

BARONY OF NORDSKOGEN

General Policies and Procedures

These are the official policies of the Barony of Nordskogen, approved and effective May 20, 2009. In the event of a conflict between these policies and any policies, regulations or laws of the Kingdom of Northshield, the Corporation, the State of Minnesota, or the United States; the policies, regulations and laws of the other entity shall take precedence. The override of any single policy shall only negate that policy; all others shall stand. These policies do not apply to Nordskogen's Cantons and Colleges, as those bodies may maintain their own bylaws and policies.

These policies may be subject to change at a later date by voted approval of a majority of the populace of Nordskogen present at the general business meetings.

I. GENERAL POLICIES

- A. It is the decision of the people of Nordskogen that there be no requirements for "citizenship" in the Barony. On matters put up for a vote or poll, the general populace of Nordskogen can participate. The populace need not be paid members of the SCA, unless the question being voted on has a membership requirement instituted by Corpora or Kingdom, i.e.: recommendation of Baron and Baroness. If an individual feels that they are not well enough informed then they are asked to please refrain from voting.
- B. Per Kingdom law, as well as official policy of the Society of Creative Anachronism, neither the Barony of Nordskogen nor its officers (acting in official capacity) shall serve alcohol at Baronial functions. This policy does not prevent any individual, household or guild from serving alcohol. However, those individuals, officers acting as individuals, households or guilds are bound by all applicable state laws and shall assume all liability, both criminal and civil, that may arise from such service.
- C. The Baron and Baroness, or their designated proxy, have "day of" authority/discretion to allow people to use the Baronial Pavilion at events where it's already set up and not otherwise committed (i.e. meetings, meals for royalty, etc.). Independent uses of the pavilion (demos, other groups) must be approved by the Barony's populace at a general business meeting, so these uses must be requested in advance.
- D. Any policy amendment desired shall be proposed in a general business meeting. This proposal will then be published in the Crystal Quill, and will be voted on by the populace of Nordskogen present at the next general business meeting.
- E. These Policies, the Officer Policies, and the Financial Policies shall be published in the Crystal Quill annually, at a time to be decided by the Seneschal and the Chronicler. Any changes to either set of policies shall be published in the Crystal Quill as soon as the change is made.

II. POLICIES REGARDING EVENTS

These are the policies for proposals and management for events in Nordskogen. It is the Barony's responsibility and option to deviate from these policies in the best interests of the SCA or the Barony. The intent of these policies is to make proposing and running events easier and more equitable.

- A. Baronial Events:
 - 1. Proposals for Kingdom Events (Coronations & Crown Tournaments), as well as for Warriors & Warlords, are specifically exempted from this section of policy.

BARONY OF NORDSKOGEN

General Policies and Procedures

2. Proposal Steps

- a. Initial Event Proposals include the event date, featured activities / themes, event sites under consideration, and if possible a rough estimate of the cost and/or breakeven numbers. This proposal should also note any other Kingdom events currently listed on the Kingdom Calendar for the proposed date. The Barony will be looking at basic event viability and timing. If the Barony approves the idea, the event date should be submitted to the Kingdom Calendar, and the event stewards may continue forward with site selection and budgeting. (Note – it is far easier to update a Kingdom Calendar entry than to negotiate event dates on the calendar with less notice).
- b. Detailed Event Proposals must include the final site selection and costs, event budget and break-even numbers, and volunteers for all major event staff positions. If the Barony approves the idea, the event steward may continue with contract negotiations and detailed budgeting.
- c. Final Approvals as listed below must be obtained prior to any financial outlay beyond an initial site deposit, and three months prior to the event date.
 - Signoff on the detailed event budget by the Finance Committee, led by the Chancellor of the Exchequer. Event stewards should expect to work with the Finance Committee to ensure that financial concerns are addressed.
 - Site contract signed by the Seneschal. To facilitate this process, the seneschal should be included in any contract negotiations with the site.
 - If either of these Approvals does not happen prior to the deadline, the event will be cancelled.

3. Event Proposal Timing

- a. Initial Event Proposals will be considered at any business meeting, and must occur between 8 months to 18 months prior to the event date. The Seneschal should be informed of any Initial Event Proposals being developed, in order to help avoid date conflicts.
- b. Detailed Event Proposals will be considered at any business meeting, and must occur within two months of receiving Initial approval. Notification of the agenda item should be sent out to the Barony via the e-list at least one week prior to the business meeting, with prior notice to the Seneschal.
- c. Detailed Event Proposals will not be considered within six months of the event date. Even if the Initial Proposal has been approved, if the Detailed Proposal has not been approved prior to the six-month mark, the event will be cancelled.
- d. An event steward can bring forward a Detailed Event Proposal without first having received approval on an Initial Event Proposal (if all of the information is immediately available). The timing stated for Detailed Event Proposals will be enforced in this circumstance – no event proposal will be considered with less than six months of planning time.
- e. If an Event Steward gains Initial Approval, but decides not to pursue the event further, this should be communicated to the Seneschal as soon as possible. The event will then be cancelled.

B. Kingdom Level Events (Coronation & Crown Tournaments)

1. The Seneschal should be informed of any intended proposals for Kingdom Events, and included in communications with the Kingdom Seneschal.
2. Proposals must follow the guidelines set by the Kingdom, rather than Baronial policies.
3. The Event Steward must present the proposal to the Barony prior to final submission to the Kingdom, as the Barony is the official sponsoring entity. If the Barony does not approve the proposal, it may not be submitted to the Kingdom.
4. Kingdom Event Proposals will be considered at any business meeting. Notification of this agenda item should be sent to the Barony via the e-list at least one week prior to the business meeting, with prior notice to the Seneschal.
5. First time event stewards may not submit a proposal for a Kingdom Event without an experienced event steward as an active mentor.

BARONY OF NORDSKOGEN General Policies and Procedures

C. Moots

1. Moots are understood as smaller or more focused events, with limited staffing needs and budget requirements, which may or may not be placed on the Kingdom calendar.
2. Proposals for moots will be considered at any business meeting. Proposal should include date, theme / activities, support needed, and any budget required.
3. Proposals for moots must be approved at least two months prior to the moot date.

D. Warriors & Warlords

1. As Warriors and Warlords is a joint event with the Barony of Jararvellir, and because the dates for the event are set far in advance, planning and approvals will be handled differently than all other events.
2. WW Event Co-Steward: Nordskogen will provide an event co-steward. The standard term of office is two years. A year as Deputy Steward in advance is highly recommended. Approval of the Nordskogen WW Event Co-Steward will be made by the Nordskogen Seneschal, in consultation with the Baronage of Nordskogen and the Jararvellir Baronage, Seneschal, and WW Event Co-Steward. If there are no applicants, the Seneschal will open the position for applicants using the Officer Policies.
3. WW Staff Positions are appointed jointly by the Event Co-Stewards, in consultation with the two Baronial Seneschals. It is recommended, but not required, that open positions be publicized to the Barony to encourage applicants.
4. The Nordskogen WW Event Co-Steward will report progress to the Barony on the normal reporting schedule.
5. Both the Nordskogen and Jararvellir must approve the WW Budget, per each group's financial policies.
6. Major changes to the WW structure (dates, site, budget, major activities) require approval from both baronies.

E. Event Management

1. Votes for Baronial events and Kingdom events will be held by secret ballot. Votes for Moot or changes to Warriors and Warlords are not required to be held by secret ballot.
2. It is strongly encouraged that all first-time event stewards be mentored by an experienced event steward. It is also encouraged that would-be event stewards shadow experienced event stewards, in preparation for becoming an event steward for an event.
3. Neither Nordskogen's Baron, Baroness, nor Seneschal or Exchequer may be an event steward for an official Baronial or Kingdom event during their tenure. This policy does not restrict these officers from running moots. This policy also does not affect other local officers or anyone holding a regional or kingdom office.
4. Progress Reporting - In the interest of coordinating the efforts of the various officers concerned, and of responsibly managing the Barony's financial and other resources, progress reports are expected to be conveyed to general business meetings as follows:
 - a. Pre-event: The event steward, in person or by deputy (who is expected to be well-informed), shall report at the general business meetings 6 months, 3 months, 2 months and 1 month prior to the event. The reports shall include a budget, attendance estimate, approximate fee schedule(s), site evaluation(s), schedule for the event (site open/close times, contests, tournaments, meals, courts, etc.), anticipated/possible problems, and any other pertinent information.
 - b. Post-event: The event steward will present a written report of his/her own views on the event two general business meetings after the event. This report shall include a financial report, attendance figures, problems encountered and suggestions for other event stewards (this last being the main reason for the post-mortem). After the event steward report is given, any questions, comments or suggestions from the populace present at the post-mortem may be given. These items shall be noted and kept in mind for future events.

BARONY OF NORDSKOGEN
General Policies and Procedures

5. The Baron and Baroness do not have to pay site and feast fee for an event financially sponsored by Nordskogen. This privilege will also include Northshield royalty, visiting an event financially sponsored by Nordskogen, specifically and limited to the King and Queen plus two retainers, and the Prince and Princess plus two retainers. Further exceptions regarding site and feast fees are at the discretion of the event steward.
6. Event receipts are due to the Exchequer no more than 30 days after an event. Exceptions only at the discretion of the Exchequer, as defined in the Financial Policies.
7. The event steward will keep items lost and found at their event, and provide a list to the populace. If unclaimed after being published (i.e. email lists, newsletters, etc.) and shown (i.e. events), for one year after event, then items are considered to be Baronial property, and said event steward has the authority to decide what is junk and how to dispose of it, and then has the authority to dispose of the useful items as they see fit (i.e., loaner items, raffle items, etc.).

III. POLICIES REGARDING BARONIAL EQUIPMENT USE AND STORAGE

A. Functionaries

1. The Quartermaster will supervise the planning, loaning, storage, and maintenance of Baronial property.
2. The Quartermaster shall maintain an inventory of all Baronial property, including such equipment as is held by guilds or officers or not stored in the shed.
3. All Baronial officers with Baronial property in their care will provide an accurate inventory to the Quartermaster on an annual basis. This inventory is due by the end of December, one month before the Domesday is due.
4. The Quartermaster, the Seneschal, and the Chancellor of the Exchequer shall each hold keys to the shed. They may also agree on additional deputies to hold keys. One of these individuals must be present when property is taken from or returned to the shed.

B. Policies

1. Planning

- a. The Quartermaster must be included in any discussions or decisions regarding the purchase or creation of any new Baronial property, in order to ensure that storage and maintenance is being planned for.

2. Loaning

- a. Nordskogen and its cantons/colleges have precedence for the use of Baronial equipment. Nordskogen is glad to assist other groups or individuals with loans of equipment. To make a request and arrange a pick-up time, contact the Quartermaster.
- b. Groups or individuals requesting the use of baronial equipment are responsible for arranging transportation of the gear to and from the storage unit. Local event stewards, feast stewards, marshals, etc should plan well in advance.
- c. At his or her discretion and with prior notice, the Quartermaster may sign out and transport equipment to and from events or meetings for others. This procedure is intended to assist those without suitable transportation, members of distant cantons or other groups, or in rare last-minute situations.
- d. While a group may request the loan of baronial equipment, an individual from that group must take responsibility for the equipment from when it is removed from storage until it is returned. That individual is expected to ensure that due care is taken with Baronial property – protecting it from the elements as appropriate and trying to minimize any damage.
- e. When loaning equipment, the Quartermaster will ensure that the borrower has signed out the items using the master sign-out book, and will also complete two itemized lists of the property loaned – one for the borrower and one for the Quartermaster's records. Event stewards should make their copy of the list available for event staff to use in re-packing the equipment.

BARONY OF NORDSKOGEN
General Policies and Procedures

- f. The sign-out book and current copy of the inventory will be stored inside the shed. Everyone, including the Quartermaster, or any other officer, will sign out items before removing any item from the shed. This includes removal for cleaning, repair, labeling, etc. The only exception to the above sign-out requirement will be for purposes of re-arranging items within the shed, or for such cleaning and repair as can be done in the immediate vicinity of the shed.
 - g. Equipment shall be returned to the shed within a week of the event using the itemized list and sign-out book. Upon return, the "Return Date" column of the sign-out sheet will be completed, and any necessary comments recorded. Exceptions to the one-week policy will be at the discretion of the Quartermaster.
 - h. The individual who signed out the property is responsible for ensuring that all property is returned.
 - i. For reasons of sanitation, maintenance and general courtesy, all equipment returned to the shed, especially feast gear and any other equipment involved in the preparation and serving of food or drink, must be cleaned and fully dry before its return. Reasonable exceptions may be made at the discretion of the Quartermaster for unboxed, well-ventilated items in the summer months.
3. Storage
- a. When storing items in the shed, items must be put back in their designated location, not just piled in the doorway. Shelves, wall hooks, etc. will be labeled to aid in re-storing things.
 - b. Consumable property is defined as property which is used up through normal use; for example, duct tape, drink mix, art supplies, paper archery targets, twine, plastic bags, paper plates, etc. The inventory will clearly state when something is considered consumable, and the sign-out sheet has a column to reflect this.
 - c. If the "shed" is a paid-for public storage facility or other location where the Barony is paying rent by the square or cubic unit, consumable property will not be stored there long-term. Consumable property with a known use-by date may be kept in the shed until that use-by date.
4. Maintenance
- a. Should any non-consumable item of Baronial property be damaged, lost or destroyed while on loan, the loanee will alert the Quartermaster of this and give details of the loss. Excessive losses will be reported by the Quartermaster to the general business meeting as part of the event follow-up process.
 - b. The Quartermaster shall alert the Barony, via the general business meeting, to equipment maintenance and replacement needs as they occur, including damage to or loss of non-consumable property while in storage.
 - c. If cleaning or maintenance to equipment is necessary but there is doubt as to the feasibility of the process (i.e., can these tabards be machine-washed and dried?), contact the Quartermaster to decide on methods before proceeding. It is better to make slightly more work for the Quartermaster than to replace items damaged by improper care.
 - d. If there is doubt whether or not an expensive, damaged item can be salvaged, the Quartermaster has the final say on deciding whether or not to attempt repairs. If the Quartermaster is not available and the damaged item is unwieldy, messy or in some other way difficult to transport back for evaluation, contact the Seneschal and/or Exchequer for this decision. If an item is determined to be unsalvageable, it will be announced to the populace to give someone else an opportunity to find a use for the item.

BARONY OF NORDSKOGEN
General Policies and Procedures

IV. BARONIAL AWARDS

The Order of the Baronial Broom (OBB) is given to those who have given the Barony excellent service by performing that most disliked and most overlooked of tasks - cleaning up.

The Award of the Baton Gules (ABG) is the Barony's junior service order. It is given for service to the Barony.

The Award of the Heliotrope (AH) is given for ability in the arts and sciences and for sharing that excellence with others, particularly by teaching.

The Order of the Rouge Bend (ORB) is the Barony's senior service order. It is the only polling order in the Barony.

The Order of the Silver Snowdrift (OSS) may only be given to someone who has greatly benefited the Barony, and does NOT live within Nordskogen, or is NOT a member of the SCA.

The Order of the Heavy Cross is an award for gentles that have given service to the Baronial College of Nordleigh.

The Order of the Azure Torch is an award for gentles that have given service to the Canton of Tor Aerie.

The Award of the Prodigal Child is for previous members of Tor Aerie returning to service after a long absence.

The Award of the Azure Gauntlet (AAG) is given for notable prowess and level of participation within the Barony in a martial activity.

Anyone may make recommendations for these orders at any time. Give written recommendations to the Baron and Baroness.