

Barony of Carolingia By-Laws

Purpose

The By-Laws of the Barony of Carolingia represents basic, explicit agreements of how we manage the business aspect of our barony within the SCA. Society and East Kingdom laws preempt local practices wherever there are inconsistencies.

Section I. Officers

- A. All Carolingian officers must adhere to the requirements set forth in Society and East Kingdom Law. For a full description of officers' duties and responsibilities, see the corresponding sections of East Kingdom Law.
- B. Carolingia will maintain a full corps of the officers required of a barony as set forth in Society/East Kingdom Law.
- C. Every officer and guild head is entitled to a \$50 per year stipend to spend on the office's or guild's needs. Receipts must be turned in to the exchequer for reimbursement.
- D. Selection of officers:
 - 1. Officers will be affirmed according to the policies of their kingdom superior, if applicable.
 - 2. The Seneschal will be elected by secret ballot of voting members of the Great Council and affirmed by the East Kingdom Seneschal.
 - 3. Officers will be selected by the Seneschal after consulting with the previous officer and relevant advisers, and soliciting comments from the Populace.
 - 4. Anyone who considers himself Carolingian, and who is otherwise eligible to hold office in Carolingia, may be considered as a candidate for any Carolingian office, regardless of where he happens to reside. Non-resident and resident Carolingians will undergo the same processes for officer selection and retention, so far as is allowed by East Kingdom Law.
- E. Voting Members of Council
 - 1. The voting members of Council will consist of the Baronial officers, Canton and Borough heads, active guild heads, principals of the Orders, and event Autocrats.
 - 2. The Seneschal will compile a list of the voting members of Council before any election and distribute it to the populace via any official communication mediums such as the newsletter and electronic mail lists.
- F. Terms of Office
 - 1. Terms of office are three years for guild heads and officers.
 - 2. Twice per year, the seneschal or designated deputy will announce which positions are open to the Barony at Great Council and through any other official channels of communication. Officers whose terms are ending should announce this at relevant meetings or practices that they run, if any. People interested in holding the office will be asked to inform the seneschal.
 - 3. There is no maximum number of terms an individual may serve in one position.
 - 4. When a new guild or office is formed, the term of office will be three years from that inception.
 - 5. If a guild head or officer steps down midway through a term, their replacement may either begin a fresh three-year term, or finish out the current term.
 - 6. If a guild head or officer has no replacement, the guild or office will go into abeyance. If the guild or office is revived, it will resume its place in the schedule of terms.

7. The Seneschal, or an appointed deputy, shall maintain a list of all Baronial Officers, with the dates when their terms began and shall end. This list must be maintained online, in a location and format such that members of the Barony can easily access it.
- G. Removal of Officers
1. The Seneschal can be removed from office by the East Kingdom Seneschal based on sufficient cause.
 2. Baronial officers who report to a kingdom officer or regional officer can be removed by the kingdom or regional officer. The baronial seneschal can recommend removal to the kingdom or regional officer if deemed necessary.
 3. Guild heads, event Autocrats, and baronial officers who do not report to a kingdom or regional officer can be removed by the baronial seneschal if deemed necessary.
 4. Guilds will be considered to be in abeyance if the guild has not had a meeting at least once in the previous four months. Heads of guilds that are in abeyance do not have a voting seat on the Great Council.

Section II. Committees

- A. Carolingia has a standing Finance Committee in accordance with East Kingdom law.
1. The Finance Committee is made up of at least the Seneschal, the Exchequer, and the Baron and/or Baroness.
 2. The Finance Committee must have an odd number of members. If necessary, the seneschal will appoint an additional member to the Committee.
 3. The Finance Committee is chaired by the Seneschal.
- B. Carolingia has a Beneficium Committee comprised of the Seneschal, the Exchequer, the Baron/ess, and the A&S minister.
- C. The Seneschal may establish any additional committees deemed necessary and beneficial based on events within the Barony. Once the function of any additional committee is fulfilled, the additional committee will be dissolved by the Seneschal.

Section III. Meetings

- A. Carolingia holds baronial meetings quarterly, at a minimum.
- B. Baronial meetings must be announced at least two weeks in advance by the Seneschal using any official means of communication including email lists and newsletters.
- C. Meeting minutes must be published on the baronial email list prior to the next meeting.

Section IV. Events

- A. All events held within Carolingia shall be done so under the direction of the Seneschal and within guidelines set forth in SCA or East Kingdom Laws and Policies.
- B. Each event shall have an Autocrat. The term of the position of event Autocrat shall be from acceptance of the proposal until the end of the second Great Council meeting after the event takes place.
- C. Prospective autocrats shall submit or present a "proposal" for the event to the Great Council and a budget to the Finance Committee for consideration.
- D. Autocrats will be affirmed by the Seneschal.
- E. Autocrats are to keep the Seneschal informed of all aspects of the event.

- F. The Autocrat is solely responsible for documenting financial expenditures for the event.
- G. The Autocrat is to turn over receipts (or clear copies of receipts) for expenditures for the event to the Baronial Exchequer within two weeks after the event closes.

Section V. Baronial Seat Selection Process

- A. The following process will be used when an election for Baron and/or Baroness is required due to a vacancy in the baronial seats of Carolingia or to fulfill the requirements set forth in East Kingdom Law.
 - 1. Nominations
 - a. Candidates' eligibility will be determined in accordance with East Kingdom Law.
 - b. A "candidate" is considered either an individual or a couple.
 - c. Nominations may be made by any Carolingian, and they may nominate other individuals or themselves.
 - d. The Seneschal must acknowledge receipt of all nominations to the person making the nomination. The Seneschal will also confirm receipt of the nomination with the nominee before announcing nominations.
 - e. Citizens may be nominated individually or as part of a couple, but may not appear on any polling form more than once. Should an individual be nominated in more than one form, that individual will make the decision of running alone, or selecting a partner from the list of those of whom that individual has been nominated to run with as a couple, provided that the selected partner agrees to the nomination.
 - f. All "couple nominations" must have the consent of running as a couple with the other person nominated to be their partner. There can be no substitutions to the couples, unless another partner was nominated for that nominee.
 - g. At the end of the nomination period, the Seneschal will announce the final list of nominees to the populace using all official means of communication including email lists and newsletters.
 - 2. Process
 - a. The polling is a two round process.
 - i) Round One will occur if there are more than five nominees. If there are five or fewer nominees, then this step will not occur, and the process will move directly to Round Two.
 - a) The first round will take place at a publicly held baronial meeting no sooner than thirty days and no later than ninety days after the final list of nominees has been announced to the populace. Only those attending may vote. There will be no proxies or absentee votes. To vote, an attendee must be one of the following:
 - A voting member of the Great Council of Carolingia
 - A paid member residing within the borders of Carolingia
 - An attendee at an event in Carolingia in the twelve months prior to the meeting.
 - b) All nominees will be listed on the ballot. The ballots will be tabulated using the instant runoff method. Each ballot is counted as one vote for that first choice candidate. At the end of the first round, the candidate with the fewest votes is eliminated. If a voter's first place candidate is eliminated, then their next

highest ranked choice is used. This process continues until five candidates are left.

- c) The votes will be counted at the meeting by three people, who will include the current seneschal, a representative on the Kingdom level from out of Barony, and a retired Baronial seneschal or former Baronial officer. None of the vote counters can be candidates for the Baronial Seat. If the current seneschal is a nominee, another baronial officer will take their place.
 - d) The voting will commence until the top five candidates have been selected.
 - e) The results will be announced that night as well as published in the next Baronial newsletter and any official electronic mailing lists.
- ii) Round Two
 - a) The second round of voting will be conducted per East Kingdom Law.
 - b) The top five candidates from Round One will be listed on the ballot.
 - c) Voting will again be conducted by using the instant runoff method until one candidate gets over 50% of the votes.
- B. The term for the Baronial Seat will be in accordance with Kingdom Law.

Section VI. By-laws Amendments

- A. A proposed amendment to the by-laws must be submitted in writing to the Seneschal.
- B. The proposed amendment will be published on the website and on any official communications medium such as the newsletter and electronic mail list at least one month prior to vote.
- C. The amendment will be voted upon by Great Council at the first business meeting after the one-month period has elapsed.
- D. Changes to the by-laws due to the policy changes in the SCA Governing Documents, East Kingdom Law, or the policies of the Corporate or East Kingdom Greater and Lesser Officers will not require a vote and will take place automatically as an administrative function. The changes will be published using any official communications medium.
- E. The Seneschal must ask the populace of a Carolingia for suggested amendments to the by-laws once per calendar year.

Section VII: Baronial Orders

- A. The Carolingian Order of the Daystar
 - 1. Purpose of the award: The Order of the Daystar is given to honor continued excellence in service over an extended period of time, of which service to the Barony of Carolingia is the primary beneficiary. All inhabitants of the Known World are eligible for this order, provided only that their services have been of special benefit to the Barony of Carolingia. The award is therefore not redundant to the recipient of a similar kingdom order, but implies a different geographical center of activity.
 - 2. Presentation: The Order of the Daystar is granted by the Baron or Baroness of Carolingia, after making a fair attempt to consult with all locally active Companions of the Order and with the Seneschal or the Seneschal's representative. The Principal of the Order must be informed of the result and of the Baron and/or Baroness' decision. A candidate must be informed of the responsibilities and privileges of the Order as set down in these by-laws and may not be inducted into the Order without the candidate's prior consent. The person

Baron and/or Baroness intending to present the award may discuss with candidates the Order and the procedure by which they were nominated.

3. Responsibilities
 - a. Companions of the Order accept the responsibility of upholding the highest standards of service in the Barony. They should continue to serve the interests of the Barony, whenever possible, and to encourage and instruct others to serve as well. They are to bring to the attention of the Baron and/or Baroness others who deserve to be recognized for their contributions, whether meriting the Order of the Daystar or some other honor.
 - b. Companions of the Order should hold at least two meetings annually, at one of which the Principal for the coming year shall be elected by acclamation of the Order. Discussion of new candidates for the Order may be held at these times.
 - c. Companions should keep the Baron and/or Baroness informed of their current contact information so that they can be easily reached for consultation.
4. Privileges
 - a. Companions of the Order shall have the exclusive right to wear the insignia registered as the badge of the Order of the Daystar.
 - b. They have the privilege of enquiring of the Baron and/or Baroness who has been proposed for Companionship in the Order and advising on those persons' qualifications for the Order.
 - c. The Order shall be represented in the Great Council of Carolingia. The seat shall be held by the Principal of the Order or the Principal's representative.
 - d. The Order may undertake various projects for the well-being of the Barony and may dispose of any revenues accrued from these projects as the Companions of the Order see fit, within the guidelines of SCA and East Kingdom Law.
5. Insignia: The insignia of the Order of the Daystar shall be: azure, a pall wavy between three suns in splendor or. Medallions bearing the insignia are to be awarded by the Baron and/or Baroness. The medallions are to be provided by the Baron, Baroness, or the Companions of the Order.

Approved by the Great Council of Carolingia, 25 May AS 12 (1977 CE)

Amended, 14 March AS 17 (1983 CE)

Amended, 4 March AS 25 (1991 CE)

Amended2014

B. The Carolingian Order of the Moon

1. Purpose of the award: The Order of the Moon is given in recognition of achievements in the arts which further the progress of those arts in the Barony of Carolingia in the Eastern Kingdom of the Society for Creative Anachronism, Inc. It is given to honor not excellence alone, but achievement combined with teaching or other dissemination of the arts such that a considerable impact has been made, and the place of those arts is secure within the Barony. All inhabitants of the Known World are eligible for this order, provided only that their services have been of especial benefit to the Barony of Carolingia. The award is therefore not redundant to the recipient of a similar kingdom order, but implies a different geographical center of activity.

2. Presentation: The Order of the Moon is granted by the Baron or Baroness of Carolingia after making a fair attempt to consult with all locally active Companions of the Order and with the Seneschal or the Seneschal's representative. The Principal of the Order must be informed of the result and of the Baron and/or Baroness' decision. A candidate must be informed of the responsibilities and privileges of the Order as set down in this statute and may not be inducted into the Order without the candidate's prior consent. The person intending to present the award may discuss with candidates the Order and the procedure by which they were nominated.
3. Responsibilities
 - a. Companions of the Order accept the responsibility of upholding the highest standards of the arts in the Barony. They should continue, whenever possible, to practice and instruct in those arts in which they have shown their skill and talent. They are to bring to the attention of the Baron and/or Baroness others who deserve to be recognized for their contributions, whether meriting the Order of the Moon or some other honor. All members should be willing to advise the Baronial Minister of Arts concerning their fields of expertise.
 - b. Companions of the Order should hold at least two meetings annually, at one of which the Principal for the coming year shall be elected by acclamation. Discussion of new candidates for the Order may be held at these times.
 - c. Companions should keep the Baron and/or Baroness informed of their current addresses so that they can be easily reached for consultation.
4. Privileges
 - a. Companions of the Order shall have the exclusive right to wear the insignia registered as the badge of the Order of the Moon.
 - b. They have the privilege of enquiring of the Baron and/or Baroness who has been proposed for Companionship in the Order and advising on those persons' qualifications for the Order.
 - c. The Order shall be represented in the Great Council of Carolingia. The seat shall be held by the Principal of the Order or the Principal's representative.
 - d. The Order may undertake various projects for the well-being of the Barony and may dispose of any revenues accrued from these projects as the Companions of the Order see fit, in accordance with SCA and East Kingdom Law and Policy.
5. Insignia: The insignia of the Order of the Moon shall be: azure, a pall wavy or between three moons in plenitude argent. Medallions bearing the insignia are to be awarded by the Baron and/or Baroness. The medallions are to be provided by the Baron and/or Baroness, or the Companions of the Order.

Approved by the Great Council of Carolingia, 25 May AS 12 (1977 CE)

Amended, 14 March AS 17 (1983 CE)

Amended, 4 March AS 25 (1991 CE)

Amended 2014

C. The Carolingian Order of Perseus

1. Purpose of the award: The Order of Perseus is given in recognition of achievements in the martial arts which further the progress of those arts in the Barony of Carolingia. It is given to honor not prowess alone, but achievement combined with teaching or other dissemination

- of those arts such that the overall level of the safe and courteous practice of those arts within the Barony has been raised. All inhabitants of the Known World are eligible for this order, provided only that their services have been of especial benefit to the Barony of Carolingia. The award is therefore not redundant to the recipient of a similar kingdom order, but implies a different geographical center of activity.
2. Presentation: The Order of Perseus is granted by the Baron or Baroness of Carolingia after making a fair attempt to consult with all locally active Companions of the Order and with the Seneschal or the Seneschal's representative. The Principal of the Order must be informed of the result and of the Baron and/or Baroness' decision. A candidate must be informed of the responsibilities and privileges of the Order as set down in this statute and may not be inducted into the Order without the candidate's prior consent. The person intending to present the award may discuss with candidates the Order and the procedure by which they were nominated.
 3. The initial Companions of the Order shall be chosen jointly by the Baron and Baroness after consultation with some members of the Barony, including the Seneschal and the Principals of the existing Orders.
 4. Responsibilities
 - a. Companions of the Order accept the responsibility of upholding the highest standards of the martial arts in the Barony. They should continue, whenever possible, to practice and instruct in those martial arts in which they have shown their skill and talent. They are to bring to the attention of the Baron and/or Baroness others who deserve to be recognized for their contributions, whether meriting the Order of Perseus or some other honor.
 - b. Companions of the Order should hold at least two meetings annually, at one of which the Principal for the coming year shall be elected by acclamation. Discussion of new candidates for the Order may be held at these times.
 - c. Companions should keep the Baron and/or Baroness informed of their current addresses so that they can be easily reached for consultation.
 5. Privileges
 - a. Companions of the Order shall have the exclusive right to wear the insignia registered as the badge of the Order of Perseus.
 - b. They have the privilege of enquiring of the Baron and/or Baroness who has been proposed for Companionship in the Order and advising on those persons' qualifications for the Order.
 - c. The Order shall be represented in the Great Council of Carolingia. The seat shall be held by the Principal of the Order or the Principal's representative.
 - d. The Order may undertake various projects for the well-being of the Barony and may dispose of any revenues accrued from these projects as the Companions of the Order see fit.
 6. Insignia: The insignia of the Order of Perseus shall be: azure, semy of estoiles, a pall wavy or. Medallions bearing the insignia are to be awarded by the Baron and/or Baroness. The medallions are to be provided by the Baron and/or Baroness, or the Companions of the Order.

Approved by the Great Council of Carolingia 3 March AS 24 (1990 CE)

Amended, 4 March AS 25 (1991 CE)

Amended 2014

Section VIII: THE BENEFICIUM CAROLINGIANUM PRO ARTIBUS

- A. The Beneficium exists to encourage research of the Arts and Sciences within the time period covered by the SCA and benefit the state of the Arts and Sciences in the SCA.
- B. The Beneficium will reimburse expenses directly related to that research and its dissemination. Acceptable uses of Beneficium funds include but are not limited to:
 - 1. Publication costs
 - 2. Speaker fees
 - 3. Costs of materials associated with research.
- C. Anyone may submit a proposal.
- D. The written proposal must be presented to the Beneficium committee.
- E. Disbursement of moneys will be in accordance with East Kingdom and Society law and financial policy.
- F. The Beneficium Committee is permitted to disperse up to \$500 a year. To disperse more than that sum will require permission from the Seneschal and Great Council.