

The Customary of the Barony of Wyewood

in the Kingdom of An Tir
of the Society for Creative Anachronism



March 2013

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1.1) This is the Wyewood Customary, as permitted by Corpora (I.A), which is intended to aid in the smooth running of the Barony of Wyewood, a branch of the Society for Creative Anachronism, Inc. It is not a corporate publication of the Society for Creative Anachronism, Inc., and does not delineate SCA policies.

1.2) This Customary is superseded by Federal, State and local Laws and Ordinances, the Governing Documents of the Society for Creative Anachronism, Inc., and the Laws of the Kingdom of An Tir.

1.3) This Customary is not to be construed as law of any nature, but a document of customs, local policy, and implementation procedures for the branch's operation

2. Definitions

Barony (adj., Baronial) is the Barony of Wyewood, unless otherwise specified.

Coronet: The Coronet refers to the Baron or Baroness of Wyewood, or both of these acting in concert.

Crown, the: The Crown is the King and Queen of An Tir acting in concert.

Deputy Officer: A Deputy is a person chosen by an Officer to assist in the performance of the Officer's duties.

Deputy, Contingency: A Contingency Deputy is a person approved by Council who is capable of performing the duties of an office when the Officer is unable to fulfill their duties.

Governing Documents: Governing Documents are the Articles of Incorporation, By-Laws, and Corpora of The Society for Creative Anachronism, and the Governing and Policy Decisions of its Board as found in its Organizational Handbook..

Kingdom, the: The Kingdom of An Tir, unless otherwise specified.

Member: A Member is a paid member of the Society as defined in Governing Documents..

Officer: A Branch Officer is a person holding a position listed as a section of [Appendix B], after maintaining the requirements in [Section 7.1]

Society, the: The Society is the Society for Creative Anachronism, Inc (may be abbreviated SCA).

Wyewood Council: The Coronet and Officers of Wyewood.

3. History of Wyewood

3.1) Wyewood was founded in A.S. XXIX (1994-1995) as a canton of Madrone. The original name of the canton was Wyebridge, but that name was not registrable with the College of Arms as it was found to conflict with the real-world name Weybridge. So Wyewood was submitted as an alternate name, which did pass.

3.2) Wyewood became a Shire in during the reign of King Davin and Queen Groa at Lionhearts Tourney in A.S. XXXVI (2001). Upon the elevation of the branch to shire, Earl Edward Cire of Greymoor and Countess Elisabeth de Rossignol served as Royal Patrons of the shire for six years.

3.3) Wyewood was elevated to Barony in A.S. XLVII (March 2013) by King Ulfr and Queen Caoimhe. The Founding Baron and Baroness are Bobert de la Trinitie and Gabrielle Lepinay.

4. Territory of Wyewood

These are the modern zip codes that comprise the Barony of Wyewood:

| | | | |
|---------------------|--------------------|-------------------|-------------------|
| 98001 Auburn | 98032 Kent | 98057 Renton | 98093 Federal Way |
| 98002 Auburn | 98035 Kent | 98058 Renton | 98148 Seattle |
| 98003 Federal Way | 98038 Maple Valley | 98059 Renton | 98158 Seattle |
| 98010 Black Diamond | 98042 Kent | 98062 Seahurst | 98166 Seattle |
| 98022 Enumclaw | 98047 Pacific | 98063 Federal Way | 98168 Seattle |
| 98023 Federal Way | 98051 Ravensdale | 98064 Kent | 98188 Seattle |
| 98025 Hobart | 98054 Redondo | 98071 Auburn | 98198 Seattle |
| 98030 Kent | 98055 Renton | 98089 Kent | |
| 98031 Kent | 98056 Renton | 98092 Auburn | |



5. Wyewood Heraldic Items

5.1) The following are the Branch Name and Arms, as registered with the SCA College of Heraldry:

5.1.1) Branch Name: Wyewood, the Barony of (04/2008)

5.1.2) Branch Arms: “Or, on a pall nowy azure between three trees blasted and eradicated sable a laurel wreath Or.” (09/1997)



5.2) The following are Populace Badges. These badges may be used, displayed and worn by current Champions and Populace of the Barony in order to indicate affiliation with the Barony:

5.2.1) “(Fieldless) A bat-winged hamster segreant contourny Or winged and collared sable.” (11/1997)

5.2.2) “(Fieldless) A shakefork per pale azure and Or.” (04/2009)

5.2.3) “(Fieldless) A shakefork azure.” (04/2009)



5.3) The badges of the various Orders and Guilds of Wyewood are listed in [Appendix D & E]. Members of the Orders/Guild may use, display and wear the badge of the their appropriate Order/Guild.

6. Baronage

6.1 Coronet of Wyewood

6.1) The Baronial Coronet of the Barony, Baron and/or Baroness, is the direct and appointed representative of the Crown for the Barony. Duties and Responsibilities of the Baronial Coronet include, but are not limited to:

6.1.1) Serving as the ceremonial head of the Barony, including, but not limited to, hosting visiting Royalty, conducting such Courts as are necessary for presenting awards, prizes, recognitions, honors and memberships in the Orders of the Barony, also presenting Awards, Orders, etc. delegated to them by the Crown, and providing pomp and ceremony to Baronial events.

6.1.2) Supporting local organizations and groups within the Society. The Coronet should travel to other parts of the Kingdom, and encourage their populace to travel as well.

6.1.3) Inform the Crown when the populace has suggested changes (i.e.: a new war site, a change in the Kingdom calendar) or is concerned about matters of state.

6.1.4) Reporting to Their Majesties as required by Kingdom Law, but at least once each Crown reign, with copies of these reports presented at the Business Meeting.

6.1.5) Supporting Kingdom Law and the Customary of Wyewood. The Coronet shall be familiar with Kingdom Law and this Customary. They should give opinions to the Crown and Kingdom Seneschal on mid-Reign Law Changes made by the Crown

6.1.6) Considering and respecting the will of the Wyewood Council

6.1.7) Attending and participating in Wyewood Business Meetings frequently.

6.1.8) Establish and maintain a Baronial Court/Retinue.

6.1.9) Performing any other duties mandated by Governing Documents, Kingdom Law, or Their Majesties' decrees or commands.

6.1.10) Any other duties as prescribed by this Customary.

6.2 Change in Coronet

6.2) A change in Coronet can happen by three means: resignation, end of term, or removal by the Crown.

6.2.1) When the Coronet choose to resign or their 3 year term is to expire, the process for choosing their successor shall be as follows:

6.2.1.a) The resigning Coronet shall solicit written recommendations for their successors from the Populace of the Barony.

6.2.1.b) After reviewing the recommendations, the resigning Coronet shall consult with their Majesties, to determine the most highly recommended couple or individual.

6.2.1.c) The resigning Coronet may discuss the possibilities with the prospective candidates, especially to ensure their willingness and ability to assume the duties of Coronet.

6.2.1.d) A polling shall take place in accordance with Kingdom Laws.

6.2.2) No person(s) shall serve more than two consecutive terms as Coronet. Individuals can serve more than two terms as Coronet as long as there is a break in service.

6.2.3) If there are two people serving as Coronet (i.e. a Baron and Baroness) and one person resigns or steps down, at the discretion of the Crown, the other person may continue to serve the rest of the term alone.

7. Branch Officers

7.1 General Requirements

7.1.1) All Officers shall be members as defined in the Laws of An Tir. Those Officers not covered by the Laws of An Tir shall be members of the Society at any level of membership.

7.1.2) All Officers should subscribe to or have easy access to Crier and Baronial Newsletter, if in publication.

7.1.7) An Individual may hold a maximum of two Wyewood Offices at any given time.

7.1.7.a) No matter how many Offices a person holds, they shall be considered one Officer and shall hold only one vote.

7.1.7.b) No one is permitted to hold two Offices that conflict as per the Kingdom Law and the Wyewood Financial Policy (e.g., the Seneschal cannot be the Exchequer) [Appendix A].

7.1.8) All Officers shall have easy access to email.

7.1.9) All Officers shall be familiar with Kingdom Law and this Customary.

7.2 General Duties

7.2.1) All officers shall fulfill their duties as defined in the Kingdom Law.

7.2.2) Officers and those wishing to apply for office should become familiar with Kingdom and Branch requirements as regards the specific office.

7.2.3) All officers shall maintain files and equipment as needed by their office and shall turn over all files, equipment, and supplies pertaining to the office to their successor in a timely manner.

7.2.4) All officers shall give reports to their kingdom superiors and to the Branch

7.2.4.a) Officers shall deliver their quarterly report to their Kingdom superior as prescribed by An Tir Kingdom Law.

7.2.4.b) Officers are to deliver reports to the Wyewood Council at the Branch Business Meeting, to include sending copies to the Coronet and the Branch Seneschal.

7.2.5) All officers are responsible for the training of the successors to their office.

7.3 Officer Deputies

7.3.1) Each officer may designate Deputies to perform specific duties of the office as deemed appropriate by the officer.

7.3.1.a) The Branch Officer should ensure that their Deputies be a member of the SCA in good standing, and have a Kingdom Warrant, where it is deemed appropriate, necessary or required.

7.3.1.b) Deputies of the Branch Heavy Combat Marshal, Branch Archery Marshal, and Branch Rapier Marshal shall be warranted marshals in their martial area so that they may run practices or fill in for their Marshal as needed.

7.3.1.c) The training of a Deputy is the responsibility of the overseeing Officer.

7.3.2) The Seneschal and the Exchequer shall designate a Contingency Deputy to fill the office in the event that the Officer is unable to fulfill the duties of the office.

7.3.2.a) Contingency deputies should be selected on the basis of their interest in the office and in the Society, and should have been participating in the Branch for at least six (6) months.

7.3.2.b) No one is permitted to be Contingency Deputy to a position they cannot hold due to conflict (e.g., the Seneschal cannot be Contingency Deputy to the Exchequer).

7.3.3) A person may hold any number of Deputy positions so long as the positions do not conflict.

7.4 Term of Office

7.4.1) The preferred term for Officers of Wyewood is two (2) years. Alternative arrangements may be made to serve a shorter term, if necessary, upon consultation with and approval by the Wyewood Council.

7.4.2) Neither the Seneschal nor the Exchequer should change office during the period of November through January, until the Year End Summary (Seneschal) and the Domesday Report (Exchequer) are successfully submitted (due February 1st).

7.4.3) Incoming Officers for Seneschal and Exchequer should be determined at least six months prior to the incumbent's end of office to provide adequate training and to assure smooth transition of either office.

7.5 Selection of Officers

7.5.1) Three months before the end of the term for an office, the Seneschal shall request applications from anyone interested in holding the office be delivered to the Wyewood Business Meeting. The Seneschal shall allow one month for all applications to be reviewed by the Wyewood Council and the Populace. Copies of this applications should be sent to both the Seneschal and Coronet for filing.

7.5.2) The Seneschal shall evaluate applicants for membership requirements and any legal qualifications necessary for the office.

7.5.3) The Seneschal shall announce to the Branch who has applied for which office and shall ask for comments (to be made in private) on the acceptability of the candidates for the office. The Wyewood Council shall meet with each candidate for an interview.

7.5.4) During an executive Session of a Business Meeting, by majority vote, Wyewood Council shall select one candidate to be forwarded to Kingdom as its recommendation for appointment and warranting.

7.5.5) This Selection should be made within one month after the deadline for applications and the selection recommendation of the new Officers shall announced to the Branch at a Business Meeting.

7.6 Removal from Office

7.6.1) An Officer may only be removed from Office in accordance with Corpora and Kingdom Law.

8. Wyewood Champions

8.1 Champions of Wyewood

8.1.1) The general tenure of a Champion is approximately one year. The tenure begins when the Champion is recognized during a Baronial Court of the Championship Tournament in which there was victory, and it ends during a Baronial Court of the following Championship Tournament before a successor is recognized. General tenure guidelines may be modified if circumstances dictate.

8.2 Requirements

8.2.1) Requirements to be a Champion are:

8.2.1.a) Entrants shall be acceptable to the Coronet and serve at the Coronet's discretion.

8.2.1.b) Champions shall swear fealty or an oath of service to the Barony of Wyewood.

8.2.1.c) There shall be a minimum of two contestants for a Championship Tournament to take place.

8.2.1.d) Wyewood Champions shall not be Champions in another branch during their tenure (excluding Kingdom or Principalities).

8.2.1.d) Any further requirements shall be published before the Championship event.

8.3 Responsibilities

8.3.1) Responsibilities of Champions include, but are not necessarily limited to:

8.3.1.a) Attending Baronial events during their tenure as Champion.

8.3.1.b) Promoting within the Branch and abroad, the activities associated with their Championship.

8.3.1.c) Defending the Branch against all challengers in the field relating to their Championship.

8.3.1.d) Assisting in coordinating a tournament to choose their successor.

8.3.1.e) Attending both the tournament to choose their successor and the successor's

investiture.

8.4 Champions Rights

- 8.4.1) Rights of Wyewood Champions include, but are not necessarily limited to:
 - 8.4.1.a) Champions have the right to wear regalia appropriate to their station.
 - 8.4.1.b) Sitting at the High Table at Wyewood Feasts, if space is available.
 - 8.4.1.c) Advising the Baronial Coronet in matters of peace and war.

9. Populace of Wyewood

9.1 Wyewoodian

- 9.1.1) Wyewoodians shall be inclusive of all gentles who consider themselves of a Wyewood state of mind and such persons shall be welcome to participate in Wyewood business.
- 9.1.2) Rights of Wyewoodians include but are not necessarily limited to:
 - 9.1.2.a) Applying to become, or being recommended to become, an Officer or Coronet of Wyewood.
 - 9.1.2.b) Participating in decisions of the Wyewood Council.
 - 9.1.2.d) Displaying the Baronial Populace badges.

10. Subordinate Branches and Groups

10.1 Subordinate Branches

- 10.1.1) Subordinate Branches are any Cantons, Colleges, Ports or Strongholds, as per Kingdom Law, that are sponsored by Wyewood.
- 10.1.2) Subordinate Branches shall provide the Wyewood Council with the following:
 - 10.1.2.a) The Wyewood Seneschal shall be given a current copy of the Subordinate Branch's Officers, including SCA & modern names, and contact information. This listing should be updated as necessary.
 - 10.1.2.b) The Wyewood Chronicler shall be given the date for their general meetings for publication in the Baronial newsletter.
 - 10.1.2.c). Each Wyewood Officer shall be given a copy of their Subordinate Branch's counterpart's reports in a timely manner for use in the Wyewood Officer's reports.
- 10.1.3) All dates for Subordinate Branch events shall be coordinated through the Wyewood Council.
- 10.1.4) The Subordinate Branch's Seneschal or designee, shall attend Wyewood Business Meetings to report on the status of the Subordinate Branch.
- 10.1.5) The Coronet shall attend the Subordinate Branch's Business meeting a minimum of once per

calendar quarter.

10.1.6) The Barony of Wyewood's Customary shall be adopted as the guidelines of the Subordinate Branches until such time as separate guidelines are passed by a majority vote of the Subordinate Branch Populace and approved by the Wyewood Seneschal and Coronet.

10.2 Guilds

10.2.1) A Guild is a recognized special interest focus group in Wyewood that contributes to the Branch, the Society, and the Current Middle Ages.

10.2.2) Prospective Guilds shall petition the Coronet in order to be recognized as a Wyewood Guild. This petition shall include a Guild name, a charter of their goals & organization and a roll of prospective founding members.

10.2.3) Guild Charters shall be approved by a majority vote of the Wyewood Council. Guild Charters shall contain the following:

10.2.3.a) a financial policy inline with the Wyewood Financial Policy [Appendix A];

10.2.3.b) an internal structure and procedures for determining Guild leadership.

10.2.3.c) the purpose and goals of the Guild.

10.2.3.d) procedures for the amendment of the Guild charter and dissolution of the Guild as a whole.

10.2.4) Guild leadership positions are not considered Officers of Wyewood.

10.2.6) All Guilds shall submit a report to the Wyewood Council quarterly of its activities and yearly of its current membership roll.

10.2.7) A guild may be dissolved by:

10.2.7.a) the procedures set forth in the Guild Charter;

10.2.7.b) a 2/3rd Majority vote of the Wyewood Council.

10.2.8) Upon dissolution, all guild assets shall be returned to the Branch. Funds held by a dissolved Guild will revert back to The Barony of Wyewood General Funds.

10.2.9) Guilds that have been chartered by Wyewood are listed in [Appendix E]

11. Wyewood Assets

11.1 Asset Ownership

11.1.1) Any items provided for the use by the Barony, whether acquired by donation or by expenditure of Baronial funds, shall remain the property of the Barony and shall be returned thereunto upon request of the Baronial officer empowered to receive them.

11.1.2) Any items provided on loan for the use of the Barony by any individual shall remain the property

of that individual, and shall be surrendered thereunto upon demand. The Branch is not liable for loss or damage of items loaned to it by individuals.

11.1.3) Property of Subordinate branches and Guilds of Wyewood are owned by the Barony of Wyewood, though it may be stored or maintained by the Subordinate branch or Guild. A written contract for items stored with individuals, subordinate branches or Guilds of Wyewood must be kept on file with the annual inventory list.

11.1.4) Property of a Subordinate branch or Guild may be used without the groups permission by written decree of the Coronet only.

11.1.5) All Non-Cash Assets will be the responsibility of, administered & maintained by the Wyewood Chamberlain as per Wyewood Financial policy [Appendix A.12].

11.2 Release of Non-Cash Assets

11.2.1) Non-Cash Assets of Wyewood shall only be released by a majority vote of the Wyewood Council.

11.2.2) Monies generated through the release of Wyewood assets shall be handled per the Wyewood Financial Policy [Appendix A].

12. Meetings and Committees

12.1 Wyewood Business Meeting

12.1.1) The Wyewood Business Meeting is the monthly meeting of the Wyewood Council to conduct administrative business.

12.1.2) The date, time, and location of Business Meetings shall be published in advance in the Baronial newsletter or on the Branch Website. If a last minute change occurs, a sincere effort shall be made to notify all of the populace.

12.1.3) Business Meetings shall be chaired by the Seneschal or his or her designee.

12.1.4) The Chronicler, or a designee, shall take minutes of all Business Meetings, including a record of votes taken, money appropriated, and names of those attending. The minutes shall be published in Baronial newsletter the month following the meeting.

12.1.5) Business Meetings shall be open to all interested. The Chairperson may call for a private Executive Session as needed. An Executive Session is open to only the Wyewood Council and those specifically summoned by the Wyewood Council. The minutes of an Executive Session shall be published as part of the corresponding Business Meeting Minutes.

12.1.6) At least six members of the Wyewood Council shall be present for any votes to be taken.

12.1.7) Wyewood Business Meeting decisions can be made by Consensus, a Simple Vote, or a Major Vote:

12.1.7.a) A Consensus is the general accord of Officers and Wyewoodians at a Business Meeting.

12.1.7.b) A Simple Vote shall be carried by a simple majority of Voting Members present.

12.1.7.c) A Major Vote requires a two-thirds majority of Wyewoodians present to pass. A Major Vote shall be announced at the prior Business Meeting or published in Baronial newsletter or posted to the Electronic Mailing list at least two weeks prior to the meeting in which it is cast. The announcement, the publishing of this notice, and presiding at the meeting shall be the duty of the Seneschal, unless there is a conflict of interest involving the Seneschal. If the Seneschal is not available, the Coronet may shall delegate this duty to another Officer.

12.1.8) Any vote can be called to a re-vote by a Wyewoodian. The re-vote shall be conducted as a Major Vote. This re-vote shall be considered binding.

12.1.9) Any decision of the Coronet or Seneschal may be called to a vote. The vote shall be conducted as a Major Vote. This vote shall be considered binding.

12.2 Financial Committee Meeting

12.2.1) The Wyewood Financial Committee shall hold regular meetings once per calender quarter.

12.2.2) The date, time, and location of Financial Committee Meetings shall be published in advance in the Baronial newsletter. If a last minute change occurs, a sincere effort shall be made to notify all of the populace.

12.2.4) The Financial Committee meeting minutes shall be published in Baronial newsletter the month following the meeting.

12.2.4) The Wyewood Financial Committee may hold special meetings as necessary.

12.2.5) See [Appendix A] for more information regarding for Financial Committee.

12.3 Special Task Committees

12.3.1) Special task committees may be formed as needed by the Coronet, the Seneschal or the majority opinion of the Wyewood Officers.

12.3.2) Special task committees shall meet as necessary to complete their task.

12.3.3) Special tasks committees shall provide reports to the Coronet and/or Seneschal as directed.

13. Events

13.1 Event Proposals

13.1.1) A written proposal for an event should be received at a Wyewood Business Meeting a minimum of six (6) months prior to the month in which the event falls to allow for publication in the Kingdom newsletter (Crier).

13.1.2) At the discretion of the Wyewood Council, a proposal may be accepted and the event steward chosen up to one week before the Crier deadline for the event announcement. However, this is not encouraged and shall receive a majority vote of the Officers present.

13.1.3) Kingdom-level event bids shall receive support and commitment by the Barony by a Major Vote at a Wyewood Business Meeting before a proposal is made to the Kingdom.

13.1.3) A complete proposal shall include at a minimum the following:

13.1.3.a) The date(s) of the proposed event.

13.1.3.b) Site description, including facilities available, restrictions, the Site Deposit and Refund policy, other pertinent site policies.

13.1.3.c) List of primary personnel (Event Steward(s), Head Cook(s), and a more general list of needed support personnel).

13.1.3.d) The approximate size of event.

13.1.3.e) A Preliminary Budget including the cost of site, rough estimate of feast cost, and other expenses.

13.1.3.f) The theme and activities planned for the event.

13.1.3.g) The proposed site fee.

13.1.4) The proposal shall be signed by the proposed Event Steward(s) and Head Cook(s).

13.1.5) The Coronet, Seneschal, and Exchequer are precluded from applying for the positions of Event Steward or Contingency Event Steward for Wyewood Events due to inherent duties already assumed for any Baronial Event.

13.2 Event Selection Procedures

13.2.1) All event proposals shall be received by the Wyewood Council. Copies shall be made available to the populace upon request.

13.2.2) An incomplete proposal should be returned for completion.

13.2.3) The Seneschal shall announce to the Branch who has made proposals.

13.2.4) The Coronet shall make the final decision on events. The Coronet should solicit opinions from the Wyewood Council and Populace of Wyewood on event proposals.

13.2.5) The Seneschal shall announce the accepted proposal. Reasons for refusing a proposal need not

be announced, although the Event Steward should be told why his/her proposal was not accepted.

13.3 Event Stewards

13.3.1) Event Stewards shall be members of the Society at any level of membership.

13.3.2) The duties of Event Stewards include but are not limited to:

13.3.2.a) Complete and submit Event Bid forms and Event Budget.

13.3.2.b) Ensure that site deposits and other fees/payments are made on time.

13.3.2.c) Order insurance from the Corporate office if it is necessary for the site.

13.3.2.d) Make arrangements with the Cook(s), Exchequer, and Chamberlain on menu, purchase of food, site acceptability, access, and transportation of the Wyewood feast supplies.

13.3.2.e) Ensure that a complete ingredient list, including any last-minute changes or substitutions, is made readily available to the event attendees prior to the serving of lunch or feast.

13.3.2.f) Establish duties of Wyewood Officers with respect to the event and confirm those duties with the respective officers.

13.3.2.g) Publish announcements in the Crier and Baronial Newsletter on time with appropriate information.

13.3.2.h) Establish a list of any activity coordinators and their duties. Oversee and follow up with activity coordinators.

13.3.2.i) No unbudgeted expenditures should be made without the Event Steward's approval. Keep a running tally of all expenditures.

13.3.2.j) Ensure that all money is given to the Exchequer for deposit in a timely manner.

13.3.2.k) Contact mundane emergency services in the event of an emergency. Event Stewards should understand the reporting policies for emergencies.

13.3.2.l) Track emergencies or unusual occurrences at the event.

13.3.2.m) Follow up with the site representative after the event to ensure his or her satisfaction with the Branch's use. Request recommendations or comments from the site.

13.3.2.n) Meet with the Exchequer before and after the event to go over the income and expenses, and to pass on all receipts and reservation lists to the Exchequer for completion of the event financial report.

13.3.2.o) Send a copy of all event-related correspondence to the Seneschal for inclusion in the Event File.

13.3.2.p) File all reports on time.

13.3.3) An Event Steward should not have more than one event open at a time

13.4 Contingency Event Stewards

13.4.1) It is recommended that all Event Stewards have an experienced Contingency Event Steward when they submit a bid proposal to the Branch. The Contingency Event Steward should be listed on the bid proposal.

13.4.2) The Contingency Event Steward shall be prepared to run the event should the Event Steward be unable to do so.

13.4.3) The Contingency Event Steward shall have successfully completed at least one event as Event Steward

13.4.4) At the discretion of the Coronet or Wyewood Council, an Event Steward may be required to select an acceptable Contingency Event Steward for an event.

13.5 Event Steward's Staff

13.5.1) The Event Steward's Staff shall be acceptable to the Wyewood Council.

13.5.2) The Event Steward shall secure qualified marshals for the conduct of martial activities. These marshals should be acceptable to the Branch Marshal overseeing that activity.

13.5.3) The presence of the Chirurgeon at an event is strongly encouraged, although is not required by the SCA.

13.6 Event Announcements

13.6.1) All event announcements shall be reviewed by the Seneschal for completeness and accuracy before being sent to the Crier and Baronial Newsletter.

13.6.2) Event announcements should comply with the layout requirements of the Kingdom Calendar Deputy and Crier Editor.

13.6.3) All Branch events shall be published in the Crier and Baronial Newsletter. Failure to publish an event in a timely manner in these newsletters may result in cancellation of the event.

13.7 Fees

13.7.1) Fees shall be set by the Event Steward, considering the following factors:

13.7.1.a) Site budget,

13.7.1.b) The number of planned attendees,

13.7.1.c) Desired level of profit (this may be determined by Kingdom requirements and local needs).

13.7.2) Fees shall adhere to the Baronial and Kingdom policies with regards to free or compensated admittance.

13.7.3) A cut-off date for on-board (and off board if necessary) reservations may be used at the discretion of the Event Steward and Head Cook, if published.

13.7.4) Any Non-Member surcharge fees shall comply with the Kingdom and Society policies.

13.8 Pulling Sanction of an Event

13.8.1) The removal of sanction of an event can be done only for those reasons outlined by Corpora and Kingdom Law.

13.8.2) This shall be done only by the Seneschal or designated representative.

13.8.3) This should be done only as an absolute last resort.

13.9 Event Closure and Reports

13.9.1) Gate Policy shall comply with Kingdom and Society Exchequer Handbooks. Anyone wanting to work at Gate shall be trained and approved by the Exchequer prior to the Event.

13.9.2) The Event Steward's Report shall be submitted to the Seneschal within thirty (30) days of the end of the Event

13.9.3) The Event Steward's Report shall include a review of Event activities and any occurrences, Event Waiver Forms, and a statement of expenditures and income.

13.9.4) An event shall not be considered closed until:

13.9.4.a) The Event Financial Report has been submitted by the Exchequer;

13.9.4.b) The Event Steward's Report has been submitted to the Seneschal;

13.9.4.c) All Wyewood items and equipment have been returned to the satisfaction of the Chamberlain;

13.9.4.d) The Event Steward presents the closing report at the next available Wyewood Business Meeting, to the acceptance of the Seneschal.

13.10 Event Files

13.10.1) An event file shall be maintained by the Seneschal or by someone appointed by the Seneschal.

13.10.2) An event file consists of event proposals, event reports, and any other information pertinent to the event (for example: copies of correspondence with the site, contracts).

13.10.3) The event file should be available to anyone planning an event or wishing to write a proposal for an event.

14. Awards, Orders and Recognitions

14.1 Award Creation

14.1.1) It shall be the sole authority of the Coronet to create any Wyewood Award, Order, Token or Recognition. The Coronet should consult with the Wyewood Pursuivant on the heraldic representation of said creations for registration.

14.1.2) A description including the award name, purpose, requirements, ranking and physical representation shall be provided to the Wyewood Council upon creation.

14.2 Award Administration

14.2.1) The Coronet should seek input from the populace in regard to the bestowal of any Wyewood award or recognition.

14.2.2) At the conclusion of any court in which a Wyewood baronial award, order, honor, or token is bestowed, a court report shall be created detailing these and their recipients. This report shall be given to the Branch Pursuivant and copied to the Branch Chronicler for inclusion in the Baronial Newsletter.

14.2.3) The Pursuivant shall maintain a record of all Wyewood awards, orders, honors and tokens given by Wyewood and send updates to the Kingdom Order of Precedence as needed.

14.2.4) For the Orders in Wyewood, a member of the Order shall be appointed as Order Secretary by it membership, or the Coronet if none is appointed. The Secretary is responsible for coordinating and meeting with other members of the Order to provide recommendations to the Coronet on matter relating to their Order.

15. Communications Policy

15.1 Electronic Mailing List

15.1.1) The Wyewood Electronic Mailing List is intended to be a place where Wyewoodians can discuss topics relevant to the Branch.

15.1.2) All users of this list are expected to carry themselves in an honorable and chivalrous manner. Post every message as if it was going to be read aloud, in court, in front of strangers, with children present.

15.1.3) Content considered acceptable includes, but is not limited to:

- 15.1.3.a) Discussions concerning policies of the group or issues about the governance of the group.
- 15.1.3.b) Postings about upcoming events and activities.
- 15.1.3.c) Issues concerning the SCA as a whole.
- 15.1.3.d) Questions about garb, culinary, fighter, (insert SCA interest here), etc.
- 15.1.3.e) Shopping alerts, if relevant to SCA interests.

15.1.4) Content determined to be unacceptable includes, but is not limited to:

- 15.1.4.a) Spam (This includes unsolicited mass emails such as "get rich quick" schemes, virus hoaxes, chain letters, etc)
- 15.1.4.b) Inappropriate advertising (Posts by individuals who are only on the list to push their personal advertisements. Especially advertisements that are not related in any way to the SCA or medieval interests.)
- 15.1.4.c) Flaming. (Personal attacks on another individual or group.)
- 15.1.4.d) Requests for legal, medical or similar advice that would be inappropriate or illegal to give (Note: requests for referrals are okay, provided all responses are taken off list.)
- 15.1.4.e) Personal or private discussions.
- 15.1.4.f) Modern religion or politics. (Including signature lines).

15.1.4.g) "Adult" content.

15.1.4.h) Continuation of any discussion that has been declared over by the Web Minister, Seneschal or Coronet.

15.1.5) Anyone who violates these policies by posting unacceptable types of messages is subject to moderation by the Web Minister.

15.1.5.a) Anyone repeatedly violating these policies will be subject to removal from the list by the Web Minister after consultation with the Seneschal or Wyewood Council.

15.1.5.b) Appeals of this removal decisions shall be submitted to the Seneschal and Wyewood Council. The Seneschal and Wyewood Council shall decide on the final resolution of the subscription in question.

15.1.5.c) Further levels of appeal should follow An Tir Kingdom Law and Corpora.

15.2 Branch Website

15.2.1) The official website for the Barony of Wyewood is: www.Wyewood.org

15.2.2) The website shall be maintained in accordance with Kingdom Laws and Corpora.

15.2.3) Any content posted or published on the Wyewood website shall be properly attributed to its originator.

15.3 Baronial Newsletter

15.3.1) The Baronial newsletter for the Barony of Wyewood is the "Wye's Mouth."

15.3.2) The Baronial newsletter shall be published in accordance with Kingdom Law.

15.3.3) The newsletter shall at a minimum contain the minutes from the Business Meetings and Financial Committee Meetings since last newsletter publishing.

15.3.4) If a notification required by this Customary can not be published in the Baronial Newsletter due to time constraints, the notification may be posted to the Electronic Mailing List and/or Branch Website instead.

15.4 Post Mail

15.4.1) Wyewood shall maintain a Post Office Box at a United States Postal Service authorized location within the territory of Wyewood.

15.4.2) the mailing address is currently: Barony of Wyewood, SCA Inc., P.O. Box 59804, Renton, WA 98058-9804

15.4.3) Wyewood's mailing address shall be posted in the Branch Newsletter and in the Branch Website.

15.4.4) The Seneschal shall maintain and control access to this P.O. Box.

16. Review and Revision

16.1 Amending the Customary

16.1.1) The Customary of Wyewood is a living document, that from time to time, may need to be modified, amended, or changed.

16.1.2) The Customary should be reviewed annually by the Coronet, Seneschal, and by any others of their choosing to see if it needs to be updated. Their recommendations for amendment shall be presented at the next Business Meeting.

16.1.3) Any Wyewoodian may propose an amendment to this Customary by submitting a written proposal of amendment to the Wyewood Council at a Business Meeting.

16.1.4) Each amendment to the Customary proper (the numbered sections, not including the Appendix) shall be enacted by a Major Vote at a Wyewood Business Meeting. No amendment shall affect more than one section of the Customary per amendment.

16.1.5) Amendments shall not affect anything enacted before their passage.

16.1.6) The Appendices of the Customary shall be modified by a majority vote of the Wyewood Council.

16.1.7) The Seneschal may make any adjustments to the spelling or grammar of this Customary, as long as the purpose and meaning of any statement is unchanged. Any corrections shall be reported to the Wyewood Council at the next Business Meeting.

16.1.8) Any part of this Customary shall be immediately and automatically void if found to be in conflict with the Laws of the Kingdom of An Tir, the Corpora of the SCA, Inc., or any local, state, or federal laws.

16.1.9) This Customary shall be posted on the Baronial Website.

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Appendix A: Wyewood Financial Policy

A.1 Introduction

The Wyewood Financial Policy serves as an addendum to the requirements set forth by the Society for Creative Anachronism, Inc. (SCA) Financial Policy, and the Kingdom of An Tir Branch Financial Policy. This policy is governed by Modern Law, Corpora, SCA Financial Policy, Kingdom Law, and Kingdom Financial Policy, and shall be revised, as needed, to remain in compliance with these superseding documents. Other revisions shall be by unanimous consent of the Financial Committee. All references to monetary amounts refer to U.S. currency.

A.2 Wyewood Financial Committee

A.2.1) The Financial Committee, in accordance with Section VI.A of the SCA Financial Policy, shall be composed of three or more officers. In Wyewood, this is the Coronet (counting as one vote), Exchequer, Seneschal.

A.2.2) Deputies for any of the Officers on the Financial Committee may attend its meetings and participate in its discussions; however voting is limited to one vote per Office.

A.2.3) The authority to approve all budget requests and expense authorizations rests solely with the Financial Committee, and all decisions by the Financial Committee are by simple majority vote, except where noted elsewhere in this policy.

A.2.4) The Exchequer shall chair the meetings of the Financial Committee which shall convene at a minimum of quarterly to review the Financial Report submitted to the Kingdom Exchequer.

A.2.5) Additional meetings may be called to discuss other financial business, as needed, or as necessary to ensure the continued smooth operation of the Branch.

A.2.6) Discussions may take place either in person or via e-mail which is an approved method for the dissemination of information.

A.3 Bank Account Identification and Structure

A.3.1) All funds shall be maintained in a bank account in the name of "Society for Creative Anachronism, Inc. Barony of Wyewood," in a bank governed by U.S. banking regulations, under the Society's federal employer ID number (94-1698556).

A.3.2) Each account shall be a double-signature account, with the Baron or Baroness, Exchequer, Seneschal, and Deputies (as needed) being listed as signatories, as well as the Kingdom Chancellor of the Exchequer, or a designated representative.

A.3.2.a) All signatories shall be paid members of the Society, and shall submit proof of personal/legal identification and paid membership when being added as a signer to the account. A copy of said ID shall be forwarded to the Kingdom Exchequer along with the signature card.

A.3.2.b) No two signatories shall operate out of the same residence, or be related by birth or

marriage.

A.3.2.c) Two authorized signatures shall be required on any check, money order, or other instrument of withdrawal whether or not the bank teller or clerk have minimum limits for signature inspection.

A.3.2.d) Signature cards shall be updated as needed at the discretion of the Financial Committee).

A.3.3) At minimum, a Checking account shall be maintained.

A.3.4) The Checking account shall be used to support the Branch Budget and Funds listed in [Appendix A.9].

A.3.5) Branch Savings are monies not allocated to Branch Budgets or Funds. Savings shall be invested in the following manner:

A.3.5.a) 25% of the available savings shall be maintained in the General Fund.

A.3.5.b) 75% of the available savings shall be invested in Liquid Funds and/or 3 or 6 month Certificates of Deposit with staggered maturity dates.

A.4 Segregation of Duties

A.4.1) No one person shall be responsible for all aspects of Wyewood's financial management.

A.4.2) The bank statements for all of Wyewood's accounts shall be sent to Wyewood's Post Office Box (P.O. Box 59804, Renton WA 98058).

A.4.2.a) The Seneschal or designated representative (other than the Exchequer) shall retain the key to the P.O. Box, and be responsible for receiving and reviewing the bank statement.

A.4.2.b) Once the bank statement has been reviewed, it shall be delivered to the Exchequer, as soon as reasonably possible.

A.4.3) Wyewood shall have a warranted Exchequer, as long as it has funds in a Society bank account, whether in its own account or within a sponsoring branch's account.

A.4.4) There shall be no co-mingling of Society funds with the funds of any individual, business, or other legal entity.

A.4.5.a) Funds collected at or for events shall be deposited into the hosting group's SCA bank account.

A.4.5.b) Disbursement controls shall be implemented by the branch that are sufficient to discourage misappropriation of funds and to reveal any attempted misappropriation promptly.

A.5 Financial Records

A.5.1) The Exchequer shall maintain permanent books and records of all financial activity. Detailed records shall be maintained and receipts, disbursements, and contributions specifically itemized.

A.5.2) Where a system is automated, a printout or "hardcopy" of computer records shall be made at least monthly as well as backup files/disks. These should be stored at a separate location and updated quarterly.

A.5.3) All records shall be retained for at least seven years.

A.5.4) All books and records, as well as all assets, bank statements, other correspondence and files of an official nature are the property of the Society for Creative Anachronism, Inc. They shall be turned over to the successor officer within thirty days after the former officer leaves office.

A.6 Financial Reporting and Disclosure

A.6.1) All quarterly and annual reports shall be submitted on-time and in accordance with Kingdom Policy.

A.6.2) Annual reports shall contain a copy of the branch's signature card, to verify its validity.

A.6.3) The Exchequer shall submit the annual Comparative Balance Sheet and Income Statement for publication in Wyewood's newsletter, or distribute copies at Wyewood's next regularly scheduled Business Meeting following submittal of the annual report.

A.6.4) Any Wyewoodian, upon reasonable request, may examine the financial records of Wyewood at a time and place agreed upon by the Exchequer and the requester.

A.7 Expense Authorizations

A.7.1) No Officer of any level has the authority to authorize payments that do not support the Society's tax exempt purpose.

A.7.1.a) Overall guidelines for classes of expenditures are delineated in the Society Chancellor of the Exchequer Officer's Handbook.

A.7.1.b) If the reasonableness of the expense is uncertain, the Exchequer shall be consulted prior to any commitment. If necessary, the Exchequer shall consult with their immediate superior.

A.7.3) Cash advance requests require a completed Cheque Request Form, and shall be approved by the Financial Committee. Reconciliation of cash advances shall occur within 90 days of the advance and, if at all possible, should occur before the end of the current financial quarter.

A.7.4) Event Bid and Special Project Expense authorizations shall be approved/denied by the Wyewood Council (as defined in the Customary). Thoughtful consideration should be undertaken by the officers before committing Wyewood's funds.

A.7.4.a) Authorizations shall be approved or denied by consensus of the officers present at the time a decision needs to be made.

A.7.4.b) There shall be a minimum of three officers present, one of which shall be a member of the Financial Committee, before an expense authorization can be made.

A.7.4.c) In reaching that consensus, each officer shall have only one vote in financial matters (i.e.: The Seneschal and Contingency Deputy Seneschal shall only have one vote for the office of the Seneschal.)

A.7.4.d) Upon approval, the Exchequer, as the chairperson of the Financial Committee shall sign the authorizing document (Budget Worksheet Reimbursement Request or Cash Advance Request).

A.7.5) Two members of the Financial Committee, if necessary between meetings of the Financial Committee, may by mutual agreement, authorize individual Event or Special Projects expenditures up to \$50.00. Both shall sign the authorizing document (Cheque Request Form) and report these authorizations to the other members of the Financial Committee as soon as possible. A spokesman for the Financial Committee shall report the authorization at the next regularly scheduled Business Meeting.

A.7.6) The Financial Committee, if necessary between Business Meetings, may authorize individual Event or Special Project expenditures up to \$300. This approval shall be unanimous. The Seneschal and Exchequer shall sign the authorizing document (Cheque Request Form). A spokesman for the Financial Committee shall report the authorization at the next regularly scheduled Business Meeting.
(See also A.13 Event Finances)

A.7.7) Any Branch expenditure over \$300 shall require a Major Vote at a Business Meeting.

A.7.8) The event fee (and feast fee if any) at Wyewood events shall be compensated for the following persons: the Wyewood Baronage and all persons specified in Kingdom Law.. The Event Steward can compensate others as long as they are included in the Event Bid and approved. No person not specified in the Event Bid will be compensated.

A.7.9) The Baronial Teamster, at the discretion of the Wyewood Council, may be authorized reimbursement for transportation expenses incurred in the line of their duties.

A.7.10) Guild monies shall be used at the Guild's discretion and in accordance with the financial procedures laid out in their charter, so long as it is considered ALLOWABLE according to Kingdom and Society Financial policies.

A.8 Reimbursement Policy

A.8.1) All monies spent should be pre-approved by the Branch, directly or via an approved budget, or the Financial Committee.

A.8.2) Any one requiring reimbursement for approved funds spent on behalf of the Branch should submit their request for reimbursement in writing within 30 days of expenditure. Per Kingdom policy, "Branch Exchequers are only obligated to reimburse for receipts presented within 120 days of the expenditure." Receipts presented after 90 days will need the approval of the Branch or the Financial Committee to receive reimbursement.

A.8.3) All expense reimbursements require a completed Cheque Request Form and fully documented receipts. Reimbursement requests that do not exceed approved budgets need only be signed by the Exchequer. Reimbursements that exceed approved budgets, or which have not had prior approval, shall be approved by the Financial Committee before reimbursement can be made. No reimbursements shall be made without receipts.

A.8.4) Reimbursement checks given by the Branch should be cashed as soon as possible. Should a check not clear the bank within 180 days, the check will be voided and the person seeking reimbursement will again have to gain approval for reimbursement and provide a reasonable explanation as to why the

previous check was not cashed.

A.8.5) All reimbursements and refunds will be done by check with appropriate paperwork attached. No reimbursement or refund will be given out of the cash box at any time.

A.9 Budgets

A.9.1) To achieve the goal of putting Wyewood's funds to their most efficient use, while at the same time providing for Wyewood's solvency and continued operations Wyewood has established the following cash management process.

A.9.2) During October of each fiscal year, the Exchequer will begin gathering budget requests from the Baronage, Officers, Guild heads, and other activity leaders.

A.9.2.a) These requests will be used to develop a preliminary budget, which will be presented at the November and December Business Meetings for discussion and commentary from the populace.

A.9.2.b) The preliminary budget may be requested from the Exchequer by anyone not attending.

A.9.3) The Chancellor of the Exchequer shall assign a budget, after reviewing the Office's previous year's expenses, for those offices who do not submit a budget request.

A.9.4) The Annual Budget shall be approved by a majority of the Wyewoodians at the December Business Meeting. This budget shall provides for:

A.9.4.a) The fulfillment of existing operational expenses (e.g. fixed costs like FCS site, storage locker, etc);

A.9.4.b) Payment of the Kingdom Tithe: In recognition of its feudal obligation, Wyewood shall tithe 10% of its net gain, as shown on the end of the year financial report, to the branch to which it is subordinate. If there is no net gain, no tithe shall be made. The Chancellor of the Exchequer, or other member of the Financial Committee, shall report the amount of the annual tithe at the next regularly scheduled Business Meeting.

A.9.4.c) The maintenance of established Dedicated and Special Purpose Funds

A.10 Dedicated and Special Purpose Funds

A.10.1) At this time it is the policy of Wyewood to not have Dedicated Funds, but rather to work from a budget out of General Funds.

A.11 Branch Revenue

A.11.1) Revenue generated by the Branch shall be handled in the following ways:

A.11.1.a) Event Revenue shall be deposited in the Branch General Fund

A.11.1.b) Monies generated through the release of assets belonging to the Branch shall be deposited in the Branch General Fund.

A.11.1.c) Monies generated through the release of assets belonging to a specific Office or Guild shall be deposited in the General Fund and attributed to that Office or Guild's Budget.

A.11.1.d) Monies donated to the Branch, unless specified by the donor, shall be deposited in the Branch General Fund.

A.11.1.e) Any revenue not covered shall be deposited in the Branch General Fund.

A.11.2) Receipts should be given, whenever practical, for revenue from donations or equipment liquidation.

A.12 Branch Property

A.12.1) Branch Property consists of all non-cash assets and items owned by the Barony for the benefit of the Barony and its members.

A.12.2) Branch property is administered by the Chamberlain, a warranted deputy of the Exchequer. The Chamberlain must have a signed Financial Warrant executed by the Kingdom Exchequer and the Crown. In the absence of a Chamberlain, the duties devolve to the Exchequer.

A.12.2.a) The Chamberlain will ensure that records are kept of all Baronial property, and where that property is stored. A report on the status of all baronial property and its location will be submitted at least annually for publication in the Baronial newsletter.

A.12.2.b) All Baronial property will be inventoried every year. Reports of damage to, or loss of, Baronial property should be made to the Wyewood Council.

A.12.2.c) A written contract for items stored with individuals must be kept on file with the annual inventory list.

A.12.3) Branch property and files checked out to an officer, or other individual, must be accounted for at the end of term for that officer or individual.

A.12.4) Individuals within the Barony may request the use of baronial property for official SCA purposes provided they demonstrate and accept responsibility for the property they desire to use.

A.12.4.a) Such a request must specify the property to be used, where the property will be stored, and for how long the property will be used by the requestor.

A.12.4.b) Requests shall be approved by the Wyewood Council.

A.12.4.c) A written contract for item(s) drafted, and the item(s) shall be rented for a fee of \$1.

A.12.4.d) Should a scheduling conflict arise; official baronial use and baronial events take precedence.

A.12.5) The Chamberlain and members of the Financial Committee will each have keys to any commercial storage unit maintained for the Branch.

A.12.6) All trailers owned by the SCA are to be used for storing and transporting SCA property to and from SCA functions. Trailers owned by the SCA may not be used for strictly personal purposes by the members of the branch.

A.12.6.a) Anyone towing a trailer owned by the SCA or one of its branches shall be a member of the Society in good standing, and tows the trailer at their own risk.

A.12.6.b) Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each trip and the branch owning the trailer. Each agreement should include specifications of time-frames and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.

A.12.6.c) Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections.

A.12.6.d) If there is available capacity in the trailer after the branch property is loaded, and there is desire to transport additional personal property in the trailer, it is allowable that additional personal property owned by branch members is placed in the trailer. Any personal property is loaded into the trailer at the property owner's risk.

A.13 Event Finances

A.13.1) The Event Steward may revise the approved budget by up to 10%, as needed, in keeping with the original goals and projected profit margin. Changes beyond this scope must be brought to the Branch Business Meeting, where they will be approved or denied by a majority of the Wyewoodians present at the meeting. (On non-emergency items, see also A.7.5-7)

A.13.2) Advance registration/reservation mailings shall be directed to the current Branch Post Office Box [Barony of Wyewood, P.O. Box 59804, Renton WA 98058], and all proceeds shall be processed by the Branch Exchequer or warranted deputy of the Chancellery of Exchequer. Proceeds from advanced registration/reservation mailings that are received by the Event Steward shall be delivered to the Branch Exchequer no later than the next Business Meeting.

A.13.3) All proceeds from the event shall be turned over to the Branch Exchequer no later than 5 days after the close of an event. The Branch Exchequer shall deposit all event proceeds within 10 days of the close of an event.

A.13.4) The Branch Exchequer shall provide timely event financial information of total gate income & NMS to the Event Steward as requested.

A.13.5) Non-Member Surcharge (NMS) shall be collected by the Event Steward/Gatekeeper or their deputy and forwarded with the required statistics to the Kingdom Chancellor of the Exchequer or their designated Kingdom NMS Deputy in accordance with Society policy.

A.13.6) Final Event Steward's Report copy shall be given to the Exchequer for financial records to be kept for 7 years.

A.13.7) REFUNDS from Gate for Preregistered Events:

A.13.7.a) If you have preregistered and it is still within 7 calendar days prior to the Event, you may request a refund by submitting a written (mailed or emailed) request to both the Event Steward and the Exchequer. It will be reviewed and disbursed within 30 days after the Event has closed.

A.13.7.b) If you have preregistered and it is less than 7 calendar days from the beginning of the Event, you may send a request to both the Event Steward and the Exchequer and a refund will be considered on a case by case basis. There is no guarantee of a refund if it is less than 7 days prior to the Event.

A.13.7.c) No refunds will be given after the completion of the Event.

Appendix B: Wyewood Officer Descriptions

B.1 Seneschal

B.1.1) The Seneschal is the administrative head and legal representative of the Barony. As such, the Seneschal is responsible for smooth functioning and continued communication between the Officials of the Barony. Duties and Responsibilities of the Seneschal include, but are not limited to:

- B.1.1.a) Performing the Office of Seneschal in accordance with directions from Kingdom and/or Regional superior(s).
- B.1.1.b) Acting as chairperson and moderator of the Wyewood Business Meeting.
- B.1.1.c) Ensuring that Business Meetings are conducted in accordance with the Customary.
- B.1.1.d) Coordinating the amendment of this Customary as necessary with the consent of Council.
- B.1.1.e) Referring proposals to committees as appropriate.
- B.1.1.f) Attempting retrieval of Wyewood property when said property is not returned to the custody of the appropriate Wyewood Official.
- B.1.1.g) Retrieve mail delivered to the Branch via the Branch's Post Office Box.

B.1.2) The Seneschal is responsible for selecting and overseeing the Seneschalate Deputies, which may include:

- B.1.2.a) Deputy Seneschal: The Assistant Seneschal helps the Seneschal in the performance of the Seneschalate duties.
- B.1.2.b) Contingency Deputy Seneschal: The Contingency Deputy Seneschal assumes the office of Seneschal in the event that the Seneschal is incapacitated or unable to fulfill the duties of the office. See [Section 7.3] for details. May also be the Deputy Seneschal at the same time.
- B.1.2.c) Family Activities Coordinator: The Family Activities Coordinator is responsible for educating people on appropriate age-related aspects of both our historical period of study and the Society, and for coordinating activities and establishing guidelines for them at Wyewood Events. This office is responsible for the Dean of Pages program.

B.2 Chancellery of the Exchequer

B.2.1) The Chancellor of the Exchequer is the Treasurer of the Barony.

B.2.2) Duties and responsibilities of the Chancellor of the Exchequer include, but are not limited to:

- B.2.2.a) Performing the office of Chancellor of the Exchequer in accordance with directions from Kingdom and/or Regional superior(s).
- B.2.2.a) Providing a summary report of the Baronial finances to Council monthly including a copy of the bank statements.
- B.2.2.a) Ensuring that there are written financial procedures for the Barony, that they meet the approval of Superior(s), and Wyewood Council, and that they are followed.
- B.2.2.a) Providing reasonable access to Baronial financial records, as requested in writing to the Seneschal.
- B.2.2.a) Acknowledging donations to the Barony as appropriate.
- B.2.2.a) Collecting and handling properly all event monies and receipts either personally or

through a designated representative.

B.2.2.a) Preparing an annual budget of non-event expenses for submission to, and approval by the Wyewood Council.

B.2.3) The Chancellor of the Exchequer is responsible for selecting and overseeing Exchequer Deputies, which may include:

B.2.3.a) Assistant Exchequer: The Assistant Exchequer helps the Chancellor of the Exchequer in the performance of the Chancellery of the Exchequer duties.

B.2.3.b) Contingency Deputy Exchequer: The Contingency Deputy Exchequer assumes the office of Exchequer in the event that the Exchequer is incapacitated or unable to fulfill the duties of the office. See [Section 7.3] for details.

B.2.3.c) Chamberlain: The Chamberlain is responsible for maintaining an up-to-date inventory of the Barony's physical assets and regalia: their value, condition, maker, instructions for maintenance, any insurance required, and any other pertinent information. Duties and Responsibilities of the Chamberlain include, but are not limited to:

B.2.3.c.1) Seeing to it that the Barony's property is properly inventoried, stored and cared for.

B.2.3.c.2) Ensuring that the inventory of the Barony's property is available to Wyewoodians so as to encourage the use of what we have.

B.2.3.c.3) Ensuring that property is appropriately marked as the Property of the Barony.

B.2.3.c.4) Keeping up-to-date records of the locations of Baronial property, including items stored in the storage unit, items stored with officers, and items currently checked out to Event Stewards of events.

B.2.3.c.5) Reporting, to the Wyewood Council and the Exchequer, items that need to be replaced or repaired, and arranging for the replacement or repair of such items in consultation with the Wyewood Council.

B.2.3.c.6) Working with Event Stewards to facilitate checking out and checking in equipment needed for events.

B.3 Wyewood Pursuivant

B.3.1) The Baronial Pursuivant (herald) is the voice of the Baronial Coronet. In the Barony, the Baronial herald has the title of Wyewood Pursuivant.

B.3.2) Duties and Responsibilities of the Pursuivant include, but are not limited to:

B.3.2.a) Performing the office in accordance with the requirements from the Black Lion Principal (i.e., Kingdom) Herald's office and/or the Regional Herald.

B.3.2.b) Ensuring that the Barony has the services of a court herald, a field herald, and a book herald as needed.

B.3.2.c) Encouraging and assisting Wyewoodians who wish to submit names or armory. This includes attempting to ensure that correct design, grammar, and/or construction is used, and providing the necessary paperwork for submitting names and armory to Kingdom.

B.3.2.d) Maintaining a permanent record of all Baronial Awards and Orders given, and to notify the Dexter Gauntlet Herald of Awards and Orders given as appropriate.

B.3.2.e) Other duties as appropriate to the office and as required by the Crown and Coronet.

B.4 Ministry of Arts and Sciences

B.4.1) The Minister of Arts and Sciences is responsible for fostering the practice of period arts and sciences within the Barony.

B.4.2) Duties and responsibilities of the Minister of Arts and Sciences include, but are not limited to:

B.4.2.a) Performing the office of the Minister of Arts and Sciences in accordance with directions from Kingdom and/or Regional superior(s).

B.4.2.b) Ensuring that an Arts and Sciences meeting is scheduled and open to the populace.

B.4.2.c) Assisting those with questions in the arts and sciences in finding the information or resources needed, if possible.

B.4.2.d) Recommending to the Coronet those whose skills and/or work in service to the arts and sciences show them to be worthy of Baronial recognition or awards.

B.4.2.e) Encouraging arts and sciences competitions within the Barony.

B.4.2.f) Working with and fostering communications with any arts- and/or sciences-related groups and guilds as applicable.

B.4.2.g) Maintaining a list of resource people and their skills.

B.4.3) The Arts and Sciences Minister is responsible for selecting and overseeing Arts and Sciences Deputies, which may include:

B.4.3.a) Baronial Scribe: The Baronial Scribe is responsible for scribal activities within the Barony. Duties and Responsibilities of the Baronial Scribe include, but are not limited to:

B.4.3.a.1) Performing the duties of the office in accordance with the directions of Kingdom, Regional and/or Baronial superior(s).

B.4.3.a.2) Working with Officials to ensure that ceremonial documents are produced to meet the needs of the Barony.

B.4.3.a.3) Working with the Baronial Herald to ensure the accuracy and maintenance of the Baronial Order of Precedence and associated scribal records.

B.4.3.a.4) Encouraging scribal activities.

B.4.3.a.5) Working with and fostering communications with any scribal related groups.

B.5 Chatelaine

B.5.1) The Chatelaine is responsible for introducing the Society to new and prospective members.

B.5.2) Duties and responsibilities of the Chatelaine include:

B.5.2.a) Ensuring that there is a representative of the Chatelaine's Office present at most Wyewood events.

B.5.2.b) Supervising and coordinating newcomer activities and demonstrations (demos) at local events.

B.5.2.c) Providing access to educational information and encouraging participation in branch activities.

B.5.2.d) Keeping newcomer records on all Wyewood events and completing a quarterly report.

B.5.2.e) The Chatelaine, along with the Seneschal should be aware of any publicity about the local branch. Any plans to promote the branch utilizing modern media should have the consent of

either or both officers.

B.5.3) The Chatelaine is responsible for selecting and overseeing the Chatelaine's Deputies, which may include:

B.5.3.a) Librarian: The Librarian maintains the Wyewood Library.

B.5.3.b) Gold Key Keeper: The Gold Key Keeper maintains a collection of clothing, accessories and feast gear that a branch keeps on hand to loan to guests and new members.

B.5.3.c) Demo Coordinator: The Demo Coordinator arranges venues to demonstrate Society activities to the public, which may include elements of combat, arts and / or sciences based on a historical representation of the Middle Ages.

B.6 Chronicler

B.6.1) The Chronicler is responsible for the timely editing, publication, and distribution of the Baronial Newsletter.

B.6.2) Duties and Responsibilities of the Chronicler include, but are not limited to:

B.6.2.a) Performing the office of the Chronicler in accordance with directions from Kingdom and/or Regional superior(s).

B.6.2.b) Assisting Officials of the Barony to produce attractive printed matter in an economical and timely manner if reasonable, as requested.

B.6.2.c) Keeping, or causing to be kept, accurate minutes of all Business Meetings.

B.6.2.d) Distributing complimentary copies of the Baronial Newsletter as required by Kingdom law.

B.6.2.e) Ensuring that the Customary is edited, put into a publishable form, and distributed to no less than the Web Minister for publication on the Baronial website whenever a revision is made.

B.7 Web Minister

B.7.1) The Web Minister is responsible for updating and maintaining the official Baronial website and electronic mailing list.

B.7.2) Duties and Responsibilities of the Web Minister include, but are not limited to:

B.7.2.a) Update and maintain the official website and electronic mailing list.

B.7.2.b) Assisting Event Stewards in producing suitable event web pages

B.7.2.c) Placing official electronic event copy on the Wyewood website

B.7.2.d) Ensuring that the Customary is published on the Wyewood website.

B.8 Branch Archery Marshal

B.8.1) The Archery Marshal is responsible for the conduct of Archery activities within Wyewood.

B.8.2) Duties and Responsibilities of the Archery Marshal include, but are not limited to:

B.8.2.a) Performing the office of the Archery Marshal in accordance with directions from

Kingdom and/or Regional superior(s).

B.8.2.b) Ensuring that regular practices are held.

B.8.2.c) Ensuring that a warranted Archery Marshal is present at all Baronial archery activities.

B.8.2.d) Ensuring that participants in Archery activities within the Barony meet the requirements concerning equipment, training, and waivers.

B.9 Branch Rapier Marshal

B.9.1) The Rapier Marshal is responsible for the conduct of Society-legal Rapier activities within Wyewood.

B.9.2) Duties and Responsibilities of the Rapier Marshal include, but are not limited to:

B.9.2.a) Performing the office of the Rapier Marshal in accordance with directions from Kingdom and/or Regional superior(s).

B.9.2.b) Ensuring that regular practices are held.

B.9.2.c) Ensuring that a warranted Rapier Marshal is present at all Baronial Rapier activities.

B.9.2.d) Ensuring that participants in Rapier activities within the Barony meet the requirements concerning equipment, training, and waivers.

B.10 Branch Armoured Combat Marshal

B.10.1) The Armoured Combat Marshal is responsible for the conduct of armoured combat activities within Wyewood.

B.10.2) Duties and Responsibilities of the Armoured Combat Marshal include, but are not limited to:

B.10.2.a) Performing the office of the Armoured Marshal in accordance with directions from Kingdom and/or Regional superior(s).

B.10.2.b) Ensuring that regular practices are held.

B.10.2.c) Ensuring that a warranted Armoured Combat Marshal is present at all Baronial armoured Combat activities.

B.10.2.d) Ensuring that participants in Armoured Combat activities within the Barony meet the requirements concerning equipment, training, and waivers.

B.11 Minister of Lists

B.11.1) The Minister of the Lists is responsible for ensuring that the Barony's tournament lists are conducted smoothly.

B.11.2) Duties and Responsibilities of the Minister of Lists include, but are not limited to:

B.11.2.a) Performing duties in accordance with directions from Kingdom, Regional and/or Baronial superior(s).

B.11.2.b) Ensuring that no one participates in a Baronial tournament who does not meet the eligibility requirements as specified by the Society, the Kingdom, the Barony and/or the Event Steward.

B.11.2.c) Working with other Officials of the field to promote a safe, well organized tournament.

B.12 Chirurgeon

B.12.1) The Chirurgeon is responsible for organizing and coordinating event-related **VOLUNTEER** first aid services, and health-and-safety hazard warnings. Candidates for this officer must first be a warranted Chirurgeon, in accordance with Society law.

B.12.2) Duties and Responsibilities of the Chirurgeon include, but are not limited to:

B.12.2.a) Performing the office of the Chirurgeonate in accordance with directions from Kingdom and/or Regional superior(s) and all published guidelines in the current edition of the Corpora issued Chirurgeon's Handbook.

B.12.2.b) Maintaining the Baronial First-Aid kit, and keeping it up to date.

B.12.2.c) Making the Baronial First-Aid kit available for events in which an Event Steward requests it.

B.12.2.d) Reporting to Wyewood Council any injury-related incidents that happen at events in accordance with the current edition of the Chirurgeons Handbook and all state and federal laws.

B.12.3) SCA, Inc. Corporate Policy IX., "Policy on First Aid at Events" reads: "While organized first aid services are desirable at events, the Society and its branches may not be placed in the position of promising to provide these services. Therefore, while branches are encouraged to have qualified volunteer first aid personnel available, they are specifically prohibited from requiring the presence of a medical officer at events, and from in any way implying that the Society's sponsorship of an event depends upon the presence of organized first aid services."

Appendix C: Roll of Wyewood Coronets

The Baron and Baroness of Wyewood, from beginning to present

1. Robert de la Trinitie and Gabrielle Lepinay, 2 March 2013.

Appendix D: Wyewood Orders, Awards, Honors and Recognitions


D.1 Polling Orders of Wyewood

| | |
|---|---|
| D.1.1) Order Name |  |
| Description: | |
| Physical Representation: | |
| Created By: John Doe and Jane Doe, Positions, Year. | |


D.2 Awards of Wyewood

| | |
|---|---|
| D.2.1) Award Name |  |
| Description: | |
| Physical Representation: | |
| Created By: John Doe and Jane Doe, Positions, Year. | |

D.3 Other Honors & Recognitions of Wyewood

| | |
|--|---|
| D.3.1) Wyeknot |  |
| Description: Given once a year to an individual who is the best embodiment of the Spirit of Wyewood. This individual is a well rounded person who is active in many areas of the SCA and within the Branch. Recommendations for the recipient are solicited from the populace. This may only be received once. | |
| Physical Representation: A napkin with an embroidered Celtic “Y”. | |
| Created By: Trahaearn and Janelyn, 6 th Baron and Baroness of Madrone, AS 33. | |

Appendix E: List of the Guilds of Wyewood

| | |
|--------------------------|---|
| Guild Name |  |
| Description and purpose. | |
| Guild Badge: | |
| Created By: | |

Appendix F: Wyewood Ceremonial

<Nothing listed at this time.>