

The Denmark Technical College



Official Royal Court Handbook 2023-24

The Denmark Technical College Official Royal Court Handbook

ROYAL COURT POSITIONS

The Denmark Technical College Royal Court consists of the following (10) positions:

Miss Denmark Technical College
Mister Denmark Technical College
Mister & Miss Freshman
Mister & Miss Sophomore
Mister & Miss 1947
Mister & Miss 1969

ROYAL COURT POSITION ELIGIBILITY REQUIREMENTS

Mister DTC and Miss DTC are the College's official, highest-level royal student representatives. They are expected to demonstrate integrity in scholarship, leadership, and character, and promote the mission, vision, and values of DTC. A student seeking to run for the positions of Mister DTC and Miss DTC must meet all the following eligibility requirements upon declaration of the student's candidacy:

- Completion of at least one (1) full semester at the college (with exception of Mister & Miss Freshman)
- Full-time enrollment status;
- Must have a 2.5 cumulative GPA and be able to maintain a 3.0 cumulative GPA or higher during the titleholder's reign, if elected;
- Must have at least two (2) semesters Fall/Spring before graduating from Denmark Technical College
- Must be in good academic, judicial, and financial standing and must not have any disciplinary action pending or on file.
- Attendance at the Royal Court Interest Meeting.
- Submission of a completed application and approval for candidacy before commencing campaigning.

Other Eligibility Information

Royal Court Interest Meeting

Prospective candidates for all DTC Royal Court positions are required to attend the Royal Court Interest Meeting held in the spring of each year. Candidates for Mister & Miss DTC will participate in an application interview or Live Competition (described in Section IV below) will be provided at this meeting, and attendance is mandatory in order to be eligible to apply for candidacy.

Application Submission and Deadline

Prospective candidates for all DTC Royal Court positions must complete the official application in its entirety and submit it by the deadline, which shall be set by the College's Department of Student Leadership and Engagement ("SLE Department").

Applicant Verification

Completed candidate applications will be reviewed by College officials to verify enrollment status, earned credit hours, grade point average, and judicial/disciplinary history. Applicants will be notified via e-mail of eligibility clearance by the deadline set by the SLE Department.

Presentation

Candidates will be allotted up to two (10) minutes to provide a presentation on his/her respective platform. Candidates will also engage in a question-and-answer period facilitated by the student body after all individual presentations have been made. The location, date, and time of this event will be provided at the first official candidates' meeting.

POST-ELECTION INFORMATION

Term of Office

Once elected, all members of the Royal Court shall assume their reign/office on the day of spring commencement and shall serve for one calendar year.

General Requirements

Role of the Royal Court

Once elected, all members of the Royal Court are expected to serve as ambassadors for the College in promoting the mission, vision, core values of the College, as well as the code of conduct, academic achievement, social graces, and professionalism among the student body. They must possess and maintain a positive attitude towards DTC, the student body, and the campus community. They should possess sound judgment, good character, high morals, and refrain from any acts that are detrimental to their character. They should always demonstrate grace, style, dignity and kindness. Mister DTC and Miss DTC must articulate their platforms in a manner of “public and community interests” and enlist the assistance of other Royal Court members to communicate awareness of their platform interests.

Once elected, titleholders will be involved in various University activities that are hosted in their honor or customary practices of DTC. All Royal Court members must be available for scheduled appearances with print and broadcast media when appropriate, provided these appearances are cleared beforehand by their advisors. At times, all or some Royal Court members will be asked to make impromptu appearances. No member of the Royal Court will be compensated for public appearances (scheduled or unscheduled) or other responsibilities assumed in connection with their elected positions.

Academic Requirements

To remain on the Royal Court during their elected tenure, all Royal Court members must maintain full-time enrollment status, be available to assume all responsibilities of their respective roles during the academic year in which the office is held and maintain a minimum 3.0 cumulative GPA during their reign.

Social Media

All media, social network, and public communications (e.g., Facebook, Twitter, Instagram, TikTok, etc.) of all Royal Court members must meet the values, moral and ethical requirements, and behavioral standards outlined in the Student Handbook, Student Code of Conduct, and the DTC Royal Court Official Handbook. Understanding that participation in the CAU campus community as a member of the Royal Court is a privilege and not a right, any member of the Royal Court who violates the Student Handbook, Student Code of Conduct, and this handbook with respect to his or her use of social media may be subject to relinquishing of title and dismissal from the Royal Court.

Wardrobe

To ensure they will represent the College during their reign with dignity and style, Royal Court members may be given wardrobe allocations as part of their permitted budgets, subject to the availability of funds within each budget. Therefore, all Royal Court members will be responsible for paying dues in the amount of \$1,000 apiece as part of their wardrobe allocation. These monies are due July 1st following the results of the spring election.

All members of the Royal Court are required to wear attire that reflects professionalism and good judgment. Therefore, during the term of their reign, hair sleep scarves or wave caps should not be worn in public or at any public events. DTC paraphernalia may be worn for casual social engagements. Specific guidelines regarding wardrobes will be communicated for each engagement. Royal Court members must make their wardrobe selections being sensitive to the DTC official school colors – **Royal Blue and White**. Royal Court members must remove body piercings and cover any exposed body art, while representing the University at any time. Any category of piercings intended to overstretch nostrils or ear lobes, including, but not limited to, gauges, plugs, or discs, shall not be worn when representing the College. Hosiery that is visible to the public must be flesh toned and without designs.

To ensure professionalism in wardrobe choices, wardrobe allocations for Royal Court members may be used to purchase the following items*:

- Suits for official College engagements, as required;
- One sash and crown pin;
- One outfit to wear at the homecoming game;
- Formal attire for coronation; and
- One crown.

Royal Court members will also need to have (or purchase, if necessary) certain staple wardrobe items, which should reflect the professional taste and personal style. Monies collected for wardrobe allocations will not be used to purchase these items, which are listed below:

- Dark Colored Business Suit (Grey, Black, Blue or another color as approved by the advisors);
- Formal shoes for coronation;
- Dress/Professional Shoes

Specific Requirements and Expectations – Mister DTC and Miss DTC

Public Appearances

Mister DTC and Miss DTC will serve under the guidance of their advisors, with the input and support of the Vice President of Student Affairs. The advisors for Mister DTC and Miss DTC will be the Director of Student Leadership and Engagement or designee appointed by the Vice President of Student Affairs who will be assisted by an advising team.

Mister DTC and Miss DTC should keep their advisors abreast of all activities, programs, and speaking engagements to which they have been invited and must notify advisors as soon as possible when they are unable to make an appearance at a scheduled event. If, for any reason, Mister DTC or Miss DTC is unable to attend any scheduled event, it is his or her responsibility to inform the advisors as soon as possible so proper representation from an alternate member of the Royal Court can be provided at the event. Some of these activities, programs, and speaking engagements may include, but are not limited to:

New Student Orientation	Convocation
Athletic Events	Welcome Weekend Activities
Parades	SGA and Royal Court Elections
Campus Student	Homecoming
Campus-wide Assemblies	Founder's Day
Coronation	

Additional Requirements (subject to change):

- Be available for impromptu College appearances as appropriate;
- Have a valid DTC e-mail address and keep it active for the entire reign;
- Host regular monthly meetings and professional development workshops for the Royal Court that promote academic scholarship, leadership, and moral excellence;
- Practice good time management skills and be timely for all scheduled events. Royal Court members have the same time management requirements as Mister DTC and Miss DTC;
- Coach the Royal Court in behaviors that promote sound judgment, good character, high morals, grace, style, and dignity;
- Serve as members of the Homecoming Committee and special committees designated by Vice President of Student Affairs the Director of Student Leadership and Engagement, and/or advisor;
- Assist in the production of a coronation program;
- Attend the College President's luncheons, dinners, and receptions, when invited;

Perks

Mister DTC and Miss DTC may receive certain perks during their reign. The perks listed below are not guaranteed and shall be subject to budget availability:

- All expenses paid for college-approved travel arrangements.
- Complimentary tickets to college-sponsored and/or community events.
- Subsidized wardrobe for speaking engagements, competitions, and approved events.
- A crown, sash, official photographs, and coronation ceremony.

Travel

Mister DTC and Miss DTC may be required to travel to events to represent Denmark Technical College. When travel is required and scheduled, Mister DTC and Miss DTC will be chaperoned by one of their advisors. Any travel must first be approved by the advisor to ensure that funds are available in the respective budget.

Mister DTC and Miss DTC may represent the College at national competitions and events, student leadership conferences, recruitment fairs and some away games, subject to budget availability. Day trips may be approved at the discretion of the advisors.

Before any trip is taken, advanced planning is required. Some of the processes involved in advanced planning are listed below and should be completed with the assistance of the advisors:

- Obtain an official excuse from the College;
- Consult with the Athletic Director (if traveling to a game) to see whether travel arrangements might coincide with athletic travel and to obtain game tickets;
- Contact the College's Business Office to arrange flight and other relevant information;
- Make hotel arrangements;
- Process a travel authorization form;
- Obtain any cash advances (if necessary);
- Process requisitions regarding each aspect of travel for approval;
- Contact host institution or agency to inform of your arrival;
- Submit travel itineraries to all appropriate offices; and
- Make other arrangements as needed.

Specific Expectations and Requirements – Royal Court Class Representatives

Public Appearances

Royal Court class representatives will be involved in various College activities that are hosted in their honor or customary practices of DTC and will be assigned an advisement team who will assist them with all activities during their reign. Royal court class representatives will serve under the guidance of Mister DTC and Miss DTC and their advisors, with the input and support of the Vice President of Student Affairs as outlined in this handbook.

Financial Budget Management

- Assist in the preparation of Mister and Miss DTC's budget to be presented to college officials for approval;
- Facilitate requisitions for items requested and purchased for Mister DTC or Miss DTC to carry out their duties;
- Retain receipts for all purchases to be submitted along with the personal expense. Reimbursement forms to Student Leadership and Engagement within three business days after purchases have been made;
- Complete travel authorization forms before any traveling are done;
- Assist with the arrangements for Mister DTC and Miss DTC's travel to include airfare, hotel, meals, and ground transportation;
- Inform Student Affairs, Public Safety, and other required offices of Mister DTC and Miss DTC's travel itinerary during away games. Official excuses from classes should be obtained from Student Affairs;
- Assist with the planning and monitoring of any fund-raising activities as sanctioned by the Division of Student Affairs and Office of Institutional Advancement;
- Manage and maintain copies of all purchase orders, time sheets, and receipts;

The advisor must travel with them, as traveling separately and meeting them at the destination is prohibited; Attend all rehearsals and programs sponsored by Mister DTC and Miss DTC; and Notify Mister DTC and Miss DTC, the Vice President of Student Affairs and the Director of Student Leadership and Engagement if the advisor is unable to meet the requirements of his/her role and responsibilities. The Vice President of Student Affairs will be responsible for monitoring and regulating the advisors' role.

CORONATION OF MISTER DTC AND MISS DTC

Mister DTC and Miss DTC are responsible for assisting in producing an elegant coronation along with their advisors. Typically, all former Student Government Presidents, and individuals who previously held the titles of Mister DTC and Miss DTC are invited to attend the coronation by the current Mister DTC and Miss DTC.

Themes proposed by Mister DTC and Miss DTC for coronation must be aligned with the mission, vision, values, ethics, policies, and procedures of Denmark Technical College, the DTC Royal Court Official Handbook, the Student Handbook, and the Student Code of Conduct. Wardrobe purchased by Mister DTC and Miss DTC for the coronation must comply with wardrobe criteria as outlined in this handbook. Typically, the crowns are not worn officially until after the coronation Mister DTC and Miss DTC. Afterwards, it should be worn only at official DTC campus professional events as appropriate.

OTHER CONSIDERATIONS

Grounds for Relinquishing of Title and Crowns

Titleholders agree to hold the titles of Mister DTC and Miss DTC, and the Royal Court class representatives in the highest esteem. While appearing on behalf of and representing the University, Royal Court members agree to:

- Maintain a cumulative GPA of at least a 3.0 during while holding their titles;
- Refrain from the use of illegal drugs, engaging in theft of any kind, or involvement in illicit activities as described under state and federal laws;
- Fully comply with the Student Code of Conduct as outlined in the Student Handbook or determined by advisors, Director of Student Leadership and Engagement or Vice President of Student Affairs;
- Refrain from public nudity, engaging in lewd or vulgar acts, or indecent exposure in public or via any form of media, including but not limited to, photographs, social media, etc.;
- Obtain written permission from the Division of Student Affairs before appearing at a competition or in any other competition system;
- Refrain from wearing the crown and sash unless attending official Denmark Technical College functions;
- Respect the title and represent Denmark Technical College with pride and dignity;
- Refrain from receiving monetary rewards or compensation in connection with their titles during their reign;
- Actively engage in Royal Court workshops, programs, and events as determined by Mister and Miss DTC Advisors, Director of Student Leadership and Engagement or the Vice President of Student Affairs

Under normal situations, Mister and Miss DTC relinquish their titles and crowns during the coronation of the next Mister DTC and Miss DTC. They also attend the coronation of and crown the newly elected Mister DTC and Miss DTC.

Under abnormal situations, should Mister DTC and Miss DTC or a member of the Royal Court be found guilty of any improper acts through the judicial system, or any misdemeanors or criminal acts through the court system, (b) do not maintain the minimum GPA, or (c) willingly decide to discontinue their reign, they shall relinquish the titles and crowns immediately. Mister DTC and Miss DTC can also be removed by two-thirds (2/3) vote of the members of the Student Government Association.

If any member of the Royal Court fails to comply with the provisions outlined in this handbook, the DTC Student Handbook, Student Code of Conduct, or policies, procedures, ethics, or values of DTC, the Director of Student Leadership and Engagement or Vice President of Student Affairs will take the appropriate disciplinary action which may include, but not be limited to the following:

- Revocation of one's Royal Court title and designation;
- Demand of the return of all prizes, awards, and/or perks given to Titleholder;
- Refused entry into any competitions;
- Refused bookings of an official nature;
- Imposing of sanctions deemed appropriate by the Dean of Student Services and Campus Life;
- Assessment of fines for breach of any part of this handbook. Said fines shall not exceed the value of the perks Royal Court members received as the titleholder. These fines shall include, but are not limited to, room and board and wardrobe expenses.

If grounds exist for Mister DTC to relinquish the title, and the student is indeed removed from the position, Mister Senior shall become the new Mister DTC, and the position of 1st Attendant shall be filled by the candidate who earned the next highest amount of votes in the spring election for the position. Similarly, if grounds exist for Miss DTC to relinquish the title, and the student is indeed removed from the position, 1st Attendant shall become the new Miss DTC, and the position of 1st Attendant shall be filled by the candidate who earned the next highest amount of votes in the spring election for the position. The newly assigned titleholders will be entitled to the remainder of the benefits and subject to the same duties and obligations outlined in this handbook.

ROYAL COURT ADVISEMENT TEAM

Morgan Duley
Coordinator of
Student Leadership and Engagement

Dr. Lamar J. White
Vice President of Student Affairs



ROYAL COURT MEMBER AGREEMENT

By signing this page, I, _____ (Student’s Name), hereby acknowledge that I understand and agree with the following statements:

- I received a copy of the *Denmark Technical College Official Royal Court Handbook* (hereinafter the “Handbook”):
- I have read the Handbook in its entirety;
- I was provided time and an opportunity to ask questions about the Handbook;
- I am fully aware and understand all the rules and regulations pertaining to the roles, responsibilities and expectations associated with holding the titles of Mister Denmark Technical College, Miss Denmark Technical College, and any Royal Court representative positions, as listed in the Handbook.
- I fully understand and acknowledge that my participation in seeking any of the DTC Royal Court titles and successfully winning said titles is not a right, but a privilege that can be revoked for the grounds stated in the Handbook;
- I acknowledge, understand, and agree that any violation of the provision in the Handbook will result in a re-evaluation or termination of your position on the Royal Court and repayment of wardrobe, goods, or services as outlined in the DTC Royal Court Official Handbook.

I am fully aware of the information, and fully agree to abide by, all requirements contained in the Handbook. I understand that if my behavior or character does not align with the policies, procedures, and expectations outlined in the handbook, my role on the Royal Court will be re-evaluated or terminated.

Printed Name of Royal Court Member

Signature of Royal Court Member

Date

Printed Name of Royal Court Advisor

Signature of Royal Court Advisor

Date

**Denmark Technical College
Royal Court Attire**

The Royal Court must have the required attire to actively serve:

Misses

- Royal Blue Skirt
- Gray Skirt
- Black Skirt
- Black Suit
- Royal Blue Suit
- White Suit
- Black Heels
- Nude Heels

Mister

- Black Slacks
- Royal Blue Slacks
- Gray Slacks
- DTC T- Shirt
- Black Suit
- Royal Blue Suit
- Bow Ties Solid Color Black, Royal Blue, and Gray

The following items will be provided:

- Denmark Technical College Bow Tie (Misters) With the pick of President Willie Todd Jr.
- Commemorative Court Sashes (Class Kings & Queens)
- Crown Pin
- Pearls (Misses) With the pick of VP of Division of Students Affairs