

Policy Manual for the
Seneschal's Office
of the Kingdom of Ealdormere

Revised: September 2012

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Policies of the Office of the Seneschal of the Kingdom of Ealdormere

These are the policies of the office of the Kingdom Seneschal. The Kingdom Seneschal may change, remove, add or alter any of these policies at any time, save Policy 1 “Changes/Additions/Deletions to Kingdom Seneschal Policies”. In order to change these policies, the Kingdom Seneschal must follow the procedure as laid out in Policy 1.

Policy #1: “Changes/Additions/Deletions to Kingdom Seneschal Policies”

Any changes, additions, or deletions to the Policies of the Kingdom Seneschal must be recorded in these Policies. The Kingdom Seneschal must publish in the Kingdom newsletter that a change to policy has taken place and that a copy of the updated policies can be found on the Kingdom website. The Kingdom Seneschal will maintain a current copy of these policies on the Kingdom website. The Kingdom Seneschal will publish any changes to the Seneschal electronic list.

Any Kingdom Officer wishing to change their policy must have it reviewed and receive approval from the Crown and a quorum of Privy Council before doing so.

(revised June 2012)

Policy #2: "Selection of Deputies"

The following deputies of the Kingdom Seneschal are selected according to the Kingdom Officer Selection Policy in the General Operating Policies, and are therefore limited to the following terms of office:

The Kingdom Seneschal must ensure that these deputies (term limited) are listed in the kingdom newsletter and are on the warrant roster. All non term-limited deputies may be listed or warranted as the Kingdom Seneschal sees fit.

- Chatelaine (two years)
- Lawspeaker (three years)

The following deputies of the Kingdom Seneschal are selected for a specific term as laid out in these policies and the Seneschal's Handbook:

- Kingdom Deputy of Shires (three years)

The following deputies are assistants to the Kingdom Seneschal's office, to be changed, appointed, or removed as the Kingdom Seneschal sees fit, and therefore are not bound by any term limit. These positions may be added, deleted, or left unfilled as the Kingdom Seneschal sees fit.

- 1) Council Secretary
- 2) Royalty Liaison
- 3) Kingdom Bid Deputy
- 4) Calendar Secretary
- 5) Media Relations Deputy
- 6) Emergency Deputy
- 7) Any other temporary or permanent deputy position

Prior to, or immediately upon assuming office, the Kingdom Seneschal shall advise all current Kingdom Seneschal's Deputies (who are not restricted by a term of office) whether or not they will be expected to continue in their current positions.

The Kingdom Seneschal must ensure that the "selected" deputies (term limited) are listed in the kingdom newsletter and are on the warrant roster. All non term-limited deputies may be listed or warranted as the Kingdom Seneschal sees fit.

(revised June 2012)

Policy #3: “Selection of the Kingdom Deputy of Shires (KDS)”

The Kingdom Deputy of Shires acts as a reporting deputy for the Shires to the Kingdom Seneschal. The KDS fulfills all of the same duties as the Baronial Seneschal to the local Cantons. The KDS is the immediate superior to the Shire Seneschals, and therefore does recommend or comment on the selection of the Shire Seneschals. All Shire appointments along with the KDS recommendation, go directly to the Kingdom Seneschal for final decision.

Each Shire may construct their own method of choosing a person to recommend for the position of KDS. The Kingdom Seneschal will request recommendations and nominations from the Shires. The Kingdom Seneschal will approach all nominees and ask if they accept the nomination. The Kingdom Seneschal will then provide a list to all Shire Seneschals of all of the nominees. Each Shire will then provide the Kingdom Seneschal with their group’s recommendation as to the most acceptable candidate. The Kingdom Seneschal will consider all recommendations and then chose the candidate most acceptable to the Shires and the Kingdom Seneschal.

The selected candidate will serve as KDS for a term not to exceed three years, the same term as any warranted Baronial Seneschal.

(revised June 2012)

Policy #4: "Kingdom Bid Selection Policy"

Crown Tournaments shall be held on the 4th Saturday of the months of May and October, save and except special circumstances as decided upon by TRM and the Privy Council.

Coronations shall be held on the 4th Saturday of the months of April and September, save and except special circumstances as decided upon by TRM and the Privy Council.

Kingdom A&S shall be held on the 3rd weekend of November, save and except special circumstances as decided upon by TRM and the Privy Council. In the case that either A&S or Crown has moved due to special circumstances, A&S must be at least 2 weeks after Crown.

Other groups may book events on other weekends in the months of April, May, September, October, and November, before a Kingdom bid has been accepted. There will be an understanding that in special circumstances their event may be forced to change dates, or they may be asked to host the Kingdom Event, or they may choose to cancel.

In unusual circumstances, it will be the Kingdom Seneschal's responsibility to resolve any conflicts that arise due to another event already booked and a Kingdom event bid on the same weekend.

Coronations, Crown Tournaments and the Kingdom A& S tourney shall be rotated amongst the different regions (i.e. Baronies and Shires). A current schedule of the rotation can be obtained through the Kingdom Seneschal's office. The establish rotation to be followed is:

Rising Waters
Ramshaven
Ben Dunfirth
Septentria
Skraeling Althing
Shires

At the end of the schedule the same pattern of regional assignments is repeated. Should the Baronies, or Shires, or the Kingdom Seneschal request a change to this rotation, the Kingdom Seneschal, in consultation with all of the landed Barons and Baronesses and Kingdom Deputy for Shires, shall compile a new rotation schedule and shall review it with TRM and Privy Council

All bids must be submitted to the Privy Council and TRM for review and final approval. When it is a barony or the shires' turn in the rotation, that group must put a bid in, unless they have given their event to another group. Details on this are given below. Other groups may also put it a competing bid, as they see fit. In the case of competing bids, assuming the bids are relatively equal, the Privy Council and TRM, should give preference to the bid that maintains the rotation, rather than the competing bid. Preference should also be given to bids that are on the correct Saturday. Baronial/Shire bids must be presented to Privy Council a MINIMUM of 9 months in advance, and more lead time is always acceptable. Privy Council may accept the first correct rotational bid that is presented, provided it is acceptable

If a competing bid arrives at Privy Council, the Kingdom Seneschal will inform the Barony or Shire whose rotation it is. That Barony or Shire will have 6 months, if the event is 2 plus years away, or 3 months, if the event is between 12 months and 2 years away, to put together their bid. If the Barony/ Shire fails to submit a bid within the time limit, then the Privy Council and TRM will assume they are giving their event to the competing bid, as detailed below, without any compensation.

The Kingdom Seneschal shall privately inform the group(s) that has/have submitted a bid, as to the decision of the Crown and Privy Council prior to the announcement of the acceptance of any bid. The Kingdom Seneschal shall then inform the Calendar Secretary as to site location and date of

the Kingdom event, if there are any changes. All Kingdom events must have flyers published in 2 issues of the Kingdom newsletter. These newsletters should be the month of the event and the month prior to it.

Since shires are less populated than Baronies, and neither the Kingdom, nor the Baronies, wishes to put undue hardships on the Shires, the Baronies will each take a turn supporting a Shire when they are required to bid on a Kingdom event and require assistance. The rotation for this will start in 2003 with Septentria, and continue in chronological order of creation of Barony, ending with Ben Dunfirth in 2007, and then will begin again. Since the needs of each Shire will be different for each bid, it is strongly recommended that an outline of whatever support is being asked of the Barony be placed in writing and accompany the bid to Privy Council. This should also include a letter from the baronial Seneschal with the Baron and Baroness signature, agreeing to that level of support.

With the agreement of both parties, groups will be able to give another group their event in the rotation. Negotiation for another's event should take place through the Baron and Baroness and/or KDS, while keeping the group and Baronial Seneschals informed. The Baron and Baroness/KDS may put any reasonable condition upon giving up their event. This includes, but is not limited to, asking for an event in return. Final negotiation must be in writing, with a copy going to the Kingdom Seneschal, while keeping copies for themselves. A copy should also accompany the bid to Privy Council.

The Kingdom Seneschal, in conjunction with TRM and Privy Council, reserves the right to veto any agreement that they deem unacceptable, for stated cause.

(revised June 2012)

Policy #5: “Changes to the Seneschallorum and Kingdom Officer Lists”

The Kingdom Seneschal shall make changes to the Seneschallorum by the following policy. The Kingdom Chronicler may not make changes to the Officer page or the Seneschals listing unless instructed to do so in the following manner. The Kingdom Webminister may not make changes to the Officer page or the Seneschals listing unless instructed to do so in the following manner. The Kingdom Seneschal shall be responsible for all the following functions.

New Seneschals:

Upon receiving the Change of Officer form, and the recommendation from the KDS or the Baronial Seneschal and accepting the new Officer, the Kingdom Seneschal change the corresponding information in the Master list of the Seneschallorum. The Kingdom Seneschal will forward all changes of Seneschals to the Kingdom Chronicler and the Kingdom Webminister

Corrections or Updates:

The person requesting the change shall send all changes to the Seneschallorum, other than new Seneschals, directly to the Kingdom Seneschal. The Kingdom Seneschal is responsible for updating the Master list, sending the corrections to the Kingdom Chronicler and the Kingdom Webminister. The Kingdom Seneschal must always have a current contact list.

Kingdom Officer Changes:

The Kingdom Seneschal will be responsible for confirming any changes in Kingdom Officers. All Kingdom Officers shall be responsible for sending their contact information as well as any changes to the Kingdom Seneschal. Outgoing Kingdom Officers shall be responsible for sending all contact information for their replacements to the Kingdom Seneschal. All Kingdom Officers are responsible for sending the changes or new contact information for any of their deputies to the Kingdom Seneschal.

Whenever any changes are made, the Kingdom Seneschal will update the Master list for the Officers and send new copies to the Kingdom Chronicler and the Kingdom Webminister.

(revised June 2012)

Policy #6: "The Warrant Rosters"

The Kingdom Seneschal shall review the complete listing of all group Seneschals a month prior to the Coronation. The Kingdom Seneschal shall make the required decisions regarding which Seneschals shall be warranted, including deputies. The Kingdom Seneschal shall make the appropriate changes to the warrant list. The Kingdom Seneschal will produce the warrant roster, sign said roster and have it available for the Crown to sign at Coronation.

The Kingdom Seneschal will provide a copy of the current signed Warrant upon request.

(revised June 2012)

Policy #7: “The Calendar Secretary”

The Kingdom Seneschal may appoint a Calendar Secretary. The Calendar Secretary will be listed in the Kingdom Newsletter as a deputy to the Seneschal. All groups wishing to place an event/demo on the Kingdom Calendar must send notification to the Calendar Secretary. The Calendar Secretary is responsible for sending all event dates to the Kingdom Chronicler. The Calendar Secretary is also responsible for advising all groups involved of any potential conflicts of dates and asking for confirmation of permission to conflict.

The Kingdom Seneschal is responsible for informing the Calendar Secretary as to which groups have been approved for Kingdom events, but it is that group's responsibility to book the event. As no other event may be held on the same weekend as Kingdom events, as stated in Kingdom Seneschal Policy #4, in unusual circumstances it will be the Kingdom Seneschal's responsibility to resolve any conflicts that the calendar secretary is unable to resolve.

A copy of all event conflict permissions will be sent to the Kingdom Seneschal who will in turn inform the Calendar Secretary of the outcome and confirm which events are to be booked.

(revised June 2012)

Policy #8: “Changes to Kingdom Law”

Upon request from the Crown, the Kingdom Seneschal shall arrange for a meeting of the Privy Council, either in person or via Privy Council electronic group for the Crown to consult with the Privy Council. The Crown shall present Their proposed Law change in any manner They see fit. After the Crown’s consultation with the Privy Council, and if They wish to proceed, the Kingdom Seneschal shall prepare the proposed Law Change for publication in the Kingdom newsletter. A request for comments to be sent to the Crown is to be included in the wording for publication. A minimum of 30 days must be provided for commentary.

After 30 days, the Kingdom Seneschal shall approach the Crown and ask if They wish to proceed with the Law change as first proposed, amend it, or not proceed at all. If the Crown wishes to proceed, the Kingdom Seneschal shall ensure that the Law meets all legal requirements of Corpora and Kingdom Law. The Kingdom Seneschal shall then produce a final document of the Law change, to be signed by the Sovereign, the Consort and the Kingdom Seneschal in designated areas. A copy of this document (with all required signatures) must then be sent to the Kingdom Chronicler for publication. A copy of the signed document should also be given to the Kingdom Herald; to be read into the next legally sanctioned court held by The Crown. The Kingdom Seneschal must ensure that the Kingdom Chronicler has published the final Law within 60 days of the Royal Court in which the Law was read, as per Kingdom Law.

Should the Crown ask to have the 30 day commentary time waived, the Kingdom Seneschal is responsible for obtaining the Crown’s reasons for the dispensation. This information should then be provided to the Privy Council. A quorum of the Privy Council and the Kingdom Seneschal must approve of the dispensation. This vote of Privy Council should be held as expeditiously as possible after the Crown’s request for dispensation.

Upon completion of the process, the Kingdom Seneschal shall insure that the procedures in Policy 9 are followed.

(revised June 2012)

Policy #9: “Maintenance and Publication of the Laws and General Operating Policies”

The Kingdom Seneschal is responsible for maintaining and publishing the Laws and General Operating Policies (GOP) of the Kingdom. The Kingdom Seneschal may appoint a warranted deputy to fulfill this task. Upon completion of the procedure in Policy 8, the Kingdom Seneschal shall update the master file of the Laws of Ealdormere. The same shall be done for any changes to General Operating Policies as allowed for in the Laws and GOP.

Every 20 years the Kingdom Seneschal shall provide the master copy to the Kingdom Chronicler and shall ensure that the Laws and GOP are published and distributed to those members who receive the Kingdom Newsletter via a special issue of the Kingdom Newsletter. All expenses of the publication are the responsibility of the Kingdom (Kingdom General Operating Fund). An up to date, and complete, copy of the Laws will be made available on the Kingdom Website, and maintained by the Kingdom Seneschal in conjunction with the Kingdom Webminister.

(revised June 2012)

Policy #10: “Privy Council Meetings”

A Privy Council meeting is defined as a gathering of the Royalty, the Kingdom Seneschal (or their designated representative), and a quorum of the remaining Officers of State in a manner that allows for verbal discussion. The Lawspeaker is afforded a seat on the Privy Council, though does not count towards quorum, and is a non-voting member. The Kingdom Seneschal is responsible for calling Privy Council meetings at the request of the Crown, and for ensuring that the Crown has met Their requirement to hold at least one Privy Council meeting per reign as per Article V, Section 100, Subsection 4 in the Laws of Ealdormere.

Consultation of the Privy Council need not be at a Privy Council meeting, but may occur by other means, such as via the telephone or email. Should the Crown chose to consult the Council by means other than a meeting, the Kingdom Seneschal is responsible for gathering the opinions of the Council members and conveying them to the Crown. Any item that requires the approval of a quorum of the Privy Council, or requires a vote of the Council members, must be done at a meeting either in person or via electronic group.

When The Crown requests a meeting of the Privy Council, the Kingdom Seneschal is responsible for advising all members of the Council when the meeting is to occur. The Kingdom Seneschal is also responsible for preparing and distributing an agenda for the meeting, as well as the recording and distribution of minutes of the meeting. Each of these duties may be assigned to a warranted deputy of the Kingdom Seneschal.

The Kingdom Seneschal MAY choose to send a designated representative to a Privy Council Meeting that he/she cannot attend. However, this is a decision of the Kingdom Seneschal. The Crown may still meet Their requirement of one Privy Council meeting per reign, even when the Kingdom Seneschal is unable to attend, by means of the attendance of a designated representative of the Kingdom Seneschal. Any business that occurs at a meeting where a designated representative of the Kingdom Seneschal attended has no legal standing, and cannot be enforced, until the Kingdom Seneschal has reviewed the minutes of the meeting and has confirmed the legality of the proceedings that occurred.

Any Kingdom officer may choose to send a deputy/representative to Privy Council, should their policies permit it. An Officer wishing to send a deputy to Privy Council must petition the Crown to do so. Upon receiving permission, the Kingdom Officer will inform the Kingdom Seneschal of the fact, and inform the Seneschal as to whether or not the deputy has voting rights. Only a deputy given full voting privileges will count towards quorum.

(revised June 2012)

Policy #11: "Contracts"

The Kingdom Seneschal must sign any contract entered into by the Kingdom; this cannot be delegated. A contract entered into by the Kingdom includes use of consulting services, leasing or purchasing of equipment, financial and/or liability agreements. Any contracts entered into for Kingdom events are not considered Kingdom contracts, but rather contracts of the group hosting the event.

Only the warranted group Seneschal may sign contracts for site rental, or equipment rental for use at an event. If membership in an outside organization is required in order to rent particular sites or to take advantage of group discounts on site rentals, the organization member may sign the contract, but it must be previewed and initialed by the group Seneschal first. An Event Steward (Autocrat) is considered a deputy of the local Seneschal from the time they are first appointed, until the Event report is given to the Seneschal after the event. All Event Stewards must be paid members of the Society.

The Seneschal must keep an original signed copy of the contract on file, and must provide a copy of that contract when requested.

(revised June 2012)

Policy #12: “Seneschal’s or Delegate’s Event Reports”

All group Seneschals are required to provide the Baronial/KDS with an Event Report on any events held by their group. This report should be completed within 30 days of the event date. If a group fails to report the following steps will be taken:

- 1) 5 days past due, verbal (phone/in person) warning to group Seneschal who held the event.
- 2) 10 days past due, written warning (email/letter) to group Seneschal outlining that the next step will be suspension of group.
- 3) 15 days, automatic suspension of group with written (email/letter) confirmation, which will continue until event report is completed and sent with all appropriate documentation, provided steps 1 and 2 have been completed.

The Event Report shall follow the format set out by the Kingdom Seneschal and must include a copy of all contracts entered into in order to hold the event. This report is to be examined by the Baronial/KDS to ensure that all legal requirements were followed. The report should be kept in the Baronial/KDS group files for a period of 5 years. A copy should be kept in the group Seneschal’s files for a similar time period. Any concerns with events should be reported immediately to the Kingdom Seneschal.

(revised June 2012)
(implemented October 2012)

Policy #13: “Validating Requirements for Crown”

The Kingdom Seneschal shall confer with the Crown Prince and Princess as to Their deadline for acceptance of letters of intent into Their Crown Tourney as soon as possible after the induction of the Crown Prince and Princess. The Kingdom Seneschal shall be responsible for publishing the following information at least 60 days before the deadline, to allow for prospective participants to gather the appropriate information:

1. Date on which Crown Tournament packages must be in and all formats that will be acceptable ie email with pdf attachments.
2. Requirements by Kingdom Law for participation
 - Must be 18
 - Must be subjects of the Ealdormere and have demonstrated a clear level of involvement in the Kingdom over the year prior to the Crown Tournament. Involvement includes event attendance and service.
 - Must be armigerous (or provide dispensation request as per Kingdom Law)
 - Must provide proof of membership (membership card, label of corporate publication w/expiry date, letter from the Registrar, valid listing on corporate membership list)
 - Must provide proof of renewal if expiring in month before or of Crown Tourney. (Fax confirmation receipts, Registrar letters, Money Order receipts, cancelled cheques, etc.)
 - Must provide a copy of authorization card for prospective combatant.
 - Must meet any other requirement laid out by the Crown
 - Must provide a return address on their letter of intent.
 - Must send copies to the Crown Prince and Princess (if published before Their Coronation, or The Crown if published after Their Coronation) and the Kingdom Seneschal.
 - Declaration Form

Crown Tournament Procedure and Duties

Upon receipt of a complete Crown Tournament package, the Kingdom Seneschal shall ensure that all of the above requirements are met. The Kingdom Seneschal must inform the Crown (presiding over the Crown Tourney in question) of any prospective Combatant or Consort who does not meet the requirements of Kingdom Law as soon as possible. The Kingdom Seneschal shall keep all letters of Intent on file for a period of at least 2 years.

The Kingdom Seneschal is required to keep the Declaration Forms on file until the end of the reign determined by that Crown Tournament. The Kingdom Seneschal shall fulfil any duties assigned them by the Ceremonial Procedures during the commencement of the Crown Tournament.

(revised June 2012)

Policy #14: “Obligations to Subordinates”

Kingdom Law requires the Kingdom Seneschal to meet with his/her subordinates at least once per year and to maintain regular contact with these same subordinates. The Kingdom Seneschal shall choose to fulfil these requirements in any manner they see fit.

Any Kingdom Officer wishing to change their policy must have it reviewed and receive approval from the Crown and a quorum of Privy Council before doing so.

(revised May 2008)

Policy #15: "Elections for the Selection and Removal of the Lawspeaker"

The Kingdom Seneschal is responsible for initiating the selection/removal of the Lawspeaker as per Kingdom Law.

Selection

Prior to the end of the current Lawspeaker's 3-year term, or upon direction of the Crown, the Kingdom Seneschal shall publish a request for nominations for the position of Lawspeaker in the Kingdom Newsletter. The request should include all of the requirements as per Kingdom Law, and the method of nomination. It should also include a deadline for acceptance of nominations.

After the deadline, the Kingdom Seneschal shall compile the names of candidates who have been nominated by at least 12 armigerous people. The Kingdom Seneschal shall present this list of candidates to the Royal Family, and the present Lawspeaker for confirmation of candidacy. In order to qualify for candidacy, the person must be confirmed by at least one member of the Royal Family or the present Lawspeaker. The current Lawspeaker may be considered a candidate provided they have the required number of nominations, and a member of the Royal Family confirms them. The Kingdom Seneschal shall then privately approach each candidate to request if they accept the nomination.

If there is only one nominee, or only one nominee accepts the nomination, than that nominee is confirmed as Lawspeaker. The Crown and present Lawspeaker shall be advised, and the successful nominee announced in a Royal Court and published in the Kingdom newsletter.

If there is more than one nominee, the Kingdom Seneschal shall publish the names of all nominees in the Kingdom newsletter. The Kingdom Seneschal shall then provide each warranted branch seneschal with a copy of the nominee list, the instructions for voting in the election, and the deadline for votes to be submitted. Each warranted branch Seneschal is allowed one vote, but it must be reflective and representative of the majority opinion of their branch. Seneschals of multi-group Baronies are advised to attempt to seek the opinion of their Baron and Baroness, Baronial officers, and any members at large who do not associate with one particular group. The Kingdom Seneschal shall choose a method of voting acceptable to the Kingdom Seneschal. The selected method shall allow anonymity for the group seneschal, while still allowing for a roster of which branch seneschals have voted to be kept.

After the deadline, the Kingdom Seneschal shall tally all votes cast. The nominee with the most votes shall be proclaimed the next Lawspeaker. The Kingdom Seneschal shall inform the Royal Family, the outgoing Lawspeaker and the successful candidate. It shall be the responsibility of the outgoing Lawspeaker to publicize the name of the successful candidate.

Removal

If the Kingdom Seneschal receives a written request from 10% of the warranted branch seneschals to remove the Lawspeaker, then the following procedure will occur.

The Kingdom Seneschal shall inform the Crown and the current Lawspeaker that a request to initiate the removal process has been received, and has the required support as per Kingdom Law.

The Kingdom Seneschal shall then personally contact each warranted branch seneschal and ask them to vote as to whether or not they feel the removal of the Lawspeaker is in order. This personal contact is not to be done by means of publication in the Kingdom newsletter. The Kingdom Seneschal is required to provide all reasons submitted with the original request, and any rebuttal comments provided by the current Lawspeaker. The warranted branch seneschals are encouraged to seek the advice of the members of their group.

The Kingdom Seneschal shall choose a method of voting acceptable to the Kingdom Seneschal. This method shall allow anonymity for the group seneschal, while still allowing for a roster of which branch seneschals have voted to be kept. After the deadline, the Kingdom Seneschal shall tally the votes. The Kingdom Seneschal will provide the results of the vote to the Crown and the Lawspeaker. It shall be the decision of the Lawspeaker and the Crown regarding the publication of the results if the vote does not indicate removal.

If the majority of warranted branch seneschals vote to remove the Lawspeaker, the Kingdom Seneschal shall immediately initiate the selection procedures as outlined above.

(revised May 2008)

Policy #16: “Branch Advancement”

New Groups

All requests for new group packets shall be referred to the Kingdom Chatelaine. The Kingdom Chatelaine will provide the contact information needed for the new group to get in touch with the appropriate Baronial Seneschal or the KDS. The Baronial Seneschal/KDS will guide the group into preparing a request for incipency. Once the appropriate officer has the request, it shall be forwarded with that officer’s recommendation to the Kingdom Seneschal.

Upon receiving the request, the Kingdom Seneschal shall review the packet, and shall bring the request, and the Kingdom Seneschal’s recommendation, to a Privy Council meeting. The Privy Council shall be given a chance to comment on the request. Upon acceptance of the request by the Crown and the Privy Council, the Kingdom Seneschal shall inform the Baronial Seneschal/KDS of the acceptance. The Baronial Seneschal/KDS shall inform the group. The Kingdom Seneschal shall place the group’s name as an Incipient group on the Seneschallorum. The Kingdom Seneschal shall update the Kingdom Chronicler, the Kingdom Webminister and the master list. This change in status takes effect immediately, and does not have to be announced in a Royal court. The granting of Incipency status does not have to be approved by the Society Seneschal or the Board of Directors.

All proto-incipient, or incipient groups will report to their appropriate officer, the Baronial Seneschal or KDS, like any full-status group.

Established Groups

Any established group wishing a change in status (i.e.: from incipency to full status, canton to barony, etc.) shall complete the process as outlined in the Seneschal’s Handbook. When all necessary papers have been gathered, the request shall be sent to the appropriate superior. That superior shall examine the request, and shall then send it on with their recommendation.

Upon receiving a request for change in status, the Kingdom Seneschal shall review the request. The request and the Kingdom Seneschal’s recommendation, shall be presented to the Privy Council. Upon acceptance of the request by the Crown and the Privy Council, the Kingdom Seneschal shall forward the request to the Society Seneschal.

For the granting of full-status or lateral change in status (a Canton to a Shire) the Society Seneschal needs to be informed but does not need to approve the change. Therefore, the Kingdom Seneschal shall inform the appropriate Baronial Seneschal/KDS regarding the decision of the Privy Council without waiting for confirmation from the Society. The Crown will arrange to have the change in status announced in a Royal Court. The Baronial Seneschal/KDS shall inform the group Seneschal of the change in status, and that it shall be official when announced in a Royal Court. The Kingdom Seneschal must then inform the Clerk of the Roster to change the status of the group in the Kingdom newsletter and on all files.

For the granting of elevation in status to Baronial or above, the Society Seneschal and the Board of Directors must approve of the petition. If the Society Seneschal and the BOD approve the change in status, the Kingdom Seneschal shall inform the appropriate Baronial Seneschal/KDS and the Crown. The Crown will arrange to have the change in status announced in a Royal Court. The Baronial Seneschal/KDS shall inform the group Seneschal of the change in status, and that it shall be official when announced in a Royal Court. The Kingdom Seneschal will change the status of the group in the Kingdom newsletter and on all files.

(revised June 2012)

Policy #17: "Dissolving a Branch"

A Branch may be dissolved for failure to function as a healthy group. This could be due to a failure to report or due to consistent infighting and bickering in the group which prevents the group from accomplishing any goals. It may also be due to a lack of participation or interest by the required number of members to sustain full status.

A group that has been dissolved will be removed from the roster, it will not be allowed to hold events, and all funds must be transferred to the appropriate ruling Barony or Kingdom. All accounts must be closed, and the group heraldry may become available for other people to use. It may also mean that no one currently in the group may be involved in starting a new group in that area for the next couple of years, depending on why the group was closed and the Kingdom's recommendation to the Society.

In order for a group to request to be dissolved, the group Seneschal must write a request, accompanied by a petition showing support of the request from the paid members of the group to the Baronial Seneschal/KDS. The request must be accompanied by proof that all current funds in the group's bank account have been transferred to the Baronial (or Kingdom in the case of Shire's) account and that the account has been closed. The request will be relayed to the Kingdom Seneschal. The Kingdom Seneschal will present the request to the Crown and the Privy Council. The Kingdom Seneschal shall then forward the request to the Society Seneschal. When the request has been granted, the Kingdom Seneschal shall inform the Baronial Seneschal/KDS, who will then inform the group.

Should a member of the Privy Council, or the Crown, request that a group be dissolved, the Kingdom Seneschal prior to the motion being brought before the Privy Council must inform the group. The request for dissolution must be approved by the Privy Council and forwarded to the Society Seneschal and the Board of Directors for approval. The Kingdom Seneschal is required to send a complete report, including any recommendations of the Privy Council when forwarding the request to the Society Seneschal. The Kingdom Seneschal shall inform the group directly of dissolution once the Board of Directors has decided.

Only ports/strongholds/colleges may go dormant. They also may only go dormant for set periods of time. Dormancy is a set matter, and the Board does not have to approve each dormant period of the group.

(revised May 2008)

Policy #18: “Financial Committee”

Society Financial Policy requires that each Kingdom has a set of Financial Policies, and that the Society Exchequer must approve these policies and passed by the Board of Directors. Any future changes to the Financial Policies must also be approved by the Society Exchequer and given to the Board of Directors for approval. However, the Kingdom may maintain a budget, which may be changed by due process through the Finance committee, without having to be approved by the Society Exchequer. Therefore, any changes in financial distribution in the Kingdom of Ealdormere must be achieved by means of amending the Kingdom budget.

The Kingdom Exchequer and the Kingdom Seneschal shall each maintain a separate copy of the Kingdom Budget. Any changes to the budget must be made following the Laws of Ealdormere, which are reflective of the Society Financial requirements.

The Kingdom Seneschal or the Kingdom Exchequer will submit any request for a change to the budget at an official meeting of the Finance committee. The Finance committee is comprised of the Royal Family, the Kingdom Seneschal, the Kingdom Exchequer and a quorum of the remaining Kingdom Officers of State. Any budget change must be voted on and approved by a majority of the Finance Committee. As per Society Financial Policy, the Royal Family has one composite vote. Any disagreement amongst the Royal Family shall be settled as per the General Operating Policies of Ealdormere.

The Finance Committee must ratify any emergency expenditure of funds as soon as possible after the disbursement. Failure to ratify an emergency expenditure will result in the parties granting the disbursement being accountable for the repayment of those funds.

Both the Kingdom Seneschal and the Kingdom Exchequer shall be responsible for updating the Kingdom budget whenever a change has been made. Should the Finance Committee make a change to the Financial Policies as outlined in Kingdom Law or the General Operating Policies, it shall be the responsibility of the Kingdom Exchequer to send the proposed changes to the Society Exchequer for approval. When approval has been granted, the Kingdom Exchequer shall inform the Kingdom Seneschal, who shall then make changes to all necessary documents.

(revised May 2008)

Policy #19: "Reporting Policies"

All Seneschals shall provide a written report to their Baronial/KDS 4 times a year via online reporting. The dates for reporting shall be:

- 1st Quarter – April 1
- 2nd Quarter – July 1
- 3rd Quarter – October 1
- 4th Quarter/Domesday – December 31

All reporting will be done online and will be automatically sent to the Kingdom Seneschal. All Seneschal's should keep a copy of submitted reports in their files.

Baronial Seneschals/KDS shall report on the overall status of their Barony/Shires and provide membership counts of those members who are not associated with a group in your Barony/Shires but still reside within your boundaries.

The Baronial Seneschals/KDS is also required to keep in regular contact with their [subordinate] group Seneschals on a regular basis. The Baronial Seneschals/KDS must have verbal contact with the group Seneschals at least once per quarter. They must forward all requests for group Seneschal appointments, warrants and advancement in status within 15 days of receiving the request. The Baronial Seneschals/KDS may be required to provide verbal or written reports to the Kingdom Seneschal regarding the status of their [subordinate] groups at any time. The Baronial Seneschals/KDS will be required to disseminate any information provided to them by the Kingdom Seneschal to their groups in a timely manner.

All term deputies of the Kingdom Office (Chatelaine, Chancellor of Youth and Youth Programs, and Lawspeaker) shall provide either a copy of their report to their Society superior, or a summary of the activity in their office, to the Kingdom Seneschal twice per year. These reports will be due to the Kingdom Seneschal on August 30th and February 10th.

The Kingdom Seneschal shall report to the Society Seneschal quarterly, in a format provided by the Society Seneschal. The Kingdom Seneschal shall also provide a comprehensive Domesday report once per year, as required by the Society Seneschal. The Kingdom Seneschal shall provide a copy of the each report to the Royal Family.

The Kingdom Seneschal shall keep in regular contact with the Baronial Seneschals/KDS, and communicate any necessary information on the state of the Seneschal's office and any policy changes. The Kingdom Seneschal is required to meet with all group Seneschals at least once per year.

(revised June 2012)
(implemented July 2012)

Policy #20: "Violations"

All group Seneschals are required, by Society Policy, to report any violation of modern criminal or civil law, Corpora or Society By-Laws and General Policy Decisions, Society Policy, or Kingdom Law within 48 hours of learning of the violation.

Any violation shall be reported immediately, and directly, to the Kingdom Seneschal. The Kingdom Seneschal shall then inform the Society Seneschal and the Crown within 48 hours of being informed of any suspected violation. All suspected violations will then be given to the Lawspeaker of Ealdormere to investigate. The Lawspeaker will return with the results of their investigation within 15 days. If the Lawspeaker has not been able to conclude their investigation, then a preliminary report will be submitted. The Kingdom Seneschal will forward all investigation results to the Society Seneschal and the Crown. Any recommended actions will be discussed with the Society Seneschal and the Crown before being implemented.

(revised May 2008)

Policy #21: “Courts of Chivalry”

The Laws of Ealdormere and the General Operating Policies describe all procedures regarding Courts of Justice. A Court of Chivalry is the highest court in the Kingdom of Ealdormere, and may only be called by the Lawspeaker after all other procedures have been followed.

The Lawspeaker of Ealdormere shall inform the Kingdom Seneschal that a Court of Chivalry is to be called. As per the General Operating Policies of Ealdormere, the Kingdom Seneschal shall contact all aggrieved parties and set mutually acceptable dates and locations for sessions of the court to be held. The Kingdom Seneschal shall then publish the dates, times and locations in the Kingdom newsletter at least 15 days before the dates set for the sessions of the Court and communicate the same in writing to the Crown and the aggrieved parties.

The Kingdom Seneschal shall appoint a scribe to make an official recording of the court proceedings. The Kingdom Seneschal shall also ensure that each aggrieved party has appointed two armigerous judges prior to the opening of the court. If there is only one aggrieved party, the Kingdom Seneschal shall request the Crown to appoint two armigerous judges. The Kingdom Seneschal shall advise all four judges to appoint a mutually agreeable fifth armigerous judge. All five judges shall then appoint a person agreeable to the Crown and the Kingdom Seneschal who shall preside over the court proceedings, called the Presiding Official for the purposes of this document. The Presiding Official shall not be a judge of the court, but shall be responsible for ensuring the court proceedings meet the requirements as laid out in the General Operating Policies.

Upon the close of the court, the judges shall retire, with the scribe previously appointed by the Kingdom Seneschal, to make their verdict. Within 3 days of the close of the court, the verdict shall be presented to the Presiding Official. The Presiding Official shall immediately convey the findings of the court to the Crown, and shall ensure that a copy of the official record is provided to the Kingdom Seneschal and the Crown.

The Kingdom Seneschal shall ensure that the Crown has provided Their decision within one week of receiving the verdict of the court. The Kingdom Seneschal shall ensure that Crown has published Their decision in the Kingdom newsletter. The Kingdom Seneschal shall provide the findings of all courts of chivalry which require Society action to the Society Seneschal.

(revised May 2008)

Policy #22: “Removal of Sanction”

Reference CORPORA II.E

It must be clarified that there is a difference between “closing down” an event, and removing Society Sanction. When an event is closed it means that the presiding nobles, the sponsoring branch, or the autocrat has ended the event at that point and everyone is asked to go home. The removal of Society Sanction means that the insurance and liability of the Society has ended at the moment the removal of Sanction was announced. If things continue to happen when an event has been “closed down”, the insurance and liability are still in effect until the site contract expires. If the Sanction has been removed, the Society is no longer held liable, though the group who has rented the site may be. This is a very important difference, so make sure you understand it.

If you get to the point where you believe the event should be “closed down”, consider approaching one of the people authorized to remove Sanction as listed in Corpora and ask them to remove the Sanction instead. Remember that a senior marshal can only remove Sanction if the violation involves a transgression of the Lists. If you are the group Seneschal of the sponsoring branch, you must approach the most senior Seneschal present to remove Sanction. If you are the most senior Seneschal present, confer with other members of your group before taking such drastic measures.

If a transgression is occurring, then the person who notices the transgression shall take the following steps:

Marshal related transgressions

“In the event of a serious violation of the Rules of the List, the Presiding Marshal shall use their authority to stop the fight and/or take such other action as is necessary to correct the situation. If that authority is questioned, or if they are unable to stop the activity which is in violation, they shall summon the Marshal-in-Charge who, if they are also unable to stop the violation...” will follow the procedure laid out in the Marshal’s Handbook for removal of Sanction. (Taken from the Ealdormere Marshal’s Handbook, edition 1).

All other transgressions

In the event of a transgression that does not involve the marshallate, the person witnessing the transgression shall approach the appropriate authority and ask that they try to rectify the situation. If that authority chooses not to acknowledge the transgression, the witnessing person shall then approach the Seneschal of the sponsoring branch, and make the same request. If the Seneschal chooses not to acknowledge the transgression, the witnessing person shall then approach the senior official at the event and make the same request. If the senior official at the event chooses not to acknowledge the transgression, the witnessing person shall approach the Royal Family (if present) and request the transgression be dealt with. If all of the above have chosen not to acknowledge that there is a problem, the individual making the request may choose one of the following options:

1. The person may write a statement to the Lawspeaker describing the situation and the authorities approached. The statement should include the response of each authority. Or,
2. They may choose to reassess the situation and acknowledge that perhaps a transgression has not occurred.

Should any of the above-mentioned authorities agree to attempt to rectify the situation, the person witnessing the transgression shall then remove themselves from the procedure, unless asked to provide assistance by that authority. The authority agreeing to deal with the situation, shall attempt to rectify the situation in the following manner:

- The Authority shall approach the source of the transgression and attempt to rectify it.
- Should the transgression continue, the Authority will approach the Event Steward and ask them to rectify the situation. If the Event Steward will not intervene, then the Authority may continue on in the process. If the Event Steward attempts to rectify the situation, and is unsuccessful, than the Event Steward becomes the Authority and continues the process.
- The Authority shall then approach the branch Seneschal. If the branch Seneschal will not intervene, than proceed to step 4. If the branch Seneschal attempts to rectify the situation, and is unsuccessful, than the branch Seneschal becomes the Authority and proceeds to step 4.
- The Authority shall then approach the senior Seneschal present and ask that they rectify the situation. If the senior Seneschal will not intervene, than proceed to step 5. If the senior Seneschal attempts to rectify the situation, and is unsuccessful, than the senior Seneschal becomes the Authority and proceeds to step 5.
- The Authority shall then approach the presiding noble. If the presiding noble is unable to rectify the situation, then proceed to step 6.
- If the Authority is the Event Steward, branch officer or branch Seneschal (but not the senior Seneschal) or presiding nobility, they may chose to close the event in the following manner:
 - They shall advise the presiding nobles and all persons involved in the process as mentioned above that they are closing the event.
 - They shall then announce to the general public that “by the authority granted in Corpora, Article II, Section E, this event is now closed and everyone should leave”.
 - a) The Authority shall then inform the Kingdom Seneschal as soon as possible after the closing of the event.
 - The Authority shall ensure that a written statement is obtained from all persons involved in the process [is obtained]. The Authority shall then forward all statements, including their own to the Kingdom Seneschal.

7) The authority is the Senior Seneschal present, they may remove Sanctioning for the event in the following manner:

- The Senior Seneschal present will immediately go to the Sovereign, or presiding noble, and say: “(Your Majesty) (Highness) (Your Excellency), it is my duty to inform you of a violation of (insert name and section number of law or policy being broken) and to advise you to use Your authority to correct the situation. If this situation is allowed to continue, the SCA will be forced to withdraw its sanction from this event (tournament, revel, etc.) and you will be held legally responsible for any consequences.”
- The Senior Seneschal shall then make the following announcement:

“My Lords and Ladies. I regret to inform you that since (insert name of law or policy being broken) is (are) not being obeyed, this event can no longer be considered an official event of the Society for Creative Anachronism, Inc., and is officially closed. Any activity taking place from this time forward does not have the sanction of the Society for Creative Anachronism and the individuals concerned will be totally and solely responsible.”
- The Senior Seneschal shall then report immediately to their superior, the Kingdom Seneschal, the Crown and the Lawspeaker that such an action was taken.
- a) The Senior Seneschal must then gather statements from all individuals involved and write a comprehensive report of all actions taken, to be sent to the Kingdom Seneschal within 48 hours.

Immediately upon being notified of the Removal of Sanction for an event, the Kingdom Seneschal shall inform the Society Seneschal, who shall inform the Board of Directors. All reports received concerning the event shall be forwarded to the Society Seneschal.

(revised June 2012)

Policy #23: "Dispute Resolution"

The Kingdom of Ealdormere has set up a dispute resolution process that any member of the Kingdom may use. If members of your group are having a particular problem that does not relate to legal or policy issues refer them as provided for in the Seneschal's Handbook.

There are two types of dispute, personal and professional. A Seneschal must remember that they are the legal representatives of their group, and therefore cannot become entangled in personal disputes within that group. If a Seneschal finds that they are involved in a personal dispute, self-mediation between parties must be attempted. As per common courtesy, and Board policy, no dispute may be passed on to a higher authority until a reasonable attempt with all parties involved has been made to solve the problem. Any decision by one party to involve a higher authority in the mediation process must be conveyed to all parties involved in the dispute in writing, prior to informing the higher authority. A second attempt at self-mediation should then occur. If the dispute cannot be resolved, it should then be referred to either the Territorial Baron or Baroness or the Lawspeaker as appropriate. There is no need for these problems to be brought to the hierarchy of the Seneschalate, as a personal dispute should not be reflective of a person's ability to perform their professional duties.

Professional disputes involve issues on policy, law and responsibility. The local Seneschal should try to resolve the issue by means of producing Corpora and all associated documents, Kingdom Law and General Operating Policies; the Ealdormere Seneschal's Handbook or this document. If the issue cannot be settled, then the issue should be referred to the Baronial Seneschal/KDS. If the Baronial Seneschal/KDS cannot provide a solution, then the issue must be brought to the attention of the Kingdom Seneschal. If the issue involves a question regarding the Seneschal's responsibility or function, the issue should be immediately referred to the appropriate officer, and not handled by the Seneschal who is being questioned.

The Baronial Seneschal/KDS or Kingdom Seneschal shall record any issue brought to their attention, and the solution reached, and shall insure that the Kingdom Seneschal's files includes a copy of this record. If the Kingdom Seneschal believes the issue warrants a clarification in policy or Kingdom Law, the Kingdom Seneschal may take the appropriate steps to amend any documents as needed. The Kingdom Seneschal may also choose to publish the issue and it's resolution in the Kingdom Newsletter if the Kingdom Seneschal sees a need to do so.

Any issue that cannot be resolved by the Kingdom Seneschal shall be referred to the Society Seneschal. The Kingdom Seneschal shall be responsible for recording the Society Seneschal's decision and conveying it to the appropriate Baronial Seneschal/KDS. The appropriate Baronial Seneschal/KDS will then convey the decision of the Society Seneschal to the originator of the request. . If the Kingdom Seneschal believes the issue warrants a clarification in policy or Kingdom Law, the Kingdom Seneschal may take the appropriate steps to amend any documents as needed. The Kingdom Seneschal may also choose to publish the issue and it's resolution in the Kingdom Newsletter if the Kingdom Seneschal sees a need to do so.

The Kingdom Seneschal must ensure that the Lawspeaker handles any issue that involves a conflict of interest for the Kingdom Seneschal.

(revised May2008)

Policy #24: "Waivers"

According to SCA Board policy, any person attending any SCA event or participating in fighting activities at a fighter practice (including Chirurgeons, Marshals, Heralds, and Water Bearers), must either be a paid member of the SCA with proof of membership (a blue card), or must sign a waiver to gain admittance to the event. The waiver text must be that which appears on the current membership form and cannot be altered.

SCA members who do not have their 'blue cards' with them, or who have a non-blue membership card, indicating that there is no signed waiver on file for them in the SCA Corporate Office, must sign a waiver to attend an event or participate in fighting activities at a fighter practice.

Additional sign-in or attendance sheets are not required, however if your group chooses to use them they become a part of the waiver package that must be sent to the Kingdom Waiver Deputy.

Any minor attending an SCA event must have a Minor Waiver completed and signed by their parent or legal guardian. (Minors with blue cards indicating a waiver in Milpitas that is signed by a parent are treated the same as adult blue-card attendees with regard to waivers.) Roster waivers are not acceptable for use with minors.

An event, for purposes of the waiver policy, is any SCA activity announced in the branch, Kingdom, or Principality newsletter, or at which any type of combat-related activities will occur. Business meetings, demos where there are no combat-related activities, guild meetings, dance practices, and the like are not included in the waiver policies.

Waivers will be collected and sent to the Kingdom Waivers Deputy Seneschal for storage in a timely fashion. The Waiver Deputy shall ensure that waivers for each event can be located and provided to the appropriate officials in the event a specific waiver is required. Adult waivers shall be maintained for 7 years and the minor waivers for 20 years.

(revised May 2008)

Policy #25: “Published and Unpublished Events”

Reference Corpora, Article II.A:

For purposes of this policy, the following definitions will apply to the following terms:

Events are tournaments, feasts, etc. as per Corpora that are organized by a local branch for the participation of the general membership of the SCA.

Functions are business meetings, demos, practices, classes, etc. that are organized by a local branch and directed towards the members of that same branch.

Functions

Business meetings, demos, practices of any of the martial activities, etc. must be advertised to the members of the group holding the function. Announcing the function at a group meeting, publishing it in the group newsletter, calling the members of the group, all count as advertising to the local members. If it is a Canton function, then it must be announced to the members of the Canton, if it is a Baronial function, it must be announced to the members of the Barony, etc.

Regular, repeating functions have to have been announced as being regular and repeating.

For all functions, the insurance is in effect once the function has been announced to the members of the branch and the function has been registered with the branch's warranted Seneschal.

Events

For the purposes of this policy, there are two types of events, *published* and *unpublished*. Events which are only listed on the Kingdom Event Calendar are considered to be *unpublished*. To be considered a *published* event, a full advertisement must be published in advance in the Tidings. In exceptional circumstances, a full event flyer may be mailed out to all Tidings subscribers (in lieu of the Tidings advertisement) to have the event be considered *published*.

As per Corpora, Article II.C, formal actions and announcements with long-term impact on the Society may occur only at events for which a full announcement including date, time, and place has been published in advance in the Tidings. These actions include Crown Tournaments, Coronations and Investitures, appointment of kingdom officers, presentation of awards and titles, proclamation of law, and the establishment or advancement of branches.

Official Royal and Baronial courts may only be held at published events. Unofficial courts may be held at unpublished events, but any business conducted or awards given will have to be announced again later in an official court at a published event.

Deputy officers and local or baronial officers do not need be appointed at published events, but may be if Their Majesties (or Their Excellencies) so choose.

For all events, the SCA insurance is in effect once the event has been listed on the Kingdom Calendar and the event has been registered with the branch's warranted Seneschal.

(revised June 2012)