

BARONY OF NORDSKOGEN
General Policies and Procedures

These are the official policies of the Barony of Nordskogen, approved and effective June 19, 2013. In the event of a conflict between these policies and any policies, regulations or laws of the Kingdom of Northshield, the Corporation, the State of Minnesota, or the United States; the policies, regulations and laws of the other entity shall take precedence. The override of any single policy shall only negate that policy; all others shall stand. These policies do not apply to Nordskogen's Cantons and Colleges, as those bodies may maintain their own bylaws and policies.

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

I. GENERAL POLICIES

- A. It is the decision of the people of Nordskogen that there be no requirements for "citizenship" in the Barony. On matters put up for a vote or poll, the general populace of Nordskogen can participate. The populace need not be paid members of the SCA, unless the question being voted on has a membership requirement instituted by Corpora or Kingdom, i.e.: recommendation of Baron and Baroness.
- B. The Baron and Baroness, or their designated proxy, have "day of" authority/discretion to allow people to use the Baronial Pavilion at events where it's already set up and not otherwise committed (i.e. meetings, meals for royalty, etc.). Independent uses of the pavilion (demos, other groups) must be approved by the Barony's populace at a general business meeting, so these uses must be requested in advance.
- C. Any policy amendment desired shall be proposed in a general business meeting. This proposal will then be published in the Crystal Quill, and will be voted on by the populace of Nordskogen present at the next general business meeting.
- D. These Policies, the Officer Policies, and the Financial Policies shall be published in the Crystal Quill annually, at a time to be decided by the Seneschal and the Chronicler. Any changes to either set of policies shall be published in the Crystal Quill as soon as the change is made.

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II. POLICIES REGARDING EVENTS

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

It is strongly encouraged that all first-time event stewards be mentored by an experienced event steward. It is also encouraged that would-be event stewards shadow experienced event stewards, in preparation for becoming an event steward for an event.

A. Baronial Events:

1. Proposals for Kingdom Events (Coronations & Crown Tournaments), as well as for Warriors & Warlords, are specifically exempted from this section of policy.
2. Proposal Steps
 - a. Initial Event Proposals should include the event date, featured activities/themes, event sites under consideration, and if possible a rough estimate of the cost and/or breakeven numbers. This proposal should also note any other Kingdom events currently listed on the Kingdom Calendar for the proposed date. The Barony will be looking at basic event viability and timing. If the populace approves the idea, the event date should be submitted to the Kingdom Calendar, and the event stewards may continue forward with site selection and budgeting. (Note – it is far easier to update a Kingdom Calendar entry than to negotiate event dates on the calendar with less notice.)
 - b. Detailed Event Proposals must include the final site selection and costs, event budget and break-even numbers, and volunteers for all major event staff positions and should be presented at least three months before the event date. If the populace approves, the bid is given to the financial committee. If the financial committee approves the bid, the seneschal may sign the contract and expenses may be paid for the event.
3. Event Proposal Timing
 - a. Initial Event Proposals will be considered at any business meeting. It is up to the Seneschal's discretion whether to accept bids outside policy dates. The Seneschal should be informed of any Initial Event Proposals being developed, in order to help avoid date conflicts.
 - b. Detailed Event Proposals will be considered at any business meeting. Notification of the agenda item should be sent out to the Barony via the e-list at least one week prior to the business meeting, with prior notice to the Seneschal.
 - c. An event steward can bring forward a Detailed Event Proposal without first having received approval on an Initial Event Proposal (if all of the information is immediately available). The Seneschal, after soliciting advice from the financial committee and trusted advisors, shall have discretion as to whether to entertain event proposals with less than six months of planning time.
 - d. If an Event Steward gains Initial Approval, but decides not to pursue the event further, this should be communicated to the Seneschal as soon as possible. The Seneschal will then cancel the event on the appropriate calendars.

B. Moots

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

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C. Warriors & Warlords

1. As Warriors and Warlords is a joint event with the Barony of Jararvellir, and because the dates for the event are set far in advance, planning and approvals will be handled differently than all other events.
2. WW Event Co-Steward: Nordskogen will provide an event co-steward. The standard term of office is two years. A year as Deputy Steward in advance is highly recommended. Approval of the Nordskogen WW Event Co-Steward will be made by the Nordskogen Seneschal, in consultation with the Baronage of Nordskogen and the Jararvellir Baronage, Seneschal, and WW Event Co-Steward. If there are no applicants, the Seneschal will open the position for applicants using the Officer Policies.
3. WW Staff Positions are appointed jointly by the Event Co-Stewards, in consultation with the two Baronial Seneschals. It is recommended that open positions be publicized.
4. The Nordskogen WW Event Co-Steward will report progress to the Barony on the normal reporting schedule.
5. Both the Nordskogen and Jararvellir must approve the WW Budget, per each group's financial policies.
6. Major changes to the WW structure (dates, site, budget, major activities) require approval from both baronies.

D. Kingdom Level Events Including Coronation & Crown Tournament

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

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E. Event Management

1. Votes for Baronial events and Kingdom events will be held by secret ballot. Votes for Moot or changes to Warriors and Warlords are not required to be held by secret ballot.
2. Neither Nordskogen's Seneschal nor Exchequer may be an event steward for an official event during their tenure. This policy does not restrict these officers from running moots. This policy also does not affect other local officers or anyone holding a regional or kingdom office.
3. Progress Reporting - In the interest of coordinating the efforts of the various officers concerned, and of responsibly managing the Barony's financial and other resources, progress reports are expected to be conveyed to general business meetings as follows:
 - a. Pre-event: The event steward, in person or by deputy (who is expected to be well-informed), shall report at the general business meetings 6 months, 3 months, 2 months and 1 month prior to the event. The reports shall include a budget, attendance estimate, approximate fee schedule(s), site evaluation(s), schedule for the event (site open/close times, contests, tourneys, meals, courts, etc.), anticipated/possible problems, and any other pertinent information.
 - b. Post-event: The event steward will present a written report of his/her own views on the event two general business meetings after the event. This report shall include a financial report, attendance figures, problems encountered and suggestions for other event stewards (this last being the main reason for the post-mortem). After the event steward report is given, any questions, comments or suggestions from the populace present at the post-mortem may be given. These items shall be noted and kept in mind for future events. The Seneschal shall file the post-mortem findings in order to increase the shared knowledge.
4. The Baron and Baroness do not have to pay site and feast fee for an event financially sponsored by Nordskogen. This privilege will also include Northshield royalty, visiting an event financially sponsored by Nordskogen, specifically and limited to the King and Queen plus two retainers, and the Prince and Princess plus two retainers. Further exceptions regarding site and feast fees are at the discretion of the event steward.
5. Event receipts are due to the Exchequer no more than 30 days after an event. Exceptions only at the discretion of the Exchequer, as defined in the Financial Policies. See the Nordskogen Financial Policies for more information.
6. The event steward will keep items lost and found at their event, and provide a list to the appropriate populace. If unclaimed for 60 days after being published, the items will be considered donations to the Barony. The event steward, Seneschal, and Quartermaster shall decide disposition of the items.

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III. POLICIES REGARDING BARONIAL EQUIPMENT USE AND STORAGE

A. Property Management

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

B. Policies

1. Planning

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

2. Loaning

- a. Nordskogen and its cantons/colleges have precedence for the use of Baronial equipment. To make a request and arrange a pick-up time, contact the Quartermaster.
- b. Groups or individuals requesting the use of baronial equipment are responsible for arranging transportation of the gear to and from the storage unit.
- c. The Quartermaster may sign out and transport equipment to and from events or meetings for others.
- d. While a group may request the loan of baronial equipment, an individual from that group must take responsibility for the equipment from when it is removed from storage until it is returned. That individual is expected to ensure that due care is taken with Baronial property protecting it from the elements as appropriate and trying to minimize any damage. The Quartermaster shall provide care instructions to the responsible individual for items being loaned.
- e. When loaning equipment, the Quartermaster will ensure that the borrower has signed out the items using the master sign-out book, and will also complete two itemized lists of the property loaned – one for the borrower and one for the Quartermaster's records. Event stewards should make their copy of the list available for event staff to use in re-packing the equipment.
- f. The sign-out book and a current copy of the inventory will be stored inside the shed. Everyone, including the Quartermaster, or any other officer, will sign out items before removing any item from the shed property. This includes removal for cleaning, repair, labeling, etc.
- g. Equipment shall be returned to the shed within a week of the event using the itemized list and sign-out book. Upon return, the "Return Date" column of the sign-out sheet will be completed, and any necessary comments recorded. Exceptions to the one-week policy will be at the discretion of the Quartermaster.
- h. The individual who signed out the property is responsible for ensuring that all property is returned.
- i. For reasons of sanitation, maintenance and general courtesy, all equipment returned to the shed, especially feast gear and any other equipment involved in the preparation and serving of food or drink, must be cleaned and fully dry before its return.

3. Storage

- a. When storing items in the shed, items must be put back in their designated location. Shelves, wall hooks, etc. will be labeled to aid in re-storing things.
- b. Consumable property is defined as property which is used up through normal use; for example, duct tape, art supplies, paper archery targets, twine, plastic bags, paper plates, etc. The inventory will clearly state when something is considered consumable, and the sign-out sheet has a column to reflect this.

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- c. If the "shed" is a paid-for public storage facility or other location where the Barony is paying rent by the square or cubic unit, consumable property will not be stored there long-term. Food or property with a known use-by date may not be kept in the shed. The event steward is responsible for distributing any such items left over from any event.
4. Maintenance
 - a. Should any non-consumable item of Baronial property be damaged, lost or destroyed while on loan, the loanee will alert the Quartermaster of this and give details of the loss. Excessive losses will be reported by the Quartermaster to the general business meeting as part of the event follow-up process.
 - b. The Quartermaster shall alert the Barony, via the general business meeting, to equipment maintenance and replacement needs as they occur, including damage to or loss of non-consumable property while in storage.
 - c. If cleaning or maintenance to equipment is necessary but there is doubt as to the feasibility of the process (i.e., can these tabards be machine-washed and dried?), contact the Quartermaster to decide on methods before proceeding. It is better to make slightly more work for the Quartermaster than to replace items damaged by improper care.
 - d. If the borrower or Quartermaster has doubt whether an expensive, damaged item can be salvaged, the Quartermaster or the responsible party shall contact the Seneschal and the Chancellor of the Exchequer for this decision. If an item is determined to be unsalvageable, it will be announced to the populace to give someone else an opportunity to find a use for the item.

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IV. BARONIAL AWARDS

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

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

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

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

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

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

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

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

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

The Order of the Bronze Acorn is an award for gentles who have given service to the Baronial Canton of Nordleigh.

There is an award for gentles who have given service to the Baronial Canton of Blachemere. This item will be updated after the name officially passes.

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