

Lex Atenveldtus

**Official Kingdom Law of the Kingdom of Atenveldt The Society for Creative
Anachronism, Inc. Updated November 1, 2025**

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I. LAW

- A. **Definition**: The word of the Crown is law, subject to Modern Law and Corpora.
- B. **Terms**: Law is either Statute, Proclamation or Edict.
 - 1. **Statute** is law that takes effect at the end of a reign when it has been published in Southwind with the signatures of the Crown, the succeeding Crown and the Kingdom Seneschal, and proclaimed as law at the successor's coronation.
 - a. To make immediate changes to statute during a reign, changes must be proclaimed at an official event, and published in the Southwind with the signatures of the Crown and the Kingdom Seneschal.
 - b. The Crown must consult with the Landed Nobility regarding the proposed immediate law change.
 - 2. **Proclamation** is law that has been proclaimed at a published event by the Sovereign or Consort. It is law for the duration of the event.
 - 3. **Edict** is a regulation concerned with certain matters, which is announced at a published event and subsequently published in Southwind with the signatures of the Crown. It cannot conflict with, nor affect, kingdom statutes. An edict will remain in force for the duration of the reign.
- C. **Royal Sanctions**: The Crown may impose royal sanctions upon subjects of the realm and visitors thereto as stated in SCA Corpora.
- D. **Administrative Sanctions**: Kingdom officers may impose administrative sanctions within their area of authority as stated in SCA Corpora.

II. ROYALTY

- A. **Definition**: The Crown is the office of Sovereign and Consort held by the Sovereign and Consort.
- B. **Duties and Privileges**: It is the responsibility of the Crown to fulfill their duties as outlined in Corpora.
 - 1. **Awards**: The Crown may only grant awards according to the requirements or charters of those awards.

NOTE: The Crown may grant the authority to bestow awards that have been previously approved by the Crown to a duly appointed noble representative.
 - 2. **Offices**: A Crown Heir that holds an office on any level other than territorial nobility must find a suitable replacement and step down from their office.

3. **Residence Requirements:** Both Sovereign and Consort must continue to reside within the boundaries of the kingdom during their reign. Failure to do so shall be construed as abdication for whichever one, or both, lives outside the Kingdom.
4. **Royal Peerage:** Royal Peers will receive a Patent of Arms.
5. **Officers:** The Crown may appoint, remove, and replace great officers of state and lesser officers of state in conjunction with appropriate corporate officers, if any.
6. The Crown may suspend any officer of the kingdom for just and stated cause for the duration of the reign.
7. **Regalia:** The Kingdom Great Sword of State shall be called "King's Victory" and shall be carried in a place of honor by the will of the Crown.
8. **Peer Circles:** The Crown may conduct peerage meetings with members of the patent orders to discuss matters of state, conduct pollings, and/or solicit opinions.
 - a. These deliberations are conducted in the Crown's confidence, and shall specifically include polls and any other correspondence between the Crown and the order as a whole, as well as any discussions within peerage meetings.
 - b. No person shall violate that confidence without the express permission of the Crown.
 - c. Members of a patent order who violate confidence without permission of the Crown shall be subject to exclusion from peerage meetings for the term of the reign, and/or other sanctions determined appropriate by the Crown.

III. **GREAT OFFICERS AND GENERAL OFFICES OF STATE**

- A. **Officers:** The Great Officers of State shall be Kingdom Seneschal, Chancellor of the Exchequer, Earl Marshal, Aten Principal Herald, Minister of Arts and Sciences, Kingdom Chronicler, and Kingdom Webminister and DEIB Officer.
 1. **General Duties:** Each Great Officer of State shall:
 - a. Swear either an oath of fealty or service (to be agreed upon prior to ascension of the Crowns) to the Crown of Atenveldt and to the kingdom.
 - b. Fulfill their duties as outlined in Corpora.
 2. **Reports:** File reports as follows:
 - a. Make regular written reports to the corporate superior as required and documented in the appropriate corporate

guidelines/handbook for their office, with courtesy copies simultaneously sent to the Crown and the Kingdom Seneschal. Two or more missed reports in succession may be considered grounds for removal.

- b. Inform the Territorial Nobility (if applicable) and the Seneschal of a local group whenever an officer of the group becomes two months behind in reports.

3. Warrants:

- a. Maintain a current roster of subordinate officers.
 - b. Be warranted in their position as a Kingdom Officer as follows:
 - i. Ensure a warrant for their position is completed and signed by the Crown and their corporate superior officer.
 - ii. Before completion of the warrant period, if an officer does not intend to extend their warrant, the Officer will advertise the vacant open position in Southwind for two consecutive months. A designated Emergency Deputy may fill the Office while advertised and apply for the position during the advertising period. Letters of Intent for the Office will be sent to the Crown, Corresponding Society Officer, and the current Officer filling the position.
 - c. Except in the case of a Kingdom warranted Marshal-at-large, Great Officers shall be prohibited from holding warranted offices on the shire, canton or baronial level while they are warranted as a Kingdom Officer, and be prohibited from holding more than one Kingdom Office of State at one time. Holding of non- warranted deputy positions will be allowed.
4. **Deputies:** Recruit, train, and maintain communication with a warranted designated Emergency Deputy for the office who can assume the responsibilities of the vacated office while the position is advertised.
5. **Age Requirement:** Be at least eighteen years of age. Non-warranted deputies must be at least sixteen years of age.

B. **Seneschal:** The Kingdom Seneschal shall:

- 1. Maintain Kingdom Law and administer changes to Kingdom Law.
- 2. Advise the Crown on Kingdom Law and Corpora.

3. Call such meetings, require such reports, and oversee such events as are necessary for the proper functioning of the Kingdom, including but not limited to:
 - a. Ensuring all Greater and Lesser Kingdom Officers are warranted, reporting, and maintain current SCA memberships; and (through local Seneschals) ensuring all official SCA local groups in the Kingdom maintain the required number of Great Officers who are current SCA members, warranted, and reporting.
 - b. Maintaining a master list of warrant expiration dates and membership expiration dates for all Greater and Lesser Kingdom Officers and delivering a copy of that list to the Crown Heirs at Crown Tournament.
 - c. Approving all additions, changes, and deletions to the list of Royalty, Territorial Nobility, and Kingdom Officers ("The Regnum") published in the Kingdom Newsletter and on the Kingdom websites. A warrant date may be omitted for Officers listed with the notation "Acting".
4. Be responsible for the administration of procedures involving recognition of new branches and status changes for existing branches and recommend to the Crown for recognition of those branches that are prepared for a change of status.
5. Monitor official branches within the Kingdom to determine if they are maintaining the standards required for an official group and notify the Crown and the Board of Directors when groups fail to uphold the standards.
6. Work with the Crowns, Territorial Nobility and Officers to establish the Kingdom Calendar for the current calendar year and the next calendar year as follows:
 - a. Solicitation/Presentation of Event Bids:
 - i. The Kingdom Seneschal shall consult with the Royalty, Territorial Barons and Baronesses, and Seneschals of the local groups to actively solicit bids for Kingdom and inter-kingdom events to be scheduled in the next calendar year as follows:
 - ii. Qualified bids must be submitted no later than six months before the event date; must include a proposed budget, a proposed site, an Event Steward and Feast Steward (when a feast is scheduled); and must comply with all guidelines in section VII

EVENTS. Copies of the bid must be sent to kfc@atenveldt.org.

- iii. Bids received by the Kingdom Seneschal shall be forwarded to the Kingdom Financial Committee for approval.
 - b. Publication of Bids Needed:
 - i. The Kingdom Seneschal shall publish a monthly report in Southwind showing "Bids Needed for Kingdom Events Scheduled in Next 12 Months".
 - ii. When a bid has not been received for an event six months in the future, the Kingdom Seneschal shall proactively contact local groups to ensure required bid(s) are generated.
- 7. Be ultimately responsible for all official Kingdom and inter-kingdom events held within Atenveldt, including ensuring completion of two post event reports for each Kingdom event as follows:
 - a. An Event Summary Report must be completed by the Exchequer and sent to the Crown, Heirs, and Kingdom Financial Committee within 30 days of the event.
 - b. An Event Financial Report must be completed by the co-hosting group exchequer (or Responsible Exchequer) and submitted for publication in Southwind within 30 days of the event. Copies must be simultaneously sent to the Crown, Heirs, and Kingdom Financial Committee.
- 8. Distribute a copy of Kingdom Law to Royal Heirs at the time of Crown Tourney.
- 9. Distribute updated copies of the membership list to the Crown on a monthly basis.
- 10. Be responsible for the dissemination of information via Southwind any changes to law made by, or considered for change by, the Board of Directors.
- 11. Be responsible for ensuring that Territorial Barons/Baronesses review immediate law changes proclaimed on any day other than the day of Coronation.
- 12. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines, and governing documents for any inter-kingdom war hosted in the Kingdom of Atenveldt.

C. **Exchequer**: The Chancellor of the Exchequer shall:

1. Be ultimately responsible for the accurate reporting of the finances of the branches of the Kingdom.
2. Be responsible for following all requirements set by the society's and kingdom's financial policies.
3. Follow society and kingdom financial policies regarding signatories on all financial accounts within the kingdom.
4. As described in the society and kingdom financial policies. Be responsible for ensuring a review of each branch's books within the Kingdom is conducted at least once every two years, and that a mandatory review of a branch's books is conducted whenever the branch office changes hands.
 - a. As required by society and kingdom financial policies, appointing and warranting an Emergency Deputy Kingdom Exchequer, who is trained for all duties of the office of the exchequer.
5. Be responsible for working with the Office of the Chronicler to publish accurate Kingdom accounting information as required by society and kingdom financial policies.
6. As a voting member of the Kingdom Financial Committee, review and approve appropriate bids for kingdom events. The Financial Committee will approve:
 - a. An appropriate budget that includes projected income and expenses.
 - b. If applicable, Feast fees to be charged based on the budget according to the Kingdom Feast Policy
7. Be responsible for scheduling and maintaining minutes of Kingdom Financial Committee meetings showing each financial item discussed and the financial decisions made.
8. Be responsible for leading the Kingdom Financial Committee in determining an appropriate operating budget and present, as needed, unbudgeted expense requests for their approval.
9. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines, and governing documents for any inter-kingdom war hosted in the Kingdom of Atenveldt.

D. **Earl Marshal:** The Earl Marshal shall:

1. Represent the Crown during the Crown's absence in supervising the fighting on the field.
2. Interpret and maintain the marshallate standards and regulations of the Kingdom.

3. Confer with the Earl Marshals of other Kingdoms to establish marshallate standards and regulations of the Kingdom, to be approved by the Crown.
 4. Review fighting injuries, determine causes, and develop standards for prevention of further injuries.
 5. Attend Crown tournaments and any inter-kingdom war hosted in the Kingdom of Atenveldt.
 6. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines, and governing documents for any inter-kingdom war hosted in the Kingdom of Atenveldt.
- E. **Aten Principal Herald:** The Aten Principal Herald shall:
1. Facilitate the passage of Arms, Names, and Badges for the populace of the Kingdom of Atenveldt.
 2. Advise the Crown and the Populace on matters of protocol and ceremony.
- F. **Minister of Arts & Sciences:** The Minister of Arts and Sciences shall:
1. Interpret and maintain the Kingdom rules for the Arts and Sciences Competitions, including all Kingdom, Baronial, and any inter-kingdom war hosted by the Kingdom of Atenveldt..
 2. Working with the Kingdom Seneschal, and sponsoring Barony leadership to be responsible for soliciting bids for the Kingdom Arts and Sciences Events. Works with the event steward for the event to make sure the venue is adequate for the purpose needed.
 3. Works with each Barony, shire, and college to help Promote the historically accurate reproduction of pre-17th Century arts and sciences through Arts and Sciences competitions, education, and demonstrations throughout the kingdom.
 4. Be responsible for advising the Crown and integrate them in the planning of and decision process for choosing their A&S champion. Helping their champion understand and fulfill the duties/requirements as requested by the crown.
 5. Be responsible for maintaining and accounting for the Kingdom Arts and Sciences regalia.
 6. Solicit and approve articles for submission in a recurring Arts and Sciences publication, entitled Atenveldtus Glorious. The issue may be published in the format deemed most suitable at the time - if it is to be a printed document, the Kingdom Arts and Sciences Minister will also work to raise funds for the print version and coordinate with the Kingdom Chronicler for the actual production of the issue.

- a. This publication will be issued at least biennially (every other year) or more frequently as funds, resources and articles become available.
- b. If it is a digital document or there are costs associated with publication in a digital format; the Kingdom Arts and Sciences Minister will coordinate with the Kingdom Exchequer, Kingdom Chronicler and the Kingdom Webminister to determine an acceptable method of electronic publication. Solicit and approve articles for submission in a recurring Arts and Sciences publication for the Southwind Extra. The Kingdom Arts and Sciences Minister will also work and coordinate with the Kingdom Chronicler for the actual production of the issue. This publication will be issued biannually and will consist of articles in regards to Arts and Sciences events and activities and a featurette of the current Arts and Sciences Champion at any time the kingdom has one(s)."
- 7. Be responsible for advising evaluators as to proper and fair feedback format, and ensure that feedback criteria are readily provided to Arts and Sciences Officers in each group within the Kingdom.
- 8. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines, and governing documents for any inter-kingdom war hosted in the Kingdom of Atenveldt.
- 9. Foster the creation and growth of guilds within the Kingdom.

G. **Kingdom Chronicler:** The Kingdom Chronicler shall:

- 1. Be responsible for the publication of the Kingdom newsletter, herein called Southwind.
- 2. Work with the Kingdom Seneschal or appointed deputy to include in each Southwind an accurate calendar of all official Atenveldt events to be held in the six months following the date of that Southwind issue, and work with the Kingdom Seneschal to publish a monthly list of "Bids Needed for Kingdom Events Scheduled in Next 12 Months".
- 3. Be responsible for the publication of any official documents, booklets, etc., which may become necessary from time to time. This includes publication of Event Financial Reports for all Kingdom and inter-kingdom events.
- 4. Coordinate with the Minister of Arts and Sciences as needed to produce any printed issues of the Arts and Sciences publication Atenveldtus Glorious.

5. Publish in Southwind a listing of all awards given by the Crown.
6. Publish monthly in Southwind any missives from the Crown, except in certain months when the Crown deems them not necessary.
7. Publish Kingdom financial information every quarter in the Southwind.
8. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines, and governing documents for any inter-kingdom war hosted in the Kingdom of Atenveldt.

H. **Kingdom Webminister:** The Kingdom Webminister shall:

1. Act as the recognizing authority for, and maintain a roster of, recognized Kingdom, Inter-kingdom War and local SCA group internet sites for Atenveldt.
2. Warrant webministers for all Kingdom, Inter-kingdom War and local SCA group internet sites in Atenveldt.
3. Work with the Kingdom Chronicler and Kingdom Seneschal to ensure all Kingdom, Inter-kingdom War and local SCA group internet sites remain in compliance with applicable SCA and Kingdom electronic content and policy guidelines.
4. Hold primary responsibility for administration of all kingdom-level and Inter-kingdom War websites as follows:
 - a. Ensure that separate and recognizable domains exist for both Kingdom and Inter-kingdom War sites and that such sites are regularly available to the public.
5. Serve as webmaster for Atenveldt's official Kingdom website. Warranted deputies may be assigned as webmasters for other kingdom-level and Inter-kingdom War websites.
6. Ensure that at least two warranted officers and the Kingdom Webminister have current full administrator rights to all website servers used for kingdom-level and Inter-kingdom War website content, and that a current list of administrative access information is maintained with the Kingdom Chronicler's office.
7. Serve as the technical contact for all kingdom-level domain name registrations, and ensure the contact information and fees for those domain registrations remain current.

I. **Kingdom Diversity, Equity, and Belonging Officer shall:**

1. Advise the Crown and Kingdom Seneschal on D.E.I. issues.
2. Review Kingdom of Atenveldt policies and procedures for improvement.

3. Conduct D.E.I. training with Kingdom Officers on a regular basis via both virtual and/or in person classes.
4. Ensure D.E.I. training and materials are distributed to local groups.

IV. **LESSER OFFICERS AND OFFICES OF STATE**

- A. **Offices:** There shall exist the following Kingdom Lesser Officers of State in the Kingdom of Atenveldt
 1. Kingdom Lesser Officers reporting directly to the Crown (with the warrant signed by the Crown and Kingdom Seneschal):
 - a. Kingdom Signet
 - b. Kingdom Historian
 2. Kingdom Lesser Officers reporting directly to the Kingdom Seneschal:
 - a. High Chancellor
 - b. Kingdom Calendar Officer
 - c. Kingdom Waiver Secretary
 - d. Kingdom Youth Activities Officer
 - e. Kingdom Chatelaine
 - f. Kingdom Media Officer
 - g. Kingdom Sheriff
 - h. Kingdom Regnum Officer
 - i. Kingdom Social Media Officer
 - j. Warrant Officer
 - k. Background Check Officer
 3. Kingdom Lesser Officers reporting directly to the Chancellor of the Exchequer:
 - a. Kingdom Regalia Officer
 - b. Kingdom War Pre-registration Coordinator
 - c. Kingdom War Gate Coordinator
 - d. Kingdom War Regalia Officer
 - e. Kingdom Paypal Officer
 - f. Kingdom War Paypal Officer
 4. Kingdom Lesser Officers reporting directly to the Earl Marshal:
 - a. Minister of the Lists and Marshallate Rolls
 - b. Kingdom Rapier Marshall
 - c. Kingdom Combat Archery Marshall
 - d. Royal Archer
 - e. Kingdom Youth Combat Marshal
 - f. Kingdom Equestrian Marshal

5. Kingdom Lesser Officers reporting directly to the Aten Principal Herald:
 - a. Abacus Herald (OP)
 - b. Parhelium (Name & Devices)
 - c. Corona (Voice)
 - d. Fireball (Ceremonies)
6. Kingdom Lesser Officers reporting directly to the Kingdom Chronicler:
 - a. Kingdom Tournaments Illuminated Liaison

B. **General Duties:** Each Lesser Officer of State shall:

1. **Oaths:** Be prepared to swear either an Oath of Fealty or service (to be agreed upon prior to ascension of the Crowns) to the Crown of Atenveldt and to the Kingdom.
2. **Reports:** Make written reports as outlined by the Crown.
3. **Warrants:** Be warranted in their position as a Kingdom Officer as follows:
 - a. Ensure a warrant for their position is completed and signed by the Crown and their Kingdom Superior Officer. For offices reporting only to the Crown, the warrant shall be signed by the Crown and Kingdom Seneschal.
 - b. Except in the case of a Kingdom warranted Marshal-at-large, be prohibited from holding warranted offices on the shire, canton or baronial level while they are warranted as a Kingdom Officer, and be prohibited from holding more than one Kingdom Office of State at one time. Holding of non-warranted deputy positions will be allowed.
 - c. Lesser Officers who do not intend an extension of their warrant, or who wish to resign, shall inform the Kingdom Seneschal and the Greater Officer to whom they report. The Greater officer will advertise in Southwind the vacant open position for two consecutive months. A designated Emergency Deputy may fill the Office while advertised and apply for the position during the advertising period. Letters of Intent for the Office will be sent to the Kingdom Seneschal, Greater Officer who published, and the current Officer filling the position.
4. **Deputies:** Recruit, train, and maintain communication with a designated warranted Emergency Deputy for the office who can assume the responsibilities of the vacated office while the position is advertised.

5. **Age Requirements:** Be at least eighteen years of age.

Non-warranted deputies must be at least sixteen years of age.

C. **Specific Duties (Crown Officers):** for Kingdom Lesser Officers reporting directly to the Crown (with the warrant signed by the Crown and Kingdom Seneschal):

1. **Kingdom Signet** shall:

- a. Be the administrative head of the Atenveldt College of Scribes.
- b. Maintain and update the list of scrolls to be completed.
- c. Arrange for the completion of said scrolls.
- d. Be warranted by, and report directly to the Crown.

2. **Kingdom Historian** shall:

- a. Be responsible for archiving and storing historical memorabilia for the Kingdom.
- b. Be warranted by, and report directly to, the Crown, with reports sent on a quarterly basis.

D. **Specific duties (Report to Seneschal):** for Kingdom Lesser Officers reporting directly to the Kingdom Seneschal:

1. **High Chancellor** shall:

- a. Be legal counsel for the Crown during any Court of Inquiry or Court of Chivalry.
- b. Report directly to the Crown and Seneschal.

2. **Kingdom Calendar Officer** shall:

- a. Publish and maintain an accurate Kingdom Calendar showing all events planned by official SCA groups in Atenveldt for the current calendar year and the next calendar year as follows:
- b. Ensure the calendar for the current month, and the 5 months following the current month, shall be published in the Kingdom Newsletter and on the Kingdom Website each month.
- c. Establish guidelines, timelines and requirements for adding, removing and changing official events on the Kingdom Calendar. These guidelines will be published to Royalty, the Territorial Barons and Baronesses, and Seneschals of all official groups in the Kingdom following each Coronation, and shall be published and maintained on the Kingdom Website.

- d. Maintain an annual report of the number of official events scheduled and held by each official group in the Kingdom during the year, and publish that report annually to the Kingdom Seneschal (for inclusion in a Domesday Report), and on the Kingdom Website.

3. **Kingdom Waiver Secretary** shall:

- a. Be warranted by, and report directly to, the Kingdom Seneschal and the Crown, with copies of reports sent to the Kingdom Exchequer for cross-tracking of Non-Member Surcharges.
- b. Ensure that all required waivers, rosters, and sign-in sheets from Kingdom Calendar Events, Locally Publicized Events and Populace Meetings in Atenveldt are collected and safely stored within 30 days after each event.
- c. Ensure that waivers for each event can be located and provided to the appropriate officials in the event a specific waiver is required. This shall include storage of all original executed waivers, rosters, and sign-in sheets, or legally accepted facsimiles, in such a manner that a responsible party can easily retrieve any needed waiver.
- d. Coordinate and administer storage of waivers to ensure that Atenveldt maintains adult waivers for seven years and minor waivers for 20 years.
 - i. Waiver Event Log: Maintain an annual waiver event log that shows all events held by local groups in Atenveldt (except large scale kingdom war), and whether waivers are received and stored for the event.
- e. Warrant and maintain a current roster of subordinate officers (Local Group Waiver Secretaries).

4. **Kingdom Youth Activities Officer** shall:

- a. Promote the participation of members under the age of 18 in age-appropriate activities focused for individuals in their respective age groups and provide other related services that assist parents in making their children a vital part of the SCA.
- b. Encourage, organize and assist SCA groups and individuals in implementing and/or running activities specifically for children and teens as well as promoting

consideration of the needs of youth at SCA events in general.

- c. Advance classes, guilds, page schools and other opportunities for young people to be actively involved in the SCA.
- d. Be warranted by, and report directly to, the Kingdom Seneschal and the Crown, with reports sent on a monthly basis.

5. **Kingdom Chatelaine** shall:

- a. Coordinate and assist Local Group Chatelaines, Hospitalers and/or Local Group Gold Key officers in the recruitment of new members.
- b. Warrant and maintain a current roster of subordinate officers (Local Group Chatelaines, Hospitalers and Gold Key officers).
- c. Work with the Kingdom Seneschal to coordinate, assist, and support formation and growth of Incipient Groups from initial contact with the SCA through formation of an Incipient group, and advancement in group status.
- d. Be warranted by, and report directly to, the Crown and the Kingdom Seneschal.

6. **Kingdom Media Officer** shall:

- a. Be warranted for a two-year term by the Crown and the Kingdom Seneschal. Application must be reviewed and approved by the Society Seneschal and Deputy Society Seneschal for Media Relations before the warrant is signed.
- b. Comply with all guidelines defined in the "Society Seneschal's Policy for Media Relations and External Publicity" for coordinating, managing, planning, and reporting interactions between SCA groups/officers and modern media organizations and staff (i.e., newspapers, magazines, television, radio, etc.) as follows:
 - i. Responsibilities shall include development of publicity materials and basic press kits to be used by local/regional SCA officers/event stewards when interacting with media, site owners, educational facilities, and governmental entities, and contact between the SCA and those entities.
 - ii. Responsibilities shall not include SCA event promotional materials/activities conducted by SCA

officers/event stewards to promote and advertise SCA events/activities to other SCA groups or SCA publications, and does not include supervision of event website content except when that content is intended for (and clearly identified as material to be used by) modern media organizations.

- c. Report as follows:
 - i. All reports must be sent to the Kingdom Seneschal and Crown/Heirs, with a copy to the Deputy Society Seneschal for Media Relations.
 - ii. Quarterly reports must be completed recapping all media relations activity in the Kingdom.
 - iii. Incident reports must be immediately completed and filed whenever there is a "Reportable media event" (see definition in the "Society Seneschal's Policy for Media Relations and External Publicity")
 - iv. Copies of stories, articles, newscasts, and/or televised features must be promptly forwarded to the Deputy Society Seneschal for Media Relations for retention in the corporate Knowledge Base.
- d. Coordinate, manage, and assist media officers (local Seneschals or other warranted media officers in the Kingdom) as follows:
- e. Ensure that each Barony has designated the Seneschal or a warranted Baronial Media Officer to fulfill media responsibilities.
- f. Work with the Territorial Barons and Baronesses to review applications and warrant Baronial Media Officers.
- g. Maintain a current roster of subordinate media officers and local Seneschals fulfilling media responsibilities within the Kingdom.
- h. Assure SCA local groups are complying with all corporate and Kingdom media relations guidelines.
- i. Provide media officers and Seneschals with SCA approved press kits and other media tools approved by the Kingdom Seneschal.
- j. Provide a clear channel for routing and responding to all media inquiries received by the SCA within the Kingdom.
- k. Coordinate (or appoint a designated, warranted deputy to coordinate) media relations for any event with either an attendance in excess of 2000 participants, or a known

attendance by major media organizations. This includes creating an event-specific Media Plan under the direction of the Deputy Society Seneschal for Media Relations and the Kingdom Media Officer (when appropriate).

Event-specific deputies are bound by the same reporting requirements and deadlines defined for the Kingdom Media Officer.

7. **Kingdom Sheriff** shall:

- a. Be responsible for security at Kingdom events.
- b. Be responsible for Lost and Found at Kingdom events, including publishing the list of Lost and Found to the populace, and coordinating an annual Kingdom fundraising auction of unclaimed items.
- c. Warrant and coordinate sheriffs in local groups throughout the Kingdom.
- d. Adhere to and enforce the actions and event curfews outlined in corporate guidelines, Kingdom Seneschal policy, and the Atenveldt Sheriff's Handbook.
- e. Be warranted by, and report directly to, the Kingdom Seneschal.
- f. Report as follows:
 - i. A Monthly report including all incident reports in the last month and recapping reports from local sheriffs throughout the Kingdom must be filed with the Kingdom Seneschal and the Crown.
- g. Maintain a Kingdom file of incident reports by event.
- h. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines, and governing documents of any inter-kingdom war hosted in the Kingdom of Atenveldt.

8. **Kingdom Regnum Officer** shall:

- a. Be warranted by, and report directly to, the Kingdom Seneschal and the Crown.
- b. Maintain and ensure publication of all additions, changes, and deletions to the list of Royalty, Landed Nobility, and Kingdom Officers ("The Regnum") published in the Kingdom Newsletter and on the Kingdom websites.
- c. Follow the procedures laid out in the Kingdom Regnum Officers' Handbook.

9. Kingdom Social Media Officer

- a. Promote the Arts and Sciences within the Kingdom of Atenveldt.
- b. Work with Event Stewards to facilitate Kingdom A&S events.
- c. Advise the Crown on the Arts and Sciences community needs.

10. Kingdom War Main Event Stewards

- a. LOI for the War Main Event Stewards are published in the January Southwind for the following calendar year.
- b. LOI closes on the 15th of March, and the Main Event Stewards are selected by the KFC at their March meeting
- c. The Kingdom Seneschal, working in conjunction with the Crown, is directly responsible for the supervision and overseeing of the Kingdom War
 - i. Securing the site and date of the kingdom war
 - ii. Securing the Coordinators for current year
 - iii. Presenting the Coordinators to the populace

11. Kingdom Warrant Officer

- a. Maintain the warrant information on the Kingdom Officers Roster, ensuring it is up to date and accurate.
- b. Advise the Kingdom seneschal three months in advance of a warrant's expiration date for both Greater Officers and Lesser Officers of the kingdom
- c. Ensure that you receive warrants from the Greater kingdom officers, for both themselves and their subordinates

12. Background Checks Officer:

- a. Once a request has been received, it is reviewed to ensure the qualifications to conduct a background check have been met.
- b. Acquire the needed information needed from the applicant and process the request

E. Specific duties (Report to Exchequer): for Kingdom Lesser Officers reporting directly to the Chancellor of the Exchequer:

- 1. Kingdom Regalia Officer shall:

- a. Keep track of Kingdom regalia including all regalia related to the kingdom war.
- b. Ensure that all pieces of regalia are signed for by a responsible party who understands replacement responsibility and value before taking the regalia.
- c. Coordinate and be responsible for the maintenance of Kingdom regalia.
- d. Arrange for regalia to be at Kingdom events as requested by the Crown.
- e. Arrange for bids for regalia; and, in consultation with the Crown and Atenveldt Kingdom Financial Committee, approve bids for permanent regalia.
- f. Classify items as either regalia or a personal gift if a presentation to the Crown is not specifically designated as one or the other by the presenter.
- g. Attend Coronations and Crown Tournaments.
- h. Be warranted by, and report directly to the Chancellor of the Exchequer and the Crown, with reports sent on a quarterly basis.
- i. Maintain a list of the appropriate maintenance tools, procedures for each set of crowns.
- j. Ensure Kingdom War Pre-Registration Coordinator reports all income collected and expenditures
- k. Ensure Kingdom War Gate Coordinator reports all income collected and expenditures
- l. Ensure Kingdom War Merchant Coordinator reports all income collected and expenditures

F. **Specific duties (Report to Earl Marshal):** for Kingdom Lesser Officers reporting directly to the Earl Marshal

1. **Minister of the Lists and Marshallate Rolls** shall:

- a. Organize and report on the waivers, pairing, and results of the official tournaments within the Kingdom.
- b. Organize with the Crown the list of Crown Tournaments held in Atenveldt. If the Minister is unable to attend, he or she will delegate this authority to a duly recognized deputy or another qualified person before the Tourney.
- c. Maintain the fighter and marshallate authorization lists for the Kingdom of Atenveldt.

- d. Receive, act upon, and maintain files of authorization paperwork and shall produce a quarterly roll of authorizations for distribution.
 - e. Be warranted by, and report directly to, the Earl Marshal and the Crown.
2. **Kingdom Rapier Marshall** shall:
- a. Hold marshallate responsibilities for rapier combat and shall be under the authority of the Earl Marshal.
 - b. Organize and promote rapier within the Kingdom.
 - c. With the Earl Marshall, maintain Atenveldt's Rapier Rules, and publish revisions approved by the Crown and Earl Marshall as required in the Southwind.
 - d. Be warranted by, and report directly to the Crown and Earl Marshal, with reports sent on a quarterly basis and a courtesy copy sent to the Kingdom Seneschal.
 - e. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines, and governing documents for any inter-kingdom war hosted in the Kingdom of Atenveldt.
3. **Kingdom Combat Archery Marshall** shall:
- a. Hold marshalate responsibilities for combat archery and shall be under the authority of the Earl Marshal.
 - b. Organize and promote combat archery within the Kingdom.
 - c. With the Earl Marshall, maintain Atenveldt's Combat Archery Rules, and publish revisions approved by the Crown and Earl Marshall as required in the Southwind.
 - d. Be warranted by, and report directly to, the Crown and Earl Marshal, with reports sent on a quarterly basis and a courtesy copy sent to the Kingdom Seneschal.
 - e. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines and governing documents for any inter-kingdom war hosted in the Kingdom of Atenveldt.
4. **Royal Archer** shall:
- a. Be responsible for target archery and shall be under the authority of the Earl Marshal.
 - b. Interpret and maintain the Kingdom rules for the target archery competitions.
 - c. Organize and promote archery within the Kingdom including the annual Kingdom Archery Champion.

- d. Be warranted by, and report directly to, the Crown and Earl Marshal, with reports sent on a quarterly basis and a courtesy copy sent to the Kingdom Seneschal.
 - e. Promote the historically accurate reproduction of archery through target archery competitions, education, and demonstrations.
 - f. Report quarterly to the archery populace.
 - g. Report yearly IKAC results for Atenveldt at a Kingdom Court and, with the Kingdom Chronicler, the Southwind.
 - h. Notify the Crown of archers attaining Bowmaster ranking and work with the Crown to have the ranking recognized at a Kingdom level event.
 - i. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines and governing documents for any inter-kingdom war hosted in the Kingdom of Atenveldt.
5. **Kingdom Youth Combat Marshal** shall:
- a. Promote the participation of members 15 years old and under in SCA youth combat activities.
 - b. Encourage, organize and assist SCA groups and individuals in implementing and/or running youth combat activities, classes and training.
 - c. Establish marshallate youth combat standards and regulations of the Kingdom, to be approved by the Crown and the Kingdom Earl Marshal.
 - d. With the Kingdom Earl Marshal, interpret and maintain the marshallate youth combat standards and regulations of the Kingdom.
 - e. With the Kingdom Earl Marshal, review youth combat fighting injuries, determine causes, and develop standards for prevention of further injuries.
 - f. Be warranted by, and report directly to, the Kingdom Earl Marshal and the Crown, with reports sent on a quarterly basis.
6. **Kingdom Equestrian Marshall** shall:
- a. Hold marshalate responsibilities for Equestrian and shall be under the authority of the Earl Marshal.
 - b. Organize and promote Equestrian within the Kingdom.
 - c. With the Earl Marshall, maintain Atenveldt's Equestrian Rules, and publish revisions approved by the Crown and Earl Marshall as required in the Southwind.

- d. Be warranted by, and report directly to, the Crown and Earl Marshal, with reports sent on a quarterly basis and a courtesy copy sent to the Kingdom Seneschal.
- e. With other Greater and Lesser Officers, implement and adhere to the financial reporting guidelines and governing documents for any inter-kingdom war hosted in the Kingdom of Atenveldt.

G. **Specific duties (Report to Aten Principal Herald):** for Kingdom Lesser Officers reporting directly to the Aten Principal Herald:

1. **Abacus Herald** shall:

- a. Maintain and make available Charters for all official Awards and Orders in the Kingdom of Atenveldt.
- b. Maintain the Order of Precedence of the Kingdom and ensure that both the Order of Precedence and award Charters are up to date and available on the Kingdom website.
- c. Publish at least quarterly a report of awards bestowed by the Crown in the Southwind.
- d. Be warranted by, and report directly to, the Aten Principal Herald and the Crown.

2. **Parahelium Herald** shall:

- a. Assist the person in selecting a period name, and creation of a device and/or badge
- b. Assist with the person with their submission to the Society For Creative Anachrinism's College of Arms the name, device and/or badge, ensuring funds accompany the submission.

3. **Corona Herald** shall:

- a. Serve as the Crowns Vocal Herald

4. **Fireball Herald**:

- a. Coordinate with the Crown Their court agenda and ceremonies

H. **Specific duties (Report to Kingdom Chronicler):** for Kingdom Lesser Officers reporting directly to the Kingdom Chronicler:

1. **Kingdom Tournaments Illuminated Liaison** shall:

- a. Coordinate writers and photographers to supply items for TI; Supply photos, captions, and copy for the Kingdom News page in TI once annually, plus necessary Release Forms;

- b. Supply photos, captions, and copy for the kingdom arts & sciences competition winners' page in TI, plus necessary Release Forms;
- c. Work on special projects as assigned by TI Editor and/or TI Art Director, such as finding artists/photographers to supply "stock" art and photos, and as needed for specific issues;
- d. Be warranted by, and report directly to, the Kingdom Chronicler, with copies of all articles/reports sent to the Tournaments Illuminated Editor.

V. **TERRITORIAL NOBILITY**

A. **Warrant:** Appointment, Resignation and Removal

- 1. The office of Territorial Nobility shall:
- 2. Be a warranted office with a two or three-year maximum initial warrant period to be proposed in the letter of intent.
- 3. Since the Territorial Nobility are direct representatives of the Crown, and are invested after review of recommendations from the populace in a polling, the following guidelines apply for warranting:
 - a. One warrant shall be issued for the position of Territorial Nobility for the group. When a pair submits a Letter of Intent for the position, and their names are included in the polling as a pair who would serve together, one warrant shall be issued for them as a pair when they are invested.
 - b. The warrant shall be signed by the Crown and Kingdom Seneschal.
 - c. The warrant shall be considered voided, and the tenure of both individuals named in the warrant shall be ended, if either of the individuals cannot complete the tenure due to resignation, removal, or abandonment of the office.
 - d. The issuance of a warrant for the office does not change the procedure for removal of territorial nobility.

B. **Resignation:** Should either of the pair not wish to complete their warrant, they must resign in writing. Resignation shall automatically apply to both individuals named in the warrant as Territorial Nobility for the group.

C. **Completion of Tenure:** In the year before completion of their warrant, a Territorial Nobility pair must send a representative to the Kingdom Calendar Meeting to ensure a Baronial Investiture is scheduled on the

Kingdom Calendar in the 60 days before expiration of their Baronial warrant. The Territorial Nobility pair may petition the Crown of Atenveldt and Kingdom Seneschal to extend their warrant by one or two years to a maximum tenure of four years.

1. In the six months before stepping down, a pair of territorial nobles must meet with the Crown (or the Heirs who will reign at the polling) and Kingdom Seneschal to determine the date for a Baronial Polling to be conducted up to 4 months before the date of their stepping down.

D. **Titles:** Upon resignation of a Territorial Noble, the Crown may optionally bestow the title of Thegn/Bannthegn.

1. These titles shall designate prior service to the Kingdom of Atenveldt as a Territorial Noble, shall include the right to bear the badge of the Barony upon a Baronial coronet and shall place them in the Atenveldt Order of March and Order of Precedence directly following Founding Baron/Founding Baroness.

E. **Polling:** The Crown may poll the populace at any time during the warrant period. These polls are at the discretion of the Crown and may be conducted for any reason. A poll is required upon removal of a Territorial Noble.

1. In all required polls:
 - a. The date of the Baronial polling shall be set by the Kingdom Seneschal and the Crown (or the Heirs who will reign at the polling), based on the Crown's Royal Progress and the time required for publication of polling information in the Kingdom newsletter.
 - b. The Crown shall solicit recommendations for the office of Territorial Nobility by asking for Letters of Intent for the position.
 - c. Candidate letters must state whether the candidates are prepared to sit for a two- or three-year warrant period.
 - d. The Crown and Kingdom Seneschal shall announce in the Baronial newsletter:
 - i. The names of those candidates the Crown has accepted for inclusion in the polling along with the full text of each candidate's Letter of Intent for the position.
 - ii. The rules governing the polling, the polling date, location and procedures for absentee balloting.

- e. For polls conducted following an incomplete tenure by a couple (due to resignation, removal or abandonment of the position), the Crown may optionally accept a Letter of Intent from the Baron or Baroness who last served if the individual is submitting a Letter of Intent as part of a new pair.
 - f. The rules for Baronial polling shall be conducted according to the will of the Crown with the populace opinion requested and received in writing via a polling ballot or electronically.
 - g. The Crown, or Crown's representative, shall consider the recommendations of the populace prior to making their decision regarding the new Territorial Noble(s). The decision of the Crown must not be substantively opposed by the populace of the Barony.
- F. **Suspension**: The Crown may Suspend and/or remove territorial nobility for just and stated cause.
- 1. Suspension, and later reinstatement of a Suspension (if it occurs), shall automatically apply to both individuals named in the warrant as Territorial Nobility for the group.
 - 2. In order to remove Territorial Nobles, the Crown must request a written opinion from the populace of the barony before taking such action. Removal shall automatically apply to both individuals named in the warrant as Territorial Nobility for the group.
- G. **Duties and Privileges** of the Territorial Nobility shall include:
- 1. Fulfilling their duties as outlined in Corpora.
 - 2. Being, for the people of the Barony, the chief examples of chivalry, courtesy, and virtue appropriate to all gentles, and shall encourage those virtues in their populace.
 - 3. Being the representative and agent of the Crown for the people of their Barony in the Crown's absence.
 - 4. This shall include the following:
 - a. Establishing and making awards specific to the Barony to acknowledge the skills and services of its residents.
 - b. The bestowing of awards conferring precedence must be approved by the Crown in advance.
 - c. Holding Baronial courts and presenting Baronial awards.
 - d. Bearing the arms of the Barony, displaying Baronial regalia and wearing Baronial coronets at SCA events as a

symbol of their position as the Crown's agent and representative.

- e. Accepting oaths of fealty from the populace for the Crown when the Crown is not able to be present.
- f. Representing and being an advocate for the people of the Barony before the Crown.
- g. Encouraging special care in the extension of hospitality and welcome to new and prospective members.
- h. Having the right to receive and make use of gifts for the Barony; in addition, shall have the right to receive personal gifts so designated.
- i. Encouraging the officers of the Barony and recommending replacements to the Crown and its officers when such need arises.
- j. Serving as a voting member of the Group Financial Committee for the Barony, and remaining familiar with, and abiding by, financial guidelines defined in governing documents for the Society and the Kingdom.
- k. When requested by the Crown and Kingdom Seneschal, reviewing immediate law changes to be proclaimed on any day other than the day of Coronation.
- l. Holding joint responsibility with the Baronial Seneschal for promptly correcting reporting problems within their Baronial Officer Corps.
- m. Being responsible for ensuring that Kingdom events which are sponsored by the Barony are executed as indicated on the Kingdom Calendar.
- n. Having the right to request reimbursement from Baronial funds for qualified travel expenses as outlined in section XII FINANCIAL GUIDELINES.

H. **Calendar and Events:** Attending or designating representatives to attend Kingdom Calendar meetings to establish a Kingdom Calendar

1. Kingdom Events

- a. Each Barony shall select one Kingdom Event to sponsor and/or host from the listed dates of Kingdom events set forth by the Kingdom Seneschal or designated officer. Any local group may submit an event bid for consideration.
- b. Events required by Kingdom Law must be selected
- c. Events with dates specified in Kingdom Law (e.g. Crown tournaments and Coronations) must be held on the

specified dates specified by the Kingdom Seneschal or designated officer.

- d. Ensure all event forms are submitted and approved by the KFC no later than 120 days prior to the date of the hosted Kingdom event.
- e. Baronies may co-sponsor Kingdom events - meaning that planning, execution, costs and revenue are shared by the Baronies.
- f. A Barony may not host the same kingdom event in consecutive years.

2. Branch Events

- a. After dates for Kingdom Events are established by the Kingdom Seneschal or designated officer, each Branch may add events to the Calendar as follows:
 - b. Baronies and Local Branches may add events to the Calendar at calendar meeting(s)
 - c. Baronial and local branch events may not be scheduled on the same dates as Kingdom Events
 - d. Baronial and local branch dates may be scheduled on the same dates only if the Landed Nobility and local branch seneschal(s) of the affected events agree.
 - e. Baronies and local branches may co-host non-Kingdom events - meaning that planning, execution, costs and revenue are shared by the branches.
 - f. For the purposes of the calendar, events are not required to be fully planned - only a placeholder label is required (e.g. "Barony of SunDragon event")
3. After Kingdom and other branch events have been scheduled and agreed upon by the Landed Nobility and Local Seneschals, the Kingdom Seneschal shall review it to ensure compliance with mundane law, corporate documents, and Kingdom Law. The Kingdom Seneschal and the Landed Nobility will iterate through review and revision until the calendar is in compliance and free of any conflicts.
- a. Should the Landed Nobility be unable to complete the Calendar at least 7 months before the start of the calendar year, the Kingdom Seneschal shall complete the calendar with Kingdom Financial Committee consultation.
4. Once the Calendar is deemed complete, changes to the Calendar shall require the approval of the Kingdom Seneschal with Kingdom Financial Committee consultation."

5. Baronies may treat one published Baronial meeting per month as a formal baronial event including distribution of awards, determination or selection of champions and swearing in of officers at said event.
- I. **Appointment of a Vicar and/or Vicaress:** At the Crown's discretion, a Vicar and/or Vicaress may be appointed to temporarily administer the affairs of a Barony when:
1. A Territorial Noble becomes a Royal Heir.
 2. A Territorial Noble states in writing to the Crown that they are unable to fulfill their duties for a short period of time.
 3. The office of Territorial Nobility is vacant due to suspension, resignation, removal, or abandonment of office.
 4. The office of Vicar and/or Vicaress shall be warranted by the Crown and Kingdom Seneschal: the warrant period shall be at the discretion of the Crown.
 - a. Generally, the term should not extend beyond the requirements of a backfilled tenure to support a royal heir who is completing their reign before returning to their duties as territorial nobility
 5. The Crown may revoke a warrant and remove a Vicar and/or Vicaress at any time.
 6. The Crown shall define the Rights and Privileges of each Vicar and/or Vicaress based on the reasons for the specific appointment. The Crown may deem appropriate that a Vicar and/or Vicaress have any or all of the rights and privileges on the following list:
 - a. Conduct baronial meetings, and supervise and appoint new Baronial officers.
 - b. Serve as a voting member of the Group Financial Committee (casting one combined vote) to facilitate normal Baronial activities.
 - c. Sign event forms and schedule Baronial events.
 - d. Hold Baronial courts and present Baronial awards which are approved by the Crown.
 - e. Bear the arms of the Barony and display Baronial regalia as a symbol of their responsibilities. This may include the wearing of Baronial Coronets when deemed appropriate by the Crown.
 - f. Represent the Barony at official events.

VI. **RIGHTS AND DUTIES OF THE POPULACE**

The populace of the Kingdom shall:

- A. **Ensign**: Have the right to fly the ensign of the Kingdom and are encouraged to do so at published events.
- B. **Communication**: Have the right to write the Crown on any matter. If it is a complaint, the instructions in Corpora must be followed.
- C. **Responsibilities**: Be responsible for the children or pets they bring to events. Care shall be taken that they are not left unattended.
 - 1. Exercise care that modern items are not in obvious display.
 - 2. No smoking nor vaping will be allowed in any building , nor within 60 feet of a doorway and only in areas posted on site as smoking designated zones.
 - 3. Any communication to, from or within the Kingdom, when not in writing and signed, shall be regarded as rumor or unofficial.
- D. **Complaints**: Official complaints about individuals shall be filed according to the following procedures:
 - 1. The person(s) in question shall be contacted in writing in a civil and courteous manner with sufficient time allowed for a written response.
 - 2. If the matter is still unresolved, the person(s) shall be contacted a second time, with a copy to the appropriate responsible officer; sufficient time shall again be allowed for a response.
 - 3. If the matter is still unresolved, the appropriate officer shall be contacted directly in writing, objectively outlining the nature of the conflict. A copy shall be sent to the person(s) in question.
 - 4. Upon completion of the above outlined procedure, the Kingdom officer shall confer with the Crowns to determine suitable action.
- E. **Courtesy Titles**: The victor of the Atenveldt Crown lists, upon his or her ascension to the royal Duchy/County rank, reserves the right to bestow, upon his or her modern legal spouse, the title and responsibility equal to the stature of his or her rank. This title is in effect until the victor decides to remove the rank, or until the modern legal marriage is ended. If the victor becomes deceased, his or her spouse may retain the courtesy title and responsibility as head of household for the deceased. (E.g., Deborah of Mightrinwood is hereby acknowledged as a Countess by Courtesy in the Kingdom of Atenveldt, now and forever.)

VII. **BRANCHES**

- A. **Baronies**: Branches within the Kingdom are Baronies. Baronies shall meet the requirements as stated in Corpora.
- B. **Local branches** are Shires, Cantons, or Colleges. Shires, Cantons, and Colleges shall meet the requirements as stated in Corpora as well as maintain the requirements stated below and in Section E.
 1. **Shires** are not within the jurisdiction or boundaries of a Barony.
 2. **Cantons** are within the jurisdiction and boundaries of a Barony. The officers of a canton report to their respective Baronial officers.
 3. **Colleges** are within the jurisdiction of the Barony within whose borders they are located. Colleges may be inactive for up to three consecutive months as they are normally associated with a modern college, university, or military base. The majority of members and officers must be registered students at the institution at which the College is based in order to remain active.
- C. **Requirements**: Branches and local branches shall meet and maintain the requirements as set down in Corpora and Kingdom Law.
- D. **Formation of New Branches**
 1. Proposed local branches shall be styled incipient when the following items are submitted to the Kingdom Seneschal, and approved by the Crown and Kingdom Seneschal:
 2. A map or list of zip codes identifying the area to be organized. If any of the zip codes are currently assigned to an existing SCA group, a letter from the Territorial Nobility (where appropriate) and Seneschal of the SCA group must be submitted to support the claim of the zip codes by the new group.
 3. A list of no less than three sustaining members with current membership numbers in the requested zip codes.
 4. SCA and modern names, addresses, phone numbers, and membership numbers must be provided. These members must reside in at least two separate addresses.
 5. A list of all current paid members in the zip codes who are over 18 years of age, along with a statement that those members support formation of the group and intend to participate in the group's SCA activities.
 6. A letter from the Seneschal and Territorial Nobility (where appropriate) of an existing SCA group in Atenveldt that will serve as "Sponsor" for the group during the Incipient period.

For incipient Cantons, this letter must come from the Baron and Baroness and Seneschal of the Barony owning the zip codes. Sponsorship must include:

7. Warranting and mentoring the Incipient group's officer corps as deputies to officers in the Sponsoring Group.
8. Providing warranted marshals/waiver secretary support needed to hold official fighter practices.
9. Holding and administering funds for the Incipient Group in the Sponsoring group's bank account.
10. Co-hosting Kingdom Calendar and Locally publicized events with the group.
11. A valid deputy seneschal warrant for a sustaining member residing in the zip codes who is willing to serve as seneschal for the new group. This warrant must be issued by the seneschal of the sponsoring group. The term of the warrant shall be one year and shall run concurrent with the incipient status of the group.
12. A time and place for regularly scheduled meetings.

E. **Incipient Branches:** An incipient group shall remain incipient as long as one member of the group is warranted as a deputy seneschal, that seneschal reports regularly, the group shows continuing SCA activity and growth, the sponsoring group supports the new group's incipient status, and the Kingdom Seneschal grants incipient status. Incipient groups are expected to advance in status within a year of formation, or their status must be reviewed and re-approved by the Kingdom Seneschal. Incipient branches need the following to advance their official status to Shire, Canton or College, and to maintain their status of Shire, Canton or College once it is achieved:

1. Fulfilling the requirements for establishment of branches as stated in Corpora, and meeting the following standards:
2. At least ten paid members, including five sustaining members living at three separate addresses.
3. At least three warranted officers, including a seneschal, an exchequer, and one of the following: a herald, a marshal or a minister of arts and sciences. Local branches are strongly encouraged to fill all of the latter positions.
4. A name registered with the College of Heralds.
5. A consensus among members in the assigned zip codes favoring advancement of the proposed branch.

6. Letters of support for the advancement from the Territorial Baron and Baroness (where appropriate) and Great Officers of the incipient group's sponsoring SCA group.
7. A history of timely reporting to the appropriate superior officers.
8. A history of activities related to the times of the Middle Ages and Renaissance.
9. Petitions for advancement must be submitted to the Kingdom Seneschal, who will request recommendations from the appropriate Landed Nobility and Baronial/Kingdom Officers, and attach these recommendations and his/her own recommendation to the petition. This packet will be sent to the Crown for Their approval. Approval, if granted, shall be proclaimed at a published event and published in Southwind. The date of the official status shall be when it was first proclaimed. The seneschal may hold the petition while asking for further information from the petitioning group.

F. **Closing of a Branch:**

1. After a period of three (3) years of inactivity, a local group may be recommended for dissolution to the Board of Directors.

VIII. **EVENTS**

- A. **Official Events:** An event shall be considered official and published when an event form and an article for publication is sent to southwindsubmissions@atenveldt.org by the stated deadline, approved by the appropriate Royalty and Coronets of the group, added to the Kingdom Calendar, and subsequently published in Southwind before the event.
- B. **Documentation:** An inter-kingdom or Kingdom event shall be considered complete when:
 1. An Event Summary Report has been completed by the event autocrat and sent to the Crown, Heirs, and Kingdom Financial Committee. For all events except inter-kingdom wars hosted in the Kingdom of Atenveldt, this must be completed within 30 days of the event.
 2. An Event Financial Report has been completed by the co-hosting group exchequer (or Responsible Exchequer) and submitted for publication in Southwind.

- C. **Required Events:** Although additional events may be approved by the Kingdom Financial Committee, each calendar year the Kingdom of Atenveldt shall hold the following Kingdom events. The Crown and Kingdom Seneschal may, at their discretion, make changes to Kingdom event dates when necessary to facilitate scheduling:
- a. Crown Tournaments: There will be one Crown Tournament to be held 8 weeks prior to Spring Coronation and one Crown Tournament to be held 8 weeks prior to Fall Coronation
 1. Coronations: There will be one Coronation during the month of May and one Coronation during the month of November.
 2. Kingdom Arts and Sciences Events: At least two events shall be held to encourage the practice of arts and sciences from the time frame of the SCA among the populace. These events may take the form of competitions, collegiums, or other art and science focused events.
 - a. Copies of the Arts and Sciences criteria will be made available to members of the populace wishing to enter Kingdom Arts and Sciences Competition within a reasonably acceptable timeframe in advance of the event to be determined by the Kingdom Minister of Arts and Sciences. These will be distributed through the Kingdom Arts and Sciences Minister or through the Arts and Sciences Officers of the local groups.
 - b. Copies of the Judging criteria will be made available to the judges the day of the competition through the Kingdom Arts and Sciences Minister. Judges will use the criteria to judge entries, and as the basis for comments on judging sheets.
 - c. Judging sheets that are not completely filled out and signed will be disqualified in the final tallying.
 - d. Competitors in Kingdom Arts and Sciences Competitions should have a copy of the criteria for their entry included with their entry.
 3. An additional number of events of Kingdom events as required to ensure that each barony host at least one Kingdom event, to include a Northern, Central and Southern Kingdom War practice, and any type of event is eligible- e.g. 12th night celebrations, Symposiums, prize tournaments, etc.

- D. **Locations:** The Required Kingdom events should be rotated among the Baronies and established Cantons or Shires to allow each branch a chance to host these important events.
- E. **Kingdom Day:** Let it be known that the Kingdom was founded on the 16th day of January, A.S.V. Due to other Kingdom events, Kingdom Day may be celebrated at the convenience of the populace.

IX. **COURTS AND CURIA**

- A. **Definitions:** The courts of the Kingdom shall consist of the Curia Regis, Court of Inquiry, Court of Chivalry, and the Marshallate Quarter Court.
- B. All courts are official functions of published events within the Kingdom.
 - 1. **Curia Regis** shall:
 - a. Be organized and conducted at the pleasure of the Crown.
 - b. Be called at any published event.
 - 2. **Court of Inquiry** shall:
 - a. Be comprised of those persons appointed by the Crown after consultation with the principals involved.
 - b. Be conducted as formally or informally as the Crown so desires. Its aim is to discover the basis of the dispute, prepare a list of pertinent witnesses and evidence, and recommend to the Crown whether a Court of Chivalry will be needed to settle the matter.
 - c. Be announced in Southwind as a published event.
 - d. Be held publicly.
 - 3. **Court of Chivalry** shall:
 - a. Be the Kingdom's highest court. It is the only court that may recommend degradation from the peerage or banishment from the SCA.
 - b. Not be called on any matter unless a Court of Inquiry has recommended one. In no case is the Crown compelled to call a Court of Chivalry based on recommendation.
 - c. Not be convened until all parties to the dispute, all members of the court and the Board of Directors have been notified of the upcoming Court of Chivalry and its cause. Date and location will be decided by the Crown after considering the convenience of all concerned.
 - d. Be announced in Southwind as a published event.
 - e. Be held publicly.
 - f. Be presided over by The Crown.

- g. Have nine judges who are members of the SCA, including the Kingdom Seneschal, Earl Marshal, and the Premiers of the Orders of the Chivalry, Laurel, Master of the Mark, Master of Defence and Pelican. If any of the above judges cannot attend, the Crown will choose replacements from within their offices or orders to represent them. The Crown shall appoint four armigerous representatives to complete the court. No principal involved in the dispute may sit on the court.
- h. Have the Aten Principal Herald or a representative as the recording officer of the court.
- i. Be dissolved at any time by the Crown or by a two thirds majority of the judges.
- j. Have any verdicts and recommended sentences be rendered by a two thirds majority of the judges. A verdict reached by the two thirds majority is not binding on the Crown. The Crown may either follow the court's recommended sentence or may choose another.
- k. Render the charges and the specifications "not proven" should the court fail to reach a two thirds majority for a verdict.
- l. Have its decision and the Crown's judgment placed before the Board of Directors, if the person so sentenced wishes to appeal. If there is an appeal, the Crown has the option to withhold the sentence until after the next meeting of the Board of Directors.
- m. To ensure that the courts have a fair representation of the facts, the principals to the dispute have the right to cross-examine witnesses, introduce evidence, and in general, present their cases.
- n. Should any person who has been specifically summoned to stand before court fail to do so through no fault of his/her own, after having made a reasonable effort, arrangements shall be made to reschedule the court at another time and place convenient to the parties involved.
- o. Should any person who has been specifically summoned to stand before a court fail to appear without sufficient cause, the Crown shall banish this person from all SCA functions and offices until suitable arrangements shall be made to reschedule the court at another time and place

convenient to the parties involved. Sufficient cause shall be determined by the members of the court.

4. **Marshallate Quarter Court** shall be convened as needed and conducted as outlined in the Marshallate Guidelines.

X. **CROWN TOURNAMENT**

- A. **Requirements to enter:** Both Fighter and Consort in the Crown List must meet these requirements.

1. **Membership:** To fulfill the requirements as stated in Corpora - specifically, both fighter and consort must be members of the SCA and must remain members throughout their tenure and reign.
 - a. Positive confirmation that the Office of the Registry has received the membership application is required before anyone may be permitted to fight, or be fought for, in a Crown List.
 - b. Fighter and consort must be able to provide proof of current membership the day of the Crown Tournament.
2. **Attendance:** The Consort must attend the Crown Tournament and be present to swear the oath.
3. **Residence:** Must remain residents in the Kingdom throughout their tenure and reign
4. **Heraldry:** Must have a name and device passed OR in submission with the College of Heraldry
5. **Knowledge:** Must familiarize themselves with Corpora and Kingdom Law and to be willing to swear on their honor that, should they win, they believe themselves to be competent to hold the Crown of Atenveldt.
6. **Age:** Both fighter and consort must be at least 18 years of age.
7. **Communication and Transportation:** Must have a regular means of quick communication and a dependable means of transportation, should they win.
8. **Expenses:** Must be prepared to be responsible for the expenses incurred during their reign as Crown.
9. **Crown Acceptability:** Must be acceptable unto the Crown of Atenveldt. A fighter may compete for only one consort.
10. **Fealty:** Must be willing to swear an oath of Fealty to the Crown of Atenveldt and to the Kingdom, should they win. If, for any reason, a fighter or consort cannot swear an Oath of Fealty, they must submit in writing to the Crown and Kingdom Seneschal an alternate oath that is agreeable to all parties.

This alternate oath must be received by the Crown and Kingdom Seneschal one week prior to the Crown Tournament. Should that fighter or consort win the tournament, they will not be able to accept oaths of Fealty from, or give oaths Fealty to, the Landed Nobility, Peers, Officers, or the Populace.

B. Letter of Intent

The fighter and consort must submit a Letter of Intent to the Crown and Kingdom Seneschal thirty days prior to the tournament. This letter must include all of the following:

1. Membership numbers and expiration dates, that can be confirmed by the SCA Registry Membership.
2. Statement of Residency and active participation within the Kingdom of Atenveldt for twelve months immediately prior to the Crown Tournament.
3. The status of the name and device of the fighter and consort, either in submission or passed by the College of Heraldry.
4. Contact Information, including Society and Modern names.
5. A copy of the current Atenveldt Fighter Authorization card or other documentation that can be confirmed on the marshallate rolls

XI. SUCCESSION OF THE CROWN

A. **Coronation**: At the scheduled time for Coronation, following a successful Crown Tournament, the Sovereign and Consort must yield the crowns, thrones, files, and regalia to the Crown Heirs.

1. The prospective Sovereign and Consort will be crowned with the Crowns of Atenveldt according to the customs of the land.

B. **Failure to Ascend**: Should the prospective Sovereign, and/or the Consort, through no personal fault, be unable to attend Coronation, such steps that are acceptable to the prospective Crown and the reigning Crown shall be taken so that they may achieve the Crown.

1. The Crown shall call a Curia Regis should either the prospective Sovereign or Consort 1. fail to appear at their own Coronation, if there is sufficient evidence to suggest that this failure was through personal malfeasance, or 2. if they refuse to swear an oath of Fealty at their own Coronation and an agreed upon oath was not received as stated in section X.A.10 of this law.
2. Should the decision of the Crown at the Curia Regis be that the prospective Sovereign or Consort failed to appear at their Coronation through personal malfeasance, or failed to meet the Fealty requirements as outlined in section X.A.10 of this law,

then the prospective Sovereign and Consort shall be disqualified from attaining the Crown and their titles of Crown Heir shall be forfeit.

3. If the prospective Crown shall abdicate or be disqualified, the Reigning Crown shall call a new Crown Tourney as soon as one can reasonably and legally be announced. This shall determine a new couple to receive the Crown. The abdicated/disqualified individuals may not participate in this List as either fighter or consort.
 4. Should the Crown refuse to yield Crowns and Thrones to the Crown Heirs, the matter shall be brought before the Board of Directors. Should the Board overrule the Crown, then the Crown shall surrender the Crowns and Thrones to the Crown Heirs at an event that is acceptable to all parties. Should the Board rule with the Crown, the Crown Heirs shall be disqualified.
- C. **Abdication of Sovereign**: In the event the Sovereign is unable to complete the reign, the Consort may continue to reign alone or abdicate the Crown. The original Consort will then be crowned Sovereign.
- D. **Abdication of Consort**: In the event that the Consort is unable to complete the reign, the Sovereign may continue to reign alone or abdicate the Crown.
- E. **Abdication of Sovereign and Consort**: In the event that both the Sovereign and Consort are unable to complete their reign, the most recent Sovereign available shall become regent. The Regent must be a member of the SCA.
1. The tenure of the Regent shall not be considered a reign and the person serving as Regent shall accrue no title or precedence.
 2. The Regent shall not bear the arms of the King or Queen, nor make awards, nor proclaim law, or otherwise exercise the power of the Crown, save those powers specifically granted by Law.
 3. If Crown Heirs have not already been determined, the Regent shall announce a Crown Tourney following the guidelines outlined in Section VIII regarding official events. This Tournament shall be conducted in as timely a manner as possible. All individuals fulfilling the requirements outlined in section X.A. shall be allowed entrance into the list. The Regent shall exercise the ceremonial authority of the Sovereign in the

management of the Tournament. The Coronation of the new Crown shall take place at the closing Court of the Crown Tournament.

4. Abdication or disqualification of the Sovereign and/or Consort does not constitute a full reign. This disallows the right to County or Ducal titles that may have been forthcoming from the reign.

XII. **FINANCIAL GUIDELINES**

- A. **Financial Policy**: The Kingdom Financial Policy follows the guidelines defined in Society Financial Policy and is in addition to Society Financial Policy.
- B. **Financial Committee**: Will be defined in Kingdom Financial Policy.
- C. **Fundraisers**: A Kingdom event may provide for a fundraiser to benefit a specific Kingdom fund. Fundraisers may be auctions or passing the helm. Fundraisers follow society and kingdom financial policies.
- D. **Appropriate Expenses**: Legitimate expenditures from the Kingdom funds may be for the following Kingdom events: Coronations, Crown Tourneys, Kingdom Arts and Sciences Competitions, Kingdom Arts and Sciences Collegiums, Inter-Kingdom Wars hosted by Atenveldt, and other events deemed appropriate by the Atenveldt Kingdom Financial Committee.
- E. **Co-Hosted Events**: Whichever group co-hosts a Kingdom event, shall submit a proposed budget as part of their bid to co-host the event. Upon review and approval of the bid by the Atenveldt Kingdom Financial Committee,
 1. The group shall receive from the Kingdom sufficient funds for the event. The group must consult with the Kingdom Chancellor of the Exchequer to determine an appropriate site/feast fee to be charged based on the event budget.
 2. Within 30 days following the event, the local group must provide the Kingdom Financial Committee with a full accounting of the advanced funds, and unused funds must be returned to the Kingdom.
 3. The Kingdom Chancellor of the Exchequer, or an authorized deputy assigned by the Kingdom Chancellor of the Exchequer, must run the site table and collect all site/feast fees for the event. All collected funds are to go directly to the Kingdom.
 4. Once a full accounting is completed, the Kingdom Chancellor of the Exchequer will disburse one half of the profits from the

event to the local co-hosting group. The Kingdom shall retain the other half of the profits.

- F. **Advances**: Fund Advances follow Kingdom Financial Policy
- G. **Hospitality** for Other Crown Royalty and Nobility: Funds for hospitality to visiting Royalty and Territorial Nobility cannot come from Society bank accounts. Monies for this purpose must come from private donations.
- H. **Regalia Fund** Guidelines follow Kingdom Financial Policy
 - 1. Kingdom regalia must be signed out by the King and Queen or responsible party.
 - 2. The Crown or responsible party shall be responsible to return regalia to the Regalia Officer in the same condition it was received.
 - 3. The Crown or responsible party shall report any damage of regalia to the Regalia Officer for repair.
 - 4. The Crown or responsible party shall be responsible for any and all damages to Regalia while in their possession. Items of regalia must be replaced or otherwise recouped at equal or greater value than the lost or damaged item.
 - 5. All Regalia shall be used for SCA purposes only.
- I. **Additional Expenses**
 - 1. **Crown and Crown Heirs** – The Kingdom Financial Policy details the amount of reimbursable expenses for each set of Crown and Heirs.
 - 2. **Territorial Nobility** – Each local group's financial policy details the amount of reimbursable expenses for the nobility.
- J. **Restrictions**
 - 1. Residential Limitations: Based on society and kingdom financial policies, two individuals who are signatories on Kingdom and local accounts may not dwell at the same residential address. The exception to this includes high-occupancy housing, such as a dormitory or apartments, for a college.
 - 2. Exchequers:
 - a. All Chancellors of the Exchequer within the Kingdom of Atenveldt may not hold another warranted office for the duration of their own warrant.
- K. **Travel and Other Expenses**
 - 1. The Kingdom Financial Policy details the allowable travel reimbursement for each set of Crowns and Heirs.

2. Each Kingdom Officer may request funds for travel in their annual budget that is approved by the Kingdom Financial Committee.
3. Non-budgeted travel reimbursement requests may be made directly to the Kingdom Financial Committee for approval.

XIII. **LOCAL OFFICERS**

- A. **Reporting**: Every local officer must report to their Kingdom superior officer, and in the case of Baronies, must also send a copy to their Territorial Nobility, on a monthly basis. The deadline for reporting shall be defined as the most stringent schedule of the aforementioned individuals. Two or more missed reports may be considered grounds for removal. A copy must go to the local seneschal.
- B. **Local Great Officers** Seneschal, Exchequer, Chronicler, Herald, Marshal, A&S Minister:
 1. Must be conversant with the responsibilities of their office as outlined in Corpora, Kingdom Law, and Kingdom Policy.
 2. Are responsible for ensuring their warrant is properly signed by Royalty or Landed Nobility and their Kingdom Superior Officer, and that copies are received by the local Seneschal and their Kingdom Superior Officer.
 3. Are responsible for recruiting, training, and warranting an Emergency Deputy to serve with them during the term of their office.
 4. Are responsible for keeping their contact information current with the local group Seneschal and their Kingdom Superior Officer.
 5. Local officers who do not intend an extension of their warrant or who wish to resign, shall inform their Kingdom Superior officer and in (the case of Baronies) their Territorial Nobility. The Kingdom officer or (in the case of the Baronies) the Territorial Nobility shall advertise a Seneschal, Exchequer, Earl Marshal, Herald, Chronicler, and Arts & Sciences officer vacancy for two consecutive months so that interested members of the populace may have an opportunity to apply for the position.
 6. Other local officer vacancies must be advertised for thirty days. Advertising must be done in the group's local newsletter (if one exists), with flyers distributed at group meetings, and announcements made at Courts and group meetings. A designated Emergency Deputy may fill the position while it is

advertised, and may apply for the position during the advertising period.