

## Document Purposes and Limitations

A. The customs contained in this document represent policies, procedures and best practices intended to aid in the operation of the Barony of Terra Pomaria, a branch of the Society for Creative Anachronism, Inc., a 501(c)(3) incorporation.

B. All federal, state, and local laws, the Corpora and Governing Documents of the SCA, Inc., the laws of the Kingdom of An Tir and the laws of the Principality of the Summits supersede all guidelines in this document.

### 1. Definitions

- Barony (or Baronial): The Barony of Terra Pomaria.
- Baron and Baroness: Ceremonial representatives of the crown of An Tir.
- Coronet: The Sovereign and Consort/inspiration of a Principality, acting jointly. They Reign subject to the overall guidance of the Crown. In this instance the Prince and Princess of the Summits.
- Corpora: The document defining those policies governing historical re-creation within the Society, and those policies applicable to the entire Society.
- The Crier: An Tir's newsletter.
- The Echoes: The Summits' newsletter.
- Event Steward: Plans and stages an event or demo
- Kingdom: The Kingdom of An Tir.
- Member: Paid member of the Society for Creative Anachronism, Inc.
- Populace: An active participant with the Barony and lives within or outside of the zip code boundaries given to the Barony.
- Principality: A geographical area of the Kingdom which has the right to select a reigning
- Prince and Princess by armored combat. In this instance the Principality of the Summits.
- The Privy: Terra Pomaria's newsletter.
- Quorum: Consists of the Seneschal (or signatory deputy), Exchequer (or signatory deputy), at least 5 other Officers and the Baron/Baroness (Who together count as one vote)
- Retinue: Persons asked by the Baron/Baroness to coordinate their personal and court business.
- Society: The Society for Creative Anachronism, Inc (SCA) a California not-for- Profit Corporation.
- Sergeantry: A program for the testing and advancement of members of the populace.
  - Sergeant: Heavy fighters
  - Gallant: Rapier or Cut and Thrust fighters
  - Yeoman: Missile combatants
  - Lancer: Equestrian combatants
  - Courtier: Non-combatants
- Warrantable: Paid Members who meet Corpora, Kingdom and Principality guidelines and wish to serve as an officer or deputy.

### 2. Group Definition

- The Barony of Terra Pomaria encompasses the zip codes ceded to the Barony's use by the Kingdom of An Tir. As of the date of this document, that area includes Marion, Polk, and Lincoln counties and several zip codes external to that area but contiguous with those lands.
- The Barony shall comply with Baronial requirements as set forth in Corpora and Kingdom Law, outlined here below.

**Baronies shall have:**

- At least 25 members as defined by Corpora.
  - A set of warrantable Officers acceptable to the Crown, which include:
    - Seneschal.
    - Herald.
    - Marshal.
    - Arts and Sciences Officer.
    - Chatelaine.
    - Exchequer.
    - Chronicler.
  - A name and device registered with the College of Arms.
  - At least one person to accept the title of Baron or Baroness as appropriate to their gender.
  - Publish a branch newsletter (The Privy) no less than quarterly.
1. **Observe the following event restrictions:**
- Place at least one event per calendar year on the Kingdom calendar, with complete event copy appearing in The Crier.
  - Place a maximum of three no-conflict events on the Kingdom Calendar; and
  - Place a minimum of 3 events total on the Kingdom calendar. xiii) Publish a branch newsletter no less than quarterly.

### 3. **Baron and Baroness**

The Baron and Baroness are ceremonial representatives of the crown within the Barony and are appointed by the crown of An Tir with the ability to create and administer awards. They serve as inspirational leadership for the Barony and are referred to as a Landed Baron/Baroness.

**The Baron/Baroness are required to:**

- Fulfill their duties as outlined in Corpora, Kingdom and Principality law.
- Execute lawful commands of the Crown and abide by Kingdom and Principality law.
- Be, for the people of the Barony, the chief examples of chivalry, courtesy, and virtue; encouraging these traits in their populace.
- Represent the Crown to the people of the Barony in The Crown's absence
- Represent the Barony to the Crown and at meetings of the Noble Estate
- Have the prerogative to establish and make awards specific to the Barony to acknowledge skill, service and other merits.
- Bestow and administer the rank of Sergeant-at-Arms (or its equivalent) for the Barony.
- Receive copies of reports from Baronial Officers; including monthly, quarterly, and event reports.
- Receive and review copy of Baronial Seneschal's report to Kingdom

- Support Officers of the Barony.
- Provide input on Baronial officer replacements to the Crown, Kingdom, and Principality Officers when such need arises.
- Serve on the Barony's financial committee, with one vote total.
- Maintain membership in the Society and have access to the Crier, the Echoes, and the Privy at their place of residence.
- Give written reports on the state of the Barony: At least one month prior to Coronet investiture, a written report will be given to the Crown, the Royal Heirs, the Coronet, the Coronet Heirs, and the Branch Seneschal on the state of the Barony.

**The Baron and Baroness may:**

- Appoint persons to their retinue
- Accept or make declarations of war
- Rally support or levy troops for war.
- Set the requirements for Baronial Sergeantry program with input from current Baronial Seargents.
- If only one individual Baron or Baroness serves the Barony, the duties of both fall to the one except for the service of members of the Sergeantry. Sergeants, Yeoman, Lancers, and Gallants Swear fealty only to a landed Baroness. Courtiers swear fealty only to a landed Baron.
- If the Baron and/or Baroness no longer are able to serve the Barony as landed Baron and Baroness, the members of the Sergeantry sworn to that Baron/Baroness will relinquish any regalia signifying their rank and title to the Crown or their appointed representative and will no longer use the titles of Sergeant, Yeoman, Gallant, Lancer, or Courtier.
- The Baron/Baroness may offer the rank of Sergeantry or Sergeant Emeritus to those members of the Sergeantry who have previously relinquished the title or who have become peers of the Society at their discretion.

#### 4. **Champions**

Champions of Terra Pomaria will be considered members of the Baronial court. Champions are selected through competition at a designated event. Terra Pomaria recognizes their champions in the following areas: Heavy Combat, Archery, Rapier, Arts & Sciences, Bardic, and Youth.

Should any Champion find it necessary to relinquish their title prior to the end of their term, the Baron and Baroness will hold the title and regalia in trust for the next champion. The Baronial Coronet may select a successor prior to the next scheduled championship.

**Eligibility:**

- All champions are required to be paid members (or the child of a paid member if under the age of 18) of the Society per Kingdom Law and Corpora. The Crier the Echoes, and the Privy should be accessible at their primary place of residence.
- Must be authorized to participate in their field of combat where applicable.
- Be willing to uphold and perform all the duties and responsibilities of the champions of the Barony of Terra Pomaria.

- Must be free to swear fealty or service to Terra Pomaria. Exceptions will be made, at the discretion of the Baron/Baroness, for:
  - Students in fealty to a peer.
  - Sergeants of other Baronies.
  - Kingdom and Principality Defenders/ Champions.
    - In the above instances, a letter of intent must be provided which includes a signed grant of leave to enter dual fealty from the entrant's existing Liege.
- All Champions of Terra Pomaria are encouraged to compete in competitions for the Principality of the Summits and the Kingdom of An Tir.
- Competitors may enter as many times as they wish, but champions may defend their title only once.
- Officers of the Barony may enter Baronial Championships with the approval of their Excellencies and a willing deputy to assume all duties of the office leading up to and during the competition.

#### **Duties of all Champions:**

- Swear an oath of Fealty or Service to the Baronial Coronets.
- To defend the honor of the Baron and Baroness, the populace of Terra Pomaria, the Kingdom of An Tir, and Principality of the Summits whenever it is challenged.
- To be examples of Chivalry and Honor.
- To give counsel to the Baron and Baroness on matters that concerns the Barony.
- To carry out the lawful commands of the Baron and Baroness.
- To maintain the champions regalia.
  - Champions will provide an updated and accurate inventory to the Chamberlain. The Champion (or the Champion's guardian in case of the Children's Champion) must sign lease documents with the Chamberlain before taking custody of the regalia.
- To promote their area of championship within the Barony in the form of workshops, tournaments, or demos and must be done 2-3 times per year.
- To plan the format, and arrange for marshals or judges, and ensure the return of the Champion's regalia for the champion's contest the following year in cooperation with the corresponding Baronial Officer.
- To attend all Terra Pomaria Baronial events, whenever possible. Champions must contact the Baron & Baroness if unable to attend.
- Attend and display regalia at 3 others events outside the Barony (2 Summits, 1 Kingdom of An Tir).
- To assist with the Baronial Sergeantry Trials.
- To speak on the Baronial coronets behalf when asked to do so by the Baron and Baroness.
- Attend their respective champion's event the following year; arrange for marshals or judges for the champion's contest the and run the tournament or competition in conjunction with the correlating Baronial Officer and their Excellencies Terra Pomaria.
  - Reports will be given to Their Excellencies and the Seneschal regarding progress in planning/ coordinating their respective champion's event the following year.
    - Once at 6 months from the event

- Once at 3 months from the event
  - Once at 1 month from the event
- Should any Champion find it necessary to relinquish their title prior to the end of their term, the title shall pass to the person who placed second in the champions list for the remainder of their term.
- Champions will be part of the Baron's entourage and stand by Their Excellency's side during Baronial court or they may attend Their Excellencies in the event They are unescorted.

**Privileges:**

- Exempt from site fee to the next year's champions event.
  - In the case of the Youth Champion, one guardian will receive free site fee to the next year's champions event.
- Use of the regalia of the Baronial Champion.
- Champions will be part of the Baronial court.
- The champions are entitled to a place at the Champions' table, which may be a part of the high table in absence of visiting dignitaries; or it may be separate, but placed in a position of honor near the high table.
- The champions may enter court armed.

**Heavy Defender-** in addition to the above

- The Heavy Defender tournament will take place at the Barony's Summer event.
- Letter of intent or introduction is due at time of entry.
- The Heavy Defender is required to:
  - Attend all Baronial defender's tournaments.
  - Arrange marshals and collaborate with the Baronial Heavy Marshal on the format for the next defender tournament with the approval of Their Excellencies.
  - Support the Baronial coronets in times of war.
  - Take to the field at the request of the Baron and Baroness.
  - Bear the Baronial Sword and Shield
  - Represent Terra Pomaria in Kingdom, Principality and Baronial heavy combat tournaments and at wars.

**Rapier Defender-** in addition to above

- The Rapier Defender Tournament will take place at the Barony's Winter event.
- Letters of intent must be received at the time of entry.
- The Rapier Defender is required to:
  - Attend all Baronial defender's tournaments.
  - Arrange marshals and collaborate with the Baronial Rapier Marshal on the format for the defender tournament with the approval of Their Excellencies.
  - Take to the field at the request of the Baron and Baroness.

- Teach and or arrange for 1 rapier class/workshop during their tenure.
- Bear the tabard and device of the champion.
- Represent Terra Pomaria in Kingdom, Principality and Baronial rapier competitions.

**Archery Champion**- in addition to above

- The Baronial Archery championship will take place at the Barony's summer event.
- Letters of intent must be received at the time of entry.
- The Archery Champion is required to:
  - Attend all Baronial Defender's tournaments.
  - Arrange marshals and collaborate with the Baronial Thrown Weapons Marshal on the format of the tournament with the approval of Their Excellencies.
  - Teach or arrange for 1 archery class/workshop during their tenure.
  - Encourage archery in Terra Pomaria.
  - Bear the regalia of the archery champion.
  - Represent Terra Pomaria in Kingdom, Principality and Baronial archery tournaments.

**Arts and Sciences Champion** - in addition to above

- The Barony Arts and Sciences championship will take place at the Baronial Winter event.
- Letters of intent must be emailed to Their Excellencies, the Event Steward, and the Baronial Arts and Sciences Minister at least one month prior to the event.
- A letter of intent in their own hand, in any approved medium, must be presented to the Baron and Baroness in morning court at the championship event for their approval.
- Entrants must read, understand, and agree to all requirements of Championship before submitting illuminated scrolls in morning court.
- If there is only one competitor, they must pass the minimum score requirement set by the A&S minister and previous champion, which must be approved by their Excellencies. If no competitor meets the requirements, then Their Excellencies shall decide.
- The A&S champion is required to:
  - Bear the regalia of the champion.
  - Teach and/or arrange for 1-2 A&S classes during their tenure.
  - Encourage A&S activities in the Barony.
  - Arrange judges and plan the next champions competition in conjunction with the Arts and Sciences Minister and the approval of Their Excellencies.
  - Represent the Barony at Kingdom, Principality, and Baronial A&S championships.

**Youth Champion**- in addition to above

- The Barony's Youth champion will be determined at the Barony's Spring event.
- Letters of intent will be presented at the event.
- The Youth Champion is required to:
  - Bear the symbol of the champion.

- Encourage the youth of Terra Pomaria to enter next year's competition.
- Collaborate with the Baroness on next year's competition.
- Attend the next year's champions tourney

**Bardic Champion** – in addition to above

- The Barony's Bardic champion will be determined at the Barony's Spring Event.
- A letter of intent in their own hand, in any approved medium, must be presented to the Baron and Baroness in morning court at the championship event for their approval.
- Entrants must read, understand, and agree to all requirements of Championship before submitting illuminated scrolls in morning court.
- The Bardic champion is required to:
  - Bear the regalia of the champion.
  - Encourage and spread the Bardic Arts throughout the Barony.
  - Arrange judges and plan the next champions competition in conjunction with the Arts and Sciences Minister and the approval of Their Excellencies.
  - Host and/or arrange 1-2 Bardic circles during their tenure.
  - Represent the Barony at Kingdom, Principality, and Baronial Bardic Championships.

## 5. Sergeantry and Courtiers

The position of Sergeant-at-Arms/ Courtiers of the Barony of Terra Pomaria and the specialized equivalent ranks of Yeoman, Gallant, and Lancer (hereafter referred to as "Sergeantry") were developed to allow individuals the opportunity to demonstrate military and chivalric skills with the goal of becoming qualified military leaders of the Barony. They are valued as vital contributors to the social aspects of the group as well as the military.

### Selection:

- There will be no more than one chance per year for a new Sergeantry to be inducted into the ranks.
  - An unsuccessful applicant may re-enter another time, but must abide by the current testing standard and requirements.
- There will be no minimum or maximum number of Sergeantry.
- Submit a letter of intent to the Baron and Baroness
- Participate in the Sergeantry trials as outlined in the "Requirements for the Barony of Terra Pomaria Sergeantry and Courtier Program" document.
- Pass the trails within the desired competencies as dictated by the Baron and Baroness.

### Duties:

All:

- To uphold the ideals of Chivalric behavior as embodied in the SCA.
- To maintain a level of competence in accordance with the requirements of this rank.
- To be available for service and ceremonial functions as required by the Baron and Baroness.
- To participate in the Barony's Sergeants trials through teach, planning, or mentoring when held.

- To teach and mentor the populace in your chosen areas on an ongoing basis.
- To provide acts of service to the Barony.

**Sergeant:**

- To protect and defend the populace of the Barony, the Baron and Baroness, the Principality of the Summits, and the Kingdom of An Tir.
- To support and aid in the training of novice fighters, not only in skill at arms, but in all manner of thoughtful and chivalrous behavior; remembering at all times that the Sergeantry embodies an ideal as well as a rank.

**Courtier:**

- To nurture and develop the “Gentler Arts” within the Barony and to act as council as required by the Baron and Baroness, to whom the Courtier’s fealty is sworn, and through it, the Crown of An Tir.
- To be an example of Honor and the Courtly Graces
- To support and aid in the education of the Populace of the barony, not only in the arts and sciences, but in all manner of thoughtful and courteous behavior; remembering always that the Courtier embodies an ideal as well as a rank.

**Lancer:**

- To protect and defend the populace of the Barony, the Baron and Baroness, the Principality of the Summits, and the Kingdom of An Tir.
- To support and aid in the training of novice equestrians, not only in skill at horse, but in all manner of thoughtful and courteous behavior; remembering at all times that the Sergeantry embodies an ideal as well as a rank.

**Gallant:**

- To protect and defend the populace of the Barony, the Baron and Baroness, the Principality of the Summits, and the Kingdom of An Tir.
- To support and aid in the training of novice fighters, not only in skill at arms, but in all manner of thoughtful and courteous behavior; remembering at all times that the Sergeantry embodies an ideal as well as a rank.

**Yeoman:**

- To protect and defend the populace of the Barony, the Baron and Baroness, the Principality of the Summits, and the Kingdom of An Tir.
- To support and aid in the training of novice archers, not only in skill at arms, but in all manner of thoughtful and courteous behavior; remembering at all times that the Sergeantry embodies an ideal as well as a rank.

**Privileges:**

- To wear a special token of this rank as determined by the Baron and Baroness.
- To recommend to the Baron and Baroness changes to the requirements for this rank as needed.

- Such other privileges as are deemed appropriate by the Baron and Baroness.

## 6. Officers and Deputies

### General Duties:

- All Officers and deputies are required to be paid members of the Society per Kingdom Law and Corpora. The Crier, the Echoes, and the Privy should be accessible at their primary place of residence.
- All Officers and deputies must be warranted if required by Kingdom law.
- Reports:
  - All Officers will submit monthly reports even if they don't attend the monthly business meeting or if there is no activity to report. These may be submitted electronically or as a hard copy and must be received by 5pm the Friday before the Business meeting.
  - Synopsys of reports will be given verbally in business meeting. Full reports will be published in the Privy.
  - A copy will be sent to the Seneschal, Chronicler, and Baron/Baroness.
  - If an officer is unable to attend the business meeting and does not have a deputy who can attend, they should notify the Seneschal as early as possible.
  - All Officers will write quarterly reports. The reports will be sent to the Principality officer specific to their office with copies sent to the Seneschal and Baron/Baroness. Officers should check with their superior for information on their reporting requirements. Lesser Officers who report to a greater officer must do so 2 weeks prior to the quarterly due date.
- Officers will recruit a suitable deputy and as many assistants as they need to fulfill the duties of their office. An officer may delegate all duties of their office to deputies or assistants, but remains responsible for those duties and remains personally accountable for any non-performance issues and any subsequent consequences.
  - Deputies for the Seneschal and Exchequer must be approved by quorum of Officers due to the sensitivity of information available to those roles.
- Officers are required to attend business meetings. If an officer is unable to attend a meeting they are expected to contact the Seneschal prior to the meeting. Missing 6 meetings in their term or 3 meetings in a row they will forfeit their office and it will be opened to new applicants. Extenuating circumstances will be taken into consideration by the Seneschal and/or Baron and Baroness.
- The length of term for any office shall be two years. A quorum of Officers may grant an extension of time for an officer to find and train a replacement.
  - Upon stepping down each officer will sign on as a Contingency Deputy for their former office for a period of 6 months.
  - Exceptions made be made at the Seneschal's discretion.
- All Officers are expected to represent the Barony in a professional manner. Correspondence should be answered within 72hrs. Officers will write and reply to all correspondence with Official Baronial email for all Baronial purposes. Contact with the public should always uphold the ideals of the society; honor, chivalry, and courtesy.

- Officers will maintain equipment and files of the office and submit updates of any changes to the chamberlain and exchequer. Any loss of equipment must be reported immediately to the Seneschal, chamberlain, and exchequer.
- Officers must be up to date and understand any changes pertaining to their office in Kingdom or
- Principality law.
- Officers will act as the primary local resource providing information and encouragement to all interested persons.
- Officers shall contact the primary Event Steward for every upcoming event to determine the level of
- participation of their office. If an officer cannot attend it is their responsibility to promptly contact the Event Steward and make efforts to assign a suitable replacement.
- Each officer shall perform additional duties as required by Baronial, Principality, or Kingdom superiors.
- The Baronial email list is an official form of communication.
- Any Baronial social media pages are not recognized as official forms of communication unless the Seneschal and Their Excellencies deem them as such with the designation "Official" in the title. All "unofficial" social media pages are a means for informal social discussion and are still expected to adhere to standards of courtesy and honor in the comments and items posted there.

## **Seneschal**

A Great Office responsible as the chief administrative officer.

Duties include all General Duties above plus:

- Reports monthly to Their Excellencies.
- Reports quarterly to Principality Seneschal with copies to Their Excellencies.
- Acts as the Chair for business meetings. If unable to attend the Seneschal shall ensure that an acceptable chair will be present.
- Sets the agenda for the business meeting and ensures that the meeting is run in an orderly fashion.
- Monitors and coordinates the other offices as required for the operation of the Barony in compliance with Corpora, Kingdom, and Principality Law.
- Fill vacant offices by appointing an acting officer or assuming the duties of that office.
- Assists with and acts as the legal representative at all events. Legal responsibilities include signing of all contracts.
- Monitors the files of the office.
- Maintains an archive of approved and signed monthly Business Meeting minutes and corresponding attendee sign-in sheets.
- Interface with the modern world including media contacts.
- Know the hierarchy of the Society and handle changes in branch status.
- Deal with interpersonal conflicts and ensure the grievance procedure is followed.
- Be aware of the resources available within the Barony.
- Ensure the Baronial Customary is followed.

- Coordinate revisions of the Baronial customary as needed with the input of the Baron/Baroness and Officers
- Serve as a member of the Finance Committee and is an official signatory on checks.
- Receive copies of the branch financial reports
- Ensure the Barony's financial books are reviewed annually.
- Acts as a moderator on the Baronial e-list and all Official Baronial pages/ events.
- Holds passwords to Baronial websites and be password recovery for all Baronial Officer e-mail accounts.
- Oversees and conducts any polling per Corpora, Principality, or Kingdom Laws.
- Oversees all Baronial Officers.
- Event Duties:
  - Accepts formal bids and informal proposals for events, assists the primary Event Steward with those events.
  - If the primary Event Steward for the event cannot fulfill their duties the Seneschal will assume all Event Steward duties.
  - Responsible for opening and closing the event bid process.
  - Responsible for forwarding event bids to the Finance Committee.
  - Only person in Barony allowed to sign contracts on behalf of the Barony.
  - Responsible for reporting and forwarding all waivers from events to the Kingdom Waiver Deputy within 30 days of the event.

**The Seneschal may:**

- Add other non-required offices as needed, with the consensus of the other Officers.
- Expend Barony funds between Business Meetings, not to exceed a total of \$100.00. All such expenditures must be recorded and justified at the next Business Meeting. In the case of an emergency, Baronial funds may be expended as needed with the consent of the Baron/Baroness and one other official signatory.
- Call for opinions of the Populace about an issue/action being considered by the Officers. The ultimate decision is up to the Seneschal.
- Leave vacant an unfilled non-required office.
- Solicit event bids.
- Review any officer's performance after the first 6 months.
- Create forms and other tools as needed to assist in the running of the Barony.

**Social Media Deputy**

A Lesser Office responsible for the coordination of all Baronial Social Media publications.

Duties include all General Duties above plus:

- Reports monthly to the branch Seneschal and Their Excellencies. If this office remains vacant the duties of this office revert to the Seneschal.
- Reports quarterly to the Principality Social Media Deputy with copies to Their Excellencies and the branch Seneschal.
- Be moderator of the Baronial e-list and all Official Baronial pages/event pages

- Maintain a working knowledge of the Media Relations documents and notify Seneschal of changes
- Act as liaison to organized news media on behalf of the Barony of Terra Pomaria or regarding Barony-sponsored events and activities
- Create and distribute press materials:
  - Disseminate Society-prepared press materials for Baronial use.
  - Author and disseminate or approve event-specific materials, as needed.

### **Demo Deputy**

A Lesser Office responsible for the coordination of Baronial Demos for purposes of education, recruitment, and positive publicity for the SCA.

Duties include all General Duties above plus:

- Reports monthly to the Seneschal and Their Excellencies. If this office remains vacant the duties of this office revert to the Chatelaine.
- Respond promptly to requests for demos and displays.
- Monitor the organization of demos and displays.
- May arrange for publicity for the Barony with the agreement of the Seneschal.
- Be aware of the resources available within the Barony.
- Direct all media contact to the Social Media Deputy, the Seneschal, or if unavailable follow the Society media policy.
- Event Duties:
  - Create the Official event page on Social Media, including the Event Steward as a host.
  - Aid the Event Steward in publicizing the event on Social Media.

### **Chancellor of the Exchequer (Exchequer)**

A Great Office responsible as the chief financial officer.

Duties include all General Duties above plus:

- Reports monthly to the Seneschal and Their Excellencies
- Reports quarterly to the Principality Exchequer with copies to Their Excellencies and the branch Seneschal.
- Maintains physical and digital financial records and files of receipts, bank statements, reports, correspondence, etc. with a retention period of seven years.
- Maintains gate box, cash boxes, and keys.
- Reconciles the monthly bank statement. A copy must be given to the Seneschal; and a copy signed by the Seneschal must be retained in the Exchequer's records.
- Maintains the bank account: Obtains new signatories when needed and orders preprinted checks.
- Reports checking account and ledger balances as well as any Finance Committee decisions at Business Meeting for inclusion in the meeting minutes.
- Oversees the custody and safekeeping of non-cash assets (inventory, regalia, donated property and general supplies).
- Recovers bad debts per Society handbook.

- Oversees deposits.
- Write checks.
- Provides cash advances for approved purchases to be verified by receipt after purchase.
- Reimburse approved expenses accompanied by receipts and pay bills when received, per procedure laid out in Financial Policy.
- Event duties:
  - Provide cash advance for an Event Steward, including seed cash for Gate and Kitchen cash boxes, per event budget.
  - Consults with Event Gate Steward for necessary gate sheet styles and waivers, ensuring Gate Box is appropriately prepared before the event.
  - Ensures cash controls are followed.
  - Reconciles attendance list to funds collected; and provides event income/expense accounting to the Event Steward and Seneschal.
  - Collects money at end of events for Gate and Kitchen to deposit in the bank.
  - Responsible for the reporting and payment of the Non-Member Surcharges (NMS) to the Kingdom NMS Deputy for surcharges collected at an event within 30 days of the event.
- Publishes a yearly financial statement in The Privy.
- Serves as Chair and sets agendas for the Finance Committee's quarterly meetings, provides a copy of the minutes to be recording in The Privy, and retains minutes in records.
- Ensures the preparation of the annual budget report, to be compiled and submitted for an Officers' review no later than December's Business Meeting.
- Oversees Chamberlain, Librarian, and Gold Key.

## **Chamberlain**

A Lesser Office responsible for maintaining the Baronial property inventory.

Duties include all General Duties above plus:

- In addition to reporting to the Exchequer, reports to the Baron/Baroness and Seneschal. If this office remains vacant, the duties of this office revert to the Exchequer.
- Maintain an inventory and location of all property including inventory for sale, regalia, lost-and-found, files and reference materials held by Officers.
- Maintain files of lease forms including written permission to recover Baronial property from the homes of Officers and Champions.
- Oversee the transfer of Regalia from one champion to the next, obtaining lease documents from the new champion.
- Twelve months after an event, any remaining lost-and-found from the event will be considered a donation to the Barony.
- Dispose of property deemed no longer useable. Keep records of these items and include in monthly report.
- Oversee maintenance (cleaning, repair or replacement) of all property with the Barony responsible for all costs. All maintenance costs above the budgeted individual expenditure limit must be approved prior to expenditure.

- The Chamberlain, Seneschal and Exchequer will have the lock combination to the shed.
- Event Duties:
  - Provide list of available property to Event Stewards at least two weeks prior to event.
  - Event Stewards must contact the Chamberlain or Exchequer to pick up and return items in the shed.
  - Coordinate and track the check out and return of Baronial property from the Shed

## **Herald**

A Great Office responsible for the submission of heraldic devices and names, orders of precedence, and ceremonies.

Duties include all General Duties above plus:

- Reports monthly to the Seneschal and Their Excellencies.
- Reports quarterly to the Principality Herald with copies to Their Excellencies and the branch Seneschal.
- Write or rewrite ceremonies as needed.
- Maintain an Order of Precedence for the Barony.
- Insure that members' awards are forwarded to the Kingdom Order of Precedence and check for accuracy.
- Serve as a resource on heraldry for the Barony.
- Assist the populace in research, development and submission of names and armory.
- Advise the Baron/Baroness and populace on matters of ceremony and protocol.
- Encourage the practice of Heraldry within the Barony.
- Event Duties:
  - Consult with the Event Steward and Their Excellencies for any needs of this office for the Event
  - Coordinate field, court, and site heraldry at all events and report the activities.
  - Provide a report of heraldic activities to the Event Steward no later than two weeks after the event.

## **Baronial Marshal aka "Knight Marshal"**

A Great Office responsible for all martial combat, practices and tournaments.

Duties include all General Duties above plus:

- Reports monthly to the Seneschal and Their Excellencies.
- Reports Quarterly to Principality Heavy Marshal, Their Excellencies, and the branch Seneschal.
- Oversee the conduct and safety of all martial arts activities for the Barony including fencing, archery, equestrian, and light combat activities.
- Maintain at minimum a Junior Marshal status.
- Maintain Heavy Combat loaner equipment.
- Coordinate with the Librarian in maintaining an up-to-date copy of the An Tir Book of Combat and the Marshal's Handbook for available to the populace.
- Ensure that qualified persons perform all the functions of their office.
- Encourages all types of marshal activity in the Barony

- Encourages others to become authorized marshals.
- Encourages new fighters to become authorized.
- Oversees and run regularly scheduled Heavy Fighter, Rapier and/or Target practices.
- Oversees Rapier Marshal, Target Marshal, Equestrian Marshal, Youth Combat Marshal, and Minister of the Lists.
- Be aware of the resources available within the Barony.
- Ensures that each fighter at Heavy, Rapier, Archery, and Youth Combat practice signs a waiver.
- Submits waivers, with waiver reporting form, from every practice to the Kingdom waiver deputy. Waivers are to be submitted quarterly.
- Be aware of changes to Corpora, Kingdom, and Principality martial regulations and apply them properly.
- Event Duties:
  - Coordinate with Event Steward to ensure Marshals in Charge of events are properly authorized.
  - Oversee or coordinate the oversight of martial combat tournaments at all events and report the activities.
  - Ensure there is a Lists person for all tournaments.
  - Provide a report of marshal activities to the Event Steward no later than two weeks after the event.

## **Rapier Marshal**

A Lesser Office responsible for rapier practices and tournaments.

Duties include all General Duties above plus:

- Reports to the Baronial Marshal. If this office remains vacant, the duties of this office revert to the Baronial Marshal or shall not occur.
- Reports Quarterly to Principality Rapier Marshal, Baronial Marshal, Their Excellencies, and the branch Seneschal.
- Coordinate with the Librarian in maintaining an up-to-date copy of The An Tir Book of Rapier Combat available to the populace.
- Schedule and run rapier practices.
- Maintain Rapier loaner equipment.
- Fulfill marshaling requirements and duties per Kingdom Law in regards to rapier combat.
- Event Duties:
  - Oversee or coordinate the oversight of rapier combat tournaments at all events and report the activities.
  - Ensure there is a Lists person for Rapier tournaments.
  - Provide a report of rapier activities to the Event Steward no later than two weeks after the event.

## **Target Marshal**

A Lesser Office responsible for all archery and thrown weapon practices and tournaments.

Duties include all General Duties above plus:

- Reports to the Baronial Marshal. If this office remains vacant, the duties of this office revert to the Baronial Marshal or shall not occur.
- Reports Quarterly to Principality Target Marshal, Baronial Marshal, Their Excellencies, and the branch Seneschal.
- Coordinate with the Librarian in maintaining an up-to-date copy of The An Tir Book of Target available to the populace.
- Instruct people in the rules, restrictions and techniques of point and blunt archery, light combat and thrown weapons.
- Fulfill marshaling requirements and duties per Kingdom Law in regards to archery, light combat, and thrown weapons.
- Conduct and oversees archery practices in the Barony.
- Event Duties:
  - Oversee or coordinate the oversight of archery and thrown weapons tournaments at all possible events and report the activities.
  - Ensure there is a Lists person for Archery tournaments.
  - Provide a report of Target activities to the Event Steward no later than two weeks after the event.

## **Equestrian Marshal**

A Lesser Office responsible for all equestrian practices and tournaments.

Duties include all General Duties above plus:

- Reports to the Baronial Marshal. If this office remains vacant, the duties of this office revert to the Baronial Marshal or shall not occur.
- Reports Quarterly to Principality Equestrian Marshal, Baronial Marshal, Their Excellencies, and the branch Seneschal.
- Ensure that an up-to-date copy of The An Tir Book of Horse and addendum is available to the populace if requested.
- Instruct people in the rules, restrictions and manner of equestrian activities that occur within the barony and society.
- Fulfill marshaling requirements and duties per Kingdom Law for equestrian activities.
- Conduct and oversees equestrian practices in the barony.
- Event Duties:
  - Oversee or coordinate the oversight of equestrian tournaments at all possible events and report the activities.
  - Ensure there is a Lists person for Equestrian tournaments.
  - Provide a report of Equestrian activities to the Event Steward no later than two weeks after the event.

## **Youth Armored Combat Marshal**

A Lesser Office responsible for Youth Armored Combat practices and tournaments.

- Report to the Baronial marshal. If this office remains vacant, the duties of this office revert to the Baronial Marshall or not occur.
- Reports Quarterly to Principality Youth Armored Combat Marshal, Baronial Marshal, Their Excellencies, and the branch Seneschal.
- Pass a background check as administered by the Kingdom Seneschal's office.
- Coordinate with the Librarian in maintaining an up-to- date copy of Youth Armored Combat Manual available to the populace.
- Schedule and run Youth Armored Combat practices.
- Fulfill marshaling requirements and duties per Kingdom Law in regards to Youth Armored combat.
- Ensures that each participant signs a waiver.
- Maintains youth armored combat loaner gear.
- Submits waivers, with waiver reporting form, from every practice/ event to the Kingdom waiver deputy. Waivers are to be submitted quarterly.
- Event Duties:
  - Oversee or coordinate the oversight of youth armored combat tournaments at all possible events and report the activities.
  - Ensure that there is a Lists person for Youth Armored Combat tournaments.
  - Provide a report of Youth Armored Combat activities to the Event Steward no later than two weeks after the event.

### **Minister of the Lists**

A Lesser Office responsible for tournament list requirements and scorekeeping at events.

Duties include all General Duties above plus:

- Reports to the Baronial Marshal. If this office remains vacant, the duties of this office revert to the Baronial Marshal.
- Reports Quarterly to Principality Lists Minister, Baronial Marshal, Their Excellencies, and the branch Seneschal.
- Event Duties:
  - Ensure that event combat lists are conducted in an orderly manner.
  - Have fighters' names ready for the field heralds.
  - Verify that participants signed with lists are qualified to participate.
  - Track wins/losses.
  - Report participants and results to the Baronial Marshal, Event Steward, Principality and Kingdom superiors.
  - Provide a report of Lists activities to the Event Steward no later than two weeks after the event.

### **Minister of Arts & Sciences**

A Great Office responsible for encouraging the study of the medieval arts and sciences.

Duties include all General Duties above plus:

- Reports Quarterly to Principality A&S Minister, Their Excellencies, and the branch Seneschal.

- Foster and encourage the study and application of all period arts and sciences.
- Provide information to the populace on Society arts and sciences activities.
- Organize classes and activities in period arts and sciences to be held once per month if possible.
- Work with the Champions to organize and run the Arts and Sciences and Bardic Championships held once per year.
- Maintain a resource and referral list of persons with specific skills in the arts and sciences.
- Event Duties:
  - Work with Event Steward to organize any desired classes.
  - Provide a report of A&S activities to the Event Steward no later than two weeks after the event.

### **Librarian**

A Lesser Office responsible for maintaining and loaning research materials.

Duties include all General Duties above plus:

- Reports monthly to the Exchequer, branch Seneschal, and Their Excellencies. If this office remains vacant, the duties of this office revert to the Exchequer.
- Maintain a listing of all books and reference materials belonging to the Barony.
- Purchase new and used research materials for addition to the Library. Accept donations of research material and screen for suitability. Dispose of unwanted items.
- Checkout research materials to the populace.

### **Chronicler**

A Great Office responsible for the publishing of the newsletter and any other publications.

Duties include all General Duties above plus:

- Reports monthly to the Seneschal and their Excellencies.
- Reports Quarterly to Principality Chronicler, Their Excellencies, and the branch Seneschal.
- Supervise all publishing activities of the Barony.
- Record and publish the unofficial Business Meeting minutes in the Baronial e-list and solicit any necessary corrections.
  - Publish the official Business Meeting Minutes in the Privy.
- Ensure that the Seneschal receives a copy of the Business meeting minutes signed by both the chronicler and Seneschal each month.
- Publish in The Privy a list of lost-and-found from an event for 2 consecutive months.
- Publish all Baronial event copy and Curia information in the Privy and update as needed.
- Edit, publish and distribute The Privy.
- Send copies of The Privy to the Kingdom Chronicler and Seneschal, the Principality Chronicler and Seneschal, the Coronets of Summits and Heirs (when applicable), the Crowns of An Tir and Heirs (when applicable), and the Society Archivist.
- Publishes and distributes the PRIVY by the 1st of each month.
- Provides hard copies of the PRIVY (a minimum of 15) to the Seneschal, Chatelaine, and Baron/Baroness for distribution each month.
- Provides a PDF file of The Privy to Web Minister for distribution via the Baronial website.

- Ensures that anyone who would like a hard copy of the PRIVY mailed to them receives an edited one that meets the model release form requirements for printed publications.
- Maintains and updates the Baronial directory each year.
- Solicits art work and articles for the PRIVY each month.
- Ensures that release forms are filled out and submitted for all art work, photographs, and articles that are published in the Privy as required by the SCA Inc Publication Policies.
- Holds passwords to Baronial websites.
- Oversee Grete Boke and Web Minister

### **Grete Boke**

A Lesser Office responsible for documenting the history and people of the Barony.

Duties include all General Duties above plus:

- Reports to the Chronicler. If this office remains vacant, the duties of this office revert to the Chronicler.
- Collects and organizes news articles, photographs and other material to document the history of the Barony.

### **Web Minister**

A Lesser Office responsible for the maintenance of the Barony's website and online group email list.

Duties include all General Duties above plus:

- Reports to the Chronicler. If this office remains vacant, the duties of this office revert to the Chronicler.
- Keep the Baronial website up-to-date for events, gatherings, announcements, etc.
- Add new pages to the website as requested by Officers, Event Stewards or populace to enhance the sharing/gathering of information pertaining to the Barony.
- Ensures that the Seneschal, Chronicler and Web minister has all passwords needed to access the website and Baronial e-lists.
- Acts as one of the moderators to the Baronial e-list.
- Event Duties:
  - Builds and maintains the Event website, with timely submissions from the Event Steward.

### **Chatelaine**

A Great Office responsible for newcomer interaction and introduction.

Duties include all General Duties above plus:

- Reports monthly to the Seneschal and Their Excellencies.
- Reports Quarterly to Principality Chatelaine, Their Excellencies, and the branch Seneschal.
- Provide information about the Society to new members and interested persons.
- Organize and run monthly Ceilidh from October – May.
- May arrange for publicity for the Barony with the agreement of the Seneschal.
- Be aware of the resources available within the Barony.

- Direct all media contact to the Social Media Deputy, the Seneschal, or if unavailable follow the Society media policy.
- Provide education on the conventions of the Current Middle Ages and the Barony.
- Encourage active participation.
- Coordinate with Gold Key to make period clothing accessible to new Members.
- Event Duties:
  - Work with Event Steward to ensure Newcomer satchels are stocked appropriately and available at Gate.

### **Gold Key**

A Lesser Office responsible for loaner garments.

Duties include all General Duties above plus:

- Reports monthly to the Baronial Exchequer, Baronial Seneschal, and Their Excellencies. If this office remains vacant, the duties of this office revert to the Baronial Exchequer.
- Store, maintain and checkout loaner garments to the populace.
- Event Duties:
  - Arrange for Gold Key to be available at all Baronial Events and Ceilidhs.

### **Scribe**

A Great Office responsible for coordinating completion of award scrolls.

Duties include all General Duties above plus:

- Reports monthly to the Seneschal and Their Excellencies. If this office remains vacant, the duties of this office revert to the Seneschal.
- Reports Quarterly to Principality Scribe, Their Excellencies, and the branch Seneschal.
- Serve as the administrative head of the Baronial Scribes.
- Coordinate the creation of scrolls for Baronial awards with the Barony responsible for all costs. Expenditures must be within monthly discretionary budget or approved by Finance Committee.
- Assists Principality and Kingdom superiors in creating/completing scrolls for Principality and Kingdom-level awards.
- Encourage the arts of illumination and calligraphy.
- Organize and run the monthly Scribal/ Thingmakers Night.
- Maintain a supply of impressions of the Baronial Seal, furnishing these to scrolls as needed.

### **Family Activities Coordinator**

A Great Office responsible for encouraging opportunities for entertainment and education of SCA participants under the age of majority.

Duties include all General Duties above plus:

- Pass a properly submitted Society background check and keep this updated and on file with the Seneschal.
- Reports monthly to the Seneschal and Their Excellencies. If this office remains vacant, the duties of this office revert to the Seneschal or do not occur.
- Reports Quarterly to Principality Family Activities Coordinator, Their Excellencies, and the branch Seneschal.
- Administer the Society Youth and Family Activities Program.

- Serve as an information officer for safety issues affecting children and teens at events.
- Educate children under eighteen and their families on age-appropriate aspects of our historical period of study and of the Society.
- Promote the ideals of Service and Chivalry among the youth of the Barony.
- Promote the welfare of all children at Society events.
- Be aware of the resources available within the Barony.

## **Changes in Officers**

### **New Officers**

- All offices will be opened to applicants no less than 3 months prior to the end of term of the current officer. The office will be listed as open in the newsletter and websites to ensure that all who are interested know to apply. Applicants may apply in writing to the Seneschal while the office is open. On the 3rd month the attendees of the business meeting will offer their opinion on if the applicant will make an acceptable officer. Final decisions are left to the Seneschal (with the Baron and Baroness for Seneschal's office) on who has the qualifications to hold the office, if anyone.
- When a member applies for an office, that member will be presented with the job description by the current officeholder or by the Seneschal. The job description will include the Baronial, Principality and Kingdom requirements of the office. Applicant is to obtain a copy of the Baronial customary and read it. If you are not the only applicant, a resume may be required, covering your skills and abilities related to the office and what goals you have for the office.
- When a member takes over an office, the member will read and sign the Change of Officer form as an indication they understand the duties and expectations of the office.
- The member will provide a copy of their current membership card and driver's license or other valid picture ID (when applicable) to the Seneschal. The Seneschal will keep a copy of the signed Job Acceptance form on file and send the original to the corresponding Principality and Kingdom offices.
- The member will be titled as "acting officer" until the officially warranted by Kingdom.
- After you are warranted by Kingdom you will be sworn in to the office before the Barony and will receive a symbol of the office.

### **Removal of Officers**

- Any member of the Barony may petition the Principality and/or Kingdom offices concerned for removal of an officer with notification to the Baronial Seneschal.
- The subject must be discussed at a Business Meeting and the action approved by a majority of the Officers.

### **Non-Performance of Officer Duties**

- If an officer is not performing the duties of his office, the Seneschal will contact the officer and offer an opportunity to resolve the problem within a mutually agreed time limit.
- If the non-performing officer does not or cannot resolve the problem and does not resign, the Seneschal will write a letter declaring his opinion, bolstered by facts, about the nonperforming officer. This letter will include the signatures of the other Officers of the Barony. The Seneschal

will mail copies of this letter to the Principality and/or Kingdom offices concerned the Principality and Kingdom Seneschals, and the non-performing officer. The grievance procedure will be followed at all times by Baronial Officers.

- While awaiting the decision of the Principality and/or Kingdom office concerned, the Seneschal will repossess all Baronial property and files held by the non-performing officer and assume the duties of the office. If the Seneschal is the officer in non-performance, the duties of the office revert to the Baron/Baroness.
- The decision on the matter becomes the responsibility of the Principality and/or Kingdom office concerned. The non-performing officer may appeal to the Principality and/or Kingdom office concerned.

## 7. **Business Meeting**

- The Chronicler is responsible for the minutes of all Business Meetings. Minutes will include, but are not limited to: Attendance roster, date, time and location of the meeting, what items were put to consensus, results of consensus, funds allocated, and general business conducted at the meeting.
- The unofficial written minutes from the Business Meeting will be published on the Baronial e-list and solicit for corrections. The official Business Meeting Minutes will be printed in the Privy. At the following Business Meeting, any necessary revisions/corrections will be made. The final version of the minutes will be made. A signed copy of the approved official minutes and corresponding attendee sign-in sheets will be given to the Seneschal by the next Business Meeting.
- Business Meetings are convened for the purpose of reviewing policies or other business that pertains to the functioning of the Barony.
- A quorum (see Definitions) will be required at a Business Meeting approving event bids, changing Officers, or changing official policies of the Barony.
  - Officers must be physically present for quorum to be reached. Exceptions will be made in extenuating circumstances with Seneschal approval.
- Decisions at Business Meetings will be reached by the consensus of Officers and deputies in attendance. The Seneschal as chief administrative head of the Barony makes final decisions.
- Attendance at Business Meetings will consist of Officers, their deputies, primary Event Stewards, and interested populace. If an officer or primary Event Steward cannot attend, they should take an appropriate action as previously described under the section of General Duties.
- Items for the agenda will be submitted to the Seneschal 48 business hours prior to the meeting and should be submitted in either written or email format.

## 8. **Finance Committee**

(See *Barony of Terra Pomaria Financial Policy*: Section II)

## 9. **Baronial Funds and Property**

(See *Barony of Terra Pomaria Finance Policy*: Section V)

## 10. Events

### Event or Demo Event Steward Qualifications

For events requiring a formal bid.

- Be a Sustaining member of the Society.
- Have access to The Privy at place of residence.
- Have verifiable experience as an Event Steward, satisfying one of the following conditions:
  - Must have been a primary Event Steward for a full event in the Barony.
  - Must have co-Event Stewarded (not sub-Event Stewarded) at least 2 full events in this Barony.
  - Must have co-Event Stewarded 1 full event and one Demo Event in this Barony. If this is the case the Event Steward must have a supervising Event Steward.
  - Must have been the primary Event Steward for a full event outside of the Barony, verifiable by written documentation satisfactory to the Seneschal.
- Not currently be the primary Event Steward for an upcoming event within the same calendar year.
- Must have a qualified supervising Event Steward if member has no Event Stewarding experience
- Exceptions can be made at the discretion of the Seneschal.

### Qualifications for a Supervising Event Steward

- Must have been a primary Event Steward for 2 full events in the Barony, or,
- Must have been the Primary Event Steward for 2 full events outside the Barony, verifiable by written documentation satisfactory to the Seneschal or,
- Could have been the Event Steward for a Kingdom level event and at least one branch level event.
- Revel or Demo Event Steward Qualifications.
  - Be a paid member of the Society.
  - Have access to The Privy.
  - Not currently a primary Event Steward for an upcoming event.

### Formal Bid Process

Events will be opened to bids the month after the event is closed and will be opened for bid for 3 months.

For the primary Event Steward for an event, interested persons must:

- Meet the Event Steward Qualifications as stated above.
- Submit a written formal bid to the Seneschal by the closing date for the event bid.

### Formal Bids must contain:

- Proposed name of the event.
- Theme of the event (a thorough description).
- Date and duration of the event.
- Location (site) of the event.
- Facilities needed (site requirements).

- Proposed activities (a thorough description).
- Estimated budget of income and expenses.
- Names of the primary Event Steward and supervising or co-Event Steward (if any).

The Seneschal may require verification on any aspect of the bid. The Seneschal may require any potential Event Steward to include a qualified Event Steward to serve as co-Event Steward or require a supervising Event Steward as a condition of awarding the bid.

**If no acceptable formal bid is received, the Seneschal will do one of the following:**

- Extend the bidding process by one of the following actions:
  - Return bids for revision.
  - Solicit additional bids.
- Redefine the event to meet existing bids.
- Assume responsibility of Event Stewarding the event.
- Cancel the event.

**Demo Process**

For the primary Event Steward for a demo, interested persons must:

- Meet demo Event Steward qualifications as previously described under Event or Demo Event Steward.
- Qualifications.
- Contact and receive approval from the Demo Deputy to present Society activities.
- Demo Event Steward will submit a written proposal by the next business meeting.

**Event Steward Rules and Responsibilities**

Event Stewards are considered Officers of the Barony and are under the same rules/requirements as listed in general duties.

- The Event Steward reports directly to the Seneschal.
- Event Stewards must inform the Seneschal immediately if they cannot perform their duties as Event Steward for the event.
- Primary Event Stewards must report monthly at Business Meetings on the status of their event.
- Pre-event responsibilities include, but are not limited to:
  - Reporting pre-event activities.
  - Coordination Site reservation with the Seneschal.
  - Planning for portable toilets, dumpsters, etc.
  - Submission of paperwork.
  - Arranging for any necessary funds from the Exchequer.
  - Contacting the Chamberlain well in advance to arrange the transportation of Baronial goods the event and to ensure that the Baronial inventory sheet is filled out. It is the Event Steward's responsibility to ensure that Baronial property is transported to and from the event and returned in good condition.
  - Contacting Officers well in advance of the event to arrange for each necessary office to be adequately represented at the event. The primary Event Steward must inform the

Seneschal immediately if any difficulties occur in arranging participation of Officers in the event.

- Reporting on co-Event Steward(s) and sub-Event Steward(s).
- Publicizing the event within and outside the Barony.
- Event responsibilities include, but are not limited to:
  - Attending the entirety of the event.
  - Responsibility for all Baronial money used and collected at the event.
  - Arranging to turn over money to the Exchequer.
- Post-event responsibilities include, but are not limited to:
  - An expense/income report for the event is due to the Seneschal at the first Business Meeting following the event or 30 days after the event, whichever is later. The primary Event Steward and the Exchequer will coordinate the preparation of this report.
  - A final event report is due verbally at the second Business Meeting following the event. A written copy of the report is due to the Seneschal at this time and must include: A total expenditure sheet; results of contests, competitions and activities; discussion of the event; listing and acknowledging officer and volunteer involvement; and recommendations for improvements. Contact the Seneschal for a copy of the Event Report Form.
  - Compile a lost-and-found list to be submitted to Chronicler for publication in The Privy. The Chamberlain will take possession of the lost-and-found property.

## 11. AWARDS, ORDERS, TOKENS OF RECOGNITION

### **Baron's Favor**

Favor given out as the Baron deems fit.

### **Baronesses' Favor**

Favor given out as the Baroness deems fit.

### **Award of the Silver Apple**

Registered August 2008

Baronial favor given out as the Baron and Baroness deem fit. This award is given for consistent service to the Barony. The form of the award shall be a silver apple charm affixed to a favor ribbon in the Baronial colors of blue and gold. If the same person receives the favor more than once, another charm shall be added to the favor.

### **Order of the White Scroll**

Registered August 2008

This award is given out by the Baron and Baroness by recommendation and in consultation with the current holders of the award, for consistent and extraordinary service to the Barony, above and beyond the call of sanity. The award is in the form of a scroll and may only be received once.

### **Order of the Apple Blossom**

Registered August 2008

This Arts and sciences award is given out by the Baron and Baroness by recommendation and in consultation with the current holders of the award. Recognition may include any field, such as arts, sciences, calligraphy, illumination, games, heraldry, etc. The award is in the form of a scroll and may only be received once.

**Order of the Hasel-note (aka. Hazelnut)**

Registered August 2008

The Heraldry award is given out by the Baron and Baroness by recommendation and in consultation with the current holders of the award. This award is given for outstanding heraldry service to the Barony. The award is in the form of a scroll and may only be received once.

**Award of the Silver Otter**

Registered August 2008

Given out as the Baron or Baroness deem fit, to a child 15 years of age or less, for consistent and continued service to the Barony. The form of the award shall be a charm in the form of an otter on a favor. If the same child receives the favor more than once, another charm may be added to the favor.

**Order of the Iris of Saint Elizabeth (aka. Elspeth's Iris)**

Registered August 2008

Given to the consort/inspiration of Terra Pomaria's Champions and Defender at the end of their service. The Consort/inspiration is the companion of the Champion/Defender. This award is a pendant bearing an iris upon it. There is no limit on the number of times the award can be received.

**Award of the Blue Pearl (aka. Pearl)**

Registered August 2008

Baronial favor given out as the Baron and Baroness deem fit. This award is given for outstanding chivalric behavior or persona development. The form of the award shall be a necklace of blue and gold with a large pearl. There is no limit on the number of times the award can be received.

**Order of the Heart of Saint William (aka. Heart Stone)**

Registered August 2008

Baronial favor given out as the Baron and Baroness deem fit and then passed on within a year by the recipient to another person. This award is to recognize service, chivalry, outstanding acts of kindness, to say thanks, etc. This award is in the form of a pendant bearing a heart carved stone. There is no limit on the number of times the award can be received and passed on.

**Ordre du Piller d'Argent (aka. Silver Pillar)**

Registered August 2008

Once each year the Baron and Baroness may accept nominations for this award. The nomination forms will contain the rules and the due date for returning the nomination. The nomination may only have one name on it, with the reason that they deserve the award, in detail. After the due date, the nominations will be read and counted by the Baron and Baroness. There must be a minimum of 20 nomination forms received to validate the nominations. If one person is nominated by at least 55% of the nominations turned in, that person will receive the award. If no person receives at least 55%, or there are less than

20 nomination forms received, no award will be given that year. This award shall be unique in that the recipient will know that a majority of the entire Barony recommended them. The award shall be in the form of a medallion to be hung around the neck, and a scroll. This award may only be received once.

#### **Award of the Gime Stone (aka. Gem)**

Registered August 2008

Baronial award given out as the Baron and Baroness deem fit. This award is to recognize outstanding and consistent contribution in three categories. This award is in the form of a diamond shaped pendant bearing the populace badge, on a beaded necklace attached shall be a gem emblem signifying the category of the award. The three categories are: Ruby (Gules) for Service, Sapphire (Azure) for Arts and Sciences, Emerald (Vert) for Martial. Each segment of the award can only be received once. An individual may receive one, two or all three gems on the award when first received.

#### **Award of the Apple Tree (aka. Apple Core)**

Registered August 2008

Baronial favor given out as the Baron and Baroness deem fit. This award is to recognize consistent promotion of the Barony and the Society by helping, welcoming and encouraging new people. The recipients are willing to share their knowledge and skills with others. They possess and demonstrate a generous spirit. This award may be given to an individual, a couple or a household but can only be received once. This award is in the form of a banner and a belt favor.

## **12. OTHER POLICIES**

### **Minors**

- All State and Federal Laws will be held to be in force at all times regarding minors.
- Society Minor policy will be followed at all times.
- All applicable Principality and Kingdom Laws will be enforced.
- Minors 12 and under must be within sight and sound of a responsible parent/ designated adult at all times. (Adult means age 18 and above)
- If any minor misbehaves, the responsible adult in charge of the minor will be held accountable and will be warned by the Seneschal and the primary Event Steward. If after 1-3 warnings the misconduct continues, at the Event Steward and Seneschal's discretion, the minor and responsible adult may be asked to leave the site.

### **Illegal Substances**

- All State and Federal Laws will be held to be in force at all times regarding illegal substances.
- Illegal substances will not be permitted at events. As it is still illegal under Federal law, marijuana is prohibited at SCA functions.
- If this policy is violated, the primary Event Steward, Seneschal and any others deemed necessary will be informed. They will confront the person(s) and may ask the person(s) to leave the site at once or take other action deemed necessary including, but not limited to, contacting modern authorities.
-