



Barony of Ravens Cove

Baronial Policy Document

Approved September 12 2024

Barony of Raven's Cove Baronial Policy

1. The Barony

1.1. For this policy, the Barony of Raven's Cove shall be defined by Kingdom Law.

2. The Policy

2.1. This policy was accepted during the September 12th business meeting of 2024.

2.1.1. If this policy conflicts with either the SCA Organizational Handbook, the Society Seneschal's Corpora interpretation regarding officers required of a barony or province, upheld by the Board July 24, 2022, or Kingdom Law, then that policy shall take precedence.

2.2. The Baronial policy shall be reviewed once a year (in July to offset the review of Baronial Financial Policy).

2.2.1. The Baronial policy can be amended or altered by the Barony of the Raven's Cove as needed or required by changes to higher governing documents.

2.2.2. All proposed changes to the Baronial policy shall be published at least twenty-one (21) days before the next Baronial Meeting at which the vote will occur. This publication shall be accomplished using the Baronial email group, and all applicable social media outlets used by the Barony.

2.2.3. Proposed changes will be voted upon at the first Baronial Meeting following the twenty-one-day publication period, and approved changes will be published using the same method stated in 2.2.2 before becoming effective. Once published they become effective.

3. Policy Availability

3.1. The Baronial Policy will be made publicly available via the Baronial Website.

4. The Baronial Coronet

4.1. The Baronial Coronet is defined in Kingdom Law under the Territorial Baronage section.

4.2. The Baronial Coronet(s') appointment and term shall follow Kingdom Law.

5. Baronial Meeting

5.1. A Baronial meeting is any assemblage of the populace that is called by the Baronial Seneschal as advised by the Baronial Coronet, to receive advice on the administration and governance of the Barony or for the populace to vote on such issues as are required by policies.

5.2. The schedule, agenda, and chairing of Baronial meetings are the responsibility of the Baronial Seneschal or an assigned deputy seneschal.

5.3. The date, time, and place for the Baronial meeting shall be published at least fourteen (14) days before its commencement to the Baronial email group and all applicable social media used by the group.

5.4. A tentative agenda should be published seven (7) days before the meeting to the Baronial email group and all applicable social media used by the group.

5.5. When a vote is required, members of the Barony are defined as paid SCA members who reside or participate within the geographical boundaries of the Barony, and those who list the Barony as their home group with the Kingdom of Atlantia. All votes conducted shall be a simple majority.

6. Baronial Officers

6.1. Duties of the offices of the Barony of Raven's Cove are specified in the SCA Organizational Handbook, Society Seneschal's Corpora interpretation regarding officers required of a barony or province, upheld by the Board July 24, 2022, Kingdom Law, Baronial Financial Policy, and this document. Baronial offices may consist of, but are not limited to:

- Seneschal (required by Society Seneschal's Corpora interpretation regarding officers required of a barony or province, upheld by the Board July 24, 2022)
- Exchequer (required by Society Seneschal's Corpora interpretation regarding officers required of a barony or province, upheld by the Board July 24, 2022)
- Herald (required by Society Seneschal's Corpora interpretation regarding officers required of a barony or province, upheld by the Board July 24, 2022)
- Knight's Marshal (required by Society Seneschal's Corpora interpretation regarding officers required of a barony or province, upheld by the Board July 24, 2022)
- Minister of Arts and Sciences (required by Society Seneschal's Corpora interpretation regarding officers required of a barony or province, upheld by the Board July 24, 2022)

The Baronial Chronicler or someone designated by the Seneschal shall be responsible for taking notes at Baronial meetings. Meeting Notes shall include at minimum the details of all official votes (motion, second, and vote tallies), event reports, and action items. Meeting notes shall be published in the next newsletter, per Atlantian Book of Policy.

6.2. Each Baronial officer shall report on the state of their office at each Baronial meeting. Each Baronial officer is required to attend at least one Baronial meeting per quarter. If this requirement cannot be met, they can arrange a proxy and notify the Baronial Seneschal and Coronet (via formal communication) at least forty-eight (48) hours before the Baronial meeting.

6.2.1. Noncompliance with this policy for two consecutive quarters will result in a recommendation for removal being forwarded to the appropriate Kingdom officer.

6.3. All papers (including official correspondence), access to electronic accounts, correspondence, documents, and regalia belonging to any office must be transferred to any new Baronial officer within thirty (30) days of any new officer being placed.

6.4. Appointment of Baronial officers.

6.4.1. The opening of the Baronial Office shall be made public by an announcement at a scheduled Baronial meeting, in a written announcement in the Baronial Newsletter, and on all applicable Baronial social media outlets.

6.4.2. Interested candidates shall respond in writing to the corresponding Baronial officer, Baronial Seneschal, and Baronial Coronet before the next business meeting.

6.4.3. Within 5 days of a business meeting, the list of candidates shall be published on the Baronial e-list, website, baronial newsletter, and all applicable social media, inviting written commentary from the populace.

6.4.4. At the deadline, the list of candidates shall be published on all applicable Baronial social media outlets, inviting written, private commentary from the populace to the Baronial Seneschal and the Baronial Coronet. All such commentary shall remain confidential.

6.4.5. The Baronial Seneschal and the Baronial Coronet will review the commentary and together verify the qualifications of the candidates per the SCA Organizational Handbook, Society Seneschal's Corpora interpretation regarding officers required of a barony or province, upheld by the Board July 24, 2022, and Kingdom Law. The eligible candidates will then be presented to the populace and a polling will be conducted to present the new officer to the applicable Kingdom officer. If only one candidate has come forward to apply for the position, the candidate will be recommended to the appropriate kingdom officer.

6.4.6. When the warranting Kingdom officer allows, the new Baronial officer shall be publicly announced via the newsletter, website, and all applicable social media.

6.4.7. Due to the length of the events, no officer changes shall be made during the duration of the Pennsic War, War of the Wings, or Gulf Wars, and as such an additional meeting may be needed.

6.5. Baronial officers may select whatever deputies they require for the duration of their office, no vote is necessary.

6.5.1. The Baronial populace must be notified of all such appointments in the next Baronial newsletter after their appointment.

6.5.2. Deputies shall be warranted per the requirements of the Kingdom Officer.

6.5.3. If an officer with a deputy should decide to leave an office before their term is finished, the deputy, if the deputy chooses, shall hold the office and assume its responsibilities for no more than 90 days after the date of the officer's resignation. During this period, the deputy can go through the Barony's process to become an officer or serve, for a short time, until a replacement can be found.

6.5.3.1. If a deputy decides to serve in an office after a resignation, they will have 30 days after the officer's resignation date to make their intent known to the Barony that they wish to go through the process to become an officer. They may

wish to remain serving as a deputy to the incoming officer if the incoming officer chooses to let the deputy serve with them or resign their post.

6.5.3.2. At any time after the date of an officer's resignation, anyone in good standing as outlined in the Barony's policy for selecting a new officer, may start the process to become an officer. The procedure outlined in 6.5.3 intends to ensure that the work and service of the Barony to its people goes on uninterrupted in the event of an officer's resignation.

6.6. Baronial Officer Term Limits shall be as follows: Baronial officers can serve no more than two

(2) consecutive terms unless otherwise permitted in the Atlantian Book of Policy. Term lengths follow the Atlantian Book of Policy. This may be extended in cases where no one steps up to fill a pending slot.

6.7. Any office not required to maintain Baronial status may go vacant.

6.8. If an office suddenly becomes vacant, the outgoing officer's primary (Drop Dead) deputy may assume the office at the discretion of the Seneschal on an interim basis until the requirements are met for filling the office vacancy.

6.8.1. Officers who do not attend three consecutive meetings or make arrangements for the office report to be given at said meetings may be recommended to their respective Kingdom Officer for removal.

6.8.2. Officers in non-compliance with their Society, Kingdom, or Baronial laws or policies may be recommended to their respective Kingdom Officer for removal. The Seneschal shall attempt to contact the Baronial Officer before the recommendation.

7. Baronial Events and Activities

7.1. Baronial Events

7.1.1. Raven's Cove Baronial Policy shall conform to Raven's Cove Financial Policy in all matters regarding events and budgets.

7.1.2. Event Steward Selection

7.1.2.1. A prospective Event Steward ("Autocrat") shall submit a bid which includes an Event Proposal form, a Budget, and Proof of Membership through the final date of the proposed event, to the Baronial Coronet, Seneschal, and Exchequer.

7.1.2.2. If multiple bids are submitted for the same event or event date, the proposals will be presented to the populace at a Baronial Meeting. The majority vote will determine the Event Steward. Prospective bids may be withdrawn at any time before this vote occurs.

7.1.3. Event Steward Removal

7.1.3.1. If it is determined by the Seneschal and a majority vote of the Financial Committee that the Event Steward for a Baronial Event is in willful non-

compliance with Society, Kingdom, or Baronial Laws or Policies, then the Event Steward will be removed as Event Steward for the event.

7.1.3.2.If an Event Steward is removed from his/her duties (for an emergency or otherwise), the deputy event steward shall serve as the new event steward. If there was no deputy event steward, the Baronial Seneschal will serve as interim Event Steward for the event until a new Event Steward is selected.

7.1.3.3.If an Event Steward is removed from duty and no deputy event steward is in place, a new Event Steward will be selected through a majority vote of the Baronial Officers.

7.1.4.An event's staff shall be selected by the Event Steward.

7.1.4.1.All event staff must comply with Society, Kingdom, and Baronial Laws and Policies.

7.2.Baronial Activities

7.2.1.Baronial activities should follow the rules set forth by the office under which they fall.