

Barony of Seagirt Customary

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Article 1. Scope

1.01 This is the Seagirt Customary, as permitted by Corpora, which is intended to aid in the smooth operation of the Barony of Seagirt (Barony), a branch of the Society for Creative Anachronism, Inc (SCA). It is not a corporate publication of the SCA, and does not delineate SCA policies.

1.02 This Customary is superseded by Federal, Provincial and local Laws and Ordinances, the Governing Documents of the SCA, the Laws of the Kingdom of An Tir, and the Laws of the Principality of Tir Righ. This Customary may be amended by an action of the Baron and Baroness of Seagirt, in consultation with the Seneschal(e).

1.03 This Customary is not to be construed as law of any nature, but a document of customs, local policy, and implementation procedures for the Barony's operation.

Article 2. Definitions

Ambassador: An Ambassador is a Citizen upon who is bestowed the honor of representing an Embassy of the Baronial Coronet and the Barony to a distant branch, such as when the citizen moves or travels to a distant land.

Event Steward: An Event Steward is a person to whom the Council has given responsibility for the management of an event.

Baronial Coronet: The Baronial Coronet is the Baron, Baroness, or both of these acting in concert.

Barony: The Barony (adj., Baronial) is the Barony of Seagirt unless otherwise specified. It is represented by the Greater Victoria area of British Columbia including Sooke and the Gulf Islands as defined in the Kingdom of An Tir records. **Budget Committee:** A meeting of the Seneschal(e), the Baronial Coronet and, all Officers of the Barony for the purpose of establishing a budget for the Barony.

Champion: A Champion is a person who has been victorious in a tournament to select a Baronial Champion.

Citizen: A Baronial Citizen is a person who either lives within the Baronial boundaries designated by the SCA or has been granted a Charter of Citizenship by the Baronial Coronet.

Consulting Event Steward: A Consulting Event Steward is an experienced Event Steward guiding a less experienced or new Event Steward in running an event.

Consensus: Consensus is the general accord of Citizens at a Baronial Council.

The Council: a Baronial business meeting, or the body of Citizens in attendance at a business meeting of the Barony.

Council of the Exchequer: The Council of the Exchequer is a meeting of the Baronial Coronet, the Seneschal(e), the Chancellor of the Exchequer and one other Citizen.

Deputy: A Deputy is a person chosen by an Official to assist in the performance of the Official's duties, and who may or may not be in training to succeed the Official.

Deputy, Contingency: A Contingency Deputy is a person approved by Council who is capable of performing the duties of an Office when the Officer is unable to function. By Kingdom Law, all Contingency Deputies MUST be paid members and meet all requirements of an Officer in An Tir.

Deputy, Successor: A Successor is a person who has been approved by Council as the designated successor to an Office.

Governing Documents: Governing Documents are the Articles of Incorporation, By-Laws, and Corpora of the SCA, and the Governing and Policy Decisions of its Board as found in its Organizational Handbook.

Kingdom: The Kingdom is the Kingdom of An Tir, unless otherwise specified.

Liaison: A Liaison is a person who reports between the Barony and other entities of the SCA. (e.g., Branch Liaison, Royal Liaison)

Member: A Member is a paid member of the SCA as defined in Governing Documents.
Office, Required: Required Offices are those required for a branch of the SCA to be a Barony, as listed in Governing Documents and/or Kingdom Law.

Officer, Acting: An Acting Officer is a person approved by Council who is acting instead of an Officer and has the same rights and responsibilities. Any Officer not yet warranted is considered an "acting" Officer.

Officer, Great: A Great Officer holds an Office defined as such in Governing Documents, Kingdom Law and/or by an action of the Council.

Officer, Lesser: A Lesser Officer is any Officer of the Barony that is a Deputy of a Great Officer, makes independent decisions, and usually has a Kingdom Superior.

Official: An Official is a person acting in an official capacity for the Barony (e.g., Baronial Coronet, Officer, Successor, Event Steward).

Scholar: A Scholar swears fealty to the Baron.

Sergeantry: The Sergeantry is the host of current Sergeants, Yeomen, and Gallants. They swear fealty to the Baroness.

SCA: The SCA is the Society for Creative Anachronism, Inc.

ARTICLE 3 -- OFFICIALS OF THE BARONY

Note A: No one is permitted to be Contingency Deputy to a position they cannot hold (e.g., the Seneschal(e) cannot be Contingency Deputy to the Exchequer). If an Office is open, the responsibilities of the office fall to the overseeing Officer, or to the Seneschal(e) if no overseeing Officer exists

Note B: Not all Offices are filled at all times. Some are open or dormant until an interested party comes along (i.e., Offices can be open, not be filled, and still be considered Offices).

3.01 General Duties for all Officials include, where applicable, but are not limited to:

- A) Being a paid member of the SCA and providing proof of same to the Seneschal(e).
- B) Contacting the Office's Kingdom and/or Principality superior as soon as possible after assuming an office.
- C) Training successors.
- D) If one's Office is a Great Office, ensuring that a trained Contingency Deputy exists for the Office who is a member of the SCA and who is acceptable to, and approved by, the Council.
- E) Functioning as an unofficial representative of activity within the Barony.
- F) Acting as a general representative regarding local resources, instructors, and suppliers for matters relating to their Office.
- G) Maintaining an inventory of the Office, including regalia and reference materials, to be reported as the Chamberlain specifies, and in any case, not less than once a year.
- H) Working with Event Stewards to ensure that the duties of the Office, relating to an event, are fulfilled.
- I) Training, encouraging, and guiding others in volunteering for activities and Offices within the Barony.
- J) Encouraging multiple Deputies and giving them specific duties.
- K) Using one's position to assist in the accomplishing of the goals of others within the Society as appropriate.
- L) Bringing to Council such paperwork as is necessary for the general function of the Office.
- M) Ensuring that Baronial property is passed to the new Official or returned to the Chamberlain at the close of the Official's tenure.
- N) Ensuring that an accurate inventory of Baronial Property is provided to the Chamberlain whenever possession of property changes.
- O) Ensuring that accurate and complete contact information is provided to the Chronicler for inclusion on the website.
- Q) Informing the Chronicler of pertinent information, in writing, regarding activities.
- R) Providing copies of reports to the Seneschal(e), Chronicler, and Baronial Coronet, (subject to the Seneschal(e)'s deadline).
- S) Attending Council as often as possible.
- T) Ensure all Deputies are warranted.

3.02 The Baronial Coronet (Baron and/or Baroness) is the direct and appointed representative of the Crown for the Barony. The Baronial Coronet shall reside within the geographical boundaries of the Barony. Duties and Responsibilities of the Baronial Coronet include:

- A) Serving as the ceremonial Head of State for the Barony, including, but not limited to, hosting visiting Royalty; conducting such Courts as are necessary for presenting awards, prizes, recognitions, honours and memberships in the Orders of the Barony; presenting Awards, Orders, etc. delegated to them by the Crown; and providing pomp and ceremony to Baronial events.
- B) Supporting local organizations and groups within the SCA.
- C) Attending Baronial Council meetings frequently.
- D) Reporting to Their Majesties as required by Kingdom Law, but at least once each reign, with copies of these reports presented at Council.
- E) Supporting the Customary.
- F) Performing any other duties mandated by Governing Documents, Kingdom Law, or Their Majesties' decrees or commands.
- G) Considering and respecting the will of the Council of Seagirt.
- H) Sitting as a member of the Council of the Exchequer.
- I) Sitting as a member of the Budget Committee.
- J) The Baronial Coronet must present themselves to the Coronet of Tir Righ and to the Crown of An Tir or their Royal Representatives at least once during each Royal reign.

3.03 The Seneschal(e) is the administrative head and legal representative of the Barony. As such, the Seneschal(e) is responsible for smooth functioning and continued communication between the Officials of the Barony. Duties and Responsibilities of the Seneschal(e) include:

- A) Performing the Office of Seneschal(e) in accordance with directions from Kingdom and/or Principality superior(s).
- B) Acting as moderator of the Baronial Council, and if unable to attend, ensuring that a moderator acceptable to the Council is present.
- C) Ensuring that Council meetings are conducted in accordance with the Customary.
- D) Coordinating the amendment of this Customary as necessary with the consent of Council.
- E) Referring proposals to committees as appropriate.
- F) Sitting as a member of the Council of the Exchequer.
- G) Reviewing the bank statements monthly.
- H) Ensuring that the Baronial books are audited at least annually.
- I) Attempting retrieval of Baronial property when said property is not returned to the custody of the appropriate Baronial Official.
- J) Overseeing Lesser Officers and/or Deputies, which include:
 - i) The Minister of Children is responsible for educating people on appropriate age-related aspects of both our historical period of study and the Society, and for coordinating activities and establishing guidelines for them at Baronial Events.
- K) Ensuring that a list of lost and found items from Baronial events is maintained and provided to the Chronicler for publication, and to other newsletter editors for publication in appropriate newsletters, and that lost and found is retained and stored, as approved by Council, for a period of at least a year and a day. After such time, items shall be considered forfeited to the Barony and may be sold off as a fund raising measure.
- L) Ensuring the presence of sufficient persons to maintain all entrance gate and site security as requested by an Event Steward, for Baronial activities.

3.04 The Herald is the voice of the Crown, and thus of the Crown's Representative, the Baronial Coronet. In the Barony, the Baronial Herald has the title of Coquille Pursuivant. Duties and Responsibilities of the Herald include:

- A) Performing the office in accordance with the requirements from the Black Lion Principal Herald's office and/or the Principality Herald.
- B) Ensuring that the Barony has the services of a court herald, a field herald, and a book herald as needed.

- C) Encouraging and assisting Citizens who wish to submit names or armory. This includes attempting to ensure that correct design, grammar, and/or construction is used, and providing the necessary paperwork for submitting names and armory to Kingdom.
- F) Other duties as appropriate to the office and as required by Their Majesties and Their representatives, the Baronial Coronet.

3.05 The Chancellor of the Exchequer is the Treasurer of the Barony. Duties and responsibilities of the Exchequer include:

- A) Performing the Office of the Exchequer in accordance with directions from Kingdom and/or Principality superior(s).
- B) Providing a summary report of the Baronial finances to Council monthly including a copy of the bank statements.
- C) Ensuring that there are written financial procedures for the Barony, that they meet the approval of Superior(s) and Council, and that they are followed.
- D) Sitting as a member of the Council of the Exchequer.
- E) Providing reasonable access to Baronial financial records, as requested in writing to the Seneschal(e).
- F) Acknowledging donations to the Barony as appropriate.
- G) Collecting and handling properly all event monies and receipts either personally or through a designated representative.
- J) Preparing an annual budget of non-event expenses for submission to, and approval by, Council.
- K) Overseeing Lesser Officers and/or Deputies, which include:
 - i) The Chamberlain, who is responsible for maintaining an up-to-date inventory of the Barony's physical assets and regalia: their value, condition, maker, instructions for maintenance, any insurance required, and any other pertinent information.

Duties and Responsibilities of the Chamberlain include:

 - a) Ensuring that the Barony's property is properly stored and cared for.
 - b) Ensuring that the inventory of the Barony's property is available to the populace of the Barony so as to encourage the use of what we have.
 - c) Ensuring that property is appropriately marked as the Property of Seagirt.
 - d) Keeping up-to-date records of the locations of Baronial property, including items in storage, items stored with officers, and items currently checked out.
 - e) Reporting to the Council and the Exchequer items that need to be replaced or repaired, and arranging for the replacement or repair of such items in consultation with the Council.
 - f) Working with Event Stewards to facilitate checking out and checking in equipment needed for events.
 - g) Loaning of Seagirt property, for non-Baronial activities, is at the discretion of Seagirt Council.

3.06 The Minister of Arts and Sciences (A&S) is responsible for fostering the practice of period arts and sciences within the Barony. Duties and responsibilities of the Minister of A&S include:

- A) Performing the office of the Minister of A&S in accordance with directions from Kingdom and/or Principality superior(s).
- B) Ensuring that an A&S meeting is scheduled and open to Citizens.
- C) Assisting those with questions in the arts and sciences in finding the information or resources needed, if possible.
- D) Recommending to the Baronial Coronet those whose skills and/or work in service to the arts and sciences show them to be worthy of Baronial recognition or awards.
- E) Encouraging arts and sciences competitions within the Barony.

- F) Working with and fostering communications with any arts- and/or sciences-related groups and guilds as applicable.
- G) Maintaining a list of resource people and their skills.
- H) Overseeing Lesser Officers and/or Deputies, which include:
 - i) The Dance Minister, who is responsible for the instruction and promotion of Period and SCA-compatible dancing.
 - ii) The Bardic Minister, who is responsible for the instruction and promotion of Period and SCA-compatible bardic endeavours.

3.07 The Marshal is responsible for the conduct of SCA-legal combat within the Barony.

Duties and Responsibilities of the Marshall include:

- A) Performing the Office of the Marshal in accordance with directions from Kingdom and/or Principality superior(s).
- B) Ensuring that regular fight practices are held.
- C) Ensuring that a warranted Marshal is present at all Baronial martial activities.
- D) Ensuring that participants in martial activities within the Barony meet the requirements concerning equipment, training, and waivers.
- E) Overseeing Lesser Officers and/or deputies, which include:
 - i) The Rapier Marshal, who has similar duties and responsibilities with respect to Rapier Combat.
 - ii) The Baronial Archer, who has similar duties and responsibilities with respect to Archery.
 - iii) The Minister of the Lists, who is responsible for ensuring that the Barony's tournament lists are conducted smoothly.
 - Duties and Responsibilities of the Minister of Lists include:
 - a) Performing duties in accordance with directions from Kingdom, Principality and/or Baronial superior(s).
 - b) Ensuring that no one fights in a Baronial tournament who does not meet the eligibility requirements as specified by the SCA, the Kingdom, the Barony and/or the Event Steward.
 - c) Working with other Officials of the field to promote a safe, well organized tournament.
 - iv) The Youth Combat Warden, who has similar duties and responsibilities with respect to youth combat.

3.08 The Chronicler is responsible for the timely editing, publication, and distribution of Baronial publications. Duties and Responsibilities of the Chronicler include:

- A) Performing the Office of the Chronicler in accordance with directions from Kingdom and/or Principality superior(s).
- B) Assisting Officials of the Barony to produce attractive printed matter in an economical and timely manner if reasonable, as requested.
- C) Keeping accurate minutes of all Council meetings.
- D) Producing and distributing a Baronial Directory (Farspeaker) as directed by Council.
- E) Ensuring that the Customary is put into a publishable form and distributed to no less than the Webminister for publication on the Baronial website.
- H) Overseeing Lesser Officers and/or deputies, which include:
 - i) The Webminister, who is responsible for maintaining and updating the Baronial website. This Office is often held by the Chronicler. Duties of the Webminister include:
 - a) Assisting Event Stewards in producing suitable event web pages
 - b) Placing official electronic event copy on the Baronial website
 - c) Ensuring that the Customary is published on the Baronial website.

3.09 The Chatelaine is responsible for ensuring that information and assistance are available for newcomers to the Barony. Duties and Responsibilities of the Chatelaine include:

- A) Performing the office of the Chatelaine as required by directions from Kingdom and/or Principality superior(s).
- B) Ensuring that an up-to-date pamphlet welcoming newcomers to the Barony is provided at Baronial activities, and at demonstrations, and as requested.
- C) Referring persons requesting information to Officials or persons who will assist them in areas of interest.
- D) Ensuring that a Newcomer's meeting is scheduled and open to those interested.
- E) Maintaining and disseminating information that presents a well-rounded view of the SCA.
- F) Overseeing Lesser Officers and/or deputies, which include:
 - i) The Gold Key Officer, who is responsible for maintaining and making available the Barony's supply of loaner/rental clothing, as requested.
 - ii) The Demo Coordinator, who is in charge of coordinating SCA demonstrations for the Barony.

3.10 The Baronial Scribe is responsible for scribal activities within the Barony. Duties and Responsibilities of the Baronial Scribe include:

- A) Performing the duties of the Office in accordance with the directions of Kingdom, and/or Principality superior(s).
- B) Working with Officials to ensure that ceremonial documents are produced to meet the needs of the Barony.
- C) Working with the Baronial Herald to ensure the accuracy and maintenance of the Baronial Order of Precedence and associated scribal records.
- D) Encouraging scribal activities.
- E) Working with and fostering communications with any scribal related groups.

ARTICLE 4 -- CITIZENSHIP

4.01 Rights of Citizens include:

- A) Applying to become, or being recommended to become, an Official, as appropriate to Officer or Coronet, so long as the Citizen lives within Baronial lands or holds a Charter of Citizenship.
- B) Participating in decisions of the Council.
- C) Participating in Baronial polling. Citizens are encouraged to respond to Kingdom sponsored polling.
- D) Displaying the Baronial Badge.

4.02 SUGGESTED responsibility guidelines for all Citizens include:

- A) Being a paid member of The Society.
- B) Actively participating in Baronial affairs.
- C) Attending Council occasionally.
- D) Volunteering service-time at events.
- E) Keeping up to date with Baronial activities and current events.
- F) Recommending deserving persons for awards and recognitions, as appropriate.
- G) Behaving in a courteous and chivalric manner toward others.

ARTICLE 5 – CHAMPIONS, SERGEANTRY, SCHOLARS

Note: All Champions have equal standing; likewise, all divisions of the Sergeantry and all Scholars are equal in standing.

5.01 Champions, members of the Sergeantry and Scholars hold the rights and responsibilities of Citizens as noted in their ceremonial documents of recognition, for so long as they remain such, and therefore in fealty, to the Baronial Coronet.

5.02 Champions, members of the Sergeantry and Scholars must swear fealty (for details, see 5.04, 5.07, 5.10).

5.03 Champions, members of the Sergeantry and Scholars have the right to wear regalia appropriate to their station.

5.04 The general tenure of a Champion is approximately one year. The tenure begins when the Champion is recognized during a Baronial Court of the Championship Tournament in which there was victory, and it ends during a Baronial Court of the following Championship Tournament before a successor is recognized. General tenure guidelines may be modified if circumstances dictate. Currently, the Baronial host of Champions include: The Defender of Seagirt, The Captain of Her Excellency The Baroness of Seagirt's Own Grenadiers and The Marksmen of Seagirt., the Arts and Sciences Champion, the Sharking Champion and the Bardic Champion. All Champions swear fealty to the Baronial Coronet.

5.05 Further rights of Champions include:

- A) Sitting at the Baronial High Table. (This does not apply if superseding Royalty is present and therefore controls the table e.g. King and Queen)
- B) Advising the Baronial Coronet in matters of peace and war.

5.06 Further responsibilities of Champions include:

- A) Attending Baronial events whenever possible during their tenure as Champion.
- B) Defending the Baronial Coronet and the Barony against all challengers.
- C) Assisting in coordinating a tournament to choose a successor.
- D) Attending both the tournament to choose a successor and the successor's investiture.
- E) Serving the Baron and Baroness as a member of their Court by attending the Baronial Coronet in Court and Procession.
- F) Relinquishing the Championship if unable to fulfill the duties of the office, whereat the Coronet may appoint an interim Champion until another Champion Tournament can be held and a new Champion be inducted.

5.07 There is no set tenure for a member of the Sergeantry. Other circumstances may conclude tenure of a member of the Sergeantry (e.g., a member moves away or remains inactive for a long period of time). When a Baroness steps down, the entire Sergeantry is released to the Crown until a successor is chosen and the entire Sergeantry once again swears fealty to the new Baroness. Sergeantry membership includes:

- A) Sergeants, whose main concern is Armoured combat.
- B) Yeomen, whose main concern is target and combat Archery.
- C) Gallants, whose main concern is Fencing and Rapier combat.

5.08 Further rights of the Sergeantry include:

- A) Attending the Baroness, as appropriate, in Court and Procession.
- B) Advising the Baronial Coronet in matters of peace and war.

5.09 Further responsibilities of the Sergeantry include:

- A) Encouraging others in the practice of their chosen area of expertise.
- B) Assisting the Baron or Baroness, as appropriate, in areas of Baronial Affairs.
- C) Serving as retinue for visiting nobility.

5.10 There is no set tenure for a Scholar. Other circumstances may conclude tenure of a Scholar (e.g., a Scholar moves away or remains inactive for a long period of time). When a

Baron steps down, all Scholars are released to the Crown until a successor is chosen and all Scholars once again swear fealty to the new Baron.

5.11 Further rights of the Scholar include:

- A) Attending the Baron, as appropriate, in Court and Procession.
- B) Advising the Baronial Coronet in matters of arts and science.

5.12 Further responsibilities of the Scholar include:

- A) Encouraging others in the practice of their chosen area of expertise.
- B) Assisting the Baron or Baroness, as appropriate, in areas of Baronial Affairs.
- C) Serving as retinue for visiting nobility.

ARTICLE 6 -- OPERATING GUIDELINES

6.01 Proposed changes to the Customary may be suggested at any Council meeting and will be published to the website prior to final decision by the Council. The final form, if any, will be published to the Customary pages of the Baronial website.

6.02 Any individual may petition (not necessarily in a period style) the Council for a Charter of Citizenship. Petitions by individuals who reside outside Baronial Territory will be reviewed based on visible and sufficient participation to be identified as being affiliated with the Barony. A person submitting a petition, or who holds a Charter of Citizenship, may withdraw petition and/or Citizenship with written notice to the Seneschal(e). Such individuals may reapply.

Note: Notices of possible changes to Citizenship status will be published on the website for two months, prior to approval by Council.

6.03 The Baronial Council meeting shall be the first Tuesday of each month unless otherwise changed by Council and published on the approved mailing list.

- A) Decisions are made by a consensus of the Council. The Council will work towards consensus. If consensus is not achieved, the Council will work towards at least a 75% agreement by a polling.
- B) Minutes shall be kept of Council meetings and accepted into the records at the next Council after any necessary corrections.
 - i) Minutes shall include, as applicable: date, time, and place of meeting; who is moderating; list of attendees signing in; acknowledgment of acceptance of the previous minutes and any corrections; financial report; reports of Officials; reports of committees; event reports; summaries of discussions of old and new business; records of the appointment of committees and the names of their members; record of adjournment and the time. All written reports received will be attached as part of the minutes.
 - ii) The minutes shall be posted on the website as a separate document no later than one week prior to the next council meeting.
- C) During a Council meeting, if the moderator determines that the situation warrants, proceedings may be interrupted for an off-the-record discussion which shall not be recorded other than as a note in the minutes of the subject discussed and that it took place.
- D) The Chancellor of the Exchequer shall have up-to-date financial records available at the beginning of the Council meeting.
- E) Both the Seneschal(e) and the Baronial Coronet shall have the right to exercise veto of any consensus decision of Council. In the event that such power is exercised, the person doing so shall explain to council the reason for doing so. In the event that such reasoning is not accepted, the Principality Seneschal shall be consulted prior to the implementing of the decision of council.

6.04 Emergency matters may be dealt with by the Seneschal and/or Deputy Seneschal in consultation with the Baronial Coronet to be ratified at the next regular or specially convened council meeting.

a. Emergency matters are matters that need to be dealt with in 72 hours or less.

6.05 An Official's term of office shall be two years except for Event Stewards and other short-term capacity Officials whose terms shall end upon completion of their duties. Greater Officers shall declare (at Council) a period of open applications 3 months before the ending of the term, to allow for training time. Lesser Officers shall declare (at Council) a period of open applications 1 month before the ending of the term. An Officer may then apply for a maximum of 2 one year extensions.

A) Requests for applications for replacement of Officers will be published on the mailing list.

B) Applications shall be in writing to the Officer, the Baronial Coronet and the Seneschal(e).

C) Discussions of an Official's selection will be off record, and shall include considerations regarding the necessity of an Officer's presence at Council should an applicant be unable to attend Council frequently or at all. Candidates and others of significant relation to the candidate will leave the room prior to the discussion. Those of significant relation to the candidate will be polled privately by the moderator before a final decision is made by Council.

6.06 Officials determined to be deficient in the performance of duties shall be subject to sanctions by the Council, (e.g., warnings, suspension, and/or the Kingdom/ Principality superior shall be requested to remove the Officer from the position).

6.07 Executive Council meetings are to be held only in situations where decisions must be made prior to the next regularly scheduled Council meeting.

A) Minutes of any Executive Council meeting must be taken and kept with the Council meeting minutes.

B) Any actions taken must be discussed at the next scheduled Council meeting.

C) A telephone poll shall not be considered to be a meeting of the Executive Council.

6.08 The Budget Committee shall meet every year.

6.09 The Baronial Pavilion is the "home away from home" for Citizens. The Coronets, with the Council's approval, shall determine if the pavilion should be taken to a non-Baronial event. The person(s) who transport the pavilion to an SCA event will be reimbursed for their fuel costs.

A). reimbursement details can be found in the Financial Policy

6.10 Property belonging to the Barony shall be inventoried when changes occur, and copies of such inventories shall be filed with the Seneschal(e), the Chancellor of the Exchequer, and the Chamberlain. Inventories to be reported as the Chamberlain specifies, and in any case, not less than once a year.

6.11 An action by the Council may override this document in special circumstances.

ARTICLE 7 -- EVENT STEWARDS AND EVENTS

7.01 For the Barony to sponsor an event, a written proposal must be submitted to, and approved by, the Council. The proposal must include: nature of event, date, time, place,

general budget, names of proposed Event Steward, Contingency Deputy, and any consulting event steward, primary crew, and full and complete contact information. Seneschal(e), and Exchequer are precluded from applying for the positions of Event Steward for Baronial Events due to inherent duties already assumed for any Baronial Event.

7.02 Event Stewards or their Contingency Deputy are required to attend the Council meetings, as applicable, prior to the event for which the Event Steward has responsibility. Reports shall be presented monthly from the time of acceptance of the proposal until event closure.

A) Event Stewards are to work with Officials to ensure that event-related duties are fulfilled.

B) As applicable, Officials who have duties at upcoming events are required to attend the last two Council meetings prior to that event. If the Official cannot attend, an informed deputy may be delegated to attend the meetings instead.

C) Event Stewards are to ensure that any event-related needs are fulfilled, including:

i) Maintaining a paid membership until the event is officially closed and the final paperwork submitted.

ii) Creating copy for publication which includes directions and all pertinent contact information for the Event Steward and any other necessary assistants, so that anyone is able to contact the event staff should they have special needs or questions.

iii) Having the Seneschal(e) approve all marketing publications related to the event prior to dissemination.

iv) Getting event copy to Kingdom/ Principality Calendar, and appropriate newsletters, for publication after it has been approved by the Seneschal(e). Event copy must be submitted to the Web Minister for publication.

v) Posting any necessary signs for visual assistance to the site.

vi) Ensuring appropriate and sufficient waivers and sign-in sheets are provided and used, and submitting them to the Seneschal(e).

7.03 Officials and Event Stewards shall give a closing report on an event at the Council meeting immediately following the event, barring circumstances beyond their control. If this Council meeting is the week after the event, the Event Steward may, instead, first file a preliminary report at the Council meeting immediately following the event, provide the moneys and a draft financial report to the Chancellor of the Exchequer, submit sign-in sheets and waivers to the Seneschal(e), and then present the closing report at the next Council meeting.

An event will not be considered closed until:

A) Gate sheets and waivers are submitted to the Seneschal(e).

B) A financial report has been submitted to the Chancellor of the Exchequer (within 30 days).

C) All Baronial equipment (regardless of where it is stored) has been returned to the satisfaction of the Chamberlain and the Seneschal(e). Return items clean, dry and in a timely fashion. Report any damage or loss.

7.04 Event Stewards shall appoint a Contingency Deputy who shall be kept fully informed of the details of the event. Event Stewards may appoint additional deputies as needed for the running of an event.

7.05 If a person approved as an Event Steward has insufficient experience in running events or is new to the area, a Consulting Event Steward may be required by the Council.

Note: The Council has the right to require an Event Steward to have a Consulting Event Steward for an event. The Council may not require an Event Steward to use a specific

Consulting Event Steward, but it may require the Event Steward to choose a different Consulting Event Steward more acceptable to the Council.

7.06 It is recommended that no Event Steward have more than one event open at a time.

7.07 The Event Steward will provide a list of names for those people receiving complimentary admission to the site (i.e., a "comp list") to Council prior to the event and to the event gate. This list will include the person's name, and office or obligation to the event. It is recommended that this list be put on a separate gate sheet.

ARTICLE 8 -- AWARDS, ORDERS, AND RECOGNITIONS

8.01 The Orders, Awards, and Recognitions of the Barony are:

A) Orders: Seagull, Beacon of Insula Magna

B) Awards: The Spirit of Violante, Orca (closed), Rock, Silent Harp, Silent Hammer, Golden Bear, Silver Bear, Black Bear, Narwhal, Otter of Seagirt, Torch & Key

C) Recognition: Baronial Favour

8.02 Traditionally, the Baronial Coronet consults with the members of the Polling Orders, as appropriate, prior to inducting any person into that Baronial Order. The Polling Orders of the Barony are: The Seagull and The Beacon of Insula Magna.

8.03 Presentation of Awards, Recognitions, or induction into Orders, shall be reported as soon as is possible to the Dexter Gauntlet after the presentation. It is the responsibility of the Baronial Coronet to ensure that a list of the Orders, Awards, and Recognitions presented by them is provided to the Chronicler for inclusion on the website, and the Herald for inclusion in Baronial records.