

**Governing Document of the Barony of Aquaterra,  
a Branch of An Tir, a Kingdom of the  
Society for Creative Anachronism, Inc.**

**I. Name**

The name of this group shall be the Barony of Aquaterra

**II. Official Address**

The mailing address of the Barony shall be a Post Office Box within the Barony.

**III. Territory**

In matters concerning the change of the barony's borders, a committee comprising of the Coronets, Baronial Officers, and a council of the Populace shall make recommendations to the Crown and Kingdom Seneschal as needed.

**IV. Officers**

**A. Selection and Changeover of Officers**

1. Openings of Offices shall be published as a summons in **the official Baronial email list** and at the Baronial Business Meeting by the Seneschal.
2. Officers wishing to step down from their Office shall notify their Kingdom Superior (if applicable) and the Baronial Seneschal. The notice of intent to step down will ideally be posted at least twice in 30 consecutive days in the Reeds and on the Baronial website prior to the anticipated date of stepping down. This requirement may be waived by the Seneschal in consultation with at least two Officers of Aquaterra and/ or the Coronets, at a Business meeting or Emergency Meeting called by the Seneschal, in circumstances where delaying the replacement of the Officer endangers Barony's status. Time permitting, candidates for the office are to be announced at the Barony's Business Meeting prior to the selection to allow the populace an opportunity to comment.
3. Parties who are interested in assuming an Office shall submit a letter of intent to the Seneschal and the Coronets.
4. The Administrative Council of Aquaterra shall be comprised of the Coronets and the officers holding offices mandatory to maintaining Aquaterra's status as a **Barony (as outlined in An Tir Kingdom Law and SCA Corpora)**, and their deputies.
5. The Finance Committee shall be comprised of the Coronets, the Seneschal, and the Exchequer, and their deputies.
6. The Admin Council shall do a **private** polling "for" or "against" officer candidates, seal, and present the results to the Coronets as a recommendation. The Coronets reserve the right to make the final selection in the event of a tie. **In the event no candidate receives more votes in favor than against, and the Coronets do not feel they can make a selection from the advice thus offered, the Coronets may elect to either seek advice from the appropriate Kingdom officer or Crown representative or re-post the position opening per the process above to recruit additional candidates.**

**B. Duties of Officers**

The officers of the Barony of Aquaterra shall be as expressed in Kingdom law.

1. The Duties of the Officers of Aquaterra shall be in accordance with Corpora, Kingdom law, and other SCA publications pertaining to their office.
2. The officer will collect information relevant to the duties of the office from Corpora, Kingdom Law, and other SCA publications pertaining to their office.

3. The officer shall familiarize him/herself with the Baronial Customary, financial policy, and governing documents.
4. The officer shall contact their Kingdom Superior, if applicable, immediately upon accepting the office.
5. Officers holding offices mandatory to maintaining Aquaterra's status as a Barony shall designate a contingency deputy to ensure the security of Baronial records and assets. This practice is strongly recommended for all other officers. The officer shall provide the Seneschal with the deputy's information (SCA and modern names, phone, email and membership number). Additional deputies to perform other functions may also be selected at the discretion of the officer.
6. The officer is expected to personally attend all Baronial Business Meetings, or send a representative.
7. The officer will report monthly to the populace at the Baronial Business Meeting. Officers will provide a written report to the Seneschal and Exchequer or Officer designated to take meeting minutes, at or before the meeting, and provide an oral report at the meeting. Failure to personally attend three consecutive meetings, and/or failure to send a representative or submit a written report for two consecutive meetings, will result in a review of officer standing. Reviews will be handled by the **Coronets and two other officers closely related to the office in question.**
8. The officer shall provide the Seneschal with a copy of each quarterly report submitted to their Kingdom superior. If there is no Kingdom Superior, the officer shall provide the Seneschal with a written quarterly report.
9. It is the responsibility of the officer to see that all duties of the office are performed.

### **C. Removal of Officers**

1. The removal of an officer shall be in accordance with Corpora and Kingdom law.
2. An officer failing to administer their office to the satisfaction of the Coronets and the Seneschal and, if applicable, their Kingdom superior, will result in a review of officer standing and could result in removal from the office. Reviews will be handled by the **Coronets and two other officers closely related to the office in question.**

### **V. Champions**

#### **A. Selection and Changeover of Champions**

1. Champions **shall compete in the skill appropriate to the Championship for which they vie,** and hold their position for one year, or until the championship competition to determine their successor is held. If the scheduled competition has no entrants, the position shall remain vacant until the following competition.
2. An announcement of the Championship competition shall be published in the Reeds.
3. The changeover of the Champion's title and regalia shall take place at the Championship Competition after their successor has been chosen. If there is no successor, the regalia shall be given to the Coronets for safe-keeping.

#### **B. Duties, Privileges, and Eligibility of Champions**

1. To swear an oath of fealty or service to the Barony
2. To defend the honor and prestige of the Barony and the Kingdom of An Tir, whenever challenged.
3. To support the Barony in war and/or enter competitions for war points.
4. To attend and support Aquaterra events such as Boars Hunt, Banner War, and Ursulmas. The Champion will be expected to return to defend their title or pass along title and regalia to the next Victor at the following year's Championship competition, unless permission is received from the Coronet not to do so.

5. To stand behind the chairs during Baronial Court at events.
6. To maintain membership in the Society during the champion's term of service.
7. To speak or act in the Coronets' name when delegated to do so.
8. To actively further the interests of the area of endeavor through teaching the populace of Aquaterra, through performance, or through pursuit of the skill.
9. To suggest an outline to the Coronets for the competition in their area of expertise in the following year's Championship.

#### **ELIGIBILITY**

1. All entrants must be paid members of SCA, Inc.
2. All entrants must be at least 18 years of age except Youth Armored Combat Champion who will be determined from the Dragon Division.

ALL ENTRANTS, including those for the martial arts, must present themselves in Opening Baronial Court on the day of the Championship when the competitors for each competition are called forth, to proclaim their intent to enter the Aquaterra Championship and receive the Invocation.

ALL ENTRANTS must submit proof of membership, modern and SCA names, and complete contact information (email if applicable, and phone) at the beginning of their competition on the day of the Championship. Failure to provide proof of membership will result in immediate disqualification.

Entrants must assume responsibility for reading the rules of the specific Championship contest desired and complying with all parts of those rules.

#### **C. Removal of Champions**

1. Champions serve at the pleasure of the Coronets.
2. Should a champion resign or be removed, the Coronets may choose to hold another Championship competition, leave the Championship vacant for the remainder of that Champion's term, or choose an acting replacement.

### **VI. Autocrats (Event Stewards) and Events**

#### **A. Selection of Autocrats**

1. Proposals for Baronial events will be submitted by prospective Autocrats at a Baronial Business Meeting.
2. The Seneschal shall announce the autocrat and winning proposal, at the business meeting, after consulting with the Financial Committee.
2. Unless deemed necessary by the Seneschal, no person will steward two consecutive events.
3. If a prospective event does not have an acceptable proposal by the cutoff date to place the event on the Kingdom calendar prior to the date of the event, the Seneschal, after consulting with the Baronial Officers present at a Business meeting, shall decide whether the event will occur.
4. The Autocrat is a temporary Deputy Seneschal for the duration, planning, execution and finalization of the event.

5. The Ursulmas Committee Chair will be selected according to the most current Committee Description.

## **B. Duties of Autocrats**

1. Obtain autocrat packet from the Seneschal and follow all checklists.
2. Bring or send a representative with the event paperwork to each business meeting, present an oral report on progress, and review checklists with the Seneschal.
3. Contact all Baronial Officers (and Champions if the event will include the choosing of their successor) to discuss event responsibilities.
4. Maintain membership in the SCA through the end of the event.
5. Provide Seneschal with contracts for signature and retain a second copy for the event file.
6. Ensure that all required event paperwork is filed in a timely manner. This includes date reservation forms (if the date is not already saved), EIF forms and Crier copy if applicable.
7. Ensure that all applicable permits and insurance certificates are acquired and present at the event.
8. Coordinate with both the Seneschal and Exchequer as indicated in the financial policy. The person chosen as gate leader must be approved by the Exchequer.
9. Ensure that all proceeds, non-member surcharge (NMS) funds and other funds are deposited no later than 24 hours after the site officially closes.
10. Ensure that the gate forms and non-member surcharge information are forwarded to the Seneschal and Exchequer no later than 14 days after the site officially closes.
11. Submit a final report no later than thirty days after the event closes, or inform the Seneschal and financial liaison why the report is late. The Seneschal and Exchequer will determine if the reasons are sufficient. Failure to submit a final event report will bar the Autocrat from submitting proposals for future events until a final report is filed and accepted.

## **C. Removal of Autocrats**

1. Should an event steward fail to administer the duties listed above to the satisfaction of the Finance Committee, the Seneschal may remove the Autocrat.
2. If the Autocrat is removed, the Seneschal may decide to appoint another Autocrat, or cancel the event.
3. If an Autocrat is removed, the Seneschal shall make a full report to the Baronial Officers at the next Business meeting.

## **D. Complimentary Admissions**

In addition to those individuals considered exempt from event fees by Kingdom Law:

1. The Baron and Baroness of Aquaterra are admitted to all Aquaterra events without charge.
2. The Autocrat is admitted without charge to the Aquaterra event they oversee.
3. At feast events, the Head Chef and their second-in-charge are admitted to the event for which they are cooking without charge.
4. Any other complimentary admissions will be A) approved by the Coronets and come out of a yearly budget separate from the event budget in the form of certificates or B) approved by the Exchequer as part of the Event expenses if it fits in the budget.

## **VII. Grievance Procedure**

The Grievance Procedure for the Barony of Aquaterra shall be the same as published in Kingdom Law.

## **VIII. Review**

The Governing Document is subject to a review every two years by the Barony of Aquaterra using the following procedures.

A. This review shall take place during even numbered years.

B. The Administrative Council will facilitate the process and present any proposed changes to the populace.

C. All proposed changes to the governing document will be published on the official Baronial web page and will be announced on the official Baronial email list at least twice in 30 consecutive days. The Baronial populace is invited to comment on the changes during this time. If upon receipt of the populace commentary the Administrative Council feels additional changes are required the new changes will appear on the official web page and the Reeds for final comment for at least seven days.

D. At the end of the initial (and final) commentary period(s), the Coronets will have the option to give final approval of the document.

E. The final version will be announced on the official Baronial website, posted on the Baronial website and appear in the next edition of the Murmurs.

F. If the document fails approval by the Coronets or there are substantial concerns expressed by the Populace the document will be revised and re-submitted for review for additional comment periods until it is approved by the Coronets and is judged by them and the Administrative Council to be acceptable to the majority of the Populace.

G. The current approved version of the Customary shall remain in effect until such time as it is revised per the process above, or the Crown or SCA Board of Directors nullifies it.

H. If any provision of this document (or part of any provision) is deemed invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, shall be deemed to be deleted, and the validity and enforceability of the other provisions of this document shall not be affected