

KINGDOM SENESCHAL

These policies govern the Seneschalate of all groups in the Kingdom of Æthelmearc. The policies included here are augmented by the Æthelmearc Local Seneschal's Handbook. Local Seneschals are responsible for knowing and following Corpora, Kingdom Law, Society Policies, and the policies here and in the handbook. The Æthelmearc Local Seneschal's Handbook may be obtained from the Kingdom Seneschal.

I DEPUTIES TO THE KINGDOM SENESCHAL

All deputies to the Kingdom Seneschal must be members of the Society at any level and have access to the Kingdom newsletter at their residence. Unless otherwise defined in Kingdom Law, deputies' terms of office are the same as the Kingdom Seneschal's term, and they are appointed and removed by the Kingdom Seneschal.

A. Special Services Deputies. The following deputies are required to report twice a year, on June 15 and December 15, and will be asked to provide a report as needed for Curia.

1. Porter. The Porter is responsible for collecting and disseminating information on disability access and disability services within the Society as requested by local groups and autocrats. The Porter is also an advocate for access and services that allow those with disabilities to participate in the Society.

2. Laws and Policy Deputy The Law and Policy Deputy is responsible for reviewing and publishing the Laws and Policies of Æthelmearc. The Law and Policy Deputy will assist Their Majesties in the creation of new Kingdom Law. This deputy will act as an advisor to The Crown, The Seneschal and the populace to interpret the laws and polices and help assure no conflict with Corpora.

3. Warrant Deputy The Warrant Deputy will keep current information on all Kingdom officers and communicate this information to The Æstel. The Warrant Deputy will monitor membership status for all Kingdom officers and their deputies as well as Regional and local seneschals. The Warrant Deputy will work with Regional Seneschals in maintaining a current Seneschals roster and up to date warrants. This special assistant to the seneschal will generate individual warrants and prepare group rosters to be signed by the King and Queen at their coronation.

B. Regional Seneschals. Regional seneschals act as the eyes and ears of the Kingdom Seneschal in their regions. They should establish a cordial working relationship with the local seneschals in their region, attend as many events in their region as possible, and provide support and advice to their local groups as needed. They may be assigned regular duties or a variety of tasks by the Kingdom Seneschal. The regional deputies should have copies of Corpora, Kingdom Law, and the Æthelmearc Local Seneschal's Handbook. The following regional seneschals are defined.

Region 1 Seneschal: West Virginia, including Blackstone Mountain, Misty Highlands, Port Oasis, Sylvan Glen.

Region 2 Seneschal: Western and Southwestern Pennsylvania, including Cour d'Or, Debatable Lands, Gryffon's Keep, Kings Crossing, Hunter's Home, Riversedge, Steltonwald, Stormsport, Sunderoak.

Region 3 Seneschal: Northeastern Pennsylvania, including Abhainn Ciach Ghlais, Endless Hills, Gael Mor, Hornwood, Nithgaard, Riverouge, St. Swithin's Bog.

Region 4 Seneschal: Western NY, including Beau Fleuve, Blackwater, Hartstone, Heronter, Rhydderich Hael, Thescorre, Winter's Edge.

Region 5 Seneschal: Eastern NY, including Angel's Keep, Coppertree, Courtlandslot, Delftwood, Myrkfaelinn, Stronghold of Wynterset, Sterlynge Vayle.

II Local Seneschals

A. Requirements for Local Seneschals

1. You must be 18 years of age or older, since you will be functioning as the legal representative of the Society in your area. This will be assumed to be true, but proof will be required should there be reason to suspect otherwise.
2. You must be a member of the Society at any level and have access to the Kingdom newsletter at your place of residence. Your membership must be maintained, without lapse, for the duration of your tenure in this office.
3. You must have a valid mailing address and telephone number. Exemptions may be made for extenuating circumstances.
4. You must reside in the group unless granted an exception by the Kingdom Seneschal. This will only be granted in very rare circumstances.
5. You must accept the position of local seneschal and agree to fulfill the duties of the office.
6. You must be officially appointed to the office as outlined in II.B.below.

B. Appointment of Local Seneschals.

1. The selection of a local seneschal is governed by local customs and/or group policies that have been established and made known to the members of the group.
2. You must meet the requirements outlined in II.A above.
3. You must request appointment to the office by letter to the Kingdom Seneschal. This statement must include both SCA and legal names, full mailing address and telephone number (and email address, if applicable), and proof of membership (e.g., a copy of your membership card or mailing label). Failure to provide any of the above information can result in a delay in your appointment. You will be sent a letter confirming your appointment within 30 days of receipt of your full information. Email is acceptable for this communication.
4. Your appointment to the seneschallate becomes official when you have received confirmation from the Kingdom Seneschal and when it is published in the Regnum section of the Kingdom newsletter.
5. The Kingdom Seneschal reserves the right to refuse a local seneschal candidate for any reason. Should a request to be appointed as a local seneschal be denied, the

Kingdom Seneschal shall advise the candidate and the Crown in writing of the reasons why he/she was refused.

6. In the event that a group is without a rostered seneschal, the Regnum shall bear the term VACANT. Any established group that has no rostered seneschal for a period of two consecutive months will be brought to the attention of the Crown and the Society Seneschal for possible dissolution. An incipient group without a seneschal for two or more months is subject to immediate dissolution.

C. Terms of Office and Renewal of Local Seneschals.

1. All local seneschals will be reviewed once a year in January by the Kingdom Seneschal. The Kingdom Seneschal reserves the right to relieve a local seneschal of office for reasons given in II.E below.

2. If, for any reason, the Kingdom Seneschal elects to remove or to not approve the appointment of a local seneschal, the branch shall have 45 days to select a replacement.

D. Resignation of Local Seneschals.

1. A local seneschal may resign at any time, without prejudice.

2. A written resignation should be sent to the local branch and to the Kingdom Seneschal with sufficient notice to allow the group to select a replacement.

E. Removal of Local Seneschals.

1. Local seneschals will be removed for the following reasons:

a. repeated infractions of membership policy

b. repeated failure to meet reporting requirements (i.e., two consecutive quarters);

c. lack of support from the members of the group;

d. violations of civil law;

e. violations of Corpora, Kingdom Law, or these policies;

f. endangerment of the SCA, Inc.

2. Warnings will be given for such infractions as membership or reporting problems.

3. Removal takes effect upon written notification from the Kingdom Seneschal. This supersedes the Regnum currently in print.

4. All customary appeal procedures are in effect.

F. Responsibilities of Local Seneschals

1. Uphold Corpora and Kingdom Law.

2. Attend Curia whenever possible.

3. All local seneschals must have an emergency deputy. Ideally, this should be your replacement-in-training, but you must at least have someone designated to take over in case of your inability to continue in the office.

4. Quarterly reports must be filed with the Kingdom Seneschal or his/her designated deputy on March 1, June 1, September 1, and December 1, covering all local activity for the previous three-month period. Seneschals of a subordinate group (canton, riding, or incipient branch) report quarterly to the Kingdom Seneschal or his/her designated deputy on the same schedule, with a copy sent to their local supervisor (baronial, provincial, or sponsoring group's seneschal). Appropriate report forms may be found in

the Æthelmearc Local Seneschal's Handbook or requested from the Kingdom Seneschal. They are also available on the Æthelmearc Website. There is an online report form that may be used. It will send a copy to the Kingdom and Regional seneschal, and a copy back to the reporting Seneschal.

5. Make sure that all branch reporting requirements are met in a timely fashion.
6. Ensure that your branch has all of the necessary warranted officers per Corpora and Kingdom Law.
7. Make sure that all local officers, including you, continue to meet all membership and residency requirements, and have been properly warranted through the appropriate Kingdom office.
8. Monitor branch membership levels to ensure that they meet the minimum required for your branch level.

9. Notify the Kingdom Media Relations Officer in advance of any impending media coverage of any of your branch's activities only if such coverage is not strictly local in nature. Notify the regional seneschal of any media coverage that occurred, whether planned or unplanned. You are required to file copies of any particularly favorable and/or unfavorable press pieces with the Kingdom Seneschal and the Kingdom Media Relations Officer.

10. Notify the Kingdom Seneschal immediately if any civil authorities become involved in any SCA matter, or if you or any member of your group is contacted by civil authorities as members of the SCA. If an emergency or other occurrence requires the presence of fire, medical, or police personnel at an event or practice, you must contact the Kingdom Seneschal as soon as possible after the event and file a complete written report with the Kingdom Seneschal within 10 days of the occurrence.

11. As the legal representative of the Society in your area (your equivalent modern title is "local chapter president"), it is your responsibility to sign contracts (e.g., for site use). You may delegate this authority to the event autocrat or to the responsible warranted group officer in the case of sites for meetings or practices. Maintain copies in your files of all letters of permission or permits to use a particular site on a regular basis.

12. You are required to be the second signatory on your branch's SCA bank accounts. Exceptions may be made with the prior written consent of the Chancellor of the Exchequer.

G. Restrictions

1. No local seneschal may be a Territorial Baron/ess.

2. No local seneschal may be a Kingdom Officer. Kingdom Deputies may be granted an exception.

3. No seneschal may assume the Crown or Coronet. The office must be turned over to a deputy who meets the requirements outlined in II.A above.

4. No seneschal may hold more than one position in the seneschallate at the same time, but may hold other local offices in keeping with the policies of that office. The exceptions to this policy are: a local seneschal may serve as a deputy to the Kingdom Seneschal, and a baronial seneschal may assume the responsibility of a canton seneschal, if necessary, until such time as the canton can fill the office, but for no longer than 60 days. Exceptions to this time limit may be made by the Kingdom Seneschal on a case-by-case basis. The appointment must be made with the full knowledge and agreement of the Kingdom Seneschal.

III Branches

A. Formation of Local Groups below Barony/Province.

1. No group is a recognized branch of the SCA, Inc. /Kingdom of Æthelmearc until it appears in the Regnum section of the Kingdom newsletter. Any group of individuals who publishes a branch newsletter or in any other way claims to be a branch of the SCA, Inc. and/or the Kingdom of Æthelmearc before such branch appears in the Regnum seriously jeopardizes the group's chances to gain incipient status.

2. Any group wishing to become a recognized group of the SCA, Inc. should contact the Seneschals office for information.

B. Formation of Baronies/Provinces/Principalities. If an area of the Kingdom has reached the point where it feels ready to assume the added burdens of barony, province, or principality status, it should contact the Kingdom Seneschals office for the necessary information to proceed further.

C. Maintaining status. A group that does not maintain the necessary membership level per Corpora or who fails to fill offices required by Corpora and/or Kingdom Law will receive a written warning to the local seneschal that a deficiency exists. If the problem is not corrected within 45 days, the Kingdom Seneschal shall publish notice of the deficiency and potential for downgrading in status in the next possible issue of the Kingdom newsletter.

D. If a branch should wish to make any other change in status not specified above, it should contact the Kingdom Seneschal to discuss the possible options and for directions to proceed further.

E. Local Policies. All groups are strongly encouraged to have written policies that, at a minimum, clearly state the following:

1. The duration of terms for each officer and when they turn over.
2. The method used for choosing new officers.
3. The policy for replacing an officer who must leave unexpectedly.
4. Any specific requirements for officers that go above and beyond Corpora and Kingdom Law and Policy (for example, age limits and membership requirements for voting, limits on the number of terms permitted for each office, how event bids are considered and approved, etc.). The Kingdom Seneschal reserves the right to require groups to repeal or revise any provision in their bylaws for just and stated cause.

IV Events. For the purposes of these policies only, the term "event" is defined as a medieval recreational activity sponsored by a branch of the SCA, Inc. intended for the attendance and enjoyment of more than that branch's populace, advertised to more than the population of the branch, and requiring fees to attend. Specifically excluded are all practices where the participants contribute funds to cover the rental of the practice site.

A. The purpose of a branch is to sponsor Society activities. While an individual may autocrat the event, the branch is ultimately responsible for that event and must have given its consent.

B. The events of an incipient branch are held under the auspices of its sponsoring branch. The Kingdom Chronicler must have on file a letter of sponsorship from the seneschal of the sponsoring group before event announcements from the incipient group will be published in the Kingdom newsletter; this can be a single letter giving blanket permission for all events of the incipient group, or it can be more specific and be submitted for each event.

C. As the autocrat of any event is acting as an agent of the branch sponsoring the event, the autocrat must be a paid member of the SCA, Inc. It is the responsibility of the local seneschal to make sure that all autocrats meet this requirement.

D. The autocrat of an event has full responsibility for that event, but is ultimately responsible to the sponsoring branch. The autocrat of an event is considered to be a deputy of the local seneschal for the duration of the planning and execution of the event.

E. As the legal representative for the group, the local seneschal or a duly designated deputy should attend all events sponsored by the group.

F. Branches may only sponsor events within their own territory, as defined by the zip/postal code lists on file with the Kingdom Seneschal. An event may be held within another branch's territory with its prior written consent. The sponsoring branch of an incipient branch must assume the responsibility in writing.

G. Neighboring groups may establish treaties or agreements concerning the use of event sites near their borders. Any and all such agreements must bear the signatures of both current seneschals of the groups and be filed with the Kingdom Seneschal. A copy should also be provided to the regional seneschal. Such agreements may not be made in perpetuity and must be reviewed every four years or at the request of one of the parties. Agreements not requiring revision after they are reviewed may be simply re-affirmed by means of letters signed by the current seneschals of the groups and filed with the Kingdom Seneschal.

H. No branch may sponsor an event unless they have a duly rostered seneschal. The Kingdom Chronicler will not print event announcements from groups listed as VACANT in the Regnum without explicit directions from the Kingdom Seneschal.

I. All branches must establish and make known to their members the procedure for sponsoring and scheduling of local events.

J. All event announcements must appear in the Kingdom newsletter no later than the month in which the events will occur; the announcement must conform to the requirements of the Kingdom Chronicler's Office. The Kingdom Chronicler is not obligated to print announcements for events that do not contain the required information.

K. All branches must file any required event reports with the appropriate Kingdom office.

L. A copy of all event reports for Kingdom-level events must be filed with the Kingdom Seneschal within 30 days of the event.

V Subordinate Group Relations A. Barony/Canton and Province/Riding Relations

1. A canton or riding is a fully functioning branch, with all those rights and responsibilities that is also obligated and privileged to participate as an integral unit of its parent barony/province.

2. A canton/riding seneschal is considered to be an officer of the parent barony/province, especially in terms of his/her representation at officers' meetings and his/her participation in the determination of baronial/provincial policies.
3. All members of a canton/riding are also members of the parent barony/province and may hold office or participate in any activities or guilds that require membership in the barony/province. However, only residents of the canton/riding may hold canton/riding offices. Exceptions may be made to this policy if necessary and only for a maximum of 60 days and with the full consent and knowledge of the appropriate Kingdom officer.
4. Because a canton's or riding's territory is an integral part of its parent barony/province, it is available for the use of the barony/province, after consultation with and the permission of the canton/riding.
5. Multiple cantons or ridings within one barony/province may use sites within another canton/riding's territory, after consultation with and the permission of the canton/riding.

VI Other Policies

A. Grievance Procedure. As stated in Kingdom Law, all parties petitioning for arbitration must first follow the grievance-resolution procedure established by the Kingdom Seneschal and must provide the Kingdom Seneschal with written proof that it has been followed. For these purposes, the Kingdom Seneschal's established grievance-resolution procedure is the document "Channels for Complaint and Appeal," found in the Organizational Handbook of the SCA, Inc. This document is accessible at the SCA website (<http://www.sca.org/>) or can be obtained from the Kingdom Seneschal. Exceptions to this procedure may be made by the Kingdom Seneschal on a case-by-case basis.

B. Group Suspension Policy. Sometimes it becomes necessary, from the Kingdom level, to take action against a local group that has fallen out of compliance with Corpora, Kingdom Law, and/or Corporate or Kingdom policies. Suspension is one such tool. It is a serious step that is taken only after other attempts to resolve problems have failed.

1. Reasons for suspending a local group include, but are not limited to, a chronic failure to report as required, financial problems, failure to meet the standard requirements for maintaining a branch, or organizational disarray.
2. A suspended group may not hold events, obtain insurance certificates, and conduct any business whatsoever (although it can have business meetings to sort out its problems), or take in or spend money (the bank account will be "frozen" by the Chancellor of the Exchequer). In this context, "events" mean all activities that fall under the definition of "society event" in Corpora, which includes fighter practices, demos, A&S meetings, and so on.
3. Group suspension is primarily a tool of the Kingdom Seneschal and Chancellor of the Exchequer. Other Kingdom Officers may request a group suspension by contacting the Kingdom Seneschal.

4. When suspending a group, the Kingdom Seneschal must notify the group seneschal, exchequer, and other local officers (if applicable) in writing, with a copy to the Chancellor of the Exchequer and the Kingdom Chronicler. Email is acceptable, but must be followed up by a mailed copy to the local officers receiving the email. The letter must include at least the following: the reason for suspension, the date that the suspension takes effect, and the action that the local group must take in order to have the suspension lifted. If the Chancellor of the Exchequer is applying the suspension, then copies of correspondence go to the Kingdom Seneschal and the Kingdom Chronicler.
5. If a group with an event already listed in the Kingdom newsletter is put on suspension, the event will also be suspended until the group is reinstated.
6. Any established group that has been under suspension for a period of two consecutive months will be brought to the attention of the Crown and the Society Seneschal for possible dissolution. An incipient group that has been under suspension for two or more months is subject to immediate dissolution.
7. Once a suspension has been lifted, the Kingdom Seneschal must notify the group in writing, with copies to the Chancellor of the Exchequer and the Kingdom Chronicler. If the Chancellor of the Exchequer is the officer applying the suspension, then copies of correspondence go to the Kingdom Seneschal and the Kingdom Chronicler.

VII Youth Activities and Officers

- A. All youth-specific activities now require a warranted Youth Officer or Marshal who has passed the criminal background check process.
 - B. Youth-specific activities must also continue to follow the Two-Deep rule (two unrelated adults must be present). See the Youth Activities Memo on the Seneschal section of the Æthelmearc webpage for further details.
 - C. Those wishing to become Youth Officers or Marshals should contact the appropriate Kingdom-Level Youth Officer or Marshal to apply for a warrant. The Kingdom-Level Youth Officer or Marshal will forward your contact information to the Kingdom Seneschal who will send you the necessary forms to complete the background check process.
- ### B. Non-Resident Subjects
1. Per Corpora, it is possible for those not residing in Æthelmearc to become subjects of Æthelmearc. This is accomplished by having a letter which states their wish to become subjects signed by the Æthelmearc Royalty and the Royalty of the Kingdom in which they reside. A copy of this letter must be filed with the Æthelmearc Kingdom Seneschal's office.
- ### C. Activities outside the local branch
- Any SCA activity must be approved by the local seneschal responsible for the zip code in which it occurs. This includes events, practices, meetings, demos and any other SCA sponsored activity. The activity may be sponsored by a different branch with the permission of the seneschal responsible for the zip codes involved.

