

BARONIAL POLICY OF AN DUBHAIGEAINN

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I. Preface

A. Name - the organization is to be known as The Barony of An Dubhaigeainn.

B. Notes

1. If **Society Law** or **East Kingdom Law**, as defined in section I.C conflicts with these *Policies*, the *Society Law* or *East Kingdom Law* takes precedence. Should any amendments to *Society Law* or *East Kingdom Law* that cause conflicts with these *Policies*, the *Baronial Policies* are to be amended as soon as is practicable to conform to the amended *Society Law* or *East Kingdom Law*.

C. Definition of terms

1. **Acting Officer:** A person possessing all responsibilities and privileges of an Officer for a Vacant Office.
2. **Baronial Coronet:** The Baron(s) and/or Baroness(es) of An Dubhaigeainn if both positions exist, OR the Baron or Baroness, whichever position exists singly. If both positions exist, then the Coronet acts as a single entity and either person may represent the Coronet.
3. **Barony:** The Barony of An Dubhaigeainn. Postal Codes that are part of the geographic boundaries of the Barony are determined by the East Kingdom.
4. **Baronial Populace:** Persons who reside within the Barony who participate in the activities of the Barony, including both Members and non-Members of the SCA.
5. **East Kingdom Law:** Laws of the East Kingdom of the SCA as defined by the East Kingdom of the SCA.
6. **Kingdom:** The East Kingdom of the SCA.
7. **Inventory List:** An inventory of all Property listing each item's description, location, and method of acquisition.
8. **SCA:** The Society for Creative Anachronism, Inc.
9. **Society Law:** By-Laws and all policies and procedures of the SCA.
10. **Viaduct:** The Baronial newsletter, as described in Section II.B.5.a. "Announcement in the Viaduct", "published in the Viaduct", or "in the Viaduct" shall mean that it is included in the monthly newsletter for the Barony known as the Viaduct.

11. **Website:** *The Baronial website , as described in Section II.B.9.a. “Announcement on the website”, “published on the website”, or “on the website” shall mean that it is included on the Baronial website and available to the Baronial Populace.*

II. Baronial Officers

A. Duties and Powers of the Baronial Officers

1. References to Officers in this section refer to Baronial Officers unless otherwise noted.
2. Each Officer is responsible for completing and submitting any reports as required by their Kingdom superiors and/or designated Kingdom deputies. Officers shall inform the Seneschal that such reports have been submitted, and whether or not such reports were submitted on time.
3. Each Officer is responsible for maintaining their SCA membership, proper residency status, and warrant (if applicable) for the duration of their term, as required by East Kingdom Law.
4. Officers must make a report to the Baronial Populace at each General meeting. If the Officer cannot be present, the report can be made by their Deputy, another designee, or sent to the Seneschal to give the report on behalf of the Officer.
5. Each Officer shall designate and train an Emergency Deputy. Should an Officer resign or become unable to perform the duties of the office, the Emergency Deputy will take over those duties until the end of the original term of office, a successor is chosen, or until the original Officer is able to resume their duties. Such Emergency Deputies are required to maintain the requirements for holding Office at all times.
6. Officers may appoint additional deputies as deemed necessary for the proper function of the office.
7. Officers have the authority to make policy for the discharge of their Office and their deputies', within the limits of that Office.
8. Each Officer shall fulfill any additional responsibilities, specific to their Office, which appear in:
 - a. Sections II.B and II.C of Baronial Policy
 - b. Any relevant responsibilities detailed in East Kingdom Law or the policies of Kingdom Officers
 - c. Society Law
9. Officers' files and materials must be fully transferred from the outgoing Officer to the incoming Officer within thirty days after the date of formal transfer of the Office.

B. Greater Baronial Officers and Their Individual Duties

1. The Baronial Seneschal
 - a. Serves as the backup event steward for Baronial Events.
 - b. Acts as the chairperson for Baronial General Meetings.
 - c. Ensures the Barony complies with East Kingdom Law and Society Law.

- d. Is responsible for coordinating the Baronial Curia and maintaining the current version of Baronial Policies.
- e. Supervises the Lesser Office of Baronial Social Media Officer.

2. Herald

- a. Oversees voice heraldry during Baronial Events.
- b. Ensures that court reports for Baronial Courts are filed in a timely fashion.
- c. Assists with Name and Armory Submissions for Baronial Populace.

3. The Baronial Knight Marshal

- a. Acts as advisor in all matters pertaining to martial activities within the Barony to all members of the Baronial Populace.
- b. Is responsible for safety and chivalry in the Lists, on the Fields, and on the Ranges.
- c. Supervises the Lesser Office of Marshal of Armored Combat.
- d. Supervises the Lesser Office of Captain of Archers.
- e. Supervises the Lesser Office of Marshal of Rapier.
- f. Supervises the Lesser Office of Marshal of Thrown Weapons.

4. Chancellor of the Exchequer

- a. Acts as the chairperson of the Financial committee.
- b. Ensures the Barony complies with all Baronial, East Kingdom Law and Society Law financial policies.
- c. Reports all revenue and expenses to the Barony at General Meetings.
- d. Along with required reports as noted in Section II.A.2 above, send bank statements and reconciliations for all accounts to the regional and Kingdom Exchequer.
- e. Manage Gate (registration) at all Baronial events.
- f. Maintain who has access to Baronial bank accounts.
- g. Maintain the Baronial general ledger of accounts.
- h. Upon request, provide appropriate tax forms to anyone making a donation to the Barony.
- i. Produce invoices for expected revenue as required.
- j. Submit non-member fees and associated reports to the Kingdom exchequer or their designee within 7 days after a Baronial Event occurs.
- k. Prepare an annual budget, which is approved by the Financial committee and presented to the populace at the next Baronial General Meeting after it is approved by the Financial committee.
- l. Supervises the Lesser Office of Chamberlain.

5. Chronicler

- a. Produces and publishes the baronial newsletter on a monthly basis. The newsletter is known as the Viaduct.
- b. Supervises the Lesser Office of Historian.

6. Minister of Arts and Sciences

- a. Encourages and organizes activities involving period (as defined in Society Law) arts and sciences by providing advice on resources, arranging workshops and direct assistance when appropriate.
- b. Connects members of the Baronial Populace to SCA resources and members that can help them learn and grow in their arts and sciences journey.
- c. Relays information from the Kingdom Minister of Arts and Sciences to the Barony.

7. Minister of Lists

- a. Maintains lists of active fighter and fencer authorizations for the Baronial Populace.
- b. Documents tournament results for Baronial activities.

8. Chatelaine

- a. Collects, maintains, manages the distribution and or loans out Baronial resources and/or information primarily for the purpose of orienting and welcoming persons new to the Barony and/or the SCA. Any marshal resources should only be loaned by the appropriate marshal or their designee.
- b. Is responsible for welcoming new participants and helping them participate in Baronial activities.
- c. Works with all Officers to help them integrate new participants into Baronial activities.

9. Webminister

- a. Ensures that the Baronial website is current and contains all required information.
- b. Ensures that email for Baronial Officers is properly configured.
- c. Provide technical support and resources to Baronial Officers and members of the Baronial Populace for Society-related activities.

C. Lesser Officers and Their Individual Duties

1. Social Media Officer

- a. Manages and moderates the Barony's official Social Media presence.
- b. Ensures that important announcements relevant to Social Media consumers are properly reposted.
- c. Is responsible to the Seneschal.

2. Marshal of Armored Combat

- a. Responsible for the training and supervision of armored/rattan combatants at sanctioned Baronial activities.
- b. Acquires and organizes storage and availability of loaner gear and any other equipment necessary for Baronial heavy list activities.
- c. If necessary, informs local law enforcement and public safety of the use and practice of armored combat at any local recreation location where we hold practice in accordance with laws and ordinances for the locality where the activities are taking place.

- d. Ensures the signing and collection of combat-related waivers at Baronial activities and submits them to the Knight Marshal.
- e. Is responsible to the Knight Marshal.

3. Captain of Archers

- a. Training and supervision of archers within the barony at sanctioned baronial activities.
- b. Arranges the storage of all Baronial property in a reasonable manner, and ensures availability of items for any Baronial activities.
- c. Ensures Royal Round scores from Baronial activities are submitted in a timely fashion.
- d. Is responsible to the Knight Marshal.

4. Marshal of Rapier

- a. Responsible for the training and supervision of rapier/fencing combatants at sanctioned Baronial activities.
- b. Acquires and organizes storage and availability of loaner gear and any other equipment necessary for Baronial rapier activities.
- c. If necessary, informs local law enforcement and public safety of the use and practice of armored combat at any local recreation location where we hold practice in accordance with laws and ordinances for the locality where the activities are taking place.
- d. Ensures the signing and collection of combat-related waivers at Baronial activities and submits them to the Knight Marshal.
- e. Is responsible to the Knight Marshal.

5. Marshal of Thrown Weapons

- a. Training and supervision of throwers within the barony at sanctioned baronial activities.
- b. Arranges the storage of all Baronial property in a reasonable manner, and ensures availability of items for any Baronial activities.
- c. Ensures Royal Round scores from Baronial activities are submitted in a timely fashion.
- d. Is responsible to the Knight Marshal.

6. Chamberlain

- a. Maintain a listing of inventory which is submitted to the Exchequer annually by September 15th.
- b. Arranges the storage of all Baronial property in a reasonable manner, and ensures availability of items for any Baronial activities.
- c. Is responsible to the Exchequer.

7. Historian

- a. Collects, maintains, collates, embellishes, and makes available to the Baronial Populace a reasonable history of the barony.
- b. Is responsible to the Chronicler.

D. Selection and Replacement of Baronial Officers

1. Three months prior to the expiration of an Officer's term, it shall be announced at a General Meeting that the Barony is accepting Letters of Intent for that Office. Letters of Intent are to be submitted to the Seneschal and Baronial Coronet for review, and must be received prior to the start of the meeting one month prior to term expiration. A similar notice will be published in the Viaduct and on the Baronial website.
 - a. Letters of Intent must include proof of the prospective Officer's membership and residency within the Barony.
 - b. Letters of Intent received after the deadline noted in Section II.D.1 may only be considered by agreement of the Seneschal and Baronial Coronet.
2. The Seneschal and Baronial Coronet shall review Letters of Intent and present a single candidate for an approval by vote as defined in Section II.D.3 below at the General Meeting prior to the Officer's term expiration.
 - a. If the position is a Lesser Office, this decision should be made after consultation with the supervising Greater Officer.
 - b. If there is disagreement between the Seneschal and Baronial Coronet, see Section II.D.3.c.
 - c. If only a single Letter of Intent is received, that Letter of Intent is submitted by the Officer currently holding the Office, and said Officer is not nearing their term limits, then the Seneschal may, at their discretion, waive the proscribed vote in subsequent sections, and request a vote of confidence of a simple majority of the appropriate Officers (as per Sections II.D.3.a and II.D.3.b).
3. Officer selection is then voted on by the sitting Officers, as follows:
 - a. Filling a Greater Officer position requires a $\frac{2}{3}$ majority vote of the Greater Officers in attendance.
 - b. Filling a Lesser Officer position requires a $\frac{2}{3}$ majority vote of the combined Greater and Lesser Officers in attendance.
 - c. If a single candidate was not agreed on by the Seneschal and Baronial Coronet, all Letters of Intent will be presented (without comment) to the Officers eligible to vote on replacement. These Officers will then select a candidate with a simple majority vote, at which point the candidate is voted on as per Section II.D.3.a or II.D.3.b, as appropriate.
 - d. Should a candidate fail to receive the necessary votes to approve their nomination, further requests for Letters of Intent will be announced for a subsequent meeting, and the current officer will be asked to continue the office until the new Officer is approved. If the current Officer cannot continue, the office is considered vacant, and the procedures in Section II.D.5 and Section II.D.6 below shall be followed.
4. After confirmation by vote of the Officers, the newly selected Officer shall submit the necessary warrant request with their Kingdom superior, where applicable. Until such time as the necessary warrant is received, said Officer is holding the Office in an "Acting" capacity (an "Acting Officer"). Efforts must be made to engage the Kingdom in order to reduce the time any Acting Officer is waiting to receive their warrant.

5. Should an Office unexpectedly become vacant, and there is an Emergency Deputy able to serve, that deputy shall become the Acting Officer. The Acting Officer must immediately submit a warrant request to the Kingdom superior. If it is known that the original Officer will not be returning, the Baronial Seneschal shall consult with the Kingdom superior of the Officer to determine if a new Officer selection should begin, or the Acting Officer shall complete the Term of Office. Should no such Kingdom Officer exist, the Emergency Deputy shall complete the Term of Office.
6. Should an Office become vacant, and there is no Emergency Deputy to serve as an Acting Officer, one shall be appointed by the Seneschal. Should the Seneschal's Office be vacant with no Emergency Deputy, the Acting Seneschal shall be proposed by the Finance Committee, and approved temporarily by a simple majority of the sitting Greater Officers until a selection for the Office of Seneschal can be held in accordance with Section II.D. This temporary approval can be done at a meeting or via virtual means if necessary.

E. Terms of Office and Officer Removal

1. Term of Office

- a. Greater Officers and Lesser Officers have a two year Term of Office.
- b. The Baronial Coronet has a five year Term of Office.
- c. Except as noted here, no Officer shall hold the same Office for more than two consecutive terms:
 - i. The Baronial Coronet may not serve two consecutive terms.
 - ii. The Chamberlain and Historian may hold their Offices without a term limit.
 - iii. The Barony may enact the process in Section II.D.2.c to extend the term of a sitting Officer, but cannot extend beyond the total term limit of two consecutive terms.
- d. The following Terms of Office expire at the listed General Meetings:
 - i. Seneschal and Knight Marshal: 1st General Meeting in the first half of odd calendar years.
 - ii. Exchequer, Minister of Arts & Sciences: 1st General Meeting in the second half of odd calendar years.
 - iii. Chatelaine, Minister of Lists: 1st General Meeting in the first half of even calendar years.
 - iv. Herald and Chronicler: 1st General Meeting in the second half of even calendar years.
 - v. All other Offices: Two years after taking Office (typically the General Meeting after being selected) unless completing another Officer's term.
- e. Under extenuating circumstances, the Barony may wish to extend the term of an Officer beyond the normal term limits. Such an extension can only be made if, after soliciting Letters of Intent as per Section II.D, no Letters of Intent are forthcoming from new candidates. Then, after consultation with the relevant superior Kingdom Officer (if applicable), the Barony can approve a one-time, single-term extension of 2 years with a $\frac{2}{3}$ majority vote of all Officers in attendance, followed by a simple majority vote of all members of the Baronial Populace in attendance.

- f. All Terms of Office shall be published in the Viaduct and on the Baronial website.

2. Officer Removal

- a. Failure to fulfill the duties of Office, either as specified in this document or as expressed by the appropriate Kingdom superior (if applicable), is grounds for removal.
- b. Officer removal should only be considered after the Seneschal makes a reasonable effort to address the failure to fulfill the duties of Office.
- c. If there is a superior Kingdom Officer for the Office, all considerations for removal must be directed to that Kingdom Officer prior to any action being taken.
- d. If there is no Kingdom-level superior for the Office, then the Office can be removed from Office via the following procedure:
 - i. A $\frac{2}{3}$ majority vote of Officers (the same eligible Officers who can vote on filling the Office) at a General Meeting is required to initiate the removal process.
 - ii. The Officer must then be informed of the intent to remove them no more than one week following the General Meeting, via email from the Seneschal to the Officer's official email. This email shall be copied to the Baronial Coronet for recordkeeping purposes.
 - iii. A further $\frac{2}{3}$ majority vote of Officers at the next General Meeting is necessary to finalize removal, after providing the Officer in question a chance to defend their actions if desired.
- e. The process in Section II.E.2.d may be mirrored to formally censure Officers that report to a Kingdom superior. In such an instance, the email notification in Section II.E.2.d.ii must include the Kingdom Officer in question.

III. Baronial Events

A. Calendar

1. The Seneschal shall maintain a Calendar for the Barony and shall make the information contained therein available to the Baronial Populace.
2. A Calendar containing activities for the publication month and the one following must be published in the Viaduct and the Baronial website.

B. General Meetings

1. General meetings are open to the public, and all may attend either in person or digitally.
2. The presence of the Baronial Coronet and all Officers is strongly encouraged at all General Meetings.
3. Decisions that are the responsibility of the Baronial Coronet or Seneschal cannot be made in their respective absences.

4. Meeting dates must be published on the Calendar for the month of the Meeting and one month before whenever possible.
5. Minutes shall be recorded at every General Meeting. The Seneschal shall receive a copy of the meeting minutes and place the meeting minutes on the Seneschal's Google Drive. The Seneschal shall make this copy of the minutes available to the Baronial Populace upon request.
6. Quorum for a General Meeting is defined as a majority of sitting Greater Officers. For any votes for allocations or elections of officers, a quorum must be reached.

C. Activities

1. Events (including Commons)

- a. Events, Commons, and their Event Stewards must be proposed and approved at General Meetings according to the procedure in Section III.D.
- b. Events dates must be published on the Calendar for the month of the Activity and for at least one month before.
- c. Commons dates must be published no less than 14 days prior.

2. Demos

- a. Demos may be proposed by anyone at any General Meeting.
- b. The presence of the Seneschal and Chatelaine or their designee is required for the duration of a Demo.

3. Workshops

- a. Workshops may be sponsored by anyone.
- b. If the Workshop requires Baronial funds, then the Workshop must be proposed at a General Meeting and meet the following requirements:
 - i. It must be open to all members of the Baronial Populace.
 - ii. Its date must be published on the Calendar for the month of the Workshop and for at least one month before.

4. Martial Activities/Practices

- a. All Martial Activities must be overseen by a warranted marshal in charge for that discipline. This marshal in charge must be approved by the Baronial Officer that oversees the discipline.
- b. Prior to scheduling any such activity, the responsible Baronial Officer must give their approval.
- c. All Martial Activities/Practices must be published in advance.

D. Selecting Events, Commons, and their Event Stewards

1. Proposal

- a. Any Member of the Baronial Populace may submit a proposal, and is eligible to be an Event Steward provided they are a paid SCA member.
- b. A proposal must contain at a minimum a name (for any Event), a tentative date, a theme or description, and the name(s) of the Event Steward(s). First time Event Stewards must have an experienced co-Event Steward.
- c. The following are some recommendations for preparing and presenting proposals:

- i. Persons with similar proposals should attempt to minimize conflicts by working together on a single proposal.
- ii. Experienced Event Stewards are encouraged to work with a less experienced co-Event Steward for training purposes.

2. Approval

- a. The Baronial Coronet, the Seneschal, and the Exchequer (Financial Committee) approve Events, Commons, and their Event Stewards upon consultation with the Officers and the Baronial Populace at a General Meeting.
- b. As a guideline for selecting and approving proposals:
 - i. Maintain a balance between having too many Activities and providing too few opportunities to run an event

E. The Event Steward's Responsibilities

1. The Event Steward is responsible for all aspects of their Event or Commons. The Event Steward may request advice from the Baronial Coronet, Seneschal, or from anyone they choose. They are encouraged to review the materials related to running an Event available from the Seneschal and Exchequer.
2. For Events, the Event Steward must write an announcement for submission to the East Kingdom in accordance with East Kingdom policies. The announcement must be approved and signed by the Baronial Coronet and Seneschal before being submitted.
3. The Event Steward must present a budget proposal utilizing a template provided by the Baronial Chancellor of the Exchequer. The budget may be presented with the Event announcement, but no later.
4. The Event Steward must provide progress statements to the Baronial Coronet or Seneschal upon request.
5. The Event Steward must provide a report at General Meetings according to the Seneschal's policies.
6. The Exchequer is responsible for the operation of registration at the Event, which is carried out by person(s) acceptable to the Exchequer.
7. The Event Steward shall not be held personally responsible for any financial losses incurred by their Event or Commons.
8. The Event Steward is responsible for the timely submission of receipts and invoices for all expenditures of their Event as defined in Section IV.

IV. Fiscal Procedures

A. Financial Committee

1. The Financial committee is composed of the Exchequer (chair), Seneschal and the Baronial Coronet (one vote for the Baronial Coronet).
2. Financial committee is responsible for:
 - a. Ensuring Event bids are in compliance with Kingdom and Society financial policies.

- b. Approving emergency allocations individually or in the aggregate of baronial funds for up to 25% of the annual budget can be done with a majority vote of the committee.
 - i. Any emergency allocations made must be announced at the General Meeting following the allocation.
 - ii. If the entire available amount is allocated, any additions of available funds that can be allocated must be approved by a majority vote of the Baronial Populace at a General Meeting.
- c. Review quarterly reports submitted by the Exchequer to the regional and Kingdom exchequer.
- d. The Financial committee are authorized signers on the bank account. For this purpose, only one of the two of the Baronial Coronet may be an authorized signer.

B. Allocations of Baronial funds

- 1. All allocations (other than emergency allocations) are approved by a majority vote of the Baronial Populace at a General Meeting.
- 2. Any allocations with the exception of Event bids, which follow procedures described in Section III, to be voted on at a General meeting must be announced at the prior General Meeting. If an allocation was not announced at the prior General Meeting, the Financial committee must approve any allocation votes prior to the General meeting.
- 3. Allocations must be for the benefit of the Barony, and in compliance with Baronial, East Kingdom, and Society financial policies.
- 4. Allocations cannot exceed available funds for a particular fund account (or multiple fund accounts if approved as a split allocation).
 - a. For the purpose of this policy, event bids and requests for funds for demos are considered allocations from the general funds available to the Barony.

C. Expenditure policies

- 1. All expenditures must be approved allocations as defined in Section IV.B
- 2. The expenditure must be entered into the Baronial general ledger
- 3. Requirements for authorizing expenditures:
 - a. Advances can be made to a member of the Barony for up to the amount of the allocation on the approved event bid or approved allocation. Within 14 days after the event, all receipts must be submitted to the Exchequer, and any excess funds returned to the Barony.
 - b. Any advances that are not for food or supplies for an event or demo requires the approval of the Financial committee.
 - c. If the advance exceeds the amount on the approved allocation, the Financial committee must approve the additional amount.
 - d. Advances for location fees require an invoice or contract from the site. If there is no available invoice, the Financial committee must approve the advance.
 - e. Receipts or invoices for expenditures for which there was no advance must be submitted to the Exchequer no later than 14 days after the end of the Event in order to be reimbursed.

- f. Any Event or Demo expenditures that exceed the allocated amount on the approved Event bid, must be approved by the Financial committee.
4. Cash expenditures
 - a. For expenditures that are to be done in cash, a Baronial check will be written to a member of the Financial committee, or a member of the Barony that has been authorized for a cash expenditure by the Financial committee.
 - b. The member of the Barony must provide the appropriate invoice or receipt within 14 days of the expenditure. Any excess funds must be returned to the Barony within 14 days.
5. All other expenditures
 - a. All other expenditures are expected to be done with a check from the Baronial checking account with two authorized signatures.
 - b. Any other method of using Baronial funds requires the approval of the Financial committee.
 - c. Any receipts or invoices submitted after 14 days, but within 28 days after the expenditure can be accepted at the discretion of the Exchequer. Any receipts or invoices after 28 days requires approval of the Financial Committee.
6. Non-member service fees
 - a. Non-member service fees are not considered revenue or expenditure of the Barony. Those funds are collected at or in advance of any event from any attendees who are not members of the Barony.

D. Revenue policies

1. All revenue received must be in compliance with the Barony's objectives and Kingdom and Society financial policies.
2. Revenue for events collected in advance of the event are to be sent to the Exchequer or their designee. Any designee receiving funds must be approved by the Financial committee. Event advance registrations sent via mail must be postmarked no later than 14 days prior to the event or earlier as designated by the Exchequer.
3. If an event requests to utilize the Society Paypal account to receive advance funds, it must be included in the Event bid. Paypal early registration must close at least 7 days prior to the event, or earlier as may be required by Society financial policies.
4. Cash collected at the event should be counted by the Exchequer or their designee, and at least one other member of the Barony.
5. All funds received for an event must be remitted into the appropriate Baronial account within 14 days after an event occurs.
6. All other funds received should be deposited into the appropriate Baronial account within 30 days of being received.

E. General Ledger maintenance

1. The Exchequer is responsible for maintaining the Baronial general ledger.
2. All revenue and expenditures must be entered into the general ledger on a detail basis. For example, monthly interest for bank accounts should be entered as a separate line item for each account for each month.

3. Revenue and expenditure amounts must agree to the bank statement and /or bank reconciliations submitted on the quarterly reports to the regional and Kingdom Exchequer.
4. The general ledger must be maintained electronically. The general ledger should be updated at least quarterly.
5. The general ledger must be accessible to the Financial committee.

F. Bank account maintenance

1. All accounts must be kept current (no overdrafts).
2. All accounts must require two signatures for all expenditures with the exception of transfers to other Baronial bank accounts.
3. The Financial committee and up to one other member of the Barony approved by the Financial committee shall be authorized signatories on the account.
4. Other signatories will be designated by the Kingdom exchequer.
5. Transfers
 - a. All transfers should be made by a member of the Financial committee.
 - b. Transfers must be reported on the Baronial general ledger, and be reported to the populace at the next Baronial business meeting.
6. Certificates of Deposit
 - a. At any time, the Financial committee may approve transfer of Baronial funds into a certificate of deposit.
 - b. The certificate of deposit must mature in one year or less
 - c. The remaining amount in the baronial checking and savings accounts must be at least enough funds to cover all expected expenditures for the period until the certificate of deposit matures.

G. Budget

1. The budget is prepared annually by the Exchequer and approved by the Financial committee.
2. The budget is for the fiscal year of the Society. The budget is to be presented to the populace no later than the second General meeting of a Society fiscal year.
3. The budget is only used for the purpose of approximation of annual expenditures. It is NOT an approval of allocations.

V. Baronial Chartered Organizations

- A. A Guild consists of a group of individuals who have come together to develop some art, skill, or area of study.

1. Chartering a Guild

- a. A charter for a proposed Guild must be presented to the Baronial Coronet for their review. This charter must state the purpose for which the Guild was founded, and set forth the internal organization of the Guild. This charter must also be signed by a minimum of five SCA members, who must reside within the Barony.

- b. At their discretion, the Baronial Coronet may choose to sign the charter, thereby declaring the Guild to be a Baronial Guild.
 - c. An individual designated by the Guild, must then report as required to the Baronial Minister of Arts and Sciences.
 - d. Failure to report to the Minister of Arts and Sciences is considered grounds for rescission of the Guild's charter.
 - e. A Guild has the right to give internal awards or ranks not proscribed by the College of Heralds or the Barony.
2. Rescinding a Guild's charter
- a. The Coronet may propose the rescission of any charter it has granted. With a $\frac{2}{3}$ majority of the Greater and Lesser Officers in support, the Coronet may rescind the charter.
 - b. Any properties or monies that the organization held in the name of the SCA or the Barony shall revert to the Barony upon the rescission of said charter, and must be turned over to the Exchequer.

VI. Policies of the Barony of An Dubhaigeainn

A. Storage

1. The Baronial Coronet, Seneschal, Historian, and Chamberlain shall each possess a signed, dated copy of the Baronial Policy.
2. If amended, each copy shall be accompanied by signed and dated copies of all approved amendments until a new, updated copy of the Policy incorporating all changes and be printed and signed.
3. Policy changes must include the signature of the Baronial Coronet and Seneschal.
4. The current Baronial Policy shall also be made available on the Baronial website.

B. Periodic Review

1. Baronial Policy is regularly reviewed against East Kingdom Law and Society Law changes in order to avoid contradictions or violations.
2. Reviews shall be scheduled at the discretion of the Baronial Coronet and Officers, but not less frequently than once a year.

C. Amendment

1. Any member of the Baronial Populace may propose an amendment to the Baronial Policy at a General Meeting.
 - a. Additions and alterations to Section VII.D (the descriptions of Baronial Awards and Orders) may occur at the pleasure of the Baronial Coronet after consultation with the Seneschal (as per Section VI.C.2.a).
2. Proposed amendments other than those noted above undergo the following review and approval process prior to being enacted:
 - a. The Seneschal shall review any proposed changes to ensure that it does not contravene mundane, Society Law, or East Kingdom Law (or other superseding

policies, where applicable). They shall report their findings at the following General Meeting.

- i. Any such contravention shall make the proposed changes ineligible to be enacted without further modifications.
- b. The amendment shall then be discussed following the Seneschal's report as described in Section VI.C.2.a. Approval of proposed changes shall require the consent of the Baronial Coronet and an affirmative $\frac{2}{3}$ majority vote of all Greater and Lesser Officers in attendance.
 - i. Any necessary changes to the language of the proposal must be made prior to the vote.
 - ii. The proposed language of the change - in its entirety - is what is approved to be presented at Baronial Curia. The amendment is ineligible for further change prior to Baronial Curia without another Officer vote.
 - iii. The Baronial Coronet's prerogative to alter Section VII.D does not require the confirmation of the Officers, or further voting steps (it bypasses the Baronial Curia and is enacted upon announcement at an Event and publication, as per Section VI.C.3.). However, Officers shall be given the opportunity to express their opinion regarding proposed Awards and Orders changes prior to publication.
- c. The proposed amendment shall then be scheduled to be brought before the Populace at a Baronial Curia meeting. Such meetings shall be open to all members of the Baronial Populace.
 - i. The date of a Baronial Curia must be scheduled and announced in the Viaduct, as well as published on the Baronial Website at least 45 days in advance. Any updates must be published in both venues in order to be considered valid.
 - ii. The proposed text of any amendments for discussion must be published at least 21 days in advance.
 - iii. If the Baronial Curia is to occur at an Event published on the East Kingdom Calendar, the event announcement must include the time and location of the Baronial Curia meeting.
- d. The Seneschal shall chair the Baronial Curia. All proposed changes that have been announced must be discussed.
 - i. As this is a core duty of the Baronial Seneschal, only their designated Emergency Deputy may chair the Curia in the event of their absence - this shall be considered a case where the Seneschal is temporarily unable to fulfil the duties of their Office.
 - ii. For a Baronial Curia to be valid, the Baronial Coronet and at least four Greater Officers of the Barony (or their Emergency Deputies, if they are unable to attend) must be present either in person or digitally.
 - iii. The person(s) proposing the amendment shall be given the opportunity to discuss the rationale behind their proposed change, should they wish to.
 - iv. The Baronial Populace shall be given the opportunity to provide feedback regarding the proposed amendment.

- v. Only active, registered members of the SCA who reside within the Barony have a right to be heard at the Baronial Curia. Others may be recognized at the discretion of the Seneschal.
 - vi. The Seneschal may, at their discretion, approve minor alterations to the proposed text, provided such changes do not substantially alter the intent of the proposed amendment.
 - vii. Each amendment shall be voted on only by the active, registered SCA members residing in the Barony who are attending the Baronial Curia. All proposed Policy amendments require a $\frac{2}{3}$ majority to be accepted.
 - (a) Amendments that fail to be approved by the Populace must be proposed again at a General Meeting and start the process anew.
3. Distribution, Announcement, and Publication requirements
- a. Copies of all amendments, including any changes, shall be signed by the Seneschal and Baronial Coronet and distributed to the Seneschal, Baronial Coronet, Historian, Chamberlain, Chronicler, and Webminister as soon as is practicable.
 - i. Such copy must be received by the Chronicler no more than thirty days after the date of the Baronial Curia.
 - ii. In the case of changes to Awards and Orders enacted by the Baronial Coronet, the Chronicler must receive their copy within thirty days of enacting the change.
 - b. Approved amendments take effect upon announcement at an Event and publication in the Viaduct.
 - i. Updated versions of Baronial Policy may not be published on the Baronial website as the current version until the amendments have taken effect.
 - c. If the Baronial Curia is taking place at an Event, its effect shall be immediately announced. Should the Curia take place in any other venue (for example, concurrent with a General Meeting), it shall be announced at the next Baronial Event.
 - d. Approved amendments shall be published in their entirety in the next Viaduct.
 - i. Should it be impractical to do so due to space constraints, a reference copy shall be linked through the Viaduct for review.
 - ii. Should the Chronicler not receive a signed copy of the amendments within the required thirty day window, they shall not be published and therefore will not take effect.

VII. Awards and Orders

- A. The Baronial Coronet shall create such Awards and Orders as are necessary to recognize deserving members of the Baronial Populace for significant contributions to the Barony in such areas as service, combat, arts and sciences, and courtesy. The Baronial Coronet shall amend Baronial Policy to include within Section VII.D the name,

purpose/description, and badge (when registered) of any Award or Order created. The amendment is to be carried out in accordance with Section VII.C.

- B. Any member of the Populace may approach the Baronial Coronet and nominate anyone to receive recognition.
- C. All persons involved in nominations or consultations are urged to maintain secrecy from the potential recipient.
- D. Recipients of an Award or members of an Order shall have the exclusive right to wear any insignia registered as a badge for their Award or Order.

1. The Silver Feather [established 11/09/1991]:

Azure, a feather, Argent

This award is given at the discretion of the Baronial Coronet of the Barony of An Dubhaigeainn to individuals that have shown exceptional service to the Barony. There is no limit to the number of times an individual can receive this award. This award is not limited to the Baronial Populace.

2. The Drake's Spur [established 11/20/2004]:

At the discretion of the Baronial Coronet, the Drake's Spur will be awarded to those individuals of the Baronial Populace that show skill and dedication to one or more of the martial arts within Society. This award can only be given once to an individual.

3. The Silver Egg [established 11/20/2004]:

At the discretion of the Baronial Coronet, the Silver Egg will be awarded to those individuals of the Baronial Populace under the age of 18 years that demonstrate courtesy and service within Society. This award can only be given once in an individual.

4. The Baronial Coronets' Token of Favor:

At the discretion of the Baronial Coronet, they shall award a token of their choice to an individual or individuals that demonstrate courtesy and chivalry of note.

5. Silvanus Doke [established 11/10/2007]:

Given to those who have fostered and helped the Barony grow, like a farmer and a field. Not just service but the true wanting to make the Barony prosper and grow.

6. The Roasted Duck [established 2/16/2008]:

At the discretion of the Baronial Coronet, the Roasted Duck will be awarded to those individuals of the Baronial Populace that show skill and

document research in one or more arts and sciences within Society. This award can only be given once to an individual.

7. Order of Perseverance [established 8/29/2015]

The intent of the award is to encourage participants to have a more diverse and well-rounded experience in the Society, and will have requirements for participation in each of the three classic “pillars” of the SCA: Martial, Arts & Sciences, and Service. Recipients will need to demonstrate a level of participation in all three areas, but no one specific activity will be required of anyone.

VIII. Baronial Coronet

A. Duties and Responsibilities

1. The Baronial Coronet holds the Barony in fealty to the Crown of the East Kingdom.
2. The Baronial Coronet represents the Crown to the Baronial Populace and the Baronial Populace to the Crown.
3. The Baronial Coronet should attend Kingdom level events as defined by East Kingdom Law whenever possible.
4. The Baronial Coronet must preside over all Baronial Courts.
5. The Baronial Coronet must familiarize itself with as many of the individuals in the Baronial Populace as possible so that it is recognized and accessible.
6. The Baronial Coronet is responsible for the fair and just distribution of Awards and memberships in Orders.
7. The Baronial Coronet must consider all nominations and should consult with the appropriate Officers, Award holders, and members of Orders.
8. The Baronial Coronet must inform the Baronial Populace of issues and developments pertaining to the Barony presented by the Crown.
9. While the Baronial Coronet shall not be held responsible for the loss of Regalia, the Coronet is encouraged to make provisions for the insured coverage of the Regalia while traveling.
10. The Baronial Coronet is responsible for maintaining the Coronet's membership and residency status as required by East Kingdom Law.

B. Rights and Privileges

1. The Baronial Coronet may create, distribute, and withdraw such Court Appointments within its Court as it deems necessary, so long as no appointment violates or attempts to supersede Baronial Policy, East Kingdom Law, Society Law, or mundane laws.
2. The Baronial Coronet is entitled to a place of honor at the Head Table of Baronial Feasts, as befits the Crown's representative. Alternatively, it is the privilege of the Baronial Coronet to serve Head Table at any Feast within the Barony.

3. The privilege of the first toast at a Feast (to Their Royal Majesties) and organizing the remaining toasts belongs to the Baronial Coronet.
4. The Baronial Coronet may make edicts and whims so long as these do not violate these Policies, East Kingdom Law, Society Law, or mundane laws or policies.

C. Resignation or Removal

1. If there is to be a change in the Baronial Coronet, it will be done in accordance with East Kingdom Law and Society Law.
2. If the Baronial Coronet consists of two persons and one resigns, then the remaining person may continue as the Baronial Coronet for the remainder of the term of office.
3. Should the Barony be left without a ruling Baronial Coronet, a Vicar shall be installed in accordance with East Kingdom Law. The Vicar shall fulfil the non-ceremonial duties of the Coronet until the new Baronial Coronet is invested.

D. Selection of Baronial Coronet

1. The selection of the Baronial Coronet shall be done in accordance with the processes detailed in East Kingdom Law.
2. Candidate Eligibility
 - a. Be at least eighteen years of age.
 - b. Hold a current Society membership throughout the course of the Baronial Seat selection process.
 - c. Reside in the formally approved boundaries of the Barony for at least one year prior to declaring their candidacy.
 - d. Have not been sanctioned or otherwise received significant disciplinary action from the Kingdom or the Society
 - e. Not hold any Baronial Office during the course of their candidacy, except at the discretion of the Crown. Such a waiver must be presented, in writing or via email, to the Seneschal prior to or while submitting a declaration of candidacy.
 - i. Absent such a waiver from the Crown, any Officer must resign their office prior to submitting a declaration of candidacy for the Baronial Coronet.
 - ii. Under no circumstances shall the current Seneschal or Exchequer, or their Emergency Deputies be permitted to stand as a candidate for the Baronial Coronet, and must resign their office prior to submitting a declaration of candidacy if they wish to stand as a candidate.
 - iii. Due to term limitations, the current Baronial Coronet is ineligible to stand as a candidate to succeed themselves.
 - f. A candidate may be a single, two related, or two unrelated paid member(s) of the Society.
3. Selection Process Steps

The selection for the next Baronial Coronet occurs in four phases. Each phase is detailed in the sub-sections that follow, but these phases must proceed in order and without deviation.

 - a. Declaration Period
 - b. Announcement of Candidates
 - c. Scheduling of Polling and Related Activities
 - d. Baronial Populace Polling

4. Declaration Period

- a. The declaration period is determined and announced by the Seneschal within the parameters noted in this section. The declaration period for candidates begins no less than 18 months and no more than 24 months prior to the scheduled end of the term of the current Baronial Coronet.
 - i. The acceptance of declaration letters shall be announced at an Event as close as possible to the start of the declaration period. The end date of the declaration period shall be announced at the same time.
 - ii. Formal announcement of the declaration period by the Seneschal shall also occur at the first General Meeting after it begins. If the start of the period cannot be announced at an Event due to extenuating circumstances, announcement at the General Meeting shall substitute at the formal start of the declaration period. The final three General Meetings prior to the end of the declaration period shall include reminders of the end date.
 - iii. Announcement of the declaration period, as well as a reference and link to Section VIII of Baronial Policy, shall be published in the first Viaduct following the start of the declaration period. The announcement shall be republished in the three Viaduct issues prior to the end of the declaration period.
 - iv. Announcement of the declaration period, as well as a reference and link to Section VIII of Baronial Policy, shall be published prominently on the Baronial website. Reminders shall be published at least monthly in the three months prior to the end of the declaration period.
- b. The declaration period will end at least 3 months after the declaration period begins, but in no case later than 12 months prior to the end of the term of the current Baronial Coronet.
 - i. The end of the declaration period shall be announced through all venues and media required for the announcement of the start of the declaration period, as per the prior section.
- c. Persons declare their candidacy by submitting a written statement to the Seneschal and currently seated Baronial Coronet. The statement must include the legal and SCA names of each person and is not to exceed one side of an 8.5" by 11" sheet of paper. Declarations must also include proof of age, residency, and Society membership to be considered valid.

5. Announcement of Candidates

- a. Any candidates that did not meet the requirements noted in section b above will be notified by the Seneschal, including what qualification(s) they failed to meet that makes them ineligible to appear on the polling.
- b. All candidates shall be presented before the Populace for introduction at the first Event possible following the end of the declaration period after all candidates eligibility has been verified by the Seneschal. In the absence of an Event within a reasonable time after the end of the declaration period, the candidates can be announced at a General Meeting.

- c. Candidates are encouraged to put together a short introduction letter to the Populace.
 - d. All candidates shall be announced in the Viaduct and on the Baronial Website, including their introduction letters (where applicable).
6. Schedule of Polling and Related Activities
 - a. The Seneschal will work with the Kingdom Seneschal and/or their designee to establish a timeline for the acquisition of mailing labels and distribution of polls to SCA members residing in the Barony, as well as the format and specific language of the ballots themselves. The anticipated date for mailing the ballots through the deadline for their return is referred to as the “polling period” in subsequent sections.
 - b. The Barony will establish a schedule for at least one Candidate Forum at a time that is mutually agreeable to all candidates.
 - c. The dates for both the polling period and for the Candidate Forum(s) shall be announced as soon as they are determined, as described in the sections below.
7. Candidates Forum(s)
 - a. During the period from the completion of the declaration period until the beginning of the polling period, there will be at least one candidate forum where all candidates for the Baronial Coronet are made available to the Baronial Populace. The exact time and location of the forum(s) will be determined by the Seneschal. The Candidate Forum will be announced in the Viaduct and on the Baronial website at least 4 weeks prior to the Candidate Forum.
 - b. The purpose of the Candidate Forum is for members of the populace to meet the candidates and ask them questions regarding their vision for the Barony. At least a portion of the forum will be dedicated to a structured question and answer session.
8. Polling Period and Procedures
 - a. Polling period and procedures will be in accordance with East Kingdom Law. The exact timing of the polling period is to be determined by the Seneschal in cooperation with the Kingdom Seneschal (or their designee). The polling period is expected to occur at least 6 months before the end of the current term of the Baronial Coronet.
 - b. The polling period must be announced in the Viaduct and on the Baronial website at least 6 weeks prior to the start of the polling period.
 - c. All announcements regarding the polling must include contact information for the Seneschal in order to obtain a ballot if a member does not receive one or cures a lapse in membership during the polling period.
9. Additional Pollings
 - a. If the Barony is required to issue any additional polling(s) for selecting the Baronial Coronet, the required timing prior to the end of the term of the current Baronial Coronet may be waived by mutual agreement of all candidates and the Seneschal.
10. Investiture

- a. The Crown of the East Kingdom will announce the final results of the polling and who the chosen individual(s) who are to be invested as the Baron(s) and/or Baroness(es) for the Barony.
- b. The incoming Baronial Coronet will work with the current Baronial Coronet, the Baronial Seneschal, and the Crown to determine a mutually-convenient time and place for the investiture.
- c. Investiture is expected to take place within the boundaries of the Barony at an Event in the Barony.

E. Extension of Term for Baronial Coronet

1. Under extenuating circumstances, the Baronial Coronet may seek to extend its term beyond the 5 year term limit provided by this Policy. In such circumstances, The Baronial Coronet may begin the process to request an extension of term for up to 12 months through a formal written request - via official email - to the Baronial Seneschal, including their reasoning for the extension.
 - a. If the Barony is engaged in the Selection Process for a new Baronial Coronet, this extension request may not be made after the official Announcement of Candidates (Section VIII.D.5) has occurred.
 - b. The Term for Baronial Coronet can only be extended once, to a maximum of a 6 year term in total.
 - c. Should an Extension of Term fail to win approval from the populace, the Coronet may not subsequently request the extension a second time.
2. Should the Seneschal agree that such an extension is warranted and in compliance with Baronial Policy and Kingdom Law, the extension request is then presented to the Greater Officers for approval. Approval requires a $\frac{2}{3}$ majority to proceed, and may occur either at a General Meeting or via electronic means such as email, at the Seneschal's discretion. In either case, a precise tally of votes must be kept.
3. Should the Greater Officers agree to the extension, the Baronial Seneschal shall contact the Crown of the East and the Kingdom Seneschal via official email - including the Baronial Coronet in all communications - to ensure that the extension has the approval of the Crown and is in accordance with all relevant policies and procedures as per the Kingdom Seneschal's interpretation.
4. After acquiring the approval of the Crown and the Kingdom Seneschal, the extension can then be brought before the populace for final approval.
 - a. The extension approval vote is open to all members of the populace who are eligible to participate in a Baronial Selection polling. Proof of current membership will be required in order to cast a vote.
 - b. The vote shall occur during a General Meeting or at an Event.
 - c. The extension vote, and its purpose, must be published in the Viaduct and on the Baronial website at least 45 days prior to the date it will occur. The announcement of this vote must appear in all Viaduct issues until the vote has been taken.
 - d. A simple majority of all eligible votes cast is required to extend the Term for the Baronial Coronet.

5. Regardless of the outcome, the Baronial Seneschal shall communicate the results of the vote to the populace, as well as to the Crown and Kingdom Seneschal via official email, including (if applicable) the new end-of-term date.