

The United Court of the Pike's Peak Empire

Policy Manual

Revision Date: 2013

Introduction

This policy manual contains the guidelines by which the Board and the Monarchs shall operate on a daily basis. The contents are to expand upon areas of the By-Laws that are not clear, general in nature, or nonexistent. The purpose is to insure that the Corporation runs on a consistent basis, in order to prevent doubt or questions regarding the operation of the Business affairs. These policies shall not change, modify, or delete any approved By-Law. In the event of conflicting contents, the By-Laws have precedence.

Enforcement

As with the By-Laws, these policies may be waived, at any time, by a majority vote of a quorum of the Board for extenuating circumstances. Policies are also subject to the discretion of Members as stated in the By-Laws, Articles V, VII and XVIII. It is the responsibility of the active Board to insure all Board members have a copy of these policies. It is the responsibility of the Monarchs to insure that all line members are informed of the By-laws and Policies as they pertain to the Line of Succession.

BOARD OF ADVISORS

Powers and Duties (Articles VII, VIII)

The Vice President shall be responsible for maintaining the protocol list for all Lifetime Titleholders. The protocol list will be updated annually and presented for filing by the Recording Secretary of the Board of Advisors.

The President or Secretary shall insure that the By-Laws, and most recently approved Policy Manual, are available in hard copy upon request within a reasonable period, not to exceed thirty (30) days, to any paid Member of the Organization. The By-Laws, Policy Manual, Rules of Campaign, and Campaign Application shall be made available in their entirety to Candidates at the annual Packet Pickup event.

The Treasurer shall supply a monthly financial report. This should, at a minimum, account for funds available for spending, amounts that have been designated for purposes besides general expenses, amounts raised between monthly reports, and amounts spent.

Newsletter

The Newsletter shall not contain items of profanity or obscenity or personal attacks on another person or organization.

The Corresponding Secretary or the Newsletter Editor is authorized to make adjustments, if necessary, to any submitted articles, letters or advertisements from an author in which the content reflects inaccurate information and/or critical omissions.

Before corrections are made to the article, the author will be contacted to discuss and approve the suggested changes. If the author cannot be reached prior to the designated deadline or disputes the alleged inaccuracies, the editor has the prerogative to print the article as written or pull the article from publication, depending on the perceived severity of the error(s) and or omission(s). The BOA will review both the article and the editor's action, in this event, at the next monthly Board meeting.

Meetings (Article VI)

The General Membership and By-Laws Meeting should be held at least once a year, preferably on the same day as the voting for Board Officer positions.

Regular Board meetings should be held at least once a month or as often as necessary and should be scheduled within a couple of days of the Reigns Line meetings, if possible, to provide continuity of information.

An attempt should be made to ensure Board meetings remain open to the public. Exceptions would be, but are not limited to, discussions of sensitive issues that would unfairly or unlawfully violate the privacy of an individual.

Phone Polls

Telephone Polls are to be processed on an emergency basis only, as deemed by the President (or appointee of the President) of the Board of Advisors. The President or appointee shall insure that no other possible action is possible prior to conducting the Poll.

Only the President or the President's appointee may conduct the poll. It must be worded the same for all Board members contacted, and any discussion requested to be placed on record should be recorded. The proper format should be followed (See attachment A).

A Board member may only request a poll.

Telephone polls requesting funds from the Personal Crisis Fund may only be considered for the time sensitive and critical expenses of food, prescription medications and utilities. Rent, and all other Personal Crisis Fund expenditures, must be considered at a convened meeting of the BOA. The name of the individual requesting funds must be known to the BOA in order to be considered but will be kept confidential from the membership and general public. The proper format should be followed (See attachment B).

FINANCES

Finances (Article XI)

Each Reign is required to assign a line position holder to and for the purpose of accounting and submitting to the Treasurer, funds raised at events other than state functions. These funds should be submitted to the Treasurer no later than forty-eight (48) hours after the completion of the event, regardless of who possesses the collected funds. It is the Monarchs responsibility to ensure this task is completed in a timely manner. The Monarchs will be held responsible for failure to comply with this policy.

All money raised by any member of the Court (or anyone using the Court's name) in connection with the Court or for the Court, must be turned into the Treasurer (within 48 hours of the event) for deposit, accounting and disbursement, if applicable. It is essential that any appearance of impropriety be rigorously avoided. Court members may perform in private or non-Court shows but should not use their court title. If a title is used in a non-Court show, it is the responsibility of that individual to make sure the audience members are aware the event is not Court sponsored. It is the responsibility of every Board member and every Regent to clearly communicate this policy to anyone involved in fund raising for this Court.

Expenditures

The Board must approve all expenditures above the amount of \$50.00 for routine office/newsletter printing and postage. Individuals may spend their own money for goods and services and seek reimbursement. However, they assume the risk that the Board may not approve their request.

The Board may not approve expenditures out of the Regent's savings and/or working accounts without prior authorization of the Council of Regents, either on a case-by-case basis or per Policy.

Dues (Article IV, Section 4.08)

To be an active Member of the Organization, hold a position on the Board of Advisors, or hold a position on the Line of Succession, an individual is required to have paid his/her membership dues in full. The status of "inactive member" will be given to those lifetime titleholders who have not paid their annual membership dues in full by the designated time approved by the Board of Advisors.

The fee of annual dues is to be \$15.00 per person (new membership) and \$12.00 per person (renewal / lifetime

membership) from 1 November through 30 April or prorated at \$8.00 per person (renewal / lifetime membership) from 1 May through 31 October. [Note: Any non-lifetime member with an expired membership will have to pay the “new membership” rate for the first year.] The annual price is subject to change based on recommendations of the Membership Chair and a majority vote of a quorum of the Board of Advisors. Fees could possibly be adjusted should the Membership Chair recommend a Discount at Membership drive functions, which must be approved by majority vote of a quorum of the Board of Advisors.

Cover Charge/Door

All individuals, without exception, must pay the normal ticket price, cover charge, and/or door charge for Court functions and events. The Board must approve any exception to this policy, in advance. The suggested complimentary or compensation rate is as follows: Individuals working the whole event from start to finish = 100% comp; individuals working one half the event = 50% comp; individuals working one third of the event = 33.3% comp; and individuals working one quarter of the event = 25% comp. Performers will receive no discount, unless they fall into one of the categories listed above.

Travel Funds

The Emperor and Empress are required to attend the coronations of the Denver Mother Court (Imperial Court of the Rocky Mountain Empire), and of the Albuquerque Daughter Court (United Court of the Sandias). For Denver, the Emperor and Empress will receive reimbursement for one night's lodging at the coronation hotel and the price of the coronation ball and brunch tickets. For Albuquerque, they will receive the same reimbursements, and in addition a second night's lodging. The Prince and Princess Royal will receive one night's lodging at the coronation hotel and also receive reimbursement for the price of the coronation ball and the brunch tickets, for both Denver and Albuquerque. In all cases, these reimbursements take place after the submission of receipts to the Treasurer. These reimbursements do not require Board vote.

In addition, the Court allocates further funds to assist the Emperor, Empress, Prince Royal and Princess Royal to attend other coronations of courts recognized by the International Court System. The funds allocated are \$800 each for the Emperor and Empress and \$200 each for the Prince and Princess Royal. Half of these funds are available for distribution during the first six months following coronation, and half are available after that time. Monarchs must submit receipts for travel, lodging or ball and brunch tickets to the Treasurer in order to receive these funds. All of these travel fund distributions are subject to Board approval, subject to the availability of funds and the productivity of the reign. The Board will approve such disbursements up to the limiting amounts, except under extraordinary circumstances, as determined by vote of the Board.

CAMPAIGN

Campaign Rules and Regulations (Article IX, Section 9.02)

(As added to Policy in September 1993, Amended August 1996, July 12, 1997, and August 21, 2001 per the Council of Regents.)

Some required functions might be waived if the candidate has made commitments for work or a campaign function is on that day.

1. All candidates must be twenty-one (21) years of age or older.
2. All candidates must be a resident of Southern Colorado, have been a member of the United Court of the Pikes Peak Empire, and on a previous Reign for at least one (1) year.
3. No candidate may have resigned his/her position from the Board of Advisors, Emperor, Empress, Prince or Princess Royal, less than five (5) years prior to his/her candidacy.
4. No candidate may have resigned from a line position less than two (2) years prior to his/her candidacy.
5. Each Emperor and Empress candidate will provide two (2) individuals from their campaign staffs who will assist with ballroom setup and breakdown.
6. All candidates must attend the following functions: 1) Application Turn-In/Q&A; 2) Campaign Kickoff Show; 3) Aspen Run; 4) Final All-Candidates Show. If a Candidate is unable to attend because of prior work commitments then the Board of Advisors, at its discretion, may excuse the Candidate, in which the Candidate must send a campaign staff member as their representative.
7. Candidates for Emperor and Empress are required perform two (2) fundraising functions.

8. One of each Monarch Candidate's functions must be designated to a charity with proceeds being distributed according to the By-Law's and with approval from the Board at the Question and Answer session. Notice should be given to the designated charity so they may receive the proceeds. All funds that are raised to be donated to a charity must be processed through the accounting system of the Court through the Treasurer. One fundraising function will be designated to the Court.
9. No candidate is allowed to begin campaigning prior to the conclusion of the Q&A Brunch.
10. All candidates must be present for Coronation. Monarch candidates will be allowed up to ten (10) minutes for their campaign entrance at Coronation.
11. No candidate for Emperor, Empress, or Member-at-large, will be allowed to show open support for any other candidate. This means that no candidate may recommend support for any other candidate to the public. A candidate may have other candidates participate in their functions as long as all candidates have been extended the opportunity to do so. Candidates are strongly encouraged to attend all candidates' functions.
12. If a candidate is successful in their bid for Emperor or Empress, he/she will be required to place a deposit or submit a promissory note for the state regalia that he/she receives. For the Empress, this includes approximately \$200.00 for the Empress crown, and for the Emperor, approximately \$40.00 for the Emperor medallion. This must be submitted by the first regular Board meeting following Coronation. Each Monarch is then required to submit a similar deposit for the Prince and Princess Royal regalia, which are approximately \$100.00 for the Princess Royal crown and approximately \$40.00 for the Prince Royal medallion. The Monarchs may collect this from the PR's; however it is the Monarchs who must submit a deposit or promissory note to the Board no later than the first regular Board meeting. Should he/she complete his/her Reign, he/she may keep the regalia, and the deposit or promissory note will be returned with interest. In addition, the regalia must be returned in the condition received or he/she will forfeit his/her deposit, or the promissory note will become payable upon demand for the amount equal to replacement or repair of the regalia.
13. Any conduct found to be unfitting of a candidate is cause for immediate disqualification, as voted upon by the Council of Regents.
14. Failure to comply with these rules as stated herein may result in immediate disqualification or removal from office, and illegibility for future office, as determined by the Council of Regents and the Board of Advisors.
15. All applications for Emperor and Empress require a charge in the amount of \$150.00. \$50.00 will be refundable if two (2) representatives are present to assist in breakdown and clean up after Coronation.
16. Applications for Member-at-large positions shall require a non-refundable fee of \$15.00.

Campaign and Hospitality Suite Committee Chair(s)

The Co-Presidents of the Council of Regents generally perform this responsibility, per By-Laws and Policy. The responsibility of the Council includes overseeing the campaigns of the candidates, insuring proper decorum and that the rules of the campaign are followed. The Council is also responsible for the fund raising necessary to cover all expenses of the Monarch rings and hospitality suite, insuring that the Candidates and Regents provide a means to operate hospitality suite, as it should. Specifics include, but are not limited to, room rental, liquor, food, bartenders, and general operation of the suite.

VOTING

Elections and the Selection Process (Articles VI, IX)

Elections of Board members and Monarchs shall be announced to the public by any means of the general sources available through the posting of media with complete descriptions of positions and their duties, scheduled date of voting, locations, and date of announcement, as required by the State of Colorado or elsewhere in accordance with law. This posting shall be accomplished within a period of sixty (60) days prior to the vote, or as close as possible.

Prospective Candidates for the positions of Member-at-large to the Board of Advisors and that of Emperor or Empress, or their designated representatives, must obtain application packets at the designated place and time. Applications will be reviewed, and must be accepted or rejected by the Board of Advisors, at a date of approximately 4 to 6 weeks prior to voting at a meeting date and time to be announced by the Board. No overt campaigning may be performed prior to that time for the positions of Emperor and Empress. There shall be no campaigning for the Candidates of the Member-at-large positions. Campaigning shall commence at Campaign Kickoff beginning with the opening of the "All-Candidates Show".

All prospective Candidates for Officer positions to the Board of Advisors must obtain an application no later than the December regular Board meeting (or the meeting two months prior to the Voting date). The Board will accept or reject

applications of the Board candidates by majority vote of a Quorum of the Board at the regular Board meeting one (1) month before elections.

Voting (Article IX, Section 9.02)

All Voting will occur on the dates and at the times and locations agreed upon by the Board. All voters, except Council of Regent members, must be residents of Southern Colorado, within the boundaries set forth in the By-Laws, show valid proof of residency (Colorado state ID or drivers license, military ID, utility or phone bill in their name) and be at least eighteen (18) years of age. During voting, the names and addresses or phone numbers of all voters will be numbered and recorded. (Note: Ballots are not numbered. No write-in candidates shall be accepted. No absentee ballots shall be permitted.) (See Article V, Section 5.07)

The voting box will have two locks. One key to be held by the President of the Board and the other by the Board appointed individual who will count the votes. The individual or firm selected to audit the votes shall be a person(s) removed from the court, preferably an accountant/accounting firm.

Once voting is over, the box will be removed to a location agreed upon by the President and the Vote Auditor. Only the Vote Auditor(s) may be present during the count. The President will not partake in the count nor know the results until Coronation night when the auditor presents the sealed results. The actual vote count shall remain unknown unless a recount is requested.

Only if there is a conflict (tie vote) or election irregularity, will the President be informed. At that time, the President will authorize the Vote Auditor to open the tie vote envelope, which will only affect those positions tied.

The accounting firm will reconcile the number of ballots received and counted with the number of registered voters. If the tally for local voting is off by less than $\pm 1\%$, or an amount insufficient to affect the outcome of the vote, the accounting firm shall rule the results as valid. If both ballot results are by the accounting firm as invalid or disqualified, then those results shall be voided and not considered in the tally and the tie breaking procedures will be employed to determine the election results.

Should there be a tie for any of the elected positions, or the ballots are ruled invalid due to evidence of ballot tampering, election fraud or gross mismanagement of the balloting process, then the tie breaking ballots shall be used to determine the contest.

The current Board of Advisors (and President) will cast tie-breaking ballots at the regularly scheduled meeting held immediately before elections. One envelope marked, "Tie Breaking Ballots" will contain the completed ballots of the currently seated Board of Advisors, and once sealed, shall be signed by each BOA member. The President of the Board shall also cast an additional ballot, which shall be sealed and signed in a separate envelope marked "President's Tie Breaking Ballot". These two envelopes will be placed again in another sealed envelope clearly marked as "Tie Breaking Ballots" and placed in the ballot box before it is closed and locked in front of the Board of Advisors and attending guest(s).

If the election should result in an even tie or if the election is ruled invalid by the BOA or the accounting firm, the tie breaking ballots will be unsealed and used to determine the outcome. If the BOA balloting should result in a tie, then the President's tie breaking ballot shall be unsealed and will be the sole determination of the election.

The Auditor (or the President, if the Auditor cannot be present) shall hold the sealed envelopes in the locked box until Coronation evening at such time the Auditor is requested to present the tally. The box should then be opened and the results presented to the Council of Regents and the Board of Advisors.

A vote recount may be requested by any of the candidates running for office. A request must occur no later than sixty (60) days following Coronation. No candidate is allowed to contact the auditor regarding the election count. Such a request may be made only by an action of the Board of Advisors. On a date chosen by the Board of Advisors, the President and Auditor will open the ballot box in the presence of the Board and those candidates that wish to be present, as well as any person(s) that the Board shall invite. The vote count shall be considered final, following the regular Board meeting that follows Coronation or the ballot recount. The Auditor may then discard the ballots and count.

CORONATION

Coronation Pins

The Corporation will pay for the Coronation pins provided there are sufficient funds. The number of pins and the budget will be reviewed and approved by the Board of Advisors on a yearly basis.

The Emperor and Empress of each Reign will donate one (1) Coronation pin to be placed on the "UCPPE's Coronation Pin Display". Coronation pins from other realms may be added to the banner. The Pin Display will be kept with the Court's Regalia and exhibited at each Coronation.

Anniversary Pins

The Anniversary Monarchs who attended their Coronation prior to Coronation 34 will be allowed to purchase an Anniversary Pin in the amount of \$10.00, with additional costs for the Ladders, which will note the year (10th, 20th, etc.) of their anniversary, and shipping expenses. The cost is subject to adjustment by the Board of Advisors to reflect future price increases. Only monarchs who attend Coronation the year of their anniversary/anniversaries will be accorded this privilege.

The Council of Regents will present the Decade Anniversary Commemorative Pins and Ladders to Anniversary Emperors, Empresses, Prince Royals and Princess Royals who attend Coronation the year(s) of their decade anniversary. Please note that the Council of Regents established the "Anniversary Pin" as the official and only item that will be presented in recognition of a monarch's anniversaries.

Stage Manager

It is highly recommended that a stage manager be called upon from outside the Board of Advisors to insure that all is accomplished concerning the stage on the evening of Coronation. This person works closely with the setup and breakdown of the stage before and after Coronation.

The Coronation Committee shall meet every month starting no later than nine (9) months prior to the event. If it is required, meetings may be held more frequently.

Committee members are not, nor should not be, limited to Board members. This shall be looked at as a way to involve more people in the organization.

Any decision(s) made by a committee that involve something that has importance outside of their committee, or affects Policy or Procedure, shall be brought to the Coronation Committee for review. This is especially true for any actions that require financing. The Coronation Committee will submit a report to the Board at the next regular Board meeting. The Coronation Committee cannot pass acceptance of expenditures but may only submit its request for approval at a regularly scheduled Board meeting.

AWARDS GIVEN AT CORONATION

The following is a list of Awards and Titles that may be presented to specific individuals at Coronation, or such time as is relevant. The list has been extracted from the By-Laws and other activities of the Court. Per By-Law revision of 2001, there are no required or mandatory awards. Furthermore, awards should not be given out frivolously but only when there is a truly deserving individual. The Board is responsible for the cost of these awards, and must approve the individual expenditures. (Note: Not the recipient.)

The Steve and Dorothy Humanitarian Award

The Monarchs issue this award to an individual or organization that provides, or displays in their opinion, humanitarianism.

The Chris Jones Award

This award is presented by the Board of Advisors' Vice President to the person whose campaign best demonstrated the purpose behind the Court and showed true sportsmanship, ingenuity and creativity.

Emperor and Empress Appreciation Award

This award is presented to the person with whom both Monarchs agree has supported the Court, and their Reign, above and beyond expectations.

The Shel Anderson, Emperor 1, Award

This award may be presented by the Emperor, as designed by Stan Wright (Emperor XIX), to the individual or organization that best showed support, diligence, and success in Human and Civil Rights for the Community.

The John Renn, Entertainer of the Year, Award

The King Father may present this award, which is voted upon by the Council of Regents, to the entertainer(s) who best demonstrated his/her/their talent(s) to the benefit of the community of Southern Colorado. (Revised August 10, 2010: Per the Board of Advisors, this is a lifetime award.)

Regent's Award

This is a lifetime award voted upon and given by the Council of Regents to a fellow Regent that has gone above and beyond the duties of a Regent.

President's Board Appreciation Award

This is a plaque to be presented by the Board of Advisors' President to the Board member that goes above and beyond in support of the Court and Community.

Monarch's Board Appreciation Award

This is an award presented to the Board Members by the Monarchs to show appreciation for their support throughout the Reign. The Monarch's of each Reign will determine the design and/or type of this award.

The Aurora Borealis Award of Excellence, Passion and Wisdom

This is a lifetime award presented by the Empress to a local community leader showing the qualities listed within the title.

The Sainthood Award

This is a lifetime award presented by the Empress to the person she feels has most displayed saint-like qualities throughout her Reign.

The Eagle Spirit Award

This is an award, authorized by the Board of Advisors, to be presented by the Emperor to the business that has given outstanding support to the Court throughout his Reign.

The Rainbow Tiger Award for Collegiate Community Cooperation

This is an award to be presented by the current reigning monarchs to a college student enrolled in any college or university within our realm for their excellent work with the GLBTIQ collegiate community and their work with outreach to the citizens in our realm. The recipient of this award may achieve this honor either by representing their local chapter of the GLBTIQ collegiate population or by their work within our realm, building awareness and/or contributions towards making their local chapter of the GLBTIQ citizens within our realm. The criteria for this award is twofold: (1) The individual must be currently enrolled, or recently graduated due to the nature of the timing of Coronation, from a college or university in our realm; and (2) the individual must have been socially active throughout the year in their community. As per the BOA, there is a fifty dollar maximum amount for this award.

The Jim Brazell Owl & Stag Lifetime Achievement Award

This is a lifetime award to be presented at Coronation by the Council of Regents to honor a Monarch or Lifetime Titleholder who have committed their lives in helping the organization strive for excellence. Repeat winners would not be encouraged due to the nature of the award. The recommended budget is \$50.00 and would be designed by the current Co-Chairs of the Council of Regents on the Board of Advisors.

The Twenty-fifth Anniversary Commemorative Lifetime Awards

The Emperor may bestow the award of "Sainthood for Life".

The Emperor may bestow the award of "The Lord of Strength and Honor for Life".

The Emperor may bestow the award of "The Spirit Within for Life".

Each of these awards shall be given to a Regent or a Lifetime Titleholder whom the Emperor believes has contributed significantly to his Reign and who demonstrates the qualities suggested by the title of the award. (At its discretion, the Board of Advisors may allow any of these awards to be bestowed on an individual who is not a Regent or Lifetime Titleholder).

While recipient of any of these awards shall become a member of the Council of Regents, none of these awards shall carry a vote on the Council of Regents.

The cost of these awards, paid by the Court, should be minimal and must not exceed an average of the cost of all awards

granted in any given Reign. (An Emperor may elect to purchase these awards in a design and cost of his choice at his own expense).

Additional Awards

Monarchs, at their own expense, may give the following awards to other Monarchs whom they feel best supported and advised them throughout their year:

Emperor-to-Emperor In-Town
Emperor-to-Empress In-Town
Emperor-to-Emperor Out-of-Town
Emperor-to-Empress Out-of-Town

Empress-to-Emperor In-Town
Empress-to-Empress In-Town
Empress-to-Empress Out-of-Town
Empress-to-Emperor Out-of-Town

Attachment A

Phone Poll Form

Date Poll Requested:
Date(s) Poll taken:

Requested By:
Poll taken By:

This section explains the reason.

Note: An attempt must be made to reach all Board members. A vote does not pass nor fail unless response is received from a quorum of the Board. The person presenting the poll must wait to give results until a quorum has responded. The polltaker may give additional time to allow all Board members to respond in the event that it is not evident if the poll will pass or fail, although a maximum of twenty-four (24) hours response time is the limit. If the poll reaches a quorum response within twenty-four (24) hours, the motion is considered acted upon and the polltaker may not withhold the results. If a quorum does not respond, the motion is considered failed.

This section words the motion which shall be repeated exactly the same to all Board members.

Place a check mark in the appropriate column. Comments are to be used for voters wishing to express their opinion or for the polltaker to write if the person was contacted or not contacted. (Ex: Left message, on vacation, or no response within 24 hours.)

<u>Contact</u>	<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Comment</u>
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President
(Does not vote unless tied)

Vice President

Secretary

Corresponding Secretary

Treasurer

Member-at-Large

Member-at-Large

Member-at-Large

Emperor

Empress

Co-Council President

Co-Council President

Totals:

Attachment B

Donation/Contribution Given to Individual

Name of Person receiving monetary donation/contribution:

Address of Recipient:

Amount distributed to Recipient:

\$

Relationship, if any, between Recipient and Members/Officers of the Organization:

Purpose in which contribution/donation is given to Recipient:

Reason Recipient was selected to receive monetary donation/contribution:

NOTE 1: Per 501(c)(3) organizational status, Revenue Ruling 56-304 promulgates that “Adequate records and case histories should be maintained to show the name and address of each recipient, the amount distributed to each, and the purpose for which the aid was given, the manner in which the recipient was selected and the relationship, if any, between the recipient and the members, officers, or trustees of the organization, in order that any or all distributions made to individuals can be substantiated upon request by the IRS.”

NOTE 2: The Recording Secretary must place a copy of this record into the official UCPPE court files.

Board Motion for Policy Change

Document Number (Should contain Year and Document Sequence (Ex: 97-25)	Date of Motion: (Section for Board use only)
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1. Use this section to list what sections of the policy will be changed, amended or deleted.

2. Use this section to briefly describe the reason for suggested change.

3. Use this section to word the motion, as it will appear in the policy manual.

Vote Count: ___ In-Favor ___ Against ___ Abstain

(This form should be filed regardless of its approval or disapproval.)

Signed: _____

Print: _____
President

Print: _____
Secretary

UCPPE Crowning Ceremony

I – PROCESSION OF CROWNING REGALIA: “At this time, we call forth . . .”

1. Sovereign Sword
2. Royal, Sovereign, Imperial Crown
3. Official Emperor State Medallion
4. Official Empress State Crown
5. Imperial Orb
6. Oils of Anointment
7. Ceremonial Goblets
8. Royal Robes
9. Official Oath of Office
10. Kneeling Pillows

“Ladies and gentlemen, the Crowning Regalia of the United Court of the Pikes Peak Empire.”

II – SEQUESTER CANDIDATES: “Will the official escorts please sequester the candidates.”

III – CALL FOR THE VOTE: “Will the representative of the accounting firm of Mayotte & Varner please present the results of the election to the Council of Regents and Board of Advisors.”

IV - ***(optional)** B.O.A. MEMBERS-AT-LARGE: “Will the official escorts please bring forth the new members of the Board of Advisors . . . ladies and gentlemen, congratulations to _____, _____, and _____.”

V – ELECTED CANDIDATES: “Will the official escorts please bring forth the newly elected candidates . . . ladies and gentlemen, congratulations to _____ and _____. Let the Crowning Ceremony commence!”

VI – CROWNING CEREMONY:

1. “Place the Kneeling Pillows, please. As you kneel down before your peers, these pillows help cushion and comfort you against the very hard reality of the floor beneath you. They represent your Council of Regents and Board of Advisors who will help cushion and comfort you through realities you will face in the next year as you serve your community. Remember they are there to guide and assist you as you grow in wisdom and spirit.”

2. “We will now confer the Oath of Office. I solemnly swear to abide by and defend the By-Laws and Board Policies of the United Court of the Pikes Peak Empire. I will strive to improve the lives of the people of our community. I will serve the community and people of the realm with pride and dignity. I promise to reign, not rule, and to devote my time and energy in service to the Court and its principles. Please indicate so by signing the Oath of Office.”

3. “Please bestow the Royal Robes. The weight of these Robes represents the responsibility of the office you are accepting. The warmth of they provide represents the protection you are to administer over your empire throughout this year.”

4. “Please administer the Oils of Anointment. You are anointed with these oils that your minds

be cleared to see the path of goodness, wisdom and honor upon which you are expected to lead your Court. This path is long with many distractions, pitfalls, detours and saboteurs. May the scent of these Oils keep you ever mindful of the path to your most righteous goal.”

5. “Please bring forth and raise the Imperial Orb. As this emblem of earthly power is held above you, understand power is a privilege, not a right. This gift, earned through hard work, dedication and loyalty, must be used with care and consideration, for once abused it is rendered impotent.”

6. Please bring forth and raise the Royal Sovereign Imperial Crown. The numerous gemstones set in this crown represent a legacy provided by the many Monarchs who have reigned before you. May you utilize their wealth of knowledge to administer the prosperity of the universe for the greater good of the community.”

7. Please bring forth and raise the Sovereign Sword of Truth and Honor. These are the operating mechanisms of true power. Without them respect is absent, authority becomes ineffective and vision of power is only illusion. As defenders of truth and honor, maintaining the integrity of your personal conduct and that of your line of succession, it is your actions that reflect upon this organization. As you are each touched three times by the dubbing sword . . . so let it be said, so let it be written, so let it be done.”

VII – CROWNING: “At this time, will the stepping-down Monarchs, Emperor Emeritus #____
_____ and Dowager Empress #_____, please bestow the State
Emperor Medallion and State Empress Crown.”

VIII – TOAST: “Rise and face each other as the Ceremonial Goblets are presented. Ladies and gentlemen of the realm, honored guests, raise your glasses in a toast to their Most Royal, Sovereign, Imperial Majesties, Emperor #____ and Empress #_____.”

IX – EXCUSE DAIS: “At this time, please excuse from the dais the Council of Regents and the Board of Advisors.”

X – RECEPTION: “Their Majesties invite you to the Royal Reception in the Hospitality Suite. On behalf of the United Court of the Pikes Peak Empire, we bid you good night.”

CROWNING REGALIA PRESENTERS

STATE SWORD	_____
STATE CROWN	_____
EMPEROR MEDALLION	_____
EMPRESS CROWN	_____
ORB	_____
OILS	_____
GOBLET	_____
GOBLET	_____
ROBE	_____
ROBE	_____
OATH	_____
OATH	_____
KNEELING PILLOW	_____
KNEELING PILLOW	_____

The United Court of the Pikes Peak Empire

Oath of Office

For the Position of Emperor/Empress

I, _____

Solemnly swear to abide by and defend the By-Laws and Board Policies of the United Court of the Pikes Peak Empire.

I will strive to improve the lives of Gay and Lesbian people of our Community.

I will serve the Community and the people of the realm with pride and dignity.

I promise to reign, not rule, and to devote my time and energy in service to the Court and its principles.

Signature

Ring Ceremony

The ring is the symbol of the sun, of the earth and of the universe. It is a symbol of wholeness, perfection and peace. The ring is also a symbol of unity and eternity.

This ring marks a milestone in your life, the successful end of your reign. But it also, however, marks a beginning; a time to relax, a time to recover, a time to recharge, and a time to reflect. The ring is made of precious metal, which has the unusual quality of getting better and increasing in value with age. May you make wise use of the lessons you have learned this year as well as the lessons that will reveal themselves with the passage of time.

Let this ring always remind you of, and connect you to, the fellowship of the Council of Regents. This ring is given by your peers, in gratitude for your hard work, tenacity, dedication and friendship throughout your year as Emperor. May this ring also be a sign to you of your continuing commitment to the UCPPE and the principles of community service and support. Wear this ring with humility and wear it with pride.

(Emperor's Name), on behalf of the Council of Regents, the Board of Advisors and the Membership of the United Court of the Pikes Peak Empire and all good people of the International Court System, we are honored this evening to present to you this symbol of our appreciation.