

Policies and Procedures of the Barony of Small Gray Bear
Revised March 2018

Section 1: Guidelines and Procedures

A. This document contains the Policies and Procedures for the manner in which the Barony of Small Gray Bear will operate. Not all areas of operation are covered in this document. Any areas not covered are left to the Seneschal and the common sense of the populace. This document is only a general guide and does not supersede Corpora, Kingdom Law, or Kingdom Officer handbooks.

1. These guidelines and procedures will be reviewed at least once per baronial term, as needed, by the Baronage in collaboration and cooperation with the Seneschal and appropriate officers.
2. Changes and revisions to this document will be approved by a simple majority of the populace attending a specified business meeting. The proposed changes must be made available to the populace at least two weeks in advance of the meeting.

Section II: Baronage

A. The responsibilities of the Baronage shall include but are not limited to:

- Swearing fealty to the Crown of Gleann Abhann in person or writing.
- Presiding over Baronial events and holding Baronial Courts.
- In conjunction with the Baronial officers, establishing and maintaining such procedures and customs as are necessary for the internal peace and orderly continuance of the Barony.
- Complying with all requirements set down in Kingdom Law and Corpora.

B. The duties of the Baronage shall include but are not limited to:

- As the representative of the Crown, being the voice of/liaison for the populace of the Barony with the Crown and the liaison of the Crown to the populace of the Barony.
- Acting as hosts at all Baronial functions be they demos, events or any other activity in which the Barony as a whole participates, within reason of the Baronage's mundane schedule.
- Being the head cheerleader/motivator of the Barony

C. The Baronage is expected to attend business meetings and contribute to any discussions or policy decisions made that may affect the Barony. By the same token, the Baron and Baroness are expected to respect the areas of responsibility of the individual officers.

D. It is expected that the Baronage will be made aware of anything of importance within any of the Baronial offices as a courtesy. For the Baronage to function effectively as liaison between the populace and the Crown, they must be aware of problems or potential problems, even where no specific reporting requirements exist.

Section III: Officers

A. The officers of Small Gray Bear are the Seneschal, Herald, Knights Marshal, Minister of Arts and Sciences, Exchequer, Historian/Chronicler, Constable, Chatelaine, and Web Minister. All officers must:

1. Be current SCA members.
2. Be warranted by the appropriate Kingdom Officer, as applicable.

3. Meet the minimum requirements of the office.
4. Live within the zip codes of Small Gray Bear OR play primarily with the Barony of Small Gray Bear and hold no office or allegiance to any other group.

B. Officers shall serve a term of two years, unless circumstances require the officer to shorten or extend their term.

C. A member of the populace who wishes to be considered a succeeding deputy to an officer should submit a letter of intent to the current officer, Seneschal, Baronage, and the appropriate Kingdom Level Officer. The final decision of who will assume the office rests with the Kingdom Level Officer.

D. Officers can be removed only by their Kingdom Level Officer. The Seneschal may request removal but has no authority to pull an officer's warrant.

E. Officers are expected to train their replacement deputies before leaving office.

F. The duties and responsibilities of officers are listed in Corpora, Kingdom Law, and Officer Handbooks. In addition to these, the duties and responsibilities of the officers of Small Gray Bear include, but are not limited to:

Seneschal

- Monitoring and coordinating the other offices.
- Having the right to request copies of other officers' reports.
- Taking over the duties of any office left vacant by the resignation of an officer until a suitable replacement is found.
- Keeping the group informed of changes to Corpora and Kingdom Law.
- Organizing and overseeing business meetings.
- Acting as referee and neutral party in disputes between members of the group, and if necessary, acting as arbitrator of the dispute
- Being present at all demos, meetings, events, and functions within reason of the Seneschal's mundane schedule.
- Being the primary contact and liaison with event sites and signing all contracts or appointing a representative to do so.
- Co-signing on all money accounts.
- Adding all events to the Kingdom Calendar.
- Requesting Arkansas Sales Tax forms from the State at least 30 days before the event.
- Reviewing all event flyers before they are sent to the Kingdom newsletter.

Herald

- Organizing all heraldic activities at Small Gray Bear events, including site heraldry and field heraldry.
- Working with the Baronage to set up Baronial Court, arranging for a Court Herald, and ensuring that the Baronial court report is done.
- Consulting on submissions personally or with the assistance of a deputy.
- Maintaining and updating the Order of Precedence of the group.
- Complying with the reporting requirements of the Kingdom.

Knights Marshal

- Organizing and running fighting activities at Small Gray Bear events and fighter practices.

- Running armor inspection at Small Gray Bear events.
- Finding someone to run the list at Small Gray Bear tournaments.
- Ensuring that all fighting activities are in compliance with the SCA Marshal Handbook.
- Complying with the reporting requirements of the Kingdom.
- Maintaining the Barony's loaner armor and making sure that the loaner armor is available at fighter practices and that an inventory of the loaner armor is maintained and reported to the Exchequer or Quartermaster.

Rapier Marshal

- Organizing and running rapier activities at Small Gray Bear events and fighter practices.
- Running armor inspection at Small Gray Bear events.
- Finding someone to run the list at Small Gray Bear tournaments.
- Ensuring that all rapier activities are in compliance with the SCA Marshal Handbook.
- Complying with the reporting requirements of the Kingdom.
- Maintaining the Barony's loaner gear and making sure that the loaner armor is available at fighter practices and that an inventory of the loaner armor is maintained and reported to the Exchequer or Quartermaster.

Minister of Arts and Sciences

- Fostering the arts and sciences in Small Gray Bear.
- Keeping and maintaining records of A&S activities of members of the group.
- Coordinating regular classes and other educational activities.
- Encouraging and advising the local populace in research techniques and practices.
- Complying with the reporting requirements of the Kingdom

Exchequer

- Tending to general accounting functions relating to the group and for all baronial events.
- . Maintaining the group's checkbook and making routine deposits.
- Signing checks for operating expenses, reimbursements, and event expenses.
- Making regular financial reports to the group at Baronial business meetings.
- Assuring the cash box used for registration at events is provided with funds to make change.
- . Complying with the reporting requirements of the Kingdom.

Quartermaster

- The Quartermaster is a deputy to the Exchequer.
- Responsible for the care and maintenance of the Barony's property, including maintaining a regular inventory, making sure that needed equipment is transported to and from Baronial events, and that the trailer is in good working order.
- Complying with reporting requirements of the Kingdom.

Historian

- Maintaining the group's historical records.
- Keeping a record of all events hosted by Small Gray Bear.
- Taking minutes of business meetings and making them available to the populace, either through the Ursa Minor, posting them to the group's social media, or both.
- Complying with reporting requirements of the Kingdom.

Chronicler

- Compiling and publishing *Ursa Minor* electronically on a quarterly basis.
- Soliciting articles for *Ursa Minor*.
- Complying with the Kingdom policy regarding release codes for creative work and personal information.
- Complying with the reporting requirements of the Kingdom.

Chatelaine

- Soliciting demo opportunities for the group and coordinating demos.
- Maintaining sufficient loaner garb for newcomers to our events and making sure that the loaner garb is transported to all Baronial events.
- Acting as a primary point of contact for new members and potential new members, and providing them with assistance and information.
- Complying with the reporting requirements of the Kingdom.

Webminister

- Maintaining the Barony's website, updating it as necessary.
- Acting as administrator and moderator for the Barony's social media pages.
- Ensuring that information about the Barony's events and activities is accurately added to the website in a timely manner.
- Complying with the reporting requirements of the Kingdom

Constable

- Being in charge of site security and traffic control at Baronial events.
- Collecting lost and found items and posting an inventory after events.
- Storing lost and found for one year. After one year, lost and found items become Baronial property.
- Complying with all reporting requirements of the Kingdom.

Section IV: Meetings

Business meetings shall be held on the first Sunday of each month for the purpose of keeping the populace informed of the status of the offices and discussing business of the Barony. Additional meetings may be held on the third Sunday of the month to handle event-related business. Meetings may be rescheduled with a minimum of one week's notice, except in exigent circumstances.

A. Officers are expected to attend every business meeting (first Sunday) if at all possible. If an officer is unable to attend, he or she is expected to contact the Seneschal in advance of the meeting to give a report on the status of their office.

B. Members are expected to be courteous, keeping their attention on the topics being discussed so as to make the meetings run smoothly.

C. If the Seneschal feels that attendance at a given meeting is not a representative sample of the populace, particular items of business may be rescheduled or the meeting may be canceled altogether for lack of attendance at the Seneschal's discretion. A member of the populace may also make such a

motion.

Section V: Financial Policy

A. Financial transactions must be in compliance with civil law, Corpora, and Kingdom Law. The Exchequer should be our best resource for ensuring compliance with said laws.

B. Any time the Barony's money is spent, the decision should be discussed with the populace. All financial transactions over \$100 must be approved by a simple majority of the populace at a business meeting. This includes event bids.

C. Up to \$100 for unexpected expenses can be approved by the Seneschal. Such expenses will be reported at the following business meeting.

D. Once a budget has been approved, event expenses that arise later are considered pre-approved and do not need to be approved individually as long as they were included in the event budget.

E. If a line-item budget has been approved for an event, changes to or reallocation of funds within that line-item budget must be approved by the populace at a meeting before funds can be re-allocated.

F. No reimbursements will be made without a receipt. Receipts must be turned in to the Exchequer within two weeks of an event. Late receipts will not be reimbursed, but instead will be given a donation receipt.

G. Advances may be given for large event expenses with the approval of the Exchequer and Seneschal. In the absence of an invoice, advances will be given in increments of no more than \$300 at one time.

H. Reservations must be canceled more than 24 hours before the official gate opening time to qualify for a refund by the Exchequer. Email time stamps or documented phone calls will serve as sufficient proof of early cancellation.

Section IV: Events

A. Small Gray Bear will at minimum bid for and hold events as required by Kingdom Law.

B. Sitting Crowns, Royal Heirs, and the Baron and Baroness of Small Gray Bear will be allowed into all Small Gray Bear events without registration charge. This does not include fees charged directly by the event site.

C. Minors aged 17 and under will be allowed into all Small Gray Bear events without registration charge. This does not include fees charged directly by the event site or the cost of feast.

D. For each Baronial event, one event steward and one feast steward will be admitted without registration charges. For Diamond Wars, up to two event stewards and up to two nastycrats will be admitted without registration charges. This does not include fees charged directly by the event site. Temporary changes to this policy may be approved by a majority of the populace at a regular business meeting.

E. Event Bids

- Bids should contain a description of the event including the name of event and types of activities planned, costs per person for the site and feast, other even related costs, and a minimum number of people needed to break even on expenses. The Seneschal and Exchequer are available as resources to help with the event budget.
- Bids should also contain a statement that the autocrat has read and agrees to abide by Small Gray Bear policies and procedures.
- The deadline for event bids will be announced by the Seneschal at a business meeting and online at least one month before bids are due. At that time, the Seneschal will also announce when the bids will be voted on.
- Bids will be reviewed by the Seneschal, Exchequer, and Baronage for fiscal soundness.
- Each bid received will be read aloud at a business meeting. A simple majority vote of those attending the business meeting is all that is needed to accept or reject a bid.
- If a member of the populace will be unable to attend the business meeting, but wish to vote by proxy, they may do so by contacting the Seneschal before the meeting. Proxy votes will be counted with the votes at the meeting.

F. Responsibilities of the event steward

- Putting together the event flyer information and submitting the flyer to the Seneschal, Exchequer, and Baronage for approval at least 4 month before the event.
- Planning budget and event activities.
- Ensuring that event staff positions are filled.
- Ensuring that direction signs are posted and retrieved.
- Keeping the populace up to date on the progress of event planning at business meetings. If the event steward is unable to be present at the meeting, they should contact the Seneschal in advance of the business meeting with an update on the event.
- Promoting the event.
- Ensuring that the event expenses are within the approved budget for the event.
- Organizing the overall event schedule and sending it to the Baronage and/or royal liaison for approval.
- Remind the Seneschal to request Arkansas Sales Tax forms and coordinate getting the forms filled out and returned to the State within 30 days of an event.
- Handling any issues that arise during the event. Event Stewards are special deputies to the Seneschal of Small Gray Bear for the duration of the event and are expected to work with the Seneschal and inform the Seneschal of all major incidents. The Seneschal is the final authority.

F. Responsibilities of the feast steward:

- Planning menus for the event within the established budget. The feast steward may delegate the preparation and service of breakfast and/or lunch to others, but the budget and menus (coordinating and publicizing) are the responsibility of the feast steward.
- Ensuring that all feast expenses are within the approved budget for feast.
- Shopping for the food required for the event.
- Scheduling pre-cooks as necessary.
- Printing and posting a menu and ingredient list on site and publicizing them in advance of the event.
- Appointing a hall steward to coordinate service.
- Seeing to the transportation of all cooking/serving gear as needed.
- Ensuring that the kitchen is clean before leaving site.

Section V: Baronial Succession

The Barony of Small Gray Bear will comply with Kingdom Law with regard to the frequency of polling for Baronial Succession. Currently, the requirement is at least once every four (4) years. It is recognized that the polling is a method of giving the Crown the Barony's input on the Baronial Succession, and the final decision rests solely with the Crown.

A. Resignation: In the event of the resignation of the Baronage, the first announcement of resignation should be made to the Crown. The Baronage should consult with the Crown to determine the scheduling of the polling and investiture of the new Baronage.

B. Removal: It is recognized that the Baronage serves at the pleasure of the Crown. Per Corpora (p. 24, Section V, A) the Crown may remove the Baronage, but they **MUST** request a written opinion of the Barony before taking such action.

C. Transition Procedures:

1. After discussing their resignation with the Crown, the Baronage should announce their resignation to the Baronial populace at a meeting and through recognized official electronic channels. The resignation announcement should include the deadline for applications to the Baronage, the date the polling will take place, and the date of the investiture of the new Baronage.

2. Requirements for Candidacy:

- A candidate must have been an SCA member for the past calendar year.
- A candidate must have been an active member of the Barony of Small Gray Bear residing within its borders for the past calendar year. The candidate's address of record with SCA, Inc. will be used to determine residency.
- A candidate must be 21 years of age.

3. It is suggested that a minimum of two (2) weeks be given for the application process. Once the application deadline has passed, no new applications can be accepted.

4. Baronage is a weighty responsibility and a serious commitment. Candidates may withdraw their application at any time if they choose.

5. The Baronage will compile a list of pertinent questions to submit to the candidates.

6. Once a list of Baronage candidates has been finalized, the Baronage will send a letter to all of the candidates containing a list of candidates, a copy of the Policies and Procedures of Small Gray Bear, a copy of the Baronage questionnaire with deadlines for the return of the materials and the date of the investiture of the new Baronage.

7. Once the questionnaire has been returned, the questionnaire and official documents will be made available to the populace via official internal Baronial social media. Barony members without access can request a copy via e-mail or U.S. mail from the Seneschal.

8. All Baronage candidates shall attend the Meet the Candidates panel, which will be held in place of a regularly scheduled Baronial meeting. The panel discussion will be scheduled once the polling date has

been finalized with the Kingdom Seneschal and the Crown.

9. The Seneschal will coordinate the time and place of the polling with the Kingdom Seneschal and the Crown, and will coordinate the polling procedure with the Kingdom Seneschal.

10. The Seneschal will request a current membership roster from the SCA Registrar. The polling must be held within 30 days of receipt of the roster, or a new roster must be requested.

11. The Seneschal will consult with the Crown to determine if non-member subjects who reside within the Barony may poll.

12. Absentee ballots must be requested from the Seneschal. The deadline to request absentee ballots will be determined in collaboration with Kingdom Seneschal as part of arrangements for the polling. Absentee ballots must be returned in advance of the polling so that they can be added to the ballots collected at the polling. Absentee ballots must be returned in an envelope with the person's name on the outside so that the Kingdom Seneschal's representative can account for the fact that person turned in a ballot. If multiple ballots from one household are being submitted, each one must be in its own individual envelope with the person's name on the outside. Failure to comply will result in the ballot being rejected.

Section VI: Awards

Baronial awards are given at the discretion of the Baron and Baroness of Small Gray Bear. Anyone may recommend someone for an award by writing a letter to the Baronage.

The Order of the Diamond Bear: This is the Barony's armigerous award and is given for exceptional service to the Barony. At the pleasure of the Crown, this award may carry an Award of Arms if the person does not already have one. By Kingdom Heraldic Law, those who bear this award in addition to an Award of Arms process ahead of a simple Award of Arms. The companions of the Order may place the initials C.D.B. after their names. This award is traditionally given once a year at Diamond Wars.

The Order of the Silver Bear: This award is given to those who have tirelessly given of themselves for the good of the Barony, who have contributed over a long period of years in multiple areas, and who have shown love and dedication for the Barony above what is expected of a Baronial subject.

The Order of the Compass Rose: This award is given to those who, by word and action, best exemplify the ideals of the Society and the Barony through their loyalty, chivalry, and grace. This award honors the memory of The Honorable Lord Dimitri Aleksander the Thunderer. It is traditionally given once per year at Candlelight Camp to one lord and one lady. Induction to the Order is recognition of special dignity.

Polling Orders: The following orders are Polling orders and are equal in prestige. The members of each Order have the right to recommend candidates to the Baronage and to be polled by the Baronage to solicit input from the Order, but induction into the Order is at the pleasure of the Baronage.

The Order of the Bear's Paw: This award is given to those who have served the Barony consistently, making significant contributions by sharing knowledge and skills, assuming significant responsibilities, and participating in the work and fun associated with Baronial events and demos.

The Order of the Sword of Orion; this award is given to those who have distinguished themselves in

the martial arts. This includes all martial activities, including heavy combat, rapier, archery, live weapons, coursing, and equestrian activities.

The Order of the Morning Star: This award is given to those who have distinguished themselves in the Arts and Sciences.

Additional Awards:

The Order of the Bear's Cub: This award is given to children who have shown service, chivalry, and grace.

The Order of the Rising Star: This award is given to children who have shown promise in the area of arts and sciences.

The Order of the Bear's Heart: This award is given to those who are not Baronial Subjects, but who have given great service to the Barony.

The Order of the Honey Bear: This award is given to those who have earned the gratitude of the Barony. This award can be given to an individual or group on more than one occasion.