



# Lex Atenveldtus

**Kingdom Law of the Kingdom of Atenveldt The Society for Creative  
Anachronism, Inc. Includes changes through November 1, 2017**

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# I. Law

## A. Definition:

The word of the Crown is law, subject to Modern Law and Corpora.

## B. Terms:

Law is Statute, Proclamation or Edict.

### 1. Statute:

Statute is law that takes effect at the end of a reign when it has been published in Southwind with the signatures of the Crown, the succeeding Crown and the Kingdom Seneschal, and proclaimed as law at the successor's Coronation.

To make immediate changes to Statute during a reign, changes must be proclaimed at an official event, and published in the Southwind with the signatures of the Crown and the Kingdom Seneschal.

The Crown must consult with the Territorial Barons / Baronesses regarding the proposed immediate law change.

### 2. Proclamation:

A proclamation is law that has been proclaimed at a published event by the King or Queen. It is law for the duration of the event.

### 3. Edict:

And edict is a regulation concerned with certain matters, which is announced at a published event and subsequently published in Southwind with the signatures of the Crown. It cannot conflict with, nor affect, Kingdom Statutes. An edict will remain in force for the duration of the reign.

## C. Royal Sanctions:

The Crown may impose Royal Sanctions upon subjects of the realm and visitors thereto as stated in Section X. SANCTIONS of Corpora.

## D. Administrative Sanctions:

Kingdom Officers may impose Administrative Sanctions within their area of authority as stated in Section X. SANCTIONS of Corpora.

# II. Royalty

## A. Definition:

The Crown is the office of Sovereign and Consort held by the King and Queen.

## B. Duties and Privileges:

It is the responsibility of the Crown to fulfill their duties as outlined in Corpora.

1. Awards:

The Crown may only grant awards according to the requirements or charters of those awards.

a: The Crown may grant the authority to bestow awards that have been previously approved by the Crown to a duly appointed noble representative.

2. Offices:

Crown Prince or Princess that holds an office on any level other than Territorial Baron and Baroness must find a suitable replacement and step down from their office.

3. Residence Requirements:

Both King and Queen must continue to reside within the boundaries of the Kingdom during Their Reign. Failure to do so shall be construed as abdication for whichever one, or both, lives outside the Kingdom.

4. Royal Peerage:

Royal Peers will receive a Patent of Arms.

5. Officers:

The Crown may appoint, remove, and replace great officers of state and lesser officers of state in conjunction with appropriate Corporate officers, if any.

The Crown may suspend any officer of the Kingdom for just and stated cause for the duration of the reign.

6. Regalia:

The Kingdom Great Sword of State shall be called "King's Victory" and shall be carried in a place of honor by the will of the Crown.

7. Peer Circles:

The Crown may conduct Peerage meetings with members of the Patent Orders to discuss matters of State, conduct pollings, and/or solicit opinions.

- a. These deliberations are conducted in the Crown's confidence, and shall specifically include polls and any other correspondence between the Crown and the Order as a whole, as well as any discussions within Peerage meetings.
- b. No person shall violate that confidence without the express permission of the Crown.
- c. Members of a Patent Order who violate confidence without permission of the Crown shall be subject to exclusion from Peerage meetings for the term of the Reign, and/or other sanctions determined appropriate by the Crown.

### III. Great Officers and General Offices Of State

#### A. Officers:

The Great Officers of State shall be Kingdom Seneschal, Chancellor of the Exchequer, Earl Marshal, Aten Principal Herald, Minister of Arts and Sciences, Kingdom Chronicler, and Kingdom Webminster.

##### 1. General Duties:

Each Great Officer of State shall:

- a. Swear either an Oath of Fealty or service (to be agreed upon prior to ascension of the Crowns) to the Crown of Atenveldt and to the Kingdom.
- b. Fulfill their duties as outlined in Corpora.

##### 2. Reports:

File reports as follows:

- a. Make regular written reports to the corporate superior as required and documented in the appropriate corporate guidelines/handbook for their office, with courtesy copies simultaneously sent to the Crown and the Kingdom Seneschal. Two or more missed reports in succession may be considered grounds for removal.
- b. Send copies of all monthly, quarterly and Doomsday reports to the Territorial Barons/Baronesses at the same time these reports are sent to the Corporate Superior. These are intended to facilitate correction of reporting problems within the Baronies.
- c. Inform the Territorial Baron and Baroness (if applicable) and the Seneschal of a local group whenever an officer of the group becomes two months behind in reports.

##### 3. Warrants:

- a. Maintain a current roster of subordinate officers.
- b. Be warranted in their position as a Kingdom Officer as follows:
  - i. Ensure a warrant for their position is completed and signed by the Crown and their Corporate Superior Officer.
  - ii. Before completion of the warrant period, if an officer does not intend an extension of their warrant, each officer shall advertise the vacancy in three consecutive issues of Southwind and prevailing communication methods so that interested members of the populace may have an opportunity to apply for the position. A designated Emergency Deputy may fill the position while it is advertised, and may apply for the position during the advertising period. Application for office should be directed to the Crown with copies to the exiting officer the Kingdom Seneschal, and the corresponding Society Officer (if applicable).

- c. Except in the case of a Kingdom warranted Marshal-at-large, be prohibited from holding warranted offices on the shire, canton or baronial level while they are warranted as a Kingdom Officer, and be prohibited from holding more than one Kingdom Office of State at one time. Holding of non- warranted deputy positions will be allowed.

#### 4. Deputies:

Recruit, train, and maintain communication with a warranted designated Emergency Deputy for their office who can assume the responsibilities of the vacated office while the position is advertised.

#### 5. Age Requirement:

Be at least eighteen years of age. Non-warranted deputies must be at least sixteen years of age.

### B. Seneschal

The Kingdom Seneschal shall:

1. Maintain Kingdom Law and administer changes to Kingdom Law.
2. Advise the Crown on Kingdom Law and Corpora.
3. Call such meetings, require such reports, and oversee such events as are necessary for the proper functioning of the Kingdom, including but not limited to:
  - a. Ensuring all Greater and Lesser Kingdom Officers are warranted, reporting, and maintain current SCA memberships; and (though local Seneschals) ensuring all official SCA local groups in the Kingdom maintain the required number of Great Officers who are current SCA members, warranted, and reporting.
  - b. Maintaining a master list of warrant expiration dates and membership expiration dates for all Greater and Lesser Kingdom Officers, and delivering a copy of that list to the Crown Prince and Princess at Crown Tournament.
  - c. Approving all additions, changes, and deletions to the list of Royalty, Landed Nobility, and Kingdom Officers ("The Regnum") published in the Kingdom Newsletter and on the Kingdom websites. This shall include a notation of "Warranted to: MM/DD./YY" for each warranted officer in the Regnum. A warrant date may be omitted for Officers listed with the notation "Acting".
4. Be responsible for the administration of procedures involving recognition of new branches and status changes for existing branches and recommend to the Crown for recognition of those branches that are prepared for a change of status.
5. Monitor official branches within the Kingdom to determine if they are maintaining the standards required for an official group and notify the Crown and the Board of Directors when groups fail to uphold the standards.
6. Work with the Kingdom Calendar Officer to establish the Kingdom Calendar for the current calendar year and the next calendar year as follows:

a. Solicitation/Presentation of Event Bids:

The Kingdom Seneschal shall consult with the Royalty, Territorial Barons and Baronesses, and Seneschals of the local groups to actively solicit bids for Kingdom and inter-kingdom events to be scheduled in the next calendar year as follows:

- 1) Qualified bids must be submitted no later than six months before the event date; must include a proposed budget, a proposed site, an Event Steward and Feast Steward (when a feast is required); and must comply with all guidelines in section VII EVENTS. Copies of the bid must be sent to the Crown, Their Heirs, the Kingdom Seneschal, and the Chancellor of the Exchequer.
- 2) Bids received by the Kingdom Seneschal shall be presented to the Kingdom Financial Committee by the Kingdom Seneschal for approval. Bids shall be submitted on a first come, first submitted basis.

b. Publication of Bids Needed:

The Kingdom Seneschal shall publish a monthly report in Southwind showing "Bids Needed for Kingdom Events Scheduled in Next 12 Months".

- 1) When a bid has not been received for an event six months in the future, the Kingdom Seneschal shall proactively contact local groups to ensure required bid(s) are generated.
7. Be ultimately responsible for all official Kingdom and inter-kingdom events (see Section XIV for Estrella War guidelines) held within Atenveldt, including ensuring completion of two post event reports for each Kingdom event as follows:
  8. An Event Summary Report must be completed by the event autocrat and sent to the Crown, Heirs, and Kingdom Financial Committee within 30 days of the event.
  9. An Event Financial Report must be completed by the Co-hosting Group Exchequer (or Responsible Exchequer) and submitted for publication in Southwind within 30 days of the event. Copies must be simultaneously sent to the Crown, Heirs, and Kingdom Financial Committee.
  10. Distribute a copy of Kingdom Law to Royal Heirs at the time of Crown Tourney.
  11. Distribute updated copies of the membership list to the Crown on a monthly basis.
  12. Be responsible for the dissemination of information via Southwind any changes to law made by, or considered for change by, the Board of Directors.
  13. Be responsible for ensuring that Territorial Barons/Baronesses review immediate law changes proclaimed on any day other than the day of Coronation.
  14. With other Greater and Lesser Officers, implement and adhere to the financial and reporting guidelines in Section XIV: Estrella War.

## C. Exchequer:

The Chancellor of the Exchequer shall:

1. Be ultimately responsible for the accurate reporting of the finances of the branches of the Kingdom.
2. Follow generally accepted accounting procedures and refer to the Kingdom Exchequer Policy Manual for specific instructions.
3. Authorize, with the permission of the Crown, and with the signature of the Kingdom Seneschal all withdrawal of monies from the Kingdom accounts.
4. Be responsible for ensuring a review of each branch's books within the Kingdom is conducted at least once every two years, and that a mandatory review of a branch's books is conducted whenever the branch office changes hands. This shall include:
  - a. Appointing and warranting a Deputy Kingdom Exchequer (Local Financial Reviews) to verify and report on local group compliance with Exchequer policies and procedures.
  - b. Responsibilities for the Deputy Kingdom Exchequer (Local Financial Reviews) shall minimally be:
    - 1) Maintaining a checklist of items to examine during a local group financial review that confirms group compliance with Exchequer policies and procedures, reconciliation of bank statements to Exchequer reports and local group financial records, and compliance with signator, bank account, and tax guidelines.
    - 2) Ensuring that all group Exchequers and Seneschals have a current copy of the financial review checklist.
    - 3) Creating and publishing a twelve-month schedule for reviews of local group financial records in each January issue of Southwind.
    - 4) Conducting local group financial reviews as defined in the published schedule, and whenever a local group exchequer position transitions to a new officer.
    - 5) Publishing the results of a local group financial review to the local group Ruling Nobility, the local group Seneschal and Exchequer, and the Kingdom Exchequer within 30 days of completion of each review.
    - 6) Working with the Kingdom Exchequer and local group officers to resolve/correct any items of non-compliance isolated in a local group financial review.
5. Be responsible for the distribution of authorized funds within a two week period.
6. Be responsible for working with the Office of the Chronicler to publish accurate Kingdom accounting information every quarter.
7. For each Kingdom and inter-kingdom event (see Section XIV for Estrella War guidelines) held within Atenveldt:
  - a. Work with the Autocrat to determine an appropriate site/feast fee to be charged based on the event budget.

- b. Work with the Co-hosting Group Exchequer (or Responsible Exchequer) to complete an Event Financial Report and submit it for publication in Southwind within 30 days of the event.
  - c. Copies must be simultaneously sent to the Crown, Heirs, and Kingdom Financial Committee. The report must include a record of all funds advanced, expended and received.
  - d. Profits from a Kingdom event shall not be disbursed to co-hosting groups until the Event Financial Report is completed and submitted for publication.
8. Be responsible for maintaining minutes of Kingdom Financial Committee meetings showing each financial item discussed and the financial decisions made.
  9. With other Greater and Lesser Officers, implement and adhere to the financial and reporting guidelines in Section XIV: Estrella War.

#### **D. Earl Marshal:**

The Earl Marshal shall:

1. Represent the Crown during the Crown's absence in supervising the fighting on the field.
2. Interpret and maintain the marshallate standards and regulations of the Kingdom.
3. Confer with the Earl Marshals of other Kingdoms to establish marshallate standards and regulations of the Kingdom, to be approved by the Crown.
4. Review fighting injuries, determine causes, and develop standards for prevention of further injuries.
5. Attend Crown tournament and Estrella War.
6. With other Greater and Lesser Officers, implement and adhere to the financial and reporting guidelines in Section XIV: Estrella War.

#### **E. Aten Principal Herald:**

The Aten Principal Herald shall:

1. Facilitate the passage of Arms, Names, and Badges for the populace of the Kingdom of Atenveldt.
2. Act as the voice of the Crown in the absence of the Crown Herald.
3. Advise the Crown and the Populace on matters of protocol and ceremony.

#### **F. Minister of Arts & Sciences:**

The Minister of Arts and Sciences shall:

1. Interpret and maintain the Kingdom rules for the Arts and Sciences Competitions.
2. With the Kingdom Seneschal, be responsible for soliciting bids for the Kingdom Arts and Sciences Competition and Collegium
3. Promote the historically accurate reproduction of pre-17th Century arts and sciences through Arts and Sciences competitions, education, and demonstrations.

4. Be responsible for advising the Crown of the fulfillment of the Kingdom Champion of Arts and Sciences duties and responsibilities at the completion of the Champion's year of service.
5. Be responsible for maintaining and accounting for the Kingdom Arts and Sciences regalia.
6. Solicit and approve articles for submission in a recurring Arts and Sciences publication, entitled *Atenveldtus Glorious*. The issue may be published in the format deemed most suitable at the time - if it is to be a printed document, the Kingdom Arts and Sciences Minister will also work to raise funds for the print version and coordinate with the Kingdom Chronicler for the actual production of the issue.
  - a. This publication will be issued at least biennially (every other year) or more frequently as funds, resources and articles become available.
7. Be responsible for advising judges in competition as to fair judging format, and ensure that judging criteria are readily provided to Arts and Sciences Officers in each group within the Kingdom.
8. With other Greater and Lesser Officers, implement and adhere to the financial and reporting guidelines in Section XIV: *Estrella War*.
9. Foster the creation and growth of guilds within the Kingdom.

#### G. Kingdom Chronicler:

The Kingdom Chronicler shall:

1. Be responsible for the publication of the Kingdom newsletter, herein called *Southwind*.
2. Work with the Kingdom Calendar Officer to include in each *Southwind* an accurate calendar of all official *Atenveldt* events to be held in the six months following the date of that *Southwind* issue, and work with the Kingdom Seneschal to publish a monthly list of "Bids Needed for Kingdom Events Scheduled in Next 12 Months".
3. Be responsible for the publication of any official documents, booklets, etc., which may become necessary from time to time. This includes publication of Event Financial Reports for all Kingdom and inter-kingdom events.
4. Coordinate with the Minister of Arts and Sciences as needed to produce any printed issues of the Arts and Sciences publication *Atenveldtus Glorious*.
5. Publish in *Southwind* a listing of all awards given by the Crown.
6. Publish monthly in *Southwind* any missives from the Crown, except in certain months when the Crown deems them not necessary.
7. Publish Kingdom financial information every quarter in the *Southwind*.
8. With other Greater and Lesser Officers, implement and adhere to the financial and reporting guidelines in Section XIV: *Estrella War*.

#### H. Kingdom Webminister:

The Kingdom Webminister shall:

1. Act as the recognizing authority for, and maintain a roster of, recognized Kingdom, *Estrella War* and local SCA group internet sites for *Atenveldt*.

2. Warrant Webministers for all Kingdom, Estrella War and local SCA group internet sites in Atenveldt.
3. Work with the Kingdom Chronicler and Kingdom Seneschal to ensure all Kingdom, Estrella War and local SCA group internet sites remain in compliance with applicable SCA and Kingdom electronic content and policy guidelines.
4. Hold primary responsibility for administration of all kingdom-level and Estrella War websites as follows:
  - a. Ensure that separate and recognizable domains exist for both Kingdom and Estrella War sites and that such sites are regularly available to the public.
5. Serve as webmaster for Atenveldt's official Kingdom website. Warranted deputies may be assigned as webmasters for other kingdom-level and Estrella War websites.
6. Ensure that at least two warranted officers and the Kingdom Webminister have current full administrator rights to all website servers used for kingdom-level and Estrella War website content, and that a current list of administrative access information is maintained with the Kingdom Chronicler's office.
7. Serve as the technical contact for all kingdom-level domain name registrations, and ensure the contact information and fees for those domain registrations remain current.

## IV. Lesser Officers and Offices of State

### A. Offices:

There shall exist the following Kingdom Lesser Officers of State in the Kingdom of Atenveldt

1. Kingdom Lesser Officers reporting directly to the Crown (with the warrant signed by the Crown and Kingdom Seneschal):
  - a. Kingdom Scribe
  - b. Kingdom Historian
2. Kingdom Lesser Officers reporting directly to the Kingdom Seneschal:
  - a. High Chancellor
  - b. Kingdom Calendar Officer
  - c. Kingdom Waiver Secretary
  - d. Kingdom Youth Activities Officer
  - e. Kingdom Chatelaine
  - f. Kingdom Media Officer
  - g. Kingdom Sheriff
  - h. Kingdom Regnum Officer
3. Kingdom Lesser Officers reporting directly to the Chancellor of the Exchequer:
  - a. Estrella War Exchequer
  - b. Kingdom Regalia Officer

4. Kingdom Lesser Officers reporting directly to the Earl Marshal:
  - a. Minister of the Lists and Marshallate Rolls
  - b. Kingdom Rapier Marshall
  - c. Kingdom Combat Archery Marshall
  - d. Royal Archer
  - e. Kingdom Youth Combat Marshal
5. Kingdom Lesser Officers reporting directly to the Aten Principal Herald:
  - a. Abacus Herald
6. Kingdom Lesser Officers reporting directly to the Kingdom Chronicler:  
Kingdom Tournaments Illuminated Liaison.

## B. General Duties:

Each Lesser Officer of State shall:

1. Oaths:

Be prepared to swear either an Oath of Fealty or service (to be agreed upon prior to ascension of the Crowns) to the Crown of Atenveldt and to the Kingdom.

2. Reports:

Make written reports as outlined by the Crown.

3. Warrants:

Be warranted in their position as a Kingdom Officer as follows:

- a. Ensure a warrant for their position is completed and signed by the Crown and their Kingdom Superior Officer. For offices reporting only to the Crown, the warrant shall be signed by the Crown and Kingdom Seneschal.
- b. Except in the case of a Kingdom warranted Marshal-at large, be prohibited from holding warranted offices on the shire, canton or baronial level while they are warranted as a Kingdom Officer, and be prohibited from holding more than one Kingdom Office of State at one time. Holding of non-warranted deputy positions will be allowed.
- c. Lesser Officers who do not intend an extension of their warrant, or who wish to resign, shall inform the Kingdom Seneschal and the Greater Officer to whom they report. The Kingdom Seneschal or Greater Officer shall advertise the vacancy in three consecutive issues of Southwind so that interested members of the populace may have an opportunity to apply for the position. A designated Emergency Deputy may fill the position while it is advertised, and may apply for the position during the advertising period. Applications for the office should be directed to the Kingdom Seneschal, the Great Officer to whom the Lesser Officer reports, and the exiting officer.

#### 4. Deputies:

Recruit, train, and maintain communication with a designated warranted Emergency Deputy for their office who can assume the responsibilities of the vacated office while the position is advertised.

#### 5. Age Requirements:

Be at least eighteen years of age. Non-warranted deputies must be at least sixteen years of age.

### C. Specific Duties (Crown Officers):

For Kingdom Lesser Officers reporting directly to the Crown (with the warrant signed by the Crown and Kingdom Seneschal):

1. Kingdom Scribe shall:
  - a. Be the administrative head of the Atenveldt College of Scribes.
  - b. Maintain and update the list of scrolls to be completed.
  - c. Arrange for the completion of said scrolls.
  - d. Be warranted by, and report directly to the Crown.
2. Kingdom Historian shall:
  - a. Be responsible for archiving and storing historical memorabilia for the Kingdom.
  - b. Be warranted by, and report directly to, the Crown, with reports sent on a quarterly basis.

### D. Specific duties (Report to Seneschal):

For Kingdom Lesser Officers reporting directly to the Kingdom Seneschal:

1. High Chancellor:
  - a. Advise the Crown and Seneschal on matters relating to modern law.
  - b. Be legal counsel for the Crown during any Court of Inquiry or Court of Chivalry.
  - c. Report directly to the Crown and Seneschal.
2. Kingdom Calendar Officer:
  - a. Be warranted by, and report directly to, the Kingdom Seneschal and the Crown.
  - b. Publish and maintain an accurate Kingdom Calendar showing all events planned by official SCA groups in Atenveldt for the current calendar year and the next calendar year as follows:
  - c. Ensure the calendar for the current month, and the 5 months following the current month, shall be published in the Kingdom Newsletter and on the Kingdom Website each month.
  - d. Ensure that all Kingdom Events bid that have been accepted by the Kingdom Financial Committee are updated and shown on the calendar.
  - e. By March of each year, open the calendar for the following calendar year, and schedule any

- f. Kingdom Calendar meeting(s) required to define the calendar. These meetings shall be jointly run by the Kingdom Seneschal and the Kingdom Calendar Officer.
    - a. Baronies shall be limited to a maximum of three Kingdom Calendar events per year. Shires and Colleges may each schedule up to two Kingdom Calendar events per year.
    - b. Baronies that combine an event with another Barony may schedule a maximum of one combined event plus three independent events on the Kingdom Calendar per year.
  - g. Work with the Kingdom Seneschal and Kingdom Chronicler to ensure the submission of Event Forms for all calendared events, and maintain a current file of those forms.
  - h. Establish guidelines, timelines and requirements for adding, removing and changing Official events on the Kingdom Calendar. These guidelines will be published to Royalty, the Territorial Barons and Baronesses, and Seneschals of all official groups in the Kingdom following each Coronation, and shall be published and maintained on the Kingdom Website.
  - i. Maintain an annual report of the number of official events scheduled and held by each official group in the Kingdom during the year, and publish that report annually to the Kingdom Seneschal (for inclusion in a Domesday Report), and on the Kingdom Website.
3. Kingdom Waiver Secretary:
- a. Be warranted by, and report directly to, the Kingdom Seneschal and the Crown, with copies of reports sent to the Kingdom Exchequer for cross-tracking of Non-Member Surcharges.
  - b. Ensure that all required waivers, rosters, and sign-in sheets from Kingdom Calendar Events, Locally Publicized Events and Populace Meetings in Atenveldt are collected and safely stored within 30 days after each event.
  - c. Ensure that waivers for each event can be located and provided to the appropriate officials in the event a specific waiver is required. This shall include storage of all original executed waivers, rosters, and sign-in sheets, or legally accepted facsimiles, in such a manner that a responsible party can easily retrieve any needed waiver.
  - d. Coordinate and administer storage of waivers to ensure that Atenveldt maintains adult waivers for seven years and minor waivers for 20 years.
    - i. Waiver Event Log: Maintain an annual waiver event log that shows all events held by local groups in Atenveldt (except the Estrella War), and whether waivers are received and stored for the event.
  - e. Warrant and maintain a current roster of subordinate officers (Local Group Waiver Secretaries).

4. Estrella War Main Autocrat(s):
  - a. Serve a warranted period covering 1 war from February 1st of the year preceding the first war until the final Event Summary Report and Event Financial Reports are published, and a proper accounting has been completed for all funds for each war.
  - b. Shall be responsible for:
    - 1) The budgeting, overall management, organization and publicizing of a specific Estrella War. They shall retain responsibility for their War until the final Event Summary Report and Event Financial Reports are published, and proper accounting has been completed for all funds. This remains true even after the Main Steward(s) for the following War have been appointed and assume the office.
    - 2) Assisting and counseling the Crown and Kingdom Seneschal on the recruitment and training of the Estrella War Main Stewards who will follow them in office.
    - 3) Recruiting, managing, mentoring, training, and ensuring required reports are submitted by a staff of sub-autocrats working on the Estrella Wars they manage. This shall include ensuring all sub-autocrats are current SCA members at the time of the event until May 1<sup>st</sup> after the event (when the final event report is submitted).
    - 4) Following the Estrella War Handbook.
    - 5) Implementing and adhering to the financial and reporting guidelines in Section XIV: Estrella War.
  - c. Submit applications for the position to the Kingdom Financial Committee as outlined in Section XIV: Estrella War. Applicants for this office must:
    - 1) Be submitted by January 5<sup>th</sup> of the year preceding the war the applicant wishes to steward.
    - 2) Be sent to the Crown and the Kingdom Financial Committee (KFC).
    - 3) Minimally include an SCA and modern resume detailing the relevant experience of the applicants, an SCA and modern resume for a designated Emergency Deputy, a list of potential sub-autocrats, and an overview of any important changes they wish to implement in the running of the War.
    - 4) Be reviewed by the Crown and KFC, and a selection made and submitted for publication in the Southwind no later than February 1<sup>st</sup> of the year preceding the war to be stewarded.
  - d. Be warranted by the Crown and the Kingdom Seneschal. All of their financial and budget decisions must be submitted to (and approved by) the Estrella War Financial Committee, they are managed the Crown and Kingdom Seneschal, and the Crown and Kingdom Seneschal are responsible for appointment, removal, and suspension of these officers.

5. Kingdom Youth Activities Officer:
  - a. Promote the participation of members under the age of 18 in age-appropriate activities focused for individuals in their respective age groups and provide other related services that assist parents in making their children a vital part of the SCA.
  - b. Encourage, organize and assist SCA groups and individuals in implementing and/or running activities specifically for children and teens as well as promoting consideration of the needs of youth at SCA events in general.
  - c. Advance classes, guilds, page schools and other opportunities for young people to be actively involved in the SCA.
  - d. Be warranted by, and report directly to, the Kingdom Seneschal and the Crown, with reports sent on a monthly basis.
6. Kingdom Chatelaine:
  - a. Coordinate and assist Local Group Chatelaines, Hospitallers and/or Local Group Gold Key officers in the recruitment of new members.
  - b. Warrant and maintain a current roster of subordinate officers (Local Group Chatelaines, Hospitallers and Gold Key officers).
  - c. Work with the Kingdom Seneschal to coordinate, assist, and support formation and growth of Incipient Groups from initial contact with the SCA through formation of an Incipient group, and advancement in group status.
  - d. Be warranted by, and report directly to, the Crown and the Kingdom Seneschal.
7. Kingdom Media Officer:
  - a. Be warranted for a two year term by the Crown and the Kingdom Seneschal. Application must be reviewed and approved by the Society Seneschal and Deputy Society Seneschal for Media Relations before the warrant is signed.
  - b. Comply with all guidelines defined in the "Society Seneschal's Policy for Media Relations and External Publicity" for coordinating, managing, planning, and reporting interactions between SCA groups/officers and modern media organizations and staff (i.e., newspapers, magazines, television, radio, etc.) as follows:
    - 1) Responsibilities shall include development of publicity materials and basic press kits to be used by local/regional SCA officers/event stewards when interacting with media, site owners, educational facilities, and governmental entities, and contact between the SCA and those entities.
    - 2) Responsibilities shall not include SCA event promotional materials/activities conducted by SCA officers/event stewards to promote and advertise SCA events/activities to other SCA groups or SCA publications, and does not include supervision of event website

content except when that content is intended for (and clearly identified as material to be used by) modern media organizations.

- c. Report as follows:
    - 1) All reports must be sent to the Kingdom Seneschal and Crown/Heirs, with a copy to the Deputy Society Seneschal for Media Relations.
    - 2) Quarterly reports must be completed recapping all media relations activity in the Kingdom.
    - 3) Incident reports must be immediately completed and filed whenever there is a "Reportable media event" (see definition in the "Society Seneschal's Policy for Media Relations and External Publicity")
    - 5) Copies of stories, articles, newscasts, and/or televised features must be promptly forwarded to the Deputy Society Seneschal for Media Relations for retention in the corporate Knowledge Base.
  - d. Coordinate, manage, and assist media officers (local Seneschals or other warranted media officers in the Kingdom) as follows:
  - e. Ensure that each Barony has designated the Seneschal or a warranted Baronial Media Officer to fulfill media responsibilities.
  - f. Work with the Territorial Barons and Baronesses to review applications and warrant Baronial Media Officers.
  - g. Maintain a current roster of subordinate media officers and local Seneschals fulfilling media responsibilities within the Kingdom.
  - h. Assure SCA local groups are complying with all corporate and Kingdom media relations guidelines.
  - i. Provide media officers and Seneschals with SCA approved press kits and other media tools approved by the Kingdom Seneschal.
  - j. Provide a clear channel for routing and responding to all media inquiries received by the SCA within the Kingdom.
  - k. Coordinate (or appoint a designated, warranted deputy to coordinate) media relations for any event with either an attendance in excess of 2000 participants, or a known attendance by major media organizations. This includes creating an event-specific Media Plan under the direction of the Deputy Society Seneschal for Media Relations and the Kingdom Media Officer (when appropriate). Event-specific deputies are bound by the same reporting requirements and deadlines defined for the Kingdom Media Officer.
8. Kingdom Sheriff:
- a. Be responsible for Watch at Kingdom events.
  - b. Be responsible for Lost and Found at Kingdom events and Estrella War, including publishing the list of Lost and Found to the populace, and coordinating an annual Kingdom fundraising auction of unclaimed items.
  - c. Warrant and coordinate sheriffs in local groups throughout the Kingdom.

- d. Adhere to and enforce the actions and event curfews outlined in corporate guidelines, Kingdom Seneschal policy, and the Atenveldt Sheriff's Handbook.
- e. Be warranted by, and report directly to, the Kingdom Seneschal.
- f. Report as follows:
  - a. A monthly report including all incident reports in the last month and recapping reports from local sheriffs throughout the Kingdom must be filed with the Kingdom Seneschal and the Crown.
  - g. Maintain a Kingdom file of incident reports by event.
  - h. With other Greater and Lesser Officers, implement and adhere to the financial and reporting guidelines in Section XIV: Estrella War.
- 9. Kingdom Regnum Officer:
  - a. Be warranted by, and report directly to, the Kingdom Seneschal and the Crown.
  - b. Maintain and ensure publication of all additions, changes, and deletions to the list of Royalty, Landed Nobility, and Kingdom Officers ("The Regnum") published in the Kingdom Newsletter and on the Kingdom websites.
  - c. Follow the procedures laid out in the Kingdom Regnum Officers' Handbook.

### E. Specific duties (Report to Exchequer):

For Kingdom Lesser Officers reporting directly to the Chancellor of the Exchequer:

- 1. Estrella War Exchequer:
  - a. Serve a two year warranted period.
  - b. Report directly to, and be managed by, the Kingdom Chancellor of the Exchequer, with copies of all reports sent to the Estrella War Main Autocrats.
  - c. Be warranted by the Crown and the Kingdom Chancellor of the Exchequer.
  - d. Implement and adhere to the financial and reporting guidelines in Section XIV: Estrella War.
  - e. Serve as chairperson/coordinator for the Estrella War Financial Committee as outlined in the Estrella War Financial Policy, including publication of Estrella War Financial Committee meeting notes to the Kingdom Financial Committee.
  - f. Applications for this position must:
    - 1) Be sent to Estrella War Main Autocrat(s), the Crown, Heirs and the Kingdom Financial Committee.
    - 2) Minimally include an SCA and modern resume detailing the relevant experience of the applicants, an SCA and modern resume for a designated Emergency Deputy, and an overview of any important changes they wish to implement in the running of the War.

- g. This position must be warranted and filled no later than nine months preceding the war.
- 2. Kingdom Regalia Officer:
  - a. Keep track of Kingdom regalia.
  - b. Ensure that all pieces of regalia are signed for by a responsible party who understands replacement responsibility and value before taking the regalia.
  - c. Coordinate and be responsible for the maintenance of Kingdom regalia.
  - d. Arrange for regalia to be at Kingdom events as requested by the Crown.
  - e. Arrange for bids for regalia; and, in consultation with the Crown and Atenveldt Kingdom Financial Committee, approve bids for permanent regalia.
  - f. Classify items as either regalia or a personal gift if a presentation to the Crown is not specifically designated as one or the other by the presenter.
  - g. Attend Coronations and Crown Tournaments.
  - h. Be warranted by, and report directly to the Chancellor of the Exchequer and the Crown, with reports sent on a quarterly basis.

#### F. Specific duties (Report to Earl Marshal):

for Kingdom Lesser Officers reporting directly to the Earl Marshal:

- 1. Minister of the Lists and Marshallate Rolls:
  - a. Organize and report on the waivers, pairing, and results of the official tournaments within the Kingdom.
  - b. Organize with the Crown the list of Crown Tournaments held in Atenveldt. If the Minister is unable to attend, he or she will delegate this authority to a duly recognized deputy or other qualified person before the Tourney.
  - c. Maintain the fighter and marshallate authorization lists for the Kingdom of Atenveldt.
  - d. Receive, act upon, and maintain files of authorization paperwork and shall produce a quarterly roll of authorizations for distribution.
  - e. Be warranted by, and report directly to, the Earl Marshal and the Crown.
- 2. Kingdom Rapier Marshall:
  - a. Hold marshallate responsibilities for rapier combat and shall be under the authority of the Earl Marshal.
  - b. Organize and promote rapier within the Kingdom.
  - c. With the Earl Marshall, maintain Atenveldt's Rapier Rules, and publish revisions approved by the Crown and Earl Marshall as required in the Southwind.

- d. Be warranted by, and report directly to the Crown and Earl Marshal, with reports sent on a quarterly basis and a courtesy copy sent to the Kingdom Seneschal.
  - e. With other Greater and Lesser Officers, implement and adhere to the financial and reporting guidelines in Section XIV: Estrella War.
3. Kingdom Combat Archery Marshall:
- a. Hold marshallate responsibilities for combat archery and shall be under the authority of the Earl Marshal.
  - b. Organize and promote combat archery within the Kingdom.
  - c. With the Earl Marshall, maintain Atenveldt's Combat Archery Rules, and publish revisions approved by the Crown and Earl Marshall as required in the Southwind.
  - d. Be warranted by, and report directly to, the Crown and Earl Marshal, with reports sent on a quarterly basis and a courtesy copy sent to the Kingdom Seneschal.
  - e. With other Greater and Lesser Officers, implement and adhere to the financial and reporting guidelines in Section XIV: Estrella War.
4. Royal Archer:
- a. Be responsible for target archery and shall be under the authority of the Earl Marshal.
  - b. Interpret and maintain the Kingdom rules for the target archery competitions.
  - c. Organize and promote archery within the Kingdom including the annual Kingdom Archery Champion competition at Southern Crusades.
  - d. Be warranted by, and report directly to, the Crown and Earl Marshal, with reports sent on a quarterly basis and a courtesy copy sent to the Kingdom Seneschal.
  - e. Promote the historically accurate reproduction of archery through target archery competitions, education, and demonstrations.
  - f. Report quarterly to the archery populace.
  - g. Report yearly IKAC results for Atenveldt at a Kingdom Court and, with the Kingdom Chronicler, the Southwind.
  - h. Notify the Crown of archers attaining Bowmaster ranking and work with the Crown to have the ranking recognized at a Kingdom level event.
  - i. With other Greater and Lesser Officers, implement and adhere to the financial and reporting guidelines in Section XIV: Estrella War.
5. Kingdom Youth Combat Marshal:
- a. Promote the participation of members 15 years old and under in SCA youth combat activities.
  - b. Encourage, organize and assist SCA groups and individuals in implementing and/or running youth combat activities, classes and training.

- c. Establish marshallate youth combat standards and regulations of the Kingdom, to be approved by the Crown and the Kingdom Earl Marshal.
- d. With the Kingdom Earl Marshal, interpret and maintain the marshallate youth combat standards and regulations of the Kingdom.
- e. With the Kingdom Earl Marshal, review youth combat fighting injuries, determine causes, and develop standards for prevention of further injuries.
- f. Be warranted by, and report directly to, the Kingdom Earl Marshal and the Crown, with reports sent on a quarterly basis.

### G. Specific duties (Report to Aten Principal Herald):

For Kingdom Lesser Officers reporting directly to the Aten Principal Herald:

1. Abacus Herald:
  - a. Maintain and make available Charters for all official Awards and Orders in the Kingdom of Atenveldt.
  - b. Maintain and deliver a copy of the Order of Precedence of the Kingdom, and a copy of the Charters for all open Kingdom Level Orders, to the Crown and the Aten Principal Herald at the start of each Reign in a mutually acceptable format.
  - c. Ensure that the Kingdom Seneschal and the Aten Principal Herald have current full administrator rights to all servers used for the Order of Precedence, and that an electronic copy of the Order of Precedence database is presented to the Kingdom Herald at the beginning of each Reign.
  - d. Publish a monthly report in the Southwind of all awards bestowed by the Crown.
  - e. Be warranted by, and report directly to, the Aten Principal Herald and the Crown.

### H. Specific duties (Report to Kingdom Chronicler):

Kingdom Lesser Officers reporting directly to the Kingdom Chronicler:

1. Kingdom Tournaments Illuminated Liaison:
  - a. Coordinate writers and photographers to supply items for TI; Supply photos, captions, and copy for the Kingdom News page in TI once annually, plus necessary Release Forms;
  - b. Supply photos, captions, and copy for the kingdom arts & sciences competition winners' page in TI, plus necessary Release Forms;
  - c. Coordinate an Estrella War article with photographs, captions, and copy for the
  - d. "War Report" in TI, plus necessary Release Forms;
  - e. Work on special projects as assigned by TI Editor and/or TI Art Director, such as finding artists/photographers to supply "stock" art and photos, and as needed for specific issues;

- f. Be warranted by, and report directly to, the Kingdom Chronicler, with copies of all articles/reports sent to the Tournaments Illuminated Editor.

## V. Territorial Baron and Baroness

### A. Warrant

1. The office of the Territorial Baron and Baroness shall:
2. Shall be a warranted office with a three year initial warrant period. . If the Territorial Baron and/or Baroness complete the three year warrant and wish to sit for an additional two years, the Crown and Kingdom Seneschal may optionally sign one (and only one) two year warrant extension. Shorter warrant extensions shall not be allowed, and the two year warrant may not be renewed (a sitting Territorial Baron or Baroness may not succeed themselves beyond a single 2 year extension of the original warrant).
3. Since the Baron and Baroness are direct representatives of the Crown, and are invested after review of recommendations from the populace in a polling, the following guidelines apply for warranting:
  - a. One warrant shall be issued for the position of Territorial Baron and/or Baroness for the group. When a couple submits a Letter of Intent for the position, and their names are included in the polling as a couple who would Reign together, one warrant shall be issued for them as a couple when they are invested.
  - b. The warrant shall be signed by the Crown and Kingdom Seneschal.
  - c. The warrant shall be considered voided, and the reign of both individuals named in the warrant shall be ended, if either of the individuals cannot complete the Reign due to resignation, removal, or abandonment of the office.
  - d. The issuance of a warrant for the office does not change the procedure for removal of a Baron and Baroness.

### B. Resignation:

Should the Baron and Baroness not wish to complete their warrant, they must resign in writing. Resignation shall automatically apply to both individuals named in the warrant as Territorial Baron and/or Baroness for the group.

### C. Completion of Tenure:

In the year before completion of their warrant, a Territorial Baron and Baroness must send a representative to the Kingdom Calendar Meeting to ensure a Baronial Investiture is scheduled on the Kingdom Calendar in the 45 days before or after expiration of their Baronial warrant.

1. In the six months before stepping down, a Territorial Baron and Baroness must meet with the Crown (or the Heirs who will reign at the polling) and Kingdom Seneschal to determine the date for a Baronial Polling to be conducted in the 90 days before the date of their stepping down.

## D. Titles:

Upon resignation of a Territorial Baron/Baroness, the Crown may optionally bestow the title of Thegn/Bannthegn.

1. These titles shall designate prior service to the Kingdom of Atenveldt as a Territorial

Baron/Baroness and include the right to bear the badge of the Barony upon a Baronial coronet and shall place them in the Atenveldt Order of March and Order of Precedence directly following Founding Baron/Founding Baroness.

## E. Polling:

The Crown may poll the populace at any time during the warrant period. These polls are at the discretion of the Crown and may be conducted for any reason. A poll is required at the end of the initial three year warrant (if the three year warrant is not extended), at the end of any two year warrant extension, and upon resignation or removal of a Baron and Baroness.

1. In all required polls:
  - a. The date of the Baronial polling shall be set by the Kingdom Seneschal and the Crown (or the Heirs who will reign at the polling), based on the Crown's Royal Progress and the time required for publication of polling information in the Kingdom newsletter.
  - b. The Crown shall solicit recommendations for the office of Territorial Baron and Baroness by asking for Letters of Intent for the position.
  - c. Candidate letters must state that the candidates are prepared to sit for a full three year initial warrant period.
  - d. The Crown and Kingdom Seneschal shall announce in the Baronial newsletter:
    - 1) The names of those candidates the Crown has accepted for inclusion in the polling along with the full text of each candidate's Letter of Intent for the position.
    - 2) The rules governing the polling, the polling date, location and procedures for absentee balloting.
  - e. For polls conducted following an incomplete Reign by a couple (due to resignation, removal or abandonment of the position), the Crown may optionally accept a Letter of Intent from the Baron or Baroness who last Reigned if the individual is submitting a Letter of Intent as part of a new couple.
  - f. The rules for Baronial pollings shall be conducted according to the will of the Crown with the populace opinion requested and received in writing via a polling ballot.
  - g. The Crown, or Crown's representative, shall consider the recommendations of the populace prior to making their decision regarding the new Baron and Baroness. The decision of the Crown must not be substantively opposed by the populace of the Barony.

## F. Suspension:

The Crown may Suspend and/or Remove a Baron and Baroness for just and stated cause.

1. Suspension, and later reinstatement of a Suspension (if it occurs), shall automatically apply to both individuals named in the warrant as Territorial Baron and/or Baroness for the group.
2. In order to remove a Baron and Baroness, the Crown must request a written opinion from the populace of the barony before taking such action. Removal shall automatically apply to both individuals named in the warrant as Territorial Baron and/or Baroness for the group.

## G. Duties and Privileges

Duties and privileges of the Territorial Baron and Baroness shall include:

1. Fulfilling their duties as outlined in Corpora.
2. Being, for the people of the Barony, the chief examples of chivalry, courtesy, and virtue appropriate to gentle men and women, and shall encourage those virtues in their populace.
3. Being the representative and agent of the Crown for the people of their Barony in the Crown's absence.
4. This shall include the following:
  - a. Establishing and making awards specific to the Barony to acknowledge the skills and services of its residents.
  - b. The bestowing of awards conferring precedence must be approved by the Crown in advance.
  - c. Holding Baronial courts and presenting Baronial awards.
  - d. Bearing the arms of the Barony, displaying Baronial regalia and wearing Baronial coronets at SCA events as a symbol of their position as the Crown's agent and representative.
  - e. Accepting oaths of fealty from the populace for the Crown when the Crown is not able to be present.
  - f. Representing and being an advocate for the people of the Barony before the Crown.
  - g. Encouraging special care in the extension of hospitality and welcome to new and prospective members.
  - h. Having the right to receive and make use of gifts for the Barony; in addition, shall have the right to receive personal gifts so designated.
  - i. Encouraging the officers of the Barony and recommending replacements to the Crown and its officers when such need arises.
  - j. Serving as a voting member of the Group Financial Committee for the Barony, and remaining familiar with, and abiding by, financial guidelines defined in governing documents for the Society and the Kingdom.
  - k. When requested by the Crown and Kingdom Seneschal, reviewing immediate law changes to be proclaimed on any day other than the day of Coronation.

- I. Holding joint responsibility with the Baronial Seneschal for promptly correcting reporting problems within their Baronial Officer Corps.

## H. Calendar and Events:

Attending, or designating representatives to attend, the annual Kingdom Calendar meeting held by the Kingdom Seneschal and Kingdom Calendar Officer and:

1. Negotiating with other SCA groups in the Kingdom to establish Kingdom Calendar Events to be held by the Barony during the next calendar year.
  - a. Baronies shall be limited to a maximum of three Kingdom Calendar events per year. Shires and Colleges may each schedule up to two Kingdom Calendar events per year.
  - b. Baronies that combine an event with another Barony may schedule a maximum of one combined event plus three independent events on the Kingdom Calendar per year
2. Sponsoring the solicitation of bids for a minimum one Kingdom Event per year, as assigned during the annual Kingdom Calendar meeting. This sponsorship shall include both soliciting bids from either the Baronial populace or the populace of surrounding Shires, Cantons or Colleges, and ensuring that a viable bid for that Kingdom Event is submitted and approved by the Kingdom Financial Committee at least six months prior to the date of the assigned Kingdom Event.
3. Having the right to request reimbursement from Baronial funds for qualified travel expenses as outlined in section XII FINANCIAL GUIDELINES.

## I. Appointment of a Vicar and/or Vicaress:

At the Crown's discretion, a Vicar and/or Vicaress may be appointed to temporarily administer the affairs of a Barony when:

1. A Territorial Baron and Baroness become Crown Prince or Crown Princess.
2. A Territorial Baron and Baroness state in writing to the Crown that they are unable to fulfill their duties for a short period of time.
3. The office of Territorial Baron and Baroness is vacant due to suspension, resignation, removal, or abandonment of office.
4. The office of Vicar and/or Vicaress shall be warranted by the Crown and Kingdom Seneschal: the warrant period shall be at the discretion of the Crown, but may not be longer than 10 months. The Crown may revoke a warrant and remove a Vicar and/or Vicaress at any time.
5. The Crown shall define the Rights and Privileges of each Vicar and/or Vicaress based on the reasons for the specific appointment. The Crown may deem appropriate that a Vicar and/or Vicaress have any or all of the rights and privileges on the following list:
  - a. Conduct baronial meetings, and supervise and appoint new Baronial officers.
  - b. Serve as a voting member of the Group Financial Committee (casting one combined vote) to facilitate normal Baronial activities.
  - c. Sign event forms and schedule Baronial events.

- d. Hold Baronial courts and present Baronial awards which are approved by the Crown or the current Territorial Baron/Baroness. All scrolls awarded by a Vicar/Vicaress must contain the signatures of the Vicar/Vicaress along with those of the Crown or Territorial Baron/Baroness.
- e. Bear the arms of the Barony and display Baronial regalia as a symbol of their responsibilities. This may include the wearing of Baronial Coronets when deemed appropriate by the Crown.
- f. Represent the Barony at official events.

## VI. Rights and Duties of the Populace

The populace of the Kingdom shall:

### A. Ensign:

Have the right to fly the ensign of the Kingdom and are encouraged to do so at published events.

### B. Communication:

Have the right to write the Crown on any matter. If it is a complaint, the instructions in Corpora must be followed.

### C. Responsibilities:

Be responsible for the children or pets they bring to events. Care shall be taken that they are not left unattended.

1. Exercise care that modern items are not in obvious display.
2. Refrain from smoking within confines where there is little or no ventilation.
3. Any communication to, from or within the Kingdom, when not in writing and signed, shall be regarded as rumor or unofficial.

### D. Complaints:

Official complaints about individuals shall be filed according to the following procedures:

1. The person(s) in question shall be contacted in writing in a civil and courteous manner with sufficient time allowed for a written response.
2. If the matter is still unresolved, the person(s) shall be contacted a second time, with a copy to the appropriate responsible officer; sufficient time shall again be allowed for a response.
3. If the matter is still unresolved, the appropriate officer shall be contacted directly in writing, objectively outlining the nature of the conflict. A copy shall be sent to the person(s) in question.
4. Upon completion of the above outlined procedure, the Kingdom officer shall confer with the Crowns to determine suitable action.

### E. Courtesy Titles:

The victor of the Atenveldt Crown lists, upon his or her ascension to the royal Duchy/County rank, reserves the right to bestow, upon his or her modern legal

spouse, the title and responsibility equal to the stature of his or her rank. This title is in effect until the victor decides to remove the rank, or until the modern legal marriage is ended. If the victor becomes deceased, his or her spouse may retain the courtesy title and responsibility as head of household for the deceased. (E.g., Deborah of Mightrinwood is hereby acknowledged as a Countess by Courtesy in the Kingdom of Atenveldt, now and forever.)

## VII. Branches

### A. Baronies:

Branches within the Kingdom are Baronies. Baronies shall meet the requirements as stated in Corpora.

### B. Local branches

Local Branches are Shires, Cantons, or Colleges. Shires, Cantons, and Colleges shall meet the requirements as stated in Corpora as well as maintain the requirements stated below and in Section E.

#### 1. Shires

Shires are not within the jurisdiction or boundaries of a Barony.

#### 2. Cantons

Cantons are within the jurisdiction and boundaries of a Barony. The officers of a canton report to their respective Baronial officers.

#### 3. Colleges

Colleges are within the jurisdiction of the Barony within whose borders they are located. These branches may be inactive for up to three consecutive months as they are normally associated with a modern college, university, or military base. The majority of members and officers must be registered students at the institution at which the College is based in order to remain active.

### C. Requirements:

Branches and local branches shall meet and maintain the requirements as set down in Corpora and Kingdom Law.

### D. Formation of New Branches.

1. Proposed local branches shall be styled incipient when the following items are submitted to the Kingdom Seneschal, and approved by the Crown and Kingdom Seneschal:
2. A map or list of zip codes identifying the area to be organized. If any of the zip codes are currently assigned to an existing SCA group, a letter from the Territorial Baron and Baroness (where appropriate) and Seneschal of the SCA group must be submitted to support claim of the zip codes by the new group.

3. A list of no less than three sustaining members with current membership numbers in the requested zip codes.
4. SCA and modern names, addresses, phone numbers, and membership numbers must be provided. These members must reside in at least two separate addresses.
5. A list of all current paid members in the zip codes who are over 18 years of age, along with a statement that those members support formation of the group and intend to participate in the group's SCA activities.
6. A letter from the Seneschal and Territorial Baron and Baroness (where appropriate) of an existing SCA group in Atenveldt that will serve as "Sponsor" for the group during the Incipient period. For incipient Cantons, this letter must come from the Baron and Baroness and Seneschal of the Barony owning the zip codes. Sponsorship must include:
7. Warranting and mentoring the Incipient group's officer corp as deputies to officers in the Sponsoring Group.
8. Providing warranted marshals/waiver secretary support needed to hold official fighter practices.
9. Holding and administering funds for the Incipient Group in the Sponsoring group's bank account.
10. Co-hosting Kingdom Calendar and Locally publicized events with the group.
11. A valid deputy seneschal warrant for a sustaining member residing in the zip codes who is willing to serve as seneschal for the new group. This warrant must be issued by the seneschal of the sponsoring group. The term of the warrant shall be one year and shall run concurrent with the incipient status of the group.
12. A time and place for regularly scheduled meetings.

## E. Incipient Branches:

An incipient group shall remain incipient as long as one of the group is warranted as a deputy seneschal, that seneschal reports regularly, the group shows continuing SCA activity and growth, the sponsoring group supports the new group's incipient status, and the Kingdom Seneschal grants incipient status. Incipient groups are expected to advance in status within a year of formation, or their status must be reviewed and re-approved by the Kingdom Seneschal.

Incipient branches need the following to advance their official status to Shire, Canton or College, and to maintain their status of Shire, Canton or College once it is achieved:

- 1) Fulfilling the requirements for establishment of branches as stated in Corpora, and meeting the following standards:
- 2) At least ten paid members, including five sustaining members living at three separate addresses.
- 3) At least three warranted officers, including a seneschal, an exchequer, and one of the following: a herald, a marshal or a minister of arts and

sciences. Local branches are strongly encouraged to fill all of the latter positions.

- 4) A name registered with the College of Heraldry.
- 5) A consensus among members in the assigned zip codes favoring advancement of the proposed branch.
- 6) Letters of support for the advancement from the Territorial Baron and Baroness (where appropriate) and Great Officers of the incipient group's sponsoring SCA group.
- 7) A history of timely reporting to the appropriate superior officers.
- 8) A history of activities related to the times of the Middle Ages and Renaissance.
- 9) Petitions for advancement must be submitted to the Kingdom Seneschal, who will request recommendations from the appropriate Landed Nobility and
- 10) Baronial/Kingdom Officers, and attach these recommendations and his/her own recommendation to the petition. This packet will be sent to the Crown for Their approval. Approval, if granted, shall be proclaimed at a published event and published in Southwind. The date of the official status shall be when it was first proclaimed. The seneschal may hold the petition while asking for further information from the petitioning group.

## VIII. Events

### A. Official Events:

An event shall be considered official and published when an event form and an article for publication is sent to the Kingdom Seneschal, the Kingdom Chronicler and the Kingdom Calendar Officer by the stated deadline, and approved by them and subsequently published in Southwind before the event.

### B. Documentation:

An inter-kingdom or Kingdom event shall be considered complete when:

1. An Event Summary Report has been completed by the event autocrat and sent to the Crown, Heirs, and Kingdom Financial Committee. For all events except the Estrella War, this must be completed within 30 days of the event. See Section XIV Estrella War for reporting deadlines for the War.
2. An Event Financial Report has been completed by the Co-hosting Group Exchequer (or Responsible Exchequer) and submitted for publication in Southwind.

**NOTE:** Copies must be simultaneously sent to the Crown, Heirs, and Kingdom Financial Committee. For all events except the Estrella War, this must be completed within 30 days of the event. See Section XIV Estrella War for reporting deadlines for the War.

## C. Required Events:

Although additional events may be approved by the Kingdom Financial Committee, each calendar year the Kingdom of Atenveldt shall hold the following Kingdom events. The Crown and Kingdom Seneschal may, at their discretion, make changes to Kingdom event dates when necessary to facilitate scheduling:

### 1. Crown Tournaments

There will be one Crown Tournament on the first weekend of February and one on the last weekend of August.

### 2. Coronations;

There will be one Coronation in the month of May and one in the month of November.

### 3. Kingdom Arts and Sciences Competition

The competition shall be held to encourage the practice of arts and sciences from the time frame of the SCA among the populace. The date of the Competition shall be determined by the Kingdom Seneschal and Kingdom A&S Minister in the year preceding the Competition.

- a. Copies of the Arts and Sciences criteria will be made available to members of the populace wishing to enter the Kingdom Arts and Sciences Competition at least six months in advance of the event. These will be distributed through the Kingdom Arts and Sciences Minister or through the Arts and Sciences Officers of the local groups.
- b. Copies of the Judging criteria will be made available to the judges the day of the competition through the Kingdom Arts and Sciences Minister. Judges will use the criteria to judge entries, and as the basis for comments on judging sheets.
- c. Judging sheets that are not completely filled out and signed will be disqualified in the final tallying.
- d. Competitors in the Kingdom Arts and Sciences Competition should have a copy of the criteria for their entry included with their entry.
- e. A Kingdom Arts and Sciences Collegium. The date of the Collegium shall be determined by the Kingdom Seneschal and Kingdom A&S Minister in the year preceding the Collegium.

## D. Locations:

All Kingdom events must be rotated among the Baronies and established Cantons or Shires to allow full coverage of the Kingdom. The host to a main Kingdom event shall have:

1. Easy access to members of the populace of the Kingdom.
2. Attained the size necessary to hold such a gathering.
3. Submitted a qualified bid to the Crown, Their Heirs, the Kingdom Seneschal and the Chancellor of the Exchequer no later than six months before to the event date.

## E. Kingdom Day:

Let it be known that the Kingdom was founded on the 16th day of January, A.S.V. Due to other Kingdom events, Kingdom day may be celebrated at the convenience of the populace.

## F. Calendar:

The first weekend of the month is reserved for Kingdom events unless cleared in advance with the Kingdom Seneschal and the Crown

# IX. Courts and Curia

## A. Definitions:

The courts of the Kingdom shall consist of the Curia Regis, Court of Inquiry, Court of Chivalry, and the Marshallate Quarter Court.

All courts are official functions of published events within the Kingdom.

### 1. Curia Regis

A Curia Regis:

- a. Shall be organized and conducted at the pleasure of the Crown.
- b. Shall be called at any published event.

### 2. Court of Inquiry:

- a. Shall be comprised of those persons appointed by the Crown after consultation with the principals involved.
- b. Shall be conducted as formally or informally as the Crown so desires. Its aim is to discover the basis of the dispute, prepare a list of pertinent witnesses and evidence, and recommend to the Crown whether a Court of Chivalry will be needed to settle the matter.
- c. Be announced in Southwind as a published event.
- d. Be held publicly.

### 3. Court of Chivalry:

- a. Shall be the Kingdom's highest court. It is the only court that may recommend degradation from the peerage or banishment from the SCA.
- b. Shall not be called on any matter unless a Court of Inquiry has so recommended one. In no case is the Crown compelled to call a Court of Chivalry based on recommendation.
- c. Shall not be convened until all parties to the dispute, all members of the court and the Board of Directors have been notified of the upcoming Court of Chivalry and its cause. Date and location will be decided by the Crown after considering the convenience of all concerned.
- d. Will be announced in Southwind as a published event.

- e. Will be held publicly.
  - f. Shall have the Crown preside over the court.
  - g. Shall have nine judges who are members of the SCA, including the Kingdom Seneschal, Earl Marshal, and the Premiers of the Orders of the Chivalry, Laurel, Pelican and one of the Premiers of the Order of Defense. If any of the above judges cannot attend, the Crown will choose replacements from within their offices or orders to represent them. The Crown shall appoint three armigerous representatives to complete the court. No principal involved in the dispute may sit on the court.
  - h. Will have the Aten Principal Herald or a representative as the recording officer of the court.
  - i. Will be dissolved at any time by the Crown or by a two thirds majority of the judges.
  - j. Shall have any verdicts and recommended sentences be rendered by a two thirds majority of the judges. A verdict reached by the two thirds majority is binding on the Crown. The Crown may either follow the court's recommended sentence or may choose another.
  - k. Will render the charges and the specifications "not proven" should the court fail to reach a two-thirds majority for a verdict.
  - l. Will have its decision and the Crown's judgment placed before the Board of Directors, if the person so sentenced wishes to appeal. If there is an appeal, the Crown has the option to withhold the sentence until after the next meeting of the Board of Directors.
  - m. To ensure that the courts have a fair representation of the facts, the principals to the dispute have the right to cross-examine witnesses, introduce evidence, and in general, present their cases.
  - n. Should any person who has been specifically summoned to stand before court fail to do so through no fault of his/her own, after having made a reasonable effort, arrangements shall be made to re-schedule the court at another time and place convenient to the parties involved.
  - o. Should any person who has been specifically summoned to stand before a court fail to appear without sufficient cause, the Crown shall banish this person from all SCA functions and offices until suitable arrangements shall be made to re-schedule the court at another time and place convenient to the parties involved. Sufficient cause shall be determined by the members of the court.
4. Marshallate Quarter Court:

Quarter Court shall be convened as needed and conducted as outlined in the Marshallate Guidelines.

## X. Crown Tournament

### A. Requirements to enter

Both Fighter and Consort in the Crown List must meet these requirements.

### 1. Membership:

To fulfill the requirements as stated in Corpora - specifically, both fighter and consort must be members of the SCA and must remain members throughout their tenure and reign.

- a. Positive confirmation that the Office of the Registry has received the membership application is required before anyone may be permitted to fight, or be fought for, in a Crown List.

### 2. Attendance:

The Consort must attend Crown Tournament and be present to swear the oath.

### 3. Residence:

Must remain residents in the Kingdom throughout their tenure and reign.

### 4. Knowledge:

Must familiarize themselves with Corpora and Kingdom Law and to be willing to swear on their honor that, should they win, they believe themselves to be competent to hold the Crown of Atenveldt.

### 5. Age:

Both fighter and consort must be at least 18 years of age.

### 6. Communication and Transportation.

Must have a regular means of quick communication and a dependable means of transportation, should they win.

### 7. Expenses:

Must be prepared to be responsible for the expenses incurred during their reign as Crown.

### 8. Crown Acceptability:

Must be acceptable unto the Crown of Atenveldt.

### 9. Fealty:

Must be willing to swear an oath of Fealty to the Crown of Atenveldt and to the Kingdom, should they win. If, for any reason, a fighter or consort cannot swear an Oath of Fealty, they must submit in writing to the Crown and Kingdom Seneschal an alternate oath that is agreeable to all parties. This alternate oath must be received by the Crown and Kingdom Seneschal one week prior to the Crown Tournament. Should that fighter or consort win the tournament, they will not be able to accept oaths of Fealty from, or give oaths Fealty to, the Landed Nobility, Peers, Officers, or the Populace.

## B. Letter of Intent

The fighter and consort must submit a Letter or Intent to the Crown and Kingdom Seneschal thirty days prior to the tournament. This letter must include all of the following:

1. Membership numbers and expiration dates, that can be confirmed by the SCA Registry Membership and be able to provide proof of current membership the day of Crown Tournament.
2. Statement of Residency and active participation within the Kingdom of Atenveldt for twelve months immediately prior to Crown Tournament.
3. Must have a name and device passed OR in submission with the College of Heralds.
4. Contact Information, including Society and Modern names.
5. Authorization: The fighter must provide a copy of their Atenveldt Fighter Authorization Card, or card number, that can be confirmed on the Kingdom Marshallate Rolls and be able to provide a current Atenveldt Fighter Authorization Card on the day of Crown Tournament.

## XI. Succession of the Crown

### A. Coronation:

At the scheduled time for Coronation, following a successful Crown Tournament, the King and Queen must yield the crowns, thrones, files, and regalia to the Crown Prince and Princess.

1. The prospective Sovereign and Consort will be crowned with the Crowns of Atenveldt according to the customs of the land.

### B. Failure to Ascend:

Should the prospective Sovereign, and/or the Consort, through no personal fault, be unable to attend Coronation, such steps that are acceptable to the prospective Crown and the reigning Crown shall be taken so that they may achieve the Crown.

1. The Crown shall call a Curia Regis should either the prospective Sovereign or Consort 1. fail to appear at their own Coronation, if there is sufficient evidence to suggest that this failure was through personal malfeasance, or 2. if they refuse to swear an oath of Fealty at their own Coronation and an agreed upon oath was not received as stated in section X.A.12 of this law.
2. Should the decision of the Crown at the Curia Regis be that the prospective Sovereign or Consort failed to appear at their Coronation through personal malfeasance, or failed to meet the Fealty requirements as outlined in section X.A.12 of this law, then the prospective Sovereign and Consort shall be disqualified from attaining the Crown and their titles of Crown Prince and Crown Princess shall be forfeit.
3. If the prospective Crown shall abdicate or be disqualified, the Reigning Crown shall call a new Crown Tourney as soon as one can reasonably and legally be announced. This shall determine a new couple to receive the Crown. The abdicated/disqualified individuals may not participate in this List as either fighter or consort.
4. Should the Crown refuse to yield Crowns and Thrones to the Crown Prince and Princess, the matter shall be brought before the Board of Directors.

Should the Board overrule the Crown, then the Crown shall surrender the Crowns and Thrones to the Crown Prince and Princess at an event that is acceptable to all parties. Should the Board rule with the Crown, the Crown Prince and Princess shall be disqualified.

### C. Abdication of Sovereign:

In the event the Sovereign is unable to complete the reign, the Consort may continue to reign alone or, with the approval of the Kingdom Seneschal and consultation with from the Territorial Barons/Baronesses, choose another Consort who meets the qualifications in Section X. The original Consort will then be crowned Sovereign.

### D. Abdication of Consort:

In the event that the Consort is unable to complete the reign, the Sovereign may continue to reign alone or, with the approval of the Kingdom Seneschal and consultation with the Territorial Barons/Baronesses, choose a new Consort who meets the qualifications in Section X.

### E. Abdication of Sovereign and Consort:

In the event that both the Sovereign and Consort are unable to complete their reign, the most recent Sovereign available shall become regent. The Regent must be a member of the SCA.

1. The tenure of the Regent shall not be considered a reign and the person serving as Regent shall accrue no title or precedence.
2. The Regent shall not bear the arms of the King and Queen, nor make awards, nor proclaim law, or otherwise exercise the power of the Crown, save those powers specifically granted by Law.
3. If a Crown Prince and Princess have not already been determined, the Regent shall announce a Crown Tourney following the guidelines outlined in Section VIII regarding official events. This Tournament shall be conducted in as timely a manner as possible. All individuals fulfilling the requirements outlined in section X.A. shall be allowed entrance into the list. The Regent shall exercise the ceremonial authority of the Sovereign in the management of the Tournament. The Coronation of the new King and Queen shall take place at the closing Court of the Crown Tournament.
4. Abdication or disqualification of the King and/or Queen does not constitute a full reign. This disallows the right to County or Ducal titles that may have been forthcoming from the reign.
5. Unnecessary abdication of either Sovereign or Consort shall immediately end the reign of both Sovereign and Consort.
6. Reasons for necessary abdication include death, physical or mental inability to continue, modern family emergency, or military service. Sections XI.H and XI.I pertain to these.

## XII. Financial Guidelines

### A. Financial Policy:

The Kingdom Financial Policy follows the guidelines defined in Society Financial Policy and is in addition to Society Financial Policy.

### B. Financial Committee:

The following persons are considered to be the Atenveldt Financial Committee: the Crown, the Chancellor of the Exchequer, the Estrella War Exchequer, the Kingdom Seneschal and the Kingdom Chronicler.

### C. Fundraisers:

A Kingdom event may provide for a fundraiser to benefit a specific Kingdom fund. Fundraisers may be auctions or passing the helm. Fundraisers follow guidelines in Kingdom Financial Policy under VII Fundraisers/Dedicated Funds.

### D. Appropriate Expenses:

Legitimate expenditures from the Kingdom funds may be for the following Kingdom events: Coronations, Crown Tourneys, Kingdom Arts and Sciences Competitions, Kingdom Arts and Sciences Collegiums, the Estrella War, and other events deemed appropriate by the Atenveldt Kingdom Financial Committee. Since the War has been both a major expense and a moneymaker for the Kingdom, budgeting for other events and other expenses should consider the expected amounts needed for the War.

### E. Co-Hosted Events:

Whichever group co-hosts a Kingdom event, shall submit a proposed budget as part of their bid to co-host the event. Upon review and approval of the bid by the Atenveldt Kingdom Financial Committee,

1. The group shall receive from the Kingdom sufficient funds for the event. The group must consult with the Kingdom Chancellor of the Exchequer to determine an appropriate site/feast fee to be charged based on the event budget.
2. Within 30 days following the event, the local group must provide the Kingdom Financial Committee with a full accounting of the advanced funds, and unused funds must be returned to the Kingdom.
3. The Kingdom Chancellor of the Exchequer, or an authorized deputy assigned by the Kingdom Chancellor of the Exchequer, must run the site table and collect all site/feast fees for the event. All collected funds are to go directly to the Kingdom.
4. Once a full accounting is completed, the Kingdom Chancellor of the Exchequer will disburse one half of the profits from the event to the local co-hosting group. The Kingdom shall retain the other half of the profits.
5. The co-hosting group should exercise financial responsibility in ensuring that the event does not lose money.

## F. Advances:

Fund Advances follow Kingdom Financial Policy, VI Expense Authorization(s) A.

## G. Hospitality

For Other Crown Royalty and Nobility: Funds for hospitality to visiting Royalty and Ruling Nobility cannot come from Society bank accounts. Monies for this purpose must come from private donations.

## H. Regalia Fund

Guidelines follow Kingdom Financial Policy, VI Expense Authorization(s)

1. Kingdom regalia must be signed out by the King and Queen or responsible party.
2. The Crown or responsible party shall be responsible to return regalia to the Regalia Officer in the same condition it was received.
3. The Crown or responsible party shall report any damage of regalia to the Regalia Officer for repair.
4. The King and Queen or responsible party shall be responsible for any and all damages to Regalia while in their possession. Items of regalia must be replaced or otherwise recouped at equal or greater value than the lost or damaged item.
5. All Regalia shall be used for SCA purposes only.

## I. Additional Expenses

1. Crown and Crown Heirs –

See Kingdom Financial Policy VI Expense Authorization(s) I.

2. Territorial Barons and Baronesses –

See Kingdom Financial Policy VI Expense Authorization(s) J.

3. Group Expenditures

Will follow the guidelines in Kingdom Financial Policy V, Financial Committees and VI Expense Authorization(s).

## J. Restrictions

1. Household Limitations:

- a. Two individuals holding the following offices/responsibilities may not dwell at the same principal residence.
- b. Signators on any SCA bank accounts. Members of any SCA Financial Committee such as a Kingdom, Baronial, or Estrella War Financial Committee.

2. Exchequers:

All Chancellors of the Exchequer within the Kingdom of Atenveldt shall follow generally accepted accounting procedures and refer to the Society Exchequer Officer Handbook for specific instructions.

## K. Travel and Other Expenses Offices of State

Follow Kingdom Financial Policy VI Expense Authorization(s) F Budgets.

1. Kingdom Seneschal shall be reimbursed one-half of their travel expenses for attending Coronations, Crown Tournaments, and pollings for the Kingdom of Atenveldt.
2. Kingdom Exchequer shall be reimbursed one-half of their travel expenses for attending Coronations, Crown Tournaments, Kingdom Arts and Sciences Competition and Kingdom Arts and Sciences Collegium for the purpose of running the Registration Gate.
3. Kingdom Regalia Officer shall be reimbursed one-half of their travel expenses for attending Coronations and Crown Tournaments for the Kingdom of Atenveldt.
4. Kingdom Earl Marshall shall be reimbursed one-half of their travel expenses for attending Crown Tournaments, Treaty Negotiations, and Estrella War.
5. Kingdom Arts and Sciences Minister shall be reimbursed one-half of their travel expenses for attending Kingdom Arts and Sciences Competition and Kingdom Arts and Sciences Collegium.
6. Kingdom Calendar Officer shall be reimbursed one-half of their travel expenses for attending the annual Kingdom Calendar Meeting.
7. Kingdom Officers may be reimbursed for normal operating expenses per their approved budget by the Kingdom Financial Committee. Any expenses that exceed the approved budget may only be reimbursed through prior approval of the Kingdom Financial Committee.
8. The Kingdom Financial Committee may authorize reimbursement of travel for Officers of State who are required to attend Corporate sponsored symposiums.
9. Kingdom Officers required to attend the event for the execution of their duties specific to that event are not required to pay site fees at kingdom level events.

## XIII. Local Officers

### A. Reporting:

Every local officer must report to their Kingdom superior officer, and in the case of Baronies, must also send a copy to their Ruling Nobility, on a monthly basis. The deadline for reporting shall be defined as the most stringent schedule of the aforementioned individuals. Two or more missed reports may be considered grounds for removal. A copy must go to the local seneschal.

### B. Local Great Officers

(Seneschal, Exchequer, Chronicler, Herald, Marshal, A&S Minister):

1. Must be conversant with the responsibilities of their office as outlined in Corpora, Kingdom Law, and Kingdom Policy.

2. Are responsible for ensuring their warrant is properly signed by Royalty or Landed Nobility and their Kingdom Superior Officer, and that copies are received by the local Seneschal and their Kingdom Superior Officer.
3. Are responsible for recruiting, training, and warranting an Emergency Deputy to serve with them during the term of their office.
4. Are responsible for keeping their contact information current with the local group Seneschal and their Kingdom Superior Officer.
5. Local officers who do not intend an extension of their warrant or who wish to resign, shall inform their Kingdom Superior officer and in (the case of Baronies) their Ruling Nobility. The Kingdom officer or (in the case of the Baronies) the Ruling Nobility shall advertise a Seneschal, Exchequer, Earl Marshal, Herald, Chronicler, and Arts & Sciences officer vacancy for two consecutive months so that interested members of the populace may have an opportunity to apply for the position.
6. Other local officer vacancies must be advertised for thirty days. Advertising must be done in the group's local newsletter (if one exists), with flyers distributed at group meetings, and announcements made at Courts and group meetings. A designated Emergency Deputy may fill the position while it is advertised, and may apply for the position during the advertising period.

## XIV. Estrella War

### A. Policies:

The Kingdom Chancellor of the Exchequer shall:

1. Create Financial Policies for the Estrella War.
2. Ensure the Financial Policies for the Estrella War are approved by the Society Exchequer. Once approved, these guidelines will govern all financial and reporting procedures used for the Estrella War.
3. Publish the approved Financial Policies for the Estrella War on the Estrella War Website.
4. Provide copies of the approved Financial Policies for the Estrella War for all autocrats and members of the populace who request them.
5. All kingdom officers, Estrella War Autocrats and sub-autocrats are responsible for familiarizing themselves with the Financial Policies for the Estrella War, and adhering to those policies as they fulfill their duties related to the Estrella War. This shall be true even for sub-autocrats who do not hold warranted positions.

### B. Event Financial Reports:

The Estrella War Exchequer shall be responsible for publishing regular Event Financial Reports as follows:

1. All Event Financial Reports must be sent to the Estrella War Main Autocrats, Crown, Heirs, the Kingdom Financial Committee, and the Estrella War Financial Committee.

2. Submitted for publication in the Southwind and on the Estrella War Website within 30 days of the report date.
3. The Kingdom Chronicler shall hold responsibility for ensuring all submitted reports are promptly published in the Kingdom newsletter.
  - a. Monthly Event Financial Reports:
    - i. The current budget versus actual report for the war.
    - ii. A record of all funds advanced, expended and received in the last 30 days.
    - iii. A list of financial items requiring Crown or Kingdom Financial Committee action.
    - iv. Any other items as defined in the Financial Policies for the Estrella War.
  - b. Final Event Financial Report:
    - i. The final budget versus actual report for the war.
    - ii. A record of all funds advanced, expended and received for that War.
    - iii. A list of all vendors used for services in the War, along with the vendor contact information.
    - iv. A list of financial items requiring Crown, Kingdom Financial Committee, or autocrat action for the next War.
    - v. Any other items as defined in the Financial Policies for the Estrella War.

### C. Profit Distribution Report:

The Kingdom Chancellor of the Exchequer and the Estrella War Exchequer will not create a Profit Distribution Report or distribute any funds for Volunteer Hours until a closing Final Event Financial Report has been completed and submitted for publication.

1. The Estrella War Exchequer and the Kingdom Chancellor of the Exchequer shall be responsible for getting final profit distributions for the War approved by the Kingdom Financial Committee.
2. Within 30 days of approval by the Kingdom Financial Committee, the Estrella War Exchequer and the Kingdom Chancellor of the Exchequer shall be responsible for publishing a final Profit Distribution Report as follows:
3. The Profit Distribution Report must be sent to the Crown, Heirs, and Kingdom Financial Committee and the Kingdom Exchequers of the Principal Kingdoms.
  - a. Publication:

The report will be submitted for publication in the Southwind and on the Estrella War Website. The Kingdom Chronicler shall hold responsibility for ensuring this report is promptly published in the Kingdom newsletter.
4. The Profit Distribution Report shall show all distributions of funds for volunteer hours worked at the War.

## D. Estrella War Main Event Steward's Handbook

### 1. Description:

This handbook outlines the main duties and responsibilities of the Main Stewards, any associated sub-stewards, the Estrella War Deputy Kingdom Seneschal and the Estrella War Exchequer. It is expected that all positions discussed in this handbook will adhere to the policies outlined for their position.

### 2. The Kingdom Seneschal's office

a. be responsible for maintaining and updating this handbook. The office will solicit input and recommended changes from the current Estrella War Main Stewards at least 20 days prior to making any changes to the handbook.

b. ensure that this handbook is published on the Official Kingdom of Atenveldt and Estrella War websites, as well as provided to the Estrella War Main Stewards.

### 3. Changes

Any changes to this handbook must be reviewed by the Crown and the Estrella War Financial Committee prior to being made official.