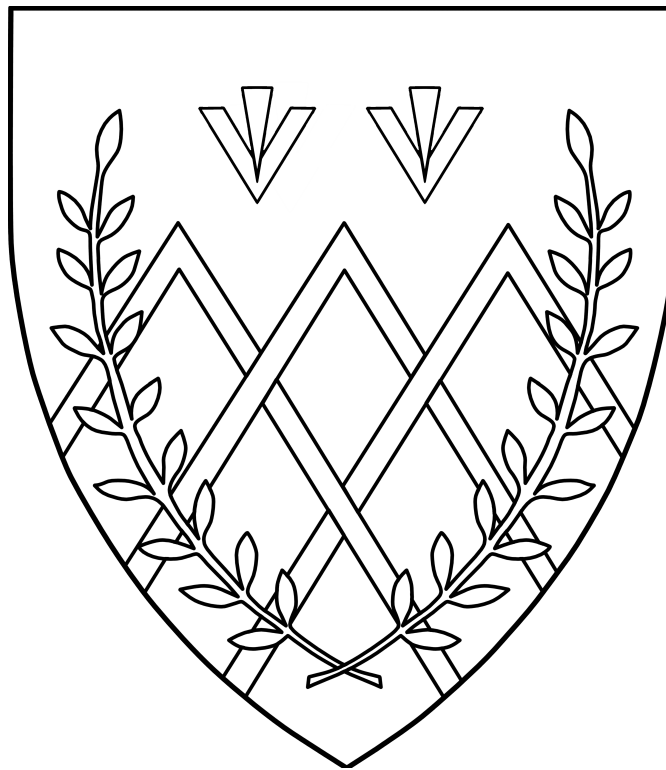


BARONIAL Customary OF TERRA POMARIA



Revised
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Preamble

All Local state and federal laws, The Corpora, The Principality of the Summits, and the Kingdom of Antir supersede all guidelines in this document.

These guidelines are intended to aid in the operation of the Barony of Terra Pomaria, a branch of the Society for Creative Anachronisms Inc. The Barony of Terra Pomaria encompasses the zip codes ceded to the Barony's use by the Principality of the Summits and the Thrones of Antir.

II. Definitions

Autocrat: Plans and stages an event, revel or demo

Barony (or Baronial): The Barony of Terra Pomaria

Baron and Baroness: Ceremonial representatives of the crown of Antir.

Coronet: The Sovereign and Consort 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.

Courtier: A non-fighter trained in the ways of the Court and sworn to serve the Baron

Corpora: The document defining those policies governing historical re-creation within the Society, and those policies applicable to the entire Society.

The Crier: AnTir's newsletter.

Gallant: A rapier fighter sworn to serve the Baroness.

Kingdom: The Kingdom of AnTir.

Member: Paid member of the Society for Creative Anachronism, Inc.

Page: A young person between the ages of 12 and 17 accepted into the Barony's School of Pages by the Baron/Baroness and the Dean of Pages

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.

Sergeant: A heavy fighter sworn to serve the Baroness

Warrantable: Paid Members who meet Corpora, Kingdom and Principality guidelines and wish to serve as an officer or deputy.

Yeoman: A light fighter sworn to serve the Baroness.

Baronial Requirements (per Corpora, Antir and Summits Law)

Baronies shall have:

(1) At least 25 members as defined by Corpora.

(2) A set of warrantable officers acceptable to the Crown, which include:

(a) Seneschal.

(b) Herald.

(c) Marshal.

(d) Arts and Sciences Officer.

(e) Chatelaine.

(f) Exchequer.

(3) A name and device registered with the College of Arms.

(4) At least one person to accept the title of Baron or Baroness as appropriate to their gender.

- (5) Place at least one event per calendar year on the Kingdom calendar, with complete event copy appearing in *The Crier*.

Baron and Baroness

The Baron and Baroness are ceremonial representatives of the crown within the Barony and are appointed by the crown of AnTir 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:

- a. Fulfill their duties as outlined in Corpora, Kingdom and Principality law.
- b. Execute lawful commands of the Crown and abide by Kingdom and Principality law.
- c. Be, for the people of the Barony, the chief examples of chivalry, courtesy, and virtue; and encourage these traits in their populace.
- d. Represent the Crown to the people of the Barony in Their absence
- e. Represent the Barony to the Crown and at meetings of the Noble Estate
- f. Have the prerogative to establish and make awards specific to the Barony to acknowledge skill, service and other merits.
- g. Bestow and administer the rank of **Sergeant-at-Arms** (or its equivalent) for the Barony.
- h. Receive copies of reports from baronial officers.
- i. Receive and review copy of Baronial Seneschal's report to Kingdom
- j. Encourage officers and give input on Baronial officer replacements to the crown and kingdom officers when such need arises.
- k. Serve on the Baronies financial committee
- l. Maintain membership in the Society and receive the Crier and the Privy at their place of residence.
- m. Give written reports on the barony: At least one month prior to coronet investiture, a written report will be given to the crown, the crown prince and princess, the coronet, the coronet heirs, the Kingdom and principality seneschals and the branch seneschal.

The Baron and Baroness may:

- Appoint persons to their retinue
- Accept or make declarations of war
- Rally support or levy troops for war.

In the event that 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 and Gallants Swear fealty only to a landed Baroness. Courtiers swear fealty only to a landed Baron. In the event that the Baron and/or Baroness no longer are able to serve the barony as landed Baron and Baroness, The Sergeants, Yeoman, Gallants and Courtiers 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 or Courtier.

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, & Youth.

Eligibility:

Participants must:

1. Must have a current fighter's card. (where applicable)
2. Be willing to uphold and perform all of the duties and responsibilities of the champions of the Barony of Terra Pomaria.
3. Must be free to swear fealty to Terra Pomaria. Exceptions will be made for squires in fealty to a Knight, a student in fealty to a Pelican, or an apprentice in fealty to a Laurel, and Sergeants of other Baronies, and Kingdom and Principality Defenders, at the discretion of the Baron/Baroness.

The letter of intent must include a signed grant of leave to enter dual fealty from the entrant's existing liege.

4.All Champions of Terra Pomaria are encouraged to compete in champion tourneys for the Principality of the Summits and the Kingdom of An Tir.

5.Live within the boundaries of the Barony, however exceptions may be approved by the Baron and Baroness on a case by case basis.

6. Champions may only succeed themselves one time

Duties of all Champions:

1.Swear Fealty to the Baronial Coronets

2.To defend the honor and prestige of the Baron/Baroness, Terra Pomaria and its populace, as well as, the Kingdom and Principality whenever it is challenged.

3.To be examples of Chivalry and Honor.

4.To conduct themselves in such a way that is worthy of their station.

5.To give counsel to the Baron and Baroness on matters that concerns the Barony.

6.To carryout the lawful and appropriate commands of the Baron and Baroness.

7.To maintain the champions regalia.

8.To assist in promoting their respective area of championship within the barony. This may be done in the form of workshops, tournaments, or demos 3-5 times per year and may include the championship contest, but excludes practices.

9.To plan and arrange for marshals or judges for champions contest the following year.

10.To attend all baronial champions events.

11.Attend at least 3 events outside the barony (2 Summits, 1 Kingdom of An Tir).

12.To assist with the baronies Sergeant Trials.

13.To speak on the baronial coronets' behalf when asked to do so by the Baron and Baroness.

14.Attend the next year's champion's event.

15.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.

16.Attend the Baroness when unescorted.

Privileges:

1.Free site fee to the next years champions event.

2.Wear and use the regalia of the Baronial Champion.

3.Champions will be part of the Barons entourage and stand by His Excellency's side during Baronial court or they may attend her Excellency in the event she is unescorted.

4.The champions are entitled to a place at the high table

5.The champions may enter court armed

Heavy Defender- in addition to the above

1.The heavy defender tournament will take place at the baronies summer event.

2.Letter of intent or introduction is due at time of entry.

3.The Heavy Defender is required to:

a.Attend both Baronial defenders tournaments.

b.Plan for marshals and collaborate with the Baron on the format for the next defender tournament.

c.Support the baronial coronets in times of war.

d.Take to the field at the request of the Baron and Baroness.

e.Bear the baronial Sword and Shield

f.Attend and display regalia at baronial events and 3 others outside the barony (2 Summits, 1 Kingdom of An Tir).

g.Represent Terra Pomaria in Kingdom, Principality and Baronial heavy combat tournaments and at wars.

Rapier Defender- in addition to above

1.The rapier Defender Tournament will take place at the barony winter event.

2. Letters of intent must be received at the time of entry.
3. The Rapier defender is required to:
 - a. Attend Both Baronial defenders tournaments.
 - b. Plan for marshals and collaborate with the baron on the format for the defender tournament.
 - c. Take to the field at the request of the baron and Baroness.
 - d. Bear the tabard and device of the champion.
 - e. Represent Terra Pomaria in Kingdom, Principality and Baronial rapier competitions.

Archery Champion- in addition to above

1. The Baronial Archery championship will take place at the baronies summer event.
2. Letters of intent must be received at the time of entry.
3. The archery Champion is required to:
 - a. Attend Both Baronial defenders tournaments.
 - b. Plan for marshals and collaborate with the baron on the format of the tournament.
 - c. Teach or arrange for 1 archery class/workshop during their tenure.
 - d. Encourage archery in Terra Pomaria.
 - e. Bear the regalia of the archery champion.
 - f. Represent Terra Pomaria in Kingdom, Principality and Baronial archery tournaments.

Arts and Sciences champion- in addition to above

1. The barony arts and Sciences championship will take place at the barony winter event.
2. Letters of intent must be received at the time of entry.
3. The A&S champion is required to:
 - a. Bear the tabard and device of the champion.
 - b. Attend as many Terra Pomaria events as possible.
 - c. Teach and arrange for 2 A&S classes during their tenure.
 - d. Encourage A&S activities in the barony.
 - e. Represent the barony at Kingdom, Principality and Baronial A&S championships.

Youth Champion- in addition to above

1. The baronies Youth champion will be determined at the Baronies summer event.
2. Letters of intent will be presented at the event.
3. The Youth Champion is required to:
 - a. Bear the tabard of the champion.
 - b. Encourage the youth of Terra Pomaria to enter next year's competition.
 - c. Collaborate with the Baroness on next year's competition.
 - d. Attend the next years champions tourney

Officers and Deputies

General Duties

- a. All officers and deputies are required to be paid members of the Society per Kingdom Law and Corpora. The Crier and the Privy should be received at their primary place of residence.
- b. All officers and deputies must be warranted if required by Kingdom law.
- a. All officers will submit monthly reports. These may be submitted electronically or as a hard copy at the time of the Business meeting and/or will be given verbally in business meeting. Written reports are strongly encouraged and are only required at the discretion of the Seneschal. A copy will be sent to the Seneschal, Chronicler and Baron/Baroness if a written report is submitted. If an officer is unable to attend business meeting and does not have a deputy who can attend, they should submit their report to the Seneschal prior to the meeting. All reports are due by 5pm the day of the business meeting if submitted electronically. If a hard copy of the report is submitted it must be received by the beginning of the business meeting.

- b. All officers will write quarterly reports. Copies will be sent to your Kingdom and principality superiors with copies sent to the Seneschal and Baron/Baroness. Officers should check the handbook specific to their office for information on report requirements. Lesser officers who report to greater officer must do so 2 weeks prior to the quarterly due date.
- c. Officers will recruit a suitable deputy and as many assistants as they desire for the office. An officer may delegate any and all duties of their office to deputies or assistance, but remains responsible for those duties and remains personally accountable for any non-performance issues and any subsequent consequences.
- d. Officers are required to attend business meetings. Missing 3 consecutive meetings will be taken a voluntary resignation. If an officer is unable to attend a meeting they are expected to contact the seneschal prior to the meeting, submit their report via email or USPS, or have their deputy report. If an officer misses 6 meetings in their term of office they will forfeit their office and it will be opened to new applicants.
- e. 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.
- f. 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 privately when using email for baronial purposes. Contact with the public should always uphold the ideals of the society; honor, chivalry, and courtesy. reports should be submitted in a timely manner.
- g. 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.
- h. Officers must be up to date and understand any changes pertaining to their office in Corpora, Kingdom or Principality law.
- i. Officers will act as the primary local resource providing information and encouragement to all interested persons.
- j. Officers shall contact the primary Autocrat 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 autocrat and make efforts to assign a suitable replacement.
- k. Each officer shall perform additional duties as required by Baronial, Principality, Kingdom or superiors.
- l. The Baronial email list is not a recognized form of communication.

Seneschal

- A Great Office responsible as the chief administrative officer.
- a. Acts as the Chair for business meetings. If unable to attend the Seneschal shall ensure that an acceptable chair will be present.
- b. Sets the agenda for the business meeting and ensures that the meeting is run in an orderly fashion.
- c. Monitors and coordinates the other offices as required for the operation of the Barony in compliance with Corpora, Kingdom and Principality Law.
- d. Fill vacant offices by appointing an acting officer or assuming the duties of that office.
- e. Assists with and acts as the legal representative at all events. Legal responsibilities include signing of all contracts.
- f. Monitors the files of the office.
- g. Maintains an archive of approved and signed monthly Business Meeting minutes and corresponding attendee sign-in sheets.
- h. . Interface with the modern world including media contacts.
- i. . Know the hierarchy of the Society and handle changes in branch status.
- j. . Deal with interpersonal conflicts and ensure the grievance procedure is followed.
- k. . Be aware of the resources available within the Barony.
- l. . Ensure the Baronial Customary is followed.
- m. . Coordinate revisions of the Baronial customary as needed with the input of the Baron/Baroness and officers

- n. . Serve as a member of the Finance Committee and is an official signatory on checks.
- o. Receive copies of the branch financial reports
- p. . Ensure the Barony's financial books are reviewed annually.
- q. Acts as a moderator on the baronial elist
- r. Holds passwords to baronial websites
- s. . Accepts formal bids and informal proposals for events, assists the primary autocrat with those events.
- t. If the primary autocrat for the event cannot fulfill their duties the seneschal will assume all autocrat duties.
- u. Oversees and conducts any polling per Corpora, Principality or Kingdom Laws.
- v. Submit quarterly reports to the Summits Seneschal
- w. 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.
- x. . 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/action 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.

Chancellor of the Exchequer (Exchequer)

A Great Office responsible for managing and maintaining financial records.

- Maintains financial records and files of receipts, bank statements, reports, correspondence, etc.
- Reconciles the monthly bank statement. A copy must be given to the seneschal.
- Maintains the bank account: Obtains new signatories when needed and orders preprinted checks.
- Reports checking account balance 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.
- Pay bills when received.
- Event duties:
 - Provide cash advance for an Autocrat per event budget.
 - Provide starting cash for Gate and Kitchen cash boxes.
 - Collects money at events for Gate and Kitchen.
 - Ensures cash controls are followed.
 - Reconciles attendance list to funds collected; and provides event income/expense accounting to the Autocrat and Seneschal.

- Make quarterly financial reports to Principality and Kingdom superiors and Seneschal.
- Publishes a yearly financial statement in *The Privy*.
- Serves as Chair and sets agendas for the Finance Committee.
- 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 property inventory.

- 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.
- 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.
- Oversee maintenance (cleaning, repair or replacement) of all property with the Barony responsible for all costs. All maintenance costs must be approved prior to expenditure.
- The Chamberlain, Seneschal and Exchequer will have the lock combination to the shed. Autocrats must contact the Chamberlain or Exchequer to pick up and return items in the shed.

Herald

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

- Coordinate field, court and site heraldry at all events and report the activities.
- 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.

Baronial Marshal

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

- Oversee the conduct and safety of all martial arts activities for the Barony including fencing, archery, horse and light combat activities.
- Maintain at minimum a Junior Marshal status.
- Coordinate with the Stock Clerk 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.
- Oversees Target Marshal.
- Oversees Minister of the Lists.
- Oversees Minister of Water Bearers.
- Be aware of the resources available within the Barony.
- Ensures that each fighter at Heavy, Rapier and Archery practice signs a waiver.
- Submits waivers, with waiver reporting form, from every practice to the Kingdom waiver deputy. Waivers are to be submitted quarterly.

Rapier Marshal

A Lesser Office responsible for rapier practices and tournaments.

- Reports to the Baronial Marshal. If this office remains vacant, the duties of this office revert to the Baronial Marshal.
- 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.
- Fulfill marshaling requirements and duties per Kingdom Law in regards to rapier combat.

Target Marshal

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

- Reports to the Baronial Marshal. If this office remains vacant, the duties of this office revert to the Baronial Marshal.
- Coordinate with the Stock Clerk 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 manner 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.

Minister of the Lists

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

- Reports to the Baronial Marshal. If this office remains vacant, the duties of this office revert to the Baronial Marshal.
- 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, Autocrat, Principality and Kingdom superiors.

Minister of Water Bearers

A Lesser Office responsible for coordinating health support for participants at events.

- Reports to the Baronial Marshal. If this office remains vacant, the duties of this office revert to the Baronial Marshal.
- Maintains a station for dispensing liquids during combat at events.

Minister of Arts & Sciences

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

- 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.
- Maintain a resource and referral list of persons with specific skills in the arts and sciences.
- Submits quarterly reports to their superior with a copy to the Seneschal

Librarian

A Lesser Office responsible for maintaining and loaning research materials.

- Reports to the Exchequer. 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.

- Supervise all publishing activities of the Barony.
- Record and publish the unofficial 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.
- Submit a quarterly report to the Summits Chronicler with a copy to the Seneschal
- 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.
- Ensures that anyone who would like to receive an electronic copy of the Privy is put on the mailing list.
- Ensures that anyone who would like a hard copy of the PRIVY mailed to them receives one.
- Maintains and updates the Baronial directory each year.
- Solicits art work and articles for the PRIVY each month.
- Ensures that waivers are filled out and submitted for all art work and articles that are published in the Privy.
- Acts as a moderator on the baronial elist
- Holds passwords to baronial websites
- Oversee Grete Boke.
- Oversee Web Minister.

Grete Boke

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

- 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.

- 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, autocrats or populace to enhance the sharing/gathering of information pertaining to the Barony.
- Ensure that the baronial website is on the Kingdom server.
- Ensures that the Seneschal, Chronicler and Web minister has all passwords needed to access the website and Baronial elists
- Acts as one of the moderators to the baronial elist.

Chatelaine

A Great Office responsible for coordinating recruitment activities.

- Provide information about the Society to new members and interested persons.
- Organize and Run Celidh
- Respond promptly to requests for demos and displays.
- Monitor the organization of demos and displays. Provide assistance and resources to the demo autocrat as needed.
- 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 Seneschal or if unavailable follow the Society media policy.

Gold Key

A Lesser Office responsible for loaner garments.

- Reports to the Baronial Exchequer. If this office remains vacant, the duties of this office revert to the Baronial Exchequer.
- Store, maintain and checkout loaner garments to the populace.

Chirurgion

A Great Office in charge of health and safety concerns.

- Promote public health and safety at events.
- Provide and coordinate voluntary First Aid at events. Any services rendered are considered to be of a "Good Samaritan" nature.
- Hold the current minimum qualifications of a Red Cross or American Red Cross First Aid certification. LPNs, RNs, EMTs, and MDs may substitute their license for this requirement.
- Hold a current CPR certification.
- Advise the Marshal-in-Charge when a trend of fighting-related injuries poses a safety hazard.
- Advise the Autocrat and Seneschal if a public safety or health hazard exists on the event site.

Scribe

A Great Office responsible for completing award scrolls.

- Coordinate the creation of scrolls for baronial awards with the Barony responsible for all costs. Expenditures must be approved prior to purchase.
- Assists Principality and Kingdom superiors in creating/completing scrolls for Principality- and Kingdom-level awards.
- Encourage the arts of illumination and calligraphy.

Dean of the College of Pages

A Great Office responsible for the education and direction of youths ages 12-17 years old.

- Submit reports to the Principality Preceptor of Pages, Seneschal and Baron/Baroness.
- Offer opportunities to expand the knowledge of medieval life and understanding of the Society through teaching, discussion and service.
- Assist in developing an individual's abilities, talents and leadership skills.
- Provide guidance for all youths, regardless of enrollment status, within the Barony.
- Maintain records and files of awards and achievements of participants of the College of Pages.
- Understand the hierarchy of the Society.
- Read and understand all materials associated with the College of Pages
- Encourage the youth of the Barony to become involved with and maintain status in the College of pages.
- 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 whether or not the applicant will make an acceptable officer. Final decisions are left to the Seneschal (with the Baron and Baroness for Seneschal's office) and or the Summits officer in question 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 drivers 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 non-performing 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.

VII. 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 printed in *The Privy*. At the following Business Meeting, any necessary revisions/corrections will be made. The final version of the minutes will then be approved by consensus of those officers and deputies in attendance. 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, authorizing the expenditure of funds or other business that pertains to the functioning of the Barony.
- A quorum (see **Definitions**) will be required at a Business Meeting for the purpose of expending funds or changing official policies of the Barony.
- Decisions at Business Meetings will be reached by the consensus of officers, deputies and primary autocrats in attendance. The Seneschal as chief administrative head of the Barony makes final decisions.
- Attendance at Business Meetings will consist of officers, primary autocrats and interested populace. If an officer or primary autocrat 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 one week prior to the meeting and should be submitted in either written or email format.

VIII. Finance Committee

The Finance Committee will consist of the Exchequer (as committee chair), Seneschal, one other Great Office (designated by the Exchequer), and the Baron/Baroness. The committee's responsibility is to compile an annual Baronial budget which should be submitted for an officers' review no later than December's Business Meeting.

IX. Baronial Funds and Property

- Anyone entrusted with Baronial money will be held personally accountable for those moneys to the Barony.
- Special cases of accountability will be left to the discretion of the Seneschal as long as Federal, State or Society Law or Custom has not been violated. The special case will be discussed at a Business Meeting.
- When a person, with the approval of the officers, purchases an item for Baronial use or for their use in the performance of their official duties, they may do one of the following:
 - Purchase the item, and then present the receipt and a completed Request for Reimbursement form to the Exchequer for reimbursement.
 - Present a cost estimate sheet and completed Cash Advance form, obtain the funds from the Exchequer, then purchase the item and return the receipt and any unused money to the Exchequer.
- Anyone entrusted with Baronial money will work with the Exchequer to assure that accounting and accountability meet Kingdom standards and regulations. As part of this process, the person who is entrusted with Baronial money is responsible for assembling the receipts and records, and submitting them to the Exchequer.
- All officers must keep a strict accounting of all funds associated with their office and report this information to the Exchequer. This information must also be included in the officers' regular reports.
- Loan of Baronial property will only be done with the permission and approval of the officers during a Business Meeting. If an immediate decision is required between Business Meetings, the Seneschal may grant the permission.
 - The person borrowing items will be responsible for the care, cleaning and replacement of the borrowed items.
 - At the Seneschal's discretion, a cleaning or security deposit may be required in advance.

- If an item is returned damaged or soiled, the Barony will repair, clean or replace the item and may charge the person who borrowed the item.

X. Events

Event Autocrat 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 autocrat, satisfying one of the following conditions:
 - Must have been a primary autocrat for a full event in the Barony.
 - Must have co-autocrated (not sub-autocrated) at least 2 full events in this Barony.
 - Must have co-autocrated 1 full event and been the primary autocrat for a revel (not a demo) in this Barony. If this is the case the autocrat must have a supervising autocrat.
 - Must have been the primary autocrat for a full event outside of the Barony, verifiable by written documentation satisfactory to the Seneschal.
 - Not currently be the primary autocrat for an upcoming event within the same calendar year.
 - Exceptions can be made at the discretion of the seneschal.

Qualifications for a Supervising Autocrat

Must have been a primary autocrat for 2 full events in the barony, or,
 Must have been the Primary Autocrat for 2 full events outside the barony, verifiable by written documentation satisfactory to the seneschal or,
 Could have been the autocrat for a Kingdom level event and at least one branch level event.

Revel or Demo Autocrat Qualifications

- Be a paid member of the Society.
- Have access to *The Privy*.
- Not currently a primary autocrat for an upcoming event.
- Must have a qualified supervising autocrat if member has no autocrating experience

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 autocrat for an event, interested persons must:

- Meet the Autocrat 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 autocrat and supervising or co-autocrat (if any).

The Seneschal may require verification on any aspect of the bid. The Seneschal may require any potential autocrat to include a qualified autocrat to serve as co-autocrat or require a supervising autocrat 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 autocrating the event.
- Cancel the event.

Revel Process

For the primary autocrat for revel, interested persons must:

- Meet revel autocrat qualifications as previously described under **Revel or Demo Autocrat Qualifications**.
- Present a written or verbal informal proposal at Business Meeting.
- Have their proposal selected by the Seneschal.
- Autocrat will submit a written proposal by the next business meeting

Demo Process

For the primary autocrat for a demo, interested persons must:

- Meet demo autocrat qualifications as previously described under **Revel or Demo Autocrat Qualifications**.
- Contact and receive approval from the Chatelaine to present Society activities.
- Autocrat will submit a written proposal by the next business meeting

Autocrat Rules and Responsibilities

Autocrats are considered officers of the barony and are under the same rules/requirements as listed in general duties.

- The autocrat reports directly to the Seneschal.
 - Autocrats must inform the Seneschal immediately if they cannot perform their duties as autocrat for the event.
- Primary autocrats 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.
 - Site reservation.
 - Making arrangements 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 insure that the baronial inventory sheet is filled out. It is the autocrat'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 autocrat must inform the Seneschal immediately if any difficulties occur in arranging participation of officers in the event.
 - Reporting on co-autocrat(s) and sub-autocrat(s).
 - Publicizing the event within and outside the Barony.
- Event responsibilities include, but are not limited to:
 - Attending 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 autocrat 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.

XI. 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.
- There will be no unescorted minors at events.
- 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 autocrat. If after 1-3 warnings the misconduct continues, at the autocrat 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.
- If this policy is violated, the primary autocrat, 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.