



**ROCKY MOUNTAIN COURT SYSTEM  
OPERATIONS MANUAL**



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## **OPERATIONS MANUAL**

### **I. FORWARD AND INTRODUCTION**

This operation manual has been developed to clarify and expand the By Laws and the Articles of Incorporation of the Rocky Mountain Court System, Inc., (RMCS)\*. It is a required source of information for members of RMCS, the Imperial Court of the Rocky Mountain Empire, (ICRME)\*\*, and the White Rose Scholarship Foundation, (WRSF)\*\*\*, operating under the RMCS' governance.

#### **PURPOSE**

The purpose of the RMCS Operations Manual is to provide all members a comprehensive resource of information about required or recommended methods of performing their duties and responsibilities. It is available to all members and individuals who request it and should be used whenever questions arise about the proper way to handle situations.

### **II. A BRIEF HISTORY OF THE ROCKY MOUNTAIN COURT SYSTEM, INC.**

RMCS, is affiliated with the International Court System (ICS)\*\*\*\*, and is a social, community-based service organization. The ICS originated in San Francisco around 1965. It was strictly for "camp" fun. Many major cities in the United States, Canada, and Mexico have a "court system" in their communities. So, we are a chapter in an international organization.

ICRME was christened into the ICS-by-ICS founder Jose Saria, also known as Empress Jose I, the Widow Norton, as an Imperial Court, with the recommendation of and the sponsorship of the Imperial Court of San Fernando Valley, in California. Due to disbanding of the San Fernando Court, the ICRME now, and forever more, acknowledges the Imperial Court of San Francisco as our Imperial Mother Court, as well as the Founding Mother Court of the International Court System.

RMCS does business as the ICRME, and the WRSF. On April 20<sup>th</sup>, 1974, a cotillion was held at a VFW Hall in Denver. At this formal dance, a panel of judges voted, and from that vote there was crowned the first Emperor, and Empress of Colorado. ICRME came into existence. The voting process changed a number of times over the years, and finally in 1987, the election was opened to any voter with northern Colorado identification. At an annual community election, a popular vote elects an Emperor, and Empress to serve as co-leaders of our Court. A week later at Coronation, a gala function held once a year, the voting results are announced, and the new Monarchs are crowned.

\*Rocky Mountain Court System, Inc.

\*\*Imperial Court of the Rocky Mountain Empire

\*\*\*White Rose Scholarship Foundation

\*\*\*\*International Court System

The major emphasis of ICRME is to raise funds for charitable organizations as well as to help those in need within the community. Over the past years, several hundreds of thousands of dollars have been raised for both the GLBT and non-GLBT charitable organizations. In addition, our members attend coronations throughout the United States, Canada, and Mexico, representing the northern Colorado area and encourage members of those other courts to attend our annual Coronation.

WRSF has been actively involved since 1995 in providing scholarships to anyone who is pursuing a secondary education at any accredited college, trade school, or vocational training facility.

Since its inception, WRSF has been able to provide thousands of dollars in scholarships to deserving individuals regardless of their sexual orientation.

RMCS received its 501(C)3 non-profit status approval in March of 2000. This status enables us to provide our donors tax deductions and to seek matching funding and in-kind support from foundations and suppliers.

RMCS, ICRME, and all committees operate on a fiscal year beginning on May 1<sup>st</sup> and ending on April 30<sup>th</sup>.

### III. **GOALS AND OBJECTIVES**

- a. To raise funds in support of recognized not for profit charities and service organizations.
- b. To provide social activities and entertainment for the community as a whole.
- c. To provide scholarship funds to qualified applicant who are pursuing a secondary education.
- d. To build alliances with other organizations to further the understanding of the goals and principles of the court system.
- e. To foster and recognize the importance of volunteerism in our community and to acknowledge it accordingly.

### IV. **ORGANIZATION AND MANAGEMENT**

#### **BOARD OF DIRECTORS:**

All affairs and of the corporation are under the control of the Board of Directors, (BOD), consisting of: President, Vice-President, Recording Secretary, Treasurer, Chief Financial Officer, and 7 Directors at Large. All officers of the BOD are elected at the first meeting of each fiscal/court year and can hold office no more than two consecutive one-year terms. The College of Cardinal seat is voted on at the same time as the election of the Emperor and Empress, by the College of Cardinals. The Monarch seat is voted on by the College of Monarchs on the day of Coronation. The entire Board of Directors will be bonded each year.

- a. **QUALIFICATIONS:** All Board members must be at least 21 years of age and have resided within RMCS boundaries for one year. Board members are required to pay membership dues during their term of office. Dues are to be paid in full, 60 days following Coronation. The annual year for the Board will coincide with the RMCS fiscal year, May 1<sup>st</sup> thru April 30<sup>th</sup>.
- b. **RESPONSIBILITIES:** The Board has the authority to engage in any activities that are within the Scope of Article IV of the By Laws. The Board has the authority to accept, review, and give final approval to proposed amendments to the RMCS by Laws and Operations Manual. The BOD in overseeing Parliament activities advises the Reigning Monarchs in matters of state, aid them in the execution programs, and provides guidance regarding their rights, restrictions, and responsibilities.
- c. **VOTING ON ISSUES:** The BOD is to run by Robert's Rules of Order, unless otherwise voted in this manual. 2/3 of the voting body must be seated at any BOD meeting to maintain a voting quorum. The Board President may vote only in the case of a tie, or if their vote is needed to meet the 2/3 quorum requirement.
- d. **PRESIDENT:** The President is the Chief Executive Officer of the Corporation, and will reside at all BOD meeting, and is subject to the general direction and control of the Board. The

President is responsible for the general supervision, direction, and control over business affairs of the Corporation, and its officers, agents, and members. The President will also perform all duties pertinent to the office, and such other duties as may be assigned by the Board.

- e. **VICE-PRESIDENT:** Acts as Chief Executive Officer in the absence of the President, and when so doing, shall have all the duties of, and be subject to, all the restrictions of the President. Advises the Board regarding By Laws, and Operations Manual policies. Ensures that the procedures set out in Robert's Rules of Order are followed and is not to offer personal views regarding particular issues. The Vice-President will also act as chairperson of the White Rose Scholarship Fund Committee. The Vice-President shall also perform all duties as may be assigned by the President.
- f. **CHIEF FINANCIAL OFFICER:** Will be the principal finance officer of the Corporation and will have the charge and custody of and be responsible for all funds and securities of the Corporation. Will be responsible for depositing funds when the treasurer is not available, or as designated by the Board. Reviews financial data including books of accounts, checkbooks, and records of financial transactions made by the Treasurer. Prepares monthly financial reports which will be submitted to the Board President no later than 10 days after the last day of each month for review and approval, and further distribution to the entire BOD within 15 days of the last day of each month. Reports to the BOD regarding the condition of the organization. The CFO will direct the development of the annual budget with the newly elected Emperor and Empress, within 60 days of the beginning of the new reign, to be presented to the BOD. With the approval of the BOD, the CFO may be authorized to engage any firm of certified public accountants, to assist in the performance of any of the duties incident to the CFO's office. The CFO will perform additional duties as may be assigned by the Board President. At the June 2015 BOD meeting, a motion was passed, and enacted, that required both the CFO, and the Treasurer, to be bonded for no less than \$10,000.00 yearly.
- g. **RECORDING SECRETARY:** Is to maintain minutes of BOD activities, and other tasks as required. Minutes taken at each BOD meeting will be formally prepared and submitted to the Board President within five (5) days following such meeting for President's review, approval, and further distribution to the entire BOD within seven (7) days following such meeting. The Recording Secretary will be responsible to secure a permit for Cheesman Park from the City of Denver, by no later than November 15<sup>th</sup> for the 4<sup>th</sup> of July Picnic.
- h. **TREASURER:** The Treasurer is appointed by the BOD and the CFO and is under the direction of the CFO. The Treasurer must perform under the policies set forth by the CFO and the BOD and is held accountable to both. The Treasurer will provide updated financial reports on activities and functions held and be responsible for depositing funds. At the June 2015 BOD meeting, a motion was passed, and enacted, that required both the CFO, and the Treasurer, to be bonded for no less than \$10,000.00 yearly.

**BOARD OF DIRECTORS SUB-COMMITTEES**

- a. **EXECUTIVE COMMITTEE:** Consists of the President, Vice-President, and CFO. This committee ensures that RMCS's goals are being met. The President is committee advisor. The committee meets as needed.
- b. **FINANCE COMMITTEE:** Monitors the annual operating budget and manages the accounting process. It provides fiscal guidance to BOD and Court membership. The CFO is committee advisor. The Treasurer must be a member. Meetings are to be held at least once a month, or as needed.
- c. **WHITE ROSE SCHOLARSHIP FOUNDATION COMMITTEE:** This committee develops the scholarship application and formal processes for receiving funds from the Foundation. Market the program and distributes scholarship applications to prospective applicants. The committee chooses the selection committee each year that will actually choose the scholarship recipients. The Vice-President of the BOD is committee advisor. Meetings are held once a month or as needed.
- d. **GOVERNANCE COMMITTEE:** Reports to the BOD and is to review and update the operations manual as directed. The committee chair is to be appointed by the BOD chairperson. Work may be completed solely by the committee chair or with the help of committee members if the situation permits. Meetings held at least once every 3 months.
- e. **COMMUNICATIONS COMMITTEE:** Is under direct supervision of the BOD President and reports to the BOD. This committee is responsible for overseeing the daily flow and the execution of external communications efforts. Including overseeing public relations and will provide support on the execution of other related activities. Those activities include, but are not limited to, advertising, ICRME website, and the RMCS Yahoo groups.
- f. **MEMBERSHIP COMMITTEE:** Reports to the BOD and works with the reigning monarchs to increase membership and develop marketing strategies to improve participation and attendance at all RMCS functions. This committee maintains an accurate, up-to-date telephone and mailing list of memberships, is responsible for the monthly mailing of information both hardcopy and electronic to the membership. The committee chair is to be appointed by the BOD chairperson. Meetings will be held once a month.

**V. FINANCIAL GUIDELINES****1. BUDGETS, FUND CONTROL, PLANNING**

Any funds allocated from the general fund to a specific line item, must be used for that sole purpose only. If said monies are not used for the purpose in which it was allocated, that money will be put back into the general fund. If money raised for a specific item such as PR Picnic, Hospitality, or Travel Fund is not fully used for such purpose, any money left over can be used towards charity. Prior approval by the Board of Directors must be given prior to disbursement of such leftover funds.

- a. **BUDGETARY GUIDELINES FOR STATE FUNCTIONS:** Written line-item budgets must be prepared each year and provided to the BOD, by the respective ball

coordinator(s) for all State Events. The budget should be developed in the format of an income statement for business purposes with anticipated revenue at the top followed by anticipated expenses with a bottom line of expected budget profit:

+ANTICIPATED INCOME  
LESS ANTICIPATED EXPENSES  
 NET INCOME FROM EVENT i.e., PROFIT

- b. **REVENUE:** Arrived by multiplying the number of expected guests and staff by the amount of anticipated door charge. Other revenue categories for Coronation could include Awards Banquet and Victory Brunch. Previous budget proposals/actual income statements for the respective functions should be used as a guideline and assist in the preparation of budgets for each of the functions. Coronation revenue should be estimated from figures available from the previous year's financial report with the expectation that revenue will exceed the previous year's revenue.
  - c. **EXPENSE CATAGORIES:** Expense categories for State Events may include but not be limited to: ballroom rental, lights/sound, set construction/design/professional fees, additional staging, program, awards (e.g.,) PR Ball- Roxy and Joey Awards, Snow Ball- Kinsey Award, King of Hearts Ball- Iron Horse/White Dove Award, Coronation-Permanent Titles Holders (other than PRs), advertising, (includes posters and tickets), security, ( if in excess of 4 persons), and miscellaneous (such as truck rental for moving sets). Other categories for Coronation expenses need to be considered such as: Awards Banquet, crowns for both, the Empress and Princess Royale, medallions for both, the Emperor and Prince Royale, ring, voting, hospitality, bus tour, emcee fees, protocol costs, out-of-town costs, victory brunch, liability insurance, and other such overhead expenses.
  - d. **RESPECTIVE BALL COORDINTATOR(S):**
    - Are expected to get up-front written bids on costs so that there is a realistic expectation of expenses.
    - Strict adherence to the final Event budget, once it has been approved, is required. While coordinators must adhere strictly to the total Event budget figure, a variance of no more than 15% in the line-item budget is permissible. Any greater line-item variance must be approved by the Board of Directors.
2. **MEMBERSHIP DUES:** Are set by the new monarchs at the beginning of the new reign and are announced no later than the first BOD meeting of the new reign.
    - The Monarchs, and newly seated BOD pays their dues once the Monarchs decide what the dues shall be for the New Reign. Once the new Family is invested for that New Reign, then the Family Line may pay their dues by June 30<sup>th</sup>. This gives everyone at least 60 days to pay dues, from May 1<sup>st</sup> to June 30<sup>th</sup>.
    - Court fiscal year runs from May 1<sup>st</sup> to April 31<sup>st</sup>.
  3. **FUNCTION BANKS:** Administered by the Board of Directors Treasurer.

4. **EXPENSES:** Expenses incurred for a RMCS, Inc. function over \$50.00 must be approved by the BOD prior to the function. The host(s) of any RMCS, Inc. function may expense up to 20% of the total dollar amount raised not to exceed \$50.00 per function without prior approval of the BOD. When such a request is required, the request must be submitted to the Treasurer within 14 calendar days and must then receive approval by the BOD. Receipts must accompany all requests for reimbursement of expenses. These expenses may include but are not limited to flyers, publicity, set decorations, and venue charges.
5. **PROPERTY CONTROL:** Any equipment, sets, or assets owned by RMCS, must have approval by the BOD before being used by any organization or individual. A reasonable deposit and charge may be requested at the discretion of the BOD for non-RMCS events.
6. **SPOTLIGHTS:** Any RMCS member may; use the spotlights without any rental fee or deposit for an RMCS function. Spotlights can be rented for \$35.00 per spotlight per event and a \$100.00 refundable deposit per spotlight per event for non-RMCS individuals and organizations. The \$100.00 deposit will be returned upon return of the spotlight(s) in good working condition. The Board of Directors Treasurer deposits the spotlight fee in the RMCS account.
7. **SET RENTAL:** At the discretion of the BOD, RMCS sets may be rented one at a time by ICS affiliates, as well as other organizations for a period not to exceed 1 month. A set rental contract must be completed before release of any RMCS property. The following rates apply and can be altered by majority vote of the BOD. The contract must be completed.
  - **IN STATE, OUT OF STATE REALM:** Courts, bars, business, and organizations in good standing with the RMCS (no debts owed to the organization), may rent a set for a deposit of \$300.00 and a rental fee of 200.00. All deposits/rental fees must be paid in full by time of pickup. Deposits and rental fees are to be collected in the form of 2 separate checks by the CFO, Treasurer, or BOD chairperson.
  - **OUT OF STATE, OUT OF REALM:** Courts, bars, businesses, and organizations in good standing with the RMCS (no debts owed to the organization), may rent a set for a deposit of \$500.00 and a rental fee of \$300.00. All deposits/rental fees must be paid in full by time of pickup. Deposits and rental fees are to be collected in the form of two separate checks by the CFO, Treasurer, or BOD chairperson.
  - **SET RETURN, LATE FEES, AND CONDITION:** Sets returned by renting parties must be received in the same condition minus normal wear and tear, for the return of deposit. Late fees will apply to renting parties when one-month rental period is exceeded, at the rate of \$10.00 per day. Late fees accruing more than 5 days will result in loss of deposit.
8. **COMPUTER SOFTWARE:** RMCS as well as its subsidiary organizations, such as WRSF, repudiates, and will not tolerate the known use of any unlicensed or “pirated” computer software of any kind, or used for any of the computer functions employed in supporting its own activities, or any activities undertaken in the name of or accruing to the benefit of the RMCS, in any form whatsoever. Appropriate sanctions may be taken against any Court member or function, or subcontractor for the goods or services to the Court,

should the use of unlicensed computer software be found to have been used in, or in support of, any activities traceable to the Court's name and reputation.

9. **INSURANCE:** RMCS, Inc. will maintain Officers and Directors liability coverage and general liability coverage.
10. **CHECK POLICY:** Personal and business checks will only be accepted for membership dues, and donations. Driver's license or a state issued ID number, and current telephone number must be written on the check. Checks returned due to insufficient funds will be assessed a \$30.00 service fee, and any privileges will be suspended until paid. Failure to rectify the situation within 15 days of formal notice of insufficient funds from the RMCS, will involve legal action being taken by the local authorities. It is the CFO's responsibility to ensure an accurate list of individuals falling under this policy is given to the appropriate parties.

Any check written by a business or organization, for donation charity, and the Court is responsible for its disbursement, must be given to a Board Officer, or one of the Reigning Monarchs. It will be their responsibility to make sure that the CFO or Treasurer receives it for proper recording. The Treasurer is alone responsible for depositing funds.

11. **CHARITY DISTRIBUTIONS:** Funds raised for charities will be distributed via checks quarterly during the fiscal year. The totals distributed to charities during the fiscal year will be presented at Coronation.
12. **WHITE ROSE/CRESSY-WEST REVENUE:** All donations and income generated from all RMCS, Inc. functions held in benefit for "The White Rose Scholarship Fund (WRSF), will adhere to the following distribution of accounts.
  - 70% distributed to WRSF.
  - 10% distributed to Cressy-West Endowment Fund
  - 20% distributed to RMCS General Account\*
  - 20% RMCS General Account will cover all WRSF administrative costs. 100% donations to White Rose/Cressy-West may be earmarked as directed by donor.
13. **CORPORATION ASSETS:** The Corporation's assets are considered to be real and intellectual property. Such intellectual property includes, but is not limited to: RMCS, WRSF, and other logos, the RMCS website(s) and the domain name(s), all Yahoo or other social networks that are used, created, and maintained on behalf of RMCS and any of its entities, contact lists used in the course of RMCS business whether they be in printed or in any electronic format. The members of the BOD, and all committees and subcommittees are responsible for maintaining the right of use, confidentiality rights, and goodwill use of all assets.
14. **DESIGNATED FUNDS:** As a non-profit organization with a 501(c)3 tax exemption granted by the Internal Revenue Service, funds are typically designated to a particular purpose or cause and must be accounted for as such. For the purpose of our existence, and the fundraising services that we provide, a "Designated Fund" is a term used to describe the scope of how funds raised by the community support or through internal organizational fundraising effort are to be allocated and disbursed. The RMCS, Inc. has established 3

Designated Funds, which sustain essential components of our organization's purpose, survival, and traditions.

- **WHITE ROSE SCHOLARSHIP FUND:** Named after White Rose Empress, Empress 3, Billie Cassandra, the White Rose Scholarship Foundation will be used to fund annual scholarships by the RMCS, Inc., d/b/a/ The White Rose Scholarship Foundation.
- **WHITE ROSE SCHOLARSHIP FOUNDATION CRESSY-WEST ENDOWMENT FUND:** Named after member of the College of Cardinals, Buddy Cressy, and Emperor 17, Michael West, the Cressy-West Endowment Fund is the educational endowment fund for the RMCS, Inc., d/b/a The White Rose Scholarship Fund. The purpose of this fund is to provide a long-term self-funding scholarship to be awarded each year from the fund's annual earnings without reducing the principal. This endowment fund shall have spending criteria that will allow the Foundation to award a minimum of one annual \$1000.00 Cressy-West Scholarship as part of the regular White Rose Scholarship process, if the fund has income equal to or greater than \$1000.00 plus inflation in any given year.
- **PASSION AND ENDURANCE FUND:** The Passion and Endurance Fund, which was created at the request of Emperor 31 Paul Stackpole, and Empress 31 Kiki Monroe, shall have the sole purpose of investing in venture(s) that will benefit the RMCS, Inc., d/b/a Imperial Court of the Rocky Mountain Empire with long-term income or with long-term cost savings or cost avoidance. The use of this Fund for investment purposes will be decided by the BOD and will be managed by the BOD.

## VI. MEMBERSHIP

Membership is open to anyone stating an interest in the RMCS. Members are expected to pay dues, attend meetings and actively work within the structure of the Corporation to promote it. RMCS will not discriminate against any person on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, non-disqualifying mental or physical disability (including HIV status), or veteran status.

- a. **SEXUAL HARASSMENT:** Coinciding with our equal opportunity policy, we believe that all; of us should be able to enjoy an atmosphere free from all forms of discrimination including sexual harassment. Sexual harassment does not mean occasional compliment of a socially acceptable nature. Sexual harassment refers to conduct which is offensive to the individual, which harms morale, and which interferes with the effectiveness of RMCS. Sexual harassment is defined to include unwelcome or unsolicited verbal, physical, or sexual conduct that creates an intimidating, hostile, or offensive atmosphere. Examples of what may be harassment, depending on the circumstances, are sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct is made explicitly, or implicitly, a term or condition of advancement or success within RMCS or is creating an otherwise offensive working environment.

b. **MEMBERSHIP ORGANIZATION:** The members of the RMCS consist of 4 bodies: The Board of Directors, the College of Monarchs, the College of Cardinals, and Citizens of the Realm.

1. **THE BOARD OF DIRECTORS:** See RMCS by Laws, Article VI
2. **THE COLLEGE OF MONARCHS:** Consists of the Reigning Emperor, and Empress, and all Emperors Emeritus and Dowager Empresses. They are responsible for performing the annual Coronation ceremony and acting as advisors to the Reigning Monarchs and to the Corporation.
  - **THE REIGNING EMPEROR AND EMPRESS:** Serve as official representatives of the RMCS. Host State Functions and officiate at all other RMCS functions and activities. They maintain liaison with all organizations and aspects of the northern Colorado gay community to include individuals, organizations, and businesses and visit all areas of the realm as much as possible. The Monarchs will hold BOD seats during their reign as voting members. They may make declarations as pertains during their reign.

Only one individual will hold the title and office of Emperor or Empress at any time from Coronation to Coronation, and at no time will one individual hold both offices simultaneously. Once elected as an Emperor or Empress in the RMCS or previously in the ICRME or any other court within the inclusive realm, one may not seek either title again.

In the event either Reigning Monarch should abdicate his'/her position during their elected year, that individual not only abdicates from the position of Emperor/Empress, but also abdicates the title of Emperor/Empress and all recognition, rights and responsibilities of that title. All adornments, e.g., crown, rings, scepters, medallions will be returned to the BOD immediately. In the event of a vacancy of either the Emperor or Empress position. The PR(s) will assume the duties and responsibilities of the monarch for a period not to exceed 30 days until the BOD appoints a regent (s).

Upon completion of their year, Monarch shall be known as Emperor Emeritus or Dowager Empress. Under no circumstances shall any past monarch be stripped of his/her title.

- **TITLES:** Reigning Monarchs have sole authority to appoint and revoke citizens of the realm, and Imperial/Royal Family titles to be held during their reign. Each Monarch at the end of his/her reign may proclaim one permanent title to an individual who has been an exceptional help to the Monarch. Permanent titles must be announced at Coronation otherwise the privilege will be forfeited. It is the responsibility of the proclaiming Monarchs to ensure that no new permanent title duplicates an existing permanent title.

- THE IMPERIAL FAMILY:** Created to provide the Reigning Monarchs service, moral support, and loyalty in carrying out the duties necessary for a successful reign. It is comprised of individuals who are given a title in turn for their anticipated hard work in raising funds for the community and developing and maintaining good will throughout the community. Non-gender conforming titles may be given to Emperor and Empress as well as to the Imperial Family title roster below.

Since the BOD has the authority to select a regent when necessary, none of these Imperial Family titles will have direct ascension to the position of Emperor or Empress. Imperial Family titles are good only for the year in which appointed. The Imperial Family has been recognized by the Court as a tradition. It consists of titles created by the Reigning Monarchs together with those specified as the Imperial Family. Each Reigning Monarch may appoint a total of up to 10 titles. Excluding, Supreme King Father/Dowager Queen Mother. The first 8 title names are outlined below. In addition, the Reigning Monarchs may choose to appoint 2 additional titles of name choice. The Imperial Family is required to pay annual Court dues 60 days following appointment unless they have a permanent title from a previous reign. Individuals holding Imperial Family titles will not be recognized with their title at any State Function unless all Court dues are paid in full by the last Court meeting prior to the State Function.

| EMPEROR'S FAMILY    | EMPRESS' FAMILY      |
|---------------------|----------------------|
| Prince Royale       | Princess Royale      |
| Supreme King Father | Dowager Queen Mother |
| King Father         | Queen Mother         |
| Grand Duke          | Grand Duchess        |
| Czar                | Czarina              |
| Marquis             | Marquessa            |
| Don                 | Reina                |
| Baron               | Baroness             |
| Count               | Countess             |

shall be decided upon by the Monarch and individual receiving such title as to the verbiage will be used. It must align with the concurrent numbering system of the current year ICRME elected Monarchs will reign. The numbering sequence cannot be changed.

- THE COLLEGE OF CARDINALS:** Consists of past Princes and Princesses Royale, the Supreme King Father, and the Dowager Queen Mother, and other Permanent Titleholders. They are responsible for acting as advisors to the Corporation and the general membership. Members of the College of Cardinals are not required to pay annual Court dues, unless he/she is a member of the BOD. They are recognized and walk at all State Functions.

- **PRINCE AND PRINCESS ROYALE (P R):** Are appointed annually by the Reigning Emperor and Empress and their titles are announced at Victory Brunch. They must be at least 21 years of age, have resided in RMCS boundaries for 1 year, been both actively involved, and dues paid the year/reign (i.e., reign 42 into 43) prior to acceptance of their titles. Dues must be paid no less than 60 days into the prior reign. They represent the Reigning Monarchs in their absence and assist them in carrying out their duties. They host the annual P R Ball, and award the Princess Award (Roxy), and the Prince Award (Joey), at their ball. They host the PR July 4<sup>th</sup> Picnic.

Reigning PRs may be removed by a three quarters (3/4) vote of the BOD. Upon removal, any claim to a permanent title as Prince or Princess Royale will be invalid, if a PR is removed or resigns the position; it is the sole responsibility of the Reigning Monarchs to replace the position and title for the remainder of the Court year with an individual of their choice. Any replacement PR will be deemed permanent without discussion if such PR has served 2/3 of their year. Otherwise, the emperor or Empress who appointed them must request such privilege of the BOD who will vote on the request. PRs that have completed their entire year of commitment to the Monarchs, and the RMCS automatically receive their permanent titles and are inducted into the College of Cardinals.

Replacement PRs will be subject to the same qualifying requirements.

- **SUPREME KING FATHER & DOWAGER QUEEN MOTHER:** Are permanent lifetime titles and are appointed only when an opening occurs by the Reigning Monarchs, and the BOD. The Supreme King Father and Dowager Queen Mother are responsible, along with the Decade Anniversary Monarchs for organizing and hosting the All-Candidate Show, sometime after King of Hearts, and before voting day for Emperor and Empress. This title will no longer be awarded after the current titleholder steps down.
- **KING FATHER & QUEEN MOTHER:** Are appointed by the Reigning Monarchs annually, and announced at Victory Brunch, with the remainder of the Imperial Family. A King Father and Queen Mother must be a member of the College of Monarchs or the College of Cardinals and will serve as an advisor to Reigning Monarchs. It is expected that the King Father and Queen Mother will take on active roles in the reign to which they are appointed. They will be responsible for King of Hearts. The King Father and Queen Mother only hold the given titles during the reign in which they are appointed.
- **PERMANENT TITLES:** Such titles are given by the Reigning Monarch to individuals who have been of exceptional help to them. Each Reigning Monarch may give only one permanent title for their reign (See V. B. A (1)) for more information.

4. **THE ICRME:** Is an important and integral part of the RMCS. Each year the Court undergoes a transition based on the newly elected Emperor and Empress, and their appointment of the Imperial Family.
  - **CITIZENS OF THE REALM:** Individuals who have expressed interest in the overall organization and the newly formed Court, pay Court dues, and regularly attend Court meetings, activities, and fundraising functions. Memberships may be revoked by a joint decision of the Reigning Monarchs with no refund of paid dues.

## VII. MEMBERSHIP GUIDELINES

All rights and privileges of any ICRME dues paid member, member of the College of Monarchs, or College of Cardinals who brings a lawsuit or any legal action against the Board of Directors, any Board member, or any member of the ICRME with regards to ICRME policies, procedures, and general operations will be suspended. The suspension will take effect as soon as notice of legal action is received and will stay in effect until the said date of terminations of suspension by the Board.

- a. **PROFESSIONALISM:** Because the RMCS, ICRME, and the WRSF are very high-profile organizations, all members are expected to conduct themselves in an appropriate manner becoming to themselves and to our organization.
- b. **CODE OF HONOR:** Members of the ICRME are VOLUNTEERS who should have a vested interest in the well-being of the organization. With all memberships come responsibility and accountability. A paramount area of concerns for all non-profit organizations is its ethics and the organizations credibility with the community. If the credibility is high, we get participation from the community. If the credibility is low, then we have to support the organizational goals ourselves. The ethical operations of the entire organization will flow from the standards set forth by policy, leadership, and the ethical conduct of each member. This will determine the perceptions of the community to our organization as a whole.

This document articulates the ethical guidelines of the Imperial Court of the Rocky Mountain Empire, including past, present, and future memberships. Following these guidelines will protect the sanctity of both the organization and its membership.

### Statement of Commitment

As a member of ICRME, I acknowledge and commit that I will observe a high standard of ethics and conduct as I devote my efforts, skills, and resources in the best interest of ICRME and its other members. I will conduct myself in such a manner that promotes confidence and trust in the integrity, objectivity, and impartiality of ICRME. To do otherwise would be a breach of trust.

### General Code of Honor

I will always hold as my priority the betterment of the organization.

I will follow the rules set forth in the Yahoo Use Policy or risk being taken off the ICRME e-mail list (See separate policy at the end of this document.).

I recognize that I am obligated to act in a manner that reflects the ethical guidelines set forth in this document. The following are examples of public behavior that will not be tolerated by ICRME (List may not be all inclusive). Behavior that is unruly, disruptive, or illegal in nature. I recognize that I am obligated to act in a manner that reflects the ethical guideline set forth in this document.

The following are examples of public behavior that will not be tolerated by ICRME (List may not be all inclusive).

- Behavior that is unruly, disruptive, or illegal in nature.
- Members should act in a responsible fashion and not behave in a way likely to cause damage to property, or offense, or danger to other people.
- Possessing and/or concealing a firearm, explosives, or other weapons (Unless otherwise permitted by law).
- Public possession, using or selling of illegal drugs.
- Fighting, taunting, or any action that may harm or endanger others.
- Harassing or threatening other members, guests, volunteers, or members of other organizations
- Intoxication or other signs of alcohol and drug impairment that result in irresponsible behavior (Extremely intoxicated members/guests MAY NOT be admitted into any ICRME event).
- Making obscene gestures.
- Committing sexual acts or exhibiting lewd behavior. Entering restricted areas.
- Smoking in prohibited/restricted areas.
- Throwing objects.
- Entering restricted areas.
- Failing to follow the instructions/requests of security or event personnel.
- Interference of the event (including throwing objects, or verbal outbursts).
- Threat to other members/guests or diminish their enjoyment of the event.
- Any other acts or behaviors that in the judgment of the ICRME Board of Directors that pose a threat.
- Cursing or making verbal attacks on guest, members, facilities, or the hosting organization.

Bullying and discrimination are two harmful behaviors that will never be tolerated. They are behaviors that require special policing (See definition below).

- Bullying: "A person is bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself."

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying can take on many forms:

- Verbal bullying: including derogatory comments, and bad names.
- Bullying through social exclusion, or isolation.

- Physical bullying such as, hitting, kicking, shoving, and spitting.
- Bullying through lies, and false rumors.
- Having money or other things taken or damaged by those who bully.
- Being threatened or being forced to do things by those who bully.
- Racial bullying
- Sexual bullying
- Cyber bullying (via electronic media)
- Gender bullying

Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious. It can involve people of any age, including children and adults. Bullying behavior is frequently repeated unless there is intervention.

- Discrimination is a sociological term referring to the prejudicial treatment of an individual based solely on their membership (whether voluntarily or involuntarily), in a certain group or category. Discrimination is the actual behavior towards members of another group. It involves excluding or restricting members of one group from opportunities that are available to other groups.
- Racial discrimination differentiates between individuals on the basis of real and perceived racial differences.
- Age discrimination is discrimination on the grounds of age.
- Gender discrimination is an adverse action taken by one person against another person that would not have occurred had the person been of another sex.
- Sexual orientation discrimination is based on whether a person is Gay, Lesbian, Straight, Bi-sexual, Intra-sexual, or Trans-gendered, Queer questioning, HIV status, Or Gender identity or Expressions.
- Discrimination against people with disabilities, in favor of people who are not.

It is my responsibility to contribute to any suggestions of ways to improve the organization's policies, standards, practices, or ethics.

1. I will not abuse any position I hold within ICRME.
2. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence. I understand that the following activities are considered by the organization to be conflicts of interest. And conflicts of interests are not limited to the situations:
  - Where a member makes a decision or does an act motivated by other or additional considerations-- than the best interest of the organization.
  - Where a member personally contracts with the organization or where he/she is a member of another organization which is contracting with this organization.
  - Where a member learns of an opportunity for profit, which may be valuable to him/her personally or to another organization of which he/she is a member.
  - Where a member in any circumstance, as related to the organization, puts his or her personal interests, ahead of the best interests of the organization.
3. Information:
  - I will maintain confidentiality of all information, which the Board of Directors deems ought to be kept confidential.

## 4. Resources:

- As long as I have prior approval, I expect to be reimbursed for legitimate expenses incurred by myself for the sake of the organization.

## 5. Representing the organization:

- As part of my duties as a Court member, I represent ICRME informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the organization in such a way as to leave others with a positive impression of the organization. I will preserve and enhance the good reputation of the organization and will avoid behavior, which might damage its image (See Number 3 under general).

## 6. Public vs. Private:

This policy does not deny that everyone is allowed to his or her personal private opinion. Any member of this organization is allowed to have a private conversation. This policy relates directly to public violations of the rules. Public and private are defined as follows:

- Public: Pertaining to or affecting the community or the people as a whole, for the use of all, open to the knowledge of all, in front of multiple or unknown individual.
- Private: Confined to particular persons or groups, secluded from others, not for public use or participation.

## 7. Formal Complaints:

Formal Complaints related to violations of the General Code of Honor will be submitted in writing or by email to a member of the Executive Committee of the Board of Directors who will then bring the matter before the entire Board of Directors for review and disposition.

I have read The Imperial Court of the Rocky Mountain Empire's Code of Honor for all ICRME Members.  
Date \_\_\_\_\_

Legal Signature (Digital Signatures preferred) \_\_\_\_\_

REMOVAL FROM OFFICE OR MEMBERSHIP: The Board of Directors may suspend a title, including a permanent title but does not have the power to remove any permanent title. Even if an individual holding it is found guilty of failure to obey the RMCS rules as described in Section D above.

VIII. **HANDLING OF INFORMATION**

- CONFIDENTIAL INFORMATION:** There will be times when certain confidential information concerning either a member or the organization may come to the attention of members. Every member of RMCS shares the responsibility for maintaining the confidentiality of this information within RMCS.

- b. **PUBLIC STATEMENTS & THE MEDIA:** All members of RMCS are expected to use discretion in making public statements. All RMCS and Court information released to external news media must be handled through the BOD and the Reigning Monarchs.
- c. **COMMITTEE MEETINGS:** Occur monthly or as needed at a time and place determined by the Committee Advisor of each committee. It is prohibited to record, in any form, any ICRME Board of Directors meetings other than the minutes taken by the Board Secretary.

## **IX. ELECTIONS**

The ICRME views the election of its Monarchs and Board of Directors as one of the most important processes within the organization and wants to ensure the integrity of the organization and that the voting process is not compromised.

In any election in which a candidate is placed on a public ballot, ICRME prohibits any individual, business, organization, or union from knowingly and willfully paying, offering to pay, accepting payment or offering any type of monetary coupon or incentive, in exchange for voting for a specific candidate or in an effort to direct votes to one particular candidate or to persuade a negative affect towards a non-contested candidate.

A payment or incentive includes, but is not limited to, the following:

- CASH
- COUPONS
- LOTTERY CHANCES
- A PROMISE OF FUTURE BUSINESS

Candidates can host private parties and provide food and beverages during campaign and voting day. These parties must be private and not held in a space that is accessible to the public.

Failure to comply with this rule can result in immediate disqualification of any candidate involved. If incentives and/or monetary items are offered in exchange for votes or directing votes to or against a candidate by a member, dues paid or permanent, the member will surrender their membership for 1 year and will be ineligible to run for an elected position for up to 3 years. Further disciplinary actions may be implemented.

- a. The College of Monarchs and College of Cardinals will appoint 1 member from their college annually to serve as a Board of Directors Member for the term of 1 year. It is the responsibility of the Reigning Monarchs, and current PRs under the direct supervision of the BOD Chairperson to coordinate the meeting of each college for such election to occur prior to Coronation.
  - New Board of Directors Members will be seated at the first meeting of each panel's new fiscal year.
  - The BOD acting as a committee of the whole is responsible for the administration of the election including preparation of the necessary ballots, ensuring the security of a fair election, and verification of voter qualifications. If

a tie is reached, the governing body in which the candidates are to serve will decide which candidate shall be selected.

- At each BOD election the entire listing of candidates, (both those who are elected and those who are not) and their number of votes is retained for 60 days following the election. This may provide alternates from which to select a replacement in the event a Board of Directors Member resigns between elections. This would include replacing positions vacated by newly elected Monarchs in the event they already hold a BOD position. Alternates may be selected from a “voting pool”. However, this is at the discretion of the BOD.
- b. CAMPAIGN GUIDELINES FOR BOD POSITIONS:** Nominees for elected Board positions may distribute individual communications, e.g., letters, cards, announcing their candidacy and their qualifications within the Court membership only. Nominees may NOT put-up posters or other announcements in the community at large since this is a vote by Court membership.
- c. THE COMMUNITY ELECTION FOR EMPEROR AND EMPRESS:** Held 1 week before Coronation each year. The BOD determines the specific dates for Coronation, and the Community Election. The BOD is responsible for administering the Community Election as described in Section 1, below; election costs are included in the Coronation budget.

#### **1. VOTING ADMINISTRATION:**

- **SCHEDULING LOCATIONS FOR VOTING:** The Board of Directors will secure two locations for voting. One will be located in Denver and one outside of the 5 metro counties. The Board needs to secure the location by December 1<sup>st</sup> of each fiscal year and publish it to the general membership. The locations must be neutral and not held in a bar or place that sells alcohol. If the Board cannot secure a location outside of the 5 metro counties, that location will be forfeited for the upcoming election. Considerations for venues should include, location, ability to accommodate hours of operation (i.e., 11am to 6pm), capacity (accommodate at least 1000 potential voters), and space for necessary voting judges, and monitors.
- **METHOD OF VOTING:** Expense and “atmosphere” of the organization, and the voters should be considered in determining the method. Historically, RMCS has used the Denver Election Commission, the American Arbitration Association, and most recently the RMCS accountant, to count, and authenticate the ballots. RMCS has a ballot box (currently with the BOD Chair), that will accommodate paper ballots no wider than 6 inches, and no longer than 9 inches.
- **BALLOT PREPARATION AND PRINTING:** Ballots should be printed by the ballot authenticator, and include a listing of each candidate, and their candidate number. The number of ballots ordered should be based on past years voting numbers, and the number of candidates for each office, a “gut” estimate on the anticipated number of voters.
- **ABSENTEE VOTING:** Absentee voting is allowed only in the case of the College of Monarchs, and the College of Cardinals. Members of the Colleges who reside outside of the Denver area, or who feel they may not be able to vote in person on voting day, may request an absentee ballot, by sending a letter or email to the President of the BOD to be received no later than the Introduction of Candidates

Event. Ballots will then be sent to these individuals on Monday, following the Introduction of Candidates Event. Ballots must be received back in Denver, no later than the Thursday immediately preceding Voting Day, in order to be properly counted. Further instructions, and procedures, for processing absentee ballots will be found below (security section).

- **SECURITY:** Should be determined as soon as possible, and include the kind, and degree of security necessary, in order to establish a fair and honest election, cost, and availability. The vote tallying entity will be responsible to pick up the completed ballots at the election location, transport ballots to the ballot counter, and transport the election results to Coronation.
  - **ELECTION JUDGES WITH NO RMCS AFFILIATION:** Traditionally, community leaders have provided this service. Scheduled by the BOD, these volunteers will oversee voters in the voting booth(s).
  - **TIE BREAKER VOTE:** Held in the event of a “tie” in the number of community election votes, for either the position of Emperor or Empress. A secured box/envelope, separate from the community election ballot box, is provided by the BOD at the voting location on voting day. Past, and current Monarchs, and Permanent Titleholders, using ballots separate from those they use for community elections, vote again for an Emperor, and Empress, candidate. These “tie-breaking” ballots are sealed in an envelope separate from the community election ballots, dropped in the ballot box at the end of voting, and submitted to the ballot counters, to ONLY be used in the event of a “tie” for either position. If there is not a “tie” for either position, the “tie-breaking” ballots/votes are destroyed.
  - **ON ELECTION DAY:** Portable voting booths are in the possession of the BOD. Booths will need to be transported, and setup at the voting location. Pens, and other necessary office supplies (highlighters, tablets, etc.), are provided by the BOD. One campaign poster, and one election monitor, for each candidate are allowed in the voting area. No other campaign materials, or campaigning, is allowed within 3 city blocks of the voting area. The BOD will administer the actual voting process, by verifying voter qualifications (valid picture identification, showing the voter to be at least 16 years of age, and a resident within RMCS boundaries), and informing the voters of the voting process being used.
  - **OPENING AND CLOSING OF THE ELECTION:** The Board President calls the candidates, and their campaign managers, to the voting area. Explains the process, locks the ballot box, and answers any questions. Voting is then officially opened for the voter(s). At the end of voting day, the Board President again calls the candidates, and their campaign managers, to the voting area. Explains any invalidated ballots, answers any questions, announces the official number voting, supervises the candidates destroying unused ballots, drops one of the ballot boxes keys in the box, and locks the box. A second ballot box key is in the possession of the official counter of the ballots. The ballot box is then turned over to the security representative, who transports the box to the official ballot counter, after which, voting is officially closed.
2. **QUALIFICATIONS FOR CANDIDATES:** Prospective candidates must have the willingness to carry out purpose, maintain the standards, and adhere to the By Laws, Policies, and Procedures of RMCS. Prospective candidates are expected to have the ability to provide

leadership, and organizational direction. Prospective candidates must have the ability to work with others, make decisions after consideration of implications, and consistently show respect toward the organization, and its entire membership, at all times (Treat others as you expect to be treated).

**The Following Are Qualifications Required for Potential Candidates:**

- Be 21 years of age or older by date of application.
- Reside within the RMCS boundaries for the past 2 years.
- Have no felony convictions as defined by the State of Colorado, or any other U.S. State, or Possession, and the U.S. Federal Government. To ensure that this qualification is met, background checks are required, and must be successfully completed under the auspices of the Board President, prior to Candidate Review Night. These background checks must be conducted on all three defined levels. If the Board President deems that a candidate has not successfully passed the background check, the candidate may appeal at the meeting of the BOD on Candidate Review Night prior to the interview. The results of such an appeal will be deemed final.
- Be a due paid court member of the RMCS, for the past 2 years, be a Prince/Princess Royale (current PRs are not eligible to become candidates) or be a Permanent Title Holder.
- Candidates will be in good standing at bars, business, and organizations in our community.
- Have raised a total of \$2500.00 by hosting RMCS fundraisers over the past 3 years benefiting any recognized 501(C)3 non-profit organization.
- The applicant must prove that they meet all the qualifications. If they cannot prove, the Board President will reject the applicant.

Prospective candidates will submit a completed application form and the application fee of \$250.00 in the form of a cashier's check to the Board of Directors President by December 30<sup>th</sup> of each year. All prospective candidates must go before a review/meeting of the BOD which will be moderated by the Board President. The President may appoint a Board Member as moderator if he/she chooses. The Review is to address questions of qualifications as identified in this section, and on the application. This meeting, which shall be known as the Candidate Review, will be held 16 to 20 days prior to the Introduction to the Candidates Event. This interview is to be conducted in a professional manner, and is not to be used, to air personal issues. The President is empowered to rule comments, out of order, or inappropriate, if necessary. After the personal interview, the BOD will determine the prospective candidate's acceptance as a candidate, by a simple majority vote. Unapproved prospective candidates will receive a full refund of the application fee. Accepted candidates later disqualified, or withdrawing from the election, will receive no refund of the application fee.

Write-in candidates are not allowed. Order of candidates for all purposes, is determined by a random number draw. A member of the Board may apply for candidacy.

However, if a member of the Board submits an application for candidacy, that individual will also submit a letter of resignation to be effective at the same time. If a Member of the Board of Directors submits an application for candidacy, that individual will not be able to remain a voting member of the Board of Directors and will have to resign from any officer's position. Said individual will be considered on "leave of absence" as of acceptance at Candidate Review

through Coronation. If elected, they will assume the Monarch's seat. If not elected, they may return as a voting Member of the Board of Directors. The interested party must still complete the Candidate Review process.

If there are no accepted candidates for the position(s) of Emperor and/or Empress, the BOD, the Reigning Monarchs, and any Past Monarch in attendance, at the next regularly scheduled Board of Directors meeting, will nominate 3 individuals who are either Permanent Title Holders, (Past and Reigning Monarchs are not eligible), and/or dues-paid Court Members for the past two (2) years.

The BOD, Reigning Monarch, and any Past Monarch in attendance will then vote by closed ballot. The sealed ballot will be given to the independent party, who is counting election ballots for tabulation. The announcement of the Regent Emperor and/or Regent Empress will be made at Coronation.

If a no-vote is announced at Coronation. An Emergency Meeting of the Board of Directors will be convened on the Monday following Coronation. A Member of the Board of Directors, and any Past Monarchs in attendance at the special meeting, will nominate any individual, meeting the requirements set forth above, and then vote by closed ballot. Should no nominee receive a majority vote, the Board and Past Monarchs will then vote between two (2) nominees who received the most votes. The nominee chosen will then be immediately installed as Regent Emperor/Empress.

3. **CAMPAIGN GUIDELINES:** Campaign will officially open when each Candidate is announcement at the King of Hearts event. Candidates will be formally introduced when they make their first formal entrance. Campaign activity will continue until the close of voting the week before Coronation. Applicants will be informed at Candidate Review if they have been approved or not approved to run as a Candidate
  - a. Any individual considering being a Candidate for Emperor or Empress will not engage in any pre-campaigning that includes the following:
    - They may not publish any material to public that implies they are a candidate for either office until they have been announced at King of Hearts.
    - They may not publicly state their candidacy until they have been announced at King of Hearts.
    - Any campaigning or release of campaign material prior to the Candidates announcement at King of Hearts will result in the disqualification of the candidate.
  - b. They may, however, declare their intentions to be a candidate in a private, informal manner.
  - c. Following their being accepted as Candidate(s) at Candidate Review, the Candidate(s) will abide by the following prohibitions:
    - Candidates will not conduct their campaign function(s) until after their introduction at King of Hearts event.
    - Candidates may not host more than one (1) campaign event during the course of the campaign, nor can they be named on anyone else's advertising media for any function.

- d. There are no limitations set on campaign expenditures. Candidates are discouraged from promising offices or titles. Candidates or their staff members will not inflict property damage to any property, or any bodily harm to anyone.
4. **CAMPAIGN REFEREES:** The BOD will appoint a Referee and an Alternate Referee. The Alternate Referee will only assist when the Referee is unavailable. The Referee makes any final decisions between the two. The following are guidelines, and responsibilities, for the Referee, and the Alternate Referee:
- Referee, and Alternate Referee, will remain neutral with all candidates.
  - Referee, and/or Alternate Referee, will attend all official Candidate/Campaign functions.
  - Referee will resolve, within 48 hours of notification, any campaign guideline infraction(s) reported by a Candidate, or the Candidate's campaign manager. If the Referee cannot resolve a campaign guideline infraction, the Referee will refer the infraction to the BOD President, or the person appointed by the President, to serve in this position of neutrality for resolution. The process for Corrective Action will then be followed, as stated below in Section 6 (Corrective Action) of this Article.
  - The Referee, and/or Alternate Referee, will be available on-site for the entirety of voting on Voting Day.
5. **Heir Apparent:**
- a. **Qualifications for Nominees:**
    - Must be, a due paid member as of January BOD Meeting, or a Permanent Titleholder.
    - At least 21 years of age.
    - Reside within the RMCS boundaries for at least two (2) years.
    - Have no felony convictions as defined by the State of Colorado, any other U.S. State, or Possession, and the U. S. Federal Government.
    - Must have the ability, and dedication, to serve the position as defined, including, necessary time, and funds to travel.
  - b. **Election of Representative and Alternate Representative:**
    - Nominees will be announced at the Introduction of the Candidates Event.
    - The Representative and Alternate Representative will be elected by the Court Membership on Voting Day with the second highest vote getter becoming the Alternate Representative.
    - The results of the election will be announced at Coronation.
  - c. **Terms:**
    - The ICPAR Representative will be selected for a two-year term.
    - The ICPAR Representative may serve two (2) full terms if duly elected as such. However, at the end of the second consecutive full term, the Representative must take at least one (1) term off before becoming eligible for another term.
  - d. **Campaign Guidelines:**
    - Nominees may distribute individual communications such as letters or cards announcing their candidacy, and their qualifications within the Court Membership only.

- Nominees may not put-up posters or other announcements in the community at large as this is strictly a vote by the Court Membership.

**e. Vacancy:**

- If a vacancy occurs, the RMCS, Inc. BOD shall appoint a Court Member to fill the position for the remainder of the existing term in accordance with the rules for replacing a Board of Directors Member.

6. **CORRECTIVE ACTION:** Any Court Member may bring suspected Campaign Guideline infractions to the attention of the candidate, and/or campaign manager. If the candidate and/or campaign manager determines that action should be taken, the Referee and/or Alternate Referee should be contacted. If the Referee/Alternate Referee, cannot resolve the issue the BOD President should be contacted, and may call a special meeting. Notice of the meeting, and its purpose, will be conducted by telephone to each BOD Member within 48 hours of the meeting to be held. The candidate(s) and his/her detractor(s) are allowed open discussion. Sanctions, warnings, or disqualifications will be by a two thirds (2/3) majority vote of the Board of Directors in attendance.

**X. ORGANIZATION FUNCTIONS GUIDELINES**

RMCS holds three (3) major State Events and numerous other events throughout the year as described in this section. We recognize the need for having certain leadership roles designated to ensure the successful completion of any event. As a volunteer-driven, nonprofit organization, with an organizational goal to raise funds. We are not able to monetarily reward individuals who fill these important positions. Therefore, one benefit we are able to provide these volunteers is free admission to our events, i.e., Complementary Tickets.

1. **COMPLEMENTARY TICKET AND STAFF ADMISSIONS GUIDELINES:** The following complementary ticket and staff admission guidelines apply to all RMCS events. “Comp” and “Staff” lists must be provided to the Board of Directors Treasurer or other individuals working the event door by the Ball Coordinator(s) at least one week in advance with last minute changes at least 30 minutes prior to the opening of the event’s door. Individuals who are eligible for complementary ticket or staff admission are:

**a. MONARCHS:**

- Reigning Monarchs: “Comped” into all RMCS events. However, if a beer/liquor bust, or other event involves a “per” person charge to be retained by the business, then the Reigning Monarch(s) must pay that portion of the cost, which will be retained by the business. The exception to this charge is the Victory Brunch, for which the New Monarchs are fully “Comped”.
- Ten Year Anniversary Monarchs: “Comped” into Coronation celebrating their Ten-Year Anniversary.
- Monarchs Who Are, or Have, Celebrated Their Twenty-Year Anniversary: Are “Comped” 100% discount into all State Events in perpetuity.
- Succeeding Decade Anniversary Monarchs: “Comped” into all State Events in perpetuity. In addition, they are “Comped” into the In-Town Show, The Out-of-Town Show, The Bus Tour, and Victory Brunch, for their Decade Anniversary years only.

**b. PRINCE AND PRINCESS ROYALE:**

- Reigning PRs: “Comped” into the three Major State Functions as described below. Reigning PRs must pay the full admission cost of all other events.
  - Past PRs: “Comped” into the PR Ball celebrating their Ten-, and Twenty-Year Anniversaries. And every Ten-Year Anniversary thereafter.
- c. **BALL COORDINATORS:** Will be admitted as staff into any of the State Events that they coordinate.
  - d. **MASTER/MISTRESS OF CEREMONIES (emcees):** Will be admitted as staff into any of the State Events that they emcee. There will be no more than two emcees for Snowball, and PR Ball, and no more than three for Coronation.
  - e. **SIGNERS FOR THE HEARING IMPAIRED:** Will be admitted as staff for Coronation, Snowball, and PR Ball at which they Sign. There will be no more than two Signers for each Ball.
  - f. **DOORPERSONS OPERATING CASH DRAWERS:** Will be admitted as Staff for the events they work during all State Events, and all Events the week of Coronation, with the exception of Victory Brunch. The total number of individuals that may be admitted as staff for each Event will not exceed 4 individuals.
  - g. **TRAFFIC COORDINATORS:** Will be admitted as staff for Coronation only with a maximum of 2 Traffic Coordinators.
  - h. **SECURITY STAFF:** Will be admitted as staff for PR Ball, and Snowball, with a maximum of 4 individuals per event. If the Ball Coordinator(s) believes a different number is necessary, this must be approved by the BOD as part of the Ball budget. The number of Security Staff necessary for Coronation will be determined by the Coronation Coordinator(s) and will be submitted to the BOD for approval as part of the Coronation budget.
  - i. **SPOTLIGHT WORKERS:** Will be admitted as staff for the State Events at the rate of one person per spotlight. An exception may be made if the BOD has approved the use of Student Interns or if the BOD has authorized the hiring of spotlight workers as part of the Ball budget.
  - j. **PERFORMERS:** Are not “Comped” into any Event. Event coordinators may provide tickets to these individuals or groups as long as these expenses are included in the Event budget and have been specifically approved by the BOD.
  - k. **PROTOCOL OFFICERS, ATTENDANTS, AND COLOR GUARDS:** Are not “Comped” into State Events.
  - l. **SET DESIGNERS AND OTHER WORKERS:** Are not “Comped” into any event. Tickets may be to these individuals by the Coordinator as part of their contract(s) as long as these expenses are included in the Event Budget and have been specifically approved by the BOD.
2. **AWARDS:** Budgeted Awards Will Be Presented at The Following Respective State Events:
    - Snowball-----Kinsey Award
    - Coronation-----Permanent Title Award (other than PRs), Iron Horse Award
    - PR Ball----- Roxy and Joey Awards, Patti Ann Cartier and Buddy Award
  3. **GUIDELINES FOR COLOR GUARD:** In order to comply with the rules for color guards and for presentation of national anthems in the United States of America, the U.S. Department of State has issued basic guideline which are as follows:

- The senior national flag is always that of the United States, and this flag when carried or displayed on a pole will always be “stage right” (or to the left as the audience views the stage/platform/ Dias). All other nations’ flags will be in the country’s alphabetical order to the left of the U.S. Flag as the flag bearers will be to the right of the U.S. Flag.
  - Entry of flags into an auditorium or onto a playing field will be in the same order, except that if the flags enter single file, the U.S. Flag will enter first followed by the other national flags in alphabetical order and then the flags of other principalities in order of seniority from largest to smallest (i.e., state, county, city). When the flags leave the auditorium, they will do so in reverse order such that the U.S. Flag is the last to leave.
  - The order of the singing of national anthems is slightly different. Out of courtesy to visiting nation nations, the anthems of the visiting nations generally precede in alphabetical order that of the U.S. In other words, the anthems of Canada, and then Mexico, would precede that of the U.S. at any Court function.
4. **CORONATION:** This is the major State Function and the culmination of each reign. The Board has the ultimate responsibility and the final authority for the proper administration of a successful Coronation.
- a. **Responsibilities:**
    - i. Reigning Monarchs:
      - Jointly select a theme
      - Each will select a Coronation Coordinator, whose nominations by the Monarchs, will be submitted to the BOD at the June Board of Directors Meeting for their review, after which the nominations will be submitted to BOD at their next regularly scheduled meeting for final approval.
      - Each will select Permanent Title holders for their reign.
      - Choose up to two charities between them which will be announced at Investitures.
    - ii. Coronation Coordinators:
      - The Coordinators will report to the President of the Board.
      - The Coordinators are in charge of the production of Coronation to include committee direction, ballroom rental, timetable, set(s), lights, sound, program, and public relations.
      - The Coordinators, in consultation with the Monarchs, are responsible for the selection of Table Captain(s) for Coronation.
      - Table Captains will be encouraged to help recruit attendance at Coronation. The Table Captain would be recognized as part of a half page space in the Program. Ratification will not be necessary.
      - The College of Monarchs is responsible for administering and performing the Coronation Crowning Ceremony.
5. **Coronation Entrances, Productions, Intermission, and Crowning Ceremony:**
- a. There will be no production entrances allowed at Coronation with the exception of:
    - i. The Opening Production Number, by the College of Monarchs.

- ii. The productions of each of the Candidates, for the offices of Emperor, and Empress.
  - iii. The current Court of the Reign (at the beginning of the second set).
  - iv. The celebrations of the Anniversary Monarch (The Anniversary Celebrations are limited to 15 minutes per reign).
  - v. All command performances are by request of the Reigning Monarchs.
    - Commands will be interspersed throughout the first two (2) sets.
    - Commands will be limited to three (3) per Monarch.
    - Commands will be limited to no more than five (5) minutes each and the Monarchs will be responsible for informing their performers of the time limit, and it will be the responsibility of the Coordinators to ensure that the performers do not exceed the time limit.
- b. College of Monarchs walk specifications during Coronation Night:
- i. After the Opening Production Number, the College will be excused as a group.
  - ii. At the start of the Crowning Ceremony, the entire historical College of Monarchs will be introduced individually.
  - iii. After the Crowning Ceremony, those in attendance will be excused numerically from past to present, except for the Anniversary Monarchs who will be excused last from past to present.
- c. All entrances/walks (with the exception of those listed above), will be accompanied by instrumental or provided house music. Should there be a Best Entrance contest? The element of judgment will be based solely upon costumes worn by participants.
- i. Order of Walks: The San Francisco Court and the Vancouver, British Columbia Court, will always be the first out-of-town Courts to walk in this order providing they are present.
  - ii. Only reigning titleholders and either officers or owners of organizations will be individually introduced with everyone else who walks, with the organization walking as a group.
  - iii. Bars and businesses will be asked to have only owner(s), manager(s), or their representative(s), individually introduced with anyone else walking as a group, and will be offered the option of just having everyone walk as a group, with no individual introductions.
  - iv. Charity Organization Walks will be separate from the rest of the Walks with all charities for whom money was raised during the Reign, and any other charities in attendance, having the opportunity of being announced or allowed to walk. Charities will be introduced in the same manner as businesses.
- d. During intermission, music will be provided in order to give attendees the opportunity to dance. Intermission will be limited to precisely 15 minutes.
- e. During the Crowning Ceremony, only the Board President, the College of Monarchs, and current Prince/Princess Royale will be on-stage to witness the Crowning of the New Monarchs.

- f. Anniversary Guidelines:
- i. Ten-Year Anniversary Monarch: will present with a recognition award. The Anniversary Empress will receive an Aurora Borealis Crown. The cost of these awards will be paid from the General Court Fund. The Ten-Year Anniversary Monarchs are responsible for putting on the annual All Monarch Show.
  - ii. Succeeding Decade Anniversary Monarch(s):
    - Will be, entitled to free admission to the State Events in perpetuity. For their Anniversary Year, they are also entitled to for admission to the In-Town Show, the Out-of-Town Show, and Victory Brunch.
    - They will also be provided one night lodging each in the host hotel (single room only), with no exchanges or upgrades at Court expense.
    - These expenses will be included in the Coronation budget.
- g. Hospitality Suite:
- i. A reception area at the host hotel is established to welcome guest throughout Coronation weekend. The Emperor Emeritus and the Dowager Empress are required to host, organize, and obtain funding (through donations and functions) to cover necessary expenses, and to open, and run Hospitality. At the February 2016 Board of Directors Meeting, a motion was passed to discipline any Dowager Empress and/or Emperor Emeritus, for refusal to host Hospitality. At the April 2016 BOD meeting, a motion was passed to suspend an Emeritus Emperor, or Dowager Empress for refusing to host Hospitality. The suspension will take place at the time of refusal and will terminate at Victory Brunch of the following numbered Reign.
  - ii. There will be one room (single room only), provided for the hosting Emperor Emeritus, and one for the hosting Dowager Empress, not to exceed two (2) rooms, for three (3) nights each, in the host hotel, if not provided as part of the Hospitality Suite. These rooms shall be located as close to the Hospitality Suite as possible, to ease in execution of the event for the weekend, and these rooms will be charged to the Hospitality budget. There shall be no exchange, or upgrades, at Court expense for these rooms. "In-and-out" parking shall also be included for the weekend, but incidentals such as, but not limited to: Telephone charges, and room service, shall not be at Court expense.
- h. COMPLIMENTARY ROOM EXPENSE:
- There will be complimentary rooms provided to those persons responsible for the success of Coronation weekend as follows:
- MONARCHS: One (1) room each for two (2) nights.
  - COORDINATORS: One (1) shared room for two (2) nights.
  - BOARD PRESIDENT: One (1) shared room for two (2) nights.
  - CHIEF FINANCIAL OFFICER: One (1) shared room for two (2) nights.

- BOARD OF DIRECTORS TREASURER: One (1) shared room for two (2) nights.
- DECADE ANNIVERSARY MONARCHS ON THEIR TWENTY OR GREATER DECADE ANNIVERSARY: One (1) room each for one (1) night.
- HOSTING EMPEROR EMERITUS AND DOWAGER EMPRESS: See instructions as noted under Hospitality Suite in the preceding section of this Article (These rooms are part of the Hospitality budget).
- These rooms (single rooms only) shall be provided in the host hotel for Friday and Saturday night only, of Coronation weekend. There shall be no exchanges or upgrades to these rooms at Court expense. "In-and-out" parking shall also be included for the weekend, but incidentals as, but not limited to, telephone charges, and room service, shall not be at Court expense. The expense for these rooms will be included in the Coronation budget, except as noted.
- In the event that individuals choose not to share a complimentary room, separate rooms may be obtained, but only the original number of room nights will be covered. i.e., if the BOD President chooses not to room together, each will receive one (1) room night and they will each be responsible for the payment of their second (2) room night (if they choose to stay an additional night).

#### **6. EVENTS/FUNCTIONS:**

- a. PRINCE/PRINCESS ROYALE BALL: This event will be held on the night preceding Coronation. This event will precede the Out-of-Town Show and the Bus Tour. The Prince and Princess Royale are co-hosts of this event. The Ball will start within ten minutes of the scheduled time, unless delayed due to mechanical difficulties. The Ball should take no more than two (2) hours. It is the Ball Coordinator's responsibility to Comply with the time requirements. The Prince and Princess will each be allowed up to three guest performers in addition to that of the immediate Emperor and Empress and any Decade Anniversary PRs that wish to perform. Performances are no longer than five minutes each in length. Music must be provided to the Ball Coordinator(s) no less than one week in advance for the in-town performers and no less than one day in advance for out-of-town performers. The Ball will include state walks for the College of Cardinals. Final walks for the Prince and Princess will close the Ball and will be no longer than seven (7) minutes each or a total of fifteen (15) minutes for both. The Prince and Princess may award a total of four awards each, in addition to the Joey and Roxy Awards. In addition, Princes Royale XX Rosa Marie Sugarbaker will present the Rosa Marie Sugarbaker 10-Year Anniversary Award to each of the 10-year anniversary PRs. These awards, which will be watches, will be paid by Rosa Marie Sugarbaker until her passing, and will then be paid from the PR Ball budget. Any additional awards, and "thank you", which the PRs wish to give, will be presented at a separate "thank you", or "award" show which may be scheduled by the PRs.
- b. SNOWBALL/E&E Event: Should last no more than four hours based. The Empress will award the Kinsey Award, and Special Presentations will be allowed.

**7. OTHER ANNUAL FUNCTIONS:**

- a. TOUCH OF CLASS: Is the introductory show for the female line of the current reign. The only “male” performer would be the Reigning Emperor. The past Empresses are invited to perform.
- b. BLACK TIE AFFAIR: Is a formal event hosted by the reigning Prince and Princess Royale. Performers should be limited to individuals that have served as a Prince/Princess Royale even if they have gone on to become a Monarch, the Reigning Monarchs, and the Reigning PRs. This event should last no longer than two hours.
- c. ALL BOYS SHOW: In this show only the “male” members of the Court are allowed to entertain. The only “female” performer would be the Reigning Empress. Past Emperors are invited to perform. Historically the “female” members picket the event in good fun.
- d. KING OF HEARTS: This event may be held in February generally the third weekend of the month. It is hosted by the current Reigning Emperor.
- e. WET JOCKEY SHORTS CONTEST: Started by Emperor XV Vince Kline during the XV Reign and is hosted by Emperor Kline annually, usually on the second or third weekend in August. Contestants (this includes anyone who volunteers), remove their clothing down to their underwear, and get wet with buckets of water. The winner(s) is selected by audience applause. All contestants sell 50/50 raffle tickets to the audience in their underwear before a winner is selected. Proceeds are donated usually to the WRSF.
- f. CLOSET BALL: Contestants first appear and are judged dressed in their natural gender, then their sponsors have one hour to transform them into the opposite gender. The contest is open to anyone that has not done serious drag before. The contest organizers select a panel of five to seven judges and the beneficiary charity. The winning titles of Mr. and Miss Closet Ball are fun titles with no obligations. Entertainers for the evening are invited guests and usually include the Reigning Monarchs and PRs. The contestants sell 50/50 raffle tickets while the judging sheets are being tabulated for the title of Miss/Mister Congeniality. A budget is required for the crown and medallion that is presented to the winners.
- g. ALL GROUP/DUET: Two members from the Imperial Family selected by the Reigning Monarchs the show. This show is open to any individual who will perform either as a member of a duet or group. The hosts of the function select the charity.
- h. PR JULY 4<sup>th</sup> PICNIC: Held annually in Cheesman Park and is hosted by the Reigning Prince and Princess Royale. All food and drinks are free to the community as our guests. A park permit must be obtained from the Denver Parks and Recreation Office. This is secured by the Recording Secretary on November 1<sup>st</sup> of every year. The event should be at least three hours and no more than five hours long. All cash and items should be obtained by donations, so no advance budget is required for this event.
- i. TURNABOUT: Hosted by two members from the Imperial Family selected by the Reigning Monarchs. The Emperor’s Line of Succession performs in high female drag and the Empress’s Line performs as males. Local titleholders are invited to perform in the opposite gender as their titles. The hosts select the charity.

- j. **ADOPT A MONARCH FUNCTION:** Members of the Imperial Family are required to adopt a past Monarch at the beginning of the Reign. The function itself can be a show or a social/potluck event where line members and adopted Monarchs can share time together. If a show, it will showcase line members and their chosen Monarchs. Performing for this event is open only to members of the Line of Succession and their adopted Monarchs. Adopted Monarch and line members are encouraged to establish a mentoring relationship throughout the Reign.
- k. **THE WHITE ROSE SCHOLARSHIP DECADES SHOW:** In the fall of each year, the BOD host, the White Rose Scholarship Decades Show during which an annual scholarship is presented to an individual selected by the Board, at the Board meeting immediately preceding the function. The Decades Show features presentations from the current Reign, the Decade Reign, Double Decade Reign, etc. (10-year increments). Each presentation will not exceed 30 minutes. Proceeds from the Show go to WRSF after expenses are paid, including presented scholarship. This event requires a budget which must be approved by the BOD.
- l. **COLLEGE OF CARDINALS SHOW:** Hosted by the most recent stepping-down Prince and Princess Royale and should last no more than two hours. Performers should be members of the College of Cardinals only. Exceptions may be made for the Reigning Monarchs, the Decade and Double Anniversary PRs. If they have become Monarchs. They will be announced with their Monarch titles noting that they were a past PR and their number.
- m. **PAST MONARCH SHOW:** Usually held within two weeks prior to the Community Election for Emperor and Empress. The Decade Monarchs are responsible for organizing this event. Performers are limited to past Monarchs.
- n. **INTRODUCTION OF THE CANDIDATES EVENT:** This Event will usually be held 5 weeks before Coronation and shall not run longer than three hours. In conjunction with the BOD, the King Father, and Queen Mother are responsible for organizing this Event, which was originated during Campaign XV to foster unity among the Candidates for Emperor, and Empress. This will be the first formal introduction of the Candidates and will include a formal production by each Candidate as well as two to three numbers performed by individuals chosen by each Candidate. Additional possible performers include individuals who were Candidates 10, 20, or 30 years previously, reprising their Candidate Entrance, the Current Entertainers to the Reign, and the Reigning Monarchs, and PRs. This show will benefit the designated Coronation Charity(s).
- o. **SMACK A STAR:** Usually held the day after voting for the Reigning Monarchs. It is a function wherein “pies” are bid on to be thrown at local celebrities. Those bids are collected, and the funds raised are used to cover the expenses for the Hospitality Suite.
- p. **INVESTITURE CEREMONY:** Scheduled annually within 30 days of Coronation by the Reigning Prince and Princess Royale. The purpose of this Event is to distribute titles to businesses, organizations, new citizens of the Realm, to formally introduce the Imperial Family for the Reign, and any other titles the newly elected Monarchs may wish to bestow. The Reigning PRs are responsible for planning and scheduling the Event and consulting with the newly elected Monarchs regarding the performers for the Event. The newly elected Monarchs

are responsible for creating the titles mentioned above. There is no advance budget required for this Event.

- q. ANY OFFICIAL FUNCTIONS OF THE WHITE ROSE COMMITTEE: A budget is required for these Events.

**8. ICRME SHOW GUIDELINES:** The following section contains guidelines to aid members of the RMCS, in the successful production of ICRME approved functions/shows.

a. SCHEDULING AND PREPARATION:

To host an ICRME function for another 501(c)3 organization, it is necessary to completely fill function sheet provided by the Reigning Monarchs for approval. Approved function sheets (see ATTACHMENT A) shall then be submitted to the Treasurer who will ensure that funds will be received within two (2) weeks of any show in order that the funds may be deposited promptly. Function sheets are traditionally part of the monthly BOD meetings.

- b. After approval has been granted, for show to proceed with ICRME status, it is necessary to promote your function/show, as such. Out Front Colorado will advertise charity functions for free in their calendar section by simply faxing function information. It is recommended flyers/postings for ICRME functions be distributed within two weeks prior to scheduled event. Promotional materials created for ICRME Court functions should include, but are not limited to the following:

- Name, Date, Place, and Time of Function/Show.
- Name of person hosting scheduled Function/Show.
- Beneficiary of scheduled ICRME Function/Show.
- RMCS Court logo (can be accessed by right clicking on the logo from our website homepage [www.denvercourt.org](http://www.denvercourt.org), choose copy. Return to your document, choose paste.

- c. It is important to contact your chosen beneficiary. This not only extends an invitation to the ICRME show you are holding, which may directly increase your attendance. It also benefits the RMCS as a whole by making other 501(c)3 organizations aware of our presence in the community. In addition, contacting your charity allows them notice of incoming funds as a result of your ICRME function/show.
- d. Every effort should be made to start your show on time. Please follow any contracts, guidelines, or suggestions as provided by host bar, business, or organization. As a general rule it is recommended that ICRME hosts arrive at least 30 minutes prior to their scheduled function.
- e. As a general guideline, shows should last approximately 2 ½ hours, however this guideline is at the discretion of the hosting bar, business, or organization. Always leave hosting facilities/dressing rooms as found, clean and orderly.

**9. DURING THE SHOW OPERATIONS MANUAL REVISION 8/5/15:**

a. DURING THE SHOW:

- As a general rule, funds will be counted and maintained for the duration by the Board Treasurer, or their designee along with another RMCS member simultaneously and jointly audited by a management figure of the hosting bar, business, or organizations. No nepotism. In addition,

please follow any contracts, guidelines, or suggestions as provided by the host bar, business, or organization.

b. AFTER THE SHOW:

- In lieu of providing cash to our members for funds raised during an ICRME function, the hosting bar, business, or organization should be requested to cut a check for these funds made payable to RMCS Inc. ICRME members shall only accept cash as a last option.
- The Board Treasurer or designee along with another RMCS member will audit Function Bank, and complete the Cash Receipts Form, along with a carbon copy deposit slip (white copy with check or cash, yellow copy attached to both Function Sheet and Cash Receipts Form).
- When filling out a carbon copy deposit; include check number, unless cash deposit. Percentage split equaling 100%, and beneficiaries. Initials of ALL cash counters.
- The Board Treasurer will deposit within (3) days of event or (1) business day after an event. If anyone other than the Treasurer retains function monies, those monies must be turned into the Treasurer within 24 hours. Receipt of said deposit will then be attached to the Function Sheet, Cash Receipts Form, and yellow deposit slip.
- At the following monthly Board Meeting, Board Treasurer will provide the Board with all previous months Function documents, the Board CFO will provide reconciled bank statements. These combined documents will allow the Board to vote to approve said documents.
- Once approved, the Board CFO along with another check signer will issue said beneficiaries checks from the RMCS checkbook. The CFO will cut a check to the beneficiary within 10 business days of the function. It is good practice to follow up with your chosen beneficiary 21 calendar days after completed function, to make sure monies raised have indeed reached them as promised.

XI. OPTIONAL AWARDS:

- **ROXY AWARD:** Presented to a group, by the current Princess Royale. Created in memory of Princess Royale XIII, Roxie Lamont.  
*Wording: "Thank you for your contributions to the Imperial Court of the Rocky Mountain Empire, and to me as the reigning Princess Royale."*
- **THE PATTI ANN CARTIER AWARD:** Presented to an individual by the current Princess Royale. Created in memory of Princess Royale XIX, Patti Ann Cartier.  
*Wording: "Thank you for your contributions to the Imperial Court of the Rocky Mountain Empire, and to me as the reigning Princess Royale."*
- **BUDDY AWARD:** Presented to a group by the current Prince Royale. Created in memory of College of Cardinal, Buddy Cressy.  
*Wording: "Thank you for your contributions to the Imperial Court of the Rocky Mountain Empire, and to me as the reigning Prince Royale."*
- **JOEY AWARD:** Presented to an individual by the current Prince Royale. Created in memory of Prince Royale XIV, Joe Sequenia.  
*Wording: "Thank you for your contributions to the Imperial Court of the Rocky Mountain Empire, and to me as the reigning Prince Royale."*

- **SILVER STING RAY AWARD:** Presented to College of Cardinal member that has contributed to the success of ICRME. This award was created in memory of Prince Royal XXVII, Blake Kleeberger.  
*Wording: "In recognition of the contribution made by you as a College of Cardinal, for the success of the Imperial Court of the Rocky Mountain Empire, the College of Cardinals, and the Monarchs of the (reign number) presented on (date). (The last four inducted members of the College should appear on the award as the presenters.)"*
- **THE RUBY ORCHARD AWARD:** Presented to a person that has helped the PR's during their year. This award was created by Nichole Summers for Touch of Class Event.  
*Wording:*
- **KINSEY AWARD:** Presented by the Empress, at the Snowball. Created in memory of Empress XVIII, Kinsey Rapport.  
*Wording:*
- **IRON WOLF AWARD:** Presented by the Empress, at the Snowball. Created in the memory of Emperor XXI.  
*Wording:*
- **GALAXY STARR AWARD:** Presented by the Empress, at the Awards Banquet. Created in the memory of Empress XX, Stephanie Starr.  
*Wording:*
- **WHITE DOVE AWARD:** Presented by the Empress, at Coronation.  
*Wording:*
- **CAMEO AWARD:** Presented by the Empress, at Coronation. Created in the memory of Empress IX, Vaden Andress.  
*Wording:*

#### **PROCEDURE TO ALTER/EDIT OPERATIONS MANUAL**

The Procedure to alter/edit, add, or delete, items passed by the Board of Directors is as follows:

After a motion is made, and discussed, to add, or edit, an item in the Operational Manual by a Board Member, a Board vote by closed ballot is needed for that item to be added or deleted. Only an outcome of two-thirds (2/3) "yes" will allow for the addition, or deletion, of that motion to the manual.

The "online" version of the Operations Manual will be held in control of the Governance Chair, and/or the President of the Board. Only those individuals will have the ability to make changes to the "online" version, once the motion to add, or delete, has been passed by the two-thirds (2/3) vote.