

Section I: Guidelines and Procedures

This booklet contains the Guidelines and Procedures for how Seleone will operate. Not all areas of operation are covered in this booklet. Any areas not covered are left to the Seneschal and the Baronage and any Officer appropriate to the situation. This booklet is only a general guide and does not supersede Corpora, Kingdom, "mundane" Law, or Kingdom Officer Handbooks.

- A. These guidelines and procedures may be reviewed a minimum of every two (2) years by the Seneschal. This duty can be delegated to committee if the Seneschal sees fit. Any changes are then put to the current Crowns and Kingdom Seneschal.
- B. Changes to Baronial Guidelines
 - 1. Changes to the Baronial Guidelines can be suggested by any member of Seleone. Unless designated within this document as paid or unpaid membership status, the use of the word member in these policies are anyone who attends events or meetings or other activities in the Barony of Seleone and live within the zip codes.
 - 2. Proposed changes to the Guidelines will be published in *A Sealion's Tale*, the Baronial e-groups, and brought to the attention of the populace one (1) business meeting prior implementation.
 - 3. Approval of the changes can be done by a majority vote of the officers present at a business meeting.

Section II: Baronage/Vicar

- A. The responsibilities of the Baronage (Baron/ess) shall include but are not limited to:
 - 1. Presiding over Baronial events and holding Baronial Courts. Courts are held solely at official events and at the pleasure of the Baronage.
 - 2. In conjunction with the Baronial officers, establishing and maintaining such procedures and customs as are necessary for the internal peace and orderly continuance of the Barony.
 - 3. Complying with the other requirements set down in Kingdom Law, mundane Law, and Corpora.
- B. The duties of the Baronage shall include but are not limited to:
 - 1. Acting as Host/ess at all Baronial functions be they demos, events or any other activity in which the Barony participates, within reason of the Baronage's work and personal schedule.
 - 2. Writing any thank-you notes, letters of recommendation for their successors, or other correspondence relative to the position.
 - 3. Being the head cheerleader/motivator of the Barony.
- C. A Vicar shall be appointed, subject to the consent of the Crown, to fulfill the duties of the Baronage should the Baronage be unable to fulfill the duties of the office for an extended time. The Vicar shall have all the power, privileges, rights, and duties of the Baronage, save that s/he shall not assume the title, nor will s/he have the right to bear the group arms in canton, nor will s/he have the power to bestow baronial awards.
- D. The Baronage is expected to attend business meetings if possible and contribute to any discussions or policy decisions made that may affect the Barony. By the same token, the Baronage is expected to respect the areas of responsibility of the individual officers. It is expected that the Baronage will be made aware of Issues of importance within any of the Baronial offices. For the Baronage to function effectively as liaison between the populace and the Crown, s/he must be aware of problems or potential problems, even where no specific reporting requirements exist.

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- E. Due to the responsibilities as host/ess, the Baronage—except in extenuating circumstances—shall not usually serve in the capacity of primary Autocrat/Feastcrat at Baronial events.
- F. The Baronage shall not serve more than three (3) years, unless reappointed by the Crown.
- G. Change of Baronage

1. Polling Procedures:

Unless otherwise directed by the Crown, and in accordance with the Laws of Gleann Abhann and the Governing Documents of the Society, the polling shall proceed as follows: The time and place of the polling will be announced in *A Sealion's Tale*, the Baronial e-groups and in at least two (2) business meetings. The nomination process may be conducted locally by the group Seneschal. The final polling will be run by a neutral party from outside the group appointed by the Crown and/or Kingdom Seneschal.

- a) Any member of the populace may nominate any member(s) of the Barony, including him or herself, who is a current paid member of the Society of Creative Anachronism, Inc. (hereafter referred to as SCA), is at least 18 years or older, and residing within the boundaries of Seleone. A nomination can consist of an individual or a couple. Each member of Seleone may make one nomination. Each nomination must be accepted by the nominee at the time of nomination (in the case of a couple, both must accept the nomination) otherwise, the nomination is invalid. Members may run as an individual or as a couple but not both at the same time. Once an individual or couple is nominated and the nomination is accepted, no further nominations on their behalf is necessary for them to proceed on to the Baronial polling. The term "nominee" hereafter will refer to either an individual if running alone or a couple if running together.
- b) The number of nominees will be tallied by the seneschal. The list of nominees shall be forward to the Crown and Kingdom Seneschal. If the Crown chooses, They can have the Barony do a polling to reduce the number of nominees. Traditionally the number has been reduced to 3; however that need not be the case.
 - (1) If the Crown desires to reduce the number of nominees the names will be published in the *Sealion's Tale* and on the Baronial e-groups and a run-off will be held at the following business meeting for the purpose of narrowing the number of candidates down to the number requested by the Crown. The nominees with the requested number of highest votes will be published again in *The Sealion's Tale* and the Baronial e-groups and will be put forward for the final polling of the populace at the next business meeting. This process will be overseen by the Seneschal. Those remaining candidates will be voted upon by the populace and the ballots forwarded to the Crown.
 - (2) If the Crown does not desire to reduce the number of nominees, the names will be published in *The Sealion's Tale* and the Baronial e-groups for polling to take place at the next business meeting. The Seneschal can extend this to the business meeting following the next if there is a need. The populace is polled and the ballots forwarded to the Crown.
- c) Nominations and votes may be made by written and signed letters that include your name, the name of the nominee, and your membership number. Non-members may vote but their votes will be tallied so that "non-member" votes are differentiated from member votes. This process will be designated by the Seneschal. The nominee(s) must be present at the business meeting during the nomination process to personally accept the nomination and for that nomination to move forward. It is suggested that if you plan to nominate someone, talk to your nominee first to

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make sure that not only do they wish to be nominated but that they will be present at the business meeting to accept the nomination.

- d) The final candidates will write a letter to the Crown to be given to the Seneschal listing their qualifications and why they wish to serve as Baronage. Copies of the letter will be given to the Seneschal for the files. Candidates will also publish a letter on Baronial e-groups for the populace to read no later than 2 weeks before the final polling, this letter should indicate why the nominee would be a good choice for the Baronage.
 - e) The current Baronage will write to the Crown expressing his/her personal recommendations on the candidates selected by the polling. The Seneschal will also write a letter and send the recommendation to the Crown.
 - f) The neutral party will send copies of the polling results, letters from the nominees, and the letter from the current Baronage, and the Seneschal's letter to the Crown and Kingdom Seneschal.
 - g) The final selection of which candidate shall be invested will be made by the Crown. It needs to be completely understood that the polling process exists to give the Crown an idea of the populace's wishes. The Crown can choose whom they wish, either from the candidates presented or from the populace at large. This is the Crown's prerogative.
2. All regalia and accoutrements of the position shall be passed down to the new Baronage no later than the investiture of the new Baronage, if not before.
 3. The Investiture ceremony will be a simple transfer of the Baronial Coronet by the Crown.

Section III: Officers

- A. The officers of Seleone are the Seneschal, Herald, Knights Marshall, Ministers of Arts and Sciences, Exchequer, Chronicler, Webminister, Chatelaine, Historian, Minister of Children and Camp Master, the title of "Officer" is not conferred to deputies. All officers must:
 1. Be current paid SCA members.
 2. Be warranted by appropriate Kingdom Level Officer, as applicable, and the following offices: Seneschal, Minister of Children, and Youth Marshals are required to submit to a background check at the Barony and Kingdom's cost.
 3. Meet the specific requirements of the office.
- B. Officers may have one or more deputies to assist them with the duties of their office and report to that officer. Being a deputy is no guarantee of office succession.
- C. Officers will serve in their position no longer than two (2) years, unless no other suitable/qualified individual desires to fill the position. Officer succession will take place as follows:
 1. If able, the resigning officer will publish in *A Sealion's Tale* and on the Baronial e-groups and notify the populace at a business meeting of intent to resign, and accept applications from interested parties at least one month before deciding on a successor.
 2. The resigning officer will advise the Seneschal and the populace of his/her selection at a business meeting. If there is any question with the selection, the final decision may lay with the Kingdom level officer. Common sense shall prevail in all cases.

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3. If no successor is named, The Kingdom level officer will choose the successor, with the input of the Baronial Seneschal, may make a selection to fill the vacant office.
- D. Officers can be removed only by their Kingdom Level Officer. The Seneschal may suspend an officer's activities, if deemed necessary, pending the requested removal but has no authority to pull an officer's warrant.
- E. The duties and responsibilities of officers are listed in Corpora, Kingdom Law, and Officer Handbooks. In addition to these, the duties and responsibilities of the officers of Seleone include, but are not limited to:
 1. Seneschal
 - a) Monitoring and coordinating other offices.
 - b) Having the right to request copies of other officer's reports.
 - c) Taking over the duties of any office left vacant by the resignation of an officer, until a suitable replacement is found.
 - d) Keeping the group informed of changes in Corpora and Kingdom Law.
 - e) Organizing and overseeing business meetings.
 - f) Acting as referee and neutral party in disputes between members of the group and, if necessary, acting as arbitrator of the dispute.
 - g) Being present at all demos, meetings, events and functions within reason of the Seneschal's work schedule.
 - h) Being a primary contact for requests for information from SCA or outside sources.
 - i) Being a signatory on money accounts.
 - j) Reserving dates for any Baronial events on the Kingdom Calendar.
 - k) Reviewing all event flyers before sending it to the Kingdom newsletter.
 2. Herald
 - a) Organizing all heraldic activities at Seleone events to include: wake-up calls, general announcements, field heraldry, heraldic classes being taught (in conjunction with the Minister of A&S), and setting up all courts.
 - b) Consulting on submission personally or with the assistance of a deputy.
 - c) Maintaining and updating the Order of Precedence of the group.
 - d) Seeing to the manufacture of and providing the Baronage with regalia for Baronial awards.
 - e) Maintaining Baronial scrolls necessary for Baronial awards.
 3. Knights Marshal
 - a) Organizing and running fighting activities at Seleone events and fighter practices.
 - b) Running armor inspection at Seleone events.
 - c) Finding someone to run the list at Seleone tournaments.
 - d) Checking all Seleone fighting fields before they are used.
 - e) Checking membership status before allowing anyone on the field at fighter practice and, if necessary, having a non-member sign a waiver.
 - f) Making sure that youth combat activities are properly conducted.
 4. Minister of Arts and Sciences
 - a) Fostering the Arts and Sciences (A&S) in Seleone.
 - b) Keeping and maintaining the records of A&S activities of members of the group.
 - c) Coordinating regularly held classes, symposia and other educational seminars.
 - d) Encouraging and advising the local populace in research, techniques, and practices.

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5. Exchequer
 - a) Tending to general accounting functions relating to the group and for all Baronial events.
 - b) Maintaining the group's checkbook and making routine deposits.
 - c) Signing checks (the account requires two (2) signatures per Society regulations) for operating expenses, reimbursements and event expenses.
 - d) Recording accounting for events with the Autocrat and determining the profit or loss from events and reporting this at a populace meeting no more than 30 days after the event.
 - e) Assuring that the cash box used for registration at events is provided with funds to make change.
 - f) Providing the Kingdom Exchequer and Baronial Seneschal with a monthly copy of the full, reconciled statement of accounts.
 - g) Complying with all Kingdom policies regarding cash handling, Paypal or any online source of income and reporting. See Financial Policies.

6. Chronicler
 - a) Soliciting articles (both Serial and one-time) for the Baronial newsletter, *A Sealion's Tale*.
 - b) Creating the baronial newsletter, *A Sealion's Tale*, on a monthly basis and to be published as close to the first of the month as possible.
 - c) After creating the newsletter, A copy must be sent (via E-Mail) to the Seneschal for approval before printing or posting to the populace.
 - d) Once approval is received from the seneschal, the newsletter is to be emailed to the Kingdom Chronicler with the Seneschal "Carbon Copied" (CC) and then sent to the appropriate Seleone e-groups.
 - e) See that pertinent information is added to the Baronial e-groups.

7. Webminister
 - a) The baronial webminister shall perform the duties of baronial webminister as established in Corpora, Gleann Abhann kingdom law and the Gleann Abhann webminister handbook.
 - b) The baronial webminister shall manage the Seleone website and other internet-based media as directed by the baronial seneschal or by the Gleann Abhann webminister.

8. Chatelaine
 - a) Maintaining sufficient loaner garb for newcomers and to our events.
 - b) Coordinating the construction of loaner garb as needed, as requested by and at the expense of the Barony.
 - c) Helping newcomers learn about the SCA, either personally, or by putting them together with group members with similar interests.
 - d) Providing an inventory of the group's loaner garb to the Exchequer by March 1st of each year.

9. Historian
 - a) Maintaining the group's historical records, such as: scrapbooks, videos and photo albums and updating them as needed.
 - b) Keeping a record of all events/demos hosted by Seleone.
 - c) Keeping a record of all offices in the group, who holds the office, when they took office and when they turned the office over.
 - d) 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.

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11. Minister of Children

- a) Scheduling and running children's activities at events.
- b) Watching for those deserving of the Kingdom, Principality and Baronial children's awards at events and making recommendations.
- c) Being well versed in the current Kingdom and Society requirements for the supervision of children as well as the paperwork involved.

12. Steward

- a) Maintaining the inventory of Baronial property, showing condition of each item and permanent custodian if assigned.
- b) Providing storage for all Baronial property not otherwise in the custody of another member.
- c) Receiving, reconditioning, replacing and re-issuing all Baronial property not otherwise in the custody of another member.
- d) Maintaining records showing to whom each item is issued, and ensuring prompt return.
- e) Recommending to the Barony any additional or replacement items needed, and purchasing such items if so directed.
- f) Conduct inventory of all Barony property each December for the Exchequer's Domesday report.

13. Camp Master for Gulf Wars

- a) Coordinate the tenting of members of the Barony during Gulf Wars.
- b) Approve of friends or single campers to camp with us once the numbers and size of tents of current baronial members has been established for the year.
- c) Collect yearly camp fee, the amount should be only enough to cover that years propane/ light, light fuel/ ant poison/ batteries for shower/ other disposable items for use of the barony in the camp and should be set each year prior to the Gulf Wars it is needed for. Each person camping in Seleone is responsible for their fair share. Records should be kept of expenditures and collected monies.
- d) Responsible for planning the yearly upkeep of camp, working with Baronial members to do site maintenance. To include but not limited to mowing, weed eating, fence repair, raking etc.
- e) If there is a food plan, the Camp Master can choose a person to be Kitchen Master. It will be the kitchen master that makes a food plan and handles the responsibility for the kitchen pavilion and kitchen equipment, etc. Prices, if any, for the food plan should be agreed upon between the Camp Master and Kitchen Master, and it is up to the Kitchen Master to collect from those participating in the food plan. Records should be kept of expenditures and collected monies.

14. Other non-officer positions include, but may remain unfilled:

- a) Baronial Champion
- b) Baronial Yeoman
- c) Baronial A&S Champion
- d) Baronial Rapier Champion

The duties and responsibilities of the four Baronial Champions are:

- (1) Serve at the pleasure of the Baronage.
- (2) Being an example of all that Seleone represents
- (3) Being a stellar example in that field of expertise.
- (4) Maintaining, if any, the regalia of the office.
- (5) Seeing to the passing on of the honor at an appointed time, with consultation with the Baronage.
- (6) Organizing the competition for your successor (you may succeed yourself). It is suggested that the four championship competitions be held as one event with an autocrat.

Section IV: Meetings

Business meetings convene on the third Thursday of the month for the purpose of keeping the populace informed of the status of the offices and discussing the business of the Barony. Additional meetings may be called if necessary by the Baronial Seneschal or their representative. The meeting may be moved one week up or back as other considerations warrant.

- A. Anyone with a question about what we are discussing, or who would like to make a comment should raise a hand and wait to be recognized.
- B. Members are expected to work together, keeping their attention on the topics being discussed so as to make the meetings run smoothly and to avoid having to repeat information.

Section V: Funds

For any and all questions regarding fiscal policy, please refer to the Baronial Financial policy.

Section VI: Decision Making

Most actions requiring a vote will be a simple majority vote by the officers present at a business meeting. Consultation of the populace may be taken into account. The purpose of this is for accountability and, in no way, minimizes the input or opinion of the populace. The populace is encouraged to participate in discussion.

Section VII: Events

- A. The Crown will be allowed into all Seleone events without charge. The Crown is defined as the Crown and Heirs to the Throne. Visiting sitting Royalty will be given the same courtesy of free entry as the Crown of Gleann Abhann.
- B. Event Bids:
 - 1. Bids should contain a description of the event (including the name of event and types of activities planned), costs per person for the site and feast, other event related costs, and a minimum number of people needed to break even on expenses should be submitted 3 months or 2 business meetings prior to the event date. For Kingdom Level Bids, there is a bid form on the Gleann Abhann web site.
 - 2. A simple majority vote of The Financial Committee, see Financial Policy for definition, is needed to accept or reject any bid. Then, per the financial policy, it is forwarded to the rest of the officers for an open vote in a business meeting.
 - 3. All submitted bids will be distributed at a business meeting at least 1 month before the proposed date of the event, if possible, and a decision made by a majority vote of the officers present on whether to accept one of the bids or none.
 - 4. If no bid is received or accepted by the deadline, each subsequent bid will be voted upon as it is received.

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D. Responsibilities of the Autocrat

1. Working with Seneschal to reserve the site for chosen date, unless the Kingdom has secured the site for Kingdom level events in advance per Kingdom policy.
2. Working with the Seneschal to secure date on the Kingdom Calendar.
3. Putting together event Flyer information and submitting it to the Seneschal for approval.
4. Upon Seneschal's approval, sending Flyers to Kingdom Chronicler no later than the 1st day of the month prior to publication of the Kingdom Newsletter.
5. Planning budget and event activities.
6. Ensuring that each officer will be able to perform their duties at the event. If they cannot, making sure that officer identifies someone to perform those duties.
7. Checking and refilling registration supplies of necessary.
8. Making arrangements with Exchequer for cash box and change.
9. Ensuring transportation of all registration related equipment to the event.
10. Ensuring SCA direction signs are posted and retrieved.
11. Keeping the populace up to date on the event at the business meetings.
12. If the Autocrat must leave the site, appointing and clearly identifying a substitute.
13. Ensuring that the event expenses are within the approved budget for the event.
14. Other responsibilities of the autocrat is to ensure proper staffing and needs for the event are planned accordingly. These areas include, but are not limited to: Troll shifts, parking, reservationist, Nasty-crat, set up crews, and cleanup crews.

E. Responsibilities of the Feastcrat

1. Planning menus for the event within the established budget.
2. Shopping for the food required for the event after checking existing inventory.
3. Scheduling pre-cooks as necessary.
4. Printing and posting a menu and ingredient list at the site.
5. Ensuring the availability of servers for feast. The Feastcrat may appoint a Hall Steward.
6. Seeing to the transportation of all cooking/serving gear needed.
7. Ensuring all cooking/serving gear is clean upon return to the custodian.
8. Ensuring that the feast expenses are within the approved budget for the feast.
9. Whether prior to or at the end of an event, if the Feastcrat knows that an abundance of food, cooked or uncooked that will not be used for the event, s/he will contact the Seneschal, Exchequer, and the Autocrat so that these officers can decide how to manage the abundance.

- F. If an officer cannot be present at a sanctioned event, s/he is responsible for ensuring that a qualified substitute is present to perform that officer's duties. The officer shall be responsible for notifying the Autocrat and the Seneschal of the substitution.

Section VIII: Baronial Awards and Orders

The Baronage shall, at their pleasure, recognize the accomplishments and efforts of the populace of Seleone and its Cantons. Any member of the Barony can give written recommendation for an individual to be considered for an award to the Baronage at any time. Final approval of an award is the Baronage's prerogative.

- A. Golden Sea Lion: (Baronial Service Award) Highest service award, can come with an AOA with consultation with the Crown.
- B. Citizen of Seleone: Given to those individuals who have dedicated their service and support to Seleone and to recognize their contributions and the firm place they hold in our hearts. This award may also go to those residing outside the Barony for their support and service. This recognition is often given to those

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who are leaving the shores of Seleone to acknowledge the impact of their works and deeds and remind them that they shall always have a home in Seleone.

- C. Order of the Pearl: Baronial arts and sciences award.
- D. Order of Lacy's Heart: Service of a nature given to a special group, especially children.
- E. Sea Lion's Cub: Service given by the children of Seleone.
- F. Normansson's Blade: Promotion of live weapons and archery.
- G. Sea Lion's Ram: Service to Gleann Abhann and the Society beyond Seleone's borders.
- H. Chariot's Wheel: Given to those whose travel beyond Seleone and carry her hospitality, ideals, and spirit to events beyond Baronial borders.
- I. Isolde's Grace: Courty behavior and consistent persona behavior.
- J. Order of Silvestris' Sword and Shield: (Baronial heavy weapon award) Awarded to those who show prowess on the battlefield as well as honor and chivalry both on and off the field, this award was named after Syr Loric Silvestris.
- K. Order of Griffon's Pepperpot: Given to those who excel in the culinary arts and in the organization of the kitchen, this award was named after Eugénie Griffon De Seleone.
- L. Baron(ess) Foregere: Personal "thank you" for personal service to the Baronage.
- M. Golden Sea Turtle: Given for extraordinary service displayed by one individual for another in need.
- N. The Order of the Jeweled Seashell: Given to recognize long and diligent service to the Barony. It is intended for those who work tirelessly to help others learn and grow within the Barony, help run the Barony through many years of holding (often many different) offices, and for doing all the many things that make our Barony shine. The Order is also a polling order and the members of the Order should meet at least annually to discuss induction of new members into the Order and to advise the Baronage of their recommendations.
- O. The Gilded Lantern: Given to those individuals who have exemplified themselves by consistently welcoming newcomers to our Barony. These individuals are always at our demos and other events and eagerly take the time to talk to potential members, relate stories, explain what our group is about, and by acting as a guiding light (hence Lantern) in helping the newcomers feel welcome and to find their place in the society. The Order is also a polling order and the members of the Order should meet at least annually to discuss induction of new members into the Order and to advise the Baronage of their recommendations.

END

