

The Chamberlain

I. THE OFFICE: The Chamberlain is a deputy of the Chancellor of the Exchequer, and is responsible for the inventory and maintenance of the Kingdom Regalia.

II. GIFTS TO THE ROYALTY:

- A. Anyone giving a gift meant for the individuals sitting the throne and not for the long-term use of the Kingdom or Crown does not need to notify the Chamberlain of the gift.
- B. Anyone giving a gift that is meant for the long-term use of the Kingdom or the Crown (in other words, beyond the end of the reign of the individuals currently sitting the throne) needs to provide the following information to the Chamberlain for the Kingdom records:
1. A brief description of the item (with a picture if possible).
 2. Names of the Crown to whom the gift is being given.
 3. Name(s) of person(s) or group giving the gift.
 4. Event at which the gift is presented.

III. NEW REGALIA AND KINGDOM PROPERTY: Anyone with an idea for new regalia should contact the Chamberlain to make sure that the Kingdom is in need of the item. A proposal should then be submitted to Chamberlain for distribution to the Financial Committee, which is responsible for reviewing and approving proposals for Kingdom property. Construction of new regalia should not be undertaken without written approval from the Financial Committee, if reimbursement for materials or labor is expected from the Kingdom. Any regalia created without this prior written approval will be gratefully accepted as a donation to the Kingdom; the Kingdom is not financially obligated to pay for regalia that it has not committed to in writing. Approval from the Financial Committee is a commitment for a particular item(s) at a specified cost. Under no circumstances will overages be reimbursed without the approval of the Financial Committee, and then only in the rare case of unexpected circumstances not known at the time of the approval of the original bid. If overages do occur, they must be presented to the Chamberlain and approved by the Financial Committee before construction of the item is completed, otherwise, only the agreed-upon cost will be paid by the Kingdom.

Upon receiving official notification of an item to be purchased for the Kingdom, the Chamberlain shall be responsible for acquiring and/or receiving any and all bids for the item to be purchased. The Chamberlain will research suppliers, artisans, possible donations of items or funds, and such avenues of acquiring the regalia in question.

Should the item/s not be obtainable via donation, the Chamberlain shall work with the Financial Committee to handle the purchase of the item for the Kingdom.

Bid/proposal forms shall be available from the Chancellor of the Exchequer, the Kingdom Chamberlain, or on the Kingdom of Æthelmearc website. Bids/proposals shall include but not be limited to the following information.

1. SCA and modern name, address, and phone number of person(s) submitting the bid/proposal.
2. Modern name and address of business, if applicable.
3. SCA and modern name, address, and phone number of artisan, if applicable.
4. Formal written detailed bid, including all item/s, services, etc. pertaining to the item/s to be purchased.

5. Total cost of item/s, with payment requirements, if applicable.
6. Description of any warranty, guarantee, service contract, etc. on item/s.
7. Date of guaranteed delivery of item/s.

After the bids have been collected, they will be organized and given to the Financial Committee for review and selection. The Chamberlain shall be available for any questions concerning the bids submitted. Should the Financial Committee find that there are not enough sufficient bids to make a sound decision, it may ask the Chamberlain to acquire more bids as appropriate. Upon the Financial Committee's written approval of a bid, the Chamberlain will be notified. The Chamberlain shall then notify all persons submitting bids as to the Financial Committee's decision and coordinate the purchase of the approved item/s. All receipts for the approved purchase shall be submitted to the Chancellor of the Exchequer and reviewed against the approved bid. These receipts shall be handled following the same process for other kingdom expenses.

Upon the Chamberlain receiving the item/s, they will be added to the inventory of the Kingdom regalia/property, and the Financial Committee will be informed that the item/s were delivered in accordance to the bid. The Chamberlain shall then notify the Crown that the item/s are within the purview of the Chamberlain's office and available to the Crown if They so desire.

IV REPAIR/DISPOSAL OF KINGDOM REGALIA AND PROPERTY:

A. The Chamberlain shall maintain and see to the normal repair of any property or regalia. Should the property or regalia be seriously damaged or in need of major repair, the Chamberlain shall inform, and if at all possible, show the Crown the item and inform them of the expected repair costs. Should the Crown decide that the item should be repaired, the Chamberlain shall see to its repair, in accordance with Kingdom Law and Financial Policy. Should the

Crown decide that the item is not to be repaired and or that it is no longer of use to the Kingdom, the Crown may direct the Chamberlain to dispose of the item after consultation with the Heirs to the throne and the Chancellor of the Exchequer.

B. Items of a perishable or consumable nature will not be considered or recorded as regalia or as property of the Kingdom. This includes but is not limited to items such as candles, matches, sunscreen, foodstuffs, etc.

V TRANSFER OF ROYAL REGALIA: The Chamberlain or a designated deputy must be at any transfer of regalia. A detailed list must be made at this time and signed by both parties. A copy of this list will be mailed to the Kingdom Exchequer.

VI PENNSIC:

A. The Chamberlain or a designated deputy must be at set-up and tear-down to verify that everything is put away properly, and to make a list of repairs.

B. The Chamberlain, after consultation with the Royalty, will make a list of items the Royalty felt were needed for Pennsic. This list will be presented to the Financial Committee to act upon.

VII REPORTING: Inventory Reports are due to the Kingdom Exchequer June 30th and December 31st. These shall include a detailed inventory including condition and location.