

BARONY OF WINDHAVEN
POLICIES AND PROCEDURES

These are the official policies of the Barony of Windhaven, amended and approved June 23, 2019. In the event of a conflict between these policies and any policies, regulations or laws of the Kingdom of Northshield, SCA., Inc., the State of Wisconsin, or the United States of America; the policies, regulations and laws of the other entity shall take precedence. The override of any single policy shall only negate that policy; the other policies remain as presented here.

These policies may be subject to change at a later date by voted approval of a majority of the populace of Windhaven present at the general business meeting.

I) GENERAL POLICIES

- A) It is the decision of the people of Windhaven that there are no requirements for participation in the Barony. Participation is not constrained by the boundaries as defined by the Kingdom Cartographer.
- B) There will be a "Business Meeting" held monthly, typically on the second or third Sunday of the month (depending on event schedules and other conflicts)
 - 1) On matters put up for a vote, the general populace of Windhaven can vote, and they need not be paid members of the SCA., unless the question being voted on has membership requirement instituted by Corpora or Kingdom, i.e. selection of Baron and Baroness. If the individual feels that they are not well enough informed then they are asked to please refrain from voting.
- C) *The Village Idiot* is a monthly publication, twelve issues per year, and each issue shall be published on the Baronial website no later than one week before each month's business meeting. Each issue should contain "minutes" from the previous business meeting, announcements relating to issues coming up for vote, as well as reports from officers. A complete and up-to-date listing of all officers must be included in each issue. A printed copy is available upon request.
- D) The Seneschal is responsible for the maintenance and annual review of these policies.
- E) A copy of these policies shall be posted on the Barony's web site so all members may review them at any time. A printed copy is available upon request to the Seneschal.
- F) The process for changing these bylaws will proceed as follows.
 - 1) Proposed changes shall be submitted to the Seneschal for inclusion in the business meeting agenda.
 - 2) The proposed wording of the changes will be published as part of the monthly business meeting agenda.
 - 3) At the meeting said changes will be up for debate, discussion, and revision. Revision is only at the agreement of the author.
 - 4) After any revisions have been completed, the final version of the suggested bylaw change will be published in the next two editions of the *Village Idiot* for review by the general populace.
 - 5) The bylaw change will then be voted upon at the business meeting two months following its publication in the VI.
- G) Electronic Communication Channels
 - 1) Administration
 - (a) Administrative rights in the baronial social media accounts and other forms of electronic communication, including Facebook, Twitter & Google Groups, as well any other social media platforms designated officially by Society shall be restricted to the following officers:
 - (a) Seneschal

- (b) Chronicler
- (c) Web Minister
- (d) Social Media Officer
- (e) Designated deputies at the discretion of the above officers
- (f) Any other officers as required by kingdom law.

II) GREAT OFFICERS

- A) Windhaven Great Officers include all the Great Officers at Kingdom Level:
 - 1) Seneschal (President)
 - 2) Exchequer (Vice-President and Treasurer)
 - 3) Herald
 - 4) Chronicler
 - 5) Knight Marshal
 - 6) Minister of Arts and Sciences
- B) Great Officers are required to be paid members of the SCA., and have access to the *Northwatch* and *The Village Idiot*.
- C) Great Officers have a two-year term, after which it is renewable annually upon publication in *The Village Idiot* for two months and subsequent vote.
- D) All Great Officers hold their warrant for office from the Crown. As such, the selection process described below is really a recommendation process by which the Crown and Kingdom Officer can be given an idea of whom the Barony would like to serve in that role.
- E) All Great Officers have reporting requirements from the Kingdom. In addition, all Great Officers are required to copy the Seneschal and the Baron and or Baroness on their reports.
- F) Baronial Great Officers are asked to announce their intention to resign at least two months in advance. The two subsequent issues of *The Village Idiot* will carry the announcement of the posting along with requirements for the office.
- G) At the business meeting after the second notice has been published, a poll will be conducted, and the results of that poll will be used to recommend the winning candidate to Kingdom. Great Officer candidates must attend the business meeting to be included in the polling. On a case by case basis electronic attendance may be substituted as approved by the seneschal.
- H) In the event of a vacancy of office without usual notice, the Seneschal may, in conjunction with the Kingdom office, appoint someone on an interim basis until the policies outlined above can be completed.
- I) If a pro-tem appointment is made, the vacant office shall be listed in *The Village Idiot* until the position is filled, and the pro-tem officer shall be listed on the Officers' page as such.
- J) Great Officers are expected to attend the business meetings on a regular basis. If this is not possible written or electronic reports may be substituted for attendance at the direction of the Seneschal.
- K) Great Officers may select the deputies of their choice, subject to the notification of the Seneschal and approval of appropriate Kingdom office if required.

III) LESSER OFFICERS

- A) Lesser Officers include several offices that are considered main parts of Windhaven's government. Lesser Officers have a two-year term, after which it is renewable annually upon publication in *The Village Idiot* for two months and subsequent vote. Among these are:
 - 1) Minister of Youth (reports to Kingdom M.O.Y.)
 - 2) Chatelaine/Castellan (reports to Kingdom Chatelaine)
 - 3) Web minister (reports to Kingdom Webminister & Baronial Chronicler)
 - 4) Rapier Marshal (reports to Kingdom Regional Rapier Marshal)
 - 5) Archery Captain (reports to Kingdom Regional Archery Marshal)

- 6) Emergency Deputy Exchequer – (Required reports to Windhaven Exchequer)
- 7) Social Media Officer (reports to Kingdom Social Media Officer & Baronial Chronicler)
- B) Lesser Officers are asked to announce their intention to resign at least two months in advance. At the business meeting following the second posting of the position, polling will be taken, and the results of the poll will be used to recommend the winning candidate to Kingdom.
- C) In the event of a vacancy of the office without usual notice, the seneschal may, in conjunction with the Kingdom office, appoint someone on an interim basis until the policies outlined above can be completed.
- D) Lesser Officers are expected to attend the business meetings on a regular basis. If this is not possible due to work schedules or other regular ongoing obligations, written or electronic reports may be substituted for attendance at the discretion of the Seneschal.

IV) EVENT STEWARDS

- A) Any Baronial member wishing to organize an official event must present a written proposal to the business meeting. The proposal must include a description of the theme, activities, estimated budget and location of the proposed event. Baronial requests for bid proposals will be posted in *The Village Idiot* and the Baronial email list for two months prior to the submission deadline. Kingdom level events and above are exempted from publication.
- B) Event stewards must be paid members of the SCA. through the event.
- C) The Seneschal, Baron and Baroness may not volunteer to steward events. The Seneschal, Baron and Baroness are responsible for supervision of the Event Stewards; and this could lead to conflicts of interest. This policy does not prevent these officers from running a moot.
- D) It is required that first-time event stewards be mentored by an experienced steward¹. This is not required for moots. It is encouraged that would-be event stewards shadow experienced stewards in preparation for managing an event.
- E) It is the duty of the Seneschal to review the progress of their event stewards. If the Seneschal feels that progress is insufficient for the scope of the event, the Seneschal shall call a meeting with the event steward and the Baron and Baroness to review the event's development. If the Seneschal, Baron, and Baroness become convinced that the event steward is failing to make necessary and adequate preparations for the event, the Seneschal, Baron, and Baroness have the following options:
 - 1) Appointment of a co-steward.
 - 2) Removal and replacement of the steward.
 - 3) Cancellation of the event.
 - 4) Other actions as appropriate.
- F) If the event steward wishes to, they may publicly appeal the decision of the Seneschal, Baron and Baroness at the next regularly scheduled business meeting. However, the Seneschal, Baron and Baroness have the final decision in the matter.
- G) Post-Mortem – Event stewards and Feast stewards should be prepared to give a detailed report of their event at the business meeting immediately following the event. This includes attendance numbers, detailed expense and income numbers, and a report of any problems encountered, so they may be avoided by future steward(s).

V) FINANCIAL POLICIES

In addition to the financial policies of SCA. Inc. and the Kingdom of Northshield, The Barony of Windhaven adheres to the following financial policies:

¹ An experienced steward is defined as a steward who has stewarded at least one event.

- A) A receipt and cash reimbursement request form² must accompany all expense reimbursement requests.
- B) Expenses up to \$50 require only the approval of the Seneschal, Exchequer or their appointed deputies.
- C) Expenditures greater than \$50 must be approved by a simple majority at a business meeting.
- D) Events should be budgeted to break even or make a profit. It is understood that circumstances may prevent an event from doing so, but the event should be initially planned with an eye toward fiscal responsibility.
- E) Once an event is approved by the Barony an event budget must be submitted to and approved by a simple majority vote at a Business Meeting, before any expenditure can be made for the event.
- F) Expenditures not included in the detailed event budget and/or changes to the detailed event budget must be approved by the Seneschal if under the \$50 limit as set in item B, above. If beyond \$50, it must be approved by a quorum³ of Baronial Greater Officers.
- G) Non-event-related reimbursement requests are due to the Exchequer no more than 30 days after the expenditure. Exceptions are at the discretion of the Exchequer only.
- H) Event-related reimbursement requests are due to the Exchequer no more than 14 days after the event. Exceptions are at the discretion of the Exchequer only.
- I) The Financial Committee consists of Seneschal, Exchequer, and any other paid member voting at the business meeting.
- J) The Sovereigns of Northshield are not required to pay site and feast fees for an event financially sponsored by Windhaven. This privilege would extend to their Heirs in the Sovereign's absence. Waiving of fees for other visiting royalty must be individually approved at a business meeting or a quorum³ of Great Officers.

VI) BARONIAL TRANSITION POLICIES

- A) Job responsibilities:
 - 1) Attend business meetings
 - (a) Either the Baron or Baroness must attend the business meeting.
 - (b) The Seneschal and Baron and/or Baroness have a duty to consult with each other on a regular basis.
 - (c) The Baron and/or Baroness are representatives of the crown and are required to report at the business meeting. The Baron and/or Baroness may not be a Greater Officer of the Barony.
 - (d) The Baron and/or Baroness must have read Corpora and the laws and policies of the Kingdom of Northshield and the Barony of Windhaven.
 - 2) Attend Baronial Events
 - (a) The Baron and/or Baroness must be in attendance at Baronial events, moots and demos. A Baronial event is described as one of the major events put on by the group as published in the Kingdom Newsletter.
 - (b) The Baron and/or Baroness are not required, but are encouraged, to attend guild, craft or arts/science meetings or fighter practices.
 - (c) The Baron and/or Baroness must attend any Kingdom event sponsored by the group, i.e. canton, college, etc.
 - (d) The Barony understands that attendance is subject to temporary emergencies, i.e. death in the family, health and job.
- B) The term shall be three years.

² <http://www.northshield.org/Resources/XLS/CashReimbursmentRequest.xls>

³ Defined as a simple majority.

- C) Leaves of absence
 - 1) A leave of absence can be requested for up to twelve months with explanations at a business meeting subject to Kingdom Law.
 - 2) Extensions may be granted upon review.
- D) The requirements to be a candidate
 - 1) Must have been active in Windhaven for one year preceding nomination, and plays with Windhaven (if lives inside the boundaries but mainly plays outside Windhaven, not qualified.)
 - 2) Must show proof of membership (signed membership card or other recognized proof of membership) to be nominated.
 - 3) Participates at Baronial events.
 - 4) Has served as a Officer in the SCA.
 - 5) Involved in a variety of SCA. activities.
 - 6) The Seneschal or the Exchequer may not cohabitate, be the significant other to or be married to either the Baron or Baroness.
- E) Nomination and balloting procedures
 - 1) Nomination procedures
 - (a) Candidates who wish to be part of a Baronial couple must run with a partner. Single candidates are also acceptable.
 - (b) Candidates must be present at the nomination meeting. Electronic presence may be allowed on a case by case basis for extenuating circumstances with approval of the seneschal.
 - (c) In the event a person wishing to make a nomination cannot attend the meeting, a written or electronic proxy may be given to the Seneschal prior to the meeting.
 - (d) Nominees may accept or decline no later than four days following the nomination meeting.
 - (e) Written or electronic acceptance or declination should be sent to the Seneschal.
 - 2) Balloting and Interviewing
 - (a) Each candidate is required to read the job responsibilities and requirements to be a candidate.
 - (b) The populace is encouraged to submit questions to which they wish the candidates to respond. These questions will be given to the candidates before the interview and initial polling meeting.
 - (c) Each candidate will receive the questions no later than five days before the meeting so they may discuss and prepare a written response to be presented to the populace at the interview meeting.
 - (d) Responses will be limited to ten minutes. The populace may ask questions within those 10 minutes to clarify any points left unclear.
 - (e) The Seneschal shall follow the Northshield Baronial Advancement and Transitions Policy⁴ in conducting the interviews and initial polling. If an outside moderator is used, s/he must be approved by the members of the Barony. This moderator will ensure that these policies are followed, as well as those of Kingdom Laws and SCA. policy. They will tabulate the initial polling and forward the results to the Royalty and the Kingdom Seneschal.
 - (f) If more than three candidates or couples are running, a preliminary vote will follow the interviews. The outside moderator will check membership qualifications and hand out the

ballots. The top three candidates will be placed on the final ballot. Anyone unable to attend the meeting may request an absentee ballot ahead of time.

- (g) Once the three highest candidates for Baron and/or Baroness have been chosen and announced by the outside moderator, these candidates' names will be forwarded to the Royalty and the Kingdom Seneschal, or their designated deputy, to be placed on the final ballot.

3) Absentee Ballots

- (a) A member of the populace may e-mail the Seneschal to receive an absentee ballot for the preliminary balloting, at least one week in advance of the deadline.
- (b) The ballot must include proof of membership, specifically a photocopy of both sides of your membership card or other recognized proof of membership and an original signature on the photocopy.
- (c) The absentee ballot can be sent to the Seneschal to be taken to the meeting or sent with another member of the populace. It must be in a sealed envelope. It will be given to the moderator to be included in the tabulating.
- (d) In the event that a ballot is received without proof of membership, without a valid signature or after the meeting, the ballot will be invalid.
- (e) The ballots will be opened and tabulated by the outside moderator and the results will be announced at the meeting. These finalists will be forwarded to the Kingdom to be placed on the final ballot.

VII) BARONIAL AWARDS

- A) **Horicon's Favor:** For courtesy, honor and courage in any of the arts martial.
- B) **Golden Amphitere:** For substantial service to the Barony.
- C) **Muse's Blessing:** For service and participation in the arts and sciences.
- D) **Bo-Tii's Wing:** For people from outside the Barony who have supported our group.
- E) **Seat in Tamerack's Hall:** For people new to the Society or Barony who have become involved and shown their support through service, volunteerism. A Baronial "Award of Arms".
- F) **Award of the Vert Sparks:** For people new to the Canton of Bentbridge who have become involved and shown their support through service and participation in that group.
- G) **Hospitaller's Chalice:** For showing outstanding hospitality to members of the Barony and its guests.
- H) **Order of the Sable Cloud** – Capstone level award, recipient must first have been awarded Horicon's Favor, for superior skill and teaching in the Heavy Weapons discipline of the Arts Martial within the Barony.
- I) **Order of the Golden Mantis** – Capstone level award, recipient must first have been awarded Horicon's Favor, for superior skill and teaching the Rapier discipline of the Arts Martial within the Barony.
- J) **Order of the Hummingbird** – Capstone level award, recipient must first have been awarded Horicon's Favor, for superior skill and teaching of Archery or Thrown Weapons disciplines within the Barony.
- K) **Order of the Golden Tassel** – Capstone level award, recipient must first have been awarded the Muse's Blessing, for superior skill and teaching in the arts and sciences within the Barony.
- L) **Order of the Keystone of Windhaven** – Capstone level award, recipient must first have been awarded the Golden Ampheitere, recognizing long and distinguished service to the Barony in any capacity.

VIII) BARONIAL PROPERTY MANAGEMENT POLICY

- A) Responsibility

- 1) The exchequer or exchequer's deputy is responsible for creating and maintaining an updated list of all items owned by the branch.

B) Types of Assets

- 1) **Depreciable Assets** - Permanent property and items that have an initial worth over \$500 if purchased before 1/1/2019 or greater than \$2,000 if purchased after 1/1/2019. These items are recorded at the time of purchase on the group financial reports.
- 2) **Inventory** - Items acquired by the barony intended to be sold to the populace. These items are recorded at the time of purchase and as they are sold on the group financial reports.
- 3) **Regalia** - Items that are the emblems, symbols, or other tangible items that are indicative of the Royalty, Champions, or indicative of an office of the branch. Items are recorded at the initial purchase cost or stated value on the branch financial reports but are not depreciated over time.
- 4) **Equipment for Populace Use** - Items intended for general populace use, including but not limited to martial equipment, feast gear, loaner garb, banners, and décor, etc.

C) Property Management

- 1) All persons maintaining pieces of baronial property shall be responsible for the items in their possession. In the event of damage to or loss of the items, the person responsible for the damage or loss must immediately notify in writing the exchequer or exchequer's deputy of the damage or loss.
- 2) The exchequer, exchequer's deputy, or property caretaker (defined as the individual responsible for storing the property when it is not in use) is responsible for determining that the property being checked out is in a serviceable state.
- 3) The exchequer or assigned deputy must be notified of the changeover of property from one party to another. The checkout process assures that there is a record of the regalia/property and its condition, since the users could be required to replace property lost or damaged during their time of lease.
- 4) When an item becomes baronial property through donation, retirement instructions may be specified by the donor. If the item is purchased by the barony, retirement instructions must be agreed upon by a quorum of Great Officers. Retirement instructions options include:
 - (a) Return item to the donor
 - (b) Discard/recycle when no longer usable
 - (c) Make available to Baronial populace on a first-come/first-served basis
 - (d) Donate to Baronial or Kingdom charity auction
 - (e) Alternate option at the discretion of the Exchequer, as agreed upon by donor or quorum of officers