

Policies of the Seneschal

Statement: These policies govern the Seneschalate of all branch groups in the East Kingdom of the Society for Creative Anachronism, Inc. ("SCA"). Local Seneschals are responsible for knowing and following these policies.

"Branches" are identified as subgroups within the East Kingdom. Within the context of events, "branch" can also mean the East Kingdom.

Part I. Branches

A. Formation of Local Groups.

Any gentle wishing to form a new local group should contact the Kingdom Seneschal and the Deputy for New Groups for information. No group is a recognized branch of the East Kingdom until and unless it appears in the Regnum Orientalis section of Pikestaff.

B. Changes in Status for Groups:

Any group wishing to change its status should contact the Kingdom Seneschal for more information.

C. Changes of status and formation of groups must follow the New Groups policies in order to gain recognition.

Part II. Events

A. For the purposes of these policies only, the term "event(s)" is defined as an activity sponsored by the East Kingdom or a branch of the East Kingdom intended for the attendance and enjoyment of more than that branch's populace, advertised to at least the population of the branch, and may require fees to attend. Specifically excluded are all practices where the participants contribute funds to cover the rental of the practice site.

B. The purpose of a branch is to sponsor SCA activities. While an individual may be in charge of an event (known as an "autocrat" or "steward"), the sponsoring branch is ultimately responsible for that event and must have given its consent. An event held by an incipient branch is held under the auspices of its sponsoring branch.

C. The autocrat of any event is acting as an agent of the East Kingdom or of the branch sponsoring the event, and the autocrat must be a paid member of the SCA throughout the planning to the end of the event

D. As the local seneschal is the de facto emergency autocrat for all branch events, the local seneschal may not be listed as an autocrat for their group's branch event.

E. As the legal representative for the branch, local seneschals should attend all events sponsored by their branch. If the local seneschal cannot attend an event being held by their branch, their deputy must attend. Local seneschals should make their best effort to attend Kingdom-sponsored events held within their branch's territory.

F. Events sponsored by the East Kingdom must have a deputy autocrat. The Kingdom Seneschal, or their appointed deputy, must attend events sponsored by the East Kingdom.

G. Branches may only sponsor events within their own territory, as defined by the zip or postal code lists on file with the Kingdom Seneschal's Office. However, an event may be held within another branch's territory with the other branch's prior written consent. The

sponsoring branch must also assume the responsibility in writing. Neighboring branches may establish treaties or agreements concerning the use of event sites near the borders. Such agreements may not last more than two years at a time. Any and all such agreements must bear the signatures of both current seneschals of the branches and be filed with the Kingdom Seneschal's Office. A copy should also be provided to your Regional or Crown Principality Seneschal. A branch may change their policies to allow out-of-branch residents to autocrat an event. The branch sponsoring the event is responsible for all activities, duties, and reports associated with the event.

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

I. 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 to be considered a local officer for the duration of the planning and execution of the event. As noted above, all autocrats must be paid members of the Society. It is the responsibility of the branch seneschal to make sure that all autocrats meet this requirement.

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

K. All event announcements must conform to the requirements of the Chronicler's Office. The Chronicler is not obligated to print announcements for events that do not contain the required information.

L. All branches must file any required event reports with the appropriate Kingdom Office(s).

M. All branches should make every effort to avoid scheduling their events against those of neighboring branches.

N. Any group wishing to host a Pikestaff Publishable event which would be within 100 miles of a published Crown Tournament, Coronation, or Twelfth Night, must first obtain permission from the current Crown. All branches should avoid scheduling events against other Kingdom Events pursuant to Kingdom Law, especially those being held in neighboring branches.

O. If a Kingdom-sponsored event is located within a local branch zip code, the branch seneschal shall follow the requirements set forth in Kingdom Law. Please read the EK Waiver Policy at <http://seneschal.eastkingdom.org/docs/waiverpolicy.php>

P. For minors to attend an event accompanied by an adult who is not their own parent or court-appointed guardian, the minor must have a waiver signed by their parent AND a medical treatment waiver. Both are linked below and found on the SCA.org page here: <http://sca.org/docs/waivers.html>

Q. Insurance

All event insurance must be obtained through the corporate office at insurance@sca.org. This includes General Liability, Equestrian, Host Liquor, Golf Carts, & Endorsement Insurance. Be sure to send the request for insurance well in advance of the deadline to avoid substantial late fees.

R. Site contracts.

Branch seneschals should sign contracts for event sites. The branch seneschal may designate the autocrat of the event to sign the contract, but only after the seneschal has read the contract, and given written consent to the autocrat to sign the contract. The Kingdom Seneschal must review all contracts for events sponsored by the Kingdom. before granting permission, in writing, to the autocrat to sign the contract.

No site contract that calls for any surety, indemnification, provision for repayment, or action in furtherance of acting to bind the Society to some known or unknown liability, may be signed before review by the Society Seneschal, V.P. of Corporate Operations and Society President. Should an autocrat want to utilize a site that requires a contract that contains one or more of these clauses, the contract should immediately be sent to the Kingdom Seneschal to send for review by the Corporate officers.

Part III. 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. The sole difference between a canton and a riding is that a canton is subordinate to a barony, while a riding is subordinate to a province (see Corpora).
2. A canton or riding seneschal is to be considered an officer of the parent barony/province, especially in terms of their representation at officers meetings and their 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 which require membership in the barony/province. However, only residents of the canton/riding may hold canton/riding offices unless they choose to change their charter to allow officers, other than seneschal and exchequer, to live outside of the canton/riding.
4. Officers of a canton/riding have the option of filing reports directly with their Kingdom/Regional Officer, and must then notify their baronial/provincial supervisor that the report has been filed. The canton officers may also choose to allow their parent barony/province to file for them, but they should notify the Kingdom/Regional officer that they have chosen to do so. Unless this is specified, it will be assumed that the subordinate branch is filing separately..
5. 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 seneschal (which may not be unreasonably withheld).
6. Baronial/Provincial Seneschals may not hold any office in a subordinate branch within the barony/province.
7. Multiple cantons or ridings within one barony/province may use sites within another canton/riding's territory only with the advance written permission of the canton/riding where the event will be held as if the two branches were both independent.

B. Neighboring Branch Relations

1. Branches are encouraged to cooperate whenever possible in the joint sponsoring of events. However, all areas of responsibility should be well defined in advance.
2. Branches should be in communication with their neighbors as much as possible.

Part IV. Local Branch Seneschals

A. Requirements for Local Branch Seneschals.

1. You must be 18 years of age or older in order to hold the office of branch Seneschal.
2. You must be a member of the Society, either as a sustaining member in your own name, or as a family/associate member residing at the same address and have direct access to Pikestaff. Furthermore, you must maintain this membership without a lapse for the duration of your tenure in this office. In the event of a membership lapse, a new Seneschal shall be chosen by the group and the lapsing Seneschal removed from the Regnum.
3. You must have a valid mailing address and telephone number.
4. You must have access to email and use the account provided by the Webminister's Office for all official communications. As the contact point for your branch, your name and officially provided email account will be printed each month in the Regnum in Pikestaff.
5. You must reside within the boundaries of the branch, as defined by the zip codes registered with the Kingdom Seneschal's Office. Your mailing address will be considered proof of residence in most cases. Anyone who knowingly provides a false residence in order to hold office will be subject to administrative sanctions.
The residence requirement is not negotiable except with prior written permission of the Kingdom Seneschal.
6. You must accept the position of branch seneschal and agree to fulfill the duties of the office. You will need to send an email to your Regional and Kingdom Seneschal including the following: your SCA and legal name, your full mailing address and telephone number, and the name of the branch of which you will be Seneschal. Along with this email you will need to send proof of your membership (i.e. a copy of your membership card or a copy of a communication from the Registry) and proof of address. Failure to provide any of the above information can result in a delay in your appointment. You should also insure that the outgoing seneschal provides an email to the Regional Seneschal advising that they have resigned. Once all information has been received, the Regional Seneschal will notify the Kingdom Seneschal and Kingdom Chronicler of the change in local seneschal.

B. Appointment of Local Branch Seneschals.

1. There are no individual warrants; the Seneschal's Office works on the roster system. The roster, in this case, is the Regnum which appears each month in Pikestaff. You will be warranted in an acting capacity upon receipt of your letter and information; it becomes official when published in Pikestaff.
2. The selection of a local branch Seneschal is governed by local customs which have been established and made known to the members. It will be assumed that the

candidate is the choice of the branch members, unless proven otherwise, either before or after the fact. Local Seneschal candidates should not be substantially opposed by the populace of the group.

3. The Kingdom Seneschal reserves the right to refuse a local seneschal candidate for any reason. Should a request to be rostered as a local seneschal be denied, the Kingdom Seneschal shall advise the candidate, in writing, of the reasons why they were refused.
4. In the event that a branch finds itself without a rostered seneschal, the Regnum shall bear the term VACANT for that branch. Any established branch which has no rostered seneschal for a period of two consecutive months may be brought to the attention of the Crown and the Board of Directors for possible dissolution. An incipient branch that finds itself without a seneschal for two or more months is subject to immediate dissolution.

C. Terms of Office and Renewal of Local Branch Seneschals.

1. Local Branch Seneschals will be warranted upon receipt of the required information (see section IV.A.6. above). There is a 4 year term limit for local branch seneschals, but the Kingdom Seneschal reserves the right to remove any local branch seneschal. Should a local branch seneschal be removed, the Kingdom Seneschal will inform that officer, in writing, of the reasons for removal.
2. The complete Regnum will be presented to the Crown once per reign for ratification. The Crown has the right to strike the name of any local branch seneschal for any reason. If the Crown chooses to strike the name of a local branch seneschal from the Regnum, the branch shall be informed in writing by the Kingdom or Crown Principality Seneschal (if applicable). The branch shall have 45 days to select a replacement.

D. Resignation of Local Seneschals.

1. A seneschal may resign at any time, without prejudice.
2. Your written resignation should be sent to the local branch to give them enough time to select your replacement.
3. Your written resignation must be sent to the Regional/Crown Principality Seneschal and Kingdom Seneschal in order to make the necessary changes in the roster. The resignation may be accompanied by a letter from the duly chosen successor requesting appointment.
4. You should assist the new seneschal for a smooth transition of office, including transferring access of the official online account information as directed by the Kingdom Webminister.

E. Removal of Local Seneschals.

1. Seneschals may be removed for the following reasons: infractions of membership policy; repeated failure to meet reporting requirements; non-residence in the branch; lack of support from the members of the branch; failure to use officially provided online account; failure to follow instructions from the Regional and/or Kingdom Seneschal; violations of civil law; violations of Corpora, Kingdom Law, or these policies; or endangerment of the Society for Creative Anachronism, 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 or the removal of the local branch seneschal's name from the Regnum in Pikestaff, whichever comes first. This supersedes the Regnum currently in print.
4. All customary appeal procedures are in effect.

F. Restrictions

1. No local branch seneschal may be a Territorial Baron/ess.
2. No local branch seneschal may be a Kingdom Officer. This does not include deputy or regional positions.
3. No seneschal may assume the Crown or Principality Coronet. The office must be turned over to a deputy, as provided for in Kingdom Law.
4. No seneschal may hold more than one position in the Seneschalate at the same time without written permission of the Kingdom Seneschal, but may hold other local offices, in keeping with the policies of that office. This should be avoided as much as possible to avoid burnout.
5. Seneschals may not be the autocrat for their own local branch's events or for Kingdom-sponsored events that are held in their local branch's territory .

G. Responsibilities of Local Branch Seneschals.

1. You must read and uphold Kingdom Law and Corpora. Any question concerning the interpretation of Law can be clarified by the Kingdom Seneschal's Office. (East Kingdom Law is available on the Kingdom Seneschal's website at eastkingdom.org. Corpora is available at www.sca.org)
2. You should read Pikestaff regularly. Your officially-provided online account is a member of the Branch Seneschals' Team Drive, and you should check their regularly for updates and announcements. Because you have a seat on the Curia Regis, you represent the interests of the members of your branch in the decision-making process of the Kingdom. You should make an effort to attend Curia whenever possible. If you cannot attend, make your opinions known though an email to the Kingdom Seneschal or in-person representative.
3. You must inform the Kingdom Seneschal and Chronicler of any changes in your name, address or telephone number. A courtesy copy should also be sent to your Regional Deputy and/or Crown Principality Seneschal.
4. You must have a deputy. Ideally, this should be your replacement-in-training, but you must at least have someone designated to take over if needed.
5. Quarterly reports must be filed with your Regional Deputy or Crown Principality Seneschal, as applicable, on 15 April, 15 July, 15 October, and 15 January, covering all local activity for the previous three-month period. It should include all events, meetings, practices, and demos held; all changes in local officers; an explanation of any difficulties encountered; a description of any accomplishments; a list of any future events planned; a statement of the number of members and non-members active within the group; and a current bank balance for the group. A courtesy copy may be sent to the Kingdom Seneschal, but it is not required.

Incipient branches must file a copy of their quarterly report with their sponsoring group's seneschal and with the Deputy for New Groups.

The Kingdom Seneschal reserves the right to implement standard forms for local branch Seneschal reporting.

6. You must ensure that your branch has the necessary warranted officers (see Kingdom Law). Any offices not required are optional and may be created as local needs demand. You should also make sure that all local officers, including yourself, continue to meet all membership and residency requirements, and have been properly warranted through the appropriate Kingdom office.
7. You are responsible for your branch having a known procedure by which it will consistently choose branch officers and their replacements. Please note that no local branch officers are officially warranted until they have been found acceptable by the corresponding Kingdom Officer.
8. You are required to monitor branch membership levels to insure that they meet the minimum required for your branch level. It is most desirable to maintain a cushion of a few extra members to allow for fluctuation in renewal rates.
9. You must maintain an up-to-date list of your branch's zip/postal codes, and file all requests for changes with the Kingdom Seneschal's Office. To get a list of your branch zip codes, contact the Kingdom Postal Legatus. legatus@eastkingdom.org
10. You must keep records of the branch's official correspondence. The files should also contain such items as the Society's tax information and letter of introduction, list of zip codes, roster of local officers, site information, etc. These files must be turned over to your successor within thirty days of resignation or removal from office.
11. You must answer communications promptly. Be sure to check your official email regularly.
12. You should hold and chair regular meetings of branch members to conduct such business as is necessary, at least once per quarter. Should your branch be large enough, regular meetings of the officers are also advised.
13. You are in charge of scheduling and maintaining the calendar of your branch's activities. You must be aware of all activities taking place within your branch, since you are ultimately responsible for them. You should see to it that your branch has a procedure for planning and sponsoring its events and activities, and that the necessary event information is sent to Pikestaff on time, as well as published on the online event calendar. You should also make sure that the appropriate local officers are present at events and practices (i.e. the knight marshal must be present at fight practice), and that all event reports are filed in a timely fashion. You should also make sure that quarterly reports and event reports for the Exchequer are filed in a timely manner.
14. You should maintain good communications with the seneschals of neighboring branches, both in order to avoid scheduling conflicts and to insure smooth working relations.
15. You should take special care that attention is provided for new members and visitors.

16. Except in the case of an emergency, do not involve civil authorities in the branch's business without first being in contact with the Kingdom Seneschal. (In the case of financial matters, also be in contact with the Kingdom Exchequer before proceeding further). If an emergency situation requires the presence of fire, medical, or police personnel, do not hesitate to call them first; then contact the Kingdom Seneschal as soon as possible, and file a full report when it's over. Do not attempt to take care of incidents such as assaults or harassment yourself, call the police.
17. You must notify the Kingdom Seneschal of impending media coverage of any of your branch's activities. You are required to file copies of any pieces with the Kingdom Seneschal and Kingdom Media Officer. media@eastkingdom.org
18. You are the legal representative of the Society in your area only. (Your equivalent 21st century title is "Local Chapter President". If there are arrangements that need to be made with civil authorities for the ongoing and regular use of a meeting and/or practice site, you should be the one making such arrangements. If the branch receives a written letter of permission to use a particular site on a regular basis for meetings/practices, you must maintain the original of that letter and make sure that the appropriate officers have copies of the permission letter (For example, if a town gives written permission for the Society. to use township facilities for fighter practice, you should keep the original letter; then make sure that the Knight Marshal running the practice has a copy to present to authorities if needed.)
19. You are required to be the second signatory on your branch SCA bank accounts.
20. You must make sure that all local policies are known to all branch members, preferably in a written form. While these policies have no official standing within the hierarchy of rules governing the Society, they have a great deal of weight concerning the daily operation of local branches. Should your policies be in written form, they must be on file with the Kingdom Seneschal's Office. Every time your policies are revised, you must submit a complete set with the revisions to the Kingdom Seneschal and your Regional Seneschal.
21. As the Society's legal representative, you have the authority to "pull Society sanction" from an event sponsored by your local branch, as stated in Corpora. However, this should only be done in the most extreme circumstances. Any local branch Seneschal who pulls sanction from an event without good and sufficient cause in the opinion of the Kingdom Seneschal's Office shall be removed from office. Should circumstances require sanction to be pulled from an event, the local branch seneschal must notify the Kingdom and Regional Seneschal as soon as possible, and a written report as to the circumstances must be filed with the Kingdom Seneschal and Regional Seneschal within 5 days of the event .
22. Avoid taking sides in disputes. Also avoid confusing the identities of any household with the branch itself. Branch activities must be made available to all, regardless of their other affiliations.
23. Remember this is your hobby, maybe an avocation; it is not your life. If you find that it is becoming your life, it may be time to step down and step back.

H. Harassment Policy

1. Should a local seneschal become aware of any harassment or bullying, or be presented with a report of bullying or harassment, they are to immediately bring the situation to the attention of the Kingdom Seneschal.
 - a. Form complaint templates may be provided by the Kingdom Seneschal, however it is not required that that form is used. Most importantly, gather the basic information and the contact information of the parties, and provide it to the Kingdom Seneschal as soon as possible.
2. Seneschals are responsible for ensuring that autocrats hosting events in their branch have posted the necessary signs and information in handouts regarding the Society's Policy on Harassment and Bullying as outlined in the Society Seneschal's Handbook.

Part V. Inclusions.

- A. The Policies of the Seneschal shall hereby include the Waiver Secretary policies.
- B. The Policies of the Seneschal shall hereby include the Zip Code Policy.
- C. The Policies of the Seneschal shall hereby include the New Groups Policy.

Part VI. Miscellaneous.

- A. Handle all problems on the lowest level possible, beginning on a person-to-person basis. Involve as few people in the process as necessary, although a mediator may often be helpful. Be aware that if you force someone in authority to solve your problem for you, you may not like their solution.
- B. When resolving complaints in the Society, use the procedures outlined in Corpora and Corpora Appendix A for complaint and appeal.
- C. Do not meddle in the other offices; allow them to do their jobs. However, you should confirm that they are meeting all requirements set forth for them, since you will be held responsible for them. Do not hesitate to consult them for information in their areas of expertise.
- D. Don't do everything yourself; delegate, delegate, delegate. There are many people in this Kingdom and more than enough work to go around.
- E. If it isn't written down, it doesn't exist. If you have a serious complaint that you have tried to work out on a lower level, sent it to your Regional Seneschal, and, if needed, to the Kingdom Seneschal, in writing. Of course, this does not mean that you can ignore verbal instructions.
- F. Be tactful; a little goes a long way.
- G. Let your actions be guided by what is best for your branch and the East Kingdom.

Mistress Katherine Barr
East Kingdom Seneschal
(Revised April 2018)