

## Proposed Kingdom Operating Polices for Northshield Revised March/03/03

### PART I - Financial Policies

These Financial Policies exist as an Addendum to the Society Financial Policy, and are subject to modern laws and the requirements set forth by the Society for Creative Anachronism, Inc. Financial Policy and Governing Documents. All amounts are given in U.S. dollars.

1) The Finance Committee shall consist of the Crown, the Kingdom Seneschal, and the Kingdom Chancellor of the Exchequer. The Crown will have one vote.

2) All disbursements of Kingdom funds must be authorized by the Finance Committee by majority vote, and submitted to the Stallari for approval. This includes the setting of the Kingdom Budget, changes to the Budget, and any expenditures outside the Budget. Any financial issue may be presented to the Finance Committee by any member of the Royalty or other Stallari members. No one may initiate a financial matter from which he or she may personally gain.

2a) Exception: in spite of any provision in these policies to the contrary, the Kingdom Chancellor of the Exchequer is authorized to make an emergency disbursement of \$50 or less, where the Chancellor of the Exchequer judges the expenditure to be reasonable and appropriate. All such disbursements will be reviewed by the Finance Committee at the earliest opportunity.

3) Stallari approval of decisions of the Finance Committee will be by majority vote. The Crown will count as one vote, and the Heirs will together also count as one vote.

4) The Kingdom Budget is expected to cover most anticipated expenditures of the Kingdom. Disbursements outside those specifically allowed by the current Kingdom Budget require the assent of a majority of the Finance Committee, as in 2) above.

5) Northshield Financial Policies will be reviewed at least once per year by the Finance Committee, and revised if necessary.

5a) These Financial Policies will be revised whenever appropriate due to changes in modern law, the Governing Documents of the Society, Society Financial Policy, or agreement between the Finance Committee and the Society Treasurer.

5c) These policies and their application may be changed at any time by the Finance Committee as deemed would best serve the interests of the Kingdom or the SCA, provided such changes do not violate Society Financial Policy.

5c) All changes to the Northshield Financial Policies must be approved by a majority vote of the Finance Committee and submitted to the Stallari for approval. If approved, they will be forwarded for ratification by the Society Treasurer and the Board of Directors, as per Society Policy.

6) From the Laws of Northshield: V-300 -- "All Officers of the Kingdom are accountable to the Crown for the equipment, property, money, and regalia they hold for their offices, for the Crown, or for the SCA."

6a) V-420 -- "At the time a new officer is appointed, the outgoing officer will prepare an accounting of all equipment, property, money, and regalia for that office being passed to the successor. Both outgoing and incoming officers shall sign that accounting and a copy is to be sent to the Chancellor of the Exchequer."

6b) V-450 -- "All Officers will report any major changes in the equipment, property, money, and regalia they hold to the Chancellor of the Exchequer."

#### 7) Royal Travel Fund

Due to the unique nature of Northshield's geography and size, the Royal Travel Fund will, in most cases, not cover all of a Royal's travel expenses. Travel within Northshield is strongly encouraged so as to best allow the Royalty and the populace to serve each other.

7a) At the beginning of each reign, the amount listed for this item in the Kingdom budget will be allocated from the Kingdom general funds to Their Stellar Majesties' travel expenses. In addition to this initial allocation, any money donated to the travel fund will also be available to Their Majesties for their travel expenses. Allocated funds will be used last. All unused allocated funds revert to the Kingdom general fund.

7b) The King and Queen will be reimbursed from the Royal Travel Fund for the expenses incurred during travel to and from SCA events, both inside and outside Northshield. Allowable expenses include food, fuel, lodging and travel fares (e.g. plane and/or train tickets). Reimbursement will be made when the receipts are submitted to the Kingdom Chancellor of the Exchequer.

7c) The King and Queen shall each be allowed 1/2 (50%) of the Royal Travel Fund money. An exception to this will be allowed upon written notification to the Kingdom Chancellor of the Exchequer by both the King and Queen.

7d) All receipts for said reign must be turned in to the Kingdom Chancellor of the Exchequer within 30 days of the date at which the King and Queen step down. The Chancellor of the Exchequer and the Kingdom Finance Committee reserve the right to refuse payment of receipts turned in after this time elapses.

#### 8) Royal Heirs' (Crown Prince and Crown Princess') Travel Fund

8a) At the beginning of each reign, the amount listed for this item in the Kingdom budget will be allocated from the Kingdom general funds for the Royal Heirs' travel expenses. In addition to this initial allocation, any money donated to this fund, will be used for the Royal Heirs' travel expenses. Allocated funds will be used last. All unused allocated funds revert to the Kingdom general fund at the end of Their reign as Royal Heirs.

8b) The Royal Heirs to the Crown of Northshield will be reimbursed for expenses incurred during travel to and from SCA events both inside and outside the Kingdom of Northshield during Their times as Royal Heirs. Allowable expenses include food, fuel, lodging and travel fares (e.g. plane and/or train tickets). Reimbursement will be made when the receipts are submitted to the Kingdom Chancellor of the Exchequer.

8c) The Royal Heirs shall each be allowed 1/2 (50%) of the Royal Travel Fund money. An exception to this will be allowed upon written notification to the Kingdom Chancellor of the Exchequer by both the Royal Heirs.

8d) All receipts for said reign must be turned in to the Kingdom Chancellor of the Exchequer within 30 days of the date at which the Heirs step down, or ascend the Throne. The Chancellor of the Exchequer and the Kingdom Finance Committee reserve the right to refuse payment of receipts turned in after this time elapses.

#### 9) Seneschal's Travel Fund

9a) At the beginning of each reign, the amount listed for this item in the Kingdom budget will be allocated from the Kingdom general funds for the Seneschal's travel expenses. All unused travel funds revert to the Kingdom general fund at the end of each reign.

9b) The Northshield Kingdom Seneschal will be reimbursed for expenses incurred during travel to and from SCA events both inside and outside the Kingdom of Northshield during his/her term of office. Allowable expenses include food, fuel, lodging and travel fares (e.g. plane and/or train tickets). Reimbursement will be made when the receipts are submitted to the Kingdom Chancellor of the Exchequer.

#### 10) Northshield War Fund(s)

10a) The Crown will have funds available to pay for expenses incurred in maintaining the Northshield Encampment, which shall be known as "Griffin's Gate \_ Northshield" at the out of Kingdom Wars. The Chancellor of the Exchequer will maintain a separate fund for reimbursement to the Mayor of Griffin's Gate \_ Northshield for expenses and materials used by the encampment.

10b) Allowable expenses include, but are not limited to, costs of fuel, firewood, refreshments, etc. Money from the War fund will not be used for the purchase of alcohol, as per Society policy.

10c) No money from the Kingdom general fund will be allocated to this fund. The Mayor of Griffin's Gate \_ Northshield is directed to assess and collect reasonable camp fees from each gentle to offset expenses for that year. All money donated to or raised for this fund will be used to cover the expenses incurred during the specific out-of-Kingdom War. Unused funds do not revert back to the general fund.

10d) Reimbursement of War expenses will be made when receipts are submitted to and approved by the Chancellor of the Exchequer.

10e) Donations to the Griffin's Gate may be made by the populace and need not be limited to cash.

10f) According to the Society Steward (T.I. Spring 1993), Society funds may not be spent on events that are limited to invited guests. Therefore, Kingdom funds will not be allocated for the funding of invitational dinners or gatherings.

## 11) Regalia Fund

11a) Funds will be made available for the care and repair of existing regalia items and for the purchase of new regalia.

11b) The Crown and Royal Heirs shall obtain the use of the regalia owned by the Kingdom for Their station only by checking out such regalia from the Kingdom Minister of Regalia. The Kingdom Minister of Regalia is responsible for determining that the regalia being checked out is in a serviceable state.

11c) The Minister of Regalia will provide the Royal Heirs a written notification of all regalia relating to the Crown's office, at least one month prior to their Coronation.

11d) The Crown and Royal Heirs are responsible for the cost of replacement of said regalia, in the event the damage is due to negligence, and not normal wear and tear.

## 12) Chirurgeon Fund

12a) The Chancellor of the Exchequer will maintain a separate fund for the Chirurgeon's first aid supplies.

12b) No money from the general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to cover expenses incurred by the Kingdom Chirurgeon's office in obtaining and distributing first aid supplies. Unused funds do not revert back to the Kingdom general fund.

12c) Reimbursement of expenses will be made when the expense is approved by the Kingdom Chirurgeon and receipts are submitted to the Kingdom Chancellor of the Exchequer.

## 13) Great Officers' Funds for Office Expenses

13a) At the beginning of each calendar year, the amount listed for this item in the Kingdom budget will be allocated from the Kingdom general funds for the expenses of each of the Great Officers. All unused funds revert to the Kingdom general fund at the end of each calendar year.

13b) Great Officers of the Kingdom will be reimbursed for expenses incurred fulfilling the duties of their offices.

13c) Allowable expenses will be reimbursed each reign up to half the annual allocation listed for this item in the Kingdom budget.

## 14) The Northwatch

14a) The funds for the Kingdom newsletter will be maintained in a separate account. They will be subject to written guidelines determined by the Kingdom Chronicler and the Kingdom Chancellor of the Exchequer. These guidelines will include a full accounting,

submitted quarterly to the Kingdom Chancellor of the Exchequer, of the Kingdom newsletter account.

#### 15) The Council Secretary

15a) The Secretary of the Council shall have a yearly stipend to pay for approved costs, up to the amount listed for this item in the Kingdom budget. Reimbursement will be made when receipts are approved by the Kingdom Seneschal and submitted to the Kingdom Chancellor of the Exchequer. All unused funds will revert back to the general fund.

#### 16) The Signet

16a) The Chancellor of the Exchequer will maintain a separate fund for reimbursement to scribes for expenses and materials used in the making of scrolls for Northshield. Postage is also an allowable expense.

16b) No money from the general fund will be allocated to this fund. All money donated to or raised for this fund will be used to cover the expenses incurred by scribes in making scrolls for the Kingdom of Northshield. Unused funds do not revert back to the general fund.

16c) Reimbursement of expenses will be made when receipts are approved by the Kingdom Signet and submitted to the Chancellor of the Exchequer.

#### 17) Fundraising in Northshield

Fundraising laws differ widely depending on the government jurisdiction. Local branches must research and comply with the laws in their jurisdiction before proceeding with any official fundraising.

#### 18) The Endowment Fund

18a) Northshield shall create and maintain a separate account entitled "Society for Creative Anachronism, Inc., Kingdom of Northshield Endowment Fund."

18b) The purpose of this fund is to provide a consistent annual income sufficient for the operation of the Kingdom of Northshield.

18c) The principal amount of this fund is untouchable. All income generated may be used for the purpose of offsetting operating expenses set forth by Kingdom Law and the Kingdom Finance Committee.

18d) The management of this fund will be overseen by the Kingdom Finance Committee.

18e) Signatories on this account will be consistent with Society mandate. These include and are limited to: The Kingdom Chancellor of the Exchequer, Kingdom Seneschal and Deputy to the Kingdom Chancellor of the Exchequer.

18f) Two signatures will be required to withdraw funds from this account.

18g) Funds for this account are to be donations from the populace or as a result of fundraising done on behalf of the Kingdom of Northshield.

18h) Funds in this account will be held in an interest bearing account with interest earned being reinvested until such time as said interest is sufficient to meet the needs of the operating budget for the Kingdom of Northshield. A targeted amount is \$60,000.00.

18i) Donations to this fund will be invested immediately upon receipt. Funds donated on behalf of this account will not be used for any purpose other than the Endowment Fund.

18j) The Kingdom Chancellor of the Exchequer will provide written information concerning this fund on a quarterly basis as is consistent with reporting standards set up by the Society for Creative Anachronism, Inc.

19) All money for SCA purposes must be handled through an authorized SCA bank account. Money will not be handled through private bank accounts.

20) Unless another deadline is specified in the policies above, requests for reimbursement from the Kingdom Exchequer will only be considered if presented within 90 days of the expenditure.

21) The final repository for designated funds that cannot be used for their original purpose, or any designated secondary purpose, is the General Fund.

---See Kingdom Laws for other details:

V-2130

The Chancellor of the Exchequer will submit a financial report to the Stallari Council at least twice per reign.

V-2140

The Chancellor of the Exchequer will submit a balance sheet and a budget to the Royalty within thirty (30) days of Coronation.

V-2150

The Chancellor of the Exchequer will submit a budget for review and approval to the Stallari Council and the Royalty in time to have the approved budget published in the March Northwatch.

V-2160

The Chancellor of the Exchequer will submit an annual financial report of the Kingdom's accounts to the Chronicler for publication in the May Northwatch.

XII-400

Contracts committing the Kingdom as a whole may be entered into only by the Kingdom Seneschal with the approval of the Crown in consultation with the Stallari Council. Such contracts must be signed by the Kingdom Seneschal.

XII-440

The authority to negotiate and sign a contract on behalf of the Kingdom as a whole can be delegated to a person or persons only by the Kingdom Seneschal with the approval of the Stallari Council.

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## PART II - Northshield Kingdom Events

1) The Kingdom events shall be the Crown Tournaments, the Coronations, the Kingdom Arts and Sciences event(s), and other events so named by the Crown after consultation with the Stallari.

1a) From Kingdom Law I-300: "Use of the name 'Northshield' or 'Kingdom' to suggest Kingdom sponsorship or sanction or that an event is a Kingdom-level event is the prerogative of the Crown after consultation with the Stallari Council."

2) The Stallari shall solicit bids for Kingdom events within Northshield through publication in the Kingdom newsletter. Those wishing to host Kingdom events must submit a written bid to the Crown and Stallari following the guidelines outlined in the Northshield Operating Policy concerning Kingdom events.

2a) Bids may be decided upon up to 18 months ahead of the proposed Kingdom Event.

2b) Bids should be decided upon at least 6 months ahead of the proposed Kingdom Event.

2c) Upon receipt of a bid the Kingdom Seneschal shall notify the Stallari and shall notify the Populace through the Kingdom Newsletter. The Kingdom Seneschal shall set a closing date for bids 60 days from that publication.

3) As Kingdom Events are one of the major vehicles for fundraising there will be two options regarding the distribution of Kingdom Event proceeds.

One of these options shall be decided upon before any bid is finally accepted.

3a) Traditionally the Hosting Group takes the financial risks involved, using local Society funds to finance the Kingdom event. Or, the Host Group asks for a loan from the Kingdom in which the Kingdom loan is guaranteed. In such cases the net profits shall be divided 50/50 between the Host Group and the Kingdom.

3b) Where the Kingdom decides to finance the entirety of the Kingdom Event and assume financial risks the net profits shall be divided at the discretion of the Crown and Stallari.

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## PART III - A) Crown Tourney/Coronation Policies

### I) Bids for Crown Tourney/Coronation

1) All bids for Crown Tourney/Coronation must be submitted to The Crown and the Kingdom Seneschal in writing. It is best to submit the bid as early as possible to give the branch or other group sufficient time to prepare should their bid be accepted.

2) All bids must include:

- A. Name of the hosting bid team (and associated branch/sponsoring branch if applicable)
- B. Date, time, location
- C. A description of the facilities
- D. A description of the activities planned for the day
- E. A proposed budget
- F. A summary of names and qualifications of the key people working the event (e.g. event steward, head cook, etc.)

3) When submitting a bid, please consider the following:

3a) The fighting zone must have ceiling clearance of at least 15 feet, and must have a minimum fighting area of 900 square feet. There must be enough space around the list to include the Sanctum Regnum, a six foot buffer zone, an area for fighters to spread out their gear without impeding traffic through the hall, and room for a large number of spectators. There should be no windows or breakable hall property near the list area. The site must be of sufficient size to host a Kingdom level event (attendance may be 700+ in some parts of the Kingdom).

Hall sizes should be included in the bid. If the list is to be outdoors, or at a camping event, a suitable indoor site must be available in case of inclement weather. List ropes and a list table must be supplied locally.

3b) The event site must also include a suitable royalty room for Their Majesties and Their Highnesses. The event should include a feast appropriate to the celebration of our new Crown Heirs. There will be a Kingdom Court held and an appropriate location for the Royal Thrones, banners and attendants will be required.

4) Those submitting a successful bid may wish to consider the following suggestions:

4a) The hosting bid should consider that the list floor will be subject to scuffs from fighter's boots and knee cops. If this could cause damage to the hall, then carpets or some other floor covering should be provided. There should be no loose edges for fighters to trip over.

4b) A loading area for fighter's gear, on-site showers, a double list rope, a secondary list table (for spectators to observe the progress of the tourney), and liquid refreshment for the combatants, will ensure the combatants and spectators have the best day possible.

4c) Either pre-arranged hotel or crash space should be available to those traveling to the event.

5) While the Kingdom officers conduct the major events of the day, volunteers provided from the winning bid to assist with marshaling, heralding, list table work, water bearing and guard duty would be welcome. This is one of the premier events of our Kingdom and it would be appropriate for the site to be one that has a less obtrusive modern atmosphere.

#### PART III - B) Regarding Concerns of Newly Invested Royal Heirs

1) The Crown and the Stallari, recognizing that while bids on Coronation/Crown Tourney need to be resolved as far in the future as possible, also recognize that these decisions will have an impact on Royal Heirs.

Therefore, to ensure the peace and continued good government of the populace of Northshield, in the case where bids are approved before the Coronation of the Royal Heirs, the Crown and the Stallari are determined to meet ASAP with the Royal Heirs and to resolve any concerns that They might have.

2) This policy recognizes publicly the Crown and Stallari's goodwill and concern for the Royal Heirs. It will be the Kingdom Seneschal's responsibility to convey this policy to new Royal Heirs ASAP.

#### PART III - C) Conventions of the Crown Tourney

1) No fighter or consort may participate in the administration of the list, be it marshaling, field heraldry at the tourney or working the list table.

2) The Kingdom Seneschal is required to ensure the day's activities occur in a traditional, fair and legal manner. The Kingdom Marshal is required to ensure the lists are marshaled and the tourney is conducted in a fair and chivalrous way. The Kingdom Herald is required to ensure the tourney and the investiture of the heir and heiress are conducted in an appropriate manner. The Kingdom Minister of the Lists is required to ensure the list table for the tourney is staffed and run in a proper manner. With Crown approval and that of the Society level office (if necessary) the above duties may be delegated to an acceptable alternate individual.

#### PART III - D) Other Kingdom Event Policies

[Reserved for future policies for the Kingdom Arts and Sciences event(s), SUN, and other events designated as Kingdom Events by the Crown after consultation with the Stallari, i.e., Quest for Camelot, Northshield Dance Seminar, etc.]

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#### PART IV - Policies and Procedures for Selection of Kingdom Great and Lesser Officers

##### A) Invitation for Applications

1) Outgoing officers will solicit applications to fill their positions in the Northwatch at least six months before the end of their two-year term. Outgoing officers are also urged to make other reasonable efforts to ensure that the general populace is aware of the upcoming vacancy and that

qualified persons are encouraged to apply for the position. (Note: Lesser Kingdom Officers should do so in co-ordination with the appropriate Kingdom Great Officers)

2) Advertisements for officer positions should contain at least the following information:

- A) Brief outline of the duties and responsibilities
- B) Required qualifications
- C) Closing date for applications
- D) Details as to where applications should be sent

B) Eligibility

1) All Northshielders are eligible to apply for all positions, provided that they meet the specific qualifications of the position applied for (i.e. some offices such as Chirurgion and Marshal have special requirements).

2) Although most Kingdom Officers appoint deputies, it must be made clear that nobody, not even a long term deputy or interim replacement, can be automatically appointed to the position. The selection of all Kingdom Greater and Lesser Officer positions will be made according to the procedures described in this document.

C) Consideration of Applications

1) The Outgoing/Interim Officer will be responsible for collecting and collating the applications to become his/her successor. Each applicant will send a copy of his/her application to the relevant Officer(s) soliciting the replacement position and to the Royalty. The Kingdom Seneschal will hold duplicates of all applications.

2) After the closing date, all applications, including those disqualified for not meeting the basic requirements, will be presented to the Royalty and the Stallari for consideration.

D) Selection of the Candidate

1) After the Royalty and Stallari have reviewed the applicants, the Outgoing Officer will present a nomination to the Royalty and the Stallari.

2) The Crown will solicit counsel from a quorum of the Stallari.

3) If a candidate is acceptable to both the Crown and the warranting Society officer, the candidate becomes the designated successor for the position in question.

4) If none of the applicants is acceptable to both the Crown and the appropriate warranting Society officer, the Crown will call for the invitation for applications to be re-issued and the whole process will start over again.

5) The Kingdom Officer must notify all applicants within one week of the final decision.

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#### PART V - Interim Replacement Officers (a.k.a. Emergency Replacement Officers)

1) If an Outgoing Officer has to leave office suddenly, and there is not time for the normal selection procedure, he/she may, in consultation with the Crown and Kingdom Seneschal appoint an Interim Replacement. This Interim Replacement will oversee the office until a permanent successor can be chosen. If the outgoing officer has to leave suddenly and has not appointed an interim replacement, or is unavailable or unable to initiate the officer replacement procedure, the Crown shall appoint an interim replacement after consultation with the Kingdom Seneschal, the Stallari, and the warranting Society officer.

2) The Kingdom Seneschal shall appoint an "emergency replacement deputy" who is acceptable to the Crown and the warranting Society officer. The appointment should be made within the first six months of the Kingdom Seneschal's term. This deputy will serve as the interim replacement for the seneschal if the seneschal should leave the office unexpectedly and there is not time for the normal selection procedure, and will oversee the office until a permanent successor can be chosen.

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#### PART VI - Communication Between All Northshield Offices and Branches

1) It is the first duty of every new officer to immediately contact his or her Kingdom superior.

2) It is the duty of all local Branch Officers to report to Their Kingdom Superior and to copy each Office within their local Branch (including the Landed Baronage if applicable) with their reports. Failure to do so may be accepted as resignation from Office without prejudice.

3) Before any action is taken by a Kingdom Superior against a local Officer or Branch, communication must be made with the local Officer or another Office within the Branch.

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#### PART VII - Miscellaneous Policies

1) The Crown, after receiving counsel from a quorum of the Stallari Council may add, remove or modify these policies. This policy does not apply to Part I -- Financial Policies, which may only be modified by the procedures specified in that Part.

2) Whenever possible, a warranted seneschal and a warranted herald of the Kingdom should be present when Court is conducted.

3) The Crown must be notified in writing of any gift to the Kingdom before it is presented. All gifts given without proper notice will be returned to the donor, at which time the donor can clarify whether the gift is regalia for the Kingdom or a personal gift for a person who is currently a member of the Royalty.

4) The Crown will maintain the customs of the Populace Moot and the Althing. A Populace Moot is a meeting in which the people of Northshield gather as necessary to consult on a specific matter of common concern. An Althing is an event at which the people of Northshield gather as necessary to discuss matters of broad import to the Kingdom.

5) There exists within the Kingdom of Northshield an advisory body known as the Council of Nobles. This council is comprised of the Royalty of Northshield, the Royal Peers, and current and former Landed Barons and Baronesses, residing in the Kingdom of Northshield.

5a) Any member of the Royalty may convene a meeting of the Council of Nobles at His or Her pleasure to advise Him or Her during the reign.

6) In recognition of the effort expected of the Territorial Barons and Baronesses of the Kingdom in the periodic reaffirmation of their fealty or service to the Crown, the Crown will make a reasonable effort to visit each Barony once per year.

7) The bestowed peerages (Chivalry, Laurel, Pelican), and any Kingdom Orders that may be designated by the Crown, are Polling Orders, meaning that the Crown is required to consult each Order before admitting new members to it. The deliberations of each of the Polling Orders are conducted in the Crown's confidence. No person should violate that confidence without the express permission of the Crown. "Deliberations of the Polling Orders" specifically includes polls and any other correspondence between the Crown and the Order as a whole, as well as any discussions within meetings between the Order and the Crown.