



Society for Creative Anachronism
East Kingdom, Barony of Endewearde, Canton of
Basingestoches.

Canton Charter

Version 2.0 May 2016

Edited by:
Lord Thomas de Marr', Seneschal

Canton of Basingestoches Charter

Charter Evolution

Background

This Charter is meant to be a guide for rules of conduct within the Canton of Basingestoches. Proposed By Lord Thomas de Marr' first Seneschal of Basingestoches in December 2015 these guidelines were discussed by the populace at the Feb 21st 2016 canton meeting. Voted into acceptance May 1st 2016.

Development

Upon acceptance of incipient status in May of 2014 Officers were warranted in the roles of Seneschal, Herald, Minister of Arts & Science as well as Exchequer. Using the charter for the Barony of Endeweard as a base to build on Lord Thomas created a term schedule for officer rotation. On November 8th, 2015 in a canton meeting the schedule was presented and passed in a vote of the populace. The very same meeting saw a vote by the members to request full status for the canton at which time Lord Thomas drafted the charter using the Barony of Endeweardes charter in order to keep within the expectations and traditions of the Barony as a whole while maintaining local traditions and beliefs.

Purpose

The Canton of Basingestoches Charter represents basic, explicit agreements of how we manage the business aspect of “how we play the game” within the SCA. Society, East Kingdom and Baronial laws preempt local practices wherever there are inconsistencies. The spirit of this Charter is not to “over-legislate” game-play rules, but to affirm our local traditions and processes in accordance with Society, East Kingdom and Baronial law.

TABLE OF CONTENTS

SECTION I. Officers

SECTION II. Committees

SECTION III. Meetings

SECTION IV. Polling

SECTION V. Voting

SECTION VI. Events

SECTION VII. Communication

SECTION IX. Baronial Arms

SECTION X. Financial Policy

SECTION XI. Grievances

SECTION XII. Property Disposal

SECTION XIII. Charter Amendments

Glossary

East Kingdom: also known as “EK” or “the East” herein.

Citizen: a resident with paid membership to the SCA who registered with an address within the Baronial borders. A resident with an SCA membership address outside of the Baronial borders may petition the seneschal for temporary citizenship (e.g. seasonal residents, college students, military).

Resident: a participant living within Baronial borders.

Barony of Endewearde: also known as “Endewearde” or “the Barony” or “Barony” herein.

Society for Creative Anachronism: also known as “SCA” or “the Society” herein.

“the list”: Refers to the Endewearde Yahoo! Group.

Nominee(s): Citizen(s) of Endewearde who has been nominated or has accepted a nomination to be considered on the Baronial Seat Selection Process populace polling form.

Candidate(s): Citizen(s) of Endewearde who has been appointed by Their Majesties to the next reign as the Baronial Seat of Endewearde.

Populace polling form: Like a ballot; however, does not imply polling in the Baronial Seat Selection Process is an election. Tabulated results from the populace polling form express the recommended populace consensus choice for Their Majesties to consider.

Baronial Seat: Nonspecific gender description of the territorial baronial head of Endewearde. The Baronial Seat may be an individual or a couple and is sometimes referred to as “the coronet”.

Canton Great Officers: Minimum required officers for a Canton in accordance with EK Law Section VII.F.4

Section I. Officers

All Basingestoches officers must adhere to the requirements set forth in Society and EK Law: they must be paid members, they must reside within the boundaries of Basingestoches, they must be warranted by the corresponding EK Officer, etc. For a full description of officers' duties and responsibilities, see the corresponding sections of EK Law.

- A. Basingestoches maintains a full corps of the officers required of a Canton as set forth in Society/EK law.
 1. Basingestoches has a Seneschal.
 - a. The Seneschal will be elected by secret ballot of paid members of the Barony. Ballots will be counted by the Herald and the Minister of Lists. If either is a party of interest, he shall recuse himself.
 - b. The Seneschal has a Deputy Seneschal, who acts in the Seneschal's stead if the Seneschal is absent or unavailable.
 - c. The Seneschal (or the Deputy Seneschal) chairs all Canton meetings.
 - d. The Seneschal chairs the Finance Committee.
 - e. In the event that a new Seneschal is not available or willing, the current Seneschal if willing can have a 1 year extension. Not to exceed the EK 4 year term limit.
 - f. The Seneschal can be removed from office by the Crown based on complaints of violations of Society or EK Law, unchivalrous conduct, falsifying information to the Crown or Its representatives, or any other action found by the Crown and EK Seneschal to be reasonable grounds for removal.
 - 1) Complaints are submitted to the Crown via Registered Mail in accordance with the Complaint Procedure outlined in [EK Law Sec. X. K.](#)
 2. Basingestoches has an Exchequer.
 - a. The Exchequer is a member of the Finance Committee.
 3. Basingestoches has a Herald **OR** MoAS
 4. Basingestoches has a Minister of Arts and Sciences **OR** Herald
 5. Basingestoches has a Chatelaine.
- B. Terms are 3 years for all officers, with no term limits. Exception being Seneschal as

limited by EK law. A schedule of terms is used to balance the rotation of officers from year to year.

Term Schedule 1	Seneschal*
	Youth Heavy Marshal
	Herald *
	Minister of Lists
Term Schedule 2	Web Minister
	Knight Marshal
	Archery Marshal
	Minister of Arts and Sciences (MoAS) *
Term Schedule 3	Chronicler
	Chatelaine
	Exchequer *
	Youth Fencing Marshal
	Local Thrown Weapons Marshal

*Required Canton officers.

C. Officers who do not complete the 3-year term will be replaced by the officer’s deputy or another appropriate person at the discretion of the Seneschal, who will consult with relevant parties for advisement.

1. Deputies will be selected by the officer.
2. The newly-appointed officer shall complete the original officer’s term.

D. Officers will be selected by the Seneschal after consulting with the previous officer and relevant advisors, and soliciting comments from the Populace.

1. Offices held for the third and final year will be announced during the first quarter of each calendar year. Applications for the upcoming officer opening shall be accepted quarters one through three.
2. During the fourth quarter the Seneschal shall announce candidates and seek

private advisement and comments from the Populace for the selection of the officers.

3. The Seneschal shall announce his or her selections during the first quarter of the term year.
- E. At the discretion of the Seneschal, and based on availability of volunteers, Basingestoches can have any additional officers necessary to oversee various areas of operation of the Canton.

Section II. Committees

- A. Basingestoches has a standing Finance Committee.
1. The Finance Committee is made up of the Seneschal, the Exchequer, and at least one other adult paid member of the Populace.
 - a. Other than the Seneschal and Exchequer, additional members of the Finance Committee are chosen by the Seneschal.
 2. The Finance Committee is chaired by the Seneschal.
 3. All requests for commitment/expenditures of Barony or Canton funds must be submitted to the Finance Committee in accordance with Section X herein.
 - a. A majority vote from the Finance Committee is required for approval.
 - b. The Seneschal typically does not cast a vote in financial decisions. However, in the case of a tie, the Seneschal will cast the deciding vote.
- B. The Seneschal may establish any additional committees as are deemed necessary and beneficial based on current events within the Canton.
1. Once the function of any additional committee is fulfilled, the additional committee is dissolved.

Section III. Meetings

- A. Meetings require a quorum.
1. A quorum shall be defined as a number of residents equal to approximately 10% of the paid members of the Canton; two or more of whom shall be officers of the Canton.
- B. Basingestoches holds Canton meetings quarterly, at a minimum.
1. Canton meetings must be announced at least two weeks in advance, with an agenda, via the official communication medium as established in Section VII.

2. The purpose of Canton meetings may include, but is not limited to, routine business, monitoring progress on projects and events, election of officers, allocation of finances, emergency meetings, and establishment of formal decisions of the group.
- C. Emergency meetings can be called by the Seneschal or by petition of a quorum of the Populace or of officers.
1. Notice of emergency meetings shall be made as early as reasonably possible.
 2. An agenda for the emergency meeting shall be provided as early as reasonably possible.
- D. Meeting minutes should be published as soon as practical.

Section IV. Pollings

For the purposes of this document, polling is defined as a survey of the Populace called for by the Society, East Kingdom, or Endewearde's Seneschal to determine the support or preference for a particular course of action. The results of such pollings shall be considered advisory and not binding.

- A. Seneschal's pollings may be held at the Seneschal's discretion.
- B. Society or East Kingdom pollings conducted in Basingestoches will be done in accordance with [East Kingdom Law Sec.VII.C.](#)

Section V. Voting

For the purposes of this document, voting is defined as a survey of the Populace where the result determines a particular course of action.

- A. Voting will be limited to charter amendments, seneschal elections, and topics at the Seneschal's discretion (*e.g.* policies, procedures, controversial purchases, etc.).
 1. Voting will only take place at Canton meetings.
- B. Voting is limited to Canton citizens.
- C. Citizens must be 14 years of age at the time of voting in order for their preferences to be tallied (per precedent set in [East Kingdom Law Section VII.C.3.e.ii.](#)).

Section VI. Events

- A. All events held within Basingestoches shall be done so under the direction of the Seneschal and within guidelines set forth in [SCA or East Kingdom Law](#).
 1. Each event has an Autocrat and a Deputy Autocrat. For the duration of an event,

the Autocrat and Deputy Autocrat are considered officers of the Canton.

- a. As officers of the Canton, Autocrats and Deputies must adhere to the requirements set forth in SCA and East Kingdom Laws. See Section I herein.
 - b. Autocrat and Deputy may not live in the same home or be of the same family.
 - c. Autocrats are chosen by the Seneschal.
 - 1) Prospective autocrats shall submit a “proposal” for the event to the Seneschal for consideration.
 - d. Autocrats/Deputies are to keep the Seneschal informed of all aspects of the event for which they are responsible.
 - e. The Autocrat is solely responsible for documenting financial expenditures for that event.
 - 1) Receipts (or clear copies of receipts) for expenditures are to be turned over to the Exchequer within two weeks after the event closes.
 - 2) Receipts (or clear copies of receipts) for expenditures should contain only information pertaining to the event expenditures.
- B. The overall format of each of Endewearde’s recurring events is dictated by the Seneschal based on custom and tradition.
1. Autocrats are free to flesh out an event according to their individual personalities, but the overall theme of the event cannot be changed without prior approval of the Seneschal.

Section VII. Communication

- A. The primary source of communication within Endewearde is the Barony’s Yahoo! Group (a.k.a. “the list”) (electronic Internet media).
- B. The US Postal Service is the method of communication for matters of official Baronial business for paid members without Internet access.
 1. If a paid member does not have Internet access, it is that member’s responsibility to let the Seneschal know this so that an alternate means of communication may be used to keep that individual informed of matters of official Baronial business.
 - a. “Official Baronial business” is just that. It does not pertain to issues of general news about workshops and practices, public on-line conversations,

questions and answers, etc.

- b. Examples of matters of official Baronial business are announcements of baronial meetings, announcements of changes in officers, announcements of changes to this document, etc.

Section VIII. Baronial Seat Selection Process

A. The Baronial Seat Selection Process is initiated as a result of one of the following events:

1. Within one year prior to the end of term of the current Baronial Seat (in accordance with EK Law Sec. VII.F.6.d), or
2. The current Baronial Seat announces its intention to step down, or
3. The Seneschal announces that the Baronial Seat is vacant, or
4. The Royalty removes the current Baronial Seat and appoints a Vicar.

B. The Seneschal shall notify the EK Seneschal and schedule a baronial meeting within 30 days following any of the conditions listed in subsection A.

1. Whether at a quarterly or special meeting, the Seneschal shall coordinate with the populace to determine a timeline for nomination and polling periods with consideration for additional steps as required by the EK Polling Deputy.
2. The timeline is subject to approval by the EK Polling Deputy. Once approved, the Seneschal shall announce the timeline via official baronial communications (as defined in Section VII).

C. Nominations:

1. Candidacy is determined in accordance with EK Law Section VII.C.2
2. Nominations for the Baronial seat must be made in person, in writing (paper or electronic), or by phone. The Seneschal must acknowledge the nomination and confirm it with the nominee before announcing the nomination on the list.
3. Citizens of the Barony may self-nominate or nominate others.
4. Citizens may be nominated individually or as part of a couple, but may not appear on the populace polling form more than once.
5. At the end of the nomination period, the Seneschal will announce the final list of nominees to the list as they will appear on the populace polling form.

D. Polling:

1. Polling shall be handled in accordance with EK Law VII.C. and relevant Seneschal procedures using the approved polling templates (either single selection or ranking/Borda method).

E. Terms:

1. The term for a Baronial Seat is three years.
2. The Baronial Seat is limited to one term and one 3 year extension if they request it, there are no additional nominations for the seat, and it is granted by Endewearde's citizens by a vote of confidence.
3. In the event that a first term Baronial Seat is seated, the Baronial Seat will announce whether it wishes to run for an additional term. If there is a sitting territorial couple, then both territorial leaders must agree to continue.
4. If the Baronial Seat states their intention to sit for an extension, the Seneschal shall announce this on the list and at the meeting described in Section VIII.A.1.
 - a. If no other candidate has submitted a letter of intent within one month of the Baronial Seat announcing its intention to continue, a vote of confidence will be taken by closed ballot at the next business meeting to inform the Baronial Great Officers of the group's preference.
 - b. The Seneschal will conduct a vote of confidence of the Baronial Great Officers at the same meeting expressed in VIII.A.1. Results are promptly reported to the EK Seneschal and to the populace of Endewearde and announced on the list.
 - c. If the sitting Baronial Seat is successful in the vote of confidence, then they will continue through an additional 3 year term of office and update the EK Chronieler with the new term expiration date as per EK Law Section VII.F.6.C..
 - d. If the Baronial Seat is not successful in the vote of confidence, then the nomination process will begin from subsection B. above.
5. If Baronial seat consists of a territorial couple and either member of the couple steps down early, the remaining territorial leader may complete the current term individually pending a vote of confidence to be held at the next scheduled meeting at least 30 days after the announcement to step down. If the Baronial Seat is not successful in the vote of confidence, then the nomination process will begin from subsection B. above.
6. If any Baronial Seat is compelled by circumstance to take leave of the Baronial Seat for a period exceeding six months, then upon resolution and prior to the completion of that Baronial Seat's term, the Baronial Seat may have the right to return to the Seat, resuming all duties and powers. To establish such right, the

returning Baronial Seat must provide explanation to the Vicar, if any, and the Greater Officers. A majority of the Greater Officers and Vicar, if any, combined, must agree that the circumstance was valid.

7. Either party is permitted to run as either individuals or as a part of a new Territorial Couple in the next nomination process, unless doing so conflicts with current Kingdom Law.

Section IX. Baronial Arms

- A. The Baronial Device is registered with the College of Heraldry as: Gyronny of sixteen sable and or, a tower argent charged with a laurel wreath vert, all within an orle argent.
- B. The Baronial Device may not be altered without a Baronial polling and without following the policies of the East Kingdom College of Heraldry for the alteration and registration of such devices.

Section X. Financial Policy

- A. Any commitment/expenditure of Baronial funds must be approved by the Barony's Finance Committee.
 1. "Commitment/expenditure of Baronial funds" shall be defined as any spending of Baronial funds, or any agreement to spend Baronial funds.
 - a. Any agreement to discount or waive site fees at Baronial events/practices for an individual for any reason shall also be considered a "commitment of Baronial funds."
 2. Requests for expenditures of Baronial funds other than for events shall be submitted to the Finance Committee via the Seneschal and/or Exchequer a minimum of seven days in advance of the date required.
 - a. Understanding that emergencies happen, an "emergency request" for expenditure of Baronial funds may be submitted to the Finance Committee (via the Seneschal and/or Exchequer) a minimum of three days in advance of the date required.
 - 1) Whether a request constitutes an emergency shall be decided by the Finance Committee as part of its decision to approve or disapprove the request.
 - a) Justification for the "emergency" should be included with any request for expenditures that are submitted with less than seven days' notice. (An "on sale" item might be considered a legitimate reason for the short notice, for instance.)

- 2) Emergency requests are not to be considered the norm.
3. Commitment of Baronial funds without the approval of the Finance Committee does NOT make the Barony liable for said commitment and may result in the individual who made the unapproved commitment being personally liable.
4. A check written against the Barony's bank account will be made payable to the individual making the request for expenditure of Baronial funds (or to a vendor of services or supplies if the requester wishes) only after the Finance Committee has approved the request.
 - a. Baronial checks require two signatures.
 - 1) The Barony assumes no responsibility for any bank fees that may be incurred as a result of non-payment of a Baronial check being returned unpaid because it was processed with only one signature.
 - b. Baronial funds will NOT be distributed in cash form.
5. It may take several days for arrangements to be made for a check to be delivered to the individual requesting the expenditure; plan accordingly.
6. After an approved purchase has been made, all receipts and excess funds will be turned over to the Exchequer as soon as practical.
 - a. Every effort should be made to keep Baronial purchases on their own receipt/s; *ie.*, don't mix a Baronial purchase with the rest of your shopping. (It's very easy to get a separate receipt for an individual item and it'll make the Exchequer's job a lot easier.)

B. Event budgets must be approved by the Finance Committee.

1. Acceptance of a "proposal to autocrat an event" DOES NOT constitute the approval of an event budget.
2. A detailed event budget should be submitted to the Finance Committee for approval no less than one month prior to the event.
 - a. Sooner is better!!! If an autocrat can submit a detailed budget sooner, he/she should do so. Event budgets are not carved in stone and changes can always be made if necessary.
 - 1) Be aware that it may take more than seven days for the Finance Committee to approve an event budget.
 - 2) Autocrats may be called upon by the Finance Committee to justify/alter certain planned expenditures.
3. Autocrats should ensure that guests' checks are made payable to "Society for Creative Anachronism-Maine, Inc. Endeweardé" or "SCA-Maine, Inc.

Endewearde”.

- a. This should be stated in event announcements, and Gate personnel should be made aware of it, too.
4. Any advance checks received from guests for the purpose of reservations for site fees or feasts are property of the Barony, not of the autocrat. They shall be turned in to the Exchequer within 2 weeks of receipt for deposit to the Baronial account.
 - a. If a pre-paid guest requests a refund, said refund must come from the Barony's Exchequer and be recorded on the Barony's ledger as such.
5. Receipts for supplies for events, all event reports (gate sheets, waivers, etc), any cash/checks taken in at Gate, plus any excess Baronial funds need to be returned to the Exchequer within two weeks of the close of the event.

Section XI. Grievances

Society Law (Corpora), Appendix A: Suggested Channels for Complaint and Appeal describes, in general, the preferred process for conflict resolution. All members of the Barony of Endewearde are encouraged to settle any differences between themselves and any other member of the Populace in a chivalrous and responsible manner. Failing this, complainants will be encouraged to refer to the Principles and Procedures sections of [Corpora, Appendix A](#).

The following procedure should be used in cases where a member of the Populace has a grievance with an officer within the Barony of Endewearde. This process is based on the “East Kingdom Seneschal's Handbook”.

1. Try to get together, one-on-one, and lay the facts on the table. Facts include describing your own feelings. Facts do not include accusations or blame of any sort.
2. If getting together doesn't work, then ask another Baronial officer or someone within the Barony that you respect to mediate. An independent third party can often "defuse" an emotional situation.
3. If a third party within the Barony hasn't been able to help, then put the matter in writing. Write a letter to the Baronial officer explaining the situation as you see it. Try to be as factual as possible. Try to put yourself in the officer's shoes, making any solution that you propose acceptable to the Baronial officer. Indicate a two-week time period for the officer to respond, and indicate that if you don't hear a reply you will send copies to the independent 3rd party and the Baronial Seneschal (assuming it's not the Seneschal who is the subject of the grievance). If you do not hear a reply from the Baronial officer in question, send the copies to the Baronial Seneschal and 3rd party.
4. If you still do not get a reply or results, send another letter to the Baronial officer in question, much the same as the last letter, but this time include the Baronial officer's Kingdom superior, along with the Baronial Seneschal. Allow 30 days for a reply.

5. If you still get no results, send a letter directly to the Kingdom officer, with a copy to the Baronial officer in question. Allow 30 days for a reply.
6. If you still get no response, send a letter to the Crown, with copies to the Kingdom officer and Baronial officer in question. Allow 30 days for a reply.
7. The final official complaint is a letter to the relevant SCA Corporate officer, with copies to the Crown, the Kingdom officer, and to the Baronial officer in question.

Final Advice: Whether you got results or not, at some point it is best to drop the issue. A problem is often like a dead fish: once you've found out as many facts as possible about how the fish died and why, the best thing is to bury the fish. Otherwise, whoever is holding the dead fish is going to smell just like it.

Section XII. Property Disposal

Any inventoried property no longer wanted, needed, or required by the Barony with recognizable value will be disposed of with consent of the Chamberlain and the Seneschal.

Section XIII. Charter Amendments

- A. An amendment to this charter may add, delete, or modify any rule so long as it does not contradict any modern federal, state, or local law, or override or supersede the Governing Documents of the SCA, East Kingdom Law, or the policies of the Greater and Lesser Officers of the SCA or the East Kingdom.
- B. An amendment to the charter must be submitted in writing to the Seneschal and the Chronicler by a citizen during a regular business meeting. The proposed amendment must be seconded by another citizen during the meeting. Amending the Charter is considered a matter of great importance, and shall be tabled until the following business meeting.
- C. The proposed amendment will be published on the website and on the official communications medium as established in Section VII at least one month prior to vote.
- D. The amendment will be voted upon at the first business meeting after the one-month period has elapsed.
- E. Changes to the charter due to the updating of section numbers or to policy changes in the SCA Governing Documents, East Kingdom Law, or the policies of the Greater and Lesser Officers will not require a vote and will take place automatically as an administrative function.

Record of Changes

<i>Date</i>	<i>Section (sub-section)</i>	<i>Description of Change</i>

Seneschal's Signature

1.0

Charter Version Number

Signature

Date