ROCKY MOUNTAIN COURT SYSTEM

DBA

IMPERIAL COURT OF THE ROCKY MOUNTAIN EMPIRE

OPERATIONS MANUAL

POLICIES AND PROCEDURES

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OPERATIONS: POLICIES AND PROCEDURES MANUAL

I. FORWARD AND INTRODUCTION

PURPOSE

The purpose of the "Rocky Mountain Court System Operations Policies and Procedures Manual" is to provide all members with 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.

This manual has been developed to clarify and expand the "Bylaws" and the "Articles of Incorporation of 'The Rocky Mountain Court System, Inc.'" It is a required source of information for members of the "Rocky Mountain Court System," the "Imperial Court of the Rocky Mountain Empire," and the "White Rose Scholarship Foundation," operating under the "Rocky Mountain Court System" governance. It is not an exhaustive list as we recognize issues may arise that have not been addressed. In that case, it will go under revision scrutiny.

II. GOALS AND OBJECTIVES

- ✓ To raise funds in support of recognized not for profit charities and service organizations.
- ✓ To provide social activities for the express benefit and/or pleasure and entertainment for all the community.
- ✓ To provide scholarship funds to qualified applicants who are pursuing a secondary education.
- ✓ To build alliances with other organizations to further the understanding of the goals and principles of the "International Court System."
- ✓ To foster and recognize the importance of volunteerism in our community and to acknowledge it accordingly.

III. A BRIEF HISTORY OF "THE ROCKY MOUNTAIN COURT SYSTEM", INC.

""The Rocky Mountain Court System"" is affiliated with the ""International Court System"" and is a social community-based service organization. The "International Court System", herein referred to "I.C.S.", 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 and of this international organization.

The "Imperial Court of the Rocky Mountain Empire" was christened into the "I.C.S.", by its 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 the disbanding of the "Imperial Court of San Fernando Valley," the "Imperial Court of the Rocky Mountain Empire" 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 "I.C.S."

On April 20th, 1974, a cotillion was held at a V.F.W. Hall in Denver, Colorado. At this formal dance, a panel of judges voted, and from that vote the first Emperor and Empress of Colorado were crowned. This is when the "Imperial Court of the Rocky Mountain Empire" came into existence.

The voting process has changed over the years but, in 1987, the Northern Colorado realm was established (FROM THE POINT that INTERSTATE 70 meets the KANSAS BORDER at the EAST and the UTAH BORDER to the WEST IN A STRAIGHT LINE and NORTH AT THE WYOMING BORDER to the SOUTH at CASTLE ROCK ***(Refer to pg. 83 for map).*** This was the beginning of the annual community voting which remains the standard today.

The popular vote elects an Emperor/Empress and/or EmpreX (See titles) to serve as co-leaders (i.e. the face of "Imperial Court of the Rocky Mountain Empire"). A week later a Coronation is held (a gala function held once a year after voting). The voting results are announced, and the new Monarchs are crowned. "Rocky Mountain Court System" herein referred to as "R.M.C.S." does business as the "Imperial Court of the Rocky Mountain Empire" herein referred to as "I.C.R.M.E.", and the "White Rose Scholarship Foundation" herein referred to as "W.R.S.F."

1. "I.C.R.M.E."

   The major emphasis of "I.C.R.M.E." is to raise funds for charitable organizations as well, to help those in need within the community. Since it's inception, thousands of dollars have been raised for not only the LGBTQIA+ community but also non LGBTQIA+ charitable organizations.

2. "I.C.S."

   In addition, our members attend Coronations throughout the United States, Canada, and Mexico, who are charter members within the "I.C.S." representing the Northern Colorado area and encouraging members of those other courts around the country to attend our annual Coronation.

3. "W.R.S.F."

   The "W.R.S.F." has been actively involved since 1995 in providing **s**cholarships to anyone who may be pursuing a secondary education at any accredited college, trade school, or vocational training facility. Since its inception, the "W.R.S.F." has been able to provide thousands of dollars in scholarships to deserving individuals regardless of their sexual orientation.

On March 9, 2000, the U.S. IRS (Internal Revenue Service) approved "R.M.C.S." dba "I.C.R.M.E." and "W.R.S.F." as a 501c3 charitable organization exempting it from paying Federal Income Tax and is eligible to receive tax-deductible contributions in accordance with Code section 170. This status enables us to provide our donors with tax deductions and to seek matching funding and in-kind support from foundations and suppliers.

"R.M.C.S.", "I.C.R.M.E.", and all committees operate on a fiscal year beginning on May 1st and ending on April 30th.

IV. ORGANIZATION AND MANAGEMENT

A. Board of Director's herein after referred to as B.O.D.'s:

All affairs of the corporation are under the control of the B.O.D.'s, consisting of: President, Vice-President, Recording Secretary, Treasurer, Chief Financial Officer i.e.

C.F.O., and no less than ten (10) but no more than fourteen (14) "Directors at Large" and may be changed from time to time by amending of the "Bylaws" only. All officers of the B.O.D.'s are elected at the first meeting of each fiscal/court year and can hold office no more than two (2) consecutive two (2)-year terms and then must take one (1) full year off before seeking a B.O.D.'s seat again.

The "College of Cardinal" seat is voted on at the same time as the election of a monarch, by the "College of Cardinals." The monarch seat is voted on by the "College of Monarchs" on the day of coronation. The entire B.O.D.'s will be bonded each year.

1. Qualifications:
   All B.O.D. members must be at least twenty-one (21) years of age and have resided within "R.M.C.S." boundaries for one (1) year. B.O.D. members are required to pay membership dues during their term of office. Dues are to be paid in full, sixty (60) days following coronation. The annual year for the B.O.D.'s will coincide with the "R.M.C.S." fiscal year, May 1st through April 30th.
2. Responsibilities:
   The B.O.D.'s has the authority to engage in any activities that are within the scope of "Article IV of the Bylaws." The B.O.D.'s has the authority to accept, review, and give final approval to proposed amendments to the "R.M.C.S." bylaws and operations manual.
   The B.O.D.'s advise the reigning monarchs in matters of state, aid them in the execution of programs, and provide guidance regarding their rights, restrictions, and responsibilities.
3. Voting on issues:
   The B.O.D.'s will be run by "Robert's Rules of Order," unless otherwise voted in this manual. Two-thirds (2/3) of the voting B.O.D.'s must be seated at any B.O.D.'s meeting to maintain a voting quorum. The B.O.D.'s President may vote only in the case of a tie, or if their vote is needed to meet the two-thirds (2/3) quorum requirement.

a. President:

The President is the “Chief Executive Officer” of the corporation, and will reside at all B.O.D.’s meetings, and is subject to the general direction and control of the B.O.D.’s. 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 B.O.D.’s.

b. 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 B.O.D.’s regarding bylaws, 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 “W.R.S.F.” Committee. The Vice-President shall also perform all duties as may be assigned by the President.

c. 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 B.O.D.’s.

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 B.O.D.’s President no later than ten (10) days after the last day of each month for review and approval, and further distribution to the entire B.O.D.’s within fifteen (15) days of the last day of each month. Reports to the B.O.D.’s regarding the condition of the organization.

The C.F.O. will direct the development of the annual budget with the newly elected Emperor/Empress/EmpreX, within sixty (60) days of the beginning of the new "reign," to be presented to the B.O.D.'s. With the approval of the B.O.D.'s, the C.F.O. may be authorized to engage any firm of certified public accountants, to assist in the performance of any duties incident to the C.F.O.'s office. The C.F.O. will perform additional duties as may be assigned by the B.O.D.'s President.

Both the C.F.O., and the Treasurer, will be bonded for no less than ten thousand dollars ($10,000.00) yearly.

d. Recording Secretary:

Maintains minutes of the B.O.D.'s activities, and other tasks as required. Minutes taken at each B.O.D.'s meeting will be formally prepared and submitted to the B.O.D.'s President within five (5) days following such meeting for President's review, approval, and further distribution to the entire B.O.D.'s within seven (7) days following such meeting. The Recording Secretary will be responsible for securing a permit for "Cheesman Park" from the "City of Denver," by no later than November 15th for the 4th of July Picnic.

e. Treasurer: The Treasurer is appointed by the B.O.D.'s and the C.F.O. and is under the direction of the C.F.O. The Treasurer must perform under the policies set forth by the C.F.O. and the B.O.D.'s and is held accountable to both. The Treasurer will provide updated financial reports on activities and functions held and be responsible for depositing funds. The C.F.O., and the Treasurer, are to be bonded for no less than ten thousand dollars ($10,000.00) yearly.

B. <u>B.O.D.'S SUB-COMMITTEES:</u>

a. <u>Executive Committee:</u> (see next page)

Consists of the President, Vice-President, Recording Secretary and C.F.O. This committee ensures that "R.M.C.S.'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 the B.O.D.'s and "Court" membership. The C.F.O. is the committee advisor. The Treasurer must be a member. Meetings are to be held at least one-time (1x) a month, or as needed.

c. W. R. S. F. Committee:

This committee develops scholarship applications and formal processes for receiving funds from the foundation. They market the program and distribute scholarship applications to prospective applicants. The committee chooses the selection committee each year that will choose the scholarship recipients. The Vice-President of the B.O.D.'s is committee advisor. Meetings are held once (1) a month or as needed.

d. Discipline Board of Review herein after referred to as D.B.O.R.:

Reports to the B.O.D.'s President. These individuals are responsible for the immediate interpretation, application and, enforcement of "I.C.R.M.E. Code of Honor" policies. (Refer to Article X section b).

e. Governance Committee:

Reports to the B.O.D.'s and is to review and update the operations manual as directed. The committee chair is to be appointed by the B.O.D.'s chairperson. Work may be completed solely by the committee chair or with the help of committee members if the situation permits. Meetings are held at least one-time (1x) every three (3) months.

f. Communications Committee:

Is under direct supervision of the B.O.D.'s President and reports to the B.O.D.'s. 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: "I.C.R.M.E. website," Facebook, "R.M.C.S." Yahoo groups, and other social media. Meetings are held at least one-time (1x) every three (3) months.

g. Membership Committee:

Reports to the B.O.D.'s and works with the reigning monarchs to increase membership and develop marketing strategies to improve participation and attendance at all "R.M.C.S." functions. This committee maintains an accurate, up-to-date telephone and mailing list of membership, and is responsible for the monthly mailing of information both hardcopy and electronic to the membership. The committee chair is to be appointed by the B.O.D.'s chairperson. Meetings will be held once (1) a month.

h. "I.C.R.M.E." Historical Preservation Committee:

This committee reports to the B.O.D.'s and is responsible for collection, preservation, care, and management of records and documents that are intended to preserve the past for the benefit of future purposes. They are responsible for cataloguing and managing valuable collections that have deep historical value. They are also responsible for selecting, retrieving, and managing various materials for the sake of preservation. Meetings are held once (1) a month or as needed.

V. FINANCIAL GUIDELINES

A. Budgets, Fund Control, Planning: (see next page)

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 for 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 funds is not fully used for such purpose, any money left over can be used towards charity. Prior approval by the B.O.D.'s must be given prior to disbursement of such leftover funds.

a. Budgetary Guidelines for State Functions:

Snowball, K.O.H./Introduction of Candidates, PR Ball and Coronation are considered State Events and therefore all funds raised will go to the "R.M.C.S." general funds. Written line-item budgets must be prepared each year and provided to the B.O.D.'s, 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 Categories:

Expense categories for state events may include ballroom rental, lights/sound, set construction/design/professional fees, additional staging, program, perpetual awards e.g. but are not limited to: PR Ball: Roxy, Buddy, Patti Ann Cartier and Joey Awards, Snow Ball: Kinsey Award, King of Hearts/Introduction of Candidates Event: White Dove/Iron Horse Award, Coronation: Golden Aspen, permanent titles holders (other than PRs), advertising, (includes posters and tickets), security, (if in excess of four (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 the Empress/EmpreX and Princess/PrinceX Royale, medallions for the Emperor/EmpreX and Prince/PrinceX Royale, Emperor/EmpreX 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 Coordinators:

Ball coordinators 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 fifteen percent (15%) in the line-item budget is permissible. Any greater line-item variance must be approved by the B.O.D.'s.

e. Membership Dues:

Are set by the new monarchs at the beginning of the new reign and are announced no later than the first B.O.D.'s meeting of the new reign. The monarchs, and newly seated B.O.D.'s, pay their dues once the monarchs decide what the dues shall be for the new reign. Once the new "family" is invested in that new reign, then the family line may pay their dues by June 30th. This gives everyone at least sixty (60) days to pay dues, from May 1st to June 30th. The "R.M.C.S."'s fiscal year runs from May 1st to April 31st.

Paid or unpaid membership dues will **NOT** be made public or shared with any outside member of the B.O.D.'s without the written and said consent of member(s).

f. Function Banks:

Administered by the B.O.D.'s Treasurer.

g. Expenses:

Expenses incurred for a "R.M.C.S.", Inc. function over fifty dollars ($50.00) must be approved by the B.O.D.'s prior to the function. The host(s) of any "R.M.C.S.", Inc. function may spend up to twenty percent (20%) of the total dollar amount raised not to exceed fifty dollars ($50.00) per function without prior approval of the B.O.D.'s. When such a request is required, the request must be submitted to the Treasurer within fourteen (14) calendar days and must then receive approval by the B.O.D.'s. 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.

h. Property Control:

Any equipment, sets, or assets owned by "R.M.C.S.", must have been approved by the B.O.D.'s before being used by any organization or individual. A reasonable deposit and charge may be requested at the discretion of the B.O.D.'s for non-"R.M.C.S." events.

i. Spotlights:

Any "R.M.C.S." member may use the spotlights without any rental fee or deposit for an "R.M.C.S." function. Spotlights can be rented for thirty-five dollars ($35.00) per spotlight per event and a one hundred dollars ($100.00) refundable deposit per spotlight per event for non-"R.M.C.S." individuals and organizations. The one-hundred-dollar ($100.00) deposit will be returned upon return of the spotlight(s) in good working condition.

The B.O.D.'s Treasurer deposits the spotlight fee in the "R.M.C.S." account.

ii. Set Rental:

At the discretion of the B.O.D.'S, "R.M.C.S." sets may be rented one (1) at a time by "I.C.S." affiliates, as well as other organizations for a period not to exceed one (1) month. A set rental contract must be completed before the release of any "R.M.C.S." property. The following rates apply and can be altered by majority vote of the B.O.D.'s. The contract must be completed.

iii. In State, Out of State Realm:

Courts, bars, business, and organizations in good standing with the "R.M.C.S." (no debts owed to the organization), may rent a set for a deposit of three hundred dollars ($300.00) and a rental fee of two hundred dollars ($200.00). All deposits/rental fees must be paid in full by pickup time. Deposits and rental fees are to be collected in the form of two (2) separate checks by the C.F.O., Treasurer, or B.O.D.'s chairperson.

iii. Out of State, Out of Realm:

Courts, bars, businesses, and organizations in good standing with the "R.M.C.S." (no debts owed to the organization), may rent a set for a deposit of five hundred dollars ($500.00) and a rental fee of three hundred dollars ($300.00). All deposits/rental fees must be paid in full by pickup time. Deposits and rental fees are to be collected in the form of two (2) separate checks by the C.F.O., Treasurer, or B.O.D.'s chairperson.

iv. 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 (1) month rental period is exceeded, at the rate of ten dollars ($10.00) per day. Late fees accruing more than five (5) days will result in loss of deposit.

i. Computer Software:

"R.M.C.S." as well as its subsidiary organizations, such as "W.R.S.F," 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 "R.M.C.S.", 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.

l. Insurance:

"R.M.C.S.", Inc. will maintain officers and directors liability coverage and general liability coverage.

m. Check Policy:

Personal and business checks will only be accepted for membership dues, and donations. Driver's license or a state issued identification number, and current telephone number must be written on the check. Checks returned due to insufficient funds will be assessed a thirty-dollar ($30.00) service fee, and any privileges will be suspended until paid. Failure to rectify the situation within fifteen (15) days of formal notice of insufficient funds from the "R.M.C.S.", will involve legal action being taken by the local authorities. It is the C.F.O.'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 charity donation, and the court is responsible for its disbursement, must be given to a B.O.D.'s officer, or one of the reigning monarchs. It will be their responsibility to make sure that the C.F.O. or Treasurer receives it for proper recording. The Treasurer is alone responsible for depositing funds.

n. Charity Distributions:

Funds raised for charities will be distributed via checks quarterly (1/4) during the fiscal year. The totals distributed to charities during the fiscal year will be presented at Coronation.

Percentage distribution is as follows:

Sixty percent (60%) charity

Forty percent (40%) general fund

i. White Rose/Cressy West Revenues:

All donations and income generated from all "R.M.C.S.", Inc. functions held in benefit for the "W.R.S.F.", will adhere to the following distribution of accounts:

Seventy percent (70%) distributed to "W.R.S.F."

Ten percent (10%) distributed to "Cressy-West Endowment Fund"

Twenty percent (20%) distributed to "R.M.C.S." general account

"R.M.C.S." general account will cover all "W.R.S.F." administrative costs. One hundred percent 100% of donations to "White Rose/Cressy-West" may be earmarked as directed by donors.

p. Corporation Assets:

The corporation's assets are real and intellectual property. Such intellectual property includes, but is not limited to: "R.M.C.S.", "W.R.S.F.", and other logos, the "R.M.C.S." website(s) and the domain name(s), all Yahoo or other social networks that are used, created, and maintained on behalf of "R.M.C.S." and any of its entities, contact lists used during "R.M.C.S." business whether they are in printed or in any electronic format.

The members of the B.O.D.'s, and all committees and subcommittees, are responsible for maintaining the right of use, confidentiality rights, and goodwill use of all assets.

q. W.R.S. F.

Named after White Rose Empress, Empress III (3), Billie Cassandra, the "W.R.S.F." will be used to fund annual scholarships by the "R.M.C.S.", Inc., d/b/a/ "The White Rose Scholarship Foundation."

r. 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 "R.M.C.S.", Inc. has established three (3) designated funds, which sustain essential components of our organization's purpose, survival, and traditions.

s. "Cressy-West Endowment Fund":

Named after College of Cardinals member, Buddy Cressy, and Emperor XVII (17), Michael West, the Cressy-West Endowment Fund is the educational endowment fund for the "R.M.C.S.", 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 (1) annual one thousand dollar ($1000.00) "Cressy-West Scholarship" as part of the regular "White Rose Scholarship" process, if the fund has income equal to or greater than one thousand dollars ($1000.00) plus inflation in any given year.

t. Passion and Endurance Fund:

The "Passion and Endurance Fund," which was created at the request of Emperor XXXI (31) Paul Stackpole, and Empress XXXI (31) Kiki Monroe, shall have the sole purpose of investing in venture(s) that will benefit the "R.M.C.S.", Inc., d/b/a "Imperial Court of the Rocky Mountain Empire" aka "I.C.R.M.E." 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 B.O.D.'s and will be managed by the B.O.D.'s.

VI. MEMBERSHIP

Membership is open to anyone stating an interest in the "R.M.C.S." Members are expected to pay dues, attend meetings and actively work within the structure of the corporation to promote it. "R.M.C.S." 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. Public Behavior:

The following are examples of public behavior that **WILL NOT** be tolerated by "I.C.R.M.E."

(NOTE: It is impossible to list all things so this 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 "I.C.R.M.E." 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 "I.C.R.M.E." event).
- ✓ Making obscene gestures.
- ✓ Committing sexual acts or exhibiting lewd behavior.
- ✓ Entering restricted areas.
- ✓ Smoking in prohibited/restricted areas.
- ✓ Throwing objects.
- ✓ 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 "I.C.R.M.E." B.O.D.'s that pose a threat.
- ✓ Cursing or making verbal attacks on guests, 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).

b. <u>Bullying</u>:

"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 these important components:

- ✓ Bullying is aggressive behavior that involves unwanted, negative actions.
- ✓ Bullying involves a pattern of behavior repeated over time.
- ✓ Bullying involves an imbalance of power or strength
- ✓ Bullying can take on many forms: including derogatory comments, and bad names and 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.

c. 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 based on 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.

d. Statement of Agreements:

- ✓ It is my responsibility to contribute to any suggestions of ways to improve the organization's policies, standards, practices, or ethics.
- ✓ I will not abuse any position I hold within "I.C.R.M.E."
- ✓ I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious about 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 decides 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.
- ✓ I will maintain confidentiality of all information which the B.O.D.'s deem ought to be kept confidential.
- ✓ If I have prior approval, I expect to be reimbursed for legitimate expenses incurred by myself for the sake of the organization.
- ✓ As part of my duties as a court member, I represent "I.C.R.M.E." 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.

This policy does not deny that everyone is allowed to have their 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, for the use of all, open to the knowledge of all, in front of multiple or unknown individuals.
- ✓ Private: Confined to people or groups, secluded from others, not for public use or participation.

k. 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 B.O.D.'s who will then bring the matter before the entire B.O.D.'s for review and possible execution to the "Disciplinary Board of Review."

l. Sexual Harassment:

Coinciding with our equal opportunity policy, we believe that all individuals 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 "R.M.C.S."

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 "R.M.C.S." or is creating an otherwise offensive working environment.

VII. DISCIPLINARY BOARD OF REVIEW herein after referred to as D.B.O.R.:

The D.B.O.R. is responsible for immediate interpretation, application and, enforcement of "I.C.R.M.E."'s "Code of Honor" policies. The chairman of the D.B.O.R. will be appointed

annually by the "I.C.R.M.E." B.O.D.'s President. When the chairman of the D.B.O.R. receives a complaint in writing, they will be responsible in getting four (4) other committee members. These four (4) must be **UNBIASED** and **WITHOUT COMPLAINT** members of the College of Monarchs, College of Cardinals and permanent title holders living within the realm of the "I.C.R.M.E." A list of eligible candidates will be received by the B.O.D.'s President. Anyone asked to be on the D.B.O.R. by the chairman has the right to refuse. Also, the four (4) people selected may NOT serve on the B.O.D.'s and serve more than two (2) consecutive instances of complaint.

The D.B.O.R. will arbitrate the complaint with the plaintiff and the defendant and an attempt will be made to resolve the issue. At this time, only a warning may or may not be given to the parties involved. This is solely the responsibility of the D.B.O.R. If the plaintiff and the defendant cannot agree on a solution, a report will be written by the D.B.O.R. and given to the President of the B.O.D.'s. In the event more than one (1) complaint is received at a time, the chairman will decide which complaint is to be handled first dependent on date received. The first complaint must be totally resolved or given to the B.O.D.'s President before another is handled by the D.B.O.R.

Chairmans responsibilities:

- ✓ Shall be a member of the "College of Monarchs" or "College of Cardinals"
- ✓ Calls prospective members and asks them to join the D.B.O.R.
- ✓ Determines when and where the committee will meet
- ✓ Leads discussions at D.B.O.R. meetings
- ✓ May serve on more than one complaint (consistency is key)
- ✓ Responsible for giving any written warnings deemed necessary by the committee
- ✓ Responsible for having a report written about finding(s) on complaint(s) to be given to the B.O.D.'s President as well as, the Recording Secretary which will be discussed with the B.O.D.'s as a whole

- ✓ Responsible in finding their replacement, submitting it to the B.O.D.'s President for approval and then go over the discipline procedures with the new chair when they decide to leave the committee
- ✓ Decides whether the findings require a written warning or to be given to the B.O.D.'S for final decision
- ✓ Decides which complaint(s) takes priority dependent on severity and/or date
- ✓ Decides consequences (if any) for a guilty verdict in an initial complaint.

-DUE PROCESS-

As stated above, the D.B.O.R. will investigate as needed and submit a written report to the B.O.D.'s President within thirty (30) days or by the next regularly scheduled monthly meeting of the B.O.D.'s, whichever is deemed more reasonable. If the complaint reaches the B.O.D.'s, at least three (3) members of the B.O.D.'s should have reviewed the D.B.O.R. report and further investigate the matter with the plaintiff and defendant. Any additional information should be added to the D.B.O.R. report and a new report written. The chairman of the D.B.O.R. and, the President of the B.O.D.'s shall then meet to decide on the consequence(s). The President of the B.O.D.'s will render their decision in a written report given to the plaintiff and defendant and placed in the B.O.D.'s minutes with the Recording Secretary within ten (10) days of receiving the D.B.O.R.'s report.

An appeal, by the defendant may be submitted in writing to the B.O.D.'s. At a special closed meeting of the B.O.D.'s President, Vice-President, C.F.O. and, Recording Secretary along with the chair of D.B.O.R. (provided there is no conflict of interest between any/or all of the parties) and the plaintiff and defendant a final discussion will take place. After discussion with the B.O.D.s as a whole and the D.B.O.R. a final decision will be given to the plaintiff and defendant by the President of the B.O.D.'s and placed in the minutes of the Recording Secretary.

A second (2nd) appeal will not be accepted!

SPECIAL NOTE:

Should the President of the B.O.D.'s and/or chair of the D.B.O.R. be the subject of a written complaint, the Vice-President shall perform the duties of both parties until the matter is duly resolved.

VIII. MEMBERSHIP ORGANIZATON:

The members of the "R.M.C.S." consist of four (4) bodies: The B.O.D.'s, the College of Monarchs, the College of Cardinals, and Citizens of the Realm.

The "R.M.C.S." is an integral part of the organization. Each year the court undergoes a transition based on the newly elected Emperor/Empress and/or EmpreX, and their appointment of the Imperial Family.

A. The B.O.D.'s of Directors: (See "R.M.C.S." Bylaws, Article VI)

B. The College of Monarchs:

Consists of the Reigning Emperor, Empress, and/or EmpreX and all Emperor/EmpreX Emeritus and Dowager Empress/EmpreX. They are responsible for performing the annual Coronation ceremony and acting as advisors to the Reigning Monarchs and to the Corporation.

C. The Reigning Emperor, Empress and/or EmpreX:

Serve as official representatives of the "R.M.C.S." Host state functions and officiate at all other "R.M.C.S." functions and activities. They maintain liaison with all organizations and aspects of the northern Colorado LGBTQIA+ community to include individuals, organizations, and businesses and visit all areas of the realm as much as possible. The monarchs will hold B.O.D.'s seats during their reign as voting members. They may make declarations as it pertains during their reign.

Only one individual will hold the title and office of Emperor, Empress and/or EmpreX any time from coronation to coronation, and at no time will one individual hold both offices simultaneously. Once elected as an Emperor, Empress and/or EmpreX of

"I.C.R.M.E." or any other court within the inclusive realm, one may **NOT** seek either title again.

In the event either reigning monarch should abdicate their position during their elected year, that individual not only abdicates from the position of Emperor, Empress and/or EmpreX, but also abdicates the title of Emperor, Empress and/or EmpreX and all recognition, rights and responsibilities of that title.

All adornments, e.g., crown, rings, scepters, medallions will be returned to the B.O.D.'s immediately. In the event of a vacancy of either the Emperor, Empress and/or EmpreX position. The PR(s) will assume the duties and responsibilities of the monarch for a period not to exceed thirty (30) days until the B.O.D.'s appoints a regent(s).

Upon completion of their year, monarchs will receive their "moniker" of Emeritus or Dowager at "Victory Brunch" the following year if their duties as "Hospitality Hosts" has been completed in full.

UNDER NO CIRCUMSTANCESS SHALL ANY EMERITUS/DOWAGER MONARCH BE STRIPPED OF THEIR TITLE.

a. 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 their reign may proclaim one (1) 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.

b. 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 goodwill throughout the

community. Non- gender conforming titles may be given to an "Imperial Family" title (X-attached to title) roster on next page upon B.O.D.'s approval.

EMPEROR/EMPREX'S FAMILY	**EMPRESS/EMPREX'S FAMILY**
Prince Royale/PrinceX Royale	Princess Royale/PrinceX Royale
King Father Supremo (John Schlegel-cannot be replaced)	**Dowager Queen Mother Scotti Carlyle-cannot be replaced)**
King Father	Queen Mother
Grand Duke	Grand Duchess
Czar	Czarina
Marquis	Marquessa
Don	Reina
Baron	Baroness
Count	Countess

Since the B.O.D.'s has the authority to select a regent, when necessary, none of these "Imperial Family" titles will have direct ascension to the position of Emperor/Empress and/or EmpreX.

The imperial family titles are good only for the one (1) year in which they are appointed. This 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 monarch may appoint a total of up to ten (10) titles excluding "Supreme King Father/Dowager Queen Mother." The first eight (8) title names are outlined above. In addition, the monarchs may choose to appoint two (2) additional titles of name choice. The imperial family is required to pay annual court dues sixty (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.

Titles shall be decided upon by a monarch and individual receiving such title as to the verbiage that will be used. It must align with the concurrent numbering system of the current year "I.C.R.M.E." elected monarchs will reign. The numbering sequence **CANNOT** be changed.

c. The College of Cardinals:

Consists of past Prince, Princess and/or PrinceX royales, the King Father Supremo, and the Dowager Queen Mother, and other permanent titleholders. They are responsible for acting as advisors to I.C.R.M.E d.b.a. "R.M.C.S." and the general membership. Members of the "College of Cardinals" are not required to pay annual court dues, unless they are a member of the B.O.D.'s. They are recognized and walk at all state functions.

i. Prince/PrinceX and Princess/PrinceX (P R):

Are appointed annually by the reigning monarchs and their titles are announced at "Victory Brunch." They must be:

- ✓ at least twenty-one (21) years of age,
- ✓ have resided in "R.M.C.S." boundaries for one (1) year,
- ✓ have both been actively involved, and be a dues paid member the year/reign prior to acceptance of their titles.
- ✓ Dues must be paid no less than sixty (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 PR Ball and the Princess/PrinceX awards the Roxie and Patti Ann Cartier Awards, and the Prince/PrinceX awards the Joey and Buddy Awards (see Section PW pg. 69-74).
- ✓ They are also responsible for hosting the PR July 4th Picnic.

Reigning PRs may be removed by a three quarters (3/4) vote of the B.O.D.'s. Upon removal, any claim to a permanent title as Prince/ Princess and/or PrinceX 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 two-thirds (2/3) of their year.

Otherwise, the monarch(s) who appointed them must request such privilege of the B.O.D.'S who will vote on the request. PRs that have completed their entire year of commitment to the monarchs, and the "R.M.C.S." automatically receive their permanent titles and are inducted into the College of Cardinals. Replacement PRs will be subject to the same qualifying requirements.

d. King Father Supremo and Dowager Queen Mother:

The "King Father Supremo" title has been retired after the passing of John Schlegel. The title of "Dowager Queen Mother" Scotti Carlyle will be retired upon their stepping down. She is **NOT** required to pay annual dues!

e. King Father and Queen Mother:

Are appointed by the reigning monarchs annually, and announced at "Victory Brunch," along with the Prince, Princess and/or PrinceX. 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/Introduction of Candidates" event. The king father and queen mother only hold the given titles during the reign in which they are appointed. They are **NOT** required to pay annual dues.

f. 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 (1) permanent title for their reign.

g. Citizens of the Realm:

Individuals who have expressed interest in the overall organization and the newly formed "Court" pay 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.

IX. MEMBERSHIP GUIDELINES

All rights and privileges of any "I.C.R.M.E." dues paid member, member of the "College of Monarchs," or "College of Cardinals", who brings a lawsuit or any legal action against the B.O.D.'s, any B.O.D. member, or any member of the "I.C.R.M.E." with regards to "I.C.R.M.E." policies, procedures, and general operations will be suspended. The suspension will take effect as soon as the notice of legal action is received and will stay in effect until the said date of termination(s) of suspension by the B.O.D.'s.

1. Professionalism:

   Because the "R.M.C.S.", "I.C.R.M.E.", and the "W.R.S.F." are very high-profile organizations, all members are expected to conduct themselves in an appropriate manner, becoming to themselves and to our organization.

2. Code of Honor:

   Members of the "I.C.R.M.E." are **VOLUNTEERS** who should have a vested interest in the well-being of the organization. All memberships come with responsibility and accountability.

   A paramount area of concern for all non-profit organizations is its ethics and the organization's credibility with the community. If the credibility is high, we get participation from the community. If the credibility is low, then we must 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 whole organization. (continued)'

NOTE: (See section "Statement of Commitment" pg. 82. Signature and date required to be returned to the B.O.D.'s Recording Secretary and kept on file.)

3. Removal:

   The B.O.D.'s may suspend a title, including a permanent title. However, it **CANNOT** and **DOES NOT** have the power to remove any permanent title. Even if an individual holding it is found guilty of failure to obey the "R.M.C.S." rules as described in this operations manual as a whole.

X. INFORMATION (Handling of:)

1. 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 "R.M.C.S." shares responsibility for maintaining the confidentiality of this information within "R.M.C.S."

2. Public Statements and the Media:

All members of "R.M.C.S." are expected to use discretion in making public statements. All "R.M.C.S." and "I.C.R.M.E." information released to external news media must be handled through the B.O.D.'s and the reigning monarchs.

3. 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 "I.C.R.M.E." committee meeting other than the minutes taken by the Recording Secretary.

XI. ELECTIONS

The "I.C.R.M.E." views the election of its monarchs and B.O.D.'s 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, "I.C.R.M.E." 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 may host private parties and provide food and beverages during campaign only. **(This is forbidden on voting day!)** 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 the 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 one (1) year and will be ineligible to run for an elected position for up to three (3) years. Further disciplinary actions may be implemented.

A. <u>The College of Monarchs and College of Cardinals</u>:

a. The "College of Monarchs" and reigning monarchs will appoint one (1) member from their college annually to serve as a B.O.D. member for the term of one (1) year. This election will occur during their meeting/rehearsal the morning of coronation.

The "College of Cardinals" will have a separate ballot than those used for community election to vote on nominees for the "College of Cardinal" position on the B.O.D.'s. These 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.

b. New members of the B.O.D.'s will be seated at the first (1st) meeting of each panel's new fiscal year.

c. The B.O.D.'s acting as a committee as a 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 B.O.D.'s in which the candidates are to serve will decide which candidate shall be selected.

d. At each B.O.D.'s election the entire listing of candidates (both those who are elected and those who are not) and their number of votes is retained for sixty (60) days following the election. This may provide alternates from which to select a replacement in the event a B.O.D. member resigns between elections. This would include replacing positions vacated by newly elected monarchs in the event they already hold a B.O.D. position. Alternates may be selected from a "voting pool". However, this is at the discretion of the B.O.D.'s.

B. Campaign Guidelines for B.O.D.'S Positions:

a. Nominees for elected B.O.D. positions may distribute individual communications, e.g., letters, cards, announcing their candidacy and their qualifications within the court membership only.

b. Nominees may **NOT** put up posters or other announcements in the community since this is a vote by court membership.

C. Community election for Emperor/Empress and/or EmpreX:

Held one (1) week before coronation each year. The B.O.D.'s determines the specific dates for coronation and the community election. The B.O.D.'s is responsible for administering the community election as described in Section D below. Election costs are included in the coronation budget.

D. Voting Administration:

a. Scheduling locations:

The B.O.D.'s will secure two (2) locations for voting. One will be located within the city of Denver and one (1) outside of the six (6) metro counties (Adams, Arapahoe, Douglas, Jefferson, Boulder, Broomfield). The B.O.D.'s will

secure the location by December 1st 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 B.O.D.'s cannot secure a location outside of the six (6) metro counties, that location will be forfeited for the upcoming election. Considerations of venues should include: location, ability to accommodate hours of operation (i.e., 11am to 6pm), capacity to accommodate at least one thousand (1000) potential voters, and space for necessary voting judges, and monitors.

b. Method of voting:

Expense and "atmosphere" of the organization, and the voters should be considered in determining the method. Historically, "R.M.C.S." has used the "Denver Election Commission", the "American Arbitration Association," and most recently the "R.M.C.S." accountant, to count, and authenticate the ballots. "R.M.C.S." has a ballot box that will accommodate paper ballots no wider than six (6) inches, and no longer than nine (9) inches.

i. 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.

c. 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 B.O.D.'s to be received no later than "King of Hearts/Introduction of Candidates Event." Ballots will then be sent to these individuals on Monday, following the "King of Hearts/Introduction of Candidates Event." Ballots must be received back in Denver, no later than Thursday immediately preceding "Voting Day," to

be properly counted. Further instructions, and procedures, for processing absentee ballots will be found in the next section labeled "Security."

d. Security:

Should be determined as soon as possible, and include the kind, and degree of security necessary, to establish a fair and honest election, cost, and availability. The vote tallying entity will be responsible to pick up absentee ballots and the completed ballots at the election location, transport ballots to the ballot counter, and transport the election results to Coronation.

e. Election judges without "R.M.C.S." affiliation:

Traditionally, community leaders have provided this service. Scheduled by the B.O.D.'s, these volunteers will oversee voters in the voting booth(s).

f. Voting Booths:

Portable voting booths are in possession of the B.O.D.'s. Booths will need to be transported and set up at the voting location. Pens, and other necessary office supplies (highlighters, tablets, etc.), are provided by the B.O.D.'s. One campaign poster, and one election monitor, for each candidate, are allowed in the voting area. No other campaign materials, or campaigning, will be allowed within three (3) city blocks of the voting area. The B.O.D.'s will administer the actual voting process, by verifying voter qualifications (valid picture identification, showing the voter to be at least sixteen (16) years of age, and a resident within "R.M.C.S." boundaries) and informing the voters of the voting process being used.

g. Opening and Closing of Election:

The B.O.D.'s President calls the candidates, and their campaign manager(s), to the voting area. The process is explained, locks the ballot box and answers any questions. Voting is then officially opened for the voter(s). At the end of voting day, the B.O.D.'s President again calls the candidates, and their campaign managers(s), to the voting area and explains any invalidated ballots, answers any questions, announces the official number voting, supervises the candidates

destroying unused ballots, drops one of the ballot box's keys in the box and locks the box. A second ballot box key is in 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.

h. Final winning vote:

Winners will be decided by popular vote determined by the greatest percentage of "community" and "member" ballots.

i. Tie breaker vote:

Held in the event of a "tie" in the number of community and member election votes, for either the position of Emperor/Empress and/or EmpreX.

A secured box/envelope, separate from the community election ballot box, is provided by the B.O.D.'s at the voting location on voting day. "College of Monarchs" and reigning monarchs will use ballots separate from those they use for community elections, to vote again for an Emperor/Empress and/or EmpreX 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.

E. Qualifications for Candidates:

Prospective candidates must have the willingness to carry out the purpose, maintain the standards, and adhere to the bylaws, policies and procedures of the "Operations Manual" and of "R.M.C.S." 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, always i.e**:**

"Treat others as you expect to be treated!"

A. The Following Are Qualifications Required for Potential Candidates:

- ✓ Be twenty one (21) years of age or older by date of application.
- ✓ Reside within the "R.M.C.S." boundaries (see map page 83) for the past two (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 B.O.D.'s President, prior to "Candidate Review" night. These background checks must be conducted on all three (3) defined levels. If the B.O.D.'s President deems that a candidate has not successfully passed the background check, the candidate may appeal at the meeting of the B.O.D.'s on candidate review night prior to the interview. The results of such an appeal will be deemed final.
- ✓ Be a dues paid court member of the "R.M.C.S.", for the past two (2) years or, be a Prince/Princess and/or PrinceX 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 twenty-five hundred dollars ($2500.00) by hosting fundraisers over the past three (3) years benefiting **ANY recognized 501(C)3 non-profit organization**.

The applicant must prove that they meet all the qualifications. If they are unable to prove to the satisfaction of the B.O.D.'s President, their application will be rejected.

Prospective candidates will submit a completed application form and the application fee of two hundred and fifty dollars ($250.00) payable to the "R.M.C.S." in the form of a cashier's check, money order, and/or electronic/digital payment designating in memo ***"Candidate filing fee"*** to the B.O.D.'s President by 11:59pm of December 31st each

year. **PERSONAL CHECKS WILL NOT BE ACCEPTED!** All prospective candidates must go before a review/meeting of the B.O.D.'s which will be moderated by the B.O.D.'s President.

The President may appoint a member of the B.O.D.'s as moderator if they choose. 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" and will be held sixteen (16) to twenty (20) days prior to the "King of Hearts/Introduction to the Candidates Event."

This interview is to be conducted in a professional manner, and will **NOT** be used, to air personal grievances. The President is empowered to rule comments out of order, or inappropriate, if necessary. After the personal interview, the B.O.D.'s 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 NOT** receive a 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 B.O.D.'s may apply for candidacy.

However, if a member of the B.O.D.'s applies for candidacy, that individual will also submit a letter of resignation to be effective at the same time. If a member of the B.O.D.'s applies for candidacy, that individual **WILL NOT** be able to remain a voting member of the B.O.D.'s 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 B.O.D.'s. The interested party must still complete the candidate review process.

If there are no accepted candidates for the position(s) of Emperor, Empress and/or EmpreX, the B.O.D.'s, the reigning monarchs, and any "Emeritus/Dowager Monarch" in attendance, at the next regularly scheduled B.O.D.'s, will nominate three (3) individuals

who are either permanent title holders and/or, dues-paid court members for the past two (2) years.

(Reigning Monarchs, Emeritus Emperor's/EmpreX and/or Dowager Empress'/EmpreX are NOT eligible!)

8. The B.O.D.'s, reigning monarch, and any "Emeritus/Dowager 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/EmpreX and/or regent Empress/EmpreX will be made at coronation.

9. If a no-vote is announced at coronation. An emergency meeting of the B.O.D.'s will be convened on the Monday following Coronation. A member of the B.O.D.'s, and any "Emeritus/Dowager 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 B.O.D.'s and "Emeritus/Dowager 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/EmpreX.

F. Campaign Guidelines - (Emperor, Empress, EmpreX):

i. Must:

- ✓ be a dues paid member as of January B.O.D.'s meeting, or a permanent titleholder.
- ✓ be at least twenty-one (21) years of age.
- ✓ reside within the "R.M.C.S." boundaries (see map page 83) for at least two (2) years.
- ✓ have no felony convictions as defined by the State of Colorado, or any other U.S. State, Possession, and/or the U. S. Federal Government.

- ✓ have the ability and dedication to serve the position as defined including but not limited to: necessary time and funds to travel.

The first candidate introduction will be when they are formally introduced at the "King of Hearts/Introduction of Candidates" event. At this point, campaign season is officially open. 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."

Any individual considering being a "Candidate" for Emperor/Empress/EmpreX will not engage in any pre-campaigning that includes the following:

- ✓ They may not publish any material to the public that implies they are a candidate for either office until they have been announced at "King of Hearts/Introduction of Candidates" event.
- ✓ They may not publicly state their candidacy until they have been announced at "King of Hearts/Introduction of Candidates" event.
- ✓ Any campaigning or release of campaign material prior to the "Candidate(s)" announcement at "King of Hearts/Introduction to the Candidates" event will result in their immediate disqualification. They may, however, declare their intentions to be a "Candidate" in a private, informal manner.

Following their being accepted as a "Candidate(s)" at candidate review, the "Candidate(s)" must abide by the following prohibitions:

- ✓ "Candidates" will not conduct their campaign function until after their introduction at "King of Hearts/Introduction to the Candidates" 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.
- ✓ 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.

G. Campaign Guidelines - Heir Apparent herein after referred to as I.C.P.A.R.:

a. Qualifications for Nominees:

i. Must:

- ✓ be a dues paid member as of January B.O.D.'s meeting, or a permanent titleholder.
- ✓ be at least twenty-one (21) years of age.
- ✓ reside within the "R.M.C.S." boundaries (see map page 83) for at least two (2) years.
- ✓ have no felony convictions as defined by the State of Colorado, or any other U.S. State, Possession, and/or the U. S. Federal Government.
- ✓ have the ability and dedication to serve the position as defined including but not limited to: necessary time and funds to travel.

b. Election of Representative and Alternate Representative:

i. Nominees will be announced at the "King of Hearts/Introduction of the Candidates" event.

ii. The representative and alternate representative will be elected by the court membership on voting day with the second highest vote receiver becoming the alternate representative.

iii. The results of the election will be announced at coronation.

c. Terms:

i. the I.C.P.A.R. representative will be selected for a two (2) year term.

ii. the I.C.P.A.R. representative may serve two (2) full terms if duly elected as such. However, at the end of the second (2^{nd}) consecutive full

term, the representative must take at least one (1) term off before becoming eligible for another term.

iii. Nominees may distribute individual communications such as letters or cards announcing their candidacy, and their qualifications within the court membership only.

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

d. Vacancy:

i. If a vacancy occurs, the "R.M.C.S.", Inc. B.O.D.'s shall appoint a court member to fill the position for the remainder of the existing term in accordance with the rules for replacing a B.O.D.'s member.

H. Campaign Referees:

a. Referee's:

i. The B.O.D.'s 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 (2) i.e. "referee and "alternate referee.". 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 forty-eight (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 B.O.D.'s 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 under "Corrective Action" of this article.

- ✓ The "referee," and/or "alternate referee," will be available on-site for the entirety of voting on voting day.

I. Corrective Action:

a. 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 B.O.D.'s President should be contacted and may call a special meeting.

Notice about the meeting, and its purpose, will be conducted by telephone to each B.O.D.'s member within forty-eight (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 B.O.D.'s in attendance.

XII. ORGANIZATION FUNCTIONS GUIDELINES

"R.M.C.S." holds four (4) major state events and numerous other events throughout the year as described in this section. We recognize the need to have 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 (1) benefit that the "I.C.R.M.E." can provide these volunteers is free admission to our events, i.e., "Complementary Tickets."

A. Complimentary Ticket and Staff Admissions Guidelines: The following complementary ticket and staff admission guidelines apply to all "R.M.C.S." events. "Comp" and "Staff" lists must be provided to the B.O.D.'s Treasurer or other individuals working the event door by the "Ball Coordinator(s)" at least one (1) week in advance with last minute changes at least thirty (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 i.e. without charge” here into referred to as “comped,” into all “R.M.C.S.” 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 reigning monarchs and new elected monarchs are fully “comped”.

- ✓ Ten (10) year anniversary monarchs: “comped” into “Victory Brunch” at the start of their “Anniversary Year.” At the end of their current “Anniversary Year” they are “comped” into coronation.
- ✓ Emeritus/Dowager Monarchs who are celebrating, or have celebrated their twenty (20), thirty (30), forty (40), etc…”Decade Year Anniversary,” are “comped” into coronation in perpetuity.
- ✓ In Addition: Only those Emeritus/Dowager Monarchs celebrating their thirty (30), forty (40) year , etc…anniversary will be “comped” into Snowball, King of Hearts/Introduction to Candidates, In-Town Show, Out-of-Town Show, Bus Tour, and Victory Brunch.

b. Prince/Princess/PrinceX Royale:

- ✓ Reigning PRs: “comped” into the four (4) major state functions. Reigning PRs must pay the full admission cost of all other events.
- ✓ Past PRs: who are celebrating their ten (10) year anniversary are “comped” their anniversary year only. Those who have celebrated their twenty (20), thirty (30), forty (40), etc… - decade year anniversary: Are “comped” into PR Ball in perpetuity.

c. Ball Coordinators:

- ✓ Will be admitted as “staff” into any of the state events that they coordinate.

d. Emcees:

- ✓ Will be admitted as "staff" into any of the state events that they emcee. There will be no more than two (2) emcees for "Snowball," "King of Hearts/Introduction of Candidates" and "PR Ball," and no more than three (3) for coronation.

e. Signers for the Hearing Impaired:

- ✓ Will be admitted as "staff" for the four (4) major state events in which they will "sign." There will be no more than two (2) "signers" for each event.

f. Doorpersons (Cash Drawers):

- ✓ Will be admitted as "staff" for the events they work during all state events, and all events the week of coronation, except for, "Victory Brunch." The total number of individuals that may be admitted as "staff" for each event will not exceed four (4) individuals. One (1) "staff" person shall be admitted for "Victory Brunch."

g. Traffic coordinators:

- ✓ Will be admitted as "staff" for coronation only with a maximum of two (2) traffic coordinators.

h. Security staff:

- ✓ Will be admitted as "staff" for PR Ball, and coronation will have a maximum of four (4) individuals per event. Snowball and King of Hearts/Introduction of Candidates will have a maximum of two (2) individuals per event. If the ball coordinator(s) believe a different number is necessary, this must be approved by the B.O.D.'s as part of the budget.

i. Spotlight workers:

- ✓ Will be admitted as "staff" for the state events at the rate of one (1) person per spotlight. An exception may be made if the B.O.D.'s has approved the use of "student interns" or if the B.O.D.'s has authorized the hiring of spotlight workers as part of the ball budget.

j. Performers/Commands:

- ✓ 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 B.O.D.'s.

k. Protocol officers, attendants, and "Color Guard":

- ✓ Are **NOT** "comped" into state events.

l. Set designers and other:

- ✓ Are **NOT** "comped" into any event. Tickets may be provided to these individuals by the ball 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 B.O.D.'s.

B. Color Guard Guidelines:

a. 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 a 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/dais). 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 nations, the anthems of the visiting nations will 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.

XIII. PR BALL

This event will be held on the night preceding coronation. This event will precede the "Out-of-Town Show" and the bus tour. As a state event all funds raised will go to the "R.M.C.S." general fund.

A. <u>The Prince, Princess and/or PrinceX Royale</u>:

- ✓ are co-hosts of this event.
- ✓ The ball will start within ten (10) 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.
- ✓ PR's will each be allowed up to three (3) guest performers in addition to that of the immediate monarchs and any "Decade Anniversary" PR(s) celebrating that year that wish to perform.
- ✓ The performances are no longer than five (5) minutes each in length.

- ✓ Music must be provided to the ball coordinator(s) no less than one (1) week in advance for the in-town performers and no less than one (1) day in advance for out-of-town performers.
- ✓ The ball will include state walks for the "College of Cardinals."
- ✓ Final walks for the Prince/Princess and/or PrinceX 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, Princess, PrinceX will award a total of four (4) awards each: Joey, Buddy, Roxie, Pattie Ann Cartier awards.

✓ a. Any additional awards, and "thank you's", which the PRs wish to give, may be presented at the annual "Award's Banquet" or presented at a separate "thank you", or "award" show which may be scheduled by the PR's.

b. Emperor 44 Jon "Crunchy" Crenshaw will present the Rosa Marie Sugarbaker "Ten (10)-Year Anniversary Award" to each of the ten (10)-year anniversary PR's. These awards; which will be watches, will be paid by Rosa Marie Sugarbaker until otherwise communicated, and will then be paid from the "PR Ball" budget.

c. The preceding (the prior year) PR's and permanent titles will present the Silver Sting Ray Award. (See section PW "Perpetual Awards pg. 69).

XIV. CORONATION:

This is the major state function and the culmination of each reign. The B.O.D.'s has the ultimate responsibility and the final authority for the proper administration of a successful coronation.

As a state event all funds raised will go to the "R.M.C.S." general fund.

A. Reigning Monarchs:

- ✓ Jointly select a theme
- ✓ Each will select a coronation coordinator, whose nominations by the reigning monarchs, will be submitted to the B.O.D.'s at the June B.O.D.'s meeting for their review, after which the

nominations will be submitted to B.O.D.'s at their next regularly scheduled meeting for final approval.

- ✓ Each will select "Permanent Title" holders for their reign.
- ✓ Choose up to two (2) charities among one another which will be announced at investitures.
- ✓ Once a monarch steps down, they are required to raise money for the next year's hospitality. If a monarch refuses to help raise money and refuses to help host hospitality, the monarch's 'moniker" of Emeritus or Dowager will be suspended for one (1) year after that hospitality.

B. Coordinators:

- ✓ The coordinators will report to the President of the B.O.D.'s.
- ✓ The coordinators oversee the production of coronation to include committee direction, ballroom rental, timetable, set(s), lights, sound, program, and public relations.
- ✓ Aspirants (candidates) to the throne will be encouraged to help recruit attendance at coronation.

C. Coronation Entrances, Productions, Intermission, Crowning Ceremony:

a. There will be no production entrances allowed at coronation except for:

- ✓ The "Opening Production Number" (produced by the 25th anniversary monarchs) and performed by the "College of Monarchs."
- ✓ The productions of each of the candidates for the offices of Emperor/Empress and/or EmpreX.
- ✓ The current "Court of the Reign" at the beginning of the second (2nd) set.
- ✓ The production numbers of the anniversary monarchs. These are limited to fifteen (15) minutes total per reign).

- ✓ The "College of Monarchs" are responsible for administering and performing the "Coronation Crowning Ceremony."

b. All command performances are by request of the reigning monarchs.

i. Commands will be interspersed throughout the first two (2) sets.

ii. Commands will be limited to three (3) per monarch.

iii. 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.

iv. All entrances/walks (except for those listed above), will be accompanied by house music.

C. Order of Walks:

1. The San Francisco Court and the Vancouver, British Columbia Court, will always be announced as the first out-of-town courts to walk in this order providing, they are present.

2. 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.

3. 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.

4. 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. Intermission:

i. During intermission, music will be provided to give attendees the opportunity to mingle, smoke, dance, etc....

ii. Intermission will be limited to **EXACTLY** fifteen (15) minutes.

During the crowning ceremony, only the B.O.D.'s President, the "College of Monarchs," and reigning PR's will be on-stage to witness the crowning of the new monarchs.

E. Anniversary Guidelines:

a. Ten (10)-Year Anniversary Monarchs:

i. Will receive one (1) night each at host hotel **THEIR ANNIVERSARY YEAR ONLY.** As well, the anniversary "Emeritus/Dowager Monarchs" will receive the "Legacy Service Award." The Aurora Borealis Crown will be given to the "Dowager Empress" by those individual monarchs of their choice. The cost of the Aurora Borealis Crown will be paid from the general fund. The "Legacy Service Award" will be financed by Emperor 41 Caeri Mancini. (See section PW "Perpetual Awards pg. 77-78). The ten (10) year anniversary monarchs are responsible for producing the annual "Decade Show" and "All Monarch Show."

b. Decade Anniversary Monarch(s) in **THEIR ANNIVERSARY YEAR:** (Continued)

i. Twenty (20, thirty (30), forty (40), etc… year anniversary monarchs will be provided one (1) night lodging each in the host hotel **(single room only**), with **no exchanges or upgrades at "R.M.C.S." expense their anniversary year only!**

F. Hospitality Suite:

A reception area at the host hotel will be established to welcome guests throughout coronation weekend. The previous years monarchs are required to host, organize, and obtain funding (through donations and functions) to cover necessary expenses, and to open, and run hospitality. Refusal will be brought to the B.O.D.'s for possible suspension and will terminate at victory brunch the following year.

- ✓ There will be one (1) room (single room only), provided for the hosting Emperor/EmpreX, and one (1) room (single room only) for the hosting Empress/EmpreX, 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," if available, 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 "R.M.C.S." expense.

G. Complimentary Room Expense:

a. There will be complimentary rooms provided for those people responsible for the success of coronation weekend as follows:

- ✓ Reigning monarchs: One (1) room each for two (2) nights.
- ✓ Coordinators: One (1) shared room for two (2) nights.

- ✓ B.O.D.'s President: One (1) shared room for two (2) nights.
- ✓ C.F.O.: One (1) shared room for two (2) nights.
- ✓ B.O.D.'s Treasurer: One (1) shared room for two (2) nights.
- ✓ Decade monarchs celebrating their **"CURRENT"** year anniversary of ten (10), twenty (20) or greater: One (1) room each for one (1) night.
- ✓ Hosting hospitality monarchs: NOTE: See instructions as noted under Hospitality Suite in the preceding section of this Article (These rooms are part of the Hospitality budget).

b. These rooms (*single rooms only*) shall be provided in the host hotel for Friday and Saturday night only during coronation weekend. There shall be no exchanges or upgrades to these rooms at "R.M.C.S." expense. "In-and-out" parking shall also be included for the weekend (*if available*), but incidentals such as but not limited to, telephone charges, and room service, shall **NOT** be at "R.M.C.S." expense. The expenses for these rooms will be included in the coronation budget, except as noted.

In the event, 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 B.O.D.'s President chooses not to room with another, 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*).

XV. ANNUAL FUNCTIONS:

a. Investiture Ceremony:

Scheduled annually within thirty (30) days of coronation by the reigning monarchs. The purpose of this event is to distribute titles to businesses, organizations and, 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 newly elected monarchs are responsible for creating the titles mentioned above. The reigning monarchs, PR's, "King

Father" and "Queen Mother" typically perform. There is no advance budget required for this event.

b. Touch of Class:

The introductory show for the Empress/EmpreX line of the current reign. Only the Emperor/EmpreX would be an exception. Dowager Empresses/EmpreX's are invited to perform as well. This function is held in June.

c. PR July 4th Picnic:

Held annually in Cheesman Park and is hosted by the reigning Prince, Princess, PrinceX 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 first (1st) of every year. The event should be at least three (3) hours and no more than five (5) hours long. All cash and items should be obtained by donations, so no advance budget is required for this event.

d. Pridefest:

Held annually during "Pride" month, along with the reigning monarchs members of the line participate in the "Gay Pride Parade" and as well as serve members of the community with drinks at a designated booth by the pride organizers. Monarchs along with the line, and "I.C.R.M.E." members celebrate LGBTQIA+ culture and the support of LGBTQIA+ rights as well as promote "I.C.R.M.E." The reigning monarch family hosts on the Saturday before the "Gay Pride Parade" and the previous year monarchs and their line family host the day of the "Gay Pride Parade."

e. Dynasty Review:

Initially named the "All Boys Show" but now will be referred to as "Dynasty Review." In this show only the line members of the reigning Emperor/EmpreX are allowed to entertain. The only other performer would be the reigning Empress/EmpreX. Emeritus Emperors/EmpreX's are invited to perform as well. Historically, the Empress' line members would picket the event in good fun. This function is held in August.

f. Wet Jockey Shorts Contest:

Created by Emperor XV (15) Vince Kline during the XV (15th) Reign and is hosted by Emperor XV (15) Vince Kline annually, usually on the second (2nd) or third (3rd) 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 fifty-fifty (50/50) raffle tickets to the audience in their underwear before a winner is selected. Proceeds are donated usually to the "W.R.S.F." This function is usually held in August.

g. All Group/Duet:

Two (2) members from the imperial family are selected by the reigning monarchs to host 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. This function can be held anytime through the year. **(If there is not enough interest for this event, it will not be a required function of the reigning court).**

h. College of Cardinals Show:

Hosted by the most recent stepping-down Prince, Princess, PrinceX royale and should last no more than two (2) hours. Performers are members of the "College of Cardinals" only. Exceptions may be made for the reigning monarchs and PR's if they have become monarchs. They will be announced with their monarch titles noting that they were a past PR and their number. This function can be held anytime through the year.

i Adopt a Monarch Function:

Members of the imperial family are asked to adopt a monarch from previous reigns at the beginning of the "new" reign. The function itself can be a show, a social/potluck or any event where line members and adopted monarchs can share time together. If a show, it will showcase line members and their chosen monarchs. The performance 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**.** This function is held in September. **(If there is not enough**

interest by an emeritus/dowager monarch it will not be a required function of the reigning court).

j. Closet Ball:

Contestants first appear and are judged dressed in their natural appearance, then their sponsors have one (1) hour to transform them into an appearance other than their own. The contest is open to anyone. The contest organizers select a panel of five (5) to seven (7) judges and the beneficiary charity. The winning titles of "Mr., Ms. or Mx. Closet Ball" are fun titles with no obligations. Entertainers for the evening are invited guests and usually include the reigning monarchs and PR's. The contestants sell 50/50 raffle tickets while the judging sheets are being tabulated. A budget is required for the crown and medallion that is presented to the winners. This function is held in October. **(If there is not enough interest for this event it will not be a required function of the reigning court).**

k. The "W.R.S.F." Decades Show:

In the fall of each year, the B.O.D.'s hosts the "White Rose Scholarship Decades Show" during which an annual scholarship, given by the B.O.D.'s President, is presented to an individual selected by the B.O.D.'s, immediately preceding the function. The decades show features presentations from the current reign, the decade reign, double decade reign, etc. (ten [10]-year increments). Each presentation will not exceed thirty (30) minutes. Proceeds from the show go to "W.R.S.F." after expenses are paid, including the presented scholarship. This event requires a budget (if a budget is needed) which must be approved by the B.O.D.'s. This function is produced by the ten (10) year anniversary monarchs. This function is held in September or October.

l. Turnabout:

Historically the Emperor and his line took on the personas of the female line and the female line took on the personas of the male line. This function has been updated to a more politically correct standard. It will be hosted by two (2) members from the imperial family selected by the reigning monarchs.

Line members of the reign will take on the personas of characters, line members, actors, etc…and perform a number. Local titleholders of other pageants and organizations are invited to perform as well. The hosts select the charity. This function is held in September or October. **(If there is not enough interest this event will not be a required function of the reigning court).**

m. Black Tie Affair:

Is a formal event hosted by the reigning Prince, Princess, PrinceX royale. Performers should be limited to individuals that have served as a Prince, Princess, PrinceX royale (even if they have gone on to become a monarch), as well, the reigning monarchs, and the reigning PRs. This event should last no longer than two (2) hours. During this event the "Ruby Orchid Award" is awarded by the reigning Prince, Princess, PrinceX to an individual. This function is held in January before the ascension of new monarchs in April. (See section PW "Perpetual Awards" pg. 65).

n. Snowball:

This event is held in November before the holiday season begins and should not last more than four (4) hours.. The reigning Empress/EmpreX hosts this event. The Empress or EmpreX will award the "Kinsey Award" (See section PW "Perpetual Awards" pg. 66).

- ✓ The Empress/EmpreX will be allowed one (1) number not lasting more than seven (7) minutes. Further, two (2) to three (3) numbers are performed by individuals chosen by the Empress/EmpreX as "Commands" not to last more than five (5) minutes each.
- ✓ Additional performers include Empresses/EmpreX's who are celebrating their decade ten (10), twenty (20), thirty (30), forty (40), etc… anniversaries. These numbers are to be limited to five (5) minutes each. This show will benefit the "R.M.C.S." general fund.

o. King of Hearts/Introduction of Candidates Show:

This event is held in February/March, depending on the date of coronation, generally the third (3rd) weekend of the month and shall not run longer than four (4) hours. It is hosted

by the reigning Emperor/EmpreX in conjunction with the B.O.D.'s, king father, and queen mother. All are responsible for organizing this event, which was originated during Campaign XV (15) to foster unity among the candidates for Emperor, Empress, EmpreX.

- ✓ Two (2) to three (3) numbers are performed by individuals chosen by the Emperor/EmpreX as "Commands" not to last more than five (5) minutes each.
- ✓ Additional performers include Emperors/EmpreX's who are celebrating their current decade ….ten (10), twenty (20), thirty (30), forty (40), etc…anniversaries limited to five (5) minutes each.

This will be the first (1st) formal introduction of the candidates and will include a formal production by each candidate not lasting more than five (5) minutes. The "White Dove/Iron Horse Humanitarian Award" is presented at this function by the reigning Emperor/EmpreX. (See section PW "Perpetual Awards" page 67). This show will benefit the "R.M.C.S." general fund.

p. All Monarch Show:

Held within two (2) weeks prior to the community election for Emperor, Empress, EmpreX. The ten (10) year anniversary decade monarchs are responsible for organizing and hosting this event. Performers are limited to Emeritus/Dowager monarchs.

q. Smack a Star:

Usually held the day after voting for the reigning monarchs. It is a function wherein "whip cream pies" are bid on to be thrown at local celebrities including that of the current reign. Those bids are collected, and the funds raised are used to cover the expenses for hospitality. **(If the hosts for hospitality choose not to have this event it will not be required if hospitality funds are generated elsewhere).**

r. Awards Banquet:

Held the Monday evening before coronation. This event is held to allow the reigning monarchs and their PR's to present awards of their choosing to individuals within the state and those who live out of state. This event will not last more than two (2) hours.

Awards are **NOT** funded by the general fund unless otherwise specified or approved by the B.O.D.'s.

s. Prince, Princess, PrinceX Royale Ball:

(see guidelines in Section XIV) Awards given: (See section PW "Perpetual Awards" pages 69-74).

t. Coronation:

(see guidelines in Section XV) Awards given: (See section PW "Perpetual Awards" pgs. 75-81).

u. Any Official Function(s) of the "W.R.S.F." Committee:

A budget is required for any "W.R.S.F." event(s).

XVI. "I.C.R.M.E." SHOW GUIDELINES:

The following section contains guidelines to aid members of the "R.M.C.S." in the successful production of "I.C.R.M.E." approved functions/shows.

A. Scheduling and Preparation:

a. To host an "I.C.R.M.E." function for another 501(c)3 organization, it is necessary to completely fill out a function sheet provided by the reigning monarchs for approval.

b. Approved function sheets, found on website 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 B.O.D.'s meetings.

c. After approval has been granted, for a show to proceed with "I.C.R.M.E." status, it is necessary to promote your function/show, such as: flyers, electronic social media events areas such as "Out Front" (will advertise events free in calendar section), "Facebook," "Instagram," "TicToc" etc… It is recommended flyers/postings for "I.C.R.M.E." functions be distributed within two (2) weeks

prior to a scheduled event. Promotional materials created for "I.C.R.M.E." 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 "I.C.R.M.E." function/show.
- ✓ I.C.R.M.S. court logo (can be accessed by right clicking on the logo from our website homepage www.denvercourt.org, choose copy. Return to your document, choose paste).

d. It is important to contact your chosen beneficiary. This not only extends an invitation to the "I.C.R.M.E." show you are holding, which may directly increase your attendance; It also benefits the "R.M.C.S." by making other 501(c)3 organizations aware of our presence in the community. In addition, contacting the charity allows them notice of incoming funds because of the "I.C.R.M.E." function/show.

e. 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 rule, it is recommended that "I.C.R.M.E." hosts arrive at least thirty (30) minutes prior to their scheduled function.

f. As a general guideline, shows should last approximately two and one half (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.

g. During the show, as a rule, funds will be counted and maintained for the duration by the B.O.D.'s Treasurer, or their designee along with another "R.M.C.S." 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 provided by the host bar, business, or organization.

h. After the show; in lieu of providing cash to the B.O.D.'s Treasurer or designee (must be a B.O.D. only) for funds raised during an "I.C.R.M.E." function, the hosting bar, business, or organization should be requested to cut a check for these funds made payable to "R.M.C.S." Inc. Treasurer or B.O.D. shall only accept cash as a last option.

i. The B.O.D.'s Treasurer or B.O.D. along with another "R.M.C.S." member will audit the "function's" 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 one hundred percent (100%), and beneficiaries. Initials of **ALL** cash counters.

The B.O.D.'s Treasurer will deposit within three (3) days of event or one (1) business day after an event. If anyone other than the Treasurer retains function monies, those monies must be turned into the Treasurer within twenty-four (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 B.O.D.'s meeting, B.O.D.'s Treasurer will provide the B.O.D.'s with all previous month's function documents, the B.O.D.'s C.F.O. will provide reconciled bank statements. These combined documents will allow the B.O.D.'s to vote to approve said documents.

Once approved, the B.O.D.'s C.F.O. along with another check signer will issue said beneficiaries checks from the "R.M.C.S." checkbook. The C.F.O. will cut a check to the beneficiary within ten (10) business days of the function. It is good practice to follow up with your chosen beneficiary twenty-one (21) calendar days after completed function, to make sure monies raised have indeed reached them as promised.

XVII. PROCEDURE TO ALTER/EDIT OPERATIONS MANUAL

The Procedure to alter/edit, add, or delete, items passed by the B.O.D.'s of Directors is as follows:

- ✓ After a motion is made, and discussed, to add, or edit, an item in the Operational Manual by a B.O.D.'s Member, a B.O.D.'s 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 B.O.D.'s. 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.

SECTION PW (Perpetual Awards)

NOTE: Awards may be changed to denote if given by an EmpreX or PrinceX (i.e …success of the reigning Prince and PrinceX royal and their monarchs). This is just one example. Changing of wording for current year's award must be submitted to the B.O.D.'s and the chairman of the ""I.C.R.M.E." Historical Preservation Committee" for approval.

BLACK TIE AFFAIR

Funded by Operations Budget

Ruby Orchid Award:

History:

The name "Ruby Orchid" honors the founder of Black-Tie Affair, Empress 21 (XXI) Nicole Summers who also created this award.

It is presented by the reigning Prince/Princess and/or PrinceX royale at Black Tie Affair each year to a past "I.C.R.M.E." Prince/Princess and/or PrinceX royale that has helped them during their reign.

Wording:

RUBY ORCHID

***

"In honor of the Black-Tie Affair founder Princess Royale XVIII and Empress XXI Nicole Sommers

and

In recognition of the contributions made by you as a past Prince/Princess/PrinceX Royale, for the success of the reigning (Prince and Princess Royal and/or PrinceX) and their Monarchs.

(Recipient)

Presented on this day: (Date)

(Title, Number and Name) and (Title, Number and Name)

SNOWBALL

Funded by Operations Budget

Kinsey Award:

History: UNKNOWN (To be edited if and/or when history is ascertained.)

Created in memory of Empress 18 (XVIII), Kinsey Rapport. It is to be presented to a Dowager "I.C.R.M.E." Empress/EmpreX by the reigning Empress/EmpreX.

Wording:

KINSEY AWARD

***

"In memory of Empress XVIII, Kinsey Rapport."

Presented on this day: (Date) to:

(Recipient)

Thank you for your contributions, love and support to me as (Empress/EmpreX).

Given By: (Title, Number and Name)

KING OF HEARTS:

Funded by Operations Budget

White Dove/Iron Horse Humanitarian Award:

History:

Created by The Legend of the Iron Wolf Emperor 21 (XXI) Michael Graczyk in memory of the 4th (IV) Reigns White Dove Empress Causha Lee Victoria and The Legend of the Iron Horse Shel Anderson in 1995. It is to be given to an **(Individual)** for five (5) or more years of outstanding service to Denver's Gay and Lesbian (now updated to LGBTQIA+) community.

To be given by the reigning Emperor/EmpreX during King of Hearts/Introduction of Candidates Show.

Wording:

FROM (Title, Number and Name)

THE WHITE DOVE/IRON HORSE HUMANITARIAN AWARD

***

(Recipient and Date)

GIVEN IN MEMORY OF THE IV REIGN FOR OUTSTANDING SERVICE FOR FIVE YEARS OR MORE TO DENVER'S LGBTQIA+ COMMUNITY.

CREATED BY THE IRON WOLF EMPEROR

THE LEGEND OF THE IRON WOLF, EMPEROR XXI MICHAEL GRACYZK

AWARDS BANQUET

Funded by Operations Budget

NOTE: (Only to be given if there are two or more candidates for Emperor/Empress and/or EmpreX).

Galaxy Starr Sapphire Award:

History: Created by Empress (34) XXXIV Janelle St. Christopher in memory of Empress (20) XX Stephanie Starr.

Presented by the Emperor/Empress and/or EmpreX, at the awards banquet for best incoming monarch campaign.

Wording:

GALAXY STARR SAPPHIRE AWARD

Presented to: (Recipient)

Best Campaign for: (Next Reign Number)

Presented by (Title, Number and Name)

Presented on this day: (Date)

****

PR BALL

Funded by Operations Budget

Silver Stingray Award:

History:

Created by Prince and Princess Royale 31 (XXXI) Michael Vrooman & Martini Monroe in memory of The Silver Stingray Prince of Vision, Diversity & Respect Prince Royale 27 (XXVII) Blake Kleeberger.

It is to be presented to an "I.C.R.M.E." College of Cardinal member that has contributed to the success of "I.C.R.M.E.".

Note: The last (4) four inducted members of the College of Cardinals should appear on the award as the presenters and is presented to individual by them.

Wording:

SILVER STING RAY AWARD

"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 (Reigns Number) Reign.

***

Presented on this day: (Date)

(Recipient)

(Their Title):

***

Given by: ([4] four most recent College of Cardinals members name)

The College of Cardinals of Reign (Reigns Number)

Funded by Operations Budget

Patti Ann Cartier Award:

History:

Created by Empress 34 (XXXIV) Janelle St. Christopher about the year 2008 in memory of Princess Royale 19 (XIX) Patti Anne Cartier. This is awarded to an (**Individual only)** by the current Princess/PrinceX royale at their PR step down each year.

Wording:

PATTI ANN CARTIER AWARD

"In memory of Princess Royale XIX, Patti Ann Cartier.

Thank you for your contributions to the Imperial Court of the Rocky Mountain Empire, and to me as the reigning Princess/PrinceX Royale."

(Recipient)

(Date)

(Title, Number and Name)

Funded by Operations Budget

Roxie Award:

History:

This award was created about March 1988 by Prince Royale 13 (XIII) Vince Kline, in memory of Princess Royale 13 (XIII), Roxie Lamont. It is to be presented to a (**Business or Organization**) by the reigning Princess/PrinceX royale at their PR step down each year in memory of Princess Royal 13 (XIII) Roxie Lamont.

Wording:

ROXIE AWARD

"In memory of Princess Royale XIII, Roxie Lamont.

Thank you for your contributions to the Imperial Court of the Rocky Mountain Empire, and to me as the reigning Princess/PrinceX Royale."

***

(Recipient)

(Date)

(Title, Number and Name)

Funded by Operations Budget

Joey Award:

History:

Created in memory of Prince Royale (14) XIV, Joe Sequenia about September 1993 by Princess Royale (3) III and Empress (4) IV Causha Lee Victoria. It is to be presented to an (**Individual**) by the current Prince/PrinceX royale.

Wording:

JOEY AWARD

***

"In memory of Prince Royale XIV, Joe Sequenia."

"Thank you for your contributions to the Imperial Court of the Rocky Mountain Empire, and to me as the reigning Prince/PrinceX Royale."

****

(Recipient)

****

(Title, Number and Name)

(Date)

Funded by Operations Budget

Buddy Award:

History: Created by Prince Royale (16) XVI, Thom Frey in memory of Reign (18) XVIII, College of Cardinal, Imperial Prince of the Fire and Ice Rose, Buddy Cressy.

It is to be presented to a (**Group, Business or Organization**) by the reigning Prince/PrinceX royale at their PR stepdown.

Wording:

BUDDY AWARD

(Recipient)

"Thank you for your contributions to the Imperial Court of the Rocky Mountain Empire, and to me as the reigning Prince/PrinceX Royale."

***

(Date)

(Title, Number and Name)

Funded by Jon “Crunchy” Crenshaw

Award presented by Jon “Crunchy” Crenshaw

Ten (10) year Anniversary PR Watch:

History: Created by Princess Royale 20 (XX) Rosa Marie Sugarbaker April 16, 1994. To be given to a Prince and Princess Royale celebrating their (10) ten-year Anniversary. In 2011 the honor of presenting award watches was given to Prince Royale 34 (XXXIV) John “Crunchy” Crenshaw until his demise of which then the responsibility would go to the “I.C.R.M.E.” B.O.D.’s of Directors.

CORONATION

Funded by Operations Budget

Award is Presented by the B.O.D.'s President.

The Golden Aspen Award

History:

The award was created by Emperor and Empress 39 (XXXIX) Ken Bazan and Martini Monroe, to be presented by the B.O.D.'s President each year at Coronation in honor of Reign (2) II, Emperor and Empress (2) II Richard "Bucky" Reed and Scotti Carlyle.

This award should be given to a (**Group, Business and/or Organization**) who has shown support, dedication, and talent to the "I.C.R.M.E." over several years (longevity and ongoing support.) who is NOT a permanent titleholder of the "I.C.R.M.E."

Wording:

GOLDEN ASPEN AWARD

***

"IN MEMORY OF REIGN II

Emperor II Richard "Bucky" Reed and Empress II Scotti Carlyle."

***

(Recipient)

IN GRATEFUL APPRECIATION FOR YOUR SERVICE AND DEDICATION TO THE "I.C.R.M.E." COMMUNITY AND PEOPLE OF NORTHERN COLORADO

Presented on this day: (Date)

***

(Name) "I.C.R.M.E." B.O.D.'s President

Funded by Empress XXXVIII (38) Stephanie Paul

Award is given by the B.O.D.'s President

The White Rose Foundation Award

History:

The award was created by Empress 38 Stephanie Paul in memory of Empress 3 Billie Cassandra.

The individual selected for the award is made by the reigning Empress/EmpreX and given by the B.O.D.'s President.

WHITE ROSE FOUNDATION AWARD

***

In Memory of Empress III, Billie Cassandra

***

AWARDED TO AN INDIVIDUAL THAT BEST EXEMPLIFIES THE VALUES OF FURTHERING EDUCATION

***

(Recipient)

***

Presented on this day: (Date)

(Name) "I.C.R.M.E." B.O.D.'s President

Funded by Caeri Mancini

Legacy Service Award

History:

Established September 25, 2024 by Emperor 41 Caeri Mancini in honor of Emperor 12 (XXII) David “Boom Boom” Laurette and Richard “Bucky” Reed. Boom Boom designed and instituted a ring during Reign XII (12) to be given to Emperor Richard ‘Bucky” Reed who was about to celebrate his ten (10) ten-year anniversary. The idea was for the preceding years Emperors would receive their ten (10) year ring at the end off their anniversary yet this idea was lost and instead given to Emperors at their crowning. This award is to establish the sentiment by “Boom Boom” toward “Bucky” and the initial thought of celebrating an Emperors ten (10) year Anniversary. It is presented at Coronation to both Emeritus Emperor/EmpreX and Dowager Empress/EmpreX at the end of their ten (10) year Anniversary.

Presented by Emperor 41 Caeri Mancini in perpetuity until a successor is named.

Wording:

In memory of the Legend of the Ivory Tusk

Emperor XXII David “Boom Boom” Laurette

and

The Legend of the Double Headed Eagle

Emperor II Richard “Bucky” Reed

With Appreciation for your ten (10) years of Service and Contributions to the Imperial Court of the Rocky Mountain Empire

as

Emeritus or Dowager (Title/Number and Name)

On this Day: (Date)

The Legend of the Crystal Sugar Skull

Guardian of the Crystal Attributes of Empresses

The 1st Elected Gypsy Emperor of the Rockies

Emperor 41 Caeri Mancini

Funded by Operations Budget

These awards are presented by the Emperor/Empress/EmpreX at coronation:

The Ten (10) Year Anniversary Aurora Borealis Crown

History:

Before becoming Empress (6) six (VI) Christi Lane, Empress (3) three (III) Billie Cassandra and Empress (5) five (V) Mikel Wright along with Christi tossed around the concept of a gold crown on the way home from a trip to San Francisco. At this point, the court was only at its 5th Empress Mikel Wright. As they were chatting the idea of the court lasting more than ten (10) years was feasible and the goal. If it made it to the ten (10) year mark the 1st Anniversary Empress aka Bridgette Peters would receive a gold crown to make that ten (10) year mark special. It was something to strive for. The tradition continues in perpetuity.

Presented to the (10) ten-year anniversary Empress/EmpreX at the end of their anniversary year during coronation by the reigning Empress/EmpreX or, if they so choose, the ten (10) year anniversary Empresses person of choice.

INSPIRATION AWARD:

Funded by Operations Budget

History:

Created by Emperor 49 (XLIX) Alex Sexton in 2023. To be presented by the reigning Emperor/EmpreX in conjunction with the "Cameo Award" given by the reigning Empress/EmpreX. The reigning Emperor/EmpreX shall give to another Emeritus Emperor/EmpreX of the "I.C.R.M.E." that has inspired their reign.

Wording:

Inspiration Award

***

Awarded to:

(Recipient)

(Court Title)

***

"Given to an Emperor/EmpreX that has inspired and supported the Reigning Emperor/EmpreX of "I.C.R.M.E.""

Thank You

(Court Title)

(Current Year)

Funded by Operations Budget

Cameo Award:

History:

Created by UNKNOWN (To be edited if and/or when history is ascertained.) in memory of Empress 9 (IX) Vaden Andress.

It is presented by the reigning Empress/EmpreX each year at coronation to an **(Individual)** that has helped them during their reign.

Wording:

CAMEO AWARD

***

IN MEMORY OF EMPRESS IX VADEN ANDRESS

FOR YOUR OUTSTANDING SUPPORT AND DEDICATION IN AN EXCEPTIONAL MANNER

(Recipient)

***

H.M.I.M. Empress/EmpreX (Number and Name)

On this day: (Date)

Funded by Operations Budget

Prince/Princess and/or PrinceX permanent title award (***plate***)

History: Established by proclamation April 1980 by Emperor VI (6) Mark Bovay and Empress VI (6) Christi Lane.

Prince's/PrinceX's permanent title awarded by reigning Emperor/EmpreX.

Princesses/PrinceX's permanent title awarded by reigning Empress/EmpreX.

Wording:

From this Day Forward, Let it be Known that:

(Recipient)

Shall be known as:

(Title)

(Date)

(Emperor/EmpreX and/or Empress/EmpreX number and name)

Funded by Operations Budget

Permanent Title Awards (***plate***)

History: (see next page)

V-2025.13.02

Established by proclamation April 1980 by Emperor 6 (VI) Mark Bovay and Empress 6 (VI) Christi Lane.

(**One {1} chosen individual only**) by Emperor/EmpreX and (**One {1} chosen individual only**) by Empress/EmpreX.

Wording:

From this day forward, Let it be Known that:

(Recipient)

Shall be known as:

(Title)

(Date)

(Emperor/EmpreX and/or Empress/EmpreX number and name)

STATEMENT OF COMMITMENT

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.

As a member of "I.C.R.M.E.", 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 "I.C.R.M.E." and its other members.

I will conduct myself in such a manner that promotes confidence and trust in the integrity, objectivity, and impartiality of "I.C.R.M.E." as outlined in the Operations Manual of the "R.M.C.S." 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 "I.C.R.M.E." e-mail list (See separate policy at the end of this document.).

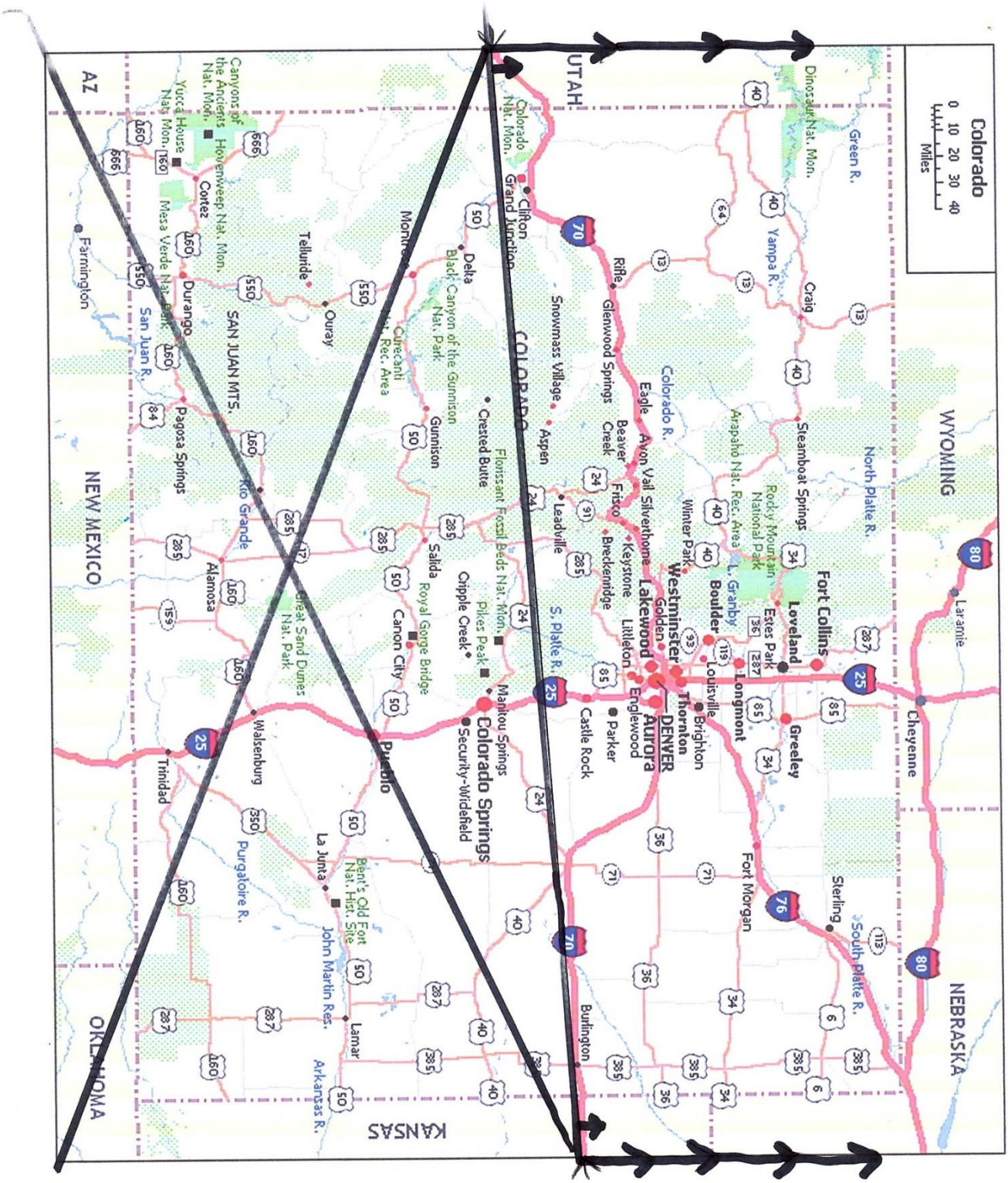
I recognize that I am obligated to act in a manner that reflects the ethical guidelines set forth in this document. The following are examples of public behavior that will not be tolerated by "I.C.R.M.E." (List may not be all inclusive). Behavior that is unruly, disruptive, or illegal in nature.

I recognize that I am obligated to act in a manner that reflects the ethical guidelines set forth in this document.

I have read The Imperial Court of the Rocky Mountain Empire's Code of Honor for all "I.C.R.M.E." Members.

Date _____

Legal Signature _____



I.C.R.M.E Voting District Map