

East Kingdom New Groups Information Packet

Thank you for your interest in forming a new group in the East Kingdom. This packet contains instructions for creating new (incipient) groups, or elevating incipient groups to full status. Please review the following list of requirements carefully. There is no time limit in fulfilling these requirements, but the faster the initial paperwork is completed and approved, the faster a group becomes an officially recognized, Incipient Group. This process can take over a year to complete, so a solid core of members is important to maintain focus throughout the process. The Seneschal's office will work with your group throughout the process, to answer questions and resolve special circumstances.

I. FORMING AN INCIPIENT GROUP

A. TYPES OF INCIPIENT GROUPS AND REQUIRED MEMBERS/OFFICERS

First, identify the type of new group to be formed from the following list, and ensure the appropriate officers are available. Then refer to the sections below for requirements relevant to that group.

1. Shire: A Shire is a branch of **at least five Society members** that is geographically independent of (i.e. not contained within) a Barony or Province. A Shire is required to have the following officers: (1) Seneschal, (2) Herald, (3) Knight Marshal OR Minister of Arts and Sciences, (4) Chancellor of the Exchequer, and (5) Chatelaine.

2. Canton/Riding: A canton or riding is a branch of **at least five Society members** that is geographically subordinate to (i.e. contained within the existing borders of) a Barony (in the case of a Canton) or to a Province (in the case of a Riding). A Canton or Riding is required to have the following officers: (1) Seneschal, (2) Chancellor of the Exchequer, (3) Herald OR Knight Marshal OR Minister of Arts and Sciences, and (4) Chatelaine.

3. College: A College is a branch of at least five Society members that exists at an educational institution. Members must be students or employees of the institution. It is assumed that membership of a College will fluctuate with time, and the group may become dormant without being dissolved.

4. Port/Stronghold: A Port or Stronghold is a branch of at least five Society members that exists at a mundane military installation. Members must be service people stationed at, or civilians employed on, the installation. It is assumed that membership of a College will fluctuate with time, and the group may become dormant without being dissolved.

B. REQUIRED INFORMATION FOR INCIPIENT SHIRES, CANTONS AND RIDINGS

1. The proposed name for the new group. Note that a group must have a name **registered with the College of Heraldry** in order to move from incipient to full-status. Therefore, it is **strongly urged** that the name of the new group be submitted at the beginning of the new group formation process. The completion of the name submission process can take up to a year. A device design can be submitted at the same time, but it is not required for full status and can be submitted at a later date. If a local herald is not available to assist, the Eastern Crown Herald may be reached at eastern.crown@eastkingdom.org.

2. A list of U.S. zip codes or Canadian postal codes to be included in the group, accompanied by a map showing the borders of those zip or postal codes. Included zip codes may not cross any U.S. state lines. The map should also include all the zip or postal codes for neighboring groups. A list of zip or postal codes within the East Kingdom may be obtained from the New Groups Deputy at newgroups@eastkingdom.org.

Format the zip or postal code list such that each line contains either 1) a single code or 2) a set of consecutive codes shown by the first code separated by a hyphen and ending with the last code. For example:

08002-08003
08034
08052
09302-09324

3. A list of the new group's officers, with proof of current SCA membership and residency within the borders of the proposed group. The only acceptable proof of membership is a photocopy of the proposed officer's current membership card OR receipt of membership from sca.org.

4. The sponsorship of an already established SCA Barony, Province or Shire —preferably a neighbor of the new group. A letter from the Seneschal of the sponsoring group should be included stating the intention of the established group to become the new group's sponsor. A sponsoring group is to support the new group in more than name alone. An incipient group is not permitted to hold SCA funds, so it is important to have a sponsoring group that is willing to administer funds for the new group, as well as to support the group in running events and establishing customs and administration. Sponsorship may not cross the Canadian border due to mundane banking regulations.

5. If the new group is to be geographically subordinate to an established SCA group, a letter from the Baronial or Provincial Seneschal agreeing to the formation of the new group within the borders of the Barony or Province. This letter must list the zip or postal codes to be included in the new group. This letter should be accompanied by a map of the entire Barony/Province, highlighting the area of the proposed new group.

C. REQUIRED INFORMATION FOR INCIPIENT COLLEGES, PORTS AND STRONGHOLDS

1. The proposed name for the new group. Note that a group must have a name **registered with the College of Heraldry** in order to move from incipient to full-status. Therefore, it is **strongly urged** that the **name** of the new group be submitted at the beginning of the new group formation process. The completion of the name submission process can take up to a year. A device design can be submitted at the same time as the name, but it is not required for full status and can be submitted at a later date.

2. The name and address of the educational institution or military installation, and list of U.S. zip codes or Canadian postal codes to be included in the group, accompanied by a map showing the borders of those zip or postal codes. Included zip codes may not cross any U.S. state lines. The map should also include all the zip or postal codes for neighboring groups. A list of zip or postal codes within the East Kingdom may be obtained from the New Groups Deputy at newgroups@eastkingdom.org.

3. A list of the new group officers, with proof of current SCA membership and residency within the borders of the proposed group. The only acceptable proof of membership is a photocopy of the proposed officer's current membership card OR receipt of membership from sca.org.

a. For **Colleges**, members must also submit copies of their institution-issued identification. For dependents of students or employees, without their own identification, a letter verifying the relationship from that student or employee is acceptable.

b. For **Strongholds or Ports**, members must also submit copies of their military or civilian identification cards. Alternatively, a letter stating the member's affiliation with the base, and signed by that member, is acceptable. For dependents of military personnel or civilian employees, without their own identification, a letter verifying the relationship from that military personnel or civilian employee is acceptable.

4. The sponsorship of an already established SCA Barony, Province or Shire —preferably a neighbor of the new group. A letter from the Seneschal of the sponsoring group should be included stating the intention of the established group to become the new group’s sponsor. A sponsoring group is to support the new group in more than name alone. An incipient group is not permitted to hold SCA funds, so it is important to have a sponsoring group that is willing to administer funds for the new group, as well as to support the group in running events and establishing customs and administration. Sponsorship may not cross the Canadian border due to mundane banking regulations.

5. If the new group is to be geographically subordinate to an established SCA group, a letter from the Baronial or Provincial Seneschal agreeing to the formation of the new group within the borders of the Barony or Province. This letter should be accompanied by a map of the entire Barony/Province, highlighting the area of the proposed new group.

II. NEW GROUP APPLICATION PROCESS

A. Submit the required information, defined above, to the Deputy Seneschal for New Groups at newgroups@eastkingdom.org. When the application is complete, it will be sent to the East Kingdom Seneschal for approval. This usually takes a week.

B. Upon approval, the Kingdom Seneschal obtains a list of members within the proposed group’s zip codes. Using this list, the proposed officers of the new group must contact all resident members requesting support for the new group formation. Resident members may submit letters, or alternatively may sign a roster-style petition, indicating support for the new group formation. Approval of at least 50% of the prospective group’s members is required for incipient status.

C. The letters/petitions must be collected and submitted to the Kingdom Seneschal. Upon his or her approval, the Kingdom Seneschal will petition the Royalty to grant the proposed new group incipient status. Upon the Royalty’s approval, a date is set to announce the new group’s incipency in royal court. Once announced, the proposed new group moves to incipient status.

III. DUTIES OF OFFICERS OF INCIPIENT GROUPS

A. Incipient group officers should promptly contact their Regional or Kingdom superiors to determine Kingdom reporting requirements, if any. **Consistent filing of reports is a significant requirement in order to move from incipient to full group status.** If reports are missed, or appear only on an irregular basis, the group will be unable to advance, regardless of the quantity of events or activities sponsored by the incipient group.

B. During the period of Incipency, the Seneschal of the incipient group **must** file quarterly reports with the appropriate Regional Kingdom Deputy Seneschal, and with the Deputy Seneschal for New Groups. Reporting forms are available through the Regional Deputies. All other Officers of the new group should contact their Regional Deputy or Kingdom Superior to inquire about obtaining the appropriate forms and to confirm the dates when reports are due. Contact information for all Kingdom and Regional officers can be found in the Pikestaff, or on the East Kingdom website.

IV. REQUIRED INFORMATION FOR INCIPIENT GROUPS MOVING FROM INCIPIENT TO FULL STATUS

A. The group must conduct a polling, pursuant to Kingdom Law. See the current version of East Kingdom Law for specifics.

B. The group must submit the following information to the Deputy Seneschal for New Groups:

1. A list of the Zip or postal codes included in the group. This should be the same as the list submitted when the group was originally formed. However, in the event that the codes have changed, a letter of

explanation, including letters of approval from groups from which codes were taken, or a letter from the East Kingdom Seneschal if Crown Lands were assigned, must be submitted as well.

2. A list of the current officers of the group, with proof of SCA membership and residency within the group's borders. The only acceptable membership proof is a photocopy of each officer's current membership card or a receipt of membership from sca.org. Note that there are additional identification requirements for members of Colleges, Strongholds and Ports, described in section I.C.3.(a & b), above.

3. Letters from **all** of the proposed officers of the new group stating their reasons for supporting a move to full status. Also, a letter from the sponsoring group's Seneschal stating his or her support for a new group's elevation to full status.

4. A list and description of all published events or demos held during the group's incipency. Groups are required to have at least one official event during this time. Also include a list of regular activities held within the group (e.g.: practices, workshops, and commons gatherings.)

5. A letter from the Brigantia Herald stating that the group's name has been approved by the Laurel King/Queen of Arms.

V. INCIPIENCY TO FULL STATUS APPLICATION PROCESS

A. Upon approval of the Deputy Seneschal for New Groups, the application will be passed on to the Kingdom Seneschal. Upon approval of the Kingdom Seneschal, and in consultation with the Royalty, the Kingdom Seneschal request letters of support from the greater Kingdom officers, to be included in the application

B. Upon written approval of the completed application by the Royalty, the application is submitted to the Board of Directors. Since the Board meets on a quarterly basis, Board review can take up to three months, depending on the Board's meeting cycle.

C. Upon approval of the Board of Directions, elevation of the incipient group to full status is announced in Royal Court. The elevation is **not** official until it is announced in Court. This announcement will be followed, as quickly as possible, by a notice in PIKESTAFF.