

# **Policies and Procedures of the Barony of Axemoor**

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# **POLICIES AND PROCEDURES OF THE BARONY OF AXEMOOR**

This document, known as the Policies and Procedures of The Barony of Axemoor, contains the traditions, guidelines and general operating procedures for the business of running The Barony of Axemoor. It is written in accordance with Mundane Law, Corporate Law and Kingdom of Gleann Abhann Law.

The Baronage is responsible for the updating and revising of this document. It is the responsibility of each Baronage to review and revise these Policies and Procedures within one year of their investiture or every three years. Any Baronial member may suggest to the Baronage amendments to these Policies and Procedures. The Baronage of Axemoor may poll the populace of Axemoor regarding changes to the policies and procedures, but the final decision rests with the Baronage.

## **I. Group Name**

This branch of the Society for Creative Anachronism, Inc. (SCA) is designated as a Barony as defined under the Corpora of the SCA, Article V.A.3, and is known as the Barony of Axemoor. The geographical boundaries of the Barony include the parishes of Orleans, Jefferson, Plaquemines, St. Bernard, parts of St. Tammany, Terrebonne and Lafourche, Louisiana. This is more clearly defined by zip codes as recorded by the Kingdom of Gleann Abhann. Axemoor was made a barony in 1978.

## **II. Meetings**

Regular business meetings shall be held monthly at a time and location to be determined by the Seneschal. The Seneschal shall be responsible for the format of these meetings. Baronial officers should notify the Seneschal or Baron/Baroness in advance, if possible, if they are unable to attend a regular business meeting, and the officer shall make every effort to ensure that a report of the status of their office is made at regular business meetings. All business shall be conducted at the regularly scheduled business meeting.

## **III. Membership**

A Baronial member is defined as a paid member of the SCA whose address on file with SCA corporate is within the geographical boundaries of the Barony or domiciled in undeclared land who declares him/herself a member of the Barony. No person who is actively serving as an officer or deputy officer for another group other than a subgroup of this Barony as recognized by Corpora or Kingdom Law, (such as a Canton or College) will be considered a member of the Barony.

## IV. Baronial Officers

The duty of each officer is to administer to the needs of the populace within his/her sphere of responsibility and to report to the appropriate Baronial and Kingdom Officers. Through their stewardship information, instruction and hands-on demonstrations shall be made readily available to the populace. Officers will be accessible to the general populace. Communications among officers will be maintained when activities overlap or impact more than one officer's sphere of responsibility. A baronial office will hold no precedence or entitle the officer to privileges above those of any member of the populace. In keeping with Kingdom Law, all officers will be current members of the SCA and receive the Kingdom newsletter at their residence. The Baronage and the greater officers must be 18 years of age or older. All officers shall report as required to their respective Kingdom Officer and supply copies of all reports to the Seneschal and Baronage. Each officer is expected to serve a minimum of two years. There is no term limitation.

### A. Deputies

Within 6 months of assuming the office, the Officer will strive to appoint deputies to assist him/her. The deputies will be announced to the populace and will actively participate in the duties of that office. Any member of the populace may voice concerns about any deputy's capabilities of performing his/her office. A drop-dead deputy shall be named for any office within six months of assuming the office. A period of training for this deputy is recommended. If for any reason an officer should find it necessary to vacate his/her office prior to the two year time period, a replacement and turnover procedures must be discussed with the Baronage and Seneschal, but the final decision remains with the Crown and Kingdom officers.

### B. Officer Job Descriptions

#### 1. Greater Officers:

**Seneschal:** The Seneschal is the mundane legal authority for the Barony. Responsibilities include the following: scheduling and conducting business meetings; scheduling demos; scheduling events on Kingdom calendars; locating & scheduling sites for events; contracting to have the Baronial Property Trailer taken to/returned from events; ensuring that all other officers are performing their duties; advising the Baron and Baroness on the running of the Barony; setting objectives to accomplish the goals set by the Baronage; acting as primary contact for all media exposure; acting with the Baronage as referee and neutral party in disputes between members of the group and, if necessary, acting as arbitrator of the dispute; assume the duties of an office left vacant by the resignation of an officer until a suitable replacement is found; performing all other duties in his/her sphere of responsibilities as assigned by the Kingdom Seneschal. Refer to Kingdom and Society Officer's handbooks.

**Knights Marshal:** Responsibilities include promoting safety of all fighters in the field; organizing and running fighting activities at all Axemoor events, demos and fighters practices;

conducting armor inspections for all fighting activities; working with the herald to run tournament lists; checking membership status, fighter cards and if necessary, waivers at all events, demos and activities; and performing all duties in his/her sphere of responsibility as assigned by the Seneschal, Baronage or the appropriate Kingdom Officer. The Marshals for SCA rapier combat, youth combat, combat archery, target archery and/or live weapons shall report to the appropriate Kingdom Officer, with copies of all reports going to the KM & Seneschal. Refer to Kingdom and Society Officer's handbooks.

**Exchequer:** Responsibilities of the Exchequer include but are not limited to maintaining and overseeing the baronial checkbook, banking records, and all financial transactions of the Barony of Axemoor. It is also the responsibility of the office of the exchequer to coordinate all gate/troll activities at Axemoor events. Refer to Kingdom Exchequer handbook for further information on this office

**Arts & Science:** Responsibilities of the minister of Arts and Sciences are to oversee and promote the Arts and Sciences within The Barony of Axemoor. Examples of responsibilities of the Minister of Arts and Sciences of Axemoor include scheduling A&S activities throughout the month like A&S nights; dance classes; workshops, etc., coordinating all A&S activities at Axemoor events, reporting to the Kingdom Minister of Arts and Sciences on the activities of Arts and Sciences within Axemoor. For more information, see kingdom guidelines for local ministers of Arts and Sciences.

**Herald:** Responsibilities of this office include but are not limited to aiding members of the populace in researching and registering their names and devices, coordination all heralding activities at Axemoor events, and maintaining a baronial database of all people who are recipients of Axemoor awards.

## **2. Lesser Officers:**

**Chatelaine:** Responsibilities include coordinating the welcoming of new and interested members; maintaining and providing loaner garb and feast gear; coordinating and performing demos for purposes of recruitment and/or public awareness; performing all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. Refer to Kingdom and Society Officer's handbooks.

**Chirurgeon:** Responsibilities include maintaining appropriate SCA and mundane certification; keeping supplies in chapter's kit current (as medical supplies are provided at no cost to the patient, each SCA chapter will provide the necessary money or materials to maintain an approved first aid kit. (Refer to GAKL IV-4.07 e) Once invited to attend an injured individual by the Marshal, the Chirurgeon becomes the ultimate authority on the field until the situation is resolved. The Chirurgeon will also perform all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. Refer to Kingdom and Society Officer's handbooks.

**Chronicler:** Responsibilities include the upkeep, content and preparation of the Baronial Newsletter, "Bayou Tapestry", maintain database of baronial members, promote solicitation of

articles for “Ambassador (GA Kingdom newsletter)” and ”Tournaments Illuminated” and perform all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. The Chronicler may have a deputy in charge of the Baronial Internet site. Refer to Kingdom and Society Officer’s handbooks.

**Web Minster** Responsibilities include maintaining the website of The Barony of Axemoor and all web hosting activities of The Barony of Axemoor including ensuring event fliers are posted on line, all virtual information is kept recent, and ensuring that the Barony’s web-hosting account is current and informing the Exchequer to ensure account is current.

**Constable:** Responsibilities include maintaining lost and found; publishing list of lost and found in newsletter following events; disposing of unclaimed property in accordance with Kingdom Law, solving security problems and notifying appropriate authority at events; controlling parking at events and working with Autocrat to place SCA signs at events; acting as Sergeant of Arms at baronial meeting; performing all duties in his/her sphere of responsibilities as assigned by the Seneschal, Baronage or the appropriate Kingdom Officer.

**Historian:** Responsibilities include maintaining a written/pictorial history of the Barony and its events; keeping a record of all offices in the group, who holds the office, when they took the office and when they turned the office over; keeping copies of all event flyers for events the group holds, all newspaper and magazine articles about the group, thank you cards and letters, all scrolls received by the group and pertinent items from the files of the officers; performing all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. Refer to Kingdom and Society Officer’s handbooks.

**Minister of Children:** Responsibilities include promoting children’s participation in the Barony and the SCA; overseeing children’s activities for events hosted by the Barony; watching for those deserving of the Order of the Lamb at events and making recommendations; performing all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. (Refer to GAKL V-5.05) Refer to Kingdom and Society Officer’s handbook.

**Quartermaster:** Deputy Office to Exchequer. Responsibilities include arranging the inventory and storage of all Baronial property, maintaining the status of the property through an annual inspection, overseeing all Baronial property loaned out to individuals and groups, informing the Exchequer, Seneschal and Baron/Baroness of Baronial property in disrepair so that the property may be replaced or repaired, performing all other duties in his/her sphere of responsibility as assigned by the Exchequer, Seneschal and Baron/Baroness.

**Provost:** Deputy Office to A&S. Responsibilities include promoting registration to support the Royal University of Gleann Abhann; overseeing all classes taught in the barony; keeping the populace informed of the requirements necessary for completion of individual degrees; maintaining a database of transcripts of classes taken by members of the Barony at local events as well as those taken outside the Barony of Axemoor; performing all other duties in his/her sphere of responsibility as assigned by the A&S Officer, Seneschal and Baron/Baroness.

## **V. Baronage of Axemoor**

### **A. Baronage – Definition**

In accordance with Corpora (VI.B.1) and Gleann Abhann Kingdom Law (III-3.01), and the policies defined below, the Territorial Baron and Baroness (Baronage) are the ruling nobles of the Barony and serve as the voice and the presence of the Crown of Gleann Abhann.

### **B. Duties and Responsibilities of the Baronage of Axemoor**

The Baronage of Axemoor serves as the voice and presence of The Crown of Gleann Abhann. As such, Leadership of the Barony of Axemoor is the responsibility of the Baronage. Respect due the Crown of Gleann Abhann shall also be paid to the Baronage as they speak with the voice of The Crown of Gleann Abhann. The Baronage will set goals and provide direction for the Barony for the duration of their time as Axemoor's Baronage. The Baronage of Axemoor will also be held accountable by the Crown of Gleann Abhann for the success or failure of the running of the barony. Thus, it is important that the Baronage and the Seneschal work in tandem to promote the health and well-being of the group.

The Baron/Baroness should try to attend Gulf Wars, Kingdom, and baronial events as reasonably possible in support of the Barony and Kingdom.

### **C. Baronial Succession**

1. The Baronage upon deciding that they wish to step down shall meet with the crown of Gleann Abhann and determine a time that is acceptable to both The Crown and The Baronage.
2. Once the date of Investiture has been decided, the order of events outlined in the following section shall take place. The process may seem counter-intuitive, but this will allow the current Baronage to work with incoming Baronage a sufficient amount of time to ensure that the transition between administrations is smooth and serves the best interests of The Barony of Axemoor.
  - a. Polling of the populace of Axemoor by the Crown of Gleann Abhann shall occur four months prior to investiture.
  - b. A time and a place that is one month prior to polling shall be designated by the Seneschal as the Town Hall meeting. The Seneschal is responsible to coordinate the scheduling of the meeting location for the Town Hall meeting. The Current Baronage shall determine the format of the Town Hall meeting and The Seneschal shall facilitate the Town Hall meeting.
  - c. One Month prior to the Town Hall meeting, all Letters of Intent are due to Their Baronage of Axemoor, The Crown of Gleann Abhann, and The Seneschal of Gleann Abhann, and the Seneschal of Axemoor.
  - d. One month prior to the due date of Letters of intent, the Baronage of Axemoor shall issue an official announcement of their intentions to step down. An official



announcement should include if possible: a public statement in the Court of Their Majesties of Gleann Abhann of their intention to step down, an announcement in the baronial news letter, and an announcement on the baronial e-group.

3. All persons interested in holding the Office of the Baronage of Axemoor shall submit a letter of intent to The Crown, current Baronag, The kingdom Seneschal and the Seneschal of Axemoor specifying the following:
  - a. Mundane name
  - b. SCA name
  - c. Proof of membership, number and expiration date
  - d. Awards/titles
  - e. Offices held
  - f. Justification for candidacy
  - g. Letters must be received by the due date or candidates shall not be deemed eligible.
4. Candidates must be paid members of the SCA for a minimum of one year and reside within the Barony of Axemoor. They must have attended at least 6 populace meetings in the past 12 months prior to the announcement and have attended at least one Baronial event in the same period. They must have resided within the Barony for a minimum of one year, that year closing with the date of the polling of the populace by the crown.
5. The list of candidates must be submitted to the Crown for approval. The outgoing Baronage or designee shall announce the approved list of candidates to the populace at a business meeting and may publish to the baronial e-group.
6. The Seneschal or designee if the Seneschal is running, will mail ballots to the populace. Ballots will then be collected by a designee of the crown and given to the crown unopened. No person within the Barony of Axemoor may know the results of the polling before the Crown of Gleann Abhann, unless otherwise decided by the Crown of Gleann Abhann. Decision of the succession of the Baronage of Axemoor rests solely with the Crown of Gleann Abhann, and the polling of the populace of Axemoor serves as advice to The Crown only. Polling results should not be viewed as a binding decision as all lands within the kingdom of Gleann Abhann belong to The Crown, and They may do as They wish.

## **D. Polling Eligibility**

Someone eligible to be polled is defined as a paid member of the SCA with an address on record with SCA corporate within the geographical boundaries of the Barony or domiciled or in undeclared lands who declares him/herself a member of the Barony. No person who is actively serving as an officer or deputy officer for another group, other than a subgroup of this Barony as recognized by Corpora or Kingdom Law (such as a Canton or College), will be considered a member of the Barony.

## **VI. Baronial Awards**

### **Order of the Axe.**

The highest award granted in the Barony of Axemoor for service. It is an award of special distinction, granted to those by The Baronage of Axemoor who have served the Barony with the highest merit. With the permission of the Crown of Gleann Abhann, and on recommendation of the Baron/Baroness, the Order may bear an Award of Arms, and the bearer may process ahead of a simple Award of Arms. (GAKL IX-9.01) The Companions within the Order may place the initials C.A.A. after their names and may bear the badge of the Order. Members of the Order are asked to give names of potential members to the Secretary of the Order and the Baronage. All current members will be polled on the new members for their advice and recommendations.

### **Order of the Gull.**

This award is given by The Baronage of Axemoor to those who have distinguished themselves in the Arts and Sciences within the Barony. Companions within the Order have the right to bear the badge of the Order. All members of the Order are asked to give names of potential members to the Secretary of the Order and the Baron/Baroness. All current members will be polled on the new members for their advice and recommendations. This award carries no precedence.

### **Order of the Pillar of Axemoor.**

This award is to be given once per year at Christmas Revel by The Baronage of Axemoor to the Lord and Lady who, by word and action, best exemplified the ideals of the Society and the Barony over the past year, Loyalty, Chivalry and Grace. Induction to the Order is recognition of special dignity. Polling ballots are cast by members of the Barony present at Christmas Revel. Companions within this Order will have their names inscribed on the Pillars Scroll. This award carries no precedence.

### **Order of Justinian.**

This award is given by The Baronage of Axemoor to those that serve as examples of living the dream through exemplary persona development and/or period practices within their SCA life. This award was created in the memory of a dear friend and member of the Barony of Axemoor, Lord Justinian Artemesius. His passion for Byzantine persona development and fashion brilliance showed he was living the Dream. This award carries no precedence. All members of the Order are asked to give names of potential members to the Secretary of the Order and the Baron and Baroness. All current members will be polled on the new members for their advice and recommendations. There will be a Secretary of the Order who will be in charge of keeping a standing record of all members of this order. This award carries no precedence.

### **Citizen of Axemoor**

This award is presented by the Baron and Baroness to an individual who has served the Barony in an exceptional manner. This award carries no precedence.

### **Companion of the Bow & Blade**

This award is presented by the Baronage to an individual who has displayed martial prowess within any of the martial arts sanctioned by the SCA (to include, heavy weapons, rapier combat, target archery, combat archery, & live weapons). Members of the Order are asked to give names of potential members to the Secretary of the Order and the Baronage. All current members will be polled on the new members for their advice and recommendations. This award carries no precedence.

### **Order of the Shearling**

This award is presented by the Baronage to a minor who has served the Barony in an exceptional manner and set an example to other children by his/her service. This award carries no precedence.

### **Order of the Fleece**

This award is presented by the Baronage to a youth domiciled in Axemoor to encourage the principles of Chivalry, Artistry or Service which are promoted within the Peerages of the Society. Each Principle is represented by a token depicting the path within the Society to which the child is serving. A Gules (red) token shall be utilized to depict marshal prowess. A Vert (green) token shall be utilized to depict growth within the Arts and Sciences. An Or (yellow) token shall be utilized to depict exemplary service. Youth are encouraged to collect all three Principles. This award carries no precedence.

### **The Order of the Tower and Lily**

This award shall be given at the pleasure of the Baronage of Axemoor to those that they view as the embodiment of “the Dream.” It was created by Their Excellencies Charles and Martha in honor of Their Excellencies Ifor and Morgana, whose leadership post hurricane Katrina served as an inspiration for many. Members of The Order of the Tower and Lily are held in the highest esteem of The Baronage of Axemoor, so while this award carries no precedence – members of this order may not pay the traditional reverence due to The Baronage of Axemoor and may approach the presence of The Baronage of Axemoor without permission and uninvited.

1. **The Rolls of Chivalry and Grace** is a written record given to The Order of The Tower and Lily by Their Excellencies of Axemoor wherein any deeds of Chivalry, Courtesy, Honor, or Grace both great and small witnessed by a member of The Order of The Tower and Lily are to be transcribed. These deeds will be read in court by Their Excellencies to acknowledge the good that people do in Gleann Abhann. The Rolls of Chivalry and Grace will remain in the possession of the Principles of The Order of The Tower and Lily, Ifor and Morgana or a designee made by them in the order, until requested by Their Excellencies of Axemoor. It is the responsibility of The Order of The Tower and Lily to seek out, promote and record deeds worthy of The Rolls of Chivalry and Grace. This was created to encourage members to look for people who are doing good things rather than focusing on the negative aspects. Their Excellencies Charles and Martha hold The Dream near to their hearts and hope that their heirs will continue this tradition of searching for the good in people and encouraging all to look for people “doing good.”

## **The Order of Elerium**

This award shall be given at the pleasure of the Baronage of Axemoor to those that guide and nurture newcomers to the SCA. The order of Elerium was created by Their Excellencies Charles and Martha to honor Her Excellency Eleri, former Baroness of Axemoor, who served many people when they joined the SCA as friend, mentor and guide. This award carries no precedence.

## **VII. Events**

**Event Proposals:** Event proposals shall be received by the Seneschal and the Baronage from any member of the populace at least 9 months out from the proposed date of the event. Proposals will be presented at the next business meeting and a decision to accept or reject the proposal or not will be made by the greater officers of the group in a simple majority vote. A cutoff date for accepting event bids will be established at this time.

**Event Bids:** Written bids for event proposals shall be sent to the Seneschal and to the Baronage. All bids received by the Seneschal by the established cut off date will be discussed with the populace at the regular scheduled business meeting. The bid information must include: name of event, date of event, proposed site, Autocrat's name, Feast-crat's name, proposed activities, a feast menu outline and estimated budget. If more than one bid is presented, the Baronage and the Seneschal will decide the which bid to award after consulting with the populace.

### **A. Autocrat Responsibilities:**

1. The Autocrat is responsible for the running and direction of the event and will be given authority to carry out the running of the event. An Autocrat will operate as a Deputy Seneschal for the duration of his/her tenure as Autocrat.
2. The Autocrat shall appoint such persons as are necessary to assist him/her with the running of the event. Such appointments shall be discussed with the Seneschal and Baron/Baroness.
3. Present Flyer information and submit it to the Seneschal for approval. Once approved, the Seneschal will send the flyer to the Kingdom Chronicler before the 15<sup>th</sup> of the month for the Flyer to run for three months prior to and the month of the event.
4. The Autocrat or designee makes arrangements for classes/teachers, work crews, arrange for balls, entertainment, games.
5. The Autocrat is also responsible for designating a Nasty-crat to periodically patrol bathrooms for paper and emptying of the trash receptacles (including the kitchen).

6. Keep the populace up to date on the event at business meetings.

## **B. Feast-crat Responsibilities:**

1. Present the proposed menu to the Autocrat at least (when possible) one month prior to the event. Print and post the menu with list of ingredients at the event.
2. Appoint such persons as are necessary to assist him/her with preparation and service of meals at the event. The Feast-crat shall appoint a Hall Steward who will be responsible for setting up the hall for feast, recruiting servers and help take down after feast.
3. Feast-crat is in charge of all food for the event, he/she may designate (or ask for volunteers) someone to handle Traveler's Fare, Breakfast for Sat. & Sun. and the Fundraiser Luncheon.
4. Feast-crat is also responsible for opening & preparing the kitchen; supervising the cleaning of the kitchen, putting away of the leftovers, making sure the kitchen is cleaned after the event and making sure that the Baronial kitchen items are returned to the trailer.
5. Familiarize him/herself with all applicable food preparation health and safety standards, and abide by these standards in carrying out his/her duties.

## **C. Officer Event Responsibilities:**

**Seneschal** – site selection & contract; insurance; opens & closes site (or appoints a designee); supports Autocrat & Feast-crat; makes sure the Baronial Trailer is contracted for delivery/return from site from its place of storage

**Exchequer** – event pricing with financial committee; Head Troll or may designate someone to run Troll, but is ultimately responsible at all times

**Knights Marshal** – organizes & schedules the Tourneys; sets up tourney field; inspects fighters; makes arrangements for Tourney Marshals, Tourney Herald, List Mistress; and arranges for a Waterbearer-in-Charge

**Herald** – provides or designates the Site Herald; provides or designates a Court Herald; sends off the Court Event Report of Awards given to the Gleann Abhann Obsidian Herald and to the Baronial Historian

**A&S** – oversees classes & competitions, recording results; works with the Autocrat on providing assistance as needed in scheduling classes

**Constable** – responsible for placement of SCA signs; parking; security; sending off event waiver paperwork and maintaining event records; works with Head Troll; maintains & posts a listing of Lost & Found shortly after the event. Lost & Found items will be kept

for a period of one year; items left unclaimed will be turned over to the Barony for auction.

**Chronicler** – once given, publishes the Flyer in the Bayou Tapestry; helps promote the event to other groups

**Historian** – keeps written and if possible pictorial records of event & activities

**Chatelaine** – provides loaner garb as needed; has flyers available for newcomers

**Minister/Mistress of Children** – provides for children's activities; works with Autocrat on designating a place for Children's Activities at the Event

**General Activities (everyone helps)**

Setting up site - putting up/taking down decorations, setting up/putting away of the baronial pavilion if used

Sunday am closing of site - cleaning cabins & bathrooms (includes sweeping & mopping); cleaning main hall; patrolling grounds for any wayward items; depositing trash into the proper receptacles

## **APPENDIX I**

### **FISCAL POLICY OF THE BARONY OF AXEMOOR**

The fiscal policy outlined herein pertains to the Barony of Axemoor. All laws concerning the Kingdom of Gleann Abhann will be followed and will not be superseded by the Barony of Axemoor's fiscal policy.

#### **Financial Committee**

- A. The Financial committee of The Barony of Axemoor shall include the offices of The Baronage and The Greater Officers Of Axemoor. Each office receives one vote on matters that need to be decided upon.
- B. The financial committee is responsible for approving all expenditures greater than \$150 by the Barony of Axemoor. Any expenditure less than \$150 may be approved by a single member of the financial committee after consulting either The Seneschal or The Baronage.
- C. The Financial Committee will sign off on the annual budgets for the Barony of Axemoor as submitted by the Greater Officers of Axemoor.
- D. There shall be one meeting per year of the financial committee and the greater officers to create the operating budget for the Barony of Axemoor. This

meeting is open to all populace members. It is the responsibility of the Seneschal to schedule this meeting.

## **Contributions**

- A. Payable The Society for Creative Anachronism – The Barony of Axemoor
- B. Clearly indicate for whom/what purpose it is intended.

## **Reimbursements**

- A. Reimbursements will be made with approved voucher for administrative expenses such as postage, copying, and paper per the budget amounts assigned to each office.
- B. Expense reports must be filled out completely with appropriate approval/signatures. They must have the approval signature from the appropriate Barony of Axemoor office or the Seneschal and shall be submitted by that officer to the Exchequer.
- C. Reimbursement made after purchase can be made only with appropriate prior written approval.
- D. Any expense exceeding \$150 (except event expenses) must have prior approval from the Baronial Financial committee.
- E. Advances may be made if purchase requires substantial expense. An estimate or quote is preferable in this instance with payment sent directly to the vendor/supplier.
- F. Expense reports and receipts must be submitted within 30 days of purchase or in the case of an event, by the close of the event.
- G. Receipts are required for all expenses regardless of the amount.
- G. Disposition of Baronial property valued at more than \$100 to be approved by members of the Financial Committee .

## **Events**

- A. The Autocrat of an event will be responsible for monitoring and tracking event costs. If an event goes in excess of \$200 over budget it must have the prior approval of the financial committee.
- B. If an event has two (2) Autocrats or two (2) Feast-crats, one will be designated as in charge of the allocation of funds.
- C. Advances may be made for purchase of food for an event by the Feast-crat and for supplies by the Autocrat. The Food Budget for an event will be subject to current market values.
- D. Event fees for The Crown (2), The Heirs (2), The Baronage (2), Autocrat (1), Feast-crat (1), are waived. Additional exceptions to this rule can be granted only at the discretion of the financial committee and autocrat .

## **APPENDIX II**

### **DEFINITIONS**

**Corpora:** A document, defining the structure of the medieval organization used by the Society in its re-creations, and including minimum requirements and guidelines for that organization. This document is referred to as the Corpora of the Society. (“Corpora: the policies governing historical recreation within the Society, and those policies applicable to the entire Society.”)

**Gleann Abhann Kingdom Law (GAKL):** “The Laws of Gleann Abhann shall be the Word of the Crown, publicly proclaimed and printed in the Kingdom Newsletter, subject to the authority of the Board of Directors, Corpora, and the By-laws of the Society for Creative Anachronism, Inc. and the Laws of the United States of America. No new law or amendments shall be in effect, nor shall the subjects of Gleann Abhann be held in account for the new law or amendment until both proclamations by the Crown and publication in the Kingdom Newsletter takes place.” (Gleann Abhann Kingdom Law, I-1.03)

**Kingdom of Gleann Abhann:** That part, whose geographical boundaries include the following states of the United States of America: Arkansas (except for Washington and Benton counties), Louisiana, Mississippi, and extreme western Tennessee.

**Crown:** “The Crown shall consist of the Sovereign and Consort of Gleann Abhann.” (Gleann Abhann Kingdom Law, II-2.01)

**Heirs:** “The Royal Heirs shall consist of the Crown Prince and Crown Princess of Gleann Abhann”. (Gleann Abhann Law, II-2.02)

**Baronage:** The Baronage shall consist of the Baron and/or Baroness of Axemoor.

**Drop Dead Deputy:** A person shall be named a “drop-dead deputy” when, after appropriate training for a position in any office, he or she is willing to step in as a replacement officer.

**Troll:** The registration desk at events where fees and waivers are collected. It is also, referred to as “Gate” and “The Registration of Lords and Ladies”.