

Barony of Southron Gaard Policies and Guidelines

March 2008 Edition

(2001 policy book, Feb 05 changes, April 07 addition and Mar 08 edit to the latter)

See also: other documents referenced at <http://sg.sca.org.nz/about.htm#law>

The Barony of Southron Gaard began a policy book in June 1998 to record SG-specific policies determined in Council. These are additional to Kingdom and SCANZ policies and pertain only to the Barony and its sub-groups. Background and discussion is provided with each policy.

At the February 2005 Council meeting, the document was revised and renamed “Policies and Guidelines”. This was because greater flexibility was introduced in several instances and also because it was expected that more guidelines (rather than firm policies) might be added in future.

The Barony of Southron Gaard has also made many decisions and established other traditions which are not mentioned here as they were not specified “for the policy book”. This does not imply that any policy, tradition, etc is more or less important than any other just because it is not mentioned below.

1. Quotations for the purchase of capital items

This policy applies to the purchase for the Barony of significant capital items - such as fire extinguishers, tents, cooking pots, etc – and not to the purchase of low-cost items, or consumables such as chicken pieces for feasts or toilet paper for an event. Purchasers of such items are, however, advised to shop around for reasonable prices, especially in the case of more expensive purchases.

Three quotes, from three different sources, should be brought to Council along with itemised lists and costings for the consideration of any such purchases.

From the Southron Gaard Council Minutes August 1998:

Remember the policy that if you want to spend money, you need to do your homework and bring itemised lists and costings to Council before the expenditure will be approved.

From the Southron Gaard Council Minutes March 1999:

Quotes: if you are seeking quotes for expenditure, please get three quotes.

Notes:

1. Council may waive the “three quote” requirement

2. This item should be read in conjunction with the Exchequer's handbook sections on purchasing, advances, and expenditure; this is intended to be additional to those requirements.

2. Capital Items

- The cost of capital items (assets) will be born by the Barony, not by an event, even if the item was purchased initially for use at a specific event. The cost should not therefore appear in the event accounts. *(This is to ensure that no event makes a loss through the purchase of items that are of ongoing general use.)*
- Capital items are the property of the Barony, and are to be lodged with the Baronial "Stuff". *(The Barony owns what the Barony pays for. Also, in the case of perishable consumables (e.g. roast chicken left over after a feast), the items may be disposed of after the event, preferably to the benefit of the largest number of the populace (e.g. food left over after an event can be provided as snacks at a practice etc). Likewise, non-perishable consumables – e.g. toilet paper and cleaning products - and those that can be stored successfully for some time – e.g. flour, sugar, spices – should be returned to the Baronial stuff for use at future events.)*
- The purchase of all capital items must be approved at Council, even if purchased initially for a single event. These should be discussed at Council when the event proposal is discussed, or at a later meeting as the need is identified. If this is not possible (e.g. a item is offered on "special" and there is no opportunity to wait for a council meeting) the purchaser should contact the Seneschal who will seek approval from the Financial Committee.
- Three quotes need to be brought to council for the purchase unless the sum involved is trivial and/or this requirement has been waived by Council.
- If Council approves the purchase, the exchequer will make payment arrangements with the purchaser, taking into consideration the relevant rules of the exchequer's office that relate to this. The exchequer will enter this on the list of Baronial assets, and account for the item in the yearly accounts (including any depreciation). The Baronial quartermaster will ensure that the items are catalogued, stored and marked with identifying marks, as is appropriate.

3. The use of candles at events

Candles drip wax – there is no getting around this. This wax is difficult to remove from Baronial table clothes (and this is a chore that each steward must undertake after each event). Coloured candles however leave coloured stains that *cannot* be removed. In order to avoid having to purchase new tablecloths every month, the following *very strong* recommendation is made.

From the Southron Gaard Council Minutes December 1998:

Please take some responsibility - please ensure that your candleholder does not drip wax on the tablecloths and *always* use white candles.

Update, November 2006: The Barony has just acquired numerous slim wooden table runners, courtesy of Lord Bjorn, and Raife. These should be brought to each feast by the steward and placed on tables to be put under candlesticks. And keep using white candles!

4. Privacy Issues – the use of personal information in public documents

This is now an SCA policy in regard to the use of information and photos on websites, but the same courtesy applies to other public documents: FTT, posters, leaflets etc.

From the Southron Gaard Council Minutes December 1998:

Please in future if publishing addresses and contacts in newsletters, flyers, event notices, on the Web, etc, make sure that people are aware of what you are doing with their info, and they are ok for that to be done.

If in doubt, contact the person concerned and get explicit permission.

Update, November 2006: The Barony has photo usage guidelines for its online Gallery, linked from <http://sg.sca.org.nz/about.htm#law> . And SCANZ is slowly developing overall publishing and media standards. Both are in keeping with the above.

5. Petrol (Fuel) Money

This policy was set many years ago, and revisited in connection with Canterbury Faire some years ago, and then again recently. The Barony does not pay or reimburse for fuel for use in connection with SCA activities, except under extraordinary circumstances, and then only with prior permission. It is accepted that stewards and officers etc accept the costs of transportation when they undertake their duties. Extraordinary circumstances will be assessed on a case-by-case basis. These costs should be anticipated and permission sought when proposing the event. If unforeseen circumstances should arise, and there is no convenient council meeting, then the Seneschal should be contacted to clear the expenditure with the Financial Committee. Any fuel costs will be at actual or reasonable costs.

6. Family Prices and Children age categories

This policy was set some years ago in connection with one or other camping event. It was determined that the cost of attending events for families with children could be prohibitive, especially when there are several children in the family, and this was acting as a deterrent to the participation of some families. The policy is to encourage stewards to set tickets with a maximum cost for families below the cost they might otherwise expect to pay for individual members. Stewards are reminded that not all families have two adult members.

Alternatively, have ½ price concessions (or similar) for children 12 and under, perhaps free for under-fives. Steward budget forms now reflect this guideline.

It is understood that this approach may not suit all events.

Added April 2007: (revised slightly March 2008)

7. Officer Appointments

March 2008: There is a Lochac Warranted Officers Blue Book (WOBB) which describes the process for officer appointments fairly well; the text below has revised with that in mind.

The following clarifications regarding officer appointment were made at Council in April 2007:

Greater Officers

Greater Baronial Officer appointments follow this standard process:

- The position is advertised with a closing date; there is no automatic assumption of a role (e.g. by an existing deputy) except on an “acting” basis
- Applications are sent to the responsible Kingdom Officer, with a cc to the Seneschal and B&B, who may forward comments to the Kingdom Officer on each application if they see fit
- The Kingdom Officer chooses the new officer and the Seneschal publishes this decision, with a (typically) two-week comment period allowed for any members of the populace to comment to the Kingdom Officer. The appointment is deemed confirmed at the end of the comment period unless countermanded by the Kingdom Officer
- There is no requirement for an Officer changeover to take place in Court before the new officer assumes their duties, though such a formal changeover is desirable in the next Court so the populace may be properly introduced to the new officer
- Ongoing SCA membership is required to hold these officer positions

Lesser Officers and Deputies

Per the WOBB, applicants for Lesser Officers and other deputy positions (e.g. Chatelaine, Captain of Archers, Librarian...) generally need only apply to the Baronial Officer to whom they are responsible, with a cc to the B&B. Where there is no Baronial Officer, the relevant Kingdom Officer makes the appointment or, if there is no current Kingdom Officer, the B&B. Lesser Officers all have a membership requirement, other deputies also do if administrative duties or management of Baronial property are involved.

Be aware that a Kingdom Officer may sometimes assert a responsibility to make an appointment -- or at least require reports. This often depends on the individual holding the position. The most obvious example is for Captain of Rapier, where Rapier rules (though not Kingdom Law) asserts the Kingdom Rapier Marshal's right to make local appointments. This should be taken into account, as should the requirement that the

SCANZ treasurer ratify any Reeve appointment, hence should be cc-ed during the application process.

Less formal deputy positions (e.g. assistant Captain of Archers, deputy Lists officer) may be appointed and revoked as the responsible officer sees fit, and have no membership requirement unless administrative/reporting duties or management of Baronial property are involved.

Any deputy selected by an Officer to help fulfill a role (e.g. Librarian, Quartermaster or deputy Captain of Archers) is the responsibility of that Officer. Any actions or deeds of the deputy are reportable and responsible to the governing officer.

Dependent Group Officers

Officers of sub-groups such as Canton and College are all deputies of (and thus report to) the equivalent Baronial Officers. However, particularly as the groups become more established, maximum autonomy should be allowed to each group to appoint its own officers, provided the process followed is consistent with good governance, existing Law, and transparency in the appointment process.

College officers are selected as per the governing rules of the student association with which they are affiliated.

The basic principle underlying all the above is “if you report to them, they appoint you”, but with the caveats needed for fair notice of officer openings, discouragement of automatic rollovers or inheritance of offices, special College requirements, and consultation with the Seneschal and B&B.