

Customary of the  
**Barony of Adiantum**

Anno Societatis LIX  
2023 CE



This is the governing document for the Barony of Adiantum, an official branch of the Society for Creative Anachronism, inc. This document denotes branch policies and customs and is subject to Principality Law, Kingdom Law, Corpora, Local, State and Federal laws.

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# Customary of the Barony of Adiantum

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## I. Definitions

Baronial Council	Refers to both the monthly business meeting and members of the Barony in attendance at these meetings.
Member	Members of the Barony are those individuals who reside within the physical boundaries of the Barony and who have a current society membership. Officers, member of the Sergeantry and those granted citizenship by the Baron and/or Baroness who live outside the borders of the Barony and who have a current society membership are also considered members of the Barony.
Voting Member	Those Members of the Barony, as defined above, that are at least 18 years of age.
Citizen	Any individual, who is over 12 years of age, currently resides within the boundaries of the Barony and has attended at least two SCA events and/or functions in the preceding year or who has been granted citizenship by the Baron and/or Baroness.
Fyrd (furd)	The fighting citizens of Adiantum.
Action Item	Anything needing the approval of the council by a vote.
Financial Committee	The financial committee consists of the Seneschal, Exchequer and the Baron and Baroness to make funds available to cover expenses that come up between councils that cannot wait until the next council to resolve.
Quorum	A quorum of officers is comprised of either 4 greater officers or any 6 officers including at least 1 member of the financial committee.

## II. Awards/Orders

All awards are given by the Baron and Baroness unless otherwise noted.

**Baronial Brownie** Given for service to the Barony, This is the first level of award in the Barony.

**Coulter and Cornucopia** Given for long contribution and service of an exceptional level to the Barony over many years. The previous award, the **Collar and Chain** is retired.

**Fern and Quill** Given for exceptional skill and service to the Barony in the Arts and Sciences.

**Vigilant Bear** Given for exceptional martial prowess in armored combat, archery, cut & thrust, rapier, or thrown weapons. May also be given for support in these activities.

**Order of Adiantum** Given for a lifetime of exceptional service to the Barony. The Coronets shall consult with the members of the order prior to bestowing the award.

**Band of Briars** Given for service to the Barony in the clearing of or upkeep of land.

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<b>Order of Courtesy of Adiantum</b>	Given to those members of the populous whose actions exemplify courtly and courteous behavior. The Coronets shall consult with the members of the order prior to bestowing the award.
<b>Ordo Aurei Ursi</b>	Baroness' favor to be bestowed at the Baroness' pleasure.
<b>Silver Fern</b>	Barons' favor to be bestowed at the Barons' pleasure.
<b>Order of the Golden Comb</b>	Given to Households or Encampments for having an exceptionally period appearance.

### **III. Baronial Council Meetings**

Council Meetings are open to anyone who cares to attend. That they are open meetings should be published in the Baronial newsletter, on the official Baronial website and as part of any announcement of the meeting that is posted online or in print.

The Baronial Council is a business meeting and shall be conducted as such. Written reports from Officers and Event Stewards will be due to the Seneschal, Chronicler, and Their Excellencies on the Friday before Council. An agenda is published by the Seneschal but items may be added to the agenda by communication with the Seneschal prior to the meeting. Requests to add items to the agenda after the meeting has started may or may not be addressed at the meeting at the discretion of the Seneschal and if time permits. Individual reports should be held to five minutes.

Decisions to be made on action items are presented as motions and seconded. By tradition the Seneschal will not be the person to either make or second such motions. Discussion should occur prior to the presentation of a motion for action. Decisions of the Council are passed by a  $\frac{3}{4}$  majority vote. The Seneschal has veto power; but, it is expected that the concerns of the Seneschal will be addressed during the discussion and that the decision to veto be based upon valid concerns related to legal responsibilities or issues relating to deputies in service with the Seneschal.

Date, time, and location of Baronial Council will be set by the Council and published in advance in the Baronial newsletter or otherwise made public. The traditional date and time the Council meeting is the 4<sup>th</sup> Monday of the month at 7pm. This may be changed by the Council, Baron and/or Baroness or by the Seneschal. Traditionally there is no Council meeting in the month of May due to the meeting day usually falling on Memorial day, the last day of the Egil Skallagrimmson Memorial Tournament.

All sponsored Branches are expected to send a report to Baronial Council meetings. Currently there are no sponsored branches overseen by Adiantum.

No official business may take place without a quorum of officers.

### **III.1 Unusual Circumstances**

For financial decision that must be made before the next regularly scheduled council meeting the financial committee may make decisions if the amount needed is less than \$500 dollars. If the amount of money needed is greater than \$500 at least two other greater officers must be included in the discussion. Decisions of the financial committee must be announced on the officers list immediately and at the next council.

Financial committee decisions are made by a simple majority; the Seneschal and Exchequer get one vote apiece and the Baron and Baroness get one vote total per Kingdom law.

Non-financial decisions that require immediate attention may be addressed by calling for an emergency council. The use of email, social media, or other means may also be used to call an emergency council meeting. Quorum must be met for any decisions to be made.

### **III.2 Motion for Cloture**

A motion for Cloture can be made if a discussion is deemed to be consuming too much time. The Seneschal should carefully consider whether such a motion is warranted before calling for a vote. Once a motion for Cloture is made and is accepted by the Seneschal a vote is immediately taken. The motion is passed if a  $\frac{3}{4}$  majority of those voting vote yes.

Once a Motion of Cloture has passed each person still wishing to contribute to the discussion will be given one minute to voice their final opinions. After each person has been given a chance to speak a vote on the issue will be taken as normal.

Cloture should only be used if a decision must be made by the end of the current meeting. If a decision can be put off until a later date it is recommended to do so because use of cloture can cause hard feelings.

## **IV. Officers**

The Baron and Baroness serve at the pleasure of the Crown and are appointed according to Kingdom and Society Policy. Polling is conducted according to Society and Kingdom law and may not be called by any person other than the Kingdom Seneschal or the Crown outside of the timeline stated within those laws. However, anyone may address concerns according to the Society grievance procedure.

Greater officers include the Baron & Baroness, Seneschal, Herald, Marshal, Minister of Arts & Sciences, Exchequer, Chronicler, Chatelaine, and Scribe.

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Lesser officers and deputies of the greater officers include the Chamberlain (Exchequer), Archery Marshal (Marshal), Cut & Thrust Marshal (Marshal), Rapier Marshal (Marshal), Thrown Weapons Marshal (Marshal), Youth Combat Marshal (Marshal), Family Activities Coordinator (Chatelaine), Webminister (Chronicler), Social Media (Seneschal), Gold Key (Chatelaine), and Minister of Lists (Marshal).

Officers must be residents of Adiantum, have a current SCA membership and be at least 18 years of age. The residency requirements for officers may be waived by agreement of the Baron, Baroness, and Seneschal. The Seneschal MUST be a resident.

Officers are entitled to reasonable support from the Barony to further the goals of their Office with training and education.

#### **IV.1 Electing New Officers**

When an officer reaches the end of their term or must step down, that officer may nominate their own successor, usually someone who has been their deputy for at least six months. Council members may also nominate others or volunteer themselves. Before a new officer can be elected, notice of the vacancy must be announced at Council and through approved Social Media. Special dispensation for the waiver of announcement of vacancy may be made if the Council approves.

Applicants for officer positions are expected to present to Council a summary of their professional and SCA experience relevant to the office they are seeking and to address the Council with their application. Questions may be made of the applicant(s) by the Council and then the Council is sequestered for discussion (usually by asking the applicant(s) to leave the room) and the voting process. The new officer will then be elected by a majority of Council.

#### **IV.2 Duties/Responsibilities of All Officers**

Branch officers shall give a written quarterly report on the previous quarter regarding the state of their office and relevant branch activity to their Baronial and/or Principality superior, the Baronial Seneschal and Baron/Baroness.

The reporting quarters and the dates reports are due as per Summits Law:

1. January, February, and March (First Quarter)
2. April, May, and June (Second Quarter)
3. July, August, and September (Third Quarter)
4. October, November, and December (Fourth Quarter)

Officers should make every effort to attend Council and shall send a monthly report to the Seneschal (and Greater Officer for Lesser Officers) by electronic means, due the Friday before Baronial Council. If an officer misses three consecutive reports or fails to provide a quarterly report, this becomes grounds for dismissal. If grounds for dismissal exist, either for missed reports or other dereliction of duty, then Council may remove an officer by a  $\frac{3}{4}$  majority vote or by the decision of the Seneschal with the concurrence of the Principality superior of the officer in question if applicable.

The following are additional requirements/responsibilities for all Baronial Officers

1. Must maintain paid members of the Society for Creative Anachronism.
2. Those designated as Lesser Officers are also required to report to their Greater Officer superior.
3. Are expected to train their replacements.
4. Are expected to oversee their specific duties at all events hosted by the Barony. Should the Officer not be able to attend, then the Officer shall work with the Event Steward to find a suitable designee for the event.
5. Are to serve for two years. An officer may extend or be elected to the same office again if Kingdom law allows.
6. Are encouraged to have a deputy to fill in when the Officer is otherwise indisposed.
7. Must have reliable access to either a telephone or email address that must be made available to the citizens of the Barony.
8. All Officers are expected to make every effort to attend Baronial Council meetings.

#### **IV.3 Duties/Responsibilities of Specific Officers**

Offices are listed in alphabetical order.

##### **IV.3.a Archery Marshal**

1. Ensure that regular practices are held when site/space is available.
2. Ensure that scores are submitted to the Kingdom scorekeeper.
3. Ensure that archers who have earned an An Tir archery rank are awarded their An Tir archery medallion.
4. Ensure that a warranted Marshal is supervising all Baronial target archery practices and events.
5. Ensure that participants in target archery activities within the Barony meet the requirements of An Tir and the SCA concerning equipment, training, and waivers.
6. Ensure that Baronial archery gear is maintained in a safe condition.
7. Organize target archery at events hosted by the Barony.

8. Work with the Minister of Arts & Sciences to sponsor archery A&S classes at least once per year.

#### **IV.3.b Chamberlain**

1. Maintain an inventory of the Baronial property.
2. Maintain the storage unit.
3. Keep copies of all keys for the storage unit and trailer.
4. Provide access to the storage facility with reasonable notice.
5. Provide recommendations for repair or replacement of Baronial property and Regalia.
6. Arrange for repair or replacement of Baronial property at the request of the Council.
7. Make arrangements to have the baronial trailer stored and hauled.
8. Inspect all equipment for dampness within 2 days of the close of any event that experiences rain.
9. Present to Council an inventory of the baronial possessions at the end of June.

#### **IV.3.c Chatelaine**

1. Be the chief welcoming officer of the Barony
2. Introduce new and prospective members to the Barony and its members.
3. Provide education on the conventions of the Middle Ages, Barony, Principality and Kingdom.
4. Encourage active participation and period behaviors.
5. Coordinate with Gold Key to make period clothing accessible to new members.
6. Serve as a media contact and represent the Barony and Society fairly, accurately and in accordance with Kingdom and Society media policy.
7. Arrange educational activities for newcomers to the Barony on a regular basis.
8. Assist with the coordination of recruitment efforts.

#### **IV.3.d Chronicler**

1. Be the chief record keeper of the Barony.
2. The Chronicler shall take minutes for the meeting or arrange for another to take their place. If there is no Chronicler, the Seneschal will appoint a note taker for each Council meeting. The Seneschal may not appoint himself/herself for this task.
3. All official decisions of the Council and a summary report of any committee reports presented to Council will be published in the Baronial Council Minutes and/or on the website.
4. Oversee the publication of the Baronial newsletter, traditionally called the 'BiCranial Bear'.

#### **IV.3.e Cut and Thrust Marshal**

1. Encourages the development of period cut and thrust combat within the Barony.



2. Elucidate and enforce the Kingdom and Society rules governing cut and thrust combat.
3. Enforce equipment and safety standards for cut and thrust combat.
4. Attend practices and ensure waiver compliance thereat.
5. Be the responsible party for all cut and thrust combat at all events hosted by the Barony.
6. Organize cut & thrust combat activities.

**IV.3.f**      **Exchequer**

1. Be the chief financial officer of the Barony.
2. Maintain the Barony's financial records.
3. Advise the Council on financial matters.
4. Prepare the Doomsday report.
5. Enforce financial policy.
6. Serve as a signatory on the Baronial bank account.
7. Prepare financial reports as required by the Barony, Principality and Kingdom.
8. Oversee all baronial assets both physical and financial.
9. Oversee gate operations, take possession of money collected, and deposit it in accordance with Kingdom Financial Policy. Control gate and PayPal sheets and create financial reports of events.
10. Maintain PayPal equipment and ensure readiness of gate to utilize PayPal when applicable.

**IV.3.g**      **Family Activity Coordinator**

1. Assist the Branch in developing activities specifically for children and teens.
2. Coordinate children's activities at all events hosted by the Barony.
3. Serve as an information officer for hazards to children and teens at events.
4. Educate children on age-appropriate aspects of our historical period of study and of the Society.
5. Promote the ideals of chivalry and courtesy amongst the children of the Barony.
6. Have a clean background check as required by the Society.
7. Ensure that all society and mundane laws pertaining to children are followed.

**IV.3.h**      **Gold Key**

1. Maintain the Gold Key inventory.
2. Run Gold Key at all events hosted by the Barony or make arrangements for it to be run by someone else.
3. Launder and care for Gold Key inventory.
4. Solicit donations for Gold Key.

5. Run Gold Key 'garage sale' as necessary to manage inventory.

**IV.3.i Herald**

1. Be the chief heraldic officer of the Barony.
2. Act as the voice of the Baronial coronets.
3. Facilitate the timely processing of registration of arms, devices and badges for the Barony and its members.
4. Maintain the list of awards given and forward it to the secretary of the Order of Precedence.
5. Advise the Baronial Coronets and populace on matters of ceremony and protocol.
6. Encourage the practice of heraldry in the Barony.
7. Be responsible for official announcements at all events hosted by the Barony.

**IV.3.j Marshal**

1. Encourage the development of period armored combat within the Barony.
2. Elucidate and enforce the Kingdom and Society rules governing armored combat.
3. Enforce safety and equipment standards for armored combat.
4. Attend practices and ensure waiver compliance thereat.
5. Be the responsible party for all armored combat at all events hosted by the Barony.
6. Organize armored combat activities with the assistance of the Baronial Armored combat champion.

**IV.3.k Minister of Arts and Sciences**

1. Encourage the research and development of historically accurate art forms, sciences and philosophies.
2. Organize the Arts and Sciences competitions with the assistance of the Baronial Arts and Sciences champion.
3. Promote and arrange for Arts and Sciences activities and classes within the Barony.
4. Encourage participation in the creation of Baronial largess and Regalia projects, and provide a venue in which to create them.
5. Oversee collection and storage of donations of finished and unfinished projects and supplies.

**IV.3.l Minister of the Lists**

1. Organize and coordinate lists as needed by the Barony.
2. Work in cooperation with the Baronial Marshal to maintain fighter authorization.
3. Work in cooperation with the Baronial Herald to martial fields.

4. Verify membership of entrants in Championship lists.

**IV.3.m**      **Rapier Marshal**

1. Encourage the development of period rapier combat within the Barony.
2. Elucidate and enforce the Kingdom and Society rules governing rapier combat.
3. Enforce equipment and safety standards for rapier combat.
4. Attend practices and ensure waiver compliance thereat.
5. Be the responsible party for all rapier combat at all events hosted by the Barony.
6. Organize rapier combat activities with the assistance of the Baronial rapier combat champion.

**IV.3.n**      **Scribe**

1. Maintain the Seal of the Barony
2. Maintain and administer the backlog charter roster for the Barony and coordinate with the scribes to ensure the timely completion of the charter from the roster.
3. Maintain a supply of the impressions of the Baronial Seal.
4. Provide illumination and calligraphy services to the Barony as needed.
5. Arrange for Scribal classes and activities within the Barony.

**IV.3.o**      **Seneschal**

1. Is the chief administrative officer of the Barony.
2. Is the principal legal representative of the Society within the Barony.
3. The Media contact in the case that there is no Chatelaine, or the Chatelaine cannot be reached.
4. Creates and publishes a Council agenda and conducts the monthly business meetings.
5. Schedules and moderates a State of The Barony meeting at least every 24 months, not to coincide with a Baronial Council meeting or event. Should the Seneschal and/or Coronets determine having an outside moderator be necessary, the Seneschal will work with the Principality Seneschal to find a suitable Peer to fulfill this function. The State of the Barony meeting will be an open topic discussion, moderated for decorum and equal voice for the populace of the Barony, regardless of Office or rank. This should be scheduled so not to be constrained by time to the greatest extent possible.
6. Represents the Barony at Principality events or arranges to send an alternate representative.
7. Is the responsible party at all Baronial events. Event Stewards are a deputy of the Seneschal and are expected to make decisions relating to the event on the behalf of the Seneschal and the Barony.

8. Is a signer on the bank account and all Exchequer reports.
9. Report vacant branch Great Offices to the relevant Principality superiors on a quarterly basis, providing their own contact information. Such reports shall be as brief as is needed to report the vacancy, the seneschal's contact info, and a lack of activity or little activity.
10. Possess copies of all baronial keys: P.O. Box, Storage Unit, Trailer, and cash boxes.
11. Maintains oversight of all Baronial Publications.
12. Maintain communication with and promote goodwill with the parks departments.
13. Create and maintain a spreadsheet of warrants, membership, and qualifications of current officers.

**IV.3.p**      **Social Media**

1. Maintain active presence on approved social media platforms.
2. Ensure compliance with Society, Kingdom, and Principality Social Media Policy.
3. Create and maintain Baronial-level event postings.

**IV.3.q**      **Thrown Weapons Marshal**

1. Ensure that regular practices are held when site/space is available.
2. Ensure that Royal Round scores are submitted to the Kingdom scorekeeper.
3. Ensure that a warranted Marshal is supervising all Baronial thrown weapons practices and events.
4. Ensure that participants in thrown weapons activities within the Barony meet the requirements of An Tir and the SCA concerning equipment, training, and waivers.
5. Ensure that Baronial thrown weapons gear is maintained in a safe condition.
6. Organize thrown weapons at events hosted by the Barony.

**IV.3.r**      **Webminister**

1. Maintain the official Baronial website.
2. Make timely updates to the Baronial website.
3. Facilitate the publication of event material on the Baronial webpage.

**IV.3.s**      **Youth Armored Combat Marshal**

1. Encourage the development of youth combat within the Barony.
2. Elucidate and enforce the Kingdom and Society rules governing youth combat.
3. Enforce equipment and safety standards for youth combat.
4. Attend practices and ensure waiver compliance thereat

5. Be the responsible party for all youth combat at all events hosted by the Barony.
6. Organize youth combat activities with the assistance of the Baronial youth combat champion.
7. Have a clean background check as required by the Society.
8. Ensure that all society and mundane laws pertaining to children are followed.

## **V. Champions and the Sergeantry**

The Baronial Coronet will decide whether Champions may succeed themselves and whether there is a residency requirement. All Champions have equal standing. Likewise, all divisions of the Sergeantry are equal in standing.

1. Champions and members of the Sergeantry must swear an oath of either Fealty or Service to the Baronial Coronet.
2. Champions and members of the Sergeantry have the right to wear regalia appropriate to their station.
3. Members of the fighting Sergeantry are expected to be marshals in their chosen area.

### **V.1 Champions**

1. The general tenure of a Champion is approximately one year. The tenure begins when the Champion is recognized during a Baronial Court, usually at the same event that the Championship Tournament was held. A Champion's tenure ends during the Baronial Court of the Championship Tournament the following year before their successor is recognized. General tenure guidelines may be modified if circumstances dictate.
2. Currently the Baronial host of Champions include Archery, Armored Combat, Art & Sciences, Bardic, Rapier, Youth Archery, Cut & Thrust, and Thrown Weapons.
3. Rights of Champions include, but are not necessarily limited to:
  - a. Sitting at the Baronial High Table.
  - b. Standing with the Baron/Baroness at Baronial court.
  - c. Advising the Baronial Coronet in matters of peace and war.
  - d. Paying no site fee when performing ceremonial duties at the event to choose their successor.
4. Responsibilities of Champions include, but are not necessarily limited to:
  - a. Attending Baronial events during their tenure as Champion.
  - b. Defending the Baron and Baroness against all challengers.
  - c. Assisting in coordinating a tournament to choose their successor, to include reporting at

Baronial Council.

- d. Attending both the tournament to choose a successor and the successor's investiture.
- e. Serving the Baron/Baroness as a member of their court by attending the Baronial Coronet in court and procession.

## V.2 Sergeantry

Originally developed to bring An Tirian fighters to the notice of Peers in the West Kingdom, their role has changed to fit the current needs of the Baronies throughout the Kingdom of An Tir. Adiantum has chosen to emphasize the feudal relationship, with Their Excellencies providing guidance, inspiration, instruction, and advocacy. In return, the Sergeantry will provide service, endeavor to grow in depth and breadth of knowledge and skill, and to inspire and do honor unto the Barony.

1. Members of the Sergeantry shall be selected by rigorous Trials that test their abilities, either martial or service, and their breadth of knowledge in a variety of areas which include the gentler arts and courtly behavior.
2. All members of the Sergeantry serve the Baroness and Baron equally.
3. Trials are usually held once a year with letters of intent due prior to the actual trials.
4. There is no set tenure for a member of the Sergeantry; however, it is customary that any member of the Sergeantry be released if they are recognized as a Peer. Other circumstances may conclude a tenure of a member of the Sergeantry (e.g., a member of the Sergeantry moves away or remains inactive for a long period of time or is awarded a grant level award specific to their chosen area such as the White Scarf or OGGs. This is optional.)
5. If the conduct of a member of the Sergeantry is such that it brings discredit or ill-repute upon the Barony, and the individual is not responsive to efforts by the Sergeantry to correct the issue, The Sergeantry or Their Excellencies may call a closed court to address the issue. A person may be removed from the Sergeantry by a 2/3 vote of the Sergeantry present, suspended from service or participation in the Sergeantry at the will of Their Excellencies, or lesser action as agreed to by Their Excellencies and the Sergeantry present.
6. When a Baronial Coronet steps down, the entire Sergeantry is released to the Crown until a successor is chosen and the entire Sergeantry once again takes up its oath with the new Baronial Coronet. When a member of the Sergeantry is released, all Sergeantry regalia must be returned to the Baronial Coronet. Sergeantry membership includes:
  - a. Sergeants, whose main concern is armored combat.
  - b. Yeomen, whose main concern is archery, thrown weapons and/or siege weapons.
  - c. Gallants, whose main concern is rapier or cut & thrust.
  - d. Lancers, whose main concerns are the equestrian arts and sciences.

- e. Courtiers, whose main concerns are Art and Sciences and/or Service.
7. Rights of the Sergeantry include, but are not necessarily limited to:
  - a. Attending the Baron or Baroness, as appropriate, in court and procession.
  - b. Advising the Baronial Coronet in matters of peace and war.
8. Responsibilities of the Sergeantry include, but are not necessarily limited to:
  - a. Encouraging others in the practice of their chosen area of expertise.
  - b. Assisting the Baron or Baroness, as appropriate, in their areas of Baronial Affairs.
  - c. Fighting for the Barony or supporting the Baronial troops in any war in which the Barony is officially participating. This usually will include An Tir/West war.
  - d. Assisting in the Sergeantry Trials.
  - e. Providing leadership, instruction, and assistance in set-up and tear-down of Baronial pavilions and Regalia.
  - f. They are expected to serve as good examples of chivalry, etiquette, and courtesy to all.

#### **VI. Events/Event Stewards**

Events are gatherings to encourage wide participation. As such, events should be planned to serve the majority of the Barony's citizens and, when possible, to appeal to the broader population base in the Kingdom or beyond. Event Stewards are considered to be Deputies of the Seneschal from the time their bid is accepted until the final post-event report is accepted and all financial issues are resolved. Event stewards must be paid members of the SCA for the full term of their duties and reside within the Barony.

#### **VI.1 Traditional Events**

The Barony holds four traditional events:

**VI.1.a** The Midwinter's Feast is held the third Saturday of January. On years wherein the Barony hosts 12<sup>th</sup> Night, Midwinter's shall be a smaller event to support tournaments for championships. (Bids requested by June Council Meeting). Bids shall include provisions for Arts & Sciences, Rapier, and Cut & Thrust Championships.

**VI.1.b** The Baronial Birthday Bash is held in early spring. (Bids requested by September Council Meeting). Bids shall include provisions for Archery, Thrown Weapons, and Youth Archery championships. Coordination with the Sergeantry required for Sergeantry Trials.

**VI.1.c** The Egil Skallagrimmson Memorial Tournament is held the Friday-Monday of Memorial Day weekend. (Bids requested by July Council Meeting). Bids shall honor any existing site agreements.

**VI.1.d** Fall event the third weekend of October. May be co-sponsored with another branch. (Bids requested by March Council Meeting). Bids shall include provisions for the Armored Combat championship.

#### **VI.2 Bidding Process**

Event Stewards are selected via a bid process. Those individuals or groups wishing to be the Event Steward(s) of one of the traditional events or a new event shall present a bid to the Financial Committee at least six months prior to the event and at least month prior to the Baronial Council at which it will be discussed. A bid shall include a complete event

bid form (<http://adiantum.antir.sca.org/wp-content/uploads/2020/01/Event-Proposal-Form.pdf>), with sufficient detail/supporting documentation to allow the Committee to evaluate its reasonableness. Bids will also be examined to verify compliance with applicable financial policies and Kingdom and Summits Law, and the Adiantum Customary. Bids will be published with the Agenda for the Baronial Council Meeting where they will be presented for approval. Potential Event Stewards should be prepared to explain their qualifications and how they will deal with the minutia and stress of putting on an event. The Presentation of a non-contested bid does not automatically ensure the awarding of that bid. All bids are subject to discussion, and bids may be accepted completely, accepted conditionally or not accepted. Once a bid has been presented in most cases, a decision is made by a  $\frac{3}{4}$  majority vote of council. However, since Event Stewards are a deputy of the Seneschal, if the Seneschal does not believe the proposed Event Steward will be able to successfully execute the bid, the Seneschal has the right to refuse the bid. Discussion of a non-contested event bid in Council shall be limited to financial viability and ability of the proposed Event Stewards to fulfill their obligations. If the person approved as an Event Steward is deemed by the Council to have insufficient experience in running the proposed event (e.g., by size), or is new to the Barony, a Mentor Steward will be required. The Mentor Steward must be approved by the Seneschal. A Mentor Steward is defined as a successful and experienced Baronial Event Steward approved by the council. The duties of the Mentor include but not necessarily limited to:

**VI.2.a** Be a resource for the Event Steward. (Sites, budget, event requirements, general advice and support.)

**VI.2.b** Be able to take over the event as Event Steward should the Event Steward be unable to complete the event and a suitable and willing person cannot be found among the extant event staff.

**VI.2.c** Be willing to cancel an event if necessary, with the approval of Council.

**VI.2.d** Have the Event Steward and event staff hold a debrief of the event, prior to the Council meeting to close the event and acting as the Meeting Head for said meeting.

**VI.2.e** At the close of the event, provide feedback to the Baronial Council regarding the preparedness of the Event Steward to steward future events without a Mentor Steward.

### **VI.3 Duties of Event Stewards**

Event Stewards or their Deputy are required to attend the three Council meetings, as applicable, prior to the event for which the Event Steward has responsibility. Written reports shall be submitted to the Seneschal monthly from the time of acceptance of the proposal until event closure. Failure to attend to the event planning or failure to report on said planning is grounds for the removal of an Event Steward by the Seneschal. The Seneschal shall then be responsible for the event or request that council appoint a new Event Steward.

**VI.3.a** Event Stewards are to work with Officers to ensure that event-related duties are fulfilled.

**VI.3.b** As applicable, Officials who have duties at upcoming events are required to attend the last two Council meetings prior to that event. If the Official cannot attend, an informed deputy may be delegated to attend the meetings instead.

**VI.3.c** Event Stewards are to ensure that any event-related needs are fulfilled, including but not necessarily limited to:

1. Maintaining a paid membership until the event is officially closed.



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2. Creating copy for publication which includes directions and all pertinent contact information for the Event Steward and any other necessary assistants, so that anyone is able to contact the Event Steward staff should they have special needs or questions.
3. Getting event copy to Kingdom Chronicler, Bi-Cranial Bear editor, and other appropriate newsletters for publication in a timely manner. Web-based publications should be provided to the Web Minister who shall publish it to the Baronial website for events expecting more than 300 attendants. Events expecting less than 300 attendants shall not have a webpage.
4. Getting event copy to Kingdom Calendar, maintaining login info for Kingdom Calendar, and maintaining the Kingdom Calendar with all pertinent information.
5. Working with the Social Media Officer to update and maintain the Facebook Event.
6. Ensuring appropriate and sufficient waivers and sign-in sheets are provided to and used by the gate and submitting them to the Exchequer post event.

### **VI.4 Refund Policies**

Where applicable, Event Stewards shall establish a refund policy for individuals and merchants for their event(s), which shall be approved by the Seneschal and the Exchequer and will be included in both print and electronic event copy.

### **VI.5 Reporting Responsibilities**

Officials and Event Stewards shall fill out a final event report form and give a verbal closing report on their event at the Baronial Council meeting immediately following the event, barring circumstances beyond their control. If the Baronial Council meeting is the week after the event, the Event Steward may, instead, first give a preliminary report at the Baronial Council meeting immediately following the event and then present the closing report at the next Baronial Council meeting. An event will not be considered closed until:

**VI.5.a** Sign-in sheets and waivers are processed by the Exchequer, and reports and fees submitted to the Principality/Kingdom. The Gate Steward or Exchequer shall provide a financial summary of the event to the Event Steward for use in the event report.

**VI.5.b** The event report form has been submitted to the Exchequer, Seneschal, and Coronets. (within 30 days).

**VI.5.c** All Baronial equipment has been returned to the satisfaction of the Seneschal, the Exchequer, and the Chamberlain.

### **VI.6 Additional Duties/Requirements**

Event Stewards shall appoint a Contingency Deputy who shall be kept fully informed of the details of the event as well as take over as Event Steward should the Event Steward be unable to complete the event. Event Stewards may appoint additional deputies as needed for the running of an event.

**VI.6.a** No Event Steward shall have more than one event open at a time.

**VI.6.b** The event bid must contain a list of positions to be comped for the event. The list may be adjusted with the consent of the Financial Committee but must conform to Kingdom and Summits policy with regards to comped persons. Prior to the event, the list should be formalized and include the names, offices, and obligations to the

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event. The Financial Committee should approve this list prior to it being sent on to the gate steward.

### **VII. Financial Policy**

Financial matters are done in accordance with the Baronial Financial Policy which is reviewed annually by the Exchequer and Seneschal in collaboration with the Principality Exchequer and coinciding with the annual audit.

### **VIII. Publications**

The BiCranial Bear is a quarterly newsletter provided by the Chronicler.

The Baronial website is maintained by the Web Minister at <http://adiantum.antir.sca.org>.

### **IX. Review and Change Policy for the Customary**

The Customary is reviewed annually by the Seneschal and then the Baronial Council. Changes should be approved by the Council by a  $\frac{3}{4}$  majority vote except as noted below.

The section "II. Awards/Orders" is exempt from the normal process of review by council. It is a list of those registered awards that can/have been given and is not subject to such review. All changes to the Awards/Orders section are to be announced at the council immediately after the change to the customary has been made, and changes should be published in the newsletter.

Should any part of this Customary be found to be in conflict with Principality, Kingdom, SCA, or Mundane Law, that part may be struck out and changed without rendering the rest of the Customary invalid. These changes should be made as soon as possible and without waiting for the annual review. If necessary, a special council meeting may be called to discuss and vote on these changes.

Approved by the Baronial Council on June 26<sup>th</sup>, AS LIIX, 2023 CE by,

**MURCHADH MONAIDH CHRAOIBHE**

**HL Murchadh Monaidh Chraoibhe, Seneschal**

**and signed by Their Excellencies,**

**Baron Brynjarr Olfuss**

**Baroness Isis Sat Ne Nes Bastet**

