

Barony of Lions Gate

Customary

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## 1. SCOPE

- 1.1. This is the Lions Gate Customary, as permitted by Corpora, which is intended to aid in the smooth operation of the Barony of Lions Gate (Barony), a branch of the Society for Creative Anachronism, Inc (SCA). It is not a corporate publication of the SCA, and does not delineate SCA policies.
- 1.2. This Customary is superseded by Federal, Provincial and local Laws and Ordinances, the Governing Documents of the SCA, the Laws of the Kingdom of An Tir, and the Laws of the Principality of Tir Righ. This Customary may be amended by an action of the Baronial Coronet of Lions Gate, in consultation with the Seneschal(e).
- 1.3. This Customary is not to be construed as law of any nature, but a document of customs, local policy, and implementation procedures for the Barony's operation.
- 1.4. The handbooks for the Order of the Sergeantry or Courtiers of Lions Gate and the Order of the Courtiers of Lions Gate are incorporated by reference in the Customary of the Barony of Lions Gate, and shall be treated as though they are part of the Customary.

## 2. DEFINITIONS

- 2.1. Ambassador: An Ambassador is a Citizen upon who is bestowed the honor of representing an Embassy of the Baronial Coronet and the Barony to a distant branch, such as when the citizen moves or travels to a distant land.
- 2.2. An Tir, Kingdom of: A branch of the SCA.
- 2.3. Event Steward: An Event Steward is a person to whom the Council has given responsibility for the management of an event.
- 2.4. Baronial Coronet: The Baronial Coronet is the Baron or Baroness (or either one of the two persons in the Baronial office, regardless of whether there is a Baron and Baron or a Baroness and Baroness currently serving), or both acting in concert.
- 2.5. Barony: The Barony (adj., Baronial) is the Barony of Lions Gate unless otherwise specified. It represents the Greater Vancouver Area and includes Vancouver, North Vancouver, West Vancouver, Burnaby, New Westminster, Coquitlam, Port Coquitlam, Surrey, White Rock, Langley, Aldergrove, and Squamish.
- 2.6. Champion: A Champion is a person who has been victorious in a tournament to select a Baronial Champion.
- 2.7. Citizen: A Baronial Citizen is a person who either lives within the Baronial boundaries designated by the SCA or has been granted a Charter of Citizenship by the Baronial Coronet.
- 2.8. Council: Baronial council is where the "business" side of the Barony is run. All members are encouraged to attend council. For Financial matters only paid members' votes will be counted.
- 2.9. Financial Committee: The Financial Committee is a meeting of the Baronial Coronet, the Seneschal(e), and the Chancellor of the Exchequer.
- 2.10. Crown: The Crown is the King and/or Queen of An Tir acting in concert or individually.
- 2.11. Deputy: A Deputy is a person chosen by an Official to assist in the performance of the Official's duties, and who may or may not be in training to succeed the Official.
- 2.12. Contingency Deputy: A Contingency Deputy is a person approved by Council who is capable of performing the duties of an Office when the Officer is unable to function. By Kingdom Law, all Contingency Deputies MUST be paid members of the SCA and meet all requirements of an Officer in An Tir.
- 2.13. Governing Documents: Governing Documents are the Articles of Incorporation, By-Laws, and Corpora of the SCA, and the Governing and Policy Decisions of its Board as found in its Organizational Handbook..
- 2.14. Kingdom: The Kingdom is the Kingdom of An Tir, unless otherwise specified.
- 2.15. Sergeantry: The Sergeantry is the host of active Sergeants, Yeomen, Gallants, Lancers and Foresters. They swear fealty to the Baroness (or whichever of the Baronial Coronet who is not sworn to in fealty by the Courtiers).

- 2.16. The Courtiers is the host of the active Courtiers, who swear fealty to the Baron (or whichever of the Baronial Coronet who is not sworn to in fealty by the Sergeantry).
- 2.17. Definitions for the Orders of the Sergeantry and Courtiers are found in the Lions Gate Sergeantry and Courtiers Handbooks
- 2.18. SCA: The SCA is the Society for Creative Anachronism, Inc.

### 3. OFFICIALS OF THE BARONY

Note A: No one is permitted to be Contingency Deputy to a position they cannot hold (e.g., the Seneschal(e) cannot be Contingency Deputy to the Exchequer). If an Office is open, the responsibilities of the office fall to the overseeing Officer, or to the Seneschal(e) if no overseeing Officer exists

Note B: Not all Offices are filled at all times. Some are open or dormant until an interested party comes along (i.e., Offices can be open, not be filled, and still be considered Offices).

- 3.1. General Duties for all Officers include, where applicable, but are not limited to:
  - 3.1.1. Being a paid member of the SCA and providing proof of same to the Seneschal(e), including updates to expiry date of membership
  - 3.1.2. Contacting the Office's Kingdom and/or Principality superior as soon as possible after assuming an office.
  - 3.1.3. Training successors.
  - 3.1.4. If one's Office is a Great Office, ensuring that a trained Contingency Deputy exists for the Office who is a member of the SCA and who is acceptable to, and approved by, the Seneschal, both members of the Baronial Coronet, and Council.
  - 3.1.5. Functioning as an unofficial representative of activity within the Barony.
  - 3.1.6. Acting as a general representative regarding local resources, instructors, and suppliers for matters relating to their Office.
  - 3.1.7. Maintaining an inventory of the Office, including regalia and reference materials, to be reported as the Chamberlain specifies, and in any case, not less than once a year.
  - 3.1.8. Working with Event Stewards to ensure that the duties of the Office, relating to an event, are fulfilled.
  - 3.1.9. Training, encouraging, and guiding others in volunteering for activities and Offices within the Barony.
  - 3.1.10. Encouraging multiple Deputies and giving them specific duties.
  - 3.1.11. Using one's position to assist in the accomplishing of the goals of others within the Society as appropriate.
  - 3.1.12. Bringing or sending to Council such paperwork as is necessary for the general function of the Office.
  - 3.1.13. Ensuring that Baronial property is passed to the new Official or returned to the Chamberlain at the close of the Official's tenure.
  - 3.1.14. Ensuring that an accurate inventory of Baronial Property is provided to the Chamberlain whenever possession of property changes.
  - 3.1.15. Ensuring that accurate and complete contact information is provided to the Chronicler for inclusion on the website.
  - 3.1.16. Informing the Chronicler of pertinent information, in writing, regarding activities.

- 3.1.17. Providing copies of reports to the Seneschal(e), Chronicler, and Baronial Coronet, (subject to the Seneschal(e)'s deadline).
- 3.1.18. Attending Council as often as possible.
- 3.1.19. Ensure all Deputies are warranted, in cooperation with the Seneschal(e).
- 3.2. The Baronial Coronet (Baron and/or Baroness) is the direct and appointed representative of the Crown for the Barony. The Baronial Coronet shall reside within the geographical boundaries of the Barony.
  - 3.2.1. Duties and Responsibilities of the Baronial Coronet include:
    - 3.2.1.1. Serving as the ceremonial Head of State for the Barony, including, but not limited to, hosting visiting Royalty; conducting such Courts as are necessary for presenting awards, prizes, recognitions, honours and memberships in the Orders of the Barony; presenting Awards, Orders, etc. delegated to them by the Crown; and providing pomp and ceremony to Baronial events.
    - 3.2.1.2. Supporting local organizations and groups within the SCA.
    - 3.2.1.3. Attending Baronial Council meetings frequently.
    - 3.2.1.4. Reporting to Their Majesties and Their Highnesses as required by Kingdom or Principality Law, but at least once each reign, with copies of these reports presented at or to Council.
    - 3.2.1.5. Supporting the Customary.
    - 3.2.1.6. Performing any other duties mandated by Governing Documents, Kingdom Law, or Their Majesties' or Their Highnesses' decrees or commands.
    - 3.2.1.7. Considering and respecting the will of the Council of Lions Gate.
    - 3.2.1.8. Sitting as a member of the Financial Committee: the Council of the Exchequer.
    - 3.2.1.9. The Baronial Coronet must present themselves to the Coronet of Tir Righ and to the Crown of An Tir or their Royal Representatives at least once during each Royal reign.
- 3.3. The Seneschal(e) is the administrative head and legal representative of the Barony. As such, the Seneschal(e) is responsible for smooth functioning and continued communication between the Officials of the Barony.
  - 3.3.1. Duties and Responsibilities of the Seneschal(e) include:
    - 3.3.1.1. Performing the Office of Seneschal(e) in accordance with directions from Kingdom and/or Principality superior(s).
    - 3.3.1.2. Acting as moderator of the Baronial Council, and if unable to attend, ensuring that a moderator acceptable to the Council is present.
    - 3.3.1.3. Ensuring that Council meetings are conducted in accordance with the Customary.
    - 3.3.1.4. Coordinating the amendment of this Customary as necessary with the consent of Council.
    - 3.3.1.5. Referring proposals to committees as appropriate.

- 3.3.1.6. Sitting as a member of the Financial Committee - the Council of the Exchequer.
- 3.3.1.7. Reviewing the bank statements monthly along with the monthly bank reconciliation provided by the Exchequer.
- 3.3.1.8. Ensuring that the Baronial books are audited at least annually.
- 3.3.1.9. Attempting retrieval of Baronial property when said property is not returned to the custody of the Chamberlain or other appropriate Baronial Official.
- 3.3.1.10. Acting as Social Media officer as per the SCA Social Media Policy unless these duties are handled by the Webminister or another Social Media deputy.
- 3.3.1.11. Acting as first point of contact for any reports of bullying, harassment or other inappropriate behaviour.
- 3.3.1.12. Overseeing Lesser Officers and/or Deputies, which include:
  - 3.3.1.12.1. Event Stewards
- 3.4. The Sable Loat Pursuivant is the chief Heraldic Officer (Herald) of the Barony.
  - 3.4.1. Duties and Responsibilities of the Herald include:
    - 3.4.1.1. Performing the office in accordance with the requirements from the Black Lion Principal Herald's office and/or the Principality Herald.
    - 3.4.1.2. Ensuring that the Barony has the services of a court herald, a field herald, and a book herald as needed.
    - 3.4.1.3. Encouraging and assisting Citizens who wish to submit names or armory. This includes attempting to ensure that correct design, grammar, and/or construction is used, and providing the necessary paperwork for submitting names and armory to Kingdom.
    - 3.4.1.4. Reporting to Council in advance of each meeting on any approved names and armory recently published relating to the Barony members.
    - 3.4.1.5. Reporting quarterly to the Principality Herald regarding activity in the Barony relating to their office.
    - 3.4.1.6. Other duties as appropriate to the office and as required by Their Majesties and Their representatives, the Baronial Coronet.
- 3.5. The Chancellor of the Exchequer is the Treasurer of the Barony.
  - 3.5.1. Duties and responsibilities of the Exchequer include:
    - 3.5.1.1. Performing the Office of the Exchequer in accordance with directions from Kingdom and/or Principality superior(s).
    - 3.5.1.2. Providing a summary report of the Baronial finances to Council monthly including sending a copy of the bank statements to the Seneschal(e)
    - 3.5.1.3. Ensuring that there are written financial procedures for the Barony, which are the Barony Financial Policy, that they are reviewed annually and meet the approval of Principality Exchequer and

Council, and supporting or coaching to ensure that the Financial Policy is followed.

- 3.5.1.4. Sitting as a member of the Financial Committee: the Council of the Exchequer.
  - 3.5.1.5. Providing reasonable access to Baronial financial records, as requested in writing to the Seneschal(e).
  - 3.5.1.6. Acknowledging donations to the Barony as appropriate.
  - 3.5.1.7. Collecting and handling properly all event monies and receipts either personally or through a designated representative.
  - 3.5.1.8. Preparing an annual budget of non-event expenses for submission to, and approval by, Council after review by the Financial Committee.
  - 3.5.1.9. Overseeing Lesser Officers and/or Deputies, which include:
    - 3.5.1.9.1. The Chamberlain, who is responsible for maintaining an up-to-date inventory of the Barony's physical assets and regalia: their value, condition, maker, instructions for maintenance, any insurance required, and any other pertinent information.
    - 3.5.1.9.2. Duties and Responsibilities of the Chamberlain include:
    - 3.5.1.9.3. Ensuring that the Barony's property is properly stored and cared for.
    - 3.5.1.9.4. Ensuring that the inventory of the Barony's property is available to the populace of the Barony so as to encourage the use of what we have.
    - 3.5.1.9.5. Ensuring that property is appropriately marked as the Property of Lions Gate.
    - 3.5.1.9.6. Keeping up-to-date records of the locations of Baronial property, including items stored in the storage unit, items stored with officers, or at offsite practices, and items otherwise currently checked out.
    - 3.5.1.9.7. Reporting to the Council and the Exchequer items that need to be replaced or repaired, and arranging for the replacement or repair of such items in consultation with the Council.
    - 3.5.1.9.8. Working with Event Stewards to facilitate checking out and checking in equipment needed for events.
    - 3.5.1.9.9. Loaning of Lions Gate property is at the discretion of Lions Gate Council, in advance of the loan of property being arranged
- 3.6. The Minister of Arts and Sciences (A&S) is responsible for fostering the practice of period arts and sciences within the Barony.
- 3.6.1. Duties and responsibilities of the Minister of A&S include:
    - 3.6.1.1. Performing the office of the Minister of A&S in accordance with directions from Kingdom and/or Principality superior(s).



- 3.6.1.2. Ensuring that an A&S meeting is scheduled and open to Citizens.
- 3.6.1.3. Assisting those with questions in the arts and sciences in finding the information or resources needed, if possible.
- 3.6.1.4. Recommending to the Baronial Coronet those whose skills and/or work in service to the arts and sciences show them to be worthy of Baronial recognition or awards.
- 3.6.1.5. Encouraging arts and sciences competitions within the Barony. Organizing and administering the annual A&S and Bardic Championship as required by the Baronial Coronet.
- 3.6.1.6. Working with and fostering communications with any arts- and/or sciences-related groups and guilds as applicable.
- 3.6.1.7. Maintaining a list of resource people and their skills.
- 3.6.1.8. Overseeing Lesser Officers and/or Deputies, which includes:
  - 3.6.1.8.1. Dance
  - 3.6.1.8.2. Bardic Arts
  - 3.6.1.8.3. Games
- 3.7. The Minister of Stables is responsible for the conduct of SCA-legal combat and other martial arts within the Barony.
  - 3.7.1. Duties and Responsibilities of the Marshall include:
    - 3.7.1.1. Performing the Office of the Marshal in accordance with directions from Kingdom and/or Principality superior(s).
    - 3.7.1.2. Ensuring that regular fight practices are held and all waivers, sign in and monies are collected as per the requirements of the branch Financial Policy.
    - 3.7.1.3. Ensuring that a warranted Marshal is present at all Baronial martial activities.
    - 3.7.1.4. Ensuring that participants in martial activities within the Barony meet the requirements concerning equipment, training, and waivers.
    - 3.7.1.5. Overseeing Lesser Officers and/or deputies, which include:
      - 3.7.1.5.1. The Master of Blades, who has similar duties and responsibilities with respect to Rapier Combat.
      - 3.7.1.5.2. The Baronial Archer, who has similar duties and responsibilities with respect to Archery.
      - 3.7.1.5.3. The Baronial Thrown Weapons Officer, who has similar duties and responsibilities with respect to Thrown Weapons.
      - 3.7.1.5.4. The Minister of the Lists, who is responsible for ensuring that the Barony's tournament lists are conducted smoothly.
- 3.8. The Chronicler is responsible for the timely editing, publication, and distribution of Baronial publications.
  - 3.8.1. Duties and Responsibilities of the Chronicler include:
    - 3.8.1.1. Performing the Office of the Chronicler in accordance with directions from Kingdom and/or Principality superior(s).

- 3.8.1.2. Assisting Officials of the Barony to produce attractive printed matter in an economical and timely manner if reasonable, as requested.
- 3.8.1.3. Keeping accurate minutes of all Council meetings. Making minutes available for publication within 7-14 days of Council meeting..
- 3.8.1.4. Ensuring that the Customary is put into a publishable form and distributed to no less than the Webminister for publication on the Baronial website.
- 3.9. The Webminister, who is responsible for maintaining and updating the Baronial website and administering the official Facebook group. This Office is often held by the Chronicler.
  - 3.9.1. Duties of the Webminister include:
    - 3.9.1.1. Assisting Event Stewards in producing suitable event web pages
    - 3.9.1.2. Placing official electronic event copy on the Baronial website
    - 3.9.1.3. Ensuring that the Customary and the Financial Policy is published on the Baronial website.
    - 3.9.1.4. Acting as admin on the Official Facebook group.
- 3.10. The Chatelaine is responsible for ensuring that information and assistance are available for newcomers to the Barony.
  - 3.10.1. Duties and Responsibilities of the Chatelaine include:
    - 3.10.1.1. Performing the office of the Chatelaine as required by directions from Kingdom and/or Principality superior(s).
    - 3.10.1.2. Ensuring that an up-to-date pamphlet welcoming newcomers to the Barony is provided at Baronial activities, and at demonstrations, and as requested.
    - 3.10.1.3. Referring persons requesting information to Officials or persons who will assist them in areas of interest.
    - 3.10.1.4. Ensuring that a Newcomer's meeting is scheduled and open to those interested.
    - 3.10.1.5. Maintaining and disseminating information that presents a well-rounded view of the SCA.
    - 3.10.1.6. Overseeing Lesser Officers and/or deputies, which include:
      - 3.10.1.6.1. Gold Key
      - 3.10.1.6.2. The Demo Coordinator
- 3.11. The Baronial Scribe is responsible for scribal activities within the Barony.
  - 3.11.1. Duties and Responsibilities of the Baronial Scribe include:
    - 3.11.1.1. Performing the duties of the Office in accordance with the directions of Kingdom, and/or Principality superior(s).
    - 3.11.1.2. Working with the Baronial Coronet and Officials to ensure that ceremonial documents are produced to meet the needs of the Barony.

- 3.11.1.3. Working with the Baronial Herald to ensure the accuracy and maintenance of the Baronial Order of Precedence and associated scribal records.
- 3.11.1.4. Encouraging scribal activities.
- 3.11.1.5. Working with and fostering communications with any scribal related groups.

## 4. CITIZENSHIP

### 4.1. Rights of Citizens include:

- 4.1.1. Applying to become, or being recommended to become, an Official, as appropriate to Officer or Coronet, so long as the Citizen lives within Baronial lands or holds a Charter of Citizenship.
- 4.1.2. Participating in decisions of the Council.
- 4.1.3. Participating in Baronial pollings. Citizens are encouraged to respond to Kingdom sponsored pollings.
- 4.1.4. Displaying the Baronial Badge.

### 4.2. SUGGESTED responsibility guidelines for all Citizens include:

- 4.2.1. Being a paid member of The Society.
- 4.2.2. Actively participating in Baronial affairs.
- 4.2.3. Attending Council occasionally.
- 4.2.4. Volunteering service and time at Baronial events.
- 4.2.5. Keeping up to date with Baronial activities and current events.
- 4.2.6. Recommending deserving persons for awards and recognitions, as appropriate.
- 4.2.7. Behaving in a courteous and chivalric manner toward others.

## 5. CHAMPIONS AND THE ORDERS OF THE SERGEANTRY AND COURTIERERS

Note: All Champions have equal standing; likewise, all divisions of the Sergeantry or Courtiers are equal in standing.

- 5.1. Champions and members of the Sergeantry or Courtiers hold the rights and responsibilities of Citizens as noted in their ceremonial documents of recognition, for so long as they remain such, and are therefore in fealty, to the Baronial Coronet.
- 5.2. Champions and members of the Sergeantry or Courtiers must swear fealty to the Baronial Coronet.
- 5.3. Champions and members of the Sergeantry or Courtiers have the right to wear regalia appropriate to their station.
- 5.4. The general tenure of a Champion is approximately one year. The tenure begins when the Champion is recognized during a Baronial Court of the Champions Tournament in which there was victory, and it ends during a Baronial Court of the following Champions Tournament before a successor is recognized. General tenure guidelines may be modified if circumstances dictate. Currently, the Baronial host of Champions include: the Heavy Champion, the Archery Champion, the Thrown Weapons Champion, the Rapier Champion, the Arts and Sciences Champion, and the Bardic Champion. All Champions swear fealty to the Baronial Coronet.
- 5.5. Further rights of Champions include:
  - 5.5.1. Sitting at the Baronial High Table. (this does not apply if superseding Royalty is present and therefore controls the high table e.g. King and Queen)
  - 5.5.2. Advising the Baronial Coronet in matters of peace and war.
  - 5.5.3. Complimentary event fees for specific Baronial events as authorized by the Lions Gate Financial Policy.
- 5.6. Further responsibilities of Champions include:
  - 5.6.1. Attending Baronial events whenever possible during their tenure as Champion.
  - 5.6.2. Defending the Baronial Coronet and the Barony against all challengers.
  - 5.6.3. Assisting in coordinating a tournament to choose a successor to their Championship.
  - 5.6.4. Attending both the tournament to choose a successor and the successor's investiture.
  - 5.6.5. Serving the Baronial Coronets as a member of their Court by attending the Baronial Coronet in Court and Procession.
  - 5.6.6. Relinquishing the Championship if unable to fulfill the duties of the office, thereafter the Coronet may appoint an interim Champion until another Champion Tournament can be held and a new Champion be inducted.
- 5.7. There is no set tenure for a member of the Sergeantry. Other circumstances may conclude tenure of a member of the Sergeantry or Courtiers (e.g., a member moves away or remains inactive for a long period of time). When the Baronial

Coronets step down, the entire membership of both Orders are released to the Crown until a successor is chosen and the entire Orders once again swear fealty to the new Baronial Coronet.

- 5.8. Further detail on the operation of the Order of the Sergeantry and the Order of the Courter are found in the respective Order's Handbook

## 6. OPERATING GUIDELINES

- 6.1. Proposed changes to the Customary may be suggested at any Council meeting and will be published to the website in the Council meeting minutes. The final form, if any, will be published to the Customary pages of the Baronial website.
- 6.2. Any individual may petition (not necessarily in a period style) the Council for a Charter of Citizenship. Petitions by individuals who reside outside Baronial Territory will be reviewed based on visible and sufficient participation to be identified as being affiliated with the Barony. A person submitting a petition, or who holds a Charter of Citizenship, may withdraw petition and/or Citizenship with written notice to the Seneschal(e). Such individuals may reapply.

Note: Notices of possible changes to Citizenship status will be published on the website for two months, prior to approval by Council.

- 6.3. The Baronial Council meeting shall be held monthly on a schedule determined by the current Seneschal(e).
  - 6.3.1. Decisions are made by a simple majority vote of the Council, though attempts at coming to a consensus will be done first. On financial matters only the votes of paid members will be counted. The Baronial Financial Policy supercedes the Customary and governs financial matters.
  - 6.3.2. Minutes shall be kept of Council meetings and accepted into the records at the next Council after any necessary corrections and be published to the website
  - 6.3.3. Minutes shall include, as applicable: date, time, and place of meeting; who is moderating; list of attendees signing in; acknowledgment of acceptance of the previous minutes and any corrections; financial report; reports of Officials; reports of committees; event reports; summaries of discussions of old and new business; records of the appointment of committees and the names of their members; record of adjournment and the time. All written reports received will be attached as part of the minutes.
  - 6.3.4. The minutes shall be posted on the website as a separate document within 14 days of the Council meeting approving them.
  - 6.3.5. During a Council meeting, if the moderator determines that the situation warrants, proceedings may be interrupted for an off-the-record discussion which shall not be recorded other than as a note in the minutes of the subject discussed and that it took place.
  - 6.3.6. The Chancellor of the Exchequer shall have up-to-date financial records available at the beginning of each of the Council meetings.
- 6.4. An Official's term of office shall be two years except for Event Stewards and other short-term capacity Officials whose terms shall end upon completion of their duties. Greater Officers shall declare (at Council) a period of open applications 3 months before the ending of the term, to allow for locating a successor and training time. Lesser Officers shall declare (at Council) a period of open applications 1 month before the ending of the term. An Officer may then reapply

for a one year extension. It is strongly encouraged that Officials take a break after having served for an extended term. .

- 6.4.1. Requests for applications for replacement of Officers will be published on the official website and Barony Facebook page.
- 6.4.2. Applications shall be in writing or by email to the Officer, the Baronial Coronet and the Seneschal(e) and should include a resume or list of related experience to the office
- 6.4.3. Discussions of an Official's selection will be off the record, and shall include considerations regarding the necessity of an Officer's presence at Council should an applicant candidate be unable to attend Council regularly or at all. Candidates and others of significant relationship to the candidate for office will leave the room prior to the discussion. Those of significant relationship to the candidate will be polled privately by the moderator of the Council meeting before a final decision is made by Council.
- 6.5. Officials determined to be deficient in the performance of duties shall be subject to sanctions by the Council, (e.g., warnings, suspension, and/or the Kingdom/Principality superior shall be requested to remove the Officer from the position).
- 6.6. The Budget Committee, in the form of the Financial Committee shall meet at least once every year.
- 6.7. The Baronial Pavilion is the "home away from home" for Citizens. The Coronets, with the Council's approval, shall determine if the pavilion should be taken to a non-Baronial event. The person(s) who transport the pavilion may be reimbursed for their fuel costs, according to the Financial Policy
- 6.8. Property belonging to the Barony shall be inventoried when changes occur, and copies of such inventories shall be filed with the Seneschal(e), the Chancellor of the Exchequer, and the Chamberlain. Inventories to be reported as the Chamberlain specifies, and in any case, not less than once a year.
- 6.9. An action voted on by the Council may override this document in special and extenuating circumstances.



## 7. EVENT STEWARDS AND EVENTS

- 7.1. For the Barony to sponsor an event, a written proposal must be submitted to, and approved by, the Financial Committee. The proposal must include: nature of event, date, time, place, general budget, names of proposed Event Steward, Contingency Deputy, and any consulting Event Steward, Head Gate person, primary crew, and full and complete contact information. Bid must be submitted using the approved Bid Form by email to the members of the Financial Committee.
- 7.2. Event Stewards or their Contingency Deputy are required to attend the Council meetings, as applicable, prior to the event for which the Event Steward has responsibility. Reports shall be presented monthly from the time of acceptance of the proposal until event closure and final report.
  - 7.2.1. Event Stewards are to work with Officers to ensure that event-related duties are fulfilled.
    - 7.2.1.1. As applicable, Officials who have duties at upcoming events are required to attend the last two Council meetings prior to that event. If the Official cannot attend, an informed deputy may be delegated to attend the meetings instead.
    - 7.2.1.2. Event Stewards are to ensure that any event-related needs are fulfilled, including:
      - 7.2.1.2.1. Maintaining a paid membership until the event is officially closed and the final paperwork submitted.
      - 7.2.1.2.2. Creating copy for publication which includes directions and all pertinent contact information for the Event Steward and any other necessary assistants, so that anyone is able to contact the event staff should they have special needs or questions.
      - 7.2.1.2.3. Posting any necessary signs for visual assistance to the site.
      - 7.2.1.2.4. Ensuring appropriate and sufficient waivers and sign-in sheets are provided and used, and submitting them to the Seneschal(e).
- 7.3. Officials and Event Stewards shall give a closing report on an event at the Council meeting immediately following the event, barring circumstances beyond their control. If this Council meeting is the week after the event, the Event Steward may, instead, first file a preliminary report at the Council meeting immediately following the event, provide the money and a draft financial report to the Chancellor of the Exchequer according to the timeline in the Financial Policy, submit sign-in sheets and waivers to the Exchequer for forwarding to the Seneschal(e), and then present the closing report at the next Council meeting.
  - 7.3.1. An event will not be considered closed until:
    - 7.3.1.1. Gate sheets and waivers are submitted to the Exchequer for forwarding to the Seneschal(e).

- 7.3.1.2. A financial report has been submitted to the Chancellor of the Exchequer (in accordance with the timelines in the Financial Policy).
- 7.3.1.3. All Baronial equipment (regardless of where it is stored) has been returned to the satisfaction of the Chamberlain and the Seneschal(e). Return items clean, dry and in a timely fashion. Report any damage or loss to the Chamberlain as soon as possible.
- 7.4. Event Stewards shall appoint a Contingency Deputy who shall be kept fully informed of the details of the event. Event Stewards may appoint additional deputies as needed for the running of an event.
- 7.5. It is recommended that no Event Steward have more than one event open at a time.
- 7.6. It is recommended that no Event Steward be in charge of the same event for more than two consecutive years.

8. AWARDS, ORDERS, AND RECOGNITIONS

8.1. The Orders, Awards, and Recognitions of the Barony are:

8.1.1. The Order of the Lions Claw given for long time service to the Barony by its Citizens

8.1.2. The Order of the Keystone given for extensive service to the Barony by non-residents

8.1.3. The Order of the Silver Lance (formerly Lions Mark) given for long standing contributions to Arts and Science in the Barony

8.1.4. The Order of the Golden Dandelion given for outstanding service to the Barony by a youth

8.1.5. The Order of the Lions Fang given to a Champion of Lions Gate at the end of their tenure as Champion

8.1.6. The Mortar and Pestle Award given for the memorable meal that the Baronial Coronet had over the last year.

8.1.7. The Award of the Loat given for specific service to the Barony

8.1.8. The Baroness' Inspiration is recognition given to those individuals that inspire the Baronial Coronet as they pursue their craft

8.1.9. Baronial Warrant is given for outstanding craftsmanship for products produced and used by the Citizens of the Barony.

8.1.10. Baronial Warrant is given for outstanding craftsmanship for products used by the Citizens of the Barony

8.2. Presentation of Awards, Recognitions, or induction into Orders, shall be reported as soon as is possible after the presentation. It is the responsibility of the Baronial Coronet to ensure that a list of the Orders, Awards, and Recognitions presented by them is provided to the Chronicler for inclusion on the website, and the Herald for inclusion in Baronial records and the order of precedence website.

9. FINANCIAL POLICY

9.1. The Financial Policy is covered in the Financial Policy for Lions Gate.