

Howard University Royal Court

Handbook



Howard University Royal Court Constitution

ARTICLE X

The Howard University Royal Court

The Howard University Royal Court has been instituted for over 80 years and has remained true to its commitment to leading through service fostering a spirit of leadership, excellence, truth, and service amongst administration, faculty, and students. The members of the Royal Court serve as the ambassadors for all colleges, schools, and Howard University at large, both internally and externally, demonstrating the ideal image of distinction, while upholding the core values of the institution. Mr. & Miss Howard University and the Royal Court are given the charge to present Howard University to other collegiate institutions, on digital and social media platforms and publications, as well as to university alumni and future students.

Section 1. Name and General Function

Clause A. The Howard University Royal Court shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students of the member schools.

Clause B. Mr. and Miss Howard University shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon

Clause C. Schools and Colleges Kings and Queens shall function on a twelve (12) month basis with the terms of office being from the time of the Commencement Day to the following Commencement Day. coronation beginning their reign to the following coronation of the next royal court's reign.

Section 2. Structure, Elections, and Membership

Clause A. Representation from the royal court shall be based on the formula of 2 representatives from each of the Undergraduate Schools and Colleges.

Item 1- There shall be a Royal Court Coordinator. The coordinator shall be selected on the basis of an interview conducted by: The Royal Court Advisor, Mr. and Miss Howard University, and the Outgoing Coordinator. Interested candidates will apply through HU Communications for the position and will be selected before the start of the forthcoming academic year.

Item 2- There shall be a Mr. and Miss Howard University. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies. These positions will be selected on the remaining areas of competition which include interview. The interview consists of Pageant Representative, SLA Representative, Howard Administrator, Director of Admissions, and the Royal Court Advisor. portfolio, the Mr. and Miss Howard University pageant, and coordinator/advisor score, which collectively totals the remaining 49%.

Item 3 - There shall be a Mr. and Miss School of Communications. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies from the respective college.

Item 4 - There shall be a Mr. and Miss College of Arts and Sciences These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies from the respective college.

Item 5 - There shall be a Mr. and Miss College of Engineering and Architecture. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies from the respective college.

Item 6 - There shall be a Mr. and Miss College of Nursing and Allied Health Sciences. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies from the respective college.

Item 7 - There shall be a Mr. and Miss School of Business. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies from the respective college.

Item 8 - There shall be a Mr. and Miss School of Education. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies from the respective college.

Item 9 - 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 based on a full 51% from the undergraduate and graduate student bodies limited to 1st year transfer student who have under 15 credits from Howard and freshmen.

Item 10 - There shall be one (1) Royal Court Liaison selected as the representative for the Graduate schools. This liaison should be elected by the Graduate Student Body. The Graduate student body will vote for five (5) candidates, who will be interviewed and selected to serve as the liaison. The interview will be conducted by the Royal Court council. The Royal Court council consist of Mr. Howard University, Miss Howard University, the Royal Court Coordinator, and the Royal Court Advisor.

Section 3. Meetings

Clause A. Royal Court shall meet on the second and fourth Thursday of every month. A legally constituted meeting shall consist of a majority of its members being present for the duration of the meeting.

Section 4. Officers

Clause A. Mr. and Miss Howard University

- a. Must attend all mandatory Royal Court events
- b. Must fulfill Platform through means of programming
- c. Must actively work to be a positive role model for constituency as well as the rest of the Royal Court
- d. Must familiarize Themselves with basic Howard University policies and procedures and be knowledgeable of the history of the University including the Alma Mater and the history of Mr. & Miss Howard University
- e. Must be available upon request for special events as coordinated and/or approved by the advisor

- f. Must be accessible to the following Howard University Committees that include but are not limited to the Convocation, Charter Day, Commencement Ceremony, Bison Week and Homecoming Committees.

Clause B. Mr. & Miss Freshman

- a. Must attend all mandatory Royal Court event
- 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 Howard University in the implementation of programs and activities
- d. Participate in all activities and special events in which the Coordinator or Advisor deems necessary
- e. Must complete Recruitment Project
- f. Must do a minimum of 5 hours per week in the Royal Court Office

Clause C. Mr. & Miss of Schools or Colleges

- a. Must attend all Royal Court events
- b. Must have introductory meeting with the Executive board of your student council, highlighting your platform to create strategic plans for platform implementation to be accomplished
- c. Must complete Recruitment Project
- d. Must fulfill platforms through various events and community projects

Section 5. Disciplinary Plan and 3 Strike Policy

Clause A. The Royal Court Shall run on a 3-strike policy. Violation of the Royal Court policies and procedures will result in a demerit (strike).

Item 1- First demerit will result in a documented warning

Item 2- Second demerit will result in a verbal warning and discussion of possible removal

Item 3- Third demerit will result in immediate termination from the position

Item 4- In regard to attendance, one (1) unexcused absence will result in a demerit

Item 5- violations and demerits constituted as extreme (as determined by the royal court advisor and coordinator collectively may result in immediate ineligibility to serve in the role.

Section 6. Appointments

Clause A. In the event of vacancy on the Royal Court, and the time of special elections having passed vacancies will be filled through the means of an appointment. Appointments will be decided upon by the Royal Court advisor, the Royal Court coordinator and Mr. and Miss Howard University 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 roles of Mr. and Miss of the schools and colleges shall only be given to persons of sophomore and junior classifications, and the individuals appointed shall be current students of the respective school or college in which the vacancy exist.

Item 3- For appointments of the roles of Mr. and Miss Howard University please refer to Section 14: Succession Plan

Item 4- Appointments for the role of an executive staff member shall be decided upon by the Royal Court advisor, the Royal Court coordinator and Mr. and Miss Howard University collectively.

Section 7. Mr. and Miss Howard Election and Selection Scoring

Clause A. The preliminary process to run and compete for Mr. and Miss Howard University will be composed of an interview and application. There will be a maximum of 12 candidates slated for the Mr. and Miss Howard competition (6 Misters & 6 Misses). The applicants with the highest total score will move on to the election and selection process.

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

Item1- All pageants will be completed by the first (1st) week of April. All winners are confirmed the night of the final pageant (Mr. and Miss Howard Pageant).

Clause C. The election portion of the process will be based on a majority of a maximum of a 51% score. The 51% will be proportionate to the number of students who vote across all schools and colleges. (Ex: Out of a total of 100 students, Candidate 1 received 60 votes, Candidate 2 received 40 votes - therefore Candidate 1 would receive 30.6 percentage points towards their final score that include the selection score, while Candidate 2 would receive 20.4 percentage points towards their final score)

Clause D. The selection process will be composed of the remaining 49% grand total broken down by the following categories.

Item 1- Interview (20%)

Item 2 - Portfolio (13%)

Item 3 - Mr. and Miss Howard University Pageant (11%)

Item 4: Coordinator/Advisor Score (5%)

Clause E. In the event of a vacancy of a Mr. or Miss on the Royal Court, interest will be elected during Special Elections as put forth by the Elections Commission.

Section 8. Mr and Miss Schools and Colleges Election and Selection Scoring:

Clause A. The preliminary process to run and compete for Mr. and Miss of the Schools and Colleges will be composed of an interview and application. There will be a maximum of 12 candidates slated for the Mr. and Miss of the Schools and Colleges (6 Misters & 6 Misses for each school). The applicants with the highest total score will move on to the election and selection process.

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

Clause C. The election portion of the process will be based on a majority of a maximum of a 51% score. The 51% will be proportionate to the number of students who vote across all schools and colleges. (Ex: Out of a total of 100 students, Candidate 1 received 60 votes, Candidate 2 received 40 votes - therefore Candidate 1 would receive 30.6 percentage points towards their final score that include the selection score, while Candidate 2 would receive 20.4 percentage points towards their final score)

Clause D. The selection process will be composed of the remaining 49% grand total broken down by the following categories.

Item 1 - Interview (24.5%)

Item 2 - Mr. and Miss Schools and Colleges Pageant (24.5%)

Section 9. Preliminary Process:

Clause A. Interested candidates will complete and submit an application. Following the application submission, an interview process will take place. From that point, a top twelve will be slated and begin the election and selection process.

Section 10. Eligibility to run for Mr. and Miss Howard University

Clause A.

- a. Must successfully complete the preliminary process
- b. Must be a full-time enrolled student
- c. Must be in good academic and judicial standing
- d. Must have a cumulative GPA of 2.75
- e. Must have completed a minimum of 30 credit hours, and at least 15 credit hours earned at Howard University

Section 11. Eligibility to run for Mr. and Miss Schools and Colleges

Clause A.

- a. Must successfully complete the preliminary process
- b. Must be a full-time enrolled student
- c. Must be in good academic and judicial standing
- d. Must have a cumulative GPA of 2.75
- e. Must have 30 credits completed by noon Convocation Day

Section 12. Functions (ex: programs will shed light on the beauty of Howard University)

Clause A. The functions of the Howard University Royal Court shall include the following:

Item 1- To serve as ambassadors for all colleges, schools, and the Howard University at large

Item 2- To serve as positive representation for the Howard University 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 the Howard University.

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

Section 13. Executive Staff

The Executive Staff shall consist of 5 representatives: 1 Executive Coordinator, 2 Executive Assistants, 1 Videographer, 1 Photographer/Graphic Designer. This staff will work on a volunteer basis - meaning staff will not be hired through Howard University. This staff may receive a one-time payment allocated by an RPF (Request for Payment), with the approval of the Royal Court Advisor and Coordinator.

Clause A: There will be one executive coordinator, who will be in charge of managing the operations of the Howard University Royal Court.

Item 1- Review and approve all programming requests from Royal Court Members

Item 2- Assemble the Royal Court for all scheduled functions and events, both on and off campus

Items 3- Oversees the planning and executing the Mr. & Miss Freshman Pageant and Mr. & Miss Howard Pageant with assistance from the reigning Mr. & Miss Howard University

Item 4- Oversees the planning and executing the Royal Coronation for Mr. and Miss Howard University

Item 5- Serve as the direct liaison between advisors and the Royal Court

Item 6- The coordinator shall be selected on the basis of an interview conducted by: Royal Court Advisor, Mr. and Miss Howard University, and the Outgoing Coordinator.

Clause B. There will be two executive assistants. One will serve to assist Mr. Howard University and the other will serve to assist Miss Howard University. They will serve as a general aid to the roles and responsibilities of Mr. and Miss Howard.

Item 1- Assist in running and operating the Mr. and Miss Howard University email account

Item 2- Assist in helping prepare and execute Mr and Miss Howard University programming

Clause C. The videographer will be in charge all video needs of Mr. and Miss Howard University for their reign.

Clause D. The photographer/ graphic designer will be in charge of all the photography and graphic design needs for Mr. and Miss Howard University for their reign.

Section 14. 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 Howard University, the

Royal Court Coordinator, and the Royal Court Advisor, collectively - as outlined in Section 6: Appointments.

POLICIES & PROCEDURES
Schools and Colleges Mistrs and Misses of the Howard University
Royal Court

Members of the Howard University 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 matter, on a consistent basis. The peers of the campus Mistrs and Misses should know who their respective Kings and Queens are, and that they serve as a leader for young women and men on campus.

1. Schools and colleges Kings and Queens **must have a cumulative grade point average of 2.75 or better at the time of their selection and must maintain a cumulative grade point average of 2.75 or better throughout their reign.** *Failure to do so will result in immediate ineligibility to hold position.*

****Please Note:** Those interested in competing for Mr. or Miss Howard University must also have a cumulative grade point average of 2.75 or better to be eligible to compete.

2. Schools and colleges Kings and Queens must be in full compliance with the Howard University Student Code of Conduct. *Failure to do so will result in ineligibility to hold position, depending on the severity of the violation.*

3. Schools and colleges Kings and Queens must not commit any felonies, misdemeanors or undergo suspensions during their reign. *Failure to do so will result in immediate ineligibility to hold respective position.*

4. **Schools and Colleges Kings and Queens must plan and execute two (2) programs per semester** in partnership with their council in implementation of their platform per semester.

***** Please Note: Failure to execute the minimum number of programs may result in a demerit, subject to your removal from your position. Additionally, those who fail to execute the minimum of four programs during their reign will be ineligible to compete for Mr. and Miss Howard University.**

5. Schools and Colleges Kings and Queens must complete the Office of Undergraduate Admissions Student Ambassador Training. *Failure to do so will result in ineligibility to compete for Mr. or Miss Howard University.*

6. Schools and Colleges Kings and Queens must complete the Recruitment Project in their hometown. The Recruitment Project must be completed before the return from winter break and failure to do so will result in ineligibility to compete for Mr. or Miss Howard University.

*** Please Note: Kings and Queens must turn in a complete Recruitment Project report to their Royal Court Coordinator upon return from winter break. Report consists of a one-page reflection of the project and an attached picture.

7. Schools and Colleges Kings and Queens will assist the campus recruiters and or/ Office of Admissions in various proposed projects associated with recruitment of new students.

8. Schools and Colleges Kings and Queens must attend all mandatory workshops, trainings, 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 Coordinators and Advisors need a 48-hour notice in writing (via email) before the absence of an event. In addition, every two (2) unexcused tardy are equivalent to one (1) unexcused absence, and unexcused absences will factor into the Royal Court's Three-Strike Policy (Please refer to the Three-Strike Policy section of this document).

Some of the mandatory events include ***but are not limited*** to the following:

- ◇ Boot Camp
- ◇ Coronation
- ◇ Coronation practices
- ◇ Designated Homecoming Events
- ◇ Etiquette Training
- ◇ Speech Training
- ◇ Designated Athletic Games/Events (Home or Away)
- ◇ Community Service Activities
- ◇ Opening Convocation
- ◇ Charter Day Convocation

9. Schools and colleges Kings and Queens must carry themselves with integrity.

10. Schools and colleges Kings and Queens must carry themselves with poise and tact.

11. Schools and Colleges Kings and Queens must maintain a positive collegiate image that is representative of the university. This includes and is not limited to personal social media presence.
12. Schools and colleges Kings and Queens must present a neat and presentable collegiate appearance. Must set an example of the image of the university for your peers to follow.
13. Schools and Colleges Kings and Queens 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 Advisor
14. 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 advisor(s).*
15. Schools and Colleges Kings and Queens must be prepared to work closely with the advisor(s) to develop guidance for the strengthening of your reign. *An unwillingness to follow protocol from your advisor(s) will possibly result in ineligibility to hold the position.*
16. Schools and Colleges Kings and Queens may never operate in the role or capacity of their position without pre-authorization from the advisor(s). *Doing so may result in ineligibility to hold position.*
17. Schools and Colleges Kings and Queens must confer with the advisor(s) in executing all responsible duties. Official directions from any other university official other than the advisor(s) will not be permitted.
18. Schools and Colleges Kings and Queens must be willing to work closely with their student councils.
19. Royal attire (crown/sashes/crown pins) is to be worn only when designated by the Advisor and/or Royal Court Coordinator.
20. Under no circumstance should the crown/sash/crown pin be worn in an informal manner.
21. Under no circumstances should the crown/sash/crown pin be worn with Greek or organizational wear.

22. 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.

23. Royal sashes and crown pins presented to members of Howard University Royal Court remain the property of Howard University until the end of your reign. If a school/college King or Queen becomes ineligible to continue to hold Howard University Royal Court his/her position, he/she must turn in his/her sash and crown pin to the Royal Court Advisor(s) immediately.

POLICIES & PROCEDURES

Mr. & Miss Freshman

Mr. & Miss Freshman shall adhere to and admonish the following protocol: Mr. & Miss Freshman are required to communicate with fellow students, faculty, staff and administration in a congenial matter, on a consistent basis. The Freshman Class should know who Mr. & Miss Freshman are, and that they represent the freshman young ladies and gentlemen on campus.

1. Mr. & Miss Freshman must maintain a cumulative grade point average of **2.75** or better throughout the Spring semester of their reign. Failure to do so will result in immediate ineligibility to hold position.
2. Mr. & Miss Freshman must be in full compliance with the Howard University Student Code of Conduct. Failure to do so will result in ineligibility to hold position, depending on the severity of the violation.
3. Mr. & Miss Freshman must not commit any felonies, misdemeanors or undergo suspensions during their reign. Failure to do so will result in immediate ineligibility to hold position.
4. **Mr. & Miss Freshman must plan and execute one (1) program per semester in partnership with the Royal Court.** Ideas must be presented through formal program proposals and approved by the Royal Court Advisor(s) before implementation.
5. Mr. & Miss Freshman must complete the Office of Undergraduate Admissions Student Ambassador Training. *Failure to do so will result in ineligibility to hold position.*
6. Mr. & Miss Freshman must complete the Recruitment Project in their hometown. The Recruitment Project must be completed before the return from winter break and failure to do so will result in ineligibility to hold position.

***** Please Note: Kings and Queens must turn in a complete Recruitment Project report to their Royal Court Coordinator upon return from winter break. Report consists of a one-page reflection of the project and an attached picture.**

7. Mr. & Miss Freshman will assist the campus recruiters and or/ Office of Admissions in various proposed projects associated with recruitment of new students.

8. Mr. & Miss Freshman must attend all mandatory workshops, trainings, 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 Coordinators and Advisors need a 48-hour notice before the absence of an event, or immediately in the event of an emergency. In addition, every two (2) unexcused tardy are equivalent to one (1) unexcused absence, and unexcused absences will factor into the Royal Court's Three-Strike Policy (Please refer to the Three-Strike Policy section of this document).

Some of the mandatory events include **but are not limited to** the following:

- ◇ Boot Camp
- ◇ Coronation
- ◇ Coronation practices
- ◇ Designated Homecoming Events
- ◇ Etiquette Training
- ◇ Speech Training
- ◇ Designated Athletic Games/Events (Home or Away)
- ◇ Community Service Activities
- ◇ Opening Convocation
- ◇ Charter Day Convocation

9. Mr. & Miss Freshman must carry themselves with poise and tact.

10. Mr.& Miss Freshman must carry themselves with integrity.

11. Mr. & Miss Freshman must maintain a positive collegiate image that is representative of the university. This includes and is not limited to personal social media presence.

12. Mr. & Miss Freshman must present a neat and presentable collegiate appearance. Must set an example of the image of the university for your peers to follow. *Displaying an image that does not endorse professionalism will present possible grounds for ineligibility to hold your position.*

13. Mr. & Miss Freshman must be open to image enhancement suggestions. Example: wardrobe development, hair, makeup, etiquette protocol.

14. Mr. & Miss Freshman must dress in the designated attire when attending mandatory Court events and activities.

15. Mr. & Miss Freshman must be prepared to speak/perform for various campus and non-campus organizations or media. These activities must be pre-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 pre-authorization by the advisor(s).

16. Mr. & Miss Freshman must be prepared to work closely with the advisor(s) to develop guidance for the strengthening of your reign. *An unwillingness to follow protocol from your advisor(s) will result in ineligibility to hold position.*

17. Mr. & Miss Freshman may never operate in the role or capacity of their position without approval from the advisor(s). *Doing so may result in ineligibility to hold position.*

18. Mr. & Miss Freshman must confer with the advisor(s) in executing all responsible duties. Official directions from any other university official other than the advisor(s) will not be permitted.

19. Royal attire (crown/sashes/crown pins) is to be worn only when designated by the or Advisor(s).

20. Under no circumstance should the crown/sash/crown pin be worn in an informal manner.

21. Under no circumstances should the crown/sash/crown pin be worn with Greek or organizational wear.

22. Under no circumstances should Mr. & Miss Freshman conduct themselves in the manner of their other affiliations while operating in the role and capacity of Mr. & Miss Freshman

23. Royal sashes and crown pins presented to Mr. & Miss Freshman remain the property of Howard University until the end of your reign. If a school/college mister or miss becomes ineligible to continue to hold his/her position, he/she must turn in his/her sash and crown pin to the Royal Court Advisor(s) immediately.

POLICIES & PROCEDURES

Mr. & Miss Howard University

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

1. Mr. & Miss Howard University must have a cumulative grade point average of 2.75 or better at the time of their selection and must maintain a cumulative grade point average of 2.75 or better throughout their reign. *Failure to do so will result in immediate ineligibility to hold position.*

2. Mr. & Miss Howard University must be in full compliance with the Howard University Student Code of Conduct. *Failure to do so will result in ineligibility to hold position, depending on the severity of the violation.*

3. Mr. & Miss Howard University must not commit any felonies, misdemeanors or undergo suspensions during reign. *Failure to do so will result in immediate ineligibility to hold position.*

4. Mr. & Miss Howard University must plan and execute two (2) programs for the academic year. Ideas must be presented through formal program proposals and approved by the Royal Court Advisor(s) before implementation.

5. Mr. & Miss Howard University must complete the Recruitment Project in their hometown.

6. Mr. & Miss Howard University will assist the campus recruiter and or/Office of Admissions in various proposed projects associated with recruitment of new students.

7. Mr. & Miss Howard University must attend all mandatory workshops, trainings, 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 and Advisors need a 48-hour notice before the absence of an event, or immediately in the event of an emergency. In addition, every two (2) unexcused tardy are equivalent to one (1) unexcused absence, and unexcused absences will factor into the Royal Court's Three-Strike Policy (Please refer to the Three-Strike Policy section of this document).

Some of the mandatory events include ***but are not limited*** to the following:

- ◇ Boot Camp
- ◇ Coronation
- ◇ Coronation practices
- ◇ Designated Homecoming Events
- ◇ Etiquette Training
- ◇ Speech Training
- ◇ Designated Athletic Games/Events (Home or Away)
- ◇ Community Service Activities
- ◇ Opening Convocation
- ◇ Charter Day Convocation

8. Whenever in public, on or off the university campus, Mr. & Miss Howard University 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.***

9. Mr. & Miss Howard University 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 Advisor

10. Whenever in public, on or off the university campus Mr & Miss Howard University must present themselves in a professional manner and make a concerted effort to be prompt, courteous, and have a neat and clean appearance.

11. Mr. & Miss Howard University must be prepared to work closely with the Royal Court Advisor to develop guidance for the strengthening of your reign. *An unwillingness to follow protocol from your advisor(s) will result in ineligibility to hold position.*

12. Mr. & Miss Howard University may never operate in the role or capacity of their position without pre-approval from the advisor(s). *Doing so may result in ineligibility to hold position.*

13. Mr. & Miss Howard University must confer with the advisor(s) in executing all responsible duties. Official directions from any other university 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 Royal Court Coordinator or Advisor(s).

15. Under no circumstance should the crown/sash/crown pin be worn in an informal manner.
16. Under no circumstances should the crown/sash/crown pin be worn with Greek or organizational wear.
17. Under no circumstances should Mr. & Miss Howard University conduct themselves in the manner of their other affiliations while operating in the role and capacity of Mr. & Miss Howard University.
18. Royal commemorative sashes and crown pins presented to Mr. & Miss Howard University remain the property of Howard University until the end of your reign; however, the Mr. & Miss Howard University pass-down sashes are always the property of Howard University and must be returned at the end of your reign if in your possession. If Mr. or Miss Howard University becomes ineligible to continue to hold his/her position, he/she must turn in his/her sash and crown pin to the Royal Court Advisor(s) immediately.

***Howard University Royal Court
Three-Strike Policy***

Violation of any of the policies and procedures will result in a demerit

- o First violation will result in a warning
- o Second violation will result in discussion of improvement plan and possible removal
- o Third violation will result in immediate termination from your position

: In regard to attendance, one (1) unexcused absence will count against you and will result in you receiving a violation notice.

******As noted in policies and procedures some violations may result in immediate ineligibility to serve in the capacity of your role.***

***Howard University Royal Court
Succession Plan***

When any 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 Howard University, the Royal Court Coordinator, and the Royal Court Advisor, collectively.

ROLES & RESPONSIBILITIES

Royal Court Advisor(s)

- Must update the Royal Court Protocol Handbook as needed
- Must approve everything pertaining to the Court
- Must attend all conferences and intercollegiate competitions, or find a proxy in event of conflict
- Must oversee the proper and ethical execution of all Royal Court-related pageants
- 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 serve as a disciplinary backing for the Royal Court Coordinator
- Must hold the Royal Court Coordinator(s) and Members accountable to the Policies and Procedures
- Must issue any violation notices or notices of ineligibility, if needed
- Serve as faculty/staff support for the Royal Court Coordinator(s) and Members

Mr. Howard University

- Must attend all Royal Court events
- Must fulfill Platform
- Must comprise letter for H-Book to the incoming freshman class with Miss Howard University, when requested
- Must be a positive role model for constituency as well as the rest of the Royal Court
- Must serve as the male representative of the student body
- Must contact Office of Admissions and schedule recruitment for University initiatives to include but not limited to Acceptance Students Day, Regional Webinars, and Completion of phone calls to prospective students, etc.
- Must familiarize himself with basic University policies and procedures and be knowledgeable of the history of the University including the Alma Mater and the history of Mr. Howard University
- 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 advisor review
- Must consent to a written and accurate itemized report of expenses i.e. receipts and/or travel reimbursement reports for Coronation, pageants, classics, another mandated University events, which are funded by the Office of Student Activities and Royal Court budget
- Must be available upon request for special events as coordinated and/or approved by the advisor.

- Must be accessible to the following University Committees that include but are not limited to the Convocation, Charter Day, Commencement Ceremony, Bison Week and Homecoming Committees.
- Must complete two (2) approved community service events separate from Mr. Howard
- University community service events.
- Must attend NASAP Conference during the summer prior to reigning year.
- Must coordinate with Howard University Alumni Association and complete tasks as assigned with approval from advisor
- Must complete Recruitment Project
- Responsible for maintaining quality of Mr. Howard University sash and crown pin during the duration of reign.
- If damaged Mr. Howard University is responsible for replacing Sash/Crown pin from personal funds
- Must do a minimum of 10 hours per week in the Royal Court Office

Miss Howard University

- Must attend all Royal Court events
- Must fulfill Platform
- Must comprise letter for H-Book to the incoming freshman class with Mr. Howard University, when requested
- Must be a positive role model for constituency as well as the rest of the Royal Court
- Must serve as the official female representative of the student body
- Must contact Office of Admissions and schedule recruitment for University initiatives to include but not limited to Acceptance Students Day, Regional Webinars, and Completion of phone calls to prospective students, etc.
- Must familiarize herself with basic University policies and procedures and be knowledgeable of the history of the University including the Alma Mater and the history of Miss Howard University
- Must be flexible to speak to campus and community groups when the request arises and the advisor approves
- Must make preparation for speeches and pageant competitions available in advance for advisor review
- Must consent to a written and accurate itemized report of expenses i.e. receipts and/or travel reimbursement reports for Coronation, pageants, classics, and other mandated University events, which are funded by the Office of Student Activities and Royal Court budget
- Must be available upon request by special events as coordinated and/or approved by the advisor

- Must be accessible to the following University Committees that include but are not limited to: The Convocation, Charter Day, Commencement Ceremony, Welcome Week and Homecoming Committees
- Must complete two (2) approved community service events separate from Miss. Howard
- University community service events
- Must attend NASAP Conference during the summer prior to reigning year
- Must coordinate with Howard University Alumni Association and complete tasks as assigned with approval from advisor and coordinator.
- Must complete Recruitment Project
- Responsible for maintaining quality of Miss Howard University sash, crown and crown pin during the duration of reign
- If damaged Miss. Howard University is responsible for replacing Sash/Crown Pin/Crown from personal funds
- Must do a minimum of 10 hours per week in the Royal Court Office

Mr. & Miss Freshman

- Must attend all Royal Court events
- Be the male/female representative of the Freshman Class.
- Assist the Mr. and Miss Howard University with mentorship of the freshman class
- Must collectively be responsible for the planning and implementation of (1) community service project for the Freshman class
- Assist advisor(s) and Mr. & Miss Howard University in the implementation of programs and activities
- Participate in all activities and special events in which the Coordinator or Advisor deems necessary
- Must complete Recruitment Project
- Must fulfill platforms through various events and community projects
- 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 do a minimum of 5 hours per week in the Royal Court Office

Mr. & Miss of Schools or Colleges

- Must attend all Royal Court events
- Must have introductory meeting with the Executive board of your student council, highlighting your platform to create strategic plans for platform implementation to be accomplished
- Must be a visible leader and active member of your student council, and be seen at necessary events for school or college
- Must complete Recruitment Project
- Must fulfill platforms through various events and community projects
- Responsible for maintaining quality of sash, crown and crown pin during the duration of reign
- If damaged Miss Howard University is responsible for replacing Sash/Crown Pin/Crown from personal funds
- Must be actively participating with their respective student council

***QUALIFICATIONS FOR ELIGIBILITY TO COMPETE FOR
MR. & MISS HOWARD UNIVERSITY***

1. Must have a cumulative grade point average of 3.0 or better.
2. Must have completed a minimum of 30 credit hours, and at least 15 credit hours earned at Howard University.
3. Must be in good academic and judicial standing.
4. Must be an enrolled student
5. Cannot be married or have children.
6. Candidates cannot be graduating in the year they wish to compete for Mr. or Miss Howard University.
7. Must have attended all mandatory Royal Court events, unless excused
8. Must be in full compliance with all Royal Court protocol outlined in handbook.

