



# **Coahoma Community College Royal Court Handbook**



## **Coahoma Community College Royal Court**

Coahoma's Royalty has been instituted for over 60 years and has remained true to its commitment to leading through service fostering a spirit of leadership, academic excellence, and service amongst administration, faculty, and students. The members of the Royal Court serve as ambassadors for all departments, divisions, and Coahoma Community College at large, demonstrating the ideal image of distinction while upholding the institution's core values.

Mister and Miss Coahoma Community College are given the charge to present Coahoma to other collegiate institutions, on digital and social media platforms and publications, as well as to alumni, future students and our district communities.

## **CCC Elected Campus Royalty**

### **Mr. Coahoma Community College Elect**

The student vying to become Mr. Coahoma Community College must be a freshman male entering his sophomore year. A student, if elected, cannot participate in any other major presidential elections at the institution, namely the Student Government Association President.

The student has to have achieved at the time of the election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain the aforesaid cumulative GPA throughout his tenure. The student cannot have children or have had a child at the time of election nor father a child during his reign.

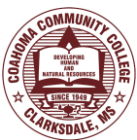
The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, a commitment to Coahoma, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives.

The character of Mr. CCC has to yield to an acceptably groomed and neatly dressed appearance at all times; not be present in an inappropriate manner on computer networks such as Facebook, Instagram or Snapchat, absent of judiciary infractions, etc; and to avoid conflict at all times. The successful candidate must understand that his priority in extracurricular activities is the Division of Student Engagement. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in the student being removed from the position and replaced with the alternate for Mr. CCC. Any leadership scholarships/privileges given will be forfeited at that time.

The election process is predicated on 25% of the popular student vote, and 75% of the process comes from a structured committee designated by the Assistant Director of Student Engagement. The successful elect will work very closely with the Director and Assistant Director of Student Engagement and participate in developmental training.

### **Miss Coahoma Community College Elect**

The student who is vying to become Miss Coahoma Community College has to be a freshman female entering her sophomore year. A student, if elected, cannot participate in any other major presidential positions at the institution, namely the Student Government Association President.



The student has to have achieved at the time of the election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout her tenure, aforesaid cumulative GPA. The student cannot have children or have had a child at the time of election nor father a child during his reign.

The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, a commitment to Coahoma, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives.

The character of Miss CCC has to yield to an acceptably groomed and neatly dressed appearance at all times; not be present in an inappropriate manner on computer networks such as Facebook, Instagram, and Snapchat, absent of judiciary infractions, etc; and to avoid conflict at all times. The student cannot have children or have had children at the time of the election, nor can she become pregnant during her reign. The successful candidate must understand that her priority of extracurricular activities is the Division of Student Engagement. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in the student being removed from the position and replaced with the alternate for Miss CCC and any leadership scholarships/privileges given will be forfeited at that time.

The election process is predicated on 25% of the popular student vote, and 75% of the process comes from a structured committee designated by the Assistant Director of Student Engagement. The successful elect will work very closely with the Director and Assistant Director of Student Engagement. The successful elect will work very closely with the Director and Assistant Director of Student Engagement and participate in developmental training.

### **Homecoming King and Queen**

The student who is vying to become Homecoming King and Queen at Coahoma Community College has to be a sophomore male/female. The student has to have achieved at the time of the election a cumulative grade point average of 2.0 on a 4.0 scale. If elected, the student must maintain throughout their tenure, the aforesaid cumulative GPA.

Students must exhibit and maintain high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, a commitment to Coahoma, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives.

The character of the Homecoming King and Queen has to yield to an acceptably groomed and neatly dressed appearance at all times; not be present in an inappropriate manner on computer networks such as Facebook, Instagram, Snapchat, etc.; be innocent of campus judiciary matters, and to avoid conflict at all times. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in the student being removed from the position and replaced with the first runner-up for the position.

The election process is predicated on 100% of the popular student vote.



## **Mister and Miss Freshman and Sophomore**

Students who are vying to become their respective class representatives at Coahoma Community College must be in good academic standards and must exhibit high moral character. At the time of election, students must have a minimum of a 2.5 grade point average and maintain that standard during their reign. Students must agree to maintain a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, a high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives.

The character of Mister and Miss Freshman and Sophomore has to yield to an acceptably groomed and neatly dressed appearance at all times; not be present in an inappropriate manner on computer networks such as Facebook, Instagram, Snapchat, etc.; innocent of campus judiciary matters, and to avoid conflict at all times. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in the student being removed from the position and replaced with the first runner-up for the position. The election process is predicated on 100% of the popular student vote.

**All Royal Court Representatives are expected to uphold the principles of collegiate conduct stated below.**

## **Principles for Collegiate Conduct**

Coahoma Community College's Collegiate Code of Conduct is designed to address the principal behaviors and conduct which is expected of students, faculty, and staff as they interact in a diverse learning environment. It is intended to enhance a student's success in the classroom as well as in their campus life.

The tenets of this covenant are:

**INTEGRITY** -Respect and embrace the principles of academic honesty

**PHILOSOPHY** -Embrace an academic philosophy for positive progress toward competency in goals, critical and logical thinking and a commitment to excellence.

**CLASS ATTENDANCE** -Participate actively in classroom and other learning environments and commit to becoming a lifelong learner.

**DIVERSITY** -Celebrate the similarities and differences in our cultures, races and ethnic origins.

**COMMUNICATIONS** -Encourage open communication and expression, which is guided by respect for others.

**BEHAVIOR** -Understand that sexual and social harassment will not be tolerated. Therefore, always dress for success.

**PROFANITY** -Discourage the use of profanity and offensive actions out of respect for others.

**ACCOUNTABILITY** -Accept personal responsibility for one's actions and life choices and realize that embracing negative elements of an unhealthy lifestyle will interfere with success.

**SERVICE** -Engage in civic and service-learning opportunities to share knowledge and skills with local, national and world communities. **RESPECT** Embrace and respect tradition by participating in rituals and observances, especially those that contribute to the history and heritage of the college. **ASSESSMENT**



Conduct periodic assessments of academic, personal and career progress. Stay focused on the purpose for being at the college.

**CAMPUS SAFETY** -The student is encouraged to always think safety first when engaging in academic/career-technical rigor, social scenarios, and on and off-campus activities. Be alert of surroundings and threats to safety and inform appropriate authorities of such situations. Students that swerve, horseplay, play loud music in vehicles, hang out of vehicles, have possession of drugs/paraphernalia or alcoholic beverages in vehicles on the campus of Coahoma Community College or host sites of the college will be arrested, adjudicated, fined (not to exceed \$500) the vehicle will be impounded at the students' expense and the student may be placed on probation, suspended, or expelled.

**FREEDOM** -Respect the freedom of others to express themselves in matters relating to academic and philosophical opinions.

### **HONOR CODE**

I will be honest in all of my academic coursework and will not indulge in or tolerate the academic dishonesty of my counterparts or peers. I will not partake in any type of misconduct, misrepresentation, or immoral behavior that will harm, damage, or endanger any person, property, or myself or reflect negatively against me or hinder my academic continuance. I will strive to achieve excellence and complete degree requirements without hesitation. I am a valuable part of the Coahoma Community College family, and proud of it.

### **PHILOSOPHY OF STUDENT CONDUCT**

The student disciplinary function of Coahoma Community College is an integral part of the educational mission of the college. Learning responsible behavior and self-discipline are part of the educational process. The college expects its students to obey national, state, and local laws, abide by the regulations of the college, respect the rights and privileges of others, support the purposes and standards of the institution, and conduct themselves in a manner that brings no discredit to them or to the institution.

## **Section 1. Name and General Function**

Clause A. Coahoma Community College Royal Court shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students during their tenure.

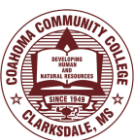
Clause B. Mr. and Miss Coahoma Community College shall function on a twelve (12) month basis with the term of office being from the coronation beginning their reign to the following coronation of the next royal court's reign.

Clause C. Homecoming and Class Representatives shall function on a one-semester basis with the terms of office being from election to the end of the Fall Semester.

## **Section 2. Structure, Elections, and Membership**

Clause A. Representation from the royal court shall be based on the formula of 2 representatives from each category

- Mr. & Miss Coahoma Community College
- Mr. & Miss Freshman
- Mr. & Miss Sophomore
- Homecoming King & Queen



Item 1- The designated Royal Court Committee consists of representatives from the Division of Student Engagement. Additional committee designees are chosen by the Director or Assistant Director of Student Engagement.

Item 2- There shall be a Mr. and Miss Coahoma Community College. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by student votes and the completion of the pageant competition process during the Spring Semester of their freshman year.

Item 3 - There shall be a Mr. and Miss Freshman. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote from their class. Elections will be held by the Division of Student Engagement during the Fall Semester.

Item 4 - There shall be a Mr. and Miss Sophomore. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote from their class. Elections will be held by the Division of Student Engagement during the Fall Semester.

Item 5- There shall be a Homecoming King and Queen. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote from the student body. Elections will be held by the Division of Student Engagement during the Fall Semester.

### Section 3. Office Hours

To encourage accessibility, accountability, and active engagement with the campus community, Mister and Miss Coahoma Community College are expected to maintain a minimum of **two (2) scheduled office hours per week**. These hours must be held on campus in a designated student leadership space and should be used for planning events, engaging with students, and fulfilling responsibilities tied to their roles.

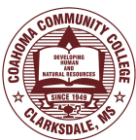
In addition to the scheduled hours, Mister and Miss are expected to remain flexible and available for an additional **two (2) floating hours** per week, which may include meetings, event preparation, or other duties as assigned by the Office of Student Engagement. These floating hours do not have to be fixed but should be documented and communicated when completed.

All weekly office hours must be coordinated around academic schedules. A schedule of fixed hours should be submitted at the beginning of each semester and updated as needed. In the event of a conflict or emergency, the Royal Court Advisor should be notified at least 24 hours in advance. Repeated failure to meet the office hour expectations may result in a formal warning and could lead to further disciplinary action.

### Section 4. Meetings

Clause A. **Royal Court shall meet on the second Thursday of every month and any other times decided by the Royal Court Advisor.** A legally constituted meeting shall consist of a majority of its members being present for the duration of the meeting.

Clause B. Mister and Miss CCC will meet with the Assistant Director of Student Engagement once a month following their coronation ceremony or at the discretion of the advisor.



## Section 5. Officers

### Clause A. Mr. and Miss Coahoma Community College

- a. Must attend all mandatory Royal Court events (Homecoming, Coronation, Presidential Luncheons, New Student Orientation, etc.)
- b. Must fulfill the initiative proposed in their application
- c. Must actively work to be a positive role model for the constituency as well as the rest of the Royal Court
- d. Must familiarize themselves with basic Coahoma Community College policies and procedures and be knowledgeable of the history of the College including the Alma Mater and the history of Mr. & Miss Coahoma Community College
- e. Must be available upon request for special institutional events
- f. Must be accessible to the following CCC Committees that include but are not limited to the Convocation, Cultural Awareness Week, Commencement Ceremony, and Homecoming Committees.
- g. Must meet all community service, events, and development meetings deemed appropriate by the Assistant Director of Student Engagement/Advisor
- h. Complete a Continuing Success Plan, approved by the Director and Assistant Director of Student Engagement.

### Clause B. Mr. & Miss Freshman

- a. Must attend all mandatory Royal Court events (Homecoming, Coronation, Presidential Luncheons, New Student Orientation, etc.)
- b. Must collectively be responsible for the planning and implementation of (1) community service project for the Freshman class
- c. Assist advisor(s) and Mr. & Miss Coahoma Community College, SGA, Ambassadors in the implementation of programs and activities
- d. Participate in all activities and special events which the Royal Court Committee deems necessary
- e. Must make recruitment efforts and attend recruitment events
- f. Must attend and complete a Legacy Meeting at the end of their reign.

### Clause C. Mr. & Miss Sophomore

- a. Must attend all mandatory Royal Court events (Homecoming, Coronation, Presidential Luncheons, New Student Orientation, etc.)
- b. Must collectively be responsible for the planning and implementation of (1) community service project for the Sophomore class
- c. Assist advisor(s) and Mr. & Miss Coahoma Community College, SGA, Ambassadors in the implementation of programs and activities
- d. Participate in all activities and special events which the Royal Court Committee deems necessary
- e. Must make recruitment efforts and attend recruitment events
- f. Must attend and complete a Legacy Meeting at the end of their reign.

### Clause D. Homecoming King and Queen

- a. Must attend mandatory Royal Court events, which include Homecoming and Coronation.
- b. Must collectively support community service efforts during the fall semester of their reign.





- c. Participate in all activities and special events that the Royal Court Committee deems necessary, during the fall semester of their reign.
- d. Must attend and complete a Legacy Meeting at the end of their reign.

## **Section 6. Disciplinary Plan**

Clause A. All Royal Court representatives will abide by the Coahoma Community College Student Code of Conduct stated in the handbook. Any violation of our code of conduct will result in a disciplinary hearing and immediate ineligibility of the title. Any behavior or involvement on or off campus constituted as unacceptable as determined by the Royal Court Committee may result in immediate ineligibility to serve in the role.

## **Section 7. Appointments**

Clause A. In the event of a vacancy on the Royal Court, and the time of the election process has passed vacancies will be filled through the means of an appointment. Appointments will be decided upon by the Royal Court Committee and Mr. and Miss Coahoma Community College collectively.

Item 1- Appointments for the role of Mr. and Miss Freshmen shall only be given to persons of freshmen classification.

Item 2- Appointments for the role of Mr. and Miss Sophomore shall only be given to persons of sophomore classification.

Item 2- Appointments for the roles of Homecoming King and Queen shall be given to persons of sophomore classification.

Item 3- Appointments of the roles of Mr. and Miss Coahoma Community College shall be given to persons determined by the Royal Court Committee and the Director of Student Engagement and services.

## **Section 8. Mr. and Miss Coahoma Community College Election and Selection Scoring**

Clause A. The preliminary process to run and compete for Mr. and Miss Coahoma Community College will be composed of an interest meeting and application submission. There will be a maximum of 12 candidates slated for the Mr. and Miss Coahoma Community College (6 Misters & 6 Misses). Once the application has been submitted the Royal Court Committee will complete the screening process. All applicants will receive an email about their status and whether or not they can continue to the election, and selection process. Applicants who submit an incomplete application will receive one notification to submit a complete application within a given deadline. If applicant neglects submitting a complete application, their application will not be considered. The qualified candidates will move on to the election and selection process. In the event there are no contestants by the deadline of the application, it is up to the committee's discretion to extend the deadline.

Clause B. For the selection process, candidates will adhere to the elections code set forth by the committee.

Item 1- In preparation for the Mr. and Miss Coahoma Community College Pageant, all candidates must attend preparation meetings with committee members two to four weeks before the pageant.

Clause C. The election portion of the process will be based on a majority of votes from students





Item 1- Each qualified candidate will run an election campaign prior to the pageant. Candidates have autonomy on how they chose to run their campaign with approval from the Assistant Director of Student Engagement. All campaign themes, events, slogans, and marketing must be approved by the Assistant Director and committee prior to the start of campaign week. Each candidate will be required to participate in the Candidate Spotlight/Campaign Fest on the Wednesday of the campaign week. The spotlight will take place in the lobby of the student union from 12-2 pm. The purpose of the Candidate Spotlight/Campaign Fest is to solicit votes for election day. Elections will take place electronically within a week before the pageant, following campaign week. In the case that the pageant date is moved due to unpredicted circumstances, the election will still take place the Monday following the campaign week. The total number of votes will be added to each candidate's pageant scores and tabulated appropriately.

Clause D. The selection process will be determined by the scores from the body of judges during the pageant competition. Categories and percentages may vary. Scores will be counted by the Chief Officer of Tabulation and announced at the end of the Pageant. No one has access to the winners until it is announced on stage. Candidates may request view their scores after the pageant. Access to scores is at the discretion of the Director of Student Engagement and Services.

Clause E. To maintain transparency, support contestant development, and preserve the integrity of the judging process, the following policy governs the handling of individual scores for the Mister and Miss Coahoma pageant: 1. Score Access (Upon Request Only)- Contestants may request access to their own individual scores following the conclusion of the pageant. Requests must be made in writing to the Office of Student Engagement within two (2) business days of the event. 2. Confidentiality of Judges- All judging is conducted anonymously and impartially. The identity of individual judges and the source of specific scores will remain confidential. No contestant will be informed of which judge gave a particular score. 3. Privacy of Other Contestants- Contestants are not permitted to view, request, or receive the scores, feedback, or evaluations of other participants under any circumstances. 4. Finality of Scores- All judges' scores are considered final and are not subject to appeal or challenge. Score access is for personal growth and development purposes only and does not influence the outcome of the pageant after its conclusion.

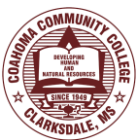
By participating in the Mister and Miss Coahoma Pageant, contestants agree to abide by this score disclosure policy in full.

Clause F. In the event of a vacancy of a Mr. or Miss on the Royal Court, a Special Election will take place and the candidate will be selected by the Committee and Approved by the Director of Student Engagement, Assistant Director of Student Engagement, and Dean of Academics.

## **Section 9. Mr. and Miss Freshman and Sophomore; Homecoming King and Queen**

Clause A. The preliminary process to run and compete for Mr. and Miss Freshman and Sophomore and Homecoming King and Queen is an application. There will be a maximum of 6 candidates slated for each title. The applicants who meet the requirements and complete the application will move on to the election and selection process. The qualified applicants will move on to the election process. In the event there are no contestants by the deadline of the application, it is up to the committee's discretion to extend the deadline. Furthermore, if an applicant goes unopposed and meets the qualifications of the position, that applicant will assume the role of the position applied for.

Clause B. For the election process, candidates will adhere to the election code set forth by the Royal Court Committee.



Clause C. The election portion of the process will be based on a successful campaign in which each candidate has the autonomy to decide how they want to present themselves and why they are fit to represent their peers.

Clause D. The selection process will comprise the majority of student votes on election day.

## **Section 10. Preliminary Process**

Clause A. Interested candidates will complete and submit an application. Following the application submission, the committee will go through the screening process. Students will receive an email regarding their application status. From that point, qualified applicants will begin the election and selection process.

## **Section 11. Eligibility to run for Mr. and Miss Coahoma Community College**

Clause A.

- a. A full-time Student
- b. Completed a full semester as a full-time student at Coahoma Community College with a minimum of 15 hours completed.
- c. Minimum of a 3.0 Cumulative Grade Point Average (student must maintain a 3.0 or above cumulative average during the term of office)
- d. Must be active and registered students during both the fall and spring semesters of their reign
- e. Student must be entering the sophomore year the following Fall Semester
- f. Students must be willing to compete in the Mr. and Miss Pageant Competition
- g. Must be in good judicial standing (No disciplinary or academic probation record)
- h. Must represent the gender assigned at birth

## **Section 12. Eligibility to run for Mr. and Miss Freshman and Sophomore**

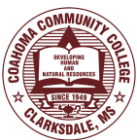
Clause A.

- a. Must successfully complete the preliminary process
- b. Must be a full-time enrolled student
- c. Must be active and registered students during both the fall and spring semesters of their reign
- d. Must be in good academic and judicial standing
- e. Must have a minimum cumulative GPA of 2.5
- f. Must be classified as the class they are running to represent
- g. Must represent the gender assigned at birth

## **Section 13. Eligibility to run for Homecoming King and Queen**

Clause A.

- a. Must successfully complete the preliminary process
- b. Must be a full-time enrolled student
- c. Must be active and registered students during the fall semester of their reign
- d. Must be in good academic and judicial standing
- e. Must have a minimum cumulative GPA of 2.0
- f. Must represent the gender assigned at birth



## **Section 14. Functions**

Clause A. The functions of the Coahoma Community College's Royal Court shall include the following:

Item 1- To serve as ambassadors for all of Coahoma Community College at large

Item 2- To serve as a positive representation of the Coahoma Community College both internally and externally

Item 3- To promote programs in the interest of the student body at large

Item 4- Assisting with campaigns and initiatives promoted by Coahoma Community College

Item 5- To instill and uphold morale and spirit on campus

## **Section 15. Succession Plan**

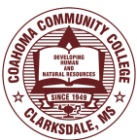
Clause A. If a member of the Royal Court is removed, or cannot fulfill his/her responsibilities, the first runner-up will be designated to step into the role of the Mister and/or Miss. In the event that a runner-up is not available, an attendant for that position will be appointed by Mr. and Miss Coahoma Community College and the Royal Court Committee.

### **POLICIES & PROCEDURES**

#### **Homecoming King and Queen of the Coahoma Community College Royal Court**

Members of the Coahoma Community College Royal Court shall adhere to the following protocol: Members of the Royal Court are required to communicate with fellow students, faculty, staff, and administration in a congenial manner, consistently. The peers of the campus should know who their respective Kings and Queens are, and that they serve as a leader for Coahoma students.

1. HC King & Queen must have a cumulative grade point average of 2.0 or better at the time of their selection and must maintain a cumulative grade point average of 2.0 or better throughout their reign. Failure to do so will result in immediate ineligibility to hold the position.
2. HC King and Queen must be active and registered students during the Fall of their reign.
3. HC King & Queen must be in full compliance with the Coahoma Community College Student Code of Conduct. Failure to do so will result in ineligibility to hold a position.
4. HC King & Queen must not commit any felonies, or misdemeanors or undergo suspensions during their reign. Failure to do so will result in immediate ineligibility to hold the respective position.
5. HC King & Queen must attend all mandatory workshops, training, events, games, and community service activities as assigned. Absences are excused only in the event of illness, class, work, death in the family, and other extreme extenuating circumstances for which proof must be provided. For an absence to be excused, the Royal Court Advisor needs a 48-hour notice in writing (via email) before the absence of an event. Some of the mandatory events include but are not limited to the following
  - Coronation
  - Coronation practices
  - Designated Homecoming Events
  - Skill Based Workshops
  - Guest Speakers/ Department Programs
  - Community Service Activities
6. HC King & Queen must carry themselves with integrity.
7. HC King & Queen must carry themselves with poise and tact.
8. HC King & Queen must maintain a positive collegiate image that is



- representative of the College. This includes and is not limited to personal social media presence.
9. HC King & Queen must present a neat and presentable collegiate appearance. Must set an example of the image of the College for your peers to follow.
  10. HC King & Queen must agree to wear the required uniform/attire for the activity or event schedule. All clothing worn for events and engagements must be approved by the Assistant Director of Student Engagement
  11. All scheduled appearances and engagements must be approved by the advisor(s) before confirmed acceptance. Under no circumstances shall you accept an appearance or speaking engagement on the campus or within the community without approval by the Royal Court Committee.
  12. HC King & Queen must be prepared to work closely with the Royal Court Committee members to develop guidance for the strengthening of your reign. An unwillingness to follow the protocol from your advisor(s) will possibly result in ineligibility to hold the position.
  13. HC King & Queen must confer with the Assistant Director of Student Engagement in executing all responsible duties. Official directions from any other College official other than the advisor(s) will not be permitted.
  14. Royal attire (crown/sashes/crown pins) is to be worn only when designated by the Assistant Director of Student Engagement and/or Royal Court Committee. Under no circumstance should the crown/sash/crown pin be worn informally.
  15. Under no circumstances should Kings and Queens conduct themselves in the manner of their other affiliations while operating in the role and capacity of a King or Queen.
  16. Royal sashes and crown pins presented to members of Coahoma Community College Royal Court remain the property of Coahoma Community College. If a King or Queen becomes ineligible to continue to hold Coahoma Community College Royal Court his/her position, he/she must turn in his/her sash and crown pin to the Royal Court Committee immediately.



## **POLICIES & PROCEDURES**

### **Mr. & Miss Freshman and Sophomore**

Mr. & Miss Freshman/Sophomore shall adhere to and admonish the following protocol: Mr. & Miss Freshman/Sophomore are required to communicate with fellow students, faculty, staff, and administration in a congenial matter, consistently. The respective classes should know who Mr. & Miss Freshman/Sophomore are, and that they serve as a leader for Coahoma students.

1. Mr. & Miss Freshman/Sophomore must have a cumulative grade point average of 2.5 or better at the time of their selection and must maintain a cumulative grade point average of 2.5 or better throughout their reign. Failure to do so will result in immediate ineligibility to hold the position.
2. Mr. & Miss Freshman/Sophomore must be active and registered students during both the Fall and Spring semesters of their reign.
3. Mr. & Miss Freshman/Sophomore must be in full compliance with the Coahoma Community College Student Code of Conduct. Failure to do so will result in ineligibility to hold a position.
4. Mistresses and Misses must not commit any felonies, or misdemeanors or undergo suspensions during their reign. Failure to do so will result in immediate ineligibility to hold the respective position.
5. Mistresses and Misses must plan and execute one program/event per semester in partnership with the Royal Court /Student Government Association/ Student Ambassadors

\*\*\* Please Note: Failure to execute the minimum number of programs may result in your removal from your position. Additionally, Mistresses and Misses who fail to execute the minimum of one program during their reign will be ineligible to compete for Mr. and Miss Coahoma Community College.

6. Mistresses and Misses will assist the campus recruiters and or/ Office of Admissions in various proposed projects associated with the recruitment of new students.
7. As assigned, Mistresses and Misses must attend all mandatory workshops, training, events, games, and community service activities. Absences are excused only in the event of illness, class, work, death in the family, and other extreme extenuating circumstances for which proof must be provided. For an absence to be excused, the Royal Court Advisor needs a 48-hour notice in writing (via email) before the absence of an event. Some of the mandatory events include but are not limited to the following:

- New Student Orientation
- Coronation
- Coronation practices



- Designated Homecoming Events
  - Skill Based Workshops
  - Guest Speakers/ Department Programs
  - Designated Athletic Games/Events (Home or Away)
  - Community Service Activities
  - Opening Convocation
  - Presidential Luncheons/ Meetings
  - Cultural Awareness Convocation
8. Misterys and Misses must carry themselves with poise and tact.
  9. Misterys and Misses must carry themselves with integrity.
  10. Misterys and Misses must maintain a positive collegiate image that is representative of the university. This includes and is not limited to personal social media presence.
  11. Misterys and Misses must present a neat and presentable collegiate appearance. Must set an example of the image of the College for your peers to follow. Displaying an image that does not endorse professionalism will present possible grounds for ineligibility to hold your position.
  12. Misterys and Misses must be open to image enhancement suggestions. Example: wardrobe development, hair, makeup, etiquette protocol.
  13. Misterys and Misses must dress in the designated attire deemed appropriate by the Assistant Director of Student Engagement when attending mandatory Court events and activities.
  14. Misterys and Misses must be prepared to speak/perform for various campus and non-campus organizations or media. These activities must be pre-approved by the Royal Court Committee before confirmed acceptance. Under no circumstances shall you accept an appearance or speaking engagement on the campus or within the community without pre-authorization.
  15. Misterys and Misses must be prepared to work closely with the Royal Court Committee members to develop guidance for the strengthening of your reign. An unwillingness to follow the protocol from your advisor(s) will possibly result in ineligibility to hold the position.
  16. Misterys and Misses may never operate in the role or capacity of their position without approval from the Assistant Director of Student Engagement. Doing so may result in ineligibility to hold position.
  17. Misterys and Misses must confer with the Assistant Director of Student Engagement and/or Royal Court Committee in executing all responsible duties. Official directions from any other College official will not be permitted.
  18. Royal attire (crown/sashes/crown pins) is to be worn only when designated by the Assistant Director of Student Engagement and/or Royal Court Committee. Under no circumstance should the crown/sash/crown pin be worn informally.
  19. Under no circumstances should Misterys and Misses conduct themselves in the manner of their other affiliations while operating in the role and capacity of Mr. & Miss Freshman/ Sophomore.
  20. Royal sashes and crown pins presented to members of Coahoma Community College Royal Court remain the property of Coahoma Community College. If a King or Queen becomes ineligible to continue to hold Coahoma Community College Royal Court his/her position, he/she must turn in his/her sash and crown pin to the Royal Court Committee immediately.
  21. Failure to adhere to the expectations of this position and the standards set forth by the Royal Court advisor will result in the following protocol:
    - a. Observations documented regarding concerning behavior.



- b. Meeting with the advisor to discuss a Performance Improvement Plan (PIP) and establish terms of agreement for improvement.
- c. Follow-up meeting to determine continued eligibility to remain on the Royal Court.

## **POLICIES & PROCEDURES**

### **Mister and Miss Coahoma Community College**

Mr. & Miss Coahoma Community College shall adhere to and admonish the following protocol: Mr. & Miss Coahoma Community College are required to communicate with fellow students, faculty, staff, and administration in a congenial matter, regularly. The peers of Mr. & Miss Coahoma Community College should know who they are, and that they represent the leader of young ladies and gentlemen on campus.

1. Mr. & Miss Coahoma Community College must have a cumulative grade point average of 3.0 or better at the time of their selection and must maintain a cumulative grade point average of 3.0 or better throughout their reign. Failure to do so will result in immediate ineligibility to hold the position.
2. Mr. & Miss Freshman/Sophomore must be active and registered students during both the Fall and Spring semesters of their reign.
3. Mr. & Miss Coahoma Community College must be in full compliance with the Coahoma Community College Student Code of Conduct. Failure to do so will result in ineligibility to hold a position, depending on the severity of the violation.
4. Mr. & Miss Coahoma Community College must not commit any felonies, or misdemeanors or undergo suspensions during their reign. Failure to do so will result in immediate ineligibility to hold the position.
5. Mr. & Miss Coahoma Community College must complete office hours. See page 6 in the handbook for more details.
6. Mr. & Miss Coahoma Community College must plan and execute two (2) campus culture impact programs/events per semester for the academic year. Ideas must be presented to the Royal Court Committee, student leadership councils, and/or Advisor(s) before implementation.
7. Mr. & Miss Coahoma Community College must plan and execute the completion of their initiative proposal. The execution plan must be presented to the Royal Court Committee, student leadership councils, and Advisor(s) before implementation.
8. Mr. & Miss Coahoma Community College must commit to completing a minimum of 8 hours of community service during their reign. Documentation of community service hours must be recorded and submitted to the Assistant Director of Student Engagement.
9. Mr. & Miss Coahoma Community College will assist the campus recruiter and or/Office of Admissions in various proposed projects associated with the recruitment of new students.





10. Mr. & Miss Coahoma Community College must attend all mandatory workshops, training, events, games, and community service activities as assigned. Absences are excused only in the event of illness, class, work, death in the family, and other extreme extenuating circumstances for which proof must be provided. For an absence to be excused, the Royal Court Committee needs a 48-hour notice in writing (via email) before the absence of an event. Some of the mandatory events include but are not limited to the following:
- New Student Orientation
  - Coronation
  - Coronation practices
  - Designated Homecoming Events
  - Skill Based Workshops
  - Guest Speakers/ Department Programs
  - Awards Day/ Induction Programs
  - Designated Athletic Games/Events (Home or Away)
  - Community Service Activities
  - Opening Convocation
  - Institutional leadership Meetings, *per request*
  - High School Recruitment Days
  - Presidential Luncheons
  - Cultural Awareness Convocation
11. Whenever in public, on or off the College campus, Mr. & Miss Coahoma Community College must maintain a professional manner and make a concerted effort to be prompt, courteous, and have a neat and clean appearance. Displaying an image that does not endorse professionalism will present possible grounds for ineligibility to hold your position.
12. Mr. & Miss Coahoma Community College must agree to wear the required uniform/attire for the activity or event schedule. All clothing worn for events and engagements must be approved by the Assistant Director of Student Engagement and/or Royal Court Committee.
13. Whenever in public, on or off the college campus Mr. & Miss Coahoma Community College must present themselves in a professional manner and make a concerted effort to be prompt, courteous, and have a neat and clean appearance.
14. Mr. & Miss Coahoma Community College must be prepared to work closely with the Royal Court Committee members to develop guidance for the strengthening of your reign. An unwillingness to follow the protocol from your advisor(s) will possibly result in ineligibility to hold the position.
15. Mr. & Miss Coahoma Community College may never operate in the role or capacity of their position without approval from the Assistant Director of Student Engagement. Doing so may result in ineligibility to hold position.
16. Mr. & Miss Coahoma Community College must confer with the Assistant Director of Student Engagement and/or Royal Court Committee in executing all responsible duties. Official directions from any other College official will not be permitted. Official directions from any other College official other than the advisor(s) will not be permitted.
17. Royal attire (crown/sashes/crown pins) is to be worn only when designated by the Assistant Director of Student Engagement and/or Royal Court Committee. Under no circumstance should the crown/sash/crown pin be worn in an informal manner.
18. Under no circumstances should Mister and Miss Coahoma Community College conduct themselves in the manner of their other affiliations while operating in the role and capacity of Mr. and Miss CCC.
19. Royal sashes and crown pins presented to members of Coahoma Community College Royal Court remain the property of Coahoma Community College. If a Mister or Miss becomes



ineligible to continue to hold Coahoma Community College Royal Court his/her position, he/she must turn in his/her sash and crown pin to the Royal Court Committee immediately.

20. Failure to adhere to the expectations of this position and the standards set forth by the Royal Court advisor will result in the following protocol:
  - a. Observations documented regarding concerning behavior.
  - b. Meeting with the advisor to discuss a Performance Improvement Plan (PIP) and establish terms of agreement for improvement.
  - c. Follow-up meeting to determine continued eligibility to remain on the Royal Court.

## **ROLES & RESPONSIBILITIES**

### **Royal Court Committee/Advisor**

- Must update the Royal Court Handbook as needed
- Must approve everything pertaining to the Court
- Must oversee the proper and ethical execution of all Royal Court-related pageants/events/activities
- Must stay abreast of all current and potential Royal Court members' academic and judicial standings
- Must order all supplies and material needs for the Royal Court
- Must hold the members accountable to the Policies and Procedures, expectations
- Must issue any violation notices or notices of ineligibility, if needed
- Provide leadership opportunities for the Royal Court
- Serve as support for the Royal Court

### **Mr. Coahoma Community College**

- Must be a full-time student during the Fall and Spring Semesters of his reign
- Must attend all Royal Court events
- Must fulfill the initiative proposed in the application
- Must be a positive role model for the constituency as well as the rest of the Royal Court
- Must serve as the exemplary male representative of the student body
- Must contact the Office of Admissions and Recruitment and inquire about scheduled recruitment involvement opportunities/initiatives including but not limited to Acceptance Students Day, Regional Webinars, and Completion of phone calls to prospective students, etc.
- Must familiarize himself with basic college policies and procedures and be knowledgeable of the history of the College including the Alma Mater and the history of Mr. Coahoma Community College
- Must be flexible to speak to campus and community groups when the request arises
- Must prepare speeches and competitions available in advance for review
- Must be open to being coached
- Must be available upon request for special events as coordinated and/or approved by the Division of Student Engagement.



- Must be accessible to the following College Committees that include but are not limited to New Student Orientation, Cultural Awareness Weeks, Commencement Ceremony, Mister and Miss Pageant, and/or Homecoming Committees.
- Must maintain active and positive social media platforms that exhibit the best qualities of leadership and values of the College.
- Must complete a minimum of 10 community service hours.
- Responsible for maintaining the quality of Mr. Coahoma Community College's sash and crown pin during the duration of his reign. If damaged/lost/stolen Mr. CCC is responsible for replacing Sash/Crown/Pin from personal funds
- Complete a Continuing Success Plan, approved by the Assistant Director of Student Engagement
- Must attend monthly meetings with the Assistant Director of Student Engagement

### **Miss. Coahoma Community College**

- Must be a full-time student during the Fall and Spring Semesters of his reign
- Must attend all Royal Court events
- Must fulfill the initiative proposed in the application
- Must be a positive role model for the constituency as well as the rest of the Royal Court
- Must serve as the exemplary woman representative of the student body
- Must contact the Office of Admissions and Recruitment and inquire about scheduled recruitment involvement opportunities/initiatives including but not limited to Acceptance Students Day, Regional Webinars, and Completion of phone calls to prospective students, etc.
- Must familiarize herself with basic college policies and procedures and be knowledgeable of the history of the College including the Alma Mater and the history of Miss Coahoma Community College
- Must be flexible to speak to campus and community groups when the request arises
- Must make preparation for speeches and competitions available in advance for review
- Must be open to being coached
- Must be available upon request for special events as coordinated and/or approved by the Division of Student Engagement.
- Must be accessible to the following College Committees that include but are not limited to New Student Orientation, Cultural Awareness Weeks, Commencement Ceremony, Mister and Miss Pageant, and/or Homecoming Committees.
- Must maintain active and positive social media platforms that exhibit the best qualities of leadership and values of the College.
- Must complete a minimum of 10 community service hours.
- Must fulfill Platform
- Responsible for maintaining quality of Miss Coahoma Community College sash and crown pin during the duration of reign. If damaged/lost/stolen Miss CCC is responsible for replacing Sash/Crown/Pin from personal funds
- Complete a Continuing Success Plan, approved by the Assistant Director of Student Engagement
- Must attend monthly meetings with the Assistant Director of Student Engagement

### **Mr. & Miss Freshman**

- Must attend all Royal Court events



- Be the male/female representative of the Freshman Class.
- Assist the Mr. and Miss Coahoma Community College with the mentorship of the freshman class
- Must collectively be responsible for the planning and implementation of (1) community service project for the Freshman class
- Assist committee and Mr. & Miss CCC in the implementation of programs and activities
- Participate in all activities and special events in which the Royal Court Committee deems necessary
- Responsible for maintaining quality of sashes and crown pins during the duration of reign. If damaged Mr. & Miss Freshman are responsible for replacing Sash/Crown Pin/Crown from personal funds
- Must attend monthly meetings with Royal Court
- Attend Legacy Meeting with Assistant Director at the end of their reign

### **Mr. & Miss Sophomore**

- Must attend all Royal Court events
- Be the male/female representative of the Sophomore Class.
- Assist Mr. and Miss Coahoma Community College with the mentorship of the sophomore class
- Must collectively be responsible for the planning and implementation of (1) community service project for the Sophomore class
- Assist committee and Mr. & Miss CCC in the implementation of programs and activities
- Participate in all activities and special events in which the Royal Court Committee deems necessary
- Responsible for maintaining quality of sashes and crown pins during the duration of reign. If damaged Mr. & Miss Sophomore are responsible for replacing Sash/Crown Pin/Crown from personal funds
- Attend Legacy Meeting with Assistant Director at the end of their reign
- Must attend monthly meetings with Royal Court

### **Homecoming King and Queen**

- Must attend all Royal Court events, during the Fall semester of their reign
- Be the male/female representative
- Participate in all activities and special events in which the Royal Court Committee deems necessary
- Responsible for maintaining the quality of sashes and crown pins during the duration of reign. If damaged/lost/stolen, Homecoming King and Queen are responsible for replacing Sash/Crown Pin/Crown from personal funds

