

# Administrative Policies of the Pennsic War

## June 2016

These policies govern the administrative, legal, and financial operations of an official inter-kingdom event of SCA PENNSIC WAR Inc, a Pennsylvania corporation and subsidiary corporation of the Society for Creative Anachronism, Inc (SCA), known as "THE PENNSIC WAR" (Pennisic).

The policies contained herein shall apply by mutual, unanimous agreement between the Kingdom Seneschals of the East, Middle, and Æthelmearc, referred to as The Pennsic Seneschal Group (PSG) and shall not be revocable by any one party without mutual unanimous consent by all parties. This document supersedes any and all previous Pennsic agreements between the Kingdom Seneschals of the East, Middle and Æthelmearc. Changes to this document may be made by unanimous agreement of the Kingdom Seneschals of the East, Middle, and Æthelmearc. These policies recognize the precedence of the *Governing Documents* and *Society Officer Policies* of the SCA and may not conflict with any higher body of law or policy, Societal or modern.

The Royalty of the three Kingdoms shall not have the authority or right to void, negate, or alter any portion of these policies nor interfere with the day-to-day planning, decisions and operations of Pennsic by its duly authorized staff. The Kingdom Seneschals of the East, Middle, and Æthelmearc recognize the authority of the Royalty to handle matters pertaining to the game-side portions of the Pennsic. The game-side matters are defined as relating to the choosing and running of combat scenarios (with the consultation of the relevant martial authorities), courts, and other matters relating to the medieval-recreation aspects of the event. It is agreed that Marshal in Charge of Pennsic shall be the Earl Marshal of the hosting Kingdom, who shall report to the Autocrat for all matters financial and administratively related to Pennsic.

### A. Governance, Chain of Command, and Financial Management

- I. The **governing body** of Pennsic is the Kingdom Seneschals' Group (PSG), which consists of the Kingdom Seneschals of the East, Middle, and Æthelmearc. Each seneschal has one vote.
  - a. Unless otherwise indicated in these policies, a majority vote is sufficient to decide any question.
  - b. The Kingdom Seneschal of the hosting Kingdom for any particular Pennsic is the primary liaison for communication between the PSG and the Autocrat, and shall serve as the Chair of the PSG. He/she shall also serve as the direct supervisor of the Autocrat and is responsible for communicating rulings and instructions from the PSG to the Autocrat.
  - c. For the purposes of these policies, the Kingdom Autocratting Pennsic for a particular year is called the "hosting Kingdom"; the Kingdom of Æthelmearc, on whose land Pennsic is held, is called the "sponsoring Kingdom." Æthelmearc will be the hosting and sponsoring Kingdom during its rotational year.
  - d. The PSG will cause to create a repository of all documents used to administer Pennsic.
    - i. At the minimum these documents shall be:
      1. This Administrative Policy
      2. Any annotated or instructional documents relating to the Administrative Policy
      3. The Financial Policy for Pennsic
      4. A copy of the most recent reconciled year Budget of Pennsic
      5. The above are considered *Public* documents and should be readily available from the members of PSG and/or listed upon respective electronic format venues of the PSG's choosing.
      6. Requests for the above shall be made to the appropriate individual(s).
    - ii. Other documents which may be considered internal working items may include:
      1. Operating Procedures of divisions and/or departments
      2. Contracts with vendors
      3. Contract with venue owner
      4. Internal correspondence
      5. Other documents the PSG may require from time to time.
    - iii. The PSG may choose the location for storage of these documents, and may elect to store electronically all documents covered in section I-d inclusive of this document.

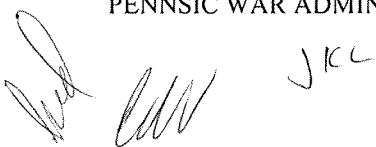
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1. The PSG will make known its requirements to the Autocrat and his/her staff.
- II. The ultimate **legal authority** for Pennsic is the sponsoring Kingdom Seneschal. The Æthelmearc Kingdom Seneschal is the only officer authorized to remove Society sanction from Pennsic, because the event takes place on Æthelmearc land.
- III. The **Autocrat** is the chief executive officer of Pennsic.
  - a. He/she oversees event operations and is responsible for the activities of his/her staff, and other duties so delineated in this policy.
  - b. The Autocrat is a deputy of the hosting Kingdom Seneschal and must be a warranted officer per the policies of the SCA, Inc. This includes keeping his/her paid membership current during the entire term of his/her involvement as Pennsic staff.
  - c. The Autocrat's warrant is signed by the members of the PSG.
  - d. The Autocrat reports to the hosting Kingdom Seneschal and is ultimately responsible to the PSG.
  - e. The Autocrat must have an emergency deputy who is prepared to take over immediately in the event that he/she cannot continue or is removed. This includes keeping his/her paid membership current during the entire term of his/her involvement as Pennsic staff.
  - f. The Autocrat may choose an approved alternative honorific, such as, Mayor, Governor, Event Steward instead of Autocrat for the duration of his/her term. Other alternative or unrestricted honorifics may be used, with the approval of the PSG.
  - g. The Autocrat will appoint any and all staff members for his/her war as deemed needed to effectively carry out the operations of Pennsic and may decline offers of service from individuals, for any position, save those positions mandated by corporate policy.
    - i. The Marshal in Charge of Pennsic shall be the Earl Marshal of the hosting Kingdom. The Marshal in Charge will coordinate with appropriate event staff, appointed by the Mayor, on logistical and financial matters pertaining to the execution of the martial activities at Pennsic.
- IV. The **Pennsic Exchequer** is the chief financial officer for Pennsic.
  - a. The Pennsic Exchequer is understood to be a deputy of the Society Exchequer, as per current SCA policy. However, it is also understood that the Pennsic Exchequer is a member of the overall Pennsic team and reporting to the Autocrat and PSG, and adherence to this policy, shall be included in his/her duties.
  - b. The Pennsic Exchequer must be a warranted officer per the policies of the SCA, Inc. This includes keeping his/her paid membership current during the entire term of his/her involvement as Pennsic Exchequer.
  - c. The Pennsic Exchequer may appoint any and all deputies he/she deems needed to fulfill the duties of this office.
  - d. The Pennsic Exchequer must have an emergency deputy who is prepared to take over immediately in the event that he/she cannot continue or is removed. This includes keeping his/her paid membership current during the entire term of his/her involvement as Pennsic staff.
- V. The **Pennsic Financial Committee (PFC)** is the financial committee of Pennsic.
  - a. The PFC acts as an advisory body for the PSG regarding financial matters. The PFC consists of seven (7) Members:
    - i. The Pennsic Exchequer,
    - ii. The Kingdom Exchequer of the East,
    - iii. The Kingdom Exchequer of the Middle,
    - iv. The Kingdom Exchequer of Æthelmearc,
    - v. The current year Autocrat
    - vi. The next year's Autocrat
    - vii. And, dependent upon the time of year, either *last year's* Autocrat or *second year* future Autocrat (See APPENDIX – B for typical scheduling rotation)
  - b. The PFC reports to and is responsible to the PSG. The PFC works at the direction of the PSG, with the Pennsic Exchequer acting as the primary liaison for communication between the PSG and the PFC.
  - c. The PFC shall be the voting body for all budgets and non-budget expenditures, which may arise, of Pennsic. Each duly appointed member shall have one vote and all matters shall be a simple majority vote for passage or rejection.
- VI. General **Financial Policies** (additional information can be found in the Pennsic Financial Policies)
  - a. **Budget Line Items for the three Kingdoms.** It is agreed that the Autocrat will include in any and all budgets presented for approval, three (3) expense line items which will be considered as a Guaranteed Payment to the principal Kingdoms, and shall be equal amounts for each Kingdom.

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- i. The minimum amount the Autocrat shall be required to include in his/her budget for each of the above, shall be \$7,500.00 (Or 2.5 percent of the total expected revenue, whichever is less) in each expense line item.
  - ii. It is understood that for the purposes of distribution of excess net profits, the items included in this section shall be treated as any other expense item in the Pennsic Budget and deducted from the gross revenue to arrive at Net Profits.
  - iii. The Exchequer shall deliver to the Kingdom Exchequers by October 1 of the same year which Pennsic has been held, checks for the Guaranteed Payment so noted in VI.a above.
- b. Distribution of Excess Net Profits.** If, with the filing of the yearend report, there are net profits in excess of actual expenses for any given Pennsic, the excess net profits will be distributed as follows:
  - i. 16 Percent of net profit to the East Kingdom
  - ii. 16 Percent of net profit to the Middle Kingdom
  - iii. 16 Percent of net profit to Kingdom of Æthelmearc
  - iv. 52 Percent shall be retained by Pennsic to ensure the continued operation of Pennsic.
    - 1. Pennsic shall then allocate one-half ( 50%) of its profit to the Contingency Fund
    - 2. And the remainder being added to the Special Projects Fund.
  - v. Kingdom distributions shall be sent no later than 30 days after filing of the yearly closing report.
- c. Pennsic Contingency Fund:** The goal for the Pennsic contingency fund is 150% of the prior year's actual expenses, plus the amount of any special projects budgeted for the next war. Should the contingency fund ever exceed this amount, any excess will be added to the Pennsic Special Projects Fund.
- d. Pennsic Special Projects Fund:** These funds may be used for expenses that are above or beyond the normal operating budget of Pennsic. Pennsic Special Projects may include, but are not limited to: commemorative site medallions, a commemorative publication, Items which have multi-year usage. A separate budget for any and all special projects must be submitted in addition to the general budget required in this document.

- VII. Removal of an Autocrat or Pennsic Exchequer:** The PSG may remove or suspend an Autocrat or Pennsic Exchequer for just and stated cause, including but not limited to:
- a. Violation of Society law or policy; violation of Pennsic policy; violation of modern law; failure to report as required; actions that endanger Pennsic; actions that endanger the SCA. The reasons for removal must be provided to the removed person in writing.
  - b. Any actions taken under this section will be immediately forwarded to the appropriate superior Society officer for review of said decision.

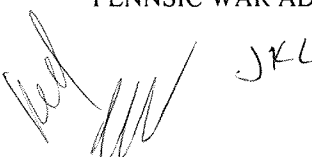

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## C. Bid Submission and Requirements

- I. **Bids to become the Pennsic Autocrat** must be received by May 1 of any given year.
  - a. General qualifications of prospective Autocrat bidders:
    - i. To be eligible to be considered to be the Autocrat of any Pennsic War, a prospective candidate must have demonstrated successful administrative activities and responsibilities during five (5) of the last seven (7) Pennsic Wars.
    - ii. Any prospective Autocrat must be a member of the SCA or an SCA Affiliate.
  - b. It is understood that a bid submitted in any "current" year, will be for the Pennsic occurring two (2) years from the date of the submitted bid (Example: bids submitted by May 1, 2015 will be for Pennsic 46, to be held in 2017).
  - c. Potential Autocrats may request a bid packet from one of the three Kingdom Seneschals.
    - i. The bid packet will include: a copy of this document, a copy of the Pennsic Financial Policy, and budget actuals from a previous Pennsic to assist bidders in developing a preliminary budget.
    - ii. Additional material the PSG deems necessary to assist potential bidders may also be included.
  - d. The PSG may elect to post a bid packet in electronic format on any or all of the official Kingdom webpages.
  - e. A yearly announcement calling for bids will be published in all three Kingdom's newsletters four months prior to the bid deadline, generally considered to be the January issue of the respective Kingdom's newsletter.
- II. **Bid Requirements.** The minimum information required in any submitted bid:
  - a. SCA and modern names, and contact information for the following:
    - i. Autocrat
    - ii. Emergency Deputy
  - b. Resume (SCA and modern) of the Autocrat, including previous Pennsic staff experience and/or other relevant experience.
  - c. Statement of why the Autocrat wishes to organize Pennsic and what qualifications he/she brings to the project.
  - d. A listing of any known key personnel and/or department heads (The PSG understands that personnel may change in the intervening two years and it is possible that at the time of the bid submission, that key personnel may not be known) and a short letter confirming said person's willingness to work for the prospective Autocrat in the named position or any position as needed.
  - e. Any additional letters of support from other individuals confirming their agreement to be on the Autocrat's staff.
  - f. A draft preliminary budget, including proposed fee schedule, projected attendance, estimated gross revenue, estimated expenses, and any budget areas that are expected to change significantly (due to special projects, anniversary years, etc.). The hosting Kingdom Seneschal will help by providing budget actuals from previous Pennsics.
  - g. Any new projects, activities, or changes in procedures/operations proposed for the war.
  - h. Additional items may be included.
- III. **Submission of the bid.** A completed bid will be submitted to the following entities:
  - a. The Kingdom Seneschals of The East, The Middle, and Æthelmearc.
  - b. The Crowns and Heirs of The East, The Middle and Æthelmearc.
  - c. Bids may be sent via electronic email to the addresses listed in the respective newsletters of the three Kingdoms.
  - d. Acknowledgement to the bidder will be sent upon receipt of the bid in a timely fashion.

## D. Review of Submitted Bids and Selection of Autocrat

- I. The PSG shall review all submitted bids at the time of submission and verify the following:
  - a. That the qualifications for prospective Autocrats outlined in C-1-a have been met
  - b. That all items required in C-II have been submitted
  - c. That all persons required in C-III have received the bid.

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- d. Any bid deemed incomplete shall be returned to the prospective Autocrat, with reason(s) for the return stated.
  - e. Any returned bid may be resubmitted, provided deficiencies are corrected and resubmitted before the May 1 deadline.
- II. Final review and recommendation to the Hosting Crown by the PSG
- a. The PSG may conduct interviews with any prospective Autocrat, the prospective Autocrat's staff, any current or past Pennsic Staff and any person or persons of its choosing to assist in a determination of a recommendation.
  - b. The PSG may use any medium desired to discuss the merits/negatives of any and all bids.
  - c. The PSG may vote/rate bids or reach consensus in making its final recommendation(s).
  - d. Should no bids be submitted, or if all bids submitted are incomplete or ineligible, the PSG will review *Standing Bids* offered by successful Pennsic War Autocrats from the last 5 years.
    - i. The PSG will solicit and maintain a list of successful Pennsic War Autocrats from the last 5 years, who are willing to accept the position in the event of the scenario so listed above occurs.
    - ii. The PSG shall have sole discretion and determination of what constitutes a "Successful Pennsic War Autocrat".
  - e. The PSG will have until, at the latest, June 1, to review complete bids (or in the case of d above, a *Standing Bid*) and submit its recommendation to the appropriate Hosting Kingdom Crown.
  - f. The Hosting Kingdom Seneschal shall present to the Hosting Crown, the recommendation(s) of the PSG.
  - g. For the purposes of this section D, the definition of Hosting Seneschal or Hosting Crown shall be those entities for which the bid has been submitted, as demonstrated in APPENDX – A.
- III. Review and selection by the Hosting Crown
- a. Only those bids (and prospective Autocrats) that were reviewed by the PSG and presented to the Hosting Crown, are eligible for selection.
  - b. The Hosting Crown may conduct interviews with any person of Their choosing to assist in Their decision.
  - c. The Hosting Crown will have until, at the latest, July 1, to review the PSG's recommendations and inform the Hosting Seneschal of Their Decision.
  - d. The Hosting Crown may elect to inform the successful candidate of Their decision, or delegate the decision to the Hosting Kingdom Seneschal.
  - e. If the Hosting Crown does not make a decision by July 1, the bid recommended by the PSG will be the default choice.
  - f. In all cases, all persons who have placed a bid, whether selected or not, shall be given the courtesy of notification as to the outcome of the Bidding Process.

## **E. Autocrat Responsibilities, Term, and Reporting**


- I. General Responsibilities:
  - a. The Autocrat is charged with the oversight of Pennsic, during his/her active year.
  - b. The Autocrat is responsible for any and all budgets.
  - c. The Autocrat is responsible for the actions of his/her staff-with respect to official matters of Pennsic.
- II. General Term of Office:
  - a. From time of initial appointment, (generally June of a given year), for three years, allowing for the variable date of their 2<sup>nd</sup> year successor.
- III. The Autocrat serves as a member of the PFC:
  - a. From the time he/she is officially appointed, generally in June or July, until the appointment of an autocrat for two years hence. Please see APPENDIX B for scheduling.
  - b. Or until they are removed from office by the PSG.
- IV. The Autocrat and his/her staff shall recognize that statements they make in official communications (for example, concerning the amount of land that will be allocated per person attending) may constitute an implied contract with attendees, and they are cautioned to neither make explicit statements lightly nor to renege on such statements without considering the potential legal action that could be brought by attendees.
- V. Reporting: The Autocrat will submit written reports to the PSG on the status of planning and pre-event operations on the following schedule:
  - a. 12-24 months before Pennsic: quarterly; due by the 1<sup>st</sup> of November, February, May, and August
  - b. 1-12 months before Pennsic: monthly; due by the 7<sup>th</sup> of each month for the month prior

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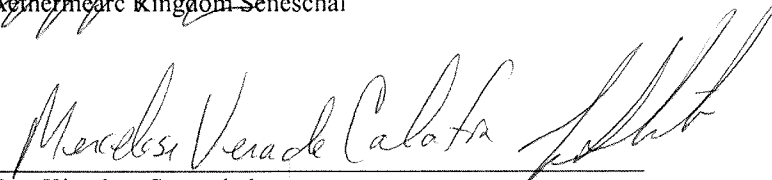
- VI. The Autocrat is expected to be in regular communication with the hosting Kingdom Seneschal by e-mail or telephone as plans progress.
- VII. Final event report is due by November 30<sup>th</sup>, following the end of Pennsic and should include a list of potential improvements for the future. If financials are not fully complete, an addendum to the report may be made when the Exchequer files the yearly report. The report must go to :
  - a. The PSG
  - b. The Autocrats for the subsequent 2 (two) years.
- VIII. Emergency deputy: The Autocrat must have an emergency deputy who is prepared to take over immediately in the event that the Autocrat cannot continue or is removed.
  - a. The emergency deputy must be a warranted officer per the policies of the SCA, Inc. This includes keeping his/her paid membership current during the entire term of his/her involvement as Pennsic staff.
  - b. The emergency deputy's warrant is signed by the PSG.

## F. Implementation

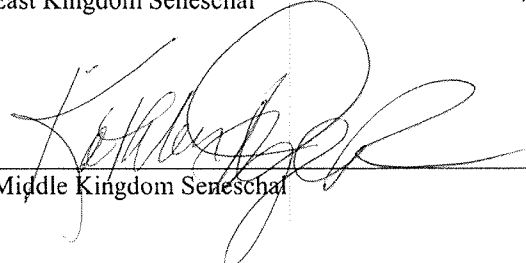
- I. Upon unanimous agreement of this policy, the individual members of the PSG shall affix their Signatures to this document, and forward it to the Society Seneschal.
  - a. Once signed by the PSG, the Policy shall take effect.
  - b. All current Autocrats shall bring their policies, procedures, and other day-to-day items of business into compliance with this document, save any approved budgets, with all due speed. The PSG will assist in remedying any possible carryover adjustments which may be needed.

  
 \_\_\_\_\_  
 Aethermearec Kingdom Seneschal

Date 8/5/16

  
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 Mercedes Verade Calata  
 East Kingdom Seneschal

Date 8/5/16

  
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 Keth  
 Middle Kingdom Seneschal

Date 8/5/16

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**APPENDIX - A  
KINGDOM HOSTING SCHEDULE**

PENNSI C WAR #	MODERN YEAR	HOSTING KINGDOM
45	2016	EAST
46	2017	MIDDLE
47	2018	ÆTHELMEARC
48	2019	EAST
49	2020	MIDDLE
50	2021	ÆTHELMEARC
51	2022	EAST
52	2023	MIDDLE
53	2024	ÆTHELMEARC
54	2025	EAST
55	2026	MIDDLE
56	2027	ÆTHELMEARC
57	2028	EAST
58	2029	MIDDLE
59	2030	ÆTHELMEARC
60	2031	EAST
61	2032	MIDDLE
62	2033	ÆTHELMEARC
63	2034	EAST
64	2035	MIDDLE
65	2036	ÆTHELMEARC
66	2037	EAST
67	2038	MIDDLE
68	2039	ÆTHELMEARC
69	2040	EAST
70	2041	MIDDLE
71	2042	ÆTHELMEARC
72	2043	EAST
73	2044	MIDDLE
74	2045	ÆTHELMEARC
75	2046	EAST

PENNSI C WAR #	MODERN YEAR	HOSTING KINGDOM
76	2047	MIDDLE
77	2048	ÆTHELMEARC
78	2049	EAST
79	2050	MIDDLE
80	2051	ÆTHELMEARC
81	2052	EAST
82	2053	MIDDLE
83	2054	ÆTHELMEARC
84	2055	EAST
85	2056	MIDDLE
86	2057	ÆTHELMEARC
87	2058	EAST
88	2059	MIDDLE
89	2060	ÆTHELMEARC
90	2061	EAST
91	2062	MIDDLE
92	2063	ÆTHELMEARC
93	2064	EAST
94	2065	MIDDLE
95	2066	ÆTHELMEARC
96	2067	EAST
97	2068	MIDDLE
98	2069	ÆTHELMEARC
99	2070	EAST
100	2071	MIDDLE
101	2072	ÆTHELMEARC
102	2073	EAST
103	2074	MIDDLE
104	2075	ÆTHELMEARC
105	2076	EAST
106	2077	MIDDLE

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## APPENDIX – B TYPICAL AUTOCRAT SCHEDULING FOR THE PFC

Autocrats will be appointed to serve a 3 year term, nominally from June of appointment

Example 1 - PFC on July 1, 2014 (The Next Pennsic (PW) is PW43)

- 1- The Pennsic Exchequer,
- 2- The Kingdom Exchequer of the East,
- 3- The Kingdom Exchequer of the Middle,
- 4- The Kingdom Exchequer of Æthelmearc,
- 5- Autocrat PW43 (Current year)
- 6- Autocrat PW44 (Next year's Autocrat)
- 7- Autocrat PW45 (2nd year future Autocrat – who in theory was appointed by the end of June 2014)

Example 2 – PFC on September 10, 2014 (The Next PW is PW44)

- 1- The Pennsic Exchequer,
- 2- The Kingdom Exchequer of the East,
- 3- The Kingdom Exchequer of the Middle,
- 4- The Kingdom Exchequer of Æthelmearc,
- 5- AUTOCRAT PW 44 (current year)
- 6- AUTOCRAT PW45 (The next year's future Autocrat)
- 7- AUTOCRAT PW 43 (Last year's Autocrat)

Example 3 – PFC on July 1, 2015 (The Next PW is PW44)

- 1- The Pennsic Exchequer,
- 2- The Kingdom Exchequer of the East,
- 3- The Kingdom Exchequer of the Middle,
- 4- The Kingdom Exchequer of Æthelmearc,
- 5- AUTOCRAT PW 44 (current year)
- 6- AUTOCRAT PW45 (The next year's future Autocrat)
- 7- AUTOCRAT PW 46 (2<sup>nd</sup> year future Autocrat – who in theory was appointed by the end of June 2015)

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