

Greetings!

This is a rough draft of the Dragon's Laire Customary. The last update to the Customary was in 2011 and several changes have been made to Society and Kingdom policy and law that needed to be addressed. Some Baronial policies were clarified and the awards section was greatly expanded.

Please read through this draft and address any questions, comments, or concerns to the Seneschal, THL Ciar, via email or in person. All questions, comments, and concerns will be collected and then discussed with the Customary Committee.

Thank you for your time!

Article I. Scope

Section 1.01 This is the Dragon's Laire Customary, as permitted by Corpora (I. A); this customary is intended to aid in the smooth running of the Barony of Dragon's Laire, a branch of the Society for Creative Anachronism, Inc. This customary is not a corporate publication of the Society for Creative Anachronism, Inc. and does not delineate SCA policies.

Section 1.02 This Customary is superseded by federal, state, and local laws and ordinances, the governing documents of the Society for Creative Anachronism, Inc., and the laws of the Kingdom of An Tir. This Customary may be amended by an action of the Coronets of Dragon's Laire in consultation with the Seneschal.

Section 1.03 This Customary is not to be construed as law but as a document of the customs, local policy, and implementation procedures for the branch's operation.

Article II. Definitions

Section 2.01 It is the policy to use the following definitions

- (a) Society: The Society for Creative Anachronism, Inc. Also referred to as the SCA.
- (b) Kingdom: The Kingdom of An Tir
- (c) Crown: The Sovereign and Consort of An Tir, acting jointly.
- (d) Barony or Baronial: The Barony of Dragon's Laire, in reference to or in ownership of
- (e) Coronet(s): The ruler and optional consort, which are the representative(s) of the Crown within their lands. See Article 4 Section 4.07 for further clarification of roles and duties.
- (f) Grete Boke of Dragon's Laire: Refers to both a page on the official Dragon's Laire website and bound documents containing the chronology of events, maps, news articles and other items of historical interest for the branch.

- (g) Item Lease: All items owned by the Barony are officially owned by SCA Inc and must be leased from the branch. Item lease length is determined by item type as regalia is required for the length of office whereas a book from the library or the Baronial brazier has a set use time that may be impacted by Lessee needs. The Lease document is available on the Baronial website.
 - (i) Non-members may "lease" items per event by signing the event waiver and paying the non-member registration fee.
- (h) Officer: A paid member holding an official position within the Barony, refer to Article IV.
 - (i) Greater Officers: It is the custom of the Barony to maintain all Greater Offices that are required by the Kingdom to create and maintain a barony. Greater Offices recognized by the Kingdom are warranted through their respective Kingdom Office.
 - (1) Additional officers may be added or elevated at the discretion of the Seneschal in conjunction with the Coronets. These officers do not report to a corresponding Kingdom Office but the to the Baronial Seneschal.
 - (ii) Lesser Officers: Deputies to Greater Officers or positions created by the Seneschal in conjunction with the Coronets to fulfill a need within the Barony.
 - (iii) Contingency Deputy: A deputy for a Kingdom warranted position who can fulfill the Officer's role.
- (i) Member: A paid member of the SCA. Paid members, in addition to participation at SCA events, are able to lease items owned by the SCA, which includes regalia and reference materials.
- (j) Non-member: Participants in SCA activities that choose not to become members. Non-members do not have the right to participate in polling, hold items owned by SCA, Inc., serve as Officers, and are required to pay an additional non-member registration fee at SCA recognized events.
- (k) Seneschal: The branch president and business manager who acts as the legal representative.
- (l) Social Media: Per the Society, this includes e-lists, as well as sites like Facebook, Yahoo Groups, and Twitter.
 - (i) Official announcements must be made on sites that are accessible without login, which may include Facebook and does not include e-lists.
- (m) The Flames of Dragon: The branch newsletter and is commonly referred to as, "The Flames." The Flames were moved from a print-only medium to online availability in 2015 and moved to hiatus in 2016.
- (n) Warrant: A warrant is formal proof of appointment. Officers are warranted for a predetermined, fixed term, which may be extended by the request of the officer with agreement from the superior officer(s), the Seneschal, and the Coronets.

Article III. History

Section 3.01 It is the custom to maintain a history of the branch. It is the policy for the history to be available to all members of the branch, "The Grete Boke of Dragon's Laire"

is available on the Baronial website. A bound version containing articles, early maps, and other physical items will be available from the Baronial Librarian.

Section 3.02 Keystone dates and events for the branch are:

- (a) August, 1981: Dragon's Laire begins.
- (b) January 1982: Dragon's Laire is officially recognized as a Shire at An Tir's first Twelfth Night, AS XVII. We were the first shire formed by the new Kingdom of An Tir.
- (c) January 1995: At Twelfth Night AS XXIX, the Shire of Dragon's Laire officially petitioned Their Majesties for elevation to Baronial status.
- (d) June 1995: The Barony of Dragon's Laire was officially created at the first June Faire, AS XXIII. Recognitions from the Kingdom to the Barony:
 - (i) Bountiful Hand: Received January 7, 2012 (AS XLVI) from Thorin Njalsson and Dagmaer in Hvassa.
 - (ii) **There are at least two Gouttes and a Favor missing - dates and from who being verified**

Article IV. Structure and Officers

Section 4.01 As in the original charter, it is the custom to have fun. In order to have fun it is the policy to have an organizational structure with procedures within that structure to enable the populace to have fun.

Section 4.02 It is the policy of the Barony that all Officers are warranted whether they fulfill roles of Greater or Lesser Office. Following the example set by the laws of the Kingdom, Baronial Officers are warranted for a 2-year term.

- (a) Two one-year extensions on the position may be requested from the Seneschal, Coronets, and the Kingdom or superior Officer.
- (b) Prior to the expiration of the warrant, other candidates may be considered for the position.
- (c) The Coronets are warranted differently as described in Section 4.07.
- (d) The process of being "warranted" for a Greater Office requires submitting the Acceptance/Change of Office form, available from <http://www.antir.sca.org/Pubs/forms/>, and submitting it to the appropriate Kingdom Officer.
- (e) Baronial designated Lesser Offices and those Greater Officers not warranted through the Kingdom will use also use the An Tir Acceptance/Change of Office form and will submit it to the Seneschal.

Section 4.03 General policy for all Officers

- (a) Provide complete and accurate contact information to the Seneschal and the Webminister.
- (b) Non-Champion Officers shall live within the set of the Barony; Kitsap County and all of north Mason County to Grapeview, WA.
- (c) Act as a general clearinghouse of information regarding local resources, instructors, and suppliers for matters relating to the office.

- (d) Be able to sign a "lease" for the property related to the office and maintain an accurate inventory for the items including regalia and any reference materials. The inventory report date is set annually by the Steward.
 - (i) The Youth Armored Combat Champion shall have an appropriate guardian to act in their stead.
- (e) Provide a written monthly report to the Seneschal, the Chronicler, the Coronets, and, if applicable, to the superior officer by 4 PM the day of the business meeting.
- (f) Work with Event Stewards to ensure that the duties of the office, as they relate to the event, are fulfilled.
- (g) Attend the business meeting as often as possible.
 - (i) If unable to attend for more than 2 meetings in a row, a suitable deputy should be found to act as a representative.
 - (ii) Read the previous month's business meeting report(s) for any information missed due to absence.
- (h) Request an extension on the warrant or begin the process of finding a replacement 3 to 6 months prior to the expiration of the warrant.

Section 4.04 Selecting New Officers

- (a) Open officer positions will be announced at the next business meeting, are listed in the business meeting record, and are also posted on the Baronial website and to other social media as deemed appropriate by the incumbent officer, the Seneschal, and the Coronets.
- (b) Announcements for a new Officer will include the job description of the office, any application requirements, and the contact information for the incumbent officer in case of questions.
- (c) All interested parties, including current deputies, should submit a letter of interest, an SCA resume, and any other application requirements to the incumbent officer, the Seneschal, and the Coronets.
 - (i) The names of applicants and their letter of interest will be published to the Baronial website and to other social media as deemed appropriate.
 - (ii) The interested applicants will introduce themselves at the business meeting following application.
 - (iii) Input from the Populace will be accepted by the Seneschal and/or Coronets at separately arranged meetings, via email, or by telephone call.
 - (iv) Applicants may have a private interview with the Seneschal and Coronets to address any questions or concerns.
- (d) The Seneschal, acting with the advice and consent of the Coronets, has the authority to appoint interim officers in cases including but not limited to sudden resignation, death, extreme negligence, or other emergent situations.

Section 4.05 Policy for Kingdom warranted Officers

- (a) Make contact with your Kingdom Officer when your Kingdom of An Tir Job Acceptance/Change of Officer form is submitted, even if your form is going to be submitted by the Seneschal or the current Officer.
- (b) Officers are provisional until the warranting process is completed, see Section 4.02.
- (c) Submit quarterly reports to your Kingdom Officer, dates are subject to change but are currently as follows:
 - (i) January, February, and March are due by May 1st.
 - (ii) April, May, and June are due by August 1st.
 - (iii) July, August, and September are due by November 1st.
 - (iv) October, November, and December are due by February 1st of the following year.
- (d) Recruit a Contingency Deputy within 6 months of accepting the position.
- (e) Recruit other deputies as needed, following the procedures outlined in Section 4.04 and in consultation with the Seneschal and Coronets.

Section 4.06 Removal and Resignation Policy and Procedures

- (a) Grounds for dismissal by the Seneschal in conjunction with the Coronets and the Officer's superior shall include but not be limited to the following:
 - (i) The Officer has demonstrated a substantial failure to perform the duties of the office after having been given notice of the nature of neglected duties and having been given a reasonable opportunity to correct these failures. Examples of this include failure to submit a report for three consecutive business meetings or not keeping in contact with Seneschal and Coronets on a regular basis;
 - (ii) The Officer has willfully abused the Office by using it to hinder or annoy others or to advance some purpose inconsistent with the trust of the Office.
 - (iii) The effectiveness of the Officer has been impaired to a substantial degree due to personal reasons or a breakdown in the Officer's ability to deal with the Seneschal, Coronets, the Officer's superior, the Officer's deputies or subordinates, and/or the populace with whom the Officer must work.
 - (iv) The Officer has demonstrated a willful failure to abide by governing documents of the Society, The Kingdom, and/or the Branch.
 - (v) The Officer has been banished.
 - (vi) The officer has let his/her membership lapse.
- (b) Any Officer may resign at any time by giving written notice to the Seneschal, the Coronets, and the applicable Kingdom or superior Officer. Any such resignation shall take effect as of the date specified therein or, if no date is specified, the resignation is effective as of the date of receipt.

Section 4.07 The Coronets are the direct and appointed representative of the Crown for the Barony. It is the custom of Dragon's Laire to be ruled benevolently by Coronets that listen to the consensus of the populace.

- (a) The Coronets, in adherence to Society and Kingdom policy are considered Officers of the Barony and must maintain membership in the SCA. They are also expected to

adhere to the other duties inherent in all Officers with the exception of required deputies and terms of warrant.

- (b) It is the policy that the Coronets are the ceremonial Head of State for the Barony and provide a high level of pomp and ceremony to Baronial events.
- (c) Additional duties include but are not limited to:
 - (i) Hosting visiting Royalty.
 - (ii) Conducting Courts as necessary to present recognitions, prizes, awards, and honors and memberships in the Orders of the Barony as well as presenting awards, honors, and memberships as designated to them by the Crown.
 - (iii) Serving on the Financial Committee. The Coronet vote is shared between the two Officers.
 - (iv) They may advise the Seneschal and other Officers in the performance of the Officer's duties.
 - (v) Serving as advisors to the June Faire Board of Directors.
- (d) The Coronets serve at the pleasure of the Crown of An Tir and, in accordance with Kingdom law, are allowed to serve up to 2 consecutive 3-year terms
 - (i) Four to 6 months prior to the end of their first term, the Coronets will decide if they wish to continue for another term or step down and contact the Crown with their decision.
 - (ii) The "Baronial Polling Process," instructions and timeline are available through the Kingdom Seneschal.
 - (1) If the Coronets wish to continue for another term, a Confidence Polling must be conducted.
 - (2) If the Coronets wish to step down, a Baronial Polling must be conducted to select new Coronets.

Section 4.08 It is the custom and policy to maintain those Officers that are required to retain Baronial status; those officers are delineated in Kingdom law and have been previously defined as Greater Offices.

- (a) The Seneschal is the branch President and acts as the administrative head and legal representative of the Barony. The Seneschal is responsible for the smooth functioning and continued communication between the Officers of the Barony. The duties and responsibilities are as described in the An Tir Handbook and the Seneschal's Handbook with the following additions:
 - (i) Moderate the Baronial business meetings. If the Seneschal is unable to attend a meeting a substitute acceptable to the Coronets must be found.
 - (ii) Ensure that the business meetings are conducted in accordance with the Customary (Article VI).
 - (iii) Reserves the date for all Baronial events, as outlined in Article VIII, as early as the An Tir Calendar policy allows.
 - (iv) Acts as an advisor to the June Faire Board of Directors.

- (v) Maintains a master copy of accounts with administrative login capabilities related to Baronial business including but not limited to the Baronial e-list, Facebook, Twitter, or electronic store fronts.
- (b) The Exchequer: The treasurer of the Barony. Duties and responsibilities are those described in the An Tir Handbook with the following additions:
 - (i) Oversee deputies, which include the Steward and the Financial Committee Clerk
 - (ii) Act as advisor to the June Faire Board of Directors.
- (c) The Herald acts as the voice of the Crown and of the Crown's Representatives, the Coronets. In Dragon's Laire, the Baronial Herald has the title of Golden Dragon Pursuivant. Duties and responsibilities are as described in the An Tir Handbook with the following additions:
 - (i) Support additional Voice Heralds, especially to assist at events.
 - (ii) Support additional Book Heralds, who are responsible for assisting the populace in researching names, heraldic devices, and personas.
 - (iii) Create and update the online version of the Grete Boke.
- (d) The Marshall is responsible for the conduct of Society-legal armored combat within the barony. Duties and responsibilities are as described in the An Tir Handbook with the following addition:
 - (i) Supporting the Baronial deputies which include the Chief Archer, the Equestrian Marshal, the Minister of Lists, the Rapier Marshal, the Siege Weapons Officer, the Thrown Weapons Officer, and the Youth Combat Officer.
- (e) The Minister of Arts and Sciences is responsible for fostering the practice of period arts and sciences within the barony. Duties and responsibilities are as described in the An Tir Handbook with the following addition:
 - (i) Supporting deputies, which includes the Games Minister
 - (ii) Collate all Baronial Guild reports for the quarterly Kingdom A&S reports.
 - (iii) Managing and supporting any Baronial Arts and Sciences or Bardic competitions.
- (f) The Chatelaine is the chief newcomers welcome Officer for the Barony. Duties and responsibilities are as described in the An Tir Handbook with the following additions:
 - (i) Keeper of the Gold Key items, responsible for checking out/in and maintenance of the garb. This task may be assigned to a deputy.
 - (ii) Supporting deputies which include the Librarian.
- (g) The Chronicler acts as the recording secretary for the Branch. If they are interested, they may also act as the editor and publisher for The Flames of the Dragon. Duties and responsibilities are as described in the An Tir Handbook.
- (h) The Baronial Scribe assists the Coronets when the Coronets recognize worthy members of the Baronial populace. This position does not have a Kingdom warrant. Duties and responsibilities are as described in the An Tir Handbook with the following additions:
 - (i) Coordinate with the Coronets, prior to each baronial event, the number and type of charters that will be needed for the event and ensure that an adequate supply is available.
 - (ii) Assist in networking for the creation of original scrolls for Baronial and Kingdom Orders and awards.

- (iii) Keeps a list of the active scribes in the Barony.
- (i) The Family Activities Officer is tasked with arranging opportunities for the education and entertainment of children at Baronial events.
 - (i) This is a Kingdom warranted office but is not required for maintenance of Baronial Status.
 - (ii) Officers must pass a background check through the Society.
 - (iii) Coordinate with other Officers, Guilds, and members of the populace to provide family friendly activities at Baronial events in accordance with established Society and Kingdom policies.
 - (iv) These activities may include the Society Youth and Family Activities program but the Family Activities officer is not required to be a YAFAs mentor.
 - (v) This is not a babysitting service, children must be escorted by an adult with the appropriate youth waivers.

Section 4.09 In addition to the Greater Offices, it is custom and policy to maintain office known as the Lesser Offices as previously defined. Those Offices listed below may be changed at the Seneschal's discretion in consultation and cooperation with the Coronets.

- (a) The Webminister's duties and responsibilities are described in the, "Society Webminister's Handbook," and include maintaining the Baronial website and ensuring all host and domain name fees are kept current.
 - (i) Supports the June Faire Board PR Point-of-Contact and maintains the, "Medieval Faire" website.
- (b) Lesser offices which are deputy positions for Greater Offices and report to both their superior Baronial Officer and the Seneschal but not the Kingdom.
 - (i) Librarian: Maintains the Baronial reference collection and lends the items to members of the populace. Provides an annual inventory to the Steward.
 - (ii) Steward: The Steward is responsible for maintaining an up-to-date inventory of the Barony's physical assets and regalia, their value, condition, the maker, instructions for maintenance, any insurance required, and any other pertinent information.
 - (iii) The Financial Committee Clerk: A fifth member of the Financial Committee who maintains meeting notes and submits the minutes to the Chronicler, this is a non-voting position. The report from this Officer is not presented at the business meeting.
 - (iv) Deputies to the Marshall including the Chief Archer, the Equestrian Marshal, the Minister of Lists, the Rapier Marshal, the Siege Weapons Officer, the Thrown Weapons Officer, and the Youth Combat Officer.
 - (v) Gamesmaster: Maintains the Baronial medieval games supply. Acts as a resource for and teaches populace members about games, plays games, and may hold game nights or conduct tournaments.

Article V. Standing Committees

Section 5.01 The Financial Committee: A committee that, with the consultation of the populace present at the meeting and following the "Dragon's Laire Financial Policy - 2005," decides financial matters.

- (a) The Committee has 3 votes: the Seneschal, the Exchequer, and the Coronets.
 - (i) If a decision must be made and one of the voting members is unavailable, the Marshall, Herald, or Minister of Arts and Sciences may temporarily fulfill the role.
 - (ii) The Seneschal, Exchequer, and their contingency deputies may not be immediately related individuals or operate out of the same residence.
- (b) The Exchequer, acting with the advice and consent of the Seneschal and Coronets, has the authority to appoint interim populace members in cases including but not limited to sudden resignation, death, extreme negligence, or other emergent situations.

Section 5.02 The Customary Committee: A committee that works to keep the Customary current.

- (a) The Seneschal will invite members of the populace to form a Customary Committee that will meet, starting in February, for the purpose of soliciting changes and making edits.
 - (i) Once a draft is complete, it will be made available to the Populace for review. The draft will be hosted on the Baronial website. Printed copies may be requested from the Seneschal.
 - (ii) Comments, questions, and suggested edits are to be emailed to the Seneschal who will address them as appropriate. Comments and edits will be collated and presented to the Committee for consideration.
 - (iii) The draft will be viewable for at least one month although the preference is for two.
 - (iv) A final draft will be approved by the Seneschal, Coronets, and attending Populace members at the business meeting following the comment period and final draft creation.
- (b) More frequent changes to the Customary may be suggested at any business meeting and will be posted to the Baronial website and other social media as deemed appropriate.
- (c) The current approved version of the Customary is always available on the Baronial website. Copies of the final revision, prior to approval, will be available at the approval business meeting.

Section 5.03 The June Faire Committee: A committee whose members are coordinating the operations of June Faire.

- (a) They include the Chairperson or team, Site Coordinator, SCA Coordinator, Gate Coordinator, Merchant Liaison, Continuity Coordinator, and Public Relations Coordinator. Each of these members may have deputies. Descriptions of these member's duties are in the document titled, "June Faire Event Team Job Descriptions," posted on the Baronial website.
- (b) The Seneschal, the Coronets, and the Exchequer are consulting members.

Article VI. Meetings

Section 6.01 Financial Meeting: The meeting is held monthly, prior to the business meeting and at the same location. Other meetings may be held as required but the time and location must be announced to the populace via the Baronial website and other appropriate social media.

- (a) The actions of the Financial Committee are further detailed in the, "Dragon's Laire Financial Policy - 2005."
- (b) It is the policy that budgets for proposed events are submitted and questions answered. Event bids are not awarded during the Financial Committee meeting, they are only evaluated from a fiscal viewpoint.

Section 6.02 The Business Meeting: The meeting is held at least once each month and more often as needed.

- (a) At the business meeting, it is the custom that each Officer and Guild Head be encouraged to report on the activities of their Office; especially those activities that may interest newcomers or visitors.
- (b) It is the custom that the Coronets speak to their populace about their wishes, concerns, and congratulations and that they are not limited in the subject or scope.
- (c) It is the custom that old and new business be discussed, which includes but is not limited to the status of events that have been awarded, awarding events, seeking the input of the populace, Office openings, Committee reports, and other other business related to the operation of the Barony.
- (d) It is the custom to ask for, "Oh by the ways" at the end of the meeting, which may include general announcement of interest to the Barony.
- (e) It is policy that all reports and any notes from the meeting are compiled by the Chronicler, including the "Oh by the ways." A branch report, which may be The Flames, is created and then sent to the Webminister to be posted on the Baronial website.

Section 6.03 It is the custom to give the populace many opportunities to have fun. Other meetings for special interests are scheduled as needed and are announced at the business meeting, on the Baronial website, and other social media as appropriate.

Article VII. Financial Matters

Section 7.01 These are delineated in the, "Dragon's Laire Financial Policy," available on the Baronial website.

Article VIII. Events.

Section 8.01 It is the custom for Dragon's Laire to hold events.

Section 8.02 Non-June Faire Bid Procedure.

- (a) Bids for Baronial events must be submitted no later than 3 months prior to the traditional event date, are reviewed by the financial committee, and are awarded at the business meeting.
 - (i) If only one viable bid is received it will be awarded, while the Barony recommends a rotation of Event Stewards, the same Steward may bid multiple years in a row.
 - (ii) If multiple bids are received, an attempt will be made to reach a consensus of the bidders as to a single bid. If no consensus is possible, the Seneschal and the Coronets will award the bid.
 - (iii) If there is no bid by the award deadline, the event will be re-evaluated or canceled.
- (b) Bids may be designed using the Event Proposal form found on the Baronial website. Bids must include:
 - (i) The type of event: feast, tournament, championship, etc
 - (ii) Proposed date, time, and location
 - (1) Event dates for Candlemas, June Faire, and Yule are traditionally set and, by policy, are reserved in advance by the Seneschal. The dates can be changed due to site availability or event conflict. See Section 8.03.
 - (2) Location may determine number of attendees to the event and to a feast.
 - (iii) Expected number of event attendees.
 - (1) Consult with the Exchequer on prior years attendance.
 - (iv) Event staff should be listed and should contain at least the Event Steward, Contingency Deputy, Gate, and Royal Liaison. It may also include positions such as the pre-registration contact, Campocrat, Decorations coordinator, A&S lead, tournament coordinators, or the Marshal.
 - (1) It is the policy that the Event Steward is a deputy of the Seneschal and the Feastocrat is a deputy of the Event Steward. They must both be paid members.
 - (2) If the Event Steward is lacking in experience, a mentor will be requested or assigned by the Seneschal.
 - (v) Budget
 - (1) Does the site require additional insurance? Equestrian or golf cart insurance?
 - (2) Event attendees may not be offered a waived site fee.
 - a) Crown fees are waived.
 - b) Baronial Champions will be offered waived site fee at the event where their successor is chosen.
 - (3) Event Stewards may offer waived feast fees to cooks, servers, or others but they must be accounted for in the budget.
 - a) The number of waivers should be planned and somewhat limited.
 - b) Anyone offered a waived fee must be a member or has to pay the NMR.

- (vi) Complete contact information for the Event Steward, Contingency Deputy, and Feastocrat.

Section 8.03 The custom is to hold the following events:

- (a) Candlemas: An event traditionally held the first Saturday in February. This event hosts the Baronial Arts and Sciences and Bardic Championships and, traditionally, a feast.
- (b) June Faire: See section 8.04.
- (c) Last Chance: This event is the home of the Archery, Armored Combat, Rapier, and the Thrown Weapons Championships. The Equestrian Championship is frequently held at this event, event grounds permitting.
 - (i) This event may be a weekend camping event or a single day of tourneys.
 - (ii) Traditionally held prior to September Crown, the event is held between August and October depending on site availability.
- (d) Yule: An event traditionally held the first Saturday in December, it allows the Barony to gather together during the holiday season, attend classes, and feast.
- (e) Sergeant's Trials are held at the discretion of the Baroness.
- (f) Inactive or retired events:
 - (i) Bardic Circle/Social Picnic is held between June Faire and Last Chance. It can be a camping event depending on site availability.
 - (ii) Master Ed was a separate event and was originally the Equestrian Championship.

Section 8.04 June Faire and its Bid Procedure.

- (a) Due to the nature and size of the event, June Faire is run by the June Faire Board.
- (g) June Faire is the largest event held by the Barony and is designed for enjoyment and attendance by the SCA populace and for modern visitors.
- (h) It is custom to hold June Faire during the first weekend in June when the calendar allows.
- (i) A wide variety of martial activities are available for SCA participants which may include archery, armored combat, equestrian, rapier, siege, and thrown weapons. Artisans and Bardic performers are encouraged to do demonstrations and displays. Pavilions for Family Activities and Games are also available.
- (j) Activities for modern visitors vary from year to year but frequently they are invited to watch martial demonstrations with narration, visit an archery and thrown weapons range, walk through the Arts and Sciences demonstrations, and shop at medieval style merchants.
- (k) June Faire is the primary means of recruitment for the Barony and is our primary fundraiser.
- (l) Bid Procedure
 - (i) June Faire bids must be submitted by October of the previous year.
 - (ii) Bids must include the proposed site, the primary board members, any special roles or events, and establish a general timeline.
- (m) Once a bid has been accepted

- (i) Monthly written reports detailing the event planning and progression sent to the Seneschal every month.
- (ii) The Director, co-Director, or deputy attends the monthly business meeting to summarize the report and answer any questions.
- (iii) Monthly, in person, check-in meeting with primary board members. Meetings should increase, as needed, as June Faire approaches.

Section 8.05 Other events may be proposed as either a one time or recurring event.

Section 8.06 It is the tradition that the Barony bid a Kingdom level event on a regular basis although not necessarily annually. We have a proud tradition of hosting September, Crown, Twelfth Night, and the Kingdom A&S and Bardic Championships.

Section 8.07 Classes are encouraged to be held for the pleasure of the populace as often as practical and may be included as part of any event except June Faire. Classes may be registered through the An Tir University system.

Article IX. Champions

Section 9.01 Baronial Champions are Officers and must be paid members of the Society. It is required that Champions swear an oath of either fealty or service to the Coronets.

- (a) Archery
- (b) Armored Fighter (Heavy)
- (c) Arts and Sciences
- (d) Bardic
- (e) Equestrian
- (f) Rapier
- (g) Thrown Weapons
- (h) Youth Combat
- (i) Marshal Champions are expected to coordinate the following year's Championship activities with the Coronets, the Event Steward, and the Marshall.

Article X. Sergeants

Section 10.01 The Sergeants of Dragon's Laire.

- (a) They are selected by rigorous Trials that test their focus and breadth of knowledge in a variety of areas, which include the gentler arts and courtly behavior. Originally developed to bring An Tirian fighters to the notice of Peers in the West, their role has changed to fit the current needs of the Baronies and Kingdom.
- (b) They embody the notions of chivalry and etiquette and expected to act as advisors and teachers in their area(s) of expertise.
- (c) Populace members seeking to be included in the ranks of the Sergeants should speak with the Coronets
- (d) Any tasks or duties, including their role in Court, are decided by the reigning Coronets.

Section 10.02 The Sergeants of Dragon's Laire focus on a specific area of expertise.

- (a) Sergeants are expert armored combatants.
- (b) Yeomen are expert archers or masters of thrown weapons.
- (c) Gallants are expert rapier combatants.
- (d) Lancers are expert equestrian combatants.
- (e) Courtiers: are experts in an area of the Arts and Sciences or in Service.

Article XI. Polling Orders, Awards, and Recognitions

Section 11.01 One of the privileges we gained when the Shire of Dragon's Laire became the Barony of Dragon's Laire was the right to create and bestow Baronial awards. This right has been exercised in the creation of a number of awards and orders to recognize outstanding efforts of members of the populace in both service, the martial arts, and the arts and sciences as well as several lighter veined awards to reward accomplishments of unusual merit.

Section 11.02 Members of the populace may recommend individuals for any award, both Baronial and Kingdom level. The Coronets invite and encourage award recommendations of all types as bestowing recognition is one of the chief pleasures of their office.

Section 11.03 Polling Orders

- (a) The Order of the Wyvern actually predates the creation of the Barony. It was elevated to a Baronial award and Order upon recognition of Dragon's Laire as a Barony. Awarded to individuals for service to the Barony beyond the call of duty. Current members of the Order recommend selected individuals for admission to the Order to the Coronets. Insignia of the Order consists of a Wyvern charm, which is most often worn on a necklace.
- (b) The Order of the Dragon's Pearls: Formerly known as the Order of the Albion Light, this Order was formed to recognize outstanding achievement in the Arts and Sciences in the Barony. Members of the Order are proficient in several disciplines and are committed to sharing their skills and knowledge. Current members of the Order recommend selected individuals for admission to the Order to the Coronets.
- (c) The Most Noble and August Order of the Golden Hyphen. Admission into the Noble Order of the Golden Hyphen is one of the truly great honors which can be bestowed on a person from the fair Barony of Dragon's Laire. It is granted to individuals who have demonstrated superior organizational abilities. Current members of the Order recommend selected individuals for admission to the Order of the Golden Hyphen
- (d) The Golden Hyphens are known as the Hyphen Collective. When a new member is added they are assigned a sequential number in order of their date of admission, i.e., 3 of 5. Master Ralg was assigned 7 of 9 when he was assimilated and will always be known as 7 of nine no matter how many additional members are added to the collective.
 - (i) The Order was created at June Faire A. S. XXX, minutes after Dragon's Laire was elevated to baronial status. It was the first truly Baronial Order. The first two members of this elite Order were presented with the Golden Hyphen medallions symbolizing the Order and special raiment.

- (ii) A sub-order, Hyphens in Training, exists to recognize individuals who have displayed a suitable attitude, but have not met all of the requirements for membership in the greater Order.

Section 11.04 Awards

- (a) Argent Pavilion: The Argent Pavilion is given for serious works toward making an encampment as period or as peri-oid as possible. The ambiance can sometimes be as important as how 'period' the equipment is.
- (b) Baron's/Baroness'/Baron and Baroness'/Coronet's Favor: These favors are given out in recognition of various endeavors on behalf of the Baron, Baroness, or Coronets
- (c) Dragon's Claw: The Dragon's Claw, formerly known as the Silver Claw, is awarded to young people in the Barony for contributions of merit.
- (d) Flaming Newt: The Flaming Newt is awarded to young people in the Barony for arts & sciences endeavors.
- (e) Snapdragon: The Snapdragon is awarded to individuals of merit who have provided notable service to the Barony. It may be awarded more than once.
- (f) Dragon's Lily: The Dragon's Lily is the second level service award for the Barony of Dragon's Laire. Unlike the Snapdragon, where multiples may be given to recognize service to the Barony, the Dragon's Lily recognizes extended service over a period of time.
- (g) Dragon's Heart: The Dragon's Heart is awarded to individuals of highest merit who have provided long term service to the Barony.
- (h) Bumblebee: The Bumblebee is awarded to individuals with notable achievements in the Arts and Sciences. It may be awarded more than once.
- (i) Nautilus: The Nautilus is the second level Baronial Arts and Sciences award for the Barony. Only one is given to recognize a deeper level of knowledge and or deeper level of excellence in a field of Arts and Science than is recognized by the Bumblebee.
- (j) Defender of Dragon's Laire: Given to those in recognition of their promise and dedication in the Martial Arts: Heavy, Rapier, Archery, Equestrian, Thrown, and Siege Weapons.
- (k) Order of the Dragon's Flame: The Dragon's Flame is awarded to Baronial Champions as they step down from Office.
- (l) Dragon's Company: Awarded in recognition for service to the Marshalate.
- (m) Dragon's Keep: Given by the Barony in recognition of service by a household.
- (n) Dragon's Mantle: Given by the Barony to those who achieve great works in persona development.
- (o) Drake's Shepherd: Drake's Shepherds are awarded to individuals of merit who have provided notable and honourable service to youth activities and enhanced family involvement.
- (p) Honored Marshall: The Honored Marshall is given to those individuals that have greatly impacted the Marshalate with their deeds and service. Most often awarded at June Faire and is recommended by the marshals at the event.
- (q) Mano Minos: The Mano Minos is granted in recognition for great service given to the Arts and Sciences of the Barony.

- (r) Scholar of Dragon's Laire: Scholar of Dragon's Laire is the title bestowed upon those who have successfully competed in the research division of the Dragon's Laire Arts and Sciences Championship. Research papers are submitted for judging and those that meet the designated scholastic standard are presented during the Championships. Every competitor that meets the standard and presents their paper is awarded the title of Scholar thus building a scholastic community pledged to promoting scholarly research and writing within the Barony and the Kingdom.
- (s) Sergeants: Sergeant titles are given out in recognition of completion and include Courtiers, Gallants, Lancers, Sergeants, and Yeomen.
- (t) Warlord: The title of Warlord is given to the individual heavy fighter or archer who will be tasked with leading and commanding the Baronies forces during times of War.
- (u) Retired Awards:
 - (i) The O Kopros: The award is given for Massive verbal misstatement.

Section 11.05 Recognitions

- (a) The Light of Creativity and Scholarship: The award is given by the Order of the Dragon's Pearl to those who participated in the Baronial Arts and Sciences and Bardic competitions and were deemed worthy or recognition for their efforts but who were not selected as Champions.

Article XII. Guilds

Section 12.01 A Guild is a recognized special interest focus group. Guilds may or may not be affiliated with a Kingdom Guild.

Section 12.02 Prospective guilds must petition the Coronets in order to be recognized as a Baronial Guild, even if they are planning to be Kingdom affiliates. A formal letter of intent to petition should be sent to the Coronets and Seneschal prior to the business meeting or event where the petition will be made. This petition must include their name, a roll of at least 5 members, a list of their guild policies, and a list of their goals.

Section 12.03 Guild policies are decided by the Guilds but must include the following:

- (a) Guild Heads and other officers are determined by the members of the Guild and are not considered Baronial Officers.
 - (i) Each guild is responsible for determining their process on Guild officer selection including the Head.
 - (1) Guild Heads must be paid members of the Society.
 - (ii) It is up to the guild to determine how long each Guild officer services and the process for replacement.
- (b) It is up to the guild to determine how they will report their activities, or lack thereof, to the A&S Minister. They may do so by submitting monthly reports to the business meeting or sending quarterly reports to the A&S Minister for inclusion to the Kingdom report.
- (c) Frequency of meeting, whether that is monthly, every two months, quarterly, etc.

- (d) Designate the holder of any regalia or other guild property, this person must be a paid member of Society and able to sign a Lease for holding the items, see Section 4.03 for further information.
- (e) Have a formal process for abeyance or disbanding, which must include a letter of intent to the Coronets and Seneschal and describe the conditions under which that decision is made.

Section 12.04 The Guild determines their own internal structure and activities. They may or may not be linked to Kingdom Guild structures and goals.

Section 12.05 There are many guilds that have been previously or are currently recognized by the Barony.

- (a) Active guilds include Costuming, Culinary/Spiritmakers, Scribal, and Textiles.
- (b) Formerly active guilds include Bardic, European Dance, Metalsmiths, Missile, Middle Eastern Dance, and Thingmakers.

Article XIII. Other Traditions

Section 13.01 Absent Friends: It is the custom within Dragon's Laire to recognize and honor those members of the Barony who have passed on or whose military or life obligations cause their absence during a feast.

- (a) A place with no chair is set with a tablecloth and complete place setting but with the plate and glass turned over to denote the absence of those missing from the Barony of Dragon's Laire.

Section 13.02 Toasting at Feasts: It is the custom within Dragon's Laire, during feasts, to recognize with a toast the leaders of the Kingdom and Barony.

- (a)) By tradition, the Event Steward is responsible for asking event attendees to offer the toasts. It is considered an honor to offer a toast, and the Event Steward should consult with the Herald in matters of precedence regarding those offering toasts.
- (b) By tradition, the following toasts should be offered in this order:
 - (i) The King and Queen of An Tir.
 - (ii) The Royal Heirs (if any at the time).
 - (iii) The Baron and Baroness of Dragon's Laire.
 - (iv) Any visiting dignitaries at the discretion of the Coronets.
 - (v) Any Kingdom or Dragon's Laire Champions at the discretion of the Coronets.
 - (vi) Absent Friends.
 - (vii) The Event Steward.
 - (viii) Those that have prepared the feast.
 - (ix) The Barony of Dragon's Laire.
 - (x) The Kingdom of An Tir.

Section 13.03 In some matters that are considered of great importance to the Barony, a survey to assist the Coronets in gauging the consensus of the Barony may be held.

- (a) The Seneschal is responsible for the organization, carryout, and announcement of results.**
- (b) Requests for a survey go to the Seneschal, in written form, which are then discussed with the Coronets and may be discussed at the next business meeting.**
- (c) An example of this process was the creation of the June Faire Board.**

Article XIV. Dissolution

Section 14.01 As prescribed in Corporate Policy and Kingdom Law.

Article XV. E-mail Etiquette

Section 15.01 Subscribers to the Dragon's Laire Baronial e-list will follow these guidelines for posting.

- (a) Subscribers will not post non-SCA topics although exception is made for health-and-welfare topics.
- (b) Subscribers will not post any commercial posts (i.e. do not post about your new or established business).
- (c) Subscribers will not post "for sale" items, unless they are related to the SCA.
- (d) Subscribers will not post things that are deliberately provocative, of a name-calling or unfavorable personal comparison, and will limit themselves to discussing issues and activities, not personalities. Temperate phrasing shall be used at all times.
- (e) Large posts are not allowed due to the number of subscribers still using slower landline access. Posts over 20,000 characters (bytes) in length are automatically stopped and sent to the e-list moderator to accept or reject. What about officer long officer reports?
- (f) Trim the message you are replying to. In other words, do not quote the entire message then attach your message on the end. Cut all but the relevant part of the post and add your reply to that.
- (g) Add substance to the discussion. Resist the impulse to post a "Me too" or "I agree" message to the list. If you agree, state some reasons why. Add value.
- (h) Stay on topic. The Baronial e-list has a particular focus such as discussing aspects of the SCA, medieval history, or other reenactment topics. It is not a place for virus warnings or the latest political jokes.
- (i) Change your subject line. If your reply drifts the discussion from the original topic, change the subject line to reflect that.
- (j) Posts items of general interest to the list. Send personal notes to only that person.
- (k) Make sure your message is addressed ONLY to the list. If your email program automatically replies to all then make sure to delete the person's personal address (or delete the list address if it's a personal message).
- (l) Make sure you're sending posts in ASCII and not with foreign characters like accents and umlauts. Recommended format option is "Plain Text" instead of HTML.

- (m) Be polite. The e-mail environment makes misunderstandings common. The reply feature makes angry posts easy to send. Re-read your post before you send it and strive to correct any possible misunderstandings.
- (n) If you have a problem with a post or poster, send a private message. Do not send chastising messages in public.
- (o) Do not post private e-mail on a public forum without permission from the sender.

15.02 Subscribers to the Dragon's Laire official social media will follow these guidelines for posting.

- (a) Subscribers will not post non-SCA topics although exception is made for health-and-welfare topics.
- (b) Subscribers may mention that they have commercial products for sale but must direct interest and traffic to another site or private communication.
- (c) Subscribers will not post things that are deliberately provocative, of a name-calling or unfavorable personal comparison, and will limit themselves to discussing issues and activities, not personalities. Temperate phrasing shall be used at all times.
- (d) Stay on topic. Baronial social media has a particular focus such as discussing aspects of the SCA, medieval history, or other reenactment topics. It is not a place for virus warnings or the latest political jokes.
- (e) Posts items of general interest to the list. When possible, send personal notes to only that person.
- (f) Be polite. The social media environment makes misunderstandings common. Re-read your post before you send it and strive to correct any possible misunderstandings.
- (g) If you have a problem with a post or poster, send a private message. Do not send chastising messages in public.
- (h) Do not post private posts in a public forum without permission from the sender.
- (i) Social media supplements but does not replace conventional means of communications. Inputs from the entire group must be gathered before decisions can be made.
- (j) Enjoy the discussions generated on social media. Share them with those friends who do not subscribe to social media.