

Policies and Procedures of Barony of Endless Hills

I. Following items will be enacted in addition to the Governing Documents of the SCA, Inc. & Kingdom Law and policy. Any portions of the following items that are in conflict with any of those laws are void.

II. Baronial Officers

A. Elected Offices shall be divided into:

1. Great Offices- those required to maintain Barony status. Must be held by separate individuals with the exception of the Social Media Officer, which will default to the seneschal if not filled by a separate individual.
2. Lesser Offices- not required for Barony. May be held in combination with other offices.

Elected in Even Numbered Years

Herald: heraldic title of Zule Pursuivant (great office)

Exchequer (great office)

Minister of List (great office)

Chronicler (great office)

Minister of Youth (lesser office)

Web Minister (lesser office)

Marshal of Youth Combat (lesser office)

Elected in Odd Numbered Years

Seneschal (great office)

Social Media Officer (great office)

Knight Marshal (great office)

Minister of Arts & Sciences (great office)

Chatelaine (great office)

Captain of Archers (lesser office)

Captain of Rapier (lesser office)

Captain of Thrown weapons (lesser office)

B. Appointed Offices- serve at the pleasure of the Baronage. May be combined or left vacant.

1. Chamberlain

a. Serves with approval of the Exchequer.

b. Is a warrantable deputy of the Exchequer.

2. Historian

3. Guild masters

4. Signet

5. Pennsic Land Agent

a. Serves with the approval of the Seneschal and Exchequer.

b. Is a warrantable deputy of the Seneschal.

6. Voice of the Hills

a. Serves as Baronial Court Herald

b. Serves with the approval of the Herald

c. Is a warranted deputy of the Herald

C. Terms of Office and Election of Officers

1. Terms of Great and Lesser Offices are two (2) years and terms expire on December 31st.

2. Nominating Process

a. Nominations will be taken at the September and October barony business meetings.

b. Candidate must accept nomination to proceed.

c. Candidate names will be published at least two weeks prior to the November meeting and in at least two of the following: the barony website, the barony

newsletter or barony Facebook Page.

d. Voting will occur at the November meeting.

3. Eligibility to hold office - nominees must be eighteen (18) years or older, a resident of the barony, and a paid member of the SCA Inc.

4. Eligibility to vote-- voters must be fourteen (14) years or older, a resident of the barony, and a paid member of the SCA Inc.

5. Voting Procedure

a. In the case of a single candidate for an office, voting will be by an oral vote. In the case of multiple candidates for an office, voting will be by written ballot.

b. Absentee ballots will be provided upon request at least 1 week prior to the election.

c. Votes will be counted by the seneschal and verified by the attending elected officers defined in II who are not candidates for an office.

d. Nominee with plurality of votes is elected.

e. In the case of a tie vote for an office, the winner will be determined by a majority vote of the Greater Officers present who are not candidates for that office. In the case of a further tie, the Baronage will cast the deciding vote.

f. Elected officer term begins on January 1st. Transfer of any office property will take place before this date.

6. Special elections for vacant positions will be held at a business meeting at the discretion of the Seneschal.

D. Officer Responsibilities

1. Officers will be required to carry out their office per Kingdom Policy

2. All elected Baronial officers are strongly encouraged to attend Baronial Curia.

3. Each officer is to provide a report for every business meeting.

4. If two consecutive reports are not submitted the Barony Seneschal may address the matter to the appropriate Kingdom Officer.

E. Deputy Officers

1. All officers should obtain and maintain an emergency deputy.

a. Emergency Deputies must meet eligibility for office and be willing to take over if necessary.

b. If officer steps down, emergency Deputy will fill the remaining term of office.

2. Selections for emergency Deputies will be announced at a business meeting.

III. The Office of Baronage

A. Term of service: Three (3) years, starting on the day of their Investiture. Investiture shall take place at the baronial event falling closest to June 1, unless unforeseen circumstances dictate otherwise.

B. The Baronage may not hold any Baronial Great Office during their tenure.

C. Selection of Baronage

1. Eligibility to be Baronage shall require:

a. Resident of the Barony of Endless Hills for at least twelve (12) consecutive months prior to selection date.

b. Paid member of the SCA, Inc

2. Candidacy petitions must be submitted signed by at least five (5) Endless Hills residents who are paid members of SCA Inc. to qualify for ballot.

a. Candidate may not sign own petition.

i. Petition signers are not obligated to vote for that candidate in selection process.

ii. Duplicate signatures will be disallowed from all petitions on which they appear.

iii. Petition signers must provide proof on petition they meet the voting eligibility requirements.

b. Completed petitions must be submitted to Seneschal by June 1st of the year prior to the end of the term of the sitting Baronage. This signifies the beginning of the selection process.

3. The Baronial Seneschal will request mailing labels and create the ballot in consultation with the Kingdom Seneschal. Vote will be held in July.

4. Voters must meet same eligibility as set for officer elections.

5. All ballots must be returned on or before the date specified on the ballot.

6. A vote of the populace on branch status (with the options remain barony, become province, downgrade to shire, or dissolve group) will be taken prior to the selection process.

7. A majority (50% plus one vote) of votes cast is desired for a candidate to be recommended to the Crown.

8. Voters should rank all candidates in order of preference. This ranking will be used to determine outcome if there are three or more candidates and no clear majority. None of the above should be an option on the ballot.

9. In the case of a majority vote for “none of the above” or a tie between candidates for the most votes, the Crown shall make the final determination.

D. In the event that a single Baronage or both Baronage step down before the end of a term, the procedures set up in AEthelmearc law for a Vicarage will be followed.

1. If a Baronage remains after the other has stepped down the remaining individual will finish reign alone.

E. Duties and Responsibilities of Baronage.

1. Hold at least two baronial courts per year.
2. Baronage must speak with one voice.
3. Attend a majority of Baronial business meetings.
4. Attend a majority of Baronial events.
5. Raise army upon request of Crown.
6. Should embody the honor of the Barony.
7. Attend at least one royal progress for each Crown's reign.
8. Swear fealty to each Crown.

F. Baronial Curia

1. The Baronage and the Seneschal will hold at least one Baronial Curia per year during their reign for the purpose of review and/or amendment of the Baronial Policies and Procedures. All qualified voting members will receive one vote per person. The voting members of the Curia will be:

- a. The Baronage
- b. The Elected Baronial Officers
- c. Resident Peers who are paid members of the SCA, Inc.
- d. Former Baronage of Endless Hills who are paid members of the SCA, Inc.

2. Curia shall be called by the Baronage.

3. The date, time and location for Baronial Curia must be announced at a Barony meeting or Barony sponsored event and announced on all available online Baronial

venues at least three (3) weeks prior to the date curia will be held.

- a. An agenda for every curia shall be compiled by the Baronage in consultation with the Seneschal.
- b. All items for the agenda should be submitted to the Baronage and the Seneschal no later than three weeks prior to the scheduled curia.
- c. The seneschal shall make the agenda available at least two (2) weeks prior to the date curia will be held

4. Curia may be opened by the Baronage once the Seneschal or deputy Seneschal has determined that 5 voting members of the Curia are present, in person or virtually, in addition to the Baronage, three (3) of whom must be officers. No changes may be made to the policies and procedures unless Curia has been opened by the Baronage. Virtual presence is defined as the ability to contribute real time to the discussion with all other participants.

5. The Barony Seneschal will submit the official report of the curia.

- a. After the Baronage opens curia, the Seneschal shall begin with an overview of the agenda.
- b. The Baronage may choose to table any item, or may choose to call to vote upon an item that has been discussed.

6. Emergency Deputies may participate in discussions at Curia when their officer is not present, but are non-voting members of Curia. Other members of the Barony may attend to observe the proceedings, but do not participate in the process.

7. Changes or additions to the policies and procedures at curia become effective once they are approved by Kingdom.

IV. ARMS AND BADGES OF THE ENDLESS HILLS

A. The arms of the Barony of Endless Hills:

1. Per fess indented azure, goutty d'eau and vert, in base a laurel wreath Or.
2. As per the SCA College of Arms Administrative Handbook, the arms of the Barony may only be displayed:
 - a. By the reigning Baronage
 - b. At events attended by the Baronage

B. Barony of Endless Hills badge for general display:

1. Per fess indented azure, goutty d'eau and vert, a fess indented to chief in

base an annulet Or.

2. Any and all residents of the Barony of Endless Hills may display this badge

C. Barony badge for heavy combat:

1. Per fess indented azure, goutty d'eau and vert, a battle axe Or within a bordure embattled argent.

2. The right to wear or display this badge is granted only by the Baronage.

D. Barony badge for fencing:

1. Per fess indented azure, goutty d'eau and vert, a rapier bendwise within a bordure wavy Or.

2. See IV. C. 2.

E. Badges for other activities may be created according to heraldic procedure.

V. BARONIAL AWARDS OF MERIT AND RECOGNITIONS

A. Baronial Awards of Merit

1. The Baronage will establish awards to encourage and recognize achievement or prowess in the areas of service, arts & sciences, and martial activities.

2. Awards will be bestowed at the discretion of the Baronage and presented in Baronial Court.

3. Individuals may receive any award more than once.

4. Recipients of awards are entitled to wear or display the token or badge of the award.

5. All Baronial awards shall bestow equal rank, regardless of multiple awards.

6. Current Baronial Awards:

a. Order of the Zule:

i. Awarded for acts of outstanding service to Barony.

ii. Order badge: Vert, a Zule Or.

b. Order of the Golden Lamp of the Endless Hills:

i. Awarded for excellence in the arts and sciences.

ii. Order badge: Azure, an Arabic Lamp enflamed within a bordure Or.

c. Order of the Red Thunderbolt:

- i. Awarded for excellence in marshalled activities.
- ii. Order badge: Argent, a Thunderbolt gules.

d. Order of the Sparks:

- i. Awarded to children that exhibit talents or service of a level beyond their years.
- ii. Order badge: Per fess indented azure and vert all estencely

Or.

e. Green Zule

- i. Awarded to non-residents of the Barony who provide exceptional support to the Endless Hills.
- ii. Order badge: Or, a Zule vert.

f. "Spirit of the Hills"

- i. Awarded to individuals encompassing the spirit of the hills
- ii. Order badge: TBD in consultation with the College of Heraldry

7. Retired Baronial Awards.

a. Order of the Barnacle.

- i. Awarded to children that exhibited talents or service of a level beyond their years.
- ii. Order badge: Or, a pair of Barnacles sable.
- iii. Order closed and replaced with Order of the Sparks 5/12/2018

(AS53).

8. Other Baronial Awards may be created by the Baronage at Their discretion and according to heraldic procedure.

B. Baronial Recognitions.

- 1. The Baronage may establish recognitions to acknowledge exemplary efforts on the part of individuals or groups.
- 2. Recognitions will be bestowed at the discretion of the Baronage and presented in Baronial Court.

3. Individuals or groups may receive recognitions more than once.
4. Recognitions bestow no rank.
5. Current Baronial Recognitions:
 - a. The Banner - for those who strive to present themselves in a historically accurate manner and for tremendous displays of pageantry, overall contributing to recreating a period feel for the Barony.
 - b. The Silver Raindrop - presented by outgoing Baronage to those who have provided extraordinary support through Their reign.
6. Other recognitions may be created by the Baronage at Their discretion.

VI. Baronial Regalia

A. Baronial Coronets

- a. Should be adjustable for size

B. Baronial Thrones

- a. Should be easily disassembled and assembled for transport.

C. Other Items

- a. Items accepted by the financial committee for the sole use of the sitting Baronage.

VII. Barony Newsletter

A. The official Barony publication is the newsletter titled "Across the Hills".

B. Minimum of 1 publication each year.

- a. Publication must be made prior to Curia and any election.

VIII. Barony Business Meetings

The business of the Barony will be conducted at business meetings. Meetings will ordinarily take place monthly, except the months of Aug. and Dec. Meeting dates and times must be announced at least one month in advance.

A. Business Meetings

1. Quorum for meetings consists of eight (8) members who are qualified to vote under section II.C.4., including four (4) elected officers or their designated representative either in person or virtually present. Virtual presence is defined as the ability to contribute real

time to the discussion with all other participants.

- a. No votes may be taken without a quorum.

2. Seneschal will preside over meeting.

- a. If Seneschal is not present, the Deputy Seneschal shall preside. If neither the Seneschal nor Deputy Seneschal are present, no voting may take place.

3. Meeting agenda. Meetings will handle the following business.

- a. Officer reports

- i. Exchequer report must include current account balance.

- b. Upcoming event plans

- c. Past event reports

- d. Old business

- e. New business

IX. Barony Social Media

The Barony will maintain a presence on multiple social media platforms to help engage communication between members of the Barony and other interested individuals.

A. Social Media Platforms with Barony Presence will include (but is not limited to) the following:

- a. Facebook

- b. Instagram

- c. YouTube

- d. Discord

B. The Social Media Officer will be responsible for the routine management of the Barony owned Social Media accounts.

C. Administration access to Social Media accounts will be restricted to the Social Media Officer, Deputies for the Social Media Officer, Seneschal, and Kingdom Social Media Officer.

D. Moderation access may be given to Baronial Officers upon request.

E. The Barony Facebook Page is the primary Social Media platform.

X. Policy Publication

Upon approval of the Barony Policies by the Kingdom the Seneschal, these updated policies will be published on the Barony website in whole within 30 days of receipt of the approved policies.

A. The changes in the Barony Policies will be published in the next issue of the Barony newsletter.