a) Alcoholic & Non-Alcoholic
 - 3) Plates, utensils, serving items etc.
2. Each year the College, as well as, the previous reigns Monarchs shall be required to throw one function to benefit this fund
3. Any money remaining in the fund at the end of the year shall rollover to the next year

4. At the conclusion of Coronation Weekend, any leftover, non-perishable, liquor and hospitality items are to be kept in the court storage unit for later use.
5. Liquor Requests
 - A. Requests to use stored Hospitality liquor can only be made by the reigning Monarchs and PRs for certain functions during the year
 - 1) Reigning Monarchs functions:
 - a) Cancer Awareness Week Event
 - b) Transgender Awareness Week Event
 - c) AIDS Awareness Week Event
 - 2) PRs functions
 - a) PWA Kickoff Event
 - b) Snowball
 - 3) Except for Snowball and PWA Kickoff, the additional reigning Monarchs events are at the discretion of the reigning Monarchs and may not happen each year
 - B. Event guidelines for Liquor Requests
 - 1) Event must be held at a venue where liquor is not already offered
 - 2) Event must conform to all non-profit and state laws
 - a) All necessary permits and documentation
 - 3) If permission is granted, it is for the use of the liquor only
 - a) Plates, cups, utensils and any other items must be purchased separately using the budget set aside for that event
 - C. Making a Liquor Request
 - 1) The individual requesting use of the liquor will contact the President of the Board
 - 2) The President of the Board will then contact the College President with the request
 - 3) The College President will inform the College of the request and get their feedback and input
 - 4) The College President will then report that information back to the President of the Board so that the request can be brought to the Board for a majority vote approval
 - a) The feedback and input of the College will be given to the Board to consider in the decision-making process, but the final decision will be made by the Board
 - 5) 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

SECTION 4:11 – The Travel Fund

1. This fund is to reimburse the reigning Monarchs and reigning PRs for their travel expenses during their reign
2. The Travel Fund shall be made up of three types of funds:
 - A. Funds designated in the annual budget for travel
 - B. Supplemental Travel Funds
 - 1) Funds raised by water parties during coronation weekend
 - 2) 5% from every court function, not counting exempt functions
 - 3) One additional function may be held each reign to replenish the Travel Fund
 - a) This function cannot be held by the Top 6
 - 4) Direct Donations
3. Funds shall be deposited in the following manner
 - A. Travel Budget Funds

- 1) The total amount of the annual budgeted travel funds for the reigning Monarchs and PRs will be deposited from the Coronation Weekend proceeds
- B. Supplemental Travel Funds**
 - 1) Any Water Parties held during Coronation Weekend will be deposited at the beginning of the reign
 - 2) Additional funds will be deposited as they are collected
- C. Direct Donations** will be deposited as they are received
4. Travel funds are split between the reigning Monarchs and PRs as follows:
 - A.** Annual budgeted travel funds will be split according to the approved annual budget
 - B.** Supplemental travel funds will be split evenly between the reigning Monarchs and PRs
 - C.** Direct Donations are dispersed at the discretion of the donor
5. Remaining Funds
 - A.** If there are travel funds remaining at the end of the reign, those funds will be deposited into the General Fund for the next reign

SECTION 4:12 – The Direct Charity Fund

1. This fund is designated to house funds raised for other organizations/causes outside of R.C.G.S.E. specific funds
2. Any functions raised for these organizations will be subject to the specified administrative deductions as outlined in these resolutions
 - A.** The Board may approve these costs to be waived
3. No additional funds should be added to this account at any time, for any reason
4. These funds must be dispersed to the intended recipients within thirty (30) days of the event held
5. The Direct Charity fund must be at a zero balance by the end of each reign

SECTION 4:13 – The Capital Expenditures Fund

1. This fund is designated to house funds specifically allocated to capital expenditures
 - A.** A “Capital Expenditure” is defined as money spent by a business or organization to acquire or maintain fixed assets such as equipment or technology
2. The Capital Expenditures Fund shall be made up of two types of funds
 - A.** 2.5% from every court function, except previously listed exempt functions, shall be placed into the Capital Expenditures Fund
 - B.** Direct Donations
3. Fund Disbursements
 - A.** Disbursements from the fund will require approval of the Board of Directors
 - B.** Recommendations for the allocation of monies within the fund shall be made by the Budget Committee
 - C.** Anyone making a direct donation to the fund can specify the allocation of those funds
 - D.** Any funds remaining at the end of the year will roll over into the Capital Expenditures fund for the next reign

SECTION 5 – R.C.G.S.E. Budget Guidelines

SECTION 5:01 – General Budget Items

1. Storage Unit Fees
 - A.** Amount to cover the cost of the Storage Unit
2. Website Expenditures
 - A.** Amount to cover the maintenance of the R.C.G.S.E. Website
 - B.** Items covered are, but are not limited to:

- 1) Hosting Fees
- 2) Domain Name Registration
- 3) Miscellaneous Costs
3. Streaming Fees
 - A. Amount to cover the cost of online streaming services
4. PO Box Rental
 - A. Amount to cover the rental of the R.C.G.S.E. Post Office Box
5. New Checks
 - A. Amount to cover the ordering of new blank checks each reign
6. Charitable Solicitations Permit Renewal
 - A. Amount to cover the yearly renewal of the Charitable Solicitations Permit
7. Non-Profit Registration
 - A. Amount to cover the yearly renewal of the 501(c)3 Non-Profit registration
8. Title Registrations
 - A. Amount to cover the registration cost for R.C.G.S.E. titles with the State of Utah
 - B. Registration Cost is for 2 years
 - C. Titles to be registered are
 - 1) Emperor
 - 2) Empress
 - 3) Prince Royale
 - 4) Princess Royale
 - 5) Crown Prince
 - 6) Crown Princess
 - 7) Mr. Gay Utah
 - 8) Miss Gay Utah
 - 9) Ms. Gay Utah
 - 10)Mx. Gay Utah
 - 11)Mr. Gay Utah Youth
 - 12)Miss Gay Utah Youth
 - 13)Ms. Gay Utah Youth
 - 14)Mx. Gay Utah Youth
 - 15)King of Hearts
 - 16)Queen of Hearts
 - 17)Royalty of Hearts
 - 18)Closet Ball King
 - 19)Closet Ball Queen
 - 20)Closet Ball Royalty
 - 21)Mr. Gay Pride
 - 22)Miss Gay Pride
 - 23)Ms. Gay Pride
 - 24)Mx. Gay Pride
 - 25)Mr. Gay Pride Youth
 - 26)Miss Gay Pride Youth
 - 27)Ms. Gay Pride Youth
 - 28)Mx. Gay Pride Youth
 - 29)Mr Golden Spike Universe
 - 30)Miss Golden Spike Universe
 - 31)Mx. Golden Spike Universe

9. Tax Preparation
 - A. Amount to cover the yearly Tax Preparation
10. Meeting Room Rental
 - A. Amount to cover the rental of a meeting room for Court and Board Meetings
11. Water Parties in Other Realms
 - A. Amount to cover the cost of any water parties the R.C.G.S.E. is asked to host during an out of realm coronation weekend
 - B. Specific items covered:
 - 1) Alcohol
 - 2) Mixers
 - 3) Cups
12. Insurance
 - A. Amount to cover the cost of our yearly insurance coverage
13. Office Supplies
 - A. Amount to cover the purchase of office supplies during the year
 - B. Supplies include but are not limited to:
 - 1) Paper
 - 2) Printer Ink
 - 3) Pens
14. Crown Maintenance and Repair
 - A. Amount to cover the maintenance costs of the sound and light systems

SECTION 5:02 – Functions Budget Items

1. Investitures
 - A. Amount to cover the cost to produce the yearly investitures
 - B. Items covered:
 - 1) Certificate printing
 - 2) Set
 - 3) Decorations
 - 4) Food costs
 - 5) Advertising
 - 6) Event venue rental
2. Pageants
 - A. Amount to cover the cost to produce all yearly R.C.G.S.E. Pageants
 - B. Items Covered:
 - 1) Crowns/Medallions
 - 2) Event venue rental
 - 3) Advertising
 - 4) Set
 - 5) Decorations
 - 6) Documentation printing and copying
 - a) Judges Scoresheets
 - b) Pageant Applications
 - c) Miscellaneous Documentation
3. PWA Kickoff
 - A. Amount to cover the cost to produce the yearly PWA Kickoff
 - B. Items covered:
 - 1) Set

- 2) Decorations
- 3) Food costs
- 4) Advertising
- 5) Event venue rental
4. Cancer Awareness Week
 - A. Amount to cover the cost to produce the yearly Cancer Awareness Week activities
 - B. Items covered:
 - 1) Set
 - 2) Decorations
 - 3) Food costs
 - 4) Advertising
 - 5) Event venue rental
 - 6) Miscellaneous documentation & costs
5. Transgender Awareness Week
 - A. Amount to cover the cost to produce the yearly Transgender Awareness Week activities
 - B. Items covered:
 - 1) Set
 - 2) Decorations
 - 3) Food costs
 - 4) Advertising
 - 5) Event venue rental
 - 6) Miscellaneous documentation & costs
6. Snowball
 - A. Amount to cover the cost to produce the yearly Snowball event
 - B. Items covered:
 - 1) Set
 - 2) Decorations
 - 3) Food costs
 - 4) Advertising
 - 5) Event venue rental
 - 6) Miscellaneous documentation & costs
7. AIDS Awareness Week
 - A. Amount to cover the cost to produce the yearly AIDS Awareness Week activities
 - B. Items covered:
 - 1) Set
 - 2) Decorations
 - 3) Food costs
 - 4) Advertising
 - 5) Event venue rental
 - 6) Miscellaneous documentation & costs
8. Golden Spike Awards
 - A. Amount to cover the cost to produce the yearly Golden Spike Awards
 - B. Items covered:
 - 1) Ballot Printing
 - 2) Ballot Boxes
 - 3) Awards Creation
 - 4) Set
 - 5) Decorations

- 6) Food costs
- 7) Advertising
- 8) Event venue rental

SECTION 5:03 – Emperor, Empress, Emprex Budget Items

- 1. Emperor/Emprex Travel
 - A. Amount to cover the cost for the Emperor/Emprex to travel to out of realm coronations
 - B. Per trip maximum of \$300
 - 1) The Emperor/Emprex may use all or part of the per trim maximum for each trip they take until the budget has been depleted
 - C. Items covered under the budget
 - 1) Airfare
 - 2) Hotel
 - 3) Rental Car
 - 4) Gasoline
 - 5) Out of Town Coronation Ticket
 - D. Items not covered
 - 1) Food
 - 2) Alcohol
 - 3) Miscellaneous personal purchases
- 2. Empress/Emprex Travel
 - A. Amount to cover the cost for the Empress/Emprex to travel to out of realm coronations
 - B. Per trip maximum of \$300
 - 1) The Empress/Emprex may use all or part of the per trim maximum for each trip they take until the budget has been depleted
 - C. Items covered under the budget
 - 1) Airfare
 - 2) Hotel
 - 3) Rental Car
 - 4) Gasoline
 - 5) Out of Town Coronation Ticket
 - D. Items not covered
 - 1) Food
 - 2) Alcohol
 - 3) Miscellaneous personal purchases
- 3. Emperor/Emprex Ring/Medallion/Crown
 - A. Amount to go towards the cost for the Emperor/Emprex to purchase a stepdown ring/medallion or crown
 - B. Cost cannot be reimbursed until after Golden Spike Awards
- 4. Empress/Emprex Crown
 - A. Amount to go towards the cost for the Empress/Emprex to purchase a stepdown crown
 - B. Cost cannot be reimbursed until after Golden Spike Awards

SECTION 5:04 – Prince, Princess, Princet Royale Budget Items

- 1. Prince/Princet Royale Travel
 - A. Amount to cover the cost for the Prince/Princet Royale to travel to out of realm coronations
 - B. Per trip maximum of \$300
 - 1) The Prince/Princet Royale may use all or part of the per trim maximum for each trip they take until the budget has been depleted

- C. Items covered under the budget
 - 1) Airfare
 - 2) Hotel
 - 3) Rental Car
 - 4) Gasoline
 - 5) Out of Town Coronation Ticket
- D. Items not covered
 - 1) Food
 - 2) Alcohol
 - 3) Miscellaneous personal purchases
- 2. Princess/Princet Royale Travel
 - A. Amount to cover the cost for the Princess/Princet Royale to travel to out of realm coronations
 - B. Per trip maximum of \$300
 - 1) The Princess/Princet Royale may use all or part of the per trim maximum for each trip they take until the budget has been depleted
 - C. Items covered under the budget
 - 1) Airfare
 - 2) Hotel
 - 3) Rental Car
 - 4) Gasoline
 - 5) Out of Town Coronation Ticket
 - D. Items not covered
 - 1) Food
 - 2) Alcohol
 - 3) Miscellaneous personal purchases
- 3. Prince/Princet Royale Ring/Medallion/Crown
 - A. Amount to go towards the cost for the Prince/Princet Royale to purchase a stepdown ring/medallion or crown
 - B. Cost cannot be reimbursed until after Golden Spike Awards
- 4. Princess/Princet Royale Crown
 - A. Amount to go towards the cost for the Princess/Princet Royale to purchase a stepdown crown
 - B. Cost cannot be reimbursed until after Golden Spike Awards

SECTION 5:05 – Crown Prince, Crown Princess, Crown Princet Budget Items

- 1. Crown Prince/Crown Princet Ring/Medallion/Crown
 - A. Amount to go towards the cost for the Crown Prince/Crown Princet to purchase a stepdown ring/medallion or crown
 - B. Cost cannot be reimbursed until after Golden Spike Awards
- 2. Crown Princess/Crown Princet Crown
 - A. Amount to go towards the cost for the Crown Princess/Crown Princet to purchase a stepdown crown
 - B. Cost cannot be reimbursed until after Golden Spike Awards

SECTION 5:06 – Coronation Weekend Budget Items

- 1. Out of Town Packets
 - A. Amount to cover the cost to produce the material advertising the yearly R.C.G.S.E. Coronation Weekend to be disbursed while attending an out of realm Coronation or event
 - B. This material can be in the form of tri-folds, brochures or any other advertising material
- 2. Ads in Out of Town Programs

- A. Amount to cover the cost to place R.C.G.S.E. Coronation Weekend advertising in out of realm Coronation/Event programs
- 3. In Town Advertising
 - A. Amount to cover the cost to produce the material advertising the yearly R.C.G.S.E. Coronation Weekend to be disbursed within the R.C.G.S.E. borders
 - B. This material can be in the form of tri-folds, brochures or any other advertising material
- 4. Coronation Weekend Facilities
 - A. Amount to cover the hotel/event venue costs for all Coronation Weekend activities
 - B. Activities covered:
 - 1) PR Ball Venue (if held at the same venue as coronation)
 - 2) Out of Town Show
 - 3) Coronation
 - 4) Voting Room for Voting Day
 - 5) Hospitality Suite venue location costs
 - 6) Any additional meeting rooms used for Coronation Weekend
- 5. Coronation Weekend Transportation
 - A. Amount to cover the cost of transporting any and all coronation related items to and from the hotel/event venue
- 6. Coronation Set & Centerpieces
 - A. Amount to cover the cost of the Coronation set and table centerpieces
- 7. PR Ball Set & Centerpieces
 - A. Amount to cover the cost of the PR Ball set and table centerpieces
- 8. Out of Town Show
 - A. Amount to cover the cost of producing the yearly Out of Town Show during Coronation Weekend
 - 1) Items Covered
 - a) Set
 - b) Centerpieces
 - 2) Hotel/event venue cost is covered under the Coronation Weekend Facilities budget line item
- 9. Victory Brunch
 - A. Amount to cover the cost of producing the yearly Victory Brunch during Coronation Weekend
 - B. Items Covered
 - 1) Food
 - 2) Utensils
 - 3) Any Decorations
 - 4) Hotel/event venue cost is covered under the Coronation Weekend Facilities budget line item
- 10. Stepdown Pins
 - A. Amount to cover the cost of the stepdown pins given away at Coronation
- 11. Tickets for Weekend
 - A. Amount to cover the cost of producing any and all tickets for the yearly Coronation Weekend events
- 12. Voting Ballots
 - A. Amount to cover the cost of producing the voting ballots used to vote for the new Monarchs on voting day
- 13. Banner
 - A. Amount to cover the cost of producing the reign banner that is displayed in the ballroom during coronation

SECTION 5:07 – Programs Budget Items

- 1. PR Ball Program
 - A. Amount to cover the cost of printing the PR Ball Program

- 1) Amount is offset by the revenue generated by ad sales
2. Coronation Program
 - A. Amount to cover the cost of printing the Coronation Program
 - 1) Amount is offset by the revenue generated by ad sales

SECTION 5:08 – Per Event/Item Budget Items

1. These budgeted items are a ‘per event’ budget
2. C.A.R.E. Team (Cards Are Really Economical)
 - A. Amount to cover the cost of any items purchased by the C.A.R.E. Team for the community
 - 1) See C.A.R.E. Team Resolution for guidelines
 - B. Items Covered
 - 1) Flowers
 - 2) Cards
3. Show Reimbursement
 - A. Amount to cover the cost of expenses with hosting a show/event
 - B. Items Covered
 - 1) Set
 - 2) Decorations
 - 3) Advertising
4. DJ Services
 - A. Amount to cover the cost of using a non R.C.G.S.E. affiliated DJ for a court show/event
5. Out of Town Gifts
 - A. Amount to cover the cost of gifts given by the reigning Monarchs to stepping down Monarchs of other realms when the attend their Coronations
6. Awards by Proclamation
 - A. Amount to cover the cost of the awards given out to the community as set forth in the Bylaws
 - B. Awards Covered
 - 1) Humanitarian
 - 2) Lifetime Achievement
 - 3) Community Service
 - 4) Excellence of the Spike
 - 5) Snowball Spirit of Giving
 - 6) Prespentt/Martindale Spirit of Empowerment
 - 7) Friendship & Unity Award
 - 8) Citizens for Life (2)
 - 9) Lifetime Titles (4)
 - 10) Emeritus Titles (2)
 - 11) Court Member of the Year
 - 12) Board Member of the Year
 - 13) Youth Member of the Year

SECTION 6 – Odds & Ends

SECTION 6:01 – Button Machine

1. The President of the Board/Registered Agent of the R.C.G.S.E. shall be responsible for the court button machine and shall make sure the machine is kept in good condition, keep a log of its use, and see that the following agreement is kept with anyone who uses it:

- A. A fifty-dollar (\$50) rental fee is paid for the use of the machine
 - 1) This rental fee is non-refundable
 - 2) The money will go to the Button Machine Fund
- B. An additional fifty-dollar (\$50) security deposit will also be charged if the machine is to be taken off-site, away from the President of the Board/Registered Agent
 - 1) This security deposit will be refunded when the machine is returned in good condition
- C. If the machine is not returned on time, there will also be an additional five dollar (\$5) per day late fee charged
 - 1) The money will go to the Button Machine Fund
- D. If the machine is not returned in good condition the person renting the machine shall also be charged repair costs in excess of the fifty-dollar (\$50) security deposit
- E. From April 1st – May 31st, the machine can only be rented for two (2) consecutive days only
- F. From June 1st until March 31st, the machine can only be rented for seven (7) consecutive days
- G. If button parts are provided by the President of the Board/Registered Agent, the cost for those parts will be charged to the individual renting the machine
 - 1) The money will go to the Button Machine Fund

SECTION 6:02 – Sound and Light Systems

1. Portable Loudspeaker and Microphone

- A. The Board shall be responsible for the court’s portable loudspeaker and microphone, make sure it is in good condition, keep a log of its use and ensure the following:
 - 1) It shall always remain in the court’s storage unit when not in use for events
 - 2) It is only to be used for court functions, unless otherwise approved by a majority vote of the Board
- B. If approved by a majority vote of the Board, anyone using the equipment at a non-court function must abide by the following rules:
 - 1) A fifty (\$50) dollar rental fee is charged for the use of the equipment
 - a) This fee will be deposited in the General Fund
 - b) This fee may be waived by a majority vote of the Board
 - 2) The equipment can be rented for two (2) consecutive days only
 - 3) The equipment must be returned within 24 hours after the event ends
 - a) Equipment must be stored in a secure location if being kept overnight
 - b) If the equipment is not returned on time, there will be an additional fifteen dollars (\$15) per day late fee charged
 - 4) If the equipment is not returned in good condition, the person renting the equipment shall be charged for the repair costs

2. Large Sound and Lights System

- A. The Board shall be responsible for the court’s large sound and lights system, make sure it is in good condition, keep a log of its use and ensure the following:
 - 1) It shall always remain in the court’s storage unit when not in use for events
 - 2) It is only to be used for court functions, unless otherwise approved by a majority vote of the Board
 - 3) Only trained technicians shall set up, take down and operate the sound system
 - a) All technicians shall be approved by a majority vote of the Board
 - b) If new technicians are needed, they must be trained by existing approved technicians before they will be allowed to run the sound and light system
- B. If approved by a majority vote of the Board, anyone using the large sound and lights system at a non-court function must abide by the following rules;
 - 1) A non-refundable rental fee of one hundred dollars (\$100) will be paid by the individual or organization using the equipment

- a) This fee will be deposited into the General Fund
- b) This fee may be waived by a majority vote of the Board
- c) The Board may also approve other ways to pay for the use of the equipment
 - 1- For example, a show to benefit an R.C.G.S.E. fund thrown by the individual or organization renting the equipment
 - 2) A technician approved by the Board must run the equipment during the contracted event
 - 3) The system can only be rented for one (1) day
 - 4) The equipment must be returned within 24 hours after the event ends
 - a) Equipment must be stored in a secure location if being kept overnight
 - b) If the equipment is not returned on time, there will be an additional twenty-five (\$25) dollar per day late fee charged
 - 5) If the equipment is not returned in good condition, the person or organization renting the equipment shall be charged for repair costs

SECTION 6:03 – 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, CPS 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 deliver, 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