



UNITED COURT OF THE PIKES PEAK EMPIRE

POLICY MANUAL

AMENDED:

3/14/2021

**United Court of the Pikes Peak Empire
Policy Manual
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The United Court of the Pikes Peak Empire Policy Manual

Revision Date: 2022

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 ensure that the Corporation runs on a consistent basis, 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 ensure that all line members are informed of the By-laws and Policies as they pertain to the Line of Succession.

Policy 1 – Board of Advisors

Section 1: Powers and Duties (Ref: By-Laws, 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.

Section 1.01 President of the Board of Advisors:

General Responsibilities:

The president is responsible for ensuring that the Board of Advisors and its members:

- Are aware of and fulfill their responsibilities
- Comply with applicable laws and bylaws
- Conduct board business effectively and efficiently
- Are accountable for their performance

To fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Board Members, submits various reports to the board; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

Accountability:

The President is accountable to the Board of Directors or Members as specified in the bylaws. The President may delegate specific duties to the Board members and/or committees as appropriate; however, the accountability for them remains with the President.

Specific Duties:

Meetings:

The President ensures that an agenda is planned for board meetings.

- This may involve periodic meetings with committee chairpersons and Board Members to draft meeting agendas and reporting schedules.
- The President presides over meetings of the Board of Advisors.

In this capacity, the President:

- chairs meetings according to the accepted version of Robert's rules of order for the purposes of encouraging all members to participate in discussion; arriving at decisions in an orderly, timely and democratic manner;
- Votes as prescribed in the bylaws, with the president only casting a vote upon an issue that is tied.

Board Committees:

The President serves as an ex-officio member of board committees specified in the bylaws.

In this capacity, the President's role is:

- to serve as a voting member of the committee (if specified in the bylaws);
- to negotiate reporting schedules;
- to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

Community Relations:

The President ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President may serve as primary spokesperson for the organization. Duties may include:

- representing the organization to the media;
- representing the organization on governmental or nongovernmental organizations and committees;
- timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Signing Officer:

The President is normally designated by the Board of Advisors and/or bylaws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

Board Development:

The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

Fundraising:

The President ensures that structures and procedures are in place for securing the resources required by the organization. Depending upon the organization, this may require the President to play a leadership role in fundraising campaigns through personal contributions of services and money.

Delegation:

Depending upon the organization's needs and its bylaws, the President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or members.

Coronation:

The President's primary Coronation duties are as follows:

- To oversee the progress of coronation planning throughout the reign.
- Set BOA deadlines and ensure that BOA goals are being met.
- Ensure that throughout the event issues are resolved

Consult with the treasurer and establish a budget and sponsorship goal for Coronation and Hospitality based on the previous years spending trends before the end of 1st quarter.

- Ensures that Awards and are ordered and present for Coronation
- Coordinate Buses for bus tour
- Coordinate and facilitate all Coronation meetings with BOA and Coronation coordinator

SECTION 1.02 Vice President of the Board of Advisors:

The principal duties of the Vice President shall be:

- To act as president in the absence or disability, for any cause whatsoever, of the President.
- Attend candidate's campaign events to evaluate activities thus to determine the best campaign award. During Coronation prior to the crowning of new monarchs, the Vice President will give an award to one Emperor or Empress candidate for running, in the Vice President's opinion, the best campaign which shall be known as the Chris Jones Award.
- Assist the President to achieve goals and objectives and to solve problems Attend and support fund raising events and functions as often as possible. Assist with the production of Coronation and other State Functions
- Be knowledgeable and informed of the activity and affairs of the Court as a corporation. Attend special meetings as called by the President of the Board
- Be knowledgeable of the history and traditions of the court and share this knowledge with court members.
- Encourage and assist court members to aspire to Royal, Sovereign, Imperial positions

Encourage membership and participation

Minister of Protocol:

One of the many duties of the Vice President of the Board of Advisors is to act as minister of protocol.

- The Vice President shall be responsible for maintaining the protocol list for all Lifetime Titleholders.
- Prepare and print a correct and complete UCPPE Protocol List for use at State Functions.
- Collecting Protocol for current reign and update any changes at the direction of the reigning Monarchs.
- Monitor submitted protocol for appropriate content based on UCPPE protocol guidelines.
- Be present at State Functions to mark the presence of UCPPE Life Time Title Holders including Regents and current line of succession members for used by Masters of Ceremonies to introduce and recognize Life Time Title Holders, Line of Succession members and visiting courts.
- Work with the Board of Advisors to develop Guide Lines for UCPPE Appropriate Protocol Content.
- Post public calls for protocol via email and social media for out of state coronations collecting and maintaining an updated protocol.
- Send coronation protocols for all UCPPE Monarchs or lifetime title holders traveling out of realm in a timely manner to the minister of protocol for those events.
- Regularly attend all scheduled Board of Advisors meetings

Coronation:

The Vice President's primary Coronation duties are as follows:

- To ensure that UCPPE Protocol Guidelines are adhered to.
- Communicate with the Reign regarding what awards and lifetime titles are being presented and ensure that they are updated on protocol.
- Check in all UCPPE Regents, Lifetime Titles Holders and ensure that they are eligible to walk in coronation
- Receive Protocol for Out of Realm Courts and Business and Organizations
- Present the MC's with current, complete and accurate protocol to be read during Coronation.

Set Coordination ensuring that room is set for Coronation and Regalia is delivered

SECTION 1.03 Treasurer:

The principal duties of the Treasurer shall be to keep an account of all monies, credits, and property of any and every nature of the Corporation which shall come into his/her hands, and to keep accurate account of all monies received and disbursed, and to render such accounts, statements, and inventories of monies received and disbursed and of money and property on hand, and generally of all matters pertaining to his/her office, as shall be required by the Board of Advisors.

Requirements:

An individual elected to the office of Treasurer must own, in his or her legal name, real property in El Paso County, Colorado, with an appraised or realtor determined market value of at least \$15,000.00 above the total mortgages and encumbrances of said property OR the individual must post a Surety Bond in the amount of \$15,000.00. In the case of joint ownership of real property, a legally binding agreement signed by all owners of the property regarding the property ownership requirement must be on file with the Secretary of the Board before the individual takes office. [Amended in 2000, General Membership Meeting.]

Duties:

- All Money raised by any member of the Court (or anyone using the Court's name) in connection with the Court or for Court, must be turned into the Treasurer (within 48 hours of the event) for deposit, accounting and disbursement if applicable.
- Keep track of all court expenditures and income, and make sure the treasurer's records are consistent with the bank's.
- Pay all regular court bills in a timely manner, including internet, domain name, post office box, ordered flowers, regalia, coronation hotel bill, accounting services etc.
- Pay all expenditures authorized by the board, such as ad purchases, show expenses, state function and coronation expenses, monarch travel.
- Collect and preserve receipts for all reimbursed expenses, including show and State Function expenses, and monarch's travel expenses.

- See that the charitable disbursements proposed by the outgoing emperor and empress (and approved by the board) are paid.
- Provide a complete treasurer's report to the Board of Advisors at each of their regular meetings (11 reports per year), plus two special treasurer's reports for the General Membership Meeting and the Regent's meeting.
- Attend and participate as a voting member at all board meetings
- See that the appropriate 990 tax form is filed with the IRS each year.
- See that the appropriate state registration forms are filed with the state of Colorado each year.
- Sell tickets and provide other financial services throughout hospitality (starting at 1p.m. on Friday) during coronation weekend.
- See that ticket sales at the door for coronation are appropriately staffed.
- When so called upon, accompany regent co-chairs to arrange for hospitality supply pick-up and payment.
- When called upon, provide bills or receipts for vendors.
- Sell tickets and provide change services at the door for PR Ball, Winter Cotillion and Black & White Ball.
- Keep track and oversee the financial transactions done by the court on-line, via PayPal and Square Up.
- 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.

Travel Funds:

Another responsibility of the treasurer is to manage and administer donations to and disbursements from the reigning monarchs 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
- For Denver and Albuquerque these funds are outside of the reigns travel funds as they are required events, 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.

Coronation:

The Treasurers primary duties during Coronation are as follows:

- Ensuring that some means of identifying paid attendees is present at Coronation i.e. tickets or wrist bands
- Coordinating with the Reign and BOA and preparing a complete comp list for Coronation
- Accurately track all Coronation income and expenses throughout the reign
- Reporting Ticket, Reserved table and Sponsorship packages sold throughout the reign
- Overseeing Tickets Sales, will call, reserved table and sponsorship check in throughout the event.
- Monitoring and updating the Rooming list to ensure that required rooms have been booked and that only approved rooms are added to the Comp room list.
- Prepare a post Coronation P&L and Present to the BOA before the end of Q1

SECTION 1.04 Recording Secretary:

The principle duties of the Recording Secretary shall be:

- to countersign all deeds, leases, and conveyances executed by the Corporation, affix the seal of the Corporation thereto, and to such other papers as shall be required or directed to be sealed
- to keep a record of the proceedings of the Board of Advisors,
- To safely and systematically keep all books, papers, records, and documents belonging to the Corporation, or in any way pertaining to the business thereof, except the books and records incidental to the duties of the Treasurer.
- Ensure that all updates approved by either the general membership or Board of Advisors are made to the By-laws and or policy manual
- Provide electronic copies of updated by-laws and policy manual to the webmaster no more than 15 calendar days following any meeting of the BOA.
- 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

- Provide an electronic copy of meeting minutes to the webmaster to update on ucppe.org for public viewing no more than 15 calendar days following any meeting of the BOA.
- Work with the corresponding secretary to produce promotional documentation such as sponsorship and vendor packets directly related to coronation and provides it to the corresponding secretary for disbursement

Coronation:

The Recording Secretary's primary duties during Coronation are as follows:

- Ensuring that the sponsorship packages is updated from year to year before the end of Q1
- Ensures that Contracts are signed and submitted in a timely manner
- Co-ordinates with the reign to prepare the Script and schedule of events for Coronation

SECTION 1.05 Corresponding Secretary:

The principle duties of the Corresponding Secretary shall be:

- Insure that a quarterly newsletter and calendar of events is produced and delivered to webmaster, members and associates (fellow courts and local businesses and organizations) in a timely manner.
- Review court correspondence and advise the Board of its contents,
- prepare documents as directed by the BOA,
- work with current reign and co-council on advertising up-coming Court events
- Communicating calendar changes, flyers, adverts etc... to the webmaster and well as the general membership and community via, email, phone mail and social media
- Assist in coordinating and producing Coronation information packets and programs,
- Update the BOA with a monthly review of activities.
- Ensures that paper invitations, flyers, newsletters are mailed with proper postage within 15 days of production to dues paid members.
- Maintains a current correspondence contact list to be passed on to each successive corresponding secretary as well as shared with the BOA and recording secretary.
- Follows up on leads for coronation sponsorships, vendors and program ad sales
- Communicates current rsvp's to state events to reigning monarchs and regent co-council as necessary
- Works with the BOA to ensure that UCPPE promotional information is produced and made available for events.
- At the direction of the BOA produce

Coronation:

The Corresponding Secretary's primary duties up to and during Coronation are as follows:

- Communicate with the Public relations chair to ensure that invitations and promotion is sent out in a timely manner
- Communicating with the reign to coordinate Entertainment, DJ and sound for Coronation
- Ensure that Constant Contact updates regarding Coronation are included in the quarterly New Letter.

SECTION 1.06 Reigning Monarchs:

Public Relations:

- As the public face of UCPPE the reigning Empress and Emperor are responsible for leading community outreach by example up to and including supporting as many organizations as possible within the realm. Networking and establishing new relationships with other organizations to further the mission and pursuits of UCPPE.
- Networking, establishing and maintain good relationships with other Courts in the ICS.
- Supporting all state/ required functions of our mother court and as many of our daughter court as possible.
- Partner with Community Organizations such as Springs Equality, Club Q and Colorado Springs Pride fest, Inside out Youth Services, Local GSA's etc..... to host community events
- Fosters and maintains positive relationships with local bars, business and organizations
- Acts a Judge for Pride Pageants by request of the organizer
- Supports UCCS GSA events up to and including their annual drag show

Host plan and produce the following Required State Functions:

- Investitures
- Winter Cotillion
- Black and White Ball
- PR Ball
- Coronation (Planned with the BOA as it is technically a BOA event)

Expected Personal Financial Responsibilities:

- Tips all performers at all fundraising functions
- Purchase all line medallions, tiaras or other regalia
- Purchase step down gifts for Coronations and PR Balls attended
- Purchase any gifts given to the line
- Covers any non-reimbursable cost of the reign i.e. special gifts, donations, state event expenses not approved by the BOA in accordance with the bylaws and P&P
- State Function / PR Ball / Community Event tickets not specified as reimbursable by the BOA in accordance with our bylaws and P&P

- Meals and entertainment expenses accrued during out of realm travel, fundraising and community events
- Any cost associated with line meetings and reign application events not approved by the BOA in accordance with the bylaws and P&P
- Gas to and from all events not approved by the BOA in accordance with the bylaws and P&P
- Replacement / repair of crowns and personal regalia due to loss or damage incurred during your reign
- All cost of personal wardrobe, costumes and regalia purchased during the reign
- Memberships, dues and admission to other clubs organizations and event attended during your reign not approved by the BOA in accordance with the bylaws and P&P

BOA Responsibilities:

- Regularly attend all scheduled Board of Advisors meetings
- Preparing a monthly State of the reign report to be presented to the BOA
- Be knowledgeable and informed of the activity and affairs of the Court as a corporation. Attend special meetings as called by the President of the Board.
- Appointing a corresponding secretary and ensure that they are willing and able to fulfill the duties of this position
- Assist the BOA in achieving it's goals and objectives and solving problems as they arise
- Attend and support fund raising events and functions as often as possible.
- Work with the membership chair to boost membership
- Acting as a liaison between the BOA and the community that we serve.
- Work with the regent Co-Council to maintain a schedule of events so that none are in conflict.
- Clear all Reign Expenses and in Reign Donations over 50.00 dollars with the BOA
- Request decoration budgets for all state events
- Each Reign is required to assign a line position holder to and for the purpose of accounting and submitting 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.
- 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.

Reign Responsibilities:

- Select a reign Moniker to be used throughout your reign
- Select and present nominations for PR to the BOA
- Select Reign charities
- Maintain a log of all funds raised during the reign
- Select and invest a line of succession to assist with community outreach and fund raising
- Scheduling and conducting regular line meetings to motivate, encourage and inform the line of succession.
- Acting as mediator for line issues
- Setting the expectation of proper conduct and educating the line of succession
- Assisting and grooming PR's to plan and host PR Ball
- Attend as many reign functions as possible while maintaining an out of realm coronation schedule
- Mentoring and grooming court members to aspire to Royal, Sovereign, Imperial positions within the UCPPE organization
- Encourage membership and participation in court activities.
- Be knowledgeable of the history and traditions of the court and share this knowledge with court members.
- Support as many candidate functions as possible

Coronation:

The Imperial Monarch's primary duties up to and during Coronation are as follows:

- Create and communicate the Coronation theme to the BOA
- Communicate set design to the BOA
- Invite, Confirm and Communicate the names of Entertainers and Anniversary Monarchs performing at Coronation with the Recording and Corresponding Secretaries by the Final BOA Coronation Meeting
- Invite, Confirm and Communicate all guest to the Dias , presenter of invocation, color guard and Anthem performers or musical election to the Recording Secretary by the Final BOA Coronation Meeting
- Provide all lifetime titles and awards to the Vice President so that Protocol can be updated
- Coordinate welcome packets, guest to the dais and entertainer gift bags
- Communicate all complementary ticket recipients and reserved tables to the treasurer and Vice President by the Final BOA Coronation Meeting
- Coordinate the design of Reign pins to be given out at coronation

SECTION 1.07 Co-Chairs of the Council of Regents:

The primary responsibility of the regent co-council is to act as liaison between the BOA, the Current Reigning Monarchs and the Council of Regents. As the most recent Monarchs on the circuit the regent co-council will be responsible for advising on changing trends and traditions within the ICS. The regent co-council is also responsible for planning, organizing and funding hospitality for the current reign's upcoming coronation.

Their duties include:

- Planning fundraising events to pay for: Coronation regalia for the new reign, Rings for the ring ceremony, Regent awards to be presented at coronation, Anniversary Pins, Regalia and ladders for Anniversary Monarchs, all food and beverages for Hospitality and Co-Council hotel accommodations during Coronation weekend.
- Participating / assisting with the annual fundraiser hosted by Empress 24 Lauren Ashley to raise money for the Empress' Anniversary Crown.
- Presenting Anniversary Regalia honoring anniversary monarchs during Coronation
- Purchasing / overseeing purchasing of the following: Coronation regalia for the new reign, Rings for the ring ceremony, Regent awards to be presented at coronation, Anniversary Pins, Regalia and ladders for Anniversary Monarchs, all food and beverages for Hospitality and Co-Council hotel accommodations during Coronation weekend

BOA Responsibilities:

- Regularly attend all scheduled Board of Advisors meetings
- Preparing a monthly State of the regents report to be presented to the BOA
- Be knowledgeable and informed of the activity and affairs of the Court as a corporation. Attend special meetings as called by the President of the BOA.
- Assist the BOA in achieving its goals and objectives and solving problems as they arise
- Attend and support fund raising events and functions as often as possible.
- Work with the membership chair to boost membership
- Work with the current reign and BOA to maintain a schedule of events so that none are in conflict.
- Report all funds raised to the treasurer or BOA president within 24 hours and turn them in within a timely manner.
- Assisting with the securing sponsorship, vendors and add sales for the upcoming coronation.

- Ensuring that a volunteer is acting as recording secretary to take minutes for any and all regents meetings and that electronic copies are sent to the BOA recording secretary within 24 hours should they not be the secretary taking the minutes.

Coronation:

The Regent Co-Council's primary duties up to and during Coronation are as follows:

- Co-ordinate the Menu for Hospitality and presenting it to the Council of Regents at their annual meeting
- Present a list of all Regent awards to the Vice President by the Final BOA Coronation Meeting
- Coordinate with the treasurer to ensure that all Anniversary and New Reign regalia has been ordered and is delivered to coronation
- Coordinate volunteers to man hospitality throughout coronation weekend and provide it to the BOA by the final Coronation Meeting
- Coordinate with sponsors liquor donations and bar volunteers for hospitality
- Coordinate with the Treasurer for food purchase for hospitality

SECTION 1.08 Member's At Large:

The 3 Members-at-Large shall carry specific duties as described in the following:

SECTION 1.08.01 Member-At-Large Membership Chair:

One member-at-large shall be responsible for keeping membership records updated, promoting new members, collection of dues, and the mailing of renewal reminders.

The primary responsibilities of the UCPPE Membership Chair shall be:

Maintain an updated copy of the membership list by doing the following:

- Coordinate with the Treasurer to update the dues expiration dates as renewals are received by the Treasurer
- Coordinate with the Treasurer to update membership contact information that is received by mail at the UCPPE P.O. Box
- Maintain an email address that members can send contact information updates and apply those updates to the Membership list as they are received.
- As of 2016, this email address is ucppemembershipchair@gmail.com established by Chris Morgan
- At such a time as Chris steps down, the credentials for this email will be passed onto the new Membership Chair.
- Update member contact information received from members by phone, Facebook, in person or by any other way the Membership Chair might receive this information.
- When members advise that they have paid their dues, always validate with the Treasurer that payment has been received.
- Provide a list of members whose dues are current to the individual selling at-the-door tickets for all ticketed state functions. (usually the Treasurer)

- Have an updated list of members whose dues are current readily available at voting, General Membership Meeting and any other event requiring members to be dues-paid to participate. Maintain member's lifetime titles and Regent status.
- Send out an updated membership list by email to the Board of Advisors at least once a month. More frequently when a significant amount of membership list changes occur.
- At least twice a year, send out emails/physical letters to members whose membership is expired asking them to renew. (It is recommended to do one of these mail outs 30 days prior to the General Membership Meeting.)
- Maintain column of member's preference on receiving electronic mail versus physical mail. Attend all board meetings and answer questions related to the Membership list.
- Remove invalid email/physical mail addresses when mail bounces back to the UCPPE P.O. Box or Membership Chair email.

Coronation:

The Member At Large Membership chair's primary duties up to and during Coronation are as follows:

- Coordinate VIP Guest/Anniversary Monarch/Regent recognition with the Monarchs
- Present a current list of all dues paid members to the BOA by the final Coronation Meeting

SECTION 1.08.02 Member at Large Public Relations:

One member-at-large shall be responsible for promoting the Court and insuring that representatives of the Court attend major meetings of other organizations in the realm and shall also be responsible for overseeing a committee that will represent Gay Businesses to the Court by inviting representatives from those businesses.

Their duties shall include the following:

- Updates Events in public newspapers and on radio stations
- Verifies that events are created on social media and publicized correctly
- Ensures that posters and flyers are present in public venues for upcoming events
- Keeps current on social events in our community so that the BOA and reigning Monarchs have an accurate calendar
- Advises the BOA an reigning Monarchs of social invitations

Coronation:

The Member At Large Public Relation's chair's primary duties up to and during Coronation are as follows:

- Communicate with the Reigning Monarch's and Corresponding Secretary and Coordinate Promotion or and Invitations to Coronation
- Coordinate Coronation Program production

SECTION 1.08.03 Member at Large Games Manager

Another member-at-large shall be responsible for overseeing the Bingo/ Raffle and pull tab events insuring that documentation is recorded accurately and filed correctly.

In doing so they will be responsible for the following:

- Works with Current Reign and Regent Co-Council to create a schedule of all UCPPE BINGO/ Raffle and Pull Tab Events.
- Ensures that all BINGO/ Raffle or Pull Tab gaming events are reported to the treasurer and Reporting Games Manager no less than 15 business days prior to the event.
- Ensures that BINGO cash bank is always in balance of 100 dollars plus jackpot payout in excess of 100.00 as approved by the BOA and reports any abnormalities to the treasurer and reporting games manager immediately.
- Prepares accurate cash sheets and emails a copy within 24 hours and turns in funds to the treasurer within a timely manner for all Bingo Raffle or Pull Tab occasions.
- Provides accurate data to the reporting Gaming Manager for the filling of quarterly reports to the secretary of states
- Maintains accurate Gaming logs and Archives in accordance with Secretary of state Guidelines
- Ensures that they or another gaming manager are unable to attend, manages and maintains accurate records of all UCPPE BINGO / RAFFLE and Pull Tab events
- Maintains Gaming supplies and ensures that there are Bingo / Raffle and Pull Tab prizes for all occasions
- Attends all regularly scheduled board meetings with any necessary updates / reports as Gaming Manager
- Stays up to speed with any changes in Gaming Compliance laws to ensure that our organization maintains compliance.
- Works with all UCPPE certified Games Managers to maintain and update UCPPE Gaming Policy and Procedure Manual.

Coronation:

The Member At Large Games Manager's primary duties up to and during Coronation are as follows:

- Manage all raffle ticket sales throughout coronation weekend
- Manage silent auction tables throughout coronation weekend

SECTION 1.09 Other Duties, Positions and Committees:

SECTION 1.09.01 Other Officers.

The Board of Advisors may appoint additional chairs/committees as they may deem necessary and in the best interest of the corporation.

SECTION 1.09.02 Other Duties:

Whenever the Board of Advisors deems necessary either due to vacancy or need they may appoint, the duties of any two (2) that do not conflict, to be held by one (1) person. The officers shall perform such additional or different duties for the time frame dictated by the BOA or as their bandwidth allows. If a member of the BOA no longer has the bandwidth to perform the additional duties they must inform the BOA so that another volunteer may be appointed.

SECTION 1.09.03 Parliamentarian:

At the first Board of Advisors meeting following the Annual General Membership Meeting, the Board shall elect or appoint by consensus other than the President, to serve as Parliamentarian. The role of Parliamentarian shall be to assist in the orderly conduct of meetings. The Parliamentarian shall not use this position for any other purpose. [Amended on 02/12/2006, General Membership Meeting.]

SECTION 1.09.04 Heir Apparent:

The primary responsibility of any and all UCPPE Heir Apparats shall be to act as a liaison between the ICS, the United Court of the Pikes Peak Empire and the Southern Colorado Community. Along with their duties to the ICS their in realm responsibilities shall be as follows:

Term:

The Heir Apparent shall be nominated by the board of advisors.

Qualifications:

Qualified applicants for this position will need to meet the following:

- Be a member in good standing as defined by the By-Laws.
- Not be suspended or under any disciplinary action
- Not have been subject to disciplinary action within last 36 months.
- Have served on the BOA for a term of at least one year
- Be able to meet the financial and travel requirements of the positions as set forth by the ICS
- Have attended no less than 5 community functions hosted by the UCPPE Reigning Monarchs and Regent Co-Council within the last 6 months.
- Be willing and able to fulfill the requirements of this position listed below

Duties:

- Attend community events hosted by UCPPE Reigning Monarchs, Regent Co-Council and Community Leaders in order to best understand the dynamics of the current UCPPE and Southern Colorado Community.
- Strive to educate themselves and others on said dynamics in order to promote harmonious relationships between the ICS, UCPPE and the Southern Colorado Community.

- Represent UCPPE and the Southern Colorado Community as a whole irrespective of age, race, gender, gender identity, sexual orientation, and religious or political beliefs.
- Provide the BOA with an heir apparent report including information from ICS meetings, communications and directives as well as local activities fundraising etc.

SECTION 1.09.05 Gaming Manager Committee:

The primary purpose of this committee shall be to ensure that UCPPE is following all state laws as presented by the Secretary of State. That the UCPPE Gaming Policy and Procedures is produced and kept up to date and presented to the BOA for review. Ensure that the BOA is made aware of any changes to State Statutes Governing Gaming.

The Committee shall consist of all currently certified Games Managers each having an equal voice with one reporting Games Manager Elected by the Committee.

Qualifications:

- Be a member in good standing of the United Court of the Pikes Peak Empire as defined by By-Laws
- Be a currently Certified Games manager with the Colorado Secretary of state.
- Be willing and able to fulfill the duties of this committee

The Duties of the members of this Committee shall be as follows:

- Be willing and able to attend and assist with periodic audits of UCPPE Gaming files
- Be willing and able to attend UCPPE Gaming Manager meetings
- Be willing and able to attend and act as Games Manager for UCPPE Scheduled Gaming events in accordance with the UCPPE Gaming P&P Manual and state statutes per the Secretary of state.
- Report any inappropriate unscheduled or un-sanctioned UCPPE Gaming events to the BOA and UCPPE Gaming Manager Committee.

SECTION 1.09.06 Reporting Games Manager:

The duties of the reporting Games manager shall be the following:

- Ensures that all BINGO/ Raffle or Pull Tab gaming events are reported to the secretary of state no less than 10 business days prior to the event.
- Ensures that BINGO cash bank is always in balance and reports any abnormalities to the treasurer immediately.
- Prepares accurate cash sheets and turns them in to the treasurer within a timely manner for all Bingo Raffle or Pull Tab occasions.

- Provides accurate data for the filling of quarterly reports to the secretary of states
Maintains accurate Gaming logs and Achieves in accordance with Secretary of state Guidelines
- Attends, manages and maintains accurate records of all UCPPE BINGO / RAFFEL and Pull Tab events
- Maintains Gaming supplies and ensures that there are Bingo / Raffle and Pull Tab prizes for all occasions
- Attends all regularly schedule board meetings with any necessary updates / reports as Gaming Manager
- Stays up to speed with any changes in Gaming Compliances laws to ensure that our organization maintains compliance.
- Works with all UCPPE certified Games Managers to maintain and update UCPPE Gaming Policy and Procedure Manual.

SECTION 1.09.07 Vacancy of the Throne:

This Policy will outline the steps that need to be followed by the BOA to fill a vacancy in the event that one or both of the Reigning Monarchs steps down or is removed during their reign.

1. The BOA will attain a list of the line of succession for the vacant throne.
2. The BOA will evaluate the qualifications for each member of that line of succession to determine is any are qualified to fill the vacancy and the qualifications of the remaining Monarch to reign as absolute.
3. The BOA will reach out to any qualified candidates following the line of secession to determine availability to fill the vacancy.
4. Once the evaluation process is complete the BOA will determine by a majority vote on the following:
 - If there is a qualified candidate that is available and willing to fill the vacancy
 - If the vacancy needs to be filled
 - Or if the remaining Monarch shall complete the reign as an absolute
5. The BOA will make a formal announcement via social media, website, ICS website and email to the General Membership within 48 hours of its decision informing of the outcome of this vote.

Section 2: 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.

Section 3: Meetings (Ref: By-Laws, 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.

Section 4: 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).

Policy 2 - FINANCES

Section 1: Finances (Ref: By-Laws, 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.

1. Banking: The Corporation shall maintain the following accounts:

Reign Accounts: All funds raised for Reign shows, candidates shows, online fundraisers or any charity events hosted using the UCPPE name unless designated as benefiting the UCPPE Regents, Bingo, pull-tab or Raffle Events will be deposited in this account.

Reign Checking account: All General funds, travel funds and Coronation Sponsorships shall be deposited. This will be the reigns working fund where reign and Coronation expenses will be drawn from.

Reign Savings account: All funds from designated Charity Shows and saved funds for major anniversary coronation, coronation deposits funds shall be deposited

Regent Accounts: All funds raised for Regent shows, Regalia shows, online UCPPE store sales or any events hosted using the UCPPE Regents name unless designated as benefiting the Reign, Bingo, Pull-tab or Raffle Events will be deposited in this account.

Regent Checking account: All deposits to the working fund of the regent Co-Council will be deposited. All Regalia, hospitality expenses and other expenses pre-approved by the council of regents will be drawn from this account.

Regents Saving account: All unused regent funds will be moved at the end of each reign.

Bingo Account: Only Bingo, Pull tabs and Raffle funds may be deposited in this account

- Bingo Checking account: This account cannot be co-mingled in anyway with the other UCPPE accounts.
 - Bingo Bank withdrawals may only be made 24 to 24 hours prior to a Gaming event.
 - Funds must be turned into the treasurer 24 to 48 hours after the same event.
2. 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 and a UCPPE Cash Sheet 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.
 - If the event is not hosted by the Reign than the event host/organizer/promoter will be held responsible for complying with this policy.
 - If an event includes Bingo, Raffle or Pull-tab the Games Manager will be held responsible for complying with this policy for all funds raised for Bingo, Raffle or Pull-tabs and the person in charge of the show will be held responsible for all other funds raised to avoid comingling of funds.
3. 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.

Section 2: Expenditures

Reign Accounts: 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.

- Checks from this account **cannot** be made to the UCPPE Bingo Account.
- Checks from this account can be made to a Business organization for designated expenses or to an individual for reimbursement for cost of doing business on behalf of the current UCPPE Reign.

Regent Accounts: Expenditures from these accounts will require prior approval from the council or regents. 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.

- Checks from this account **cannot** be made to the UCPPE Bingo Account.
- Checks from this account can be made to a Business organization for designated expenses or to an individual for reimbursement for cost of doing business on behalf of the UCPPE Council of Regents.

Bingo Account: 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.

- Checks from this account **cannot** be made to the UCPPE Reign or Regents accounts.
- Checks from this account can be made to a Charity as a donation or to an individual for reimbursement for cost of doing business on behalf of UCPPE.

Section 6 Violations of UCPPE Finance Policy:

Should a member of UCPPE fail to follow policy and turn in all funds raised using the UCPPE name the BOA should implement the following collections actions:

- 48 hours from the completion of the event the UCPPE Treasurer will notify the BOA that funds have not been turned in.
- UCPPE Treasurer will send a formal collection letter via email and certified mail within 10 days of the date of the due date of the funds requesting that the funds be turned into the treasurer within 15 days.
- If funds have not been returned within that time period the treasurer will report to the BOA and send a second collections letter requesting that the funds be turned in within 15 days.
- If the funds are still not turned after the second collections letter. The BOA will convene a special meeting or phone poll to vote on the appropriate disciplinary action.

Suggested action:

- First offence: Suspension of membership, voting rights and all UCPPE titles until all funds are repaid to the organization.

- Second offense: Extended Suspension of membership, voting rights, UCPPE show hosting rights and all UCPPE titles until all funds are repaid to the organization and for a minimum of 12 months following repayment.
- Third offense: Permanent Revocation of membership, voting rights, UCPPE show hosting rights and all UCPPE titles even if all funds are repaid to the organization
- Legal action to reclaim funds may be implemented in conjunction with any/all of these actions.

Section 3: Dues (Ref: By-Laws, 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.

Section 4: 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.

Section 5: Travel Funds

The Emperor and Empress and Prince and Princess Royal 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 these events the Emperor and Empress and the Prince and Princess Royal will receive reimbursement for two night’s lodging at the coronation hotel and the price of the coronation ball and brunch tickets. 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 \$400 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.

Policy 3 - CAMPAIGN

Section 1: Campaign Rules and Regulations (Ref: By-Laws, Article IX, Section 9.02)

(As added to Policy in September 1993, Amended August 1996, July 12, 1997, August 21, 2001 and October 7, 2018 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, or 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 BOA, Empress and Emperor candidates will be required to assist in selling Aspen Run tickets.
7. 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.
8. Candidates for Emperor and Empress are required perform two (2) fundraising functions.
9. 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.

10. No candidate is allowed to begin campaigning prior to the conclusion of the Q&A Brunch.
11. All candidates must be present for Coronation. Monarch candidates will be allowed up to ten (10) minutes for their campaign entrance at Coronation.
12. 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.
13. 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.
14. Any conduct found to be unfitting of a candidate is cause for immediate disqualification, as voted upon by the Council of Regents.
15. 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.
16. All applications for Emperor and Empress require a charge in the amount of \$100.00. \$50.00 will be refundable if two (2) representatives are present to assist in breakdown and clean up after Coronation.
17. Applications for Member-at-large positions shall require a non-refundable fee of \$15.00

Section 2: Campaign and Hospitality Suite Committee Chair(s)

The Co-Chairs of the Council of Regents 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 Regalia to include but not limited to the Emperor and Prince Royal's rings, the Emperor and Prince Royal's Medallions, the Empress' Crown and the Princess' Tiara. The Council is also responsible for the fund raising necessary

to cover all expenses of the hospitality suite, insuring that the Candidates and Regents provide a means to operate the hospitality suite, as it should. Specifics include, but are not limited to, room rental, liquor, food, bartenders, general operation of the suite and the hotel rooms for the Co-Chairs (maximum 2 nights for 2 rooms).

Policy 4 - VOTING

Section 1:01 Elections and the Selection Process (Ref: By-Laws, 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.

Section 1:02 Candidate Review Process

The Board will review all applicants in a closed special meeting or closed section of the monthly BOA meeting. This meeting should be held after Packet Pick Up but prior to Candidate Announcement. All applicants will be sequestered for the closed Q&A portion of the meeting. Each applicant will be brought in individually for Q&A. The Board will review the application of each candidate for completion and accuracy. If the application is accepted the board will perform an in-person Q&A with each candidate via face to face, phone or virtual meeting.

Candidates will be reviewed based on the following:

- Eligibility per policy manual / by – law requirements
- Ability to fulfill any financial requirements of the position for which they have applied
- Willingness to fulfill the duties of the office for which they have applied
- Ability to uphold and promote the positive image of UCPPE.
- Willingness to adhere to the UCPPE Code of Conduct
- Any concerns brought to the BOA regarding the candidate

Once Q&A is complete the applicant will be excused so that the board can discuss and vote on the applicant. Should concerns arise during discussion, the candidate will be brought back to address any concerns that board may have. After this second Q&A the applicant will then be sequestered for the board vote. At the completion of the vote the applicant will be brought back before the board and advised of the board's decision. If they have been accepted as a candidate by a majority vote of the board the candidate will be advised that they can now begin campaigning.

Following the review of all candidates, candidates are brought out of sequester and the meeting is reopened to the public to resume any additional business.

Section 1:03 Negative BOA Vote

Should a candidate not be accepted as an applicant by the board they will be brought back before the board and advised of the board's decision and factors that led to the board decision.

Section 1:04 Appointment in the event of a vacant BOA seat (excluding Reigning Monarchs)

In the event that not all of the BOA seats are filled due to resignation, termination or a position not being filled during an election. The BOA will follow this process:

If the position is vacated within the same quarter as the next election for that position the board can vote to leave the position open until the election.

If the position is vacated more than 1 quarter prior to the next election for that position. The board will need do the following:

- Set a date to review and appoint candidates for each vacant position.
- Make a public announcement no less than 30 days prior to the review date detailing the open positions and date and time of the review and appointment meeting, inviting all interested candidates to attend.
- Conduct a review of each candidate following the candidate review guidelines in Policy 4 Voting Section 1:2.
- Conduct a vote of the most eligible candidates and based on a majority vote appoint an applicant to the vacant position.
- Once the vacant seat is filled all candidates are brought out of sequester and the meeting is reopened to the public to resume any additional business.

Section 2.01: Voting (Ref: By-Laws, 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.

Section 2.02: The Permission to Vote Electronically

The Membership Chair shall collect the e-mails of all active members who prefer e-mail and social media. A notice shall be sent out within a period of sixty (60) days where these active members have the opportunity to login to Google Meet, or any other approved controlled virtual meeting software.

The Membership Chair will spend a reasonable amount of time before the posting to help members renew their membership if necessary.

Out of Realm Regents: If any regents are living out of the realm defined by the by-laws, and if they wish to pay annual dues, wherefore they become active within the United Court of the Pikes Peak Empire, they are added to the membership list of virtual participants. An active regent from out of realm can provide their response or vote while attending a virtual meeting.

Members that are not regents without current residency in the realm defined by the by-laws cannot participate in virtual elections.

The term "controlled" means that all responses or votes on any issue or elections shall only be recorded once and with a reasonable semblance of privacy where only the chair of the virtual meeting can see who has voted, and where the chair of the meeting can relay only the number of responses or votes to the Recording Secretary, and where the chair of the meeting cannot disclose those members who have provided said responses or votes.

Section 2.03: The Existence of Virtual Ballots

An electronic ballot shall be defined as a vote sent by an attending member of the UCPPE while attending a virtual meeting via Google Meet (as of October 2021).

Per the instructions defined by Section 2.02, the electronic ballot shall be controlled by the chair of the meeting and recorded directly by the Recording Secretary.

Section 2.04: The Application Used During Virtual Meetings

The Board of Advisors shall use Google Meet to provide safe and secure voting on issues or elections where they can include members who cannot attend a meeting in person.

If there is another application that becomes more affordable and/or more secure, the Board of Advisors shall entertain a motion for an alternative to Google Meet. The new application shall be adopted by majority vote.

Policy 5 - CORONATION

Section 1: 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.

Section 2: Honoring Anniversary Monarchs: *(voted in and updated 10/07/2018 in accordance with the proposed amendment made at the annual regents meeting)*

During Coronation on their decade year UCPPE Monarchs shall be presented the following items in honor of their years of service to the United Court of the Pikes Peak Empire. Only dues paid monarchs who attend Coronation the year of their anniversary/anniversaries will be accorded this privilege. Should a dues paid Monarch be unable to attend Coronation due to work, illness or financial circumstances they may request that they be honored at the next State function or Coronation that they are able to attend. Please note that the Council of Regents established the items in this section as the official and only items that will be presented in recognition of a monarch's anniversaries. Should said items be lost, damaged or stolen the Monarch may order a like replacement at their own expense.

Section 2.0: Anniversary Pins

Anniversary pins shall be awarded to mark each decade 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.

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.

Section 2.1: Anniversary Regalia

In accordance with the council of regents vote at their annual meeting on 09/02/2108. Upon their 10-year Anniversary the anniversary Empress shall be re-crowned with a Gold crown with AB Stones of the same style as the Empress's state crown (or very similar if not available) during coronation.

The Anniversary Empress's who attended their Coronation prior to Coronation 43 will be allowed to receive their Gold Anniversary crown on their next anniversary. There shall only be (1) Anniversary crown purchased per regent Empress.

The Co-Chairs of the Council of regents in conjunction with the Council of Regents shall host an Annual Regent Event to raise funds for the purchase of this regalia.

Section 3: 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.

Section 4: Compensated Rooms and Tickets

The Emperor, Empress, Prince Royal and Princess Royal will each have a standard room for Friday and Saturday nights of Coronation weekend routed to the Master Account to be paid for out of Reign Funds. The Monarchs may choose to share rooms or pay for their own rooms to limit the cost absorbed from Reign Funds.

The Monarchs may choose to have the Coronation Coordinator's room for Saturday night added to the Master Account to be paid for out of Reign Funds. This consideration is due to the long hours required the night of Coronation.

Please see Policy 3, Section 2 concerning the rooms for the Co-Chairs of the Council of Regents.

The Emperor, Empress, Prince Royal and Princess Royal will have their tickets provided at no cost for the Out of Town Show/Bus Tour, Coronation and Victory Brunch. The newly elected Emperor and Empress will have their Victory Brunch Tickets reimbursed. The Monarchs may choose to pay for their own tickets to limit the cost absorbed from Reign Funds.

If the Reigning Monarchs wish, they may compensate Coronation Weekend Ticket Packages for up to two DJs who are donating their time to set up the Court's sound equipment and are working during Coronation. This compensation is considerably less than hiring a DJ who provides their own equipment.

Other ticket or room compensation is up to the discretion of the Emperor and Empress with BOA approval. However, it is to be noted that the more compensation there is the less money there will be for distribution to charity at the end of the Reign, which is the purpose of the Court.

Section 5.5 Regalia storage:

The following items shall be stored as necessary and overseen by the Board of Advisors.

Inventory will be taken at the beginning of each reign and prior to coronation. At the end of each Reign and all items not on the approved will be discarded. Any and all additions to the inventory list must have BOA approval.

That inventory should include only the following:

- Crowning regalia as listed in the policy manual (to be stored and maintained by either the Queen Mother or the King Father)
- Court seal and Easel
- Kneeling benches and pillows
- Banner
- Flags and stands
- Spot light and stand

Policy 6 - 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.)

Section 6.01 Non-Lifetime Awards

The following awards are NOT Lifetime Awards and do not include induction into the Council of Regents:

The Steve and Dorothy Humanitarian Award

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

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 Reigning 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.

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 Reigning Monarchs to show appreciation for their support throughout the Reign. The Monarchs of each Reign will determine the design and/or type of this award.

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 Spirit of Hope Award

This award was created by and will be paid for and presented by Emperor 41 Water Xaris annually to the out of realm court that best exhibits promotes and embodies the ICS values of Inclusion, Unity, Advocacy and Acceptance within the LGBTIQA Community. Recipients will be chosen by Emperor 41 based on input from the Reigning Monarchs.

It shall read:

Spirit of Hope Award for their Excellence in promoting Inclusion, Unity, Advocacy and Acceptance within the LGBTIQA Community Presented to (Name of the Court being honored) (Date presented)

Example: Spirit of Hope Award for their Excellence in promoting Inclusion, Unity, Advocacy and Acceptance within the LGBTIQA Community Presented to the United Court of the Sandias 11/04/2017

Emperor 41 agrees to purchase and present this award for as long as he is able and asks after this point, the board approve and continue the award.

Section 6.02 Lifetime Awards

The following awards are Lifetime Awards and do include induction into the Council of Regents as non-voting members:

Section 6.02.01 Lifetime Awards presented by the Council of Regents

The following awards are voted on and given out by the Council of Regents:

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.)

The Regent's Award

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

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 has committed their life to 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 Ed Sells Heart and Soul Award

This award was created by and will be paid for and presented by Queen Mother Sable Gordon annually to the person or organization that embodies the qualities in the title of the award. Queen Mother Sable Gordon agrees to purchase and present this award for as long as she is able and asks after this point, the board approve and continue the award to be presented by the reigning Queen Mother.

Section 6.02.01 Lifetime Awards presented by the Reigning Empress **The following awards are given out by the Reigning Empress:**

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 Diamond of Excellence Award

As created by Empress 29 Dorian Lord, this is a lifetime award presented by the Empress to a Past Monarch who has gone above and beyond the Empress' expectations. This award should either be in the shape of a diamond or have a diamond on the award.

Unique Lifetime Titles

The Reigning Empress may bestow up to two (2) Unique Lifetime Titles to individuals she believes have been instrumental in the success of her reign.

Section 6.02.03 Lifetime Awards presented by the Reigning Emperor **The following awards are given out by the Reigning Emperor:**

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).

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).

Unique Lifetime Titles

The Reigning Emperor may bestow up to two (2) Unique Lifetime Titles to individuals he believes have been instrumental in the success of his reign.

Section 6.03 Additional Awards

The Reigning 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**

Policy 7 – Process for disciplinary action in response to complaints/grievances

SECTION 1 POWERS AND PERMISSION

Section 6.01 Advisors Manage Corporate Affairs. The Board of Advisors shall manage the affairs of the Corporation. -By-Laws

Section 7.01 Role of Advisors; The Board of Advisors shall manage the affairs of the Corporation, supervise the work of all committees, have general supervision over the property of the Corporation, and shall report to the Corporation any business which, in the judgment of the Board, requires action by the members, in addition to any other duties set out herein. -By-Laws

Section 7.02 Policy Decisions. A. Decision. A policy decision of the Corporation may be made by a majority vote of the Board of Advisors at any meeting where there is a quorum. -By-Laws

Section 7.03 Powers and Duties. A. Powers. [...]shall have the power and authority to do and perform all acts and functions not inconsistent with these By-Laws or the laws of the state of Colorado or the Unites States pertaining to non-profit corporations. -By-Laws

Section 9.10 Removal of Emperor or Empress for Just Cause B. Person, persons, or organization(s) may present accusations against an Emperor or Empress. 1. The Board shall investigate or cause to be investigated any accusations made against any Emperor or Empress. 2. After due investigation, if there are sufficient facts to support allegations against Monarch in questions, then formal charges may be brought and a trial shall be set in accordance with the rules set forth hereinafter. -By-Laws

Section 4.01 Termination of Membership; The Board of Advisors by affirmation of a majority of all the members of the Board may suspend or expel a member for cause after an appropriate hearing [...]. By-Laws

The contents are to expand upon areas of the By-Laws that are not clear, general in nature, or nonexistent. -Policy Manual; Page 1, Paragraph 1.

SECTION 2 DEFINITIONS

A grievance and complaint will be considered one in the same when interpreting the process of Disciplinary Action.

SECTION 3 COMPLAINTS AND GRIEVANCES

It shall be the responsibility of the Board of Advisors to take all complaints and grievances against members, including reigning and past monarchs, seriously.

Complaints/grievances must be filed in writing with the BOA within 30 days of the event. Complaints/ grievances can be filed in person by handing a signed letter to a member of the BOA, via email, or ucpe.org website to the BOA.

When a complaint or grievance is received the Board of Advisors must call a special meeting of the Board to discuss the allegations of the complaint/grievance within 7 business days and act accordingly in their best judgment in accordance with the By-Laws and Policy Manual of The United Court of the Pikes Peak Empire. This special meeting shall be a closed meeting.

If the complainant(s) or those accused is/are members of the Board of Advisors they must recuse themselves from the process which the Board of Advisors undertake in pursuing action in response to a complaint or grievance. If the complaint/ grievance is

filed against the entire board then a special panel made up of regents and life time title holders shall be convened to act as the BOA for the sole purpose of the investigation, trial and disciplinary action if any. The Current King Father and Queen Mother will preside as co-chairs, if un-involved. The balance of the committee will be made up of 2 additional regents and 3 life time title holders.

This will ensure fairness in the process of handling a complaint/grievance.

SECTION 4 REVIEWING A COMPLAINT/GRIEVANCE

At a special meeting called by the BOA, a complaint or grievance must be read aloud and a copy must be provided for each member present.

After a complaint/grievance is read the BOA must then determine if a violation of by-laws or policy manual has occurred or if a claim against a member or monarch has warranted action by the BOA and organization.

A vote must be recorded of whether the BOA finds just cause to pursue action against an individual named in a complaint/grievance. Citing the violation of by-laws, policy manual, or accused behavior in the motion will ensure proper documentation.

The Board shall investigate or cause to be investigated any accusation made against any Emperor or Empress. - By-Laws Article IX; Section 9.10 B. 1.

SECTION 5 FORMAL ACTION

If the Board of Advisors finds just cause to pursue action against an individual(s) named in a complaint/grievance then the following must occur in accordance with our By-Laws and Policy Manual.

Per the By-Laws of The United Court of The Pikes Peak Empire, formal charges can be brought against an individual and this will initiate the process outlined in Article IX; Section 9.11 Trials of Monarchs or Members of the Court.

After due investigation, if there are sufficient facts to support allegations against Monarch in question, then formal charges may be brought and a trial shall be set in accordance with the rules set forth hereinafter. -By Laws Article IX; Section 9.10 B. 2.

SECTION 6 FORMAL CHARGES

Formal charges against a Monarch or member must be created/drafted by the Board of Advisors.

The formal charges must include the following:

1. The allegations made against the individual(s).
2. The names of the complainant(s) and accused.
3. The decision of violation voted on by the board of advisors
4. The proposed action(s) to be taken if the individual is found "Guilty" as a result of a trial.

5. The process of a Trial as outlined in our By-Laws.

The formal charges must be sent to all involved parties by certified mail by the Board of Advisors within 7 business days of the decision to proceed.

The formal charges must be kept as permanent record by the Recording Secretary of the Board of Advisors.

SECTION 7 TRIAL

The Board of Advisors shall initiate, in a timely manner, a trial against a member or Monarch.

The structure of a trial shall consist in some form all of the following:

- 1) Panel of Judges (in most cases this will be the sitting Board of Advisors)
- 2) Complainant
- 3) Accused
- 4) Witness/Witness Statement (at the Board's judgment, they can request witness statements, rather than physical witnesses in special circumstances or specific situations)

The Agenda of the Trial should follow these guidelines.

- 1) Opening: The President of the BOA will act as the presiding member and shall state the purpose of the Trial and time in session
- 2) Grievance/Complaint: The Grievance/Complaint shall be read for all those present to hear
- 3) Grievance/Complaint Verified: The complainant, for the record, will verify the grievance/complaint read is correct
- 4) Complainant Case: The Complainant will be asked to make their case for the panel. This will include, but not limited to: Witnesses, witness statements, personal accounts and any pertinent information for the panel to review. When finished, the Complainant will, for the record, state that their case rests and this will give the floor to the Accused.
- 5) Accused Case: The Accused will be asked to make their case for the panel. This will include, but not limited to: Witnesses, witness statements, personal accounts and any pertinent information for the panel to review. When finished, the Complainant will, for the record, state that their case rests and this will give the floor back to the panel and its presiding member.
- 6) Panel Questions: After both the complainant and accused have rested their cases the panel of judges will be allowed to ask their questions.
 - a) Each panel member will be given the opportunity to ask questions. Once they are done they will yield the floor to the next panel member and will not be allowed to ask any further questions.
- 7) After all questions have been asked the presiding member will adjourn the meeting so that the panel can meet and decide on their verdict and if appropriate, action to be made.

The outcome of Trial shall be honored by the Board of Advisors.

All records of the Trial shall be kept as permanent record by the Recording Secretary of the Board of Advisors.

SECTION 8 DISCIPLINARY ACTION

Should the panel of judges determine that disciplinary action is warranted; those actions may include but are not limited to the following:

- Once disciplinary action has been voted on and decided by the BOA, with a super majority, it may not be extended beyond the determined time without additional infraction or cause.
- Once a party has served their sentence issued by the BOA they may once again be considered a member in good standing, however, a permanent record of the offense and resulting disciplinary action will remain on file with the recording secretary.

Possible Disciplinary Action

This section pertains to all General Membership, Council of Regents and Lifetime Titleholders, Reigning Monarchs, Reigning PRs, and BOA members and is listed by number of offenses. Based on severity of the offense the BOA can consider higher penalties without prior offenses.

1st offense - Verbal or written reprimand resulting in possible probationary period determined by the BOA.

- a. Any violation of the Code of Ethical Behaviour, By Law, or the PNP during said probationary period would be cause for an emergency trial of the BOA.
- b. Emergency meeting must be held within 7 business days of the violation.
- c. All concerned parties will be notified by the BOA, but may not necessarily be present.
- d. The emergency trial will determine the appropriate disciplinary action for violation of probationary period.

2nd offense - Immediate suspension of all duties and title(s) involved with the UCPPE for a period of time to be determined by the BOA.

3rd offense - Removal of title(s) previously given by the UCPPE

4th offense - Expulsion from the UCPPE for a period, up to and including perpetuity with no paid dues and/or fees returned.

- a) Permanent Titles and Monarchs will retain their titles for life, although suspension of recognition for a period of time determined by the BOA may result for serious infraction(s) of the By Laws or the PNP.
- b) If a BOA member(s) is removed, at that time the President of the BOA would cause a statement of notification of said events to be issued to membership of the UCPPE and the ICS.
- c) If the Entire BOA is removed the special committee will govern until a new Board can be seated within 30 business days of the removal of the previous BOA. With the current King Father and Queen Mother acting as Co-Chairs.

SECTION 9 VERDICT AND DECISION OF ACTION

The panel of judges shall meet after a hearing to discuss the facts presented and decide on a verdict and, if appropriate a decision of action. A verdict and decision of action are two separate factions.

A super majority must occur for a verdict and again for a decision of action to stand.

- Note: It is possible to have a verdict agreed upon by a super majority but not a decision of action and vice versa

When issuing a verdict, the panel may choose one of three options:

- 1) Uphold the grievance/complaint- this means the complaint/grievance is justified and a decision of action must be made by super majority
- 2) Grievance is Not upheld- this means there is no justification for the complaint/grievance and no further action is required
- 3) Partially Uphold Grievance- The panel of judges does not have to uphold or turn down the complete grievance. It may be decided that some parts of the complaint are justified while others not and in the communication letter this can be written

In reaching a verdict and decision, the panel of judges must act with objectivity and fairness.

No matter the circumstance of the complaint/grievance, the verdict and decision of action must be communicated to all relevant parties. The outcome must be communicated using the "Outcome of Trial Letter" (attachment 1) and must include a summary of the review undertaken, the reasons for the verdict and decision of action, with appropriate time scales.

The Letter of Outcome Communication Letter can be found on the next page:

SECTION 10 MEDIATION

Should the panel of judges determine that disciplinary action is not warranted it may determine that the situation does warrant mediation by the BOA. In this case the BOA would notify both parties using the Letter of Outcome format (attachment 1) setting the time and date for the mediation meeting at the next scheduled BOA meeting. At which point the BOA will attempt to assist both parties to come to an amicable solution. The parties may choose to agree to or refuse mediation.

Policy 8 - Queen Mother and King Father

Section 1: Election Process

When required due to the resignation or passing of the Queen Mother or King Father it is necessary to hold an election to appoint the new Queen Mother or King Father. Announcement of the resignation/passing along with the process required is the responsibility of the Co-Chairs of the Council of Regents.

It falls on the Council of Regents to nominate and elect the next Queen Mother/King Father of the United Court of the Pikes Peak Empire. Anyone in the Council of Regents may submit a nomination form. Nominees must reside in the Realm, be a past Emperor/Empress or Prince/Princess Royal and, be a current dues paid member in good standing. The nominee must also consent to being nominated. Nominations must be submitted within two weeks of the notification by the Co-Chairs of the Council of Regents. The nomination form (Appendix H) can be filled out and submitted online, mailed to our P.O. Box or emailed to the Co-Chairs of the Council of Regents at their official email address.

A minimum of two nominations must be received for a candidate to be considered eligible to be placed on the ballot. Once all nominations have been received there will be a special meeting of the Council of Regents to elect our next Queen Mother/King Father. This election will be held one week after the close of nominations.

All voting members of the Council of Regents who are current dues paid members of the UCPPE are eligible to cast a vote. If you are unable to attend the election meeting due to living outside the Realm or prior commitments, it has been approved for the purposes of electing a new Queen Mother or King Father to allow email voting. To request an email ballot please notify the Co-Chairs of the Council at their official email address. All email ballots must be received 24 hours prior to the election meeting.

Section 2: Duties of Queen Mother and King Father of the UCPPE

1. The Queen Mother/King Father shall serve at the pleasure of the Council of Regents in tandem with the Board of Advisors as Honorary Heads of the Council of Regents.
2. The Queen Mother/King Father shall act as primary advisors to Reigning Heads of State.
3. The Queen Mother/King Father shall attend State Fundraisers, if absolutely unable to attend shall designate a representative when necessary.
4. The Queen Mother/King Father shall assist the Co-Chairs of the Council of Regents in their duties throughout each reign including Coronation.

5. The Queen Mother/King Father shall designate senior citizen related beneficiaries from the Black and White Ball proceeds.
6. The Queen Mother/King Father shall be responsible for Crowning Ceremony prior to and throughout Coronation. They shall conduct and assign all portions of the ceremony according to policies set forth in the policy manual.
7. Upon approval of the Board of Advisors, the Queen Mother/King Father shall temporarily fill the vacant office of Co-Chair of the Council of Regents.
8. Upon approval of the Board of Advisors, the Queen Mother/King Father shall temporarily fill the vacant office of Empress/Emperor holding the title of Empress Regent/Emperor Regent as well as Queen Mother/King Father.
9. The Queen Mother/King Father may, at their discretion, induct new members into the Order of the Lion which was created by King Father Emeritus Robert Steinborn.

POLICY 9 – The Use of Google Suites

Section 9.01: The Use of Google Apps for the Board of Advisors

The Board of Advisors shall use the applications of Google Suites to streamline the process of managing the business aspects of the UCPPE. The following applications can be used without limiting any opportunities to utilize new Google applications in the future: G-mail for board member communications, Google Drive for storage, Google Docs, Sheets, Slides and Forms for documentation, Google Calendar to have one uniform calendar for all board members to reference, Google Chat to provide a secure forum of discussion, Google Meet for all meetings involving the UCPPE Board, membership and regency, and Google Contacts to have one uniform database of UCPPE members.

Section 9.02: Alternative to Google Suites

If at any time the Board of Advisors finds a suite of applications that better serves the UCPPE financially, securely and efficiently, the Board shall entertain a motion to replace the suite and adopt the new application suite with a majority vote.

Attachment 1

Letter of Outcome Communication

THE UNITED COURT OF THE PIKES PEAK EMPIRE-BOARD OF ADVISORS
[Name]
[Address]

[Date]
Dear [Name]

Outcome of grievance/complaint Hearing

Following grievance/complaint hearing on [date] at which all sides involved had the opportunity to present their findings and facts to the panel, The Board of Advisors write to confirm their findings.

With careful consideration, we have decided [to uphold **OR** not to uphold **OR** partially uphold] the grievance. This is because [set out detailed reasons].

[In light of this decision **OR** Due to issues brought to light by the grievance], we will take the following action [details of action].

We appreciate you may be disappointed with this outcome. As the Board of Advisors we greatly appreciate all of our members and trust that you will address all concerns or questions to us so that we may accurately advise you on what options or future actions you may have.

Yours sincerely

[Name of sender]

On behalf of The Board of Advisors of The United Court of the Pikes Peak Empire
It is not compulsory but can be useful to include with this letter the written records of the adjourned meeting of the panel, if such records were created, provided these records support the conclusion reached.

APPENDIX A

Phone Poll Form

Date Poll Requested:

Requested By:

Date(s) Poll Taken:

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.)

Contact	In Favor	Against	Abstain	Comment
President (Does not vote unless tied)				
Vice President				
Treasurer				
Recording Secretary				
Emperor				
Empress				
Member At-Large				
Member At-Large				
Member At-Large				
Corresponding Secretary				
Regent Co-Counsel				
Regent Co-Counsel				
Totals:				

APPENDIX 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.

APPENDIX C

Motion for Policy or By-Laws Change

1. Use this section to list what sections of the document that will be changed, amended or deleted. (*Write the passage of the Policy or By-law as it is currently written in the selected document. Provide Section, Sub-Section, Item number and description.*)

2. Use this section to briefly describe the reason for suggested change. (*Provide a detailed description for the reason that a change to the Policy or By-Laws is necessary. Also explain if a Section or Item is to be added, modified or deleted.*)

3. Use this section to word the motion, as it will appear in the document. (*Write the exact new wording of the amendment as it will appear in the section or the item that will be added, or deleted. Provide Section, Sub-Section, Item number and description.*)

* General Directions: Determine content of the proposal carefully. It should be clear, concise, grammatically correct and free of spelling and punctuation errors. Provide twelve (12) copies of the proposed amendment for the Board of Advisors (additional copies for the General Membership is encouraged). One (1) Member-in-good-standing should act as the spokesperson for the proposal. However, the proposal (and copies thereof) may be given to the Recording Secretary to be presented to the General Membership on their behalf.

Additional supporters of the proposal may sign the proposal if they wish to do so.

The President to the Board of Advisors will enforce the rule requiring the appropriate paperwork for By-Law amendments.

Appendix C (continued)

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

Vote Count: _____ In-Favor _____ Against _____ Abstain

Signed: _____

Print: _____
President or Vice – President

Signed: _____

Print: _____
Recording Secretary

APPENDIX D

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 State Empress 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 the 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 (CANDIDATE 1), (CANDIDATE 2), and (CANDIDATE 3).”

V – Elected Candidates – “Will the official escorts please bring forth the newly elected candidates... Ladies and Gentlemen, congratulations to (CANDIDATE 1) and (CANDIDATE 2). 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 raise 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 sovereign, imperial majesties, Emperor _____ and Empress _____.”

X – Excuse Dais: “At this time, please excuse from the dais, the Council of Regents and the Board of Advisors.”

XI – 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 a good night.”

APPENDIX E

CROWNING REGALIA PRESENTERS

STATE SWORD _____

STATE CROWN _____

EMPEROR MEDALLION _____

EMPRESS CROWN _____

ORB _____

OILS _____

GOBLET _____

GOBLET _____

ROBE _____

ROBE _____

OATH OF OFFICE _____

OATH OF OFFICE _____

KNEELING PILLOW _____

KNELLING PILLOW _____

APPENDIX F

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, Lesbian, Bi-Sexual, and Transgender 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



APPENDIX G

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/Prince Royal'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.

APPENDIX H

Nomination for QUEEN MOTHER or KING FATHER of UCPPE

(Nominees must reside in the Realm; have been a past Emperor, Empress or PR and; be a current paid dues member in good standing.)

Nominee's name:

Nominee's Stage Name (if applicable)

Nominee's Address

Nominee's Phone #:

Nominee's email:

How long has nominee been a member of the court?

List titles in the court that the nominee holds:

List 10 words that describe the nominee:

What involvement has the nominee had within the court since his/her reign as Emperor, Empress or PR?

Why does this nominee deserve the honor of being crowned Queen Mother or King Father?

List the personal traits and values that recommend the nominee as a leader and positive role model in the court:

Nominator's name:

Phone#:

Email:

Has the nominee agreed to have his/her name placed in nomination?

What is the nominator's relationship to the nominee?

Nominator's Signature:

Optional: Attach a letter(s) of recommendation from a court member(s).