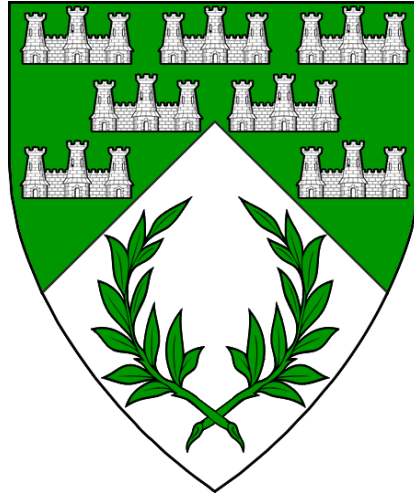


Barony of Carraig Ban Charter



Document Owner

Barony of Carraig Ban

Document History

Version: 5.0, 2024-05

Effective Date: 2024-05-16

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Previous Version: 04.01 (Draft) [*circa 2006*], Prepared by The Baroness Sean Morgan Aldheorte ne Cettle Well, circa 2006

Abstract

This document describes Baronial policies and procedures used in the day-to-day operations of the Barony.

Referenced Material

Refer to the following documents for further information:

∇ The Society for Creative Anachronism Organizational Handbook: The official organizational handbook containing Corpora, the By-Laws, Corporate Policies, and the Articles of Incorporation. A reference version is located at <https://www.sca.org/resources/document-library/govdocs/>.

Archived at:

<https://web.archive.org/web/20230319043156/https://www.sca.org/wp-content/uploads/2019/12/govdocs.pdf>

∇ Laws of the Kingdom of the Midrealm: The official documentation outlining Kingdom law for the Kingdom of the Midrealm. A reference copy is located at <https://midrealm.org/seneschal/#:~:text=Useful%20Links-,MIDDLE%20KINGDOM%20LAW,-Seneschal%20Staff%20and>.

Archived at:

<https://web.archive.org/web/20230418220415/https://docs.google.com/document/d/1UGAq5pErOwUXMwNaEMRYJK1SJ3pePNfkXunBxzmE15Q/edit>.

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Copies of this document are available from the Baronial website (located at carraigban.midrealm.org) or from the Baronial Seneschal (carraigban.seneschal@midrealm.org) by request.

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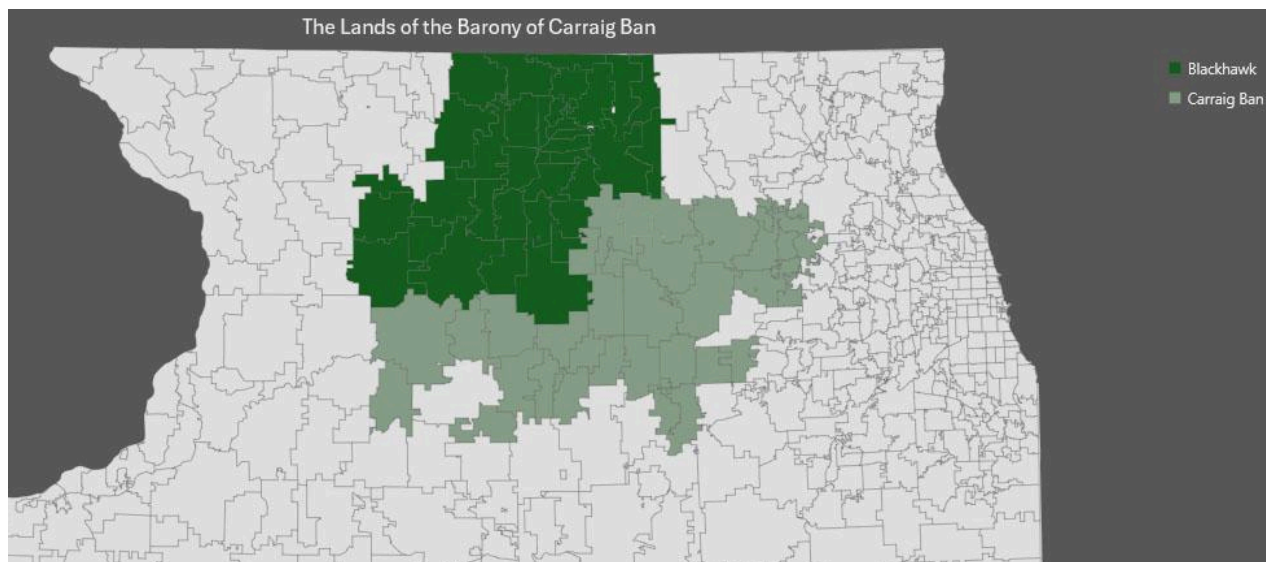
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Section 1. This Guide and Its Ownership

1. Introduction

This document describes Baronial policies and procedures used in the day-to-day operations of the Barony. It should be updated during every new baronage or every five years. It should be used to assist in the running of events, transfers of roles, and other activities in the Barony of Carraig Ban (DeKalb, IL, Elgin, IL, Rockford, IL, and surrounding areas). As of 2024, Carraig Ban includes the zip codes expressed in [Appendix B: Zip Codes of the Lands of Carraig Ban](#).

Figure 1: Map of the Lands of Carraig Ban



1.1. Audience

This document is meant for all members of the populace as a reference, and as a guide for members currently acting as officers. It is also meant to be a reference for extra-baronial SCA members seeking information about the Barony of Carraig Ban. It is meant as guidelines and frameworks to manage the Barony successfully.

1.2 Responsibilities and Decision-Making

The personnel responsible for the Baronial Policy and Procedures are outlined in the following sections.

1.2.1 Curia

Curia refers to the decision-making body of the Barony responsible for altering baronial policy and therefore also this document. Curia must consist of at least two of the Baronial Coronets, Seneschal, the Exchequer, the Chatelaine, the Minister of Arts & Sciences, the Marshal; and at least two or more non-officers who are paid members of the SCA, present at the Regular Business Meeting in question.

1.2.2 Quorum

Quorum refers to the number of interested parties present in a vote to allow that voting to happen. Quorum shall be reached in the following ways:

1.2.2.2 Regular Business Meetings

In Regular Business Meetings, quorum is achieved by the presence of at least three officers (Seneschal, Herald, Marshal, Minister of Arts and Sciences, Exchequer, and Chronicler) and at least two paid non-officers, for a minimum of five people. This quorum may vote on any non-financial disbursement decisions, including accepting bids for events.

1.2.2.3 Financial Committee Decisions

The Financial Committee shall consist of the Baronial Exchequer, Baronial Seneschal, and all other paid members voting at a meeting. Quorum will have been reached with the presence of the Exchequer, the Seneschal, and at least two additional paid members. N.B. The Baronial Coronets are not a core component of the Financial Committee, but will qualify as paid members to reach quorum. The Financial Committee operates in concordance with the policy outlined in [Section 5. Financial Policy](#).

1.2.2.3 Ad-hoc or Digital Meetings

Digital meeting quorum will be treated the same as in-person meeting quorum in text or teleconferencing. Therefore, quorum will be based on verbal or text presence at a digitally facilitated meeting, and match the requirements in 1.2.2.1 and 1.2.2.3.

1.2.3 Reporting structure

All sub-group officers (including incipient-level groups) report directly to their Baronial-level counterpart for the purposes of monthly reporting. In cases where there is an absence or conflict with the higher level counterpart (e.g., when there is strife between a Canton-level exchequer and a Baronial-level exchequer), that officer may elect to report either to the Baronial Seneschal or to the regional counterpart of their own office. In the example scenario, a canton exchequer should either report to the Baronial Seneschal or to the Regional exchequer, based on their specific situation. If this report path is difficult, then the next level of reporting would be either the Regional Seneschal or the Kingdom level exchequer, and so on.

As of 2024, there are no cantons, shires, or other formal subdivisions inside of the barony. As of 2024, the only subdivision in the barony is the Hamlet of Blackhawk (Rockford, IL). Hamlets do not have officers and therefore have no reporting duties.

1.2.4 Handbook maintenance

This handbook is maintained by the Barony of Carraig Ban, stored as a PDF document on the official website and as a living shareable document controlled by the Baronial Seneschal. This document must be reviewed by a sub-committee within every five year period for accuracy and any changes desired. The sub-committee must include at least two officers of curia and two non-officers, with no maximum on total number of participants.

Changes to this document must be presented at a regularly scheduled business meeting. There must then be a period of commentary no less than 30 days long, open to the general populace of the Barony, before being voted on in a following Regular Business Meeting. A simple majority of that meeting's quorum will be all that's required for approving the bylaws.

Example: A sub-committee of the Seneschal, the Minister of Arts and Sciences, and two paid members form a bylaws sub-committee in July 2029. They may present proposed changes at the next meeting in September 2029. After this meeting, the document may receive comments from the populace at least until the next meeting in November 2029, where it may be approved by a vote of Quorum, at least three officers (Seneschal, Herald, Marshal, Minister of Arts and Sciences, Exchequer, and Chronicler) and at least two paid non-officers, for a minimum of five people. In the case where a tie exists, the meeting must seek at least one more paid member to break the tie, or table the vote until the next session.

Section 2. Policies and Procedures

2. General Policy

The Barony of Carraig Ban recognizes and complies with the authority of the governing body of the SCA, Inc. (the Board of Directors) and the authority of the Kingdom of the Midrealm. As such, when any Baronial policy contradicts the governing documents of the SCA, Inc. (Corpora), Kingdom law or Kingdom policy, those documents have precedence.

While Corpora forbids official groups within the boundaries of the Barony of Carraig Ban from making policies less restrictive than those implemented by Baronial policy, they may make other policies by whatever means they find convenient. If those official groups choose to maintain their own policies, those policies must be published periodically in either the group's newsletter, the Baronial newsletter, or the Baronial Policies and Procedures document on an annual basis.

These policies are intended to aid, and not hinder, the Barony, Baronage, Baronial officers, Canton officers, College officers, and members of the Populace responsible for performing the day-to-day operations of the Barony. If any Populace member residing within the boundaries of the Barony of Carraig Ban finds any Baronial policy contradictory, difficult, or problematic, they are encouraged to work with the Baronial Seneschal to resolve the issue.

In the interest of conserving space, policies that appear in Corpora, Kingdom Law and Kingdom policy will not be restated within this document unless it is felt that clarification is necessary or the Baronial-level policy is being used to expand upon or develop an existing Society-level or Kingdom-level policy or procedure. It is strongly advised that the reader also consult those documents, as outlined in the [Referenced Materials](#) to gain a clearer understanding of all policies applying to the Barony of Carraig Ban.

According to Kingdom policy, incipient groups and hamlets are not yet accorded official status and, therefore, must go through the Barony in order to prepare event documentation and sign contracts related to the day-to-day operations of the incipient group. Further, the Barony has financial overview for all incipient groups and hamlets, and of all incipient group or hamlet activity, until such time as the group is accorded official status.

2.1 Business Meetings

The Barony will hold Regular Business Meetings that are open and accessible to the populace. The regularity of these meetings can be determined during these business meetings, but must be listed in the minutes, the newsletter, and other formal forms of communication digitally. Business meetings must be announced at least one week before that meeting. Regular business meetings may not have a cost for entry. Ad hoc meetings may be called irregularly, and may be in semi-private situations. For example, a planning group for an event may meet at an event where there is a cost for entry. All Regular Business Meetings must offer a hybrid

digital method of attendance. This method may be closed if no one expresses a desire to attend digitally and no one actually enters the digital method provided in the first hour of the meeting.

Seneschals are responsible for running Regular Business Meetings or, in the event that the Seneschal cannot, they must arrange for someone else to run the Meeting in the Seneschal's stead. In the event that the Seneschal is unable to make such an appointment, the meeting may continue so long as quorum is met. Business meetings will be organized in the format of the Seneschal's choice. The Seneschal may choose to use, for instance, Robert's Rules of Order. However, the Seneschal should use these formats to facilitate, not dominate, meetings.

Section 3. Event Policy

3. Events

An “event” is a scheduled, intentional activity or time use, typically for which there is a fee, a site, a roster of activities, and staff members. An Event Steward is the person or persons in the highest leadership role for an event and has ultimate authority for the execution of that event. The Event Steward operates in partnership with the Seneschal, Exchequer, and Populace to organize, produce, and execute events.

The Event Steward is responsible for following all policies that pertain to running their event—including policies outlined in Corpora, Kingdom law, Kingdom policy, and Baronial policy—and to take reasonable measures that they and all staff members do not violate those policies.

3.1 Event Approval Process

Events bids must be brought before the Barony at least 120 days prior to the event. Events must be approved by a majority vote at a Regular Business Meeting that has reached Quorum at least 120 days prior to the event. This time limit may be waived by a majority vote at a Regular Business Meeting that has reached Quorum, including the Seneschal and Baronial Coronets.

Event stewards must bring this event proposal to a Regular Business Meeting at least 120 days before the proposed event date. This proposal must be included in the minutes and distributed through official channels to the populace. The event proposal must be viewable by the populace for no less than a two week period, and then may be voted on in either a Regular Business Meeting or an ad hoc meeting.

As events are inherently financial decisions, quorum must contain the financial committee.

The event proposal must be presented to the Populace in attendance at the group’s Regular Business Meeting. View [Appendix A: Event Bid Form](#).

3.1.2 Event Reimbursements

Reimbursements must follow the process for cheque requests as outlined in [6.5 Event Bid Policy](#).

3.2 Event paperwork

Documentation is required for specific stages within an Event’s life cycle. If there is a question as to whether additional paperwork not specifically indicated throughout this process is needed for a specific Event, the group’s Seneschal can provide direction.

3.2.1 Pre-Event Paperwork

Event stewards must submit a [Pre-Event Budget Form](#) prior to approval of the event.

The Event Steward must present all Event forms to the hosting group's Seneschal a minimum of 120 days prior to the day of the Event.

Site contracts must be signed by the Seneschal of the hosting official group and should be presented to the Seneschal for signature a minimum of thirty days prior to the day of the Event.

The Event Steward is responsible for coordinating any other paperwork needed for the event, including:

- Pale Ad and general advertising
- Site Insurance
- Newsletter articles
- Waivers
- Required posting information, such as the bullying policy
- Any other documents as required

The Seneschal is responsible for [posting the Kingdom Calendar event](#) information after the event has been approved by the Populace.

The Exchequer is responsible for running Gate and Registration, and producing all forms prior to, during, and after the event related to financial obligations and activities. The Exchequer may choose to delegate these responsibilities.

3.2.2 Children at Events

Children must obey all policies set forth in Baronial law, Kingdom law, and Corpora, including all required forms and waivers, as well as all state and local laws. Any event attendee under the age of 18 must have an adult present on site at all times the minor is present. This adult must be connected to them via a waiver. A child may not be "handed off" to another adult while the affiliated adult leaves site.

Any child attending an event in the Barony of Carraig Ban should wear at all times a form of identification (token) of status as a minor, such as a wristband from Gate or a belt favor with identification enclosed.

All children, regardless of membership status, must fill out the [appropriate Minor Waiver](#).

3.2.3 Post-Event Paperwork

Event stewards, together with the Seneschal and Exchequer, must submit a [Post Event Financial Report Form](#) to the Kingdom Exchequer at the end of each event, no more than 30 days after the event. The Exchequer will be responsible for depositing all funds within 14 days and mailing the [Non-Member Surcharge Fees](#) to the Kingdom Exchequer. This section is dependent on Kingdom law.

The Event Steward of an event, together with the Seneschal and Exchequer, must provide a written post-Event report to the Coronets of Carraig Ban as well the Populace of each group that provided funds for the event. This report should include:

- An event summary
- A breakdown of budgeted versus actual income and expenses
- A short discussion of what did and did not work well during the Event

The Event Steward should present this report at the next possible Business Meeting of the hosting group. The Event Steward must turn in all waivers collected during their event to the Kingdom's Waiver Coordinator within 30 days of the event.

3.3 Event Planning

The Event Steward should keep clear lines of communication and documentation of the event planning process. This documentation should be in the form of a packet that can be given to new Event Stewards to help them in planning successive iterations of the event. This packet should contain information like the Event Budget, contact information for vendors and site, and recommendations for layout. As of 2024, [a packet exists for Carraig Ban's annual Ragnarok Rampage](#) to be used as an example. The Event Steward must coordinate with the Baronial officers for any related Event activity. For example, the Event Steward should coordinate with the Baronial Marshal regarding fighting at their Event.

3.4 Demos and Workshops

The SCA is an educational non-profit. It is therefore part of the SCA's mission to hold demos and workshops in a free and accessible fashion. The Barony of Carraig Ban will hold, without charge, at least one educational demo, workshop, or event that is accessible by non-SCA members in any calendar year. These demos may be at other events that have a gated environment, but the Barony must itself not create that gating. The Barony is permitted to be compensated for demos, but this compensation may not come from or be tied to attendance.

The topics of these demos are completely unrestricted except that the topic applies to the general topics of the SCA.

Some examples that fulfill this demo requirement:

1. Demos that have no restriction on audience
 - a. A demo hosted in a public park open to any walk-up person
 - b. An informational table or demo at a free festival
2. Demos that have an inherently restricted audience
 - a. Demos at public or private schools for which the Barony is or is not compensated by the school or adult but does not pass this cost on to the students
 - b. Demos at a convention for which attendees have paid for entry, but do not pay a secondary fee for the demo
3. Workshops that have a cost to the visitor

- a. Workshops wherein the visitor takes home a physical object that they have worked on, so long as the cost is only for the materials they specifically have used and not a payment from the visitor to the teacher or similar

Some examples that do not fulfill this requirement:

1. Paid talks or presentations
 - a. A SCAdian is paid to present to an audience
 - b. An SCA group is paid through attendance to a demo
2. Demos and activities at SCA events
3. Activities in private houses/residences
4. Regular A&S meetings

3.5 Event Scheduling

In the case of any Event having more than one bid, the Populace votes on which bid to accept, using the standards from [1.2.2 Quorum](#).

3.6 Gate and Site Tokens

Attendees must check into Gate before participating in any event activities, including registration for on-site activities or setting up camp (unless otherwise permitted by specific in-writing permission or Event policy). At Gate, attendees must show proof of membership or sign a waiver before receiving site, lunch, feast, or other tokens. Event attendees must display their site token in public view for the duration of the Event. Attendees who do not display their site token may be asked to show said site token at any time during the Event or leave the premises. If an attendee refuses to adhere to this request, the attendee may be asked to leave the event. In the event of lost tokens, attendees can check in with Gate to confirm their registration, but may not be issued new tokens.

3.7 Safety and Accessibility at Events

The Event Steward and the Seneschal are responsible for ensuring safety at Events. To this end, the Event Steward and Seneschal are required to ensure that the correct insurance paperwork has been filed in a timely manner. Furthermore, every Event should have staff dedicated to health, safety, accessibility, etc. This staff may be the Event Steward themselves in cases of small events, but should be a separate person for any sizable event.

Section 4. Officer Policy

An officer is someone who has been appointed or has volunteered to do one of the jobs in the service of a Society branch, or of the SCA as a corporation. This section of Baronial policy outlines those guidelines relevant to the Officer Corps of Carraig Ban. All officers must maintain a current [SCA membership](#).

[Kingdom law](#) requires, at a minimum, that Baronies (and their equivalents) are required to have a Seneschal, an Exchequer, a Pursuivant, a Minister of Arts and Sciences, a Marshal, a Chronicler, and a Chatelaine. to maintain status as a Barony, there must be 40 paid members living in USPS zip codes assigned to the Barony (See Section 1 for details)

4. Definitions and Hierarchy

Descriptions of Officer roles and their overall hierarchy within the Carraig Ban Officer Corps, are outlined in Table 1. Officer Corps Descriptions.

All officers are required to check their midrealm.org email accounts no less than once a week and to respond to emails promptly.

Table 1: Officer Corps Descriptions

Officer Title	Officer Role within the Barony
Seneschal	<p>Responsible for the administration of the Barony. This includes having to enforce the Society’s policies for activities on the reenactment and modern sides. This officer is also the legal representative of the SCA. Officers that operate under the Seneschal include:</p> <ul style="list-style-type: none"> ● Marshal ● Herald ● Chronicler ● Minister of Arts & Sciences ● Exchequer ● Chatelaine ● Minister of Youth ● Webminister ● Social Media Officer <p>The Seneschal reports to:</p> <ul style="list-style-type: none"> ● Regional Seneschal
Marshal	<p>Responsible for martial activities in the Barony. Officers that operate under the Marshal:</p> <ul style="list-style-type: none"> ● Armored Combat ● Rapier ● Cut and Thrust ● Siege ● Equestrian ● Thrown Weapons ● Target Archery ● Combat Archery ● Hounds Coursing ● Falconry ● Youth Combat <p>The Marshal reports to:</p> <ul style="list-style-type: none"> ● Regional Marshal
Herald	<p>Responsible for managing heraldic activities in the Barony. Helps to research period naming and armorial practices for the registration of names and armory for the populace, managing voice heraldry (by calling announcements, proclaiming who is fighting upon the field, and acting as the voice of nobility in court), and protocol (by recording awards and honors bestowed, drafting ceremonies, and determining precedence and other period legal niceties in all sorts of situations). Officers that operate under the Herald:</p> <ul style="list-style-type: none"> ● Voice heralds at events ● Heralds at-large <p>The Herald reports to:</p>

	<ul style="list-style-type: none"> • Regional Herald
Chronicler	<p>Takes minutes in Regular Business Meetings, prepares and publishes the newsletter, and works with the Baronial Historian to notify the Barony of notable historical milestones.</p> <p>Officers that coordinate with the Chronicler:</p> <ul style="list-style-type: none"> • Historian • Webminister • Social Media Officer <p>The Chronicler reports to:</p> <ul style="list-style-type: none"> • Regional Chronicler
Minister of Arts & Sciences (MOAS)	<p>Responsible for fostering the study of period culture and technology, and methods for producing historically accurate artifacts and performances.</p> <p>Officers that coordinate with the MOAS:</p> <ul style="list-style-type: none"> • Youth Minister • Webminister • Social Media Officer <p>The MOAS reports to:</p> <ul style="list-style-type: none"> • Regional MOAS
Exchequer	<p>Responsible for administering the finances of the Barony. This includes reporting all monies taken in or spent and why/how.</p> <p>Officers that operate under the Exchequer:</p> <ul style="list-style-type: none"> • Quartermaster <p>The Exchequer reports to:</p> <ul style="list-style-type: none"> • Seneschal • Regional Exchequer
Chatelaine	<p>Responsible for helping people new to the SCA to transition to our culture. They help by explaining various terms used, finding out what interested the new person about the SCA and help them to find their place in our groups. The chatelaine will work with the Youth Minister to develop demos at schools. The Chatelaine is the primary contact for providing information to non-SCA members. This includes running demos, providing public relations to the media and helping newcomers join the SCA.</p> <p>Officers coordinate with the Chatelaine:</p> <ul style="list-style-type: none"> • Youth Minister • Minister of Arts and Sciences (MOAS) • Marshal <p>The Chatelaine reports to:</p> <ul style="list-style-type: none"> • Regional Chatelaine
Youth Minister	<p>Responsible for developing programming for young SCAdians and maintaining a current background check.</p> <p>Officers that coordinate with the Youth Minister:</p>

	<ul style="list-style-type: none"> ● Chatelaine ● Minister of Arts and Sciences (MOAS) <p>The Youth Minister reports to:</p> <ul style="list-style-type: none"> ● Regional Youth Minister
Webminister	<p>Responsible for maintaining and updating the Barony’s web site. The webminister will also work with Event Stewards closely to post event information to the Baronial website in a prompt and timely manner.</p> <p>Officers that coordinate with the Webminister:</p> <ul style="list-style-type: none"> ● Social Media Officer ● Chronicler ● Event Stewards <p>The Webminister reports to:</p> <ul style="list-style-type: none"> ● Seneschal
Social Media Officer (SMO)	<p>Responsible for managing official channels of publishing and communicating on social media, pushing promotions, and reporting to the Barony on social media discussions.</p> <p>Officers coordinate with the SMO:</p> <ul style="list-style-type: none"> ● Webminister ● Chronicler ● Event Stewards <p>The SMO reports to:</p> <ul style="list-style-type: none"> ● Seneschal
Quartermaster	<p>Responsible for documenting and managing the issuance, maintenance, and loan of Baronial property. The Quartermaster maintains the contract with storage facilities, including attention to insurance and safety issues.</p> <p>Officers that coordinate with the Quartermaster:</p> <ul style="list-style-type: none"> ● Exchequer ● Chatelaine ● Minister of Arts and Sciences (MOAS) ● Marshal ● Event Stewards <p>The Quartermaster reports to:</p> <ul style="list-style-type: none"> ● Exchequer
Baronage Coronet	<p>Responsible for holding the lands of the Barony and representing her Populace abroad.</p> <p>The Baronage is not an office, and holds no formal administrative power. The Baronage may be occupied by one or two people, and may use the terms “Excellency” and “Baron/Baroness/Baronne” (or equivalent socio-cultural title). For the purposes of counting the number of officer positions, however, the Baronage counts as an office.</p> <p>The Baronage Coronets must report twice yearly as a “State of the Barony,” before the Coronation of new Kingdom Royalty.</p>

	The Baronage Coronets must present a “State of the Barony” report at the first Regular Business Meeting of each calendar year.
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4.1 Officer Terms

The standard term will be one (1) year. Officers may continue in their position without re-enrollment so long as their membership remains current and no other member wishes to take on the position. Officers must live within the bounds of the Kingdom of the Middle. The offices of the Seneschal and the Exchequer, however, must live within the Barony of Carraig Ban.

Officers may give up the responsibilities of their office by delegating to their deputies or resigning their office at any time. If a member is unable to complete their term, any eligible member may serve the remainder of the term. No member must complete their term to their own detriment.

4.2 Balanced Officer Service

Members of the SCA should avoid burnout by recusing themselves of dual or multiple consecutive or concurrent holding of officer positions. There are also ethical issues to be aware of when holding certain responsible positions. Therefore, the following rules apply to officer positions:

1. The Seneschal and Exchequer may not be the same person, nor may they be each other's deputy.
2. The Seneschal and Exchequer may not live together in the same house.
3. A single person may not be the deputy of both the Seneschal and the Exchequer.
4. A Baronage Coronet may not hold any of the following positions: Seneschal, Exchequer, Quartermaster, or Social Media Officer.
5. No officer, including the Baronage, may hold more than two baronial offices simultaneously.
6. All officers, excepting the Seneschal and Exchequer, must offer to transfer their office to another member each year of service, documented in the minutes of the Regular Business Meetings. This can be accomplished by having the January business meeting include a universal offer for Officer term re-consideration.
7. The Seneschal, Exchequer, or Baronage Coronet may not serve as a single event steward. They may serve as co-event steward with another member who is not Seneschal, Exchequer, or Baronage Coronet.

4.3 Removal of Officers

An Officer may be removed in severe cases of malfeasance or nonfeasance, including violation of the terms of Corpora, Kingdom law, or any of the provisions of this policy document; broken mundane law; or acted in a documentable manner as to be detrimental to the SCA.

The process for removal of an Officer might look like this:

1. A member or members of the Barony identify an issue with the Officer.

2. These members bring this concern to the Seneschal in either verbal or written format.
3. The Seneschal forms an investigation with the Regional level of the Office in question, Regional Seneschal, and/or Kingdom level Seneschal.
4. Determine the severity of the problem and whether it justifies removal of the Officer.
5. The Seneschal and the investigation team discuss with the Officer if they would be willing to voluntarily resign the Office.
6. If the Officer is unwilling to voluntarily resign, then all Baronial Officers may vote in a poll of no confidence. In case of ties, the poll will be opened to the Baronage Coronets.

One of the responsibilities of the seneschal is to monitor the performance of the baronial officers, and be aware if they are not fulfilling their duties. If they miss multiple Kingdom reporting deadlines, or otherwise do not fulfill the basic responsibilities of their office, the seneschal should initiate the investigation without waiting for Baronial members to bring concerns to the seneschal's attention.

Exceptions to this guideline may be handled on a case-by-case basis.

Section 5. Financial Policy

This section of the Baronial Policy document outlines the Financial Policy

5.1 Introduction

The following Financial Policy serves as an addendum to the requirements set forth by the Society for Creative Anachronism, Inc. (SCA) Financial Policy, and the Middle Kingdom Branch Financial Policy. This policy is governed by Modern Law, Corpora, SCA Financial Policy, Kingdom Law, and Kingdom Financial Policy, and will be revised, as needed, to remain in compliance with these superseding documents.

5.2 Financial Committee

5.2.1 Members

1. The Financial Committee shall consist of the Baronial Exchequer, Baronial Seneschal, and all other paid members voting at a meeting.
2. Financial Committee members serve on the Financial Committee as long as they hold their offices.
3. "Emergency" Financial Committee consisting of the signatories on the bank account may be called to meet for financial decisions, which cannot wait for the whole committee. Any actions taken by the Emergency Financial Committee must be presented to the whole Group Committee at the earliest possible meeting [per Kingdom Policy].

5.2.2 Meetings

1. All meetings of the Financial Committee shall be open to the Barony populace.
2. The Exchequer will chair the meetings of the Financial Committee.
3. The Financial Committee shall meet no less often than 6x a year, or as necessary (with one month notice) to approve normal business operations of the Barony, such as review any approved budgets, approve normal operating expenses, and approve disbursements from dedicated funds.
4. Meeting minutes of the Financial Committee will be posted to the monthly Baronial newsletter.
5. The Financial Committee shall meet as needed for review of unbudgeted expenses.

5.3 Financial Policy Review and Revision

1. The Exchequer, with Financial Committee approval, shall publish any proposed changes to the Financial Policy, and which Baronial populace meeting will include the vote to approve them, in the next Baronial newsletter and other populace communication forums.
2. A majority vote of those paid members in good standing in attendance at that Baronial populace meeting will determine whether the proposed changes are adopted.
3. A complete copy of the current Financial Policy must be made available to any Baronial Citizen upon request. Will be posted on the website.

5.4 Bank Account Signatories

The Baronial bank account will be a checking account, with the Exchequer, Seneschal, and at least one other Paid member chosen by the Financial Committee being listed as signatories, as well as the Kingdom Chancellor of the Exchequer, or a designated representative. Each check will bear the signatures of any two of the signatories

5.5 Event Bid Policy

1. All Event Bids must include a Budget for Financial Committee approval. If approved, the event staff may be reimbursed for funds spent within said budget. Any budget overage not previously approved by the Group Financial Committee must be submitted to the Group on an individual basis for reimbursement approval.
2. Receipts and requests for reimbursement for approved expenses must be turned in to the Baronial Exchequer within 45 days of the expense. Reimbursement requests received after this will be reviewed for approval on a case-by-case basis by the Financial Committee.
3. All checks written by the Barony and not cashed within 180 days will be considered a donation.
4. Unbudgeted expense authorizations, such as disbursements from dedicated funds or unanticipated officer or event expenses, will be conducted at the regularly scheduled Baronial meetings. Authorizations will be documented in the minutes of the monthly meeting.

5.6 General Unbudgeted Expenses

1. Unbudgeted expense authorizations, such as disbursements from dedicated funds or unanticipated officer or event expenses, will be conducted at the regularly scheduled

Baronial meetings. Authorizations will be documented in the minutes of the monthly meeting.

2. Emergency expenses may bypass regular expense approval.
3. An emergency is defined by a) an unbudgeted event issue needing resolution within hours where the full quorum of the Financial Committee cannot meet, or b) any other unbudgeted issue requiring resolution within 48 hours. The Baronial Seneschal and the Baronial Exchequer may approve emergency expenses, such decisions to be reviewed at the next Baronial Curia meeting for final ratification. In addition the Seneschal or Exchequer does have a \$200.00 discretionary limit for emergency items that must be done before a meeting can occur. Abuse of this fund may be deemed cause for removal from office.

5.7 Gift Policy

SCA funds may not be used to purchase items or materials to be used as personal (non-regalia or office-related) gifts. SCA funds may not be used to purchase personal gifts given to teachers in appreciation of services rendered.

SCA funds may be used to compensate expenses incurred by teachers, visitors, or others who have used their resources to benefit the barony.

Examples of permissible costs are food available to anyone in the barony, kits for A&S projects, or reimbursement for gas of a traveling instructor. Examples of non-permissible costs are meals at restaurants, gift baskets, or cash money without a reimbursable receipt.

Appendices

Appendix A: Event Bid Form

The next page is a sample Event Bid Form. Event Stewards may use it for proposing events to the populace of the Barony, and as a planning tool.

Event Proposal Form

Name of Event _____
Event Steward _____
Co-Event Steward _____

Proposed Date of Event _____
Event Site Name _____
Event Site Address _____

This event will have (mark all that might apply):

- | | |
|---|---|
| <input type="checkbox"/> Digital Fee Payment | <input type="checkbox"/> Bardic/Performing Arts |
| <input type="checkbox"/> Feast | <input type="checkbox"/> A&S Classes |
| <input type="checkbox"/> Lunch | <input type="checkbox"/> Royalty Presence |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Indoor Toilets |
| <input type="checkbox"/> Heavy Fighting | <input type="checkbox"/> Outdoor Toilets/Portajohns |
| <input type="checkbox"/> Rapier Fighting | <input type="checkbox"/> Golf cart presence |
| <input type="checkbox"/> Archery | <input type="checkbox"/> Special Events (Describe briefly in notes field below) |
| <input type="checkbox"/> Thrown Weapons/Darts | |
| <input type="checkbox"/> Equestrian | |

Core Staff

Feast Steward _____
Marshal in Charge _____
Exchequer _____

Key Staff 1 _____
Key Staff 2 _____
(Attach another sheet as needed)

Proposed Entry Cost, Member _____
Proposed Entry Cost, Non-Member _____
Proposed Lunch Cost _____
Proposed Feast Cost _____

Proposed Overall Budget _____
(attach [Pre-Event Budget Form](#))
Proposed Break-Even Attendance _____
[Attach Pale Ad Submission](#)

Notes, including major themes, special events, etc. Attach another sheet if desired.

Appendix B: Zip Codes of the Lands of Carraig Ban

60113	Rochelle, Illinois	Blackhawk
61007	Baileyville, Illinois	Blackhawk
61008	Belvidere, Illinois	Blackhawk
61010	Byron, Illinois	Blackhawk
61011	Caledonia, Illinois	Blackhawk
61012	Capron, Illinois	Blackhawk
61015	Chana, Illinois	Blackhawk
61016	Cherry Valley, Illinois	Blackhawk
61020	Davis Junction, Illinois	Blackhawk
61024	Durand, Illinois	Blackhawk
61030	Forreston, Illinois	Blackhawk
61038	Garden Prairie, Illinois	Blackhawk
61043	Holcomb, Illinois	Blackhawk
61047	Leaf River, Illinois	Blackhawk
61049	Lindenwood, Illinois	Blackhawk
61052	Monroe Center, Illinois	Blackhawk
61054	Mount Morris, Illinois	Blackhawk
61061	Oregon, Illinois	Blackhawk
61063	Pecatonica, Illinois	Blackhawk
61064	Polo, Illinois	Blackhawk
61065	Poplar Grove, Illinois	Blackhawk
61068	Rochelle, Illinois	Blackhawk
61072	Rockton, Illinois	Blackhawk
61073	Roscoe, Illinois	Blackhawk

61077	Pecatonica, Illinois	Blackhawk
61079	Shirland, Illinois	Blackhawk
61080	South Beloit, Illinois	Blackhawk
61084	Stillman Valley, Illinois	Blackhawk
61088	Winnebago, Illinois	Blackhawk
61091	Dixon, Illinois	Blackhawk
61101	Rockford, Illinois	Blackhawk
61102	Rockford, Illinois	Blackhawk
61103	Rockford, Illinois	Blackhawk
61104	Rockford, Illinois	Blackhawk
61105	Rockford, Illinois	Blackhawk
61106	Rockford, Illinois	Blackhawk
61107	Rockford, Illinois	Blackhawk
61108	Rockford, Illinois	Blackhawk
61109	Rockford, Illinois	Blackhawk
61110	Rockford, Illinois	Blackhawk
61111	Loves Park, Illinois	Blackhawk
61112	Rockford, Illinois	Blackhawk
61114	Rockford, Illinois	Blackhawk
61115	Machesney Park, Illinois	Blackhawk
61125	Rockford, Illinois	Blackhawk
61126	Rockford, Illinois	Blackhawk
61130	Loves Park, Illinois	Blackhawk
61131	Loves Park, Illinois	Blackhawk
61132	Loves Park, Illinois	Blackhawk

61011	Caledonia, Illinois	Blackhawk
60109	Burlington, Illinois	Carraig Ban
60110	Carpentersville, Illinois	Carraig Ban
60111	Clare, Illinois	Carraig Ban
60112	Cortland, Illinois	Carraig Ban
60115	DeKalb, Illinois	Carraig Ban
60118	Kane County, Illinois	Carraig Ban
60119	Elburn, Illinois	Carraig Ban
60120	Elgin, Illinois	Carraig Ban
60121	Elgin, Illinois	Carraig Ban
60122	Carol Stream, Illinois	Carraig Ban
60123	Elgin, Illinois	Carraig Ban
60124	Elgin, Illinois	Carraig Ban
60129	Esmond, Illinois	Carraig Ban
60135	Genoa, Illinois	Carraig Ban
60136	Gilberts, Illinois	Carraig Ban
60140	Hampshire, Illinois	Carraig Ban
60144	Elburn, Illinois	Carraig Ban
60146	Kirkland, Illinois	Carraig Ban
60147	Elburn, Illinois	Carraig Ban
60150	Malta, Illinois	Carraig Ban
60151	Maple Park, Illinois	Carraig Ban
60174	St. Charles, Illinois	Carraig Ban
60175	St. Charles, Illinois	Carraig Ban
60177	South Elgin, Illinois	Carraig Ban

60178	Sycamore, Illinois	Carraig Ban
60183	Wasco, Illinois	Carraig Ban
60511	Big Rock, Illinois	Carraig Ban
60520	Hinckley, Illinois	Carraig Ban
60530	Lee, Illinois	Carraig Ban
60548	Sandwich, Illinois	Carraig Ban
60550	Shabbona, Illinois	Carraig Ban
60552	Somonauk, Illinois	Carraig Ban
60553	Steward, Illinois	Carraig Ban
60554	Sugar Grove, Illinois	Carraig Ban
60556	Waterman, Illinois	Carraig Ban
61006	Ashton, Illinois	Carraig Ban
61021	Dixon, Illinois	Carraig Ban
61031	Franklin Grove, Illinois	Carraig Ban
61042	Harmon, Illinois	Carraig Ban
61057	Dixon, Illinois	Carraig Ban
61310	Amboy, Illinois	Carraig Ban
61318	Compton, Illinois	Carraig Ban
61324	Eldena, Illinois	Carraig Ban
61331	Amboy, Illinois	Carraig Ban
61353	Paw Paw, Illinois	Carraig Ban
61367	Sublette, Illinois	Carraig Ban
61378	West Brooklyn, Illinois	Carraig Ban
61310	Amboy, Illinois	Carraig Ban