

BARONY OF NORDSKOGEN

General Policies and Procedures

These are the official policies of the Barony of Nordskogen, approved June 27, 2007. 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. If the individual feels that they are not well enough informed then they are asked to please refrain from voting.
- B. There will be a "General Business Meeting" held monthly, on the third Wednesday of the month. If circumstances make that date unworkable, the Seneschal may re-schedule the business meeting.
 - 1. On matters put up for a vote, the general populace of Nordskogen can vote, and 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.: election of Baron and Baroness.
 - 2. Officers or a designated proxy are required to attend the business meeting.
- C. Due to criminal liability under Minnesota law, as well as official policy of the Society of Creative Anachronism, neither the Barony of Nordskogen nor its officers (acting in official capacity) shall serve alcohol at Baronial functions. This policy does not prevent any individual, household or guild from serving alcohol. However, those individuals, officers acting as individuals, households or guilds are bound by all applicable state laws and shall assume all liability, both criminal and civil, that may arise from such service.
- D. The Baron and Baroness do not have to pay site and feast fee for an event financially sponsored by Nordskogen. This privilege will 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.
- E. Further exceptions regarding site and feast fees are at the discretion of the event steward.
- F. The Crystal Quill is a monthly publication, 12 issues per year, and each issue shall be postmarked prior to the first of the month, but after the prior month's general business meeting (to receive meeting notes whenever feasible). It is also recommended that the Chronicler or a designated proxy shall be available at meetings on a regular basis to receive submissions.

- G. The Baron and Baroness have "day of" authority/discretion to allow people to use the Baronial Pavilion at events where it's already set up and otherwise not committed (i.e. meetings, meals for royalty, etc.). Independent uses (demos, other groups) and larger blocks of time must be approved by the Barony's populace at general business meetings, so these uses must be requested in advance.
- H. The Baron and Baroness have authority/discretion to appoint a person to be in charge of the schedule for the Baronial Pavilion at events. This need not be the same person at each event.
- I. The event steward will keep items lost and found at their event, and provide a list to the populace. If unclaimed after being published (i.e. email lists, newsletters, etc.) and shown (i.e. events), for one year after event, then items are considered to be Baronial property, and said event steward has the authority to decide what is junk and how to dispose of it, and then has the authority to dispose of the useful items as they see fit (i.e., loaner items, raffle items, etc.).
- J. The Seneschal is responsible for the maintenance and annual review of these policies, and the Officer Policies.
- K. Any policy amendment desired shall be proposed in a general business meeting. This proposal will then be published in the Crystal Quill, and then be voted on by the populace of Nordskogen present at the next general business meeting.
- L. 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.

II. POLICIES REGARDING EVENTS

These are the operating policies for event proposals and planning 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. Such a case could include, for example, events that rotate between various groups, or special region- or Kingdom-level events. The intent of these policies is to make proposing and running events easier and more equitable.

- A. The Barony shall hold quarterly meetings to discuss what events the barony is planning or wishes to hold in the future, to decide when proposals for those events should be considered, and to review event planning progress. Ideally, event planning meetings will take place at February, May, August and November general business meetings, but the seneschal may re-schedule if necessary. Notice of the next Event Planning meeting will be given at least one business meeting in advance.
- B. A person wishing to propose a major event should bring a written proposal to the event planning meeting a minimum of 9 months before the proposed event.
- C. The Barony wishes to encourage moots. Moots are understood as smaller or more focused events, with only limited staffing needs and budget requirements, which may or may not be placed on the Kingdom calendar. Proposals for moots will be considered at any business meeting.
- D. Event stewards are required to be paid members of the SCA.
- E. 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.
- F. Neither Nordskogen's Baron, Baroness, nor Seneschal nor Exchequer may be an event steward for an official Baronial 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 office.
- G. 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:
 - 1. 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, and for the post-mortem at a general business meeting following 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. No money should be spent on an event until there is a proposed budget for that event, as defined in the Financial Policies.
 - 2. The feast steward, in person, by letter or by deputy, shall report at one general business meeting 2 months prior to the event, and for the post-mortem. The report shall include attendance estimate(s), and plans for the meals.

- H. The above requirements will apply to all Baronial events (sponsored or financed by the Barony and taking place within the Barony). For non-local events sponsored by the Barony, the type and frequency of reports shall remain a matter to be negotiated between the Baronial Seneschal and the group holding the event.
- I. Post-Mortems - To facilitate the speedy and harmonious completion of event post-mortems, the following procedures are instituted:
 - 1. 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).
 - 2. 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.
- J. 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.
- K. Warriors and Warlords Long-Range Planning Committee
 - 1. Will be joint committee with the Barony of Jararvellir
 - 2. Will be an advisory group only, with no decision making power
 - 3. Will investigate issues that could affect the future of the event (i.e. attendance capacity at site, when will we meet and/or exceed capacity, on-site storage, parking, etc.)
 - 4. Members include Their Excellencies Nordskogen, Their Excellencies Jararvellir, the current event stewards, any past event stewards who wish to participate, the Seneschals of Nordskogen and Jararvellir, three elected gentles from the populace of Nordskogen, and anyone else designated by the Barony of Jararvellir
 - 5. Will not have any voting capacity, and shall not choose the event stewards
 - 6. Will present its recommendations at a General Business meeting
 - 7. Individuals who are members of the Long Range Planning Committee by virtue of their office or past term as event steward cannot also stand as one of the two Members At Large.
 - 8. Members At Large will serve a two-year term, and will be elected using the Lesser Officer publication cycle.

III. POLICIES REGARDING BARONIAL EQUIPMENT USE AND STORAGE

A. Functionaries

1. There shall be a Quartermaster, chosen by standard officer succession rules, who shall supervise the loaning, storage and maintenance of Baronial property. The Quartermaster is a deputy of the Exchequer and of the Seneschal.
2. The Quartermaster shall keep and update a complete list of all Baronial property, including such equipment as is held by guilds or officers or not stored in the shed. This list shall be available to any member of the Barony, or any principality- or kingdom-level officer of the Exchequer or Seneschallate, upon request.
3. The Minister of Regalia, Chatelaine, Marshals, Chirurgion and other Baronial officers, guild officers or designees with Baronial property in their charge will provide an accurate inventory to the Quartermaster on an annual basis. This inventory will be due by the end of December, one month before the Domesday is due. It is understood that much of this specialized and/or consumable equipment should stay with the officers/guilds for functional or maintenance reasons.
4. The Quartermaster and the Seneschal 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. Consumable property is defined as property which is used up through normal use; for example, duct tape, drink mix, 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.
2. If the “shed” is actually a paid-for public storage facility or other location where the Barony is paying rent by the square of cubic unit, consumable property will not be stored there long-term. Consumable property with a known use date may be kept in the shed until that use date.
3. Either groups or individuals may request the loan of equipment from the shed.
4. When someone needs to use Baronial equipment, they will contact the Quartermaster to check the inventory and set up a time to visit the shed.
5. A sign-out book and current copy of the inventory will be stored inside the shed. Everyone, including the Quartermaster, or any other officer, will sign items out as directed before removing any item from the shed. This includes removal for cleaning, repair, labeling, etc.
6. The only exception to the above sign-out requirements will be for purposes of re-arranging items within the shed, or for such cleaning and repair as can be done in the immediate vicinity of the shed.

7. Equipment shall be returned to the shed following the same procedure, and working with the same people, as were used to get it from the shed. No item shall be returned to the shed without completing the "Return Date" column of the sign-out sheet and recording any necessary comments.
8. Nordskogen and its cantons/colleges shall have precedence for use of Baronial equipment.
9. Nordskogen is also glad to assist other groups with loans of equipment. Such groups should contact the Quartermaster via the Seneschal or Baron and Baroness, who will advise them of loan terms and help arrange transportation.
10. At his or her discretion and with prior notice, the Quartermaster may sign out and transport equipment to and from events or meetings for others. This procedure will be used to assist those without suitable transportation, members of distant cantons or other groups, or in rare last-minute situations; local event stewards, feast stewards, marshals, etc. should plan well in advance and arrange their own transportation.
11. 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.
12. 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.
13. 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. Reasonable exceptions may be made, at the discretion of the Quartermaster and/or Shed Guardian, for unboxed, well-ventilated items in the summer months.
14. When returning items to the shed, items must be put back from where they came; not just piled in the doorway. Shelves, wall hooks, etc. will be labeled to aid in re-storing things.
15. 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.
16. If there is doubt whether or not an expensive, damaged item can be salvaged, the Quartermaster shall have the final say on deciding whether or not to attempt repairs. If the Quartermaster is not available and the damaged item is unwieldy, messy or in some other way difficult to transport back for evaluation, contact the Seneschal and/or 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.
17. Baronial property will be returned no later than the Wednesday following the event. Exceptions will be made at the discretion of the Quartermaster.

18. The Quartermaster will fill out two itemized lists of all property loaned for an event (ex - 4 medium wooden bowls, 10 serving spoons, 3 stock pots, 5 serving tabards, ect.) and give one copy to the event steward, who is encouraged to copy it for his/her staff and use it to help pack items up after use.
19. When returning items to storage, the Quartermaster and event steward will use the same list to make sure that all withdrawn items are now returned.
20. The person borrowing items is responsible for returning the items to the Quartermaster. The Quartermaster is responsible for working with the borrower to make sure all items are returned.

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 who have given service to the Baronial College of Nordleigh.

The Order of the Azure Torch is an award for gentles who 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.

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