

## **Branch Status**

The Barony of the Rhydderich Hael was established in 1979 by Morgan Elandris and consists of Erie and Niagara Counties in New York State.

## **The Canton Accord**

*The Canton of Beau Fleuve was established in the year 1980 as an autonomous entity within the Barony of the Rhydderich Hael. Thus it was established prior to the 1989 Corpora revisions of branch status, and is therefore free to remain autonomous. Due to the proximity of the Canton to the Barony proper, however, several reciprocal agreements between the Canton and the Barony have been effected over the years to benefit more fully the populace at large.*

*The Canton of Beau Fleuve, includes the zip codes:*

*14008, 14010, 14012, 14028, 14067, 14069, 14072, 14092, 14094, 14095, 14098, 14103, 14105, 14107, 14108, 14109, 14120, 14126, 14131, 14132, 14144, 14151, 14169, 14172, 14174, 14300, 14301, 14302, 14303, 14304, 14305*

*Established by Jenna MacPherson of Lion's Tower, Gillian Llywellyn of Ravenspur and Thomas of Bearwoods. Being a statement of traditional agreements between the Rhydderich Hael & its Cantons.*

- I. It is agreed that the Baron and Baroness of the Rhydderich Hael have the right to hold court at any event within the geographical confines of the Barony, including the Cantons. It is further agreed that the Baron and Baroness will themselves or will send an appropriate representative to consult with the event autocrat as to the best location and time for the court to take place at the event. This only applies to locally sponsored events (i.e. not Kingdom events).
- II. It is agreed that Baronial events may take place at sites located within Canton territory, and vice versa. The procedure for this is as follows:
  - a. A gentle wishing to bid for an event must seek an appropriate facility for that event.
  - b. If the site desired is within the boundaries of one of the cantons (or within the barony proper for canton events) the proposed autocrat MUST consult with his/her seneschal and upon approval MUST contact the seneschal of the area in which the site is located. This is to be done BEFORE any contact with the site is made, no exceptions.
  - c. If both seneschals approve the site may be contacted.
  - d. After the site is contacted, an event bid may be presented at a Baronial or Canton (whichever applies to the autocrat) officers meeting. When and if the bid is accepted then the autocrat and the seneschal in whose territory the site is located should both sign any contracts.
  - e. This process does not change the sponsorship of the event, and the seneschal in whose territory the site is located need only be alerted in the case of our activities coming to the attention of the mundane authorities. That seneschal may however request that a member of their group be added to the autocrating team. The sponsoring group by this is required to provide for any monetary losses or payments for damages to keep the entire group's name in good standing.
- III. It is agreed that items and equipment belonging to either the Cantons or the Barony may be borrowed from each other. This can only happen with the proper request and notice given to the appropriate seneschal.
- IV. It is agreed that canton officers must be residents of that geographic area. Baronial officers however may live in any area within the larger limits of the Barony. A person may not hold a Barony and a Canton Great Office simultaneously.

## **Baronial Offices**

- I. The following are required offices to maintain Baronial status and therefore considered Greater Baronial Offices
  - a. Seneschal
  - b. Pursuivant
  - c. Exchequer
  - d. Knight Marshal
  - e. Minister of Arts and Sciences
  - f. Chronicler
  - g. Castellan/Chatelaine
  - h. Minister of Lists
- II. The following are non-required offices and therefore considered Lesser Baronial Offices
  - a. Captain of Archers
  - b. Chirurgeon

- c. Fencing Marshal
  - d. Minister of Youth
  - e. Captain of Thrown Weapons
  - f. Youth Archery
  - g. Youth Combat Marshal
  - h. Web Minister
  - i. Youth Rapier Marshal
- III. The following are non-required positions that are also considered a deputy of either a Greater or Lesser Office and, if are not filled, the responsibilities will fall to the Officer to which they report
- a. Steward (Exchequer)
  - b. Dance Minister (MoAS)
  - c. Choir Minister (MoAS)
  - d. Demo Coordinator (Chatelaine)
  - e. Historian (Chronicler)
  - f. E-Group Minister (Web Minister & Seneschal)
- IV. The following are special project positions and do not fall under regular officer status but hold special positions for the Barony
- a. Pennsic Land Agent
  - b. Site Committee Coordinator
  - c. Election Steward
  - d. Keeper of the Domesday
- V. The following positions are granted the duties and privileges of a Baronial Lesser Officer because of their respective charters (this also applies to any guilds formed by Baronial charter in the future)
- a. Minister of the Scribal Arts Guild
  - b. Minister of the Cooks Guild
  - c. Minister of the Textiles Guild
  - d. Minister of the Brewers Guild
  - e. Minister of the Cheese Makers Guild
  - f. Minister of the Siege Engine Guild
- VI. Duties and requirements of Officers
- a. The Barony will always maintain a full set of required (Great) Officers. Furthermore, due to the size of this group, the Barony shall strive to have a full complement of those Officers who are listed are not required.
  - b. Requirements and restrictions of Officers
    - VI.b.i. It is the policy of this Barony that all gentles holding an office shall be members of the Society of Creative Anachronism, Inc. (SCA), maintain in home access to Æstel and Ice Dragon and live within one of the ZIP Codes assigned to the Barony and/or Canton(s).
    - VI.b.ii. No one may hold more than one required (Great) office at any one time.
    - VI.b.iii. (\*\*For future consideration) It is recommended that no one should hold more than two local offices.
    - VI.b.iv. (\*\*For future consideration) It is recommended that the Baron/Baroness, Kingdom or Regional Officers do not hold any offices at the local level.
  - c. Duties of Officers
    - VI.c.i. The specific duties of each Officer shall be such as are defined by Kingdom Law & Policy. Further duties specific to the Rhydderich Hael are listed below.
    - VI.c.ii. All Baronial Officers are required to make such reports, maintain such warrants, and fulfill any obligations as are required by Corpora and Kingdom Laws and Policies.
    - VI.c.iii. All Baronial Officers are required to report the status of their office to the Barony at the monthly Business Meeting, either in person or by proxy.
    - VI.c.iv. All Baronial Officers are required to submit regular reports to the Ice Dragon Newsletter and make use of the Baronial E-group and web page and any other official Baronial sources.
- VII. Selection of Baronial Officers
- a. Selection of an Officer is to be made during a regularly scheduled Barony meeting after sufficient time has been provided for questions and open discussion. Particular attention should be paid to the outgoing Officer. The outgoing Officer has the option of choosing a successor or asking for a vote of Officers. This choice must be stated before the resumes are read. The Seneschal is the exception to this policy. Seneschal may be chosen by vote only.
  - b. Before the selection of a new Officer is made, availability of the office must be made known to the general populace at three regularly scheduled Barony meetings, by publication at least once in the Ice Dragon newsletter, and via the Baronial e-group. Also the term of expiration for each office will be printed in the Baronial Regnum in each issue of the Ice Dragon.

- VII.b.i. The exception to this rule is a sudden vacation of a Great office, either through removal, illness, or relocation. A replacement should be found as soon as possible. (\*\*Check 3 month drop-dead rule)
- c. All volunteers for an office must make their desires and qualifications known in writing to the Seneschal and the outgoing Officer. All candidates will be given due consideration.
- d. The new Officer becomes official upon notification of the populace of the Barony and the office's Kingdom or regional superior in writing.

#### VIII. Terms of Office

- a. All terms are for 2 years and may be renewed indefinitely
  - VIII.a.i. Greater Offices that wish to continue must still hold a vote at the end of every term, even if there are no other applicants.
  - VIII.a.ii. Lesser and Deputy Offices that wish to continue do not require a vote unless more than one person has indicated that they would like the position.
  - VIII.a.iii. Special Project Offices shall be turned over on a case by case basis.
- b. The elections for the following offices shall take place in March of Even Years
  - VIII.b.i. Chatelaine/Castellan
  - VIII.b.ii. Knight Marshal
  - VIII.b.iii. Captain of Archery
  - VIII.b.iv. Captain of Thrown Weapons
  - VIII.b.v. Steward
- c. The elections for the following offices shall take place in September of Even Years
  - VIII.c.i. Exchequer
  - VIII.c.ii. Pursuivant
  - VIII.c.iii. Chiurgeon
  - VIII.c.iv. Youth Combat Marshal
  - VIII.c.v. Demo Coordinator
- d. The elections for the following offices shall take place in March of Odd Years
  - VIII.d.i. Minister of Arts and Sciences
  - VIII.d.ii. Chronicler
  - VIII.d.iii. Web Minister
  - VIII.d.iv. Dance Minister
  - VIII.d.v. Fencing Marshal
  - VIII.d.vi. Youth Rapier Marshal
- e. The Elections for the following offices shall take place in September of Odd Years
  - VIII.e.i. Seneschal
  - VIII.e.ii. Minister of the Lists
  - VIII.e.iii. Historian
  - VIII.e.iv. Choir Minister
  - VIII.e.v. Chancellor of Youth

#### IX. Removal of Officers

- a. Removal of Officers
  - IX.a.i. As per KL&P, an Officer is automatically and immediately removed from office when they move their residence outside the boundaries of the group in which they serve.
  - IX.a.ii. As per KL&P, if a warranted officer is removed by their Kingdom level superior, they are automatically removed from local office upon the expiration of their warrant.
  - IX.a.iii. On the local level, the Barony may request an Officer be removed for the following reasons, including but not limited to: no reporting, non activity, inability to contact over a period of time, or general misconduct of position.
  - IX.a.iv. The Seneschal will communicate the needs of the Barony with any officers who are not fulfilling the office's duties.

#### X. Filling vacancies

- a. Every office is required to have a drop-dead deputy. That deputy's name and residence information should be submitted to the Seneschal and the Chronicler no later than 60 days after accepting the office.
- b. Drop-dead deputies must be paid members of the SCA. Inc., and hold any required warrants necessary to fulfilling the office.
- c. Should any office become vacant due to protracted illness or absence, removal or resignation, all duties become the responsibility of the drop-dead deputy and/or the Seneschal until such time as the office is filled following the above procedure.

## Events

- I. The Barony of the Rhydderich Hael currently supports three annual events:
  - a. Ice Dragon – mid/late March
  - b. Baronial Champions - mid June
  - c. Masked Ball - early December
- II. The Barony also agrees to respect the dates of tradition Canton events
  - a. Summer's End – early/mid September
  - b. Snowball Fight - late January
- III. Anyone wishing to autocrat a Baronial event for the first time, even if they have autocrated in another area before, are required to have a mentor autocrat included in the bid. A mentor is a gentle who:
  - a. successfully autocrated a Baronial event in the past AND
  - b. autocrated an event of at least similar size.
- IV. Date conflicts must be resolved as per Kingdom policy.
- V. Autocrat Responsibilities
  - a. Autocrats are de facto deputies to the Seneschal.
  - b. Autocrats are responsible for fulfilling all requirements as set down by Corpora and Kingdom Law to ensure Baronial events are given Official Status.
  - c. Autocrats are responsible for ensuring all necessary positions are filled, and not just assume that the related Baronial Officer will handle any and all details
    - V.c.i. Such positions include (but are not limited to): troll, marshals, minster of the lists, chancellor of youth, scribes.
  - d. Reservations paid by check will be photocopied and deposited on a weekly basis. The reservations clerk of the event is responsible for getting checks to the Exchequer in a timely manner.
  - e. Autocrats must complete their event reports and give a copy to the Exchequer, along with all receipts and Troll Report Forms, no later than three weeks after the event.
    - V.e.i. For weekend events, it is recommended that event reports be completed before leaving the site on Sunday, if possible. The Exchequer will make pains to be available for questions and provide assistance if needed.
  - f. Kingdom Level Events
    - V.f.i. Prospective autocrats MUST inform and consult with the Baronial Seneschal BEFORE submitting any bids to the Kingdom.
    - V.f.ii. Any bids submitted without the Seneschal's approval will be rescinded

## Baronial Awards

- I. The Barony of the Rhydderich Hael supports the following Orders carrying precedence.
  - a. The Venerable Order of the Ice Dragon (VOID), established by Morgan Argante Elandris, Founding Baroness. This Award recognizes extensive service within or on behalf of the Barony and Canton(s). First granted to Morgan Argante Elandris on March 10th, 1979. The award is accompanied by a scroll and a badge. The badge is: Ermines, a base argent, overall a dragon sergeant Or.
  - b. The Noble Union of Lords and Ladies (NULL), established by Connor Bowsplitter and Rosemund von Glinde. This Award recognizes exemplars of Courtesy and Chivalry. First granted to Matthias Sean Cameron on September 14th 1996. The award is accompanied by a scroll and a badge. The badge is: Vert, two dexter hands, couped and cuffed, clasped in bend Or.
  - c. The Order of the Golden Bee, established by Donnchad MacGafriadh and Ailionora MacGafriadh. This Award recognizes exemplars of Arts and Sciences. First granted to Ceole Seabhac on June 3rd 2000. The award is accompanied by a scroll and a badge. The badge is: Black and green with a Per pale vert and sable, a bee Or.
  - d. The Baronial Martial Prowess Award (Order of the Dragon Combatant (ODC) is the un-passed name), established by Otto of Westphalia and Geirny Thorgrumsdottar. This Award recognizes exemplars of martial skills. First granted to Donnchad Iain MacGafriadh on June 8th 2002. The award is accompanied by a scroll: No badge has been created for this award.
  - e. Order of the Dragon's Concordium (name unpassed), established by Carolus Loke and Isolda Filia Georgii. This award recognizes new members of the Rhydderich Hael who have: emgraced the fabric of our society and delight in the wonders of the known world, look to help with activities of the Barony whenever they can, display kindness and chivalrous comportment, and seek to learn in the areas of Arts, Martial activities, Event planning, and other areas of Baronial function. First awarded to Miriel du Lac and Magnus de Leon on June 1<sup>st</sup> 2013. This award is accompanied by a scroll: No badge has been created for this award.
- II. The Barony current supports the following Orders not carrying precedence

- a. The Baronial Order for Creative Engineering Submissions (BOCES), established by Connor Bowsplitter and Rosemund von Glinde. This Award recognizes exemplars of unique engineering projects benefiting the Barony and it's members. This "order" was intended to be humorous. A scroll, or token, may be presented; there is no badge.
  - b. The Order of the Portcullis, established by unknown. This Award recognizes exemplars of a singular act of service to the Barony that went above and beyond all expectations. Designing and building the Baronial Storage shed, is one such example. A scroll, or token, may be presented; there is no badge.
  - c. The Tangled Rose, established by Caleb Reynolds. This is a non-precedence award that recognizes decades of service to the Rhydderich Hael. This is not a replacement for The Venerable Order of the Ice Dragon, or for the Haelstone; this award is intended to be a "life-time" achievement award for Baronial service, long after the recipient has been inducted into the VOID and will be used to publicly thank the recipient, in Baronial Court, for the decades of service. No badge or medallion is required, however, a scroll and token from the Baron and/or Baroness will be given to mark the occasion. The award will be given out no more than once per calendar year. The award is inspired by the late Baron Tancred of Tanglewood. First presented to Fionnghuala Leasa na Linne in Dec. 2011.
- III. These Orders are given at the discretion of the Baron/Baroness. Their Excellencies may also choose to consult members of the Orders and/or the Populace of the Barony.
  - IV. The Baron/Baroness may also recognize individual acts of service, autocrattng, courtesy, marshal or artistic skill, etc. with a token known as a Hael Stone. This is at the discretion of the Baron/ess. These may, or may not, be handed out at court. Hael Stones are round stones or glass beads that have been attached to cords so that they can be attached to one's belt or pinned to one's clothing. Baronial colors are preferred.

### **Baronial Election Policy**

- I. The term limit for the Baronage of the Rhydderich Hael is defined as three years with an optional fourth year pending a Vote of Confidence by the voting members of the Barony, as defined in subsection c.
- II. Four years will be the maximum consecutive period any person/s will hold the Baronage of the Rhydderich Hael
  - a. If a couple are currently acting as Baron and Baroness and one does not wish to continue for a fourth year, the other cannot call for a Vote of Confidence to continue as an individual for the fourth year. Both must step down.
- III. If a sitting Baronage wishes to continue for a fourth year, the Baronage must inform the Seneschal and other officers no later than the November Barony Meeting in the second year of the reign. The Baronage must then inform the populace through the Newsletter, and other media available, of this desire.
- IV. If the Baronage does not indicate the desire to continue for a fourth year by above mentioned time, it will be assumed that no desire to continue for a fourth year exists and notification of an election will be held in the manner described in Section V.
- V. Once the sitting Baron/ess announces the desire to continue for a fourth year, the Seneschal will order mailing addresses (see section IV) and construct a ballot to be sent out to all eligible voters.
  - a. The ballot will be a simple Yes / No / Abstain construction.
  - b. The ballots will be sent out as soon as possible, preferably by the December Business Meeting and must be completed and returned to the Seneschal by January Barony Business meeting (Date and Time to be determined.) Ballots will be accepted up to 8:00 PM to allow for late arrivals.
  - c. The Seneschal, Knight Marshal and Pursuivant will open the ballots and tally them.
    - V.c.i. If the Knight Marshal and/or Pursuivant are not available, the Seneschal shall pick other members of the Baronial officers to assist in the tabulation. Three people are required.
  - d. A Vote of Confidence shall be a success if a simple majority of the returned ballots are for a continuation of the reign of the Baronage.
    - V.d.i. In order to avoid a second Vote of Confidence the Seneschal's ballot will only be opened and counted if there is a tie.
  - e. If a simple majority of the returned ballots does not support a continuation of the reign of the Baronage then the Vote of Confidence shall be considered failed and a call for resumes for an Election Steward shall be made to start a new Baronial Election.
- VI. Nominations
  - a. Starting in March, the Election Committee will begin to announce the details of the upcoming election as well as dates and times of the meetings.
    - VI.a.i. The Election Committee will use such sources as Local and Kingdom newsletters, fight practices, dancing and music practices and any other methods needed to spread the word.
  - b. At a time and place as determined by the Election Schedule and the Election Steward, nominations for the position of baron and/or baroness will be held. Those people wishing to run for the positions must be nominated and seconded at this meeting. You do not have to be present at the meeting to be nominated.

Those people who are nominated and seconded have 48 hours to decline or accept the nomination in writing. Those people who accept the nomination must:

- VI.b.i. Be paid members of the SCA through December of the year prior to the election and able to provide proof of membership (i.e.- SCA membership card, payment receipt for membership, proof of membership form from sca.org)
- VI.b.ii. Be residents of Barony of the Rhydderich Hael (including canton). Legal residency must be proved (ie- driver's license, voter registration card, utility bill, etc.)
- VI.b.iii. Be at least 18 years old. Legal proof is required (ie- driver's license, birth certificate, etc.).
- c. Anyone who meets the above criteria is now a candidate. Candidates may run alone or as a couple, but cannot do both. Shortly after the nominations are taken, ballots using mailing labels provided by the SCA Corporate office will be mailed out.

## VII. Election Officers

### a. Election Steward

- VII.a.i. Resumes for Election Steward are due by the January Baronial Business meeting in the year of the election.
- VII.a.ii. The Election Steward is to be selected as per current Baronial Policy concerning appointing Officers.
- VII.a.iii. The Crown and the Kingdom Seneschal will be notified of the selection of the Election Steward.
- VII.a.iv. The term of office will last until the Crown accepts the Barony's petition.
- VII.a.v. The position is not automatically renewed for the next election: new resumes must be submitted.
- VII.a.vi. The Election Committee reserves the right to replace the Election Steward.
  - VII.a.vi.1. The Election Committee have the choice of accepting one of the other resumes submitted or appointing someone else to the position of Election Steward.
  - VII.a.vi.2. The removal of the Election Steward does not invalidate the election process but might force the delay of one or more of the phases of the election.
- VII.a.vii. The Election Steward may not accept any nomination for Baron(ess)
- VII.a.viii. Duties of the Election Steward.
  - VII.a.viii.1. Attend all Election Committee Meetings.
  - VII.a.viii.2. Seek the approval of the Election committee at every stage of the election.
  - VII.a.viii.3. Notify the populace of the Barony about the details of the election.
  - VII.a.viii.4. Create the Election Ballot(s)
  - VII.a.viii.5. Provide information/clarifications to all concerned gentles.
  - VII.a.viii.6. Inform the Kingdom Seneschal as well as the Election Committee of any difficulty or potential problems that arise.
  - VII.a.viii.7. Ensure all voters and candidates comply with all requisite laws, statutes, and policies regarding the election.
  - VII.a.viii.8. Ensure that a complete, current version of the election policy is available to all concerned gentles.
  - VII.a.viii.9. Coordinate with the Kingdom Seneschal and the SCA corporate offices to secure current mailing labels of all eligible members

### b. Election Committee

- VII.b.i. There shall be an Election Committee; consisting of the Seneschal (or Vicar if necessary), the Pursuivant, the Knight Marshal, and the Election Steward who will resolve any conflicts or questions concerning the election.
  - VII.b.i.1. The Election Steward does not have a vote on the committee, but is there to provide information and carry out the resolutions of the committee.
  - VII.b.i.2. The Seneschal may choose to add members to the committee as necessary.
- VII.b.ii. If any member of the Election Committee chooses to run for the Baronage of the Rhydderich Hael, or cannot fulfill the duties of the Committee, such as through work considerations, then they shall resign from the committee and their deputies will serve in their place.
- VII.b.iii. Should the deputies of any member of the Election Committee not be able to serve, the Seneschal shall appoint a replacement.
- VII.b.iv. Decisions of the committee will be in accordance with governing laws, policies, statutes, and will be final.

## VIII. Voting and Ballots

- a. The mailing addresses for the ballots will be secured through the Kingdom Seneschal and used within ten days of their receipt as required by SCA Corporate policy.
- b. The request must be sent allowing enough time to process the request and for delivery.
- c. The Election Steward will use the mailing addresses provided by the Corporate Office in whatever form the

- Corporate Office provides.
  - d. Ballots will only be sent to those members who appear on the mailing labels.
  - e. It is up to the individual to take personal responsibility to make sure that their membership is up-to-date well in advance of the ballot mailing if they want to vote in the General Election.
  - f. The Election Committee has no control over the current status of the Corporate Office's records and will not take steps to "correct" the Corporate records.
  - g. The ballot will have two parts.
    - VIII.g.i. The first part is the status vote, which will determine whether the Rhydderich Hael will remain a Barony, become a shire, become a province, or be dissolved.
    - VIII.g.ii. The second part will list the candidates. Next to each candidate will be a line where the voter may put a number ranking the candidates in order of preference (the highest number being the most preferred, lowest number the least preferred).
      - VIII.g.ii.1. For example: if there are three candidates on the list, the voter would put a 3 next to the person(s) they would most like to see elected, a 2 next to their next favorite candidate(s), and a 1 next to their least favorite candidate(s).
  - h. All candidates on the ballot must have a number next to their name(s) for that part of the ballot to count.
  - i. The candidate(s) with the most overall points is declared the winner.
  - j. Those gentles who are eligible to vote:
    - VIII.j.i. Must be paid members of the SCA
    - VIII.j.ii. Must be legal residents of the Barony of the Rhydderich Hael (including the Canton of Beau Fleuve).
    - VIII.j.iii. Be at least 14 years old
  - k. Valid ballots must adhere to the following: All ballots must be filled in and sealed by the members they are issued to in a clear and legible fashion. All ballots must be received by the Seneschal by the election meeting, either by mail or turned in directly. Mailed ballots must arrive by the day of the election. Handed in ballots must be received prior to the counting of votes.
  - l. Tie results will be resolved in the following manner. Ballots will be re-tallied, now counting occurrences of each vote level each tied candidate. The candidate with the greatest number of the highest value is the winner. If these values continue in a tie the process is continued for the next highest vote level, and repeated as necessary until a victor is selected. In the case of a complete tie the current tallies will be forwarded to the Crown for a decision.
  - m. The election committee will convene in private during the electoral business meeting to count votes. The committee will work as a group to judge any ballots that are confusing or incorrectly filled out and determine if said ballots are fit to be counted. A successful tally requires that each member of the election committee independently count and sum the numbers for each candidate and have identical results as the rest of the committee. Tie results will be processed as above and must likewise be decided upon unanimously by the committee. Upon determination of a winner, the election steward shall make the announcement at the meeting and on the baronial e-list.
  - n. To ensure the secrecy of the closed ballot system, the exact numbers and rankings shall only be disclosed to those involved in handling an official grievance. Ballots will be held by the Seneschal in a sealed container signed by the committee for a period of no less than a year for grievance purposes.
- IX. Grievance Process.
- a. Gentles with a grievance or question about the election process should avail themselves of the following methods of resolving the question or conflict. Grievances should always be resolved at the lowest possible level, thus the first contact should be with the Election Steward.
    - IX.a.i. Contact the Election Steward for clarification of issues.
    - IX.a.ii. Contact the Seneschal to request a meeting with the Election Committee.
    - IX.a.iii. Contact the Regional Kingdom Seneschal
    - IX.a.iv. Contact the Kingdom Seneschal.
    - IX.a.v. Contact the Æthelmearc Crown.
- X. Petition
- a. Once a winner has been decided, the election committee will forward the results to the Kingdom Seneschal and the Crown. A petition will be sent to the Royalty to invest the winner(s) as the new Baron and/or Baroness.
- XI. Investiture
- a. Investiture will take place at December's Masked Ball Event.

### **Baronial Policies as a Document**

- I. As both Kingdom Law and Policy and Corpora are living documents that are prone to change on a regular basis, it

shall be the responsibility of the Seneschal to review the Baronial Laws and Policies on a yearly basis to ensure that it is in compliance with any changes made to superseding regulations.

- II. Financial policies are superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, and State & Federal law.
- III. All other policies are superseded by: Kingdom Law & Policy, Corpora, and State and Federal Law.

### **Financial Policy**

- I. Chancellor of the Exchequer
  - a. Maintain a checking account with the appropriate signature cards for the group.
  - b. File all quarterly and event reports as required Kingdom and Society Law and Policy
  - c. Enforce and maintain the group's financial policy
  - d. Serve as chairperson on the group's financial committee
  - e. Hold primary responsibility for coordinating with other members of the financial committee and communicating the committee's actions to the populace
  - f. The Exchequer shall, upon request, provide access to the group's financial reports and books to any member of the group.
  - g. The Exchequer shall collect any NSF fees received by the group, and forward said fees to the appropriate processor at the Kingdom level, according to the policy outlined in the Kingdom and Society Exchequer policies.
- II. Financial Committee
  - a. The Barony's Financial Committee shall consist of the members of the Barony who are the current signatories of the Barony's bank account, and include the Exchequer, Seneschal and any other Baronial Officers or qualified member of the Barony as needed by the current members of the Financial Committee.
  - b. Other members can be added to, or removed from, the Committee by agreement of the majority of the members of the Committee.
  - c. If there is a delay in updating the bank's signature card, required when the holder of the office of the Exchequer or Seneschal step down, the previous holder of the office should remain on the financial committee until such time that that person is removed from the bank's signature card.
  - d. If the Seneschal or Exchequer is removed from office by Kingdom or Society intervention, or if other members of the committee are banished by Kingdom or Society intervention, then that person is automatically removed from the committee and must be removed from the bank's signature card as soon as possible.
  - e. Each member of the Financial Committee must be a paid member of the Society for Creative Anachronism, Inc; be at least 18 years of age; and in the case of the Seneschal and Exchequer, possess a valid warrant for their office.
  - f. Members of the Financial Committee shall have one vote each with the exception of the Baronage who get one vote for the office.
    - II.f.i. A committee member shall recluses himself/herself from voting on any financial decisions in which there is a conflict of interest or the appearance of impropriety.
    - II.f.ii. If there is a conflict, the Exchequer shall appoint either the Deputy Exchequer or the Deputy Seneschal to serve as an alternate for that decision.
  - g. The Exchequer, Seneschal and Financial Committee shall review all proposed expenditures with the following exceptions:
    - II.g.i. Routine event-related expenses, such as site rental, insurance, etc. can be approved by the Exchequer and the autocrat of that event without prior authorization by the Seneschal or the Financial Committee.
    - II.g.ii. Event refunds that do not require approval beyond the Exchequer and the autocrat, shall be processed within 14 days of the end of the event.
    - II.g.iii. Non-event related expenditures of up to \$50 can be approved by the Exchequer. These expenditures may include office supplies for use of Baronial offices, domain name renewal, etc.
    - II.g.iv. The Baronial Steward has authority to make purchases of up to \$200, for new or replacement equipment for the Barony or for repairs to the existing equipment or storage shed.
  - h. The Financial Committee shall review all non-routine proposed expenditures and may authorize any expenditure up to \$250 without bringing the proposal before all of the Barony's officer for a vote.
  - i. All non-routine proposed expenditures over \$250 must be brought before the all of the Barony's officers for a vote at a published Barony Meeting.
  - j. If an immediate decision is required for a large expenditure that is very time sensitive, i.e.: an opportunity to purchase a new pavilion, at a very reduced price, arises but has to be acted on quickly, the Financial Committee can make a decision over the phone, or through text messages, and then report to the Barony's



officer of said decision after the fact.

### III. Refunds, expenditure and cash advances

- a. All expense reimbursements must be requested ahead of time and require a completed Reimbursement Request Form and fully documented receipts. The Finance Committee is under no obligation and there is no requirement to reimburse unauthorized expenditures. Either the financial committee, or the autocrat of an event, whichever the appropriate budget falls under, must approve all reimbursements. Reimbursements that exceed approved budgets, or which have not had prior approval, must be brought before the Autocrat and Finance Committee for approval.
- b. Approval of all cash advance requests requires a completed Cash Advance Form. Cash advances will be treated as a receivable item until they are reconciled by presentation of receipts and/or cash totaling the amount of the advance. Per the Kingdom Exchequer, reconciliation of cash advances must occur within 60 days of the advance.
  - III.b.i. If 'pre-approval' for spending is obtained without a cash advance, such pre-approval will only last for 120 days unless it is part of an event budget. After 120 days the pre-approval is removed, and approval must be obtained again.
- c. Under normal circumstances, expense authorizations will be conducted at the regularly scheduled Baronial meetings or practices. Requests for large expense authorization may be made at one business meeting, and decided on at the same or next business meeting as determined by the Seneschal. This allows for thoughtful consideration before committing Baronial funds.
- d. Prospective Autocrats for proposed events must submit the following information:
  - III.d.i. A written description of the event, including activities and proposed site.
  - III.d.ii. An Event Budget Worksheet, detailing the estimated income and expenses expected for this event.
  - III.d.iii. A list of people that have committed to perform the necessary functions to put on the event, including the approval of the officers responsible for the activities proposed at the event.
- e. No officer or non-officer, of the Barony, has the authority to authorize payments that do not support the Society's tax-exempt purpose. Overall guidelines for classes of expenditures are delineated in the Society Chancellor of the Exchequer Officer's Handbook. If the reasonableness of the expense is uncertain, the Exchequer must be consulted prior to any commitment. If necessary, the Exchequer will consult with their immediate superior.
- f. All Baronial Regalia, equipment, supplies, etc is owned by the SCA Inc and is only loaned to the responsible person.

### IV. Controlling Cash Receipts

- a. Adequate cash controls must be in place at any event where money is collected in the name of the Society.
- b. The Exchequer in conjunction with the Autocrat of the Event, shall develop and implement a process to ensure adequate cash control at an event.
- c. The Autocrat of the Event is responsible for finding a gatekeeper (troll) to run the gate and collect any funds.
  - IV.c.i. The gatekeeper will be responsible for handing money and staffing the "troll".
  - IV.c.ii. As per Society Law, only paid members of the SCA are allowed to handle money at "troll".
- d. The autocrat is responsible for training and approving the gatekeeper of an event, and making sure the gatekeeper has a system to train shift leaders, or any volunteer handling money at the gate.
- e. The Exchequer is responsible for providing an appropriate amount of start-up money to provide for making change at the event.
- f. Per SCA Financial Policy, and common sense, event expenses and refunds are never to be paid out of the cash box at an event.
- g. The cash and the troll forms should not leave the site in the company of the same person: they should leave the site in the possession of the autocrat, gatekeeper or exchequer.
- h. As soon as reasonably possible, and in no case later than seven days after the conclusion of the event, the Autocrat and/or Gatekeeper will deliver the funds from the event and the Gate Reconciliation Forms to the Exchequer. After reconciling the funds to the Gate Reconciliation Forms, the Exchequer will issue a receipt to the Autocrat and/or Gatekeeper who must be present at the reconciliation. The receipts will be signed by the Exchequer and the Autocrat and/or Gatekeeper or their designated witness. If a witness is designated he/she must be a member of the Financial Committee or a deputy of such a member.
- i. The Exchequer will deposit the funds into the Barony's checking account as soon as reasonably possible, and in no case later than seven days after receiving the funds from the Autocrat.
- j. Pre-reg payments should also be deposited within seven days of receipt.