

Charter for the Barony of the Flame

Last Revision February 2018 – Review date February 2024

Article I. Defined Arms of the Barony of the Flame

Section 1.01 The Arms of the Barony of The Flame shall be as registered with the Laurel Sovereign of Arms, here blazoned.

Flame, Barony of the; registered Feb 1983 via the Middle Kingdom; Device:
Sable, a wavy-bladed sword gules, hilted and the blade enflamed, in base a laurel wreath Or.

Section 1.02 The Badge of the Barony of the Flame shall be defined as: *Sable, a wavy-bladed sword gules, hilted and the blade enflamed Or.*

Section 1.03 The Barony of The Flame shall include the territory covered by the following ZIP Codes:

40003, 40004, 40006, 40007, 40008, 40009, 40010, 40011, 40012, 40013, 40014, 40018, 40019, 40020, 40022, 40023, 40025, 40026, 40027, 40031, 40032, 40033, 40036, 40037, 40040, 40041, 40045, 40046, 40047, 40048, 40049, 40050, 40051, 40052, 40055, 40056, 40057, 40058, 40059, 40060, 40061, 40062, 40063, 40065, 40066, 40067, 40068, 40069, 40070, 40071, 40075, 40076, 40077, 40078, 40104, 40107, 40108, 40109, 40110, 40111, 40115, 40117, 40118, 40119, 40121, 40122, 40129, 40140, 40142, 40143, 40144, 40145, 40146, 40150, 40152, 40153, 40155, 40157, 40159, 40160, 40161, 40162, 40164, 40165, 40166, 40170, 40171, 40175, 40176, 40177, 40178, 40201, 40202, 40203, 40204, 40205, 40206, 40207, 40208, 40209, 40210, 40211, 40212, 40213, 40214, 40215, 40216, 40217, 40218, 40219, 40220, 40221, 40222, 40223, 40224, 40225, 40228, 40229, 40231, 40232, 40233, 40241, 40242, 40243, 40245, 40250, 40251, 40252, 40253, 40255, 40256, 40257, 40258, 40259, 40261, 40266, 40268, 40269, 40270, 40272, 40280, 40281, 40282, 40283, 40285, 40287, 40289, 40290, 40291, 40292, 40293, 40294, 40295, 40296, 40297, 40298, 40299, 40328, 41008, 41045, 41046, 41083, 41086, 41095, 41098, 42124, 42129, 42133, 42140, 42151, 42154, 42157, 42166, 42167, 42214, 42701, 42702, 42711, 42712, 42713, 42715, 42716, 42717, 42718, 42719, 42720, 42721, 42722, 42724, 42726, 42728, 42729, 42731, 42732, 42733, 42735, 42740, 42741, 42742, 42743, 42746, 42748, 42749, 42753, 42754, 42755, 42757, 42758, 42759, 42762, 42764, 42765, 42776, 42782, 42783, 42784, 42786, 42788, 47104, 47106, 47111, 47119, 47122, 47124, 47126, 47129, 47130, 47131, 47132, 47133, 47134, 47141, 47143, 47144, 47146, 47150, 47151, 47162, 47163, 47172, 47199

Article II. Powers and Duties of the Baron and Baroness

Section 2.01 The Baronage of the Barony of the Flame shall be considered individuals even if the persons are married to each other. The Baronage, which may also be referred to as the Baronial Seat, shall reign in fief to the Crown of the Middle Kingdom, in accordance with the Corpora of the Society of Creative Anachronism, Inc.

Section 2.02 Each member of the Baronage shall be in attendance at a minimum of five (5) business meetings per calendar year, either together or separately.

Section 2.03 The Baronial Seat shall hold at least one (1) Baronial Court per Crown Reign.

Section 2.04 The Baronage may appoint Ambassadors or other ceremonial positions, including champions.

Section 2.05 They will reaffirm their fealty in person to the Crown of the Middle Kingdom (or the Crown's appointed representative) at least once per reign, as per Kingdom law.

Section 2.06 They may treat with other local groups to form alliances during times of war.

Section 2.07 They must make every reasonable attempt to attend events within their Barony.

Section 2.08 They may bestow Baronial awards as they see fit, and hold regency courts, if the Crown wishes.

Section 2.09 They will make a report to the Crown, in writing, once per reign, per the laws of the Middle Kingdom.

Section 2.10 The Barony understands that meeting and event attendance is subject to temporary emergencies, i.e., health, job, car, etc.

Section 2.11 They will each be paid members of the SCA, Inc, and at least 18 years of age.

Article III. Appointment, Resignation, and Removal of the Baron and/or Baroness

Section 3.01 The office of Territorial Baronage shall be for a term of no more than 5 (five) years, as per Kingdom law. They are eligible for one (1) additional term and may participate in the polling process consecutively. After a second term, the individuals are eligible for future terms, but the full polling process must be followed. The Baronage must sit out a 5 (five) year term after two consecutive terms.

Section 3.02 If the Baronage fail to meet the requirements set down in this Charter, any member of the Baronial Populace may appeal to a Baronial Officer in writing to call for a vote of confidence. This process will be announced at the upcoming Baronial Meeting, or within 30 days of the correspondence date, whichever is deemed timely. If the vote of confidence is negative by 2/3 of the Baronial population, then a petition will be circulated and a letter requesting removal of one or both holders of the Baronage will be sent to the Crown.

Section 3.02(a). If only one member of the Baronial Seat is removed or resigns, the Crown decides if the other member may fulfill the term of office alone.

Section 3.03 The Crown may suspend and/or remove a Baronial Seat for just and stated cause.

Section 3.04 Upon the resignation or removal of the Baronage, the Barony is required to follow polling procedures as set down in Section 3.05 to replace them.

Section 3.05 Polling and Election Processes

Polling and the Election process shall be conducted by the laws and regulations of the Middle Kingdom, as set forth in Article VIII – Territorial Barons and Baronesses. Refer to the full Middle Kingdom Law at:

<https://docs.google.com/document/d/1UGAq5pErOwUXMwNaEMRYJK1SJ3pePNfkXunBxzmE15Q/edit>

Article IV. Baronial Officers – Officers shall be appointed in accordance with Middle Kingdom Law.

Section 4.01 The Great (or Required) Officers of the Barony, as required by Kingdom Law, are Seneschal, Herald,

Exchequer, Knights Marshal, Minister of Arts and Sciences, Chatelaine and Chronicler.

Section 4.02 All Great Officers of the Barony shall report to their superiors by the Kingdom mandated dates.

Section 4.03 Lesser (not Required) Officers of the Barony shall include but are not limited to: Rapier Marshal, Archery Marshal, Youth Marshal, Social Media Officer, Diversity, Equity, Inclusion, and Belonging (DEIB) Officer, Baronial Historian, Youth Minister, etc.

Section 4.04 To be eligible to hold a Baronial office, the following qualifications must be met:

- (a) The candidate must reside within the confines of the Barony or obtain a waiver from their superior.
- (b) The candidate must be a member in good standing of SCA Inc. for the duration of their position, and pledge to support Corpora, Kingdom Law, and abide by this Charter. This statement will be witnessed by the Seneschal and two other Baronial officers at the time the Change of Officer form is filled out.
- (c) The candidate must be warranted in their office if required by Kingdom Law.
- (d) Candidates are also encouraged to publicly declare their candidacy.
- (e) The candidate must report to their superiors in a timely fashion.
- (f) Candidates are strongly encouraged to hold office no less than 2 years.
- (g) All Baronial officers are required to have a stable mailing address, email access and reliable telephone access.

Section 4.05 An individual serving in a Baronial Great Office cannot hold a second Great Office simultaneously, but may hold, for no more than one year, a Lesser Office, until a suitable replacement is found. An individual serving in a Baronial Lesser Office can hold another Lesser Office for any period of time until a suitable replacement is found.

Article V. Greater (required) Officer Duties – Please refer to the Midrealm website for Handbooks for each Great Officer: <https://midrealm.org/officers-directory/>

Section 5.01 All Great Officers of the Barony shall be empowered to appoint such assistants in office as are needed to effectively perform the duties of that office. These deputy officers serve as any combination of the following:

- (a) Assistants in day-to-day responsibilities.
- (b) Backup, for when the officer cannot be present.
- (c) A replacement “in training.”

Should a deputy be required to take over as an emergency replacement, they would be expected to fulfill the job responsibilities for three months. In the first month the office vacancy would be announced, and nominations declared. The elections would be held in the second and third month, with the permanent replacement determined in the third month.

Section 5.02 There shall be maintained a permanent record of all correspondence and activities carried on in the performance of the duties of each office, the same record to be subject to examination by any member, with cause, of the Barony and further subject to be turned over to any successors in the office.

Section 5.03 All officers shall make every reasonable attempt to attend Baronial events. Officers are responsible for overseeing all official activities that fall within their area in person. Officers shall appoint a representative to oversee official event activities if the Officer cannot attend the event.

Section 5.04 The Baronial Seneschal shall function as legal representative in accordance with the laws of the Middle Kingdom, and the Corpora of the Society for Creative Anachronism, Inc. The Seneschal will lead all Baronial Meetings and oversee the other Great Officers in the Barony. See also:

<https://midrealm.org/seneschal/>

Section 5.05 The Baronial Herald shall function as the voice of the Baronial Seat and, if necessary, the voice of the Crown in making proclamations of the Baronial Seat in accordance with this Charter, the law of the Middle Kingdom, and the Corpora of the Society for Creative Anachronism, Inc. The Herald shall also lend assistance as needed to the populace to create and submit their heraldic device and persona name. See also:

<https://midrealm.org/herald/>

Section 5.06 The Baronial Exchequer shall function as the Financial Recordkeeper of the Baronial purse and shall submit a report to the Regional Exchequer monthly as required by Midrealm rules, quarterly to the Kingdom and Regional Exchequer, and a final Domesday Report at the end of the year as required by Kingdom/Society Law. The Baronial Exchequer shall report finances and any other business at each Baronial meeting. See also:

<https://midrealm.org/exchequer/>

Section 5.07 The Baronial Knights Marshal shall make every effort to promote the safe and orderly conduct of armored combat on the Lists of the Barony in accordance with the Rules of the List, the conventions of the Middle Kingdom, and in accordance with this Charter and the Corpora of the Society for Creative Anachronism, Inc. See also:

<https://midrealm.org/marshal/>

Section 5.07(a) The Baronial Knights Marshal, Baronial Archery Marshal, the Baronial Rapier Marshal and all other Marshals shall be responsible for the proper training and conduct of all participants and prospective participants of the Barony, in their respective areas, and shall develop a positive program and be ultimately responsible for the attainments of this end.

Section 5.08 The Baronial Minister of Arts and Sciences shall have the responsibility for the encouragement and organization of the study and practice of the peaceful Arts and Sciences within the Barony, and for the maintenance of records of research and activity in these arts and sciences in accordance with the Charter, laws of the Middle Kingdom, and the Corpora of the Society for Creative Anachronism, Inc. See also:

<https://midrealm.org/kmoas/>

Section 5.09 The Baronial Chronicler shall have the responsibility for publishing and distributing The Flame publication "Flamberge" hereafter referred to as The Flamberge, the official newsletter of the Barony of the Flame, on a regular schedule. The Chronicler shall publish all public announcements and report news therein in accordance with this Charter, the Laws of the Middle Kingdom and the Corpora of the Society of Creative Anachronism, Inc. The Chronicler is responsible for the taking of meeting minutes and providing them to the Seneschal and the Social Media officer for monthly distribution. The Chronicler shall be allowed to issue a special edition Flamberge (not full version) in times of Baronial Elections or as necessary. See also:

<https://midrealm.org/chronicler/>

Section 5.09(a) The Flamberge is fully published electronically on a quarterly basis. Special editions are approved for special purposes.

Section 5.10 The Baronial Chatelaine shall be responsible for the introduction and education of new and prospective members in the culture, customs, and courtesies of the Society. The Baronial Chatelaine is responsible for the maintenance and storage of the Gold Key. See also:

<https://midrealm.org/chatelaine/>

Article VI. Lesser Officer Duties

Section 6.01 All Lesser Officers shall be appointed or removed from office under signed warrant by their respective superiors, as per Kingdom Law.

Section 6.02 The Baronial Rapier Marshal, a deputy to the Knights Marshal, shall coordinate all period fencing activities, as permitted within the rules of the Society for Creative Anachronism and the Middle Kingdom, within the Barony. The Rapier Marshal shall be responsible for all required paperwork pertaining to such fencing. The

authority of the Rapier Marshal shall not extend to other forms of combat.

Section 6.03 The Baronial Archery Marshal, a deputy to the Knights Marshal, shall coordinate all archery and missile activities within the Barony, as permitted within the rules of the Society for Creative Anachronism and the Middle Kingdom. The Baronial Archery Marshal shall be responsible for all required paperwork pertaining to archery and related activities. The authority of the Baronial Archery Marshal shall not extend to other forms of combat.

Section 6.04 The Baronial Webminister shall be responsible for the upkeep of the official Baronial online presence and accessibility, including but not limited to the email mailing list, the Baronial webpage, and any other internet presence created in the future, pursuant to the guidelines in the Webminister's Handbook. The Webminister will also ensure the Baronial Website Security will be maintained. Please note, no personal information will be used outside the Webminister's office without written permission. See also:

<https://midrealm.org/webminister/>

Section 6.05 The Baronial Social Media Officer shall be responsible for the task of maintaining the Barony's social media channels according to the Society's Social Media Guidelines to encourage its members and participants to use creativity and innovation in the use of social media by its entities to increase connectivity and participation, ensure that all content posted to official SCA social media channels by any officer or participant supports the achievement of the Society's Mission, and its role as an international non-profit volunteer educational organization, and ensure that all people engaging with, and on behalf of SCA Inc. through social media have a clear and common understanding of expected standards of behavior, and how they will be managed. See also SCA Midrealm Social Media Policy Addendum at:

<https://drive.google.com/file/d/18aeMoejja-YKXuEc4F5s8GAKKprLLvK3/view?usp=sharing>

Section 6.06 The Baronial DEIB officer is a deputy to the Seneschal. They will develop activities and training to cultivate a climate in which all members are treated fairly and are able to thrive in a welcoming atmosphere. This work is compliant with nondiscrimination laws, ADA laws, the SCA mission statement, and our governing documents, especially our policies on harassment, bullying, and hate speech.

Section 6.07 The Baronial Historian is a deputy of the Chronicler and will be responsible for maintaining the historical records and archives of the Barony. They will be lead coordinator in the historical investigations of past Baronial activity and curation of any Baronial historical documents.

Section 6.08 The Baronial Youth Minister is a deputy to the Seneschal. The Youth Minister shall oversee the activities of the baronial youth (age 17 and under). The Youth Minister shall be 18 of age or older, be a paid member of the SCA, Inc. and pass a background check administered by the SCA, Inc., as detailed at: <https://docs.google.com/document/d/1DPJy8Oz4bNINtTjmqYvstag034y2kC6D/edit?usp=sharing&oid=106214941721890750292&rtpof=true&sd=true>

Article VII. Appointment, Resignation or Removal Process of an Officer

Section 7.01 Selection process of an officer.

- (a) Announcement of interest in a vacant or soon to be vacant office at a Baronial Meeting. Nominations may be made by the candidate or by another member of the Barony, subject to the candidate's willingness to serve.
- (b) Announcement published in The Flamberge or special edition and across Baronial Social Media channels.
- (c) One month after announcements are made, take a vote of confidence from the populace.
- (d) The candidates are subject to approval by the Crown and Kingdom officers.
 - This process should take no longer than 3 months.
 - The official Change of Officer form must be completed and approved for the change to take place.

Section 7.02 Removal of an Officer. The process to remove a Baronial officer from their office shall be as follows:

- (a) If an officer feels they are unable to fulfill their position or they are getting ready to step down from their term, they are asked to communicate that to the Seneschal immediately.
- (b) If an officer steps down before their term is over or before a replacement is voted in, the Seneschal will appoint an interim deputy until election can be done. The interim officer will be placed for a maximum of 3 months to provide time for nominations and voting to take place.
- (c) If a Baronial Officer or member of the Barony Population perceives any issues with any of the officers, they are encouraged to communicate their concerns, in writing in electronic mail form, to the Seneschal. If the office in question is the Baronial Seneschal, the Regional Seneschal should be contacted.
- (d) The Seneschal will contact the officer and determine if the situation is temporary and if the officer will be able to resume their duties in a timely manner or will need to be replaced.
- (e) If the situation is not temporary, the Seneschal or officer will contact the Kingdom superior for immediate action.
- (f) Other actions can be determined as the situation requires.

Article VIII. Term Limits for Great Officers

Section 8.01 The term of office for Great Officers shall be a maximum of two (2) years, counted from the date of their assumption of their duties.

Section 8.02 The Barony shall place a limit of three (3) consecutive terms a person may serve in these positions. A person can sit out one term and then run again. However, should no individual volunteer to take the position, the incumbent shall be allowed to serve additional terms until a suitable replacement can be found.

Article IX. Financial Policy

Section 9.01 The Barony of the Flame will adhere to the rules outlined in the Middle Kingdom Financial Policy.

See: <http://www.sca.org/resources/document-library/#treasurer>

Section 9.02 The Baronial Financial Committee shall consist of the following officers, all of which must have a valid, up to date SCA membership:

- (a) Baronial Seneschal
- (b) Baronial Exchequer
- (c) Baronial Herald
- (d) Meetings will be attended by either of the Baronage.

Section 9.03 Financial Committee meetings may be held in person or online via chat. There must be a quorum of three members for any vote to take place. Majority vote will pass a proposal. Under no circumstances may Baronial funds be spent without prior approval. Any funds spent without prior approval could result in an individual not receiving a reimbursement.

Section 9.04 The Barony must maintain a Business Checking account with a reputable bank. The Baronial Exchequer and Seneschal must be signatories on the account. The Kingdom Exchequer will also be listed on the account.

All checks written for payments must have two signatures in order to be valid.

- (a) For ideal coverage, at least one other Baronial member should be listed as a signatory on the account.
- (b) Anyone listed as signatory on the Baronial account must have a valid, up to date SCA membership.

Section 9.05 A Baronial item inventory shall be completed on a yearly basis, and an inventory list shall be maintained by the Baronial Exchequer. Baronial members are expected to assist with yearly inventory duties.

- (a) Any items to be purchased will be presented at a Baronial meeting or publicly announced for input, and the Financial Committee will vote to approve potential purchases.
- (b) The Baronial Seneschal and Exchequer must approve usage of any items belonging to the Barony before they are removed from storage.
- (c) The Baronial Seneschal and Exchequer will approve of any Baronial items to be destroyed or disposed of. This will be reported to the populace at the following Baronial meeting.

Article X. Events

Section 10.01 See also Baronial Financial Policy, Article IX.

Section 10.02 Any individual wishing to steward a Baronial Event must submit a written proposal to the Baronial Seneschal in the timeline given, normally a minimum of 5 months prior to the event. The proposal must include the following information:

- (a) Site location and cost/rental fee
- (b) Proposed site fees for attendees
- (c) Staff (if known)
- (d) Proposed theme (if known)
- (e) Prior expenses/overhead (estimated)
- (f) Estimated break-even
- (g) Proposed feast cost (if applicable)
- (h) Any other relevant information regarding event

Proposals will be reviewed by the Seneschal and all other Baronial Officers. Proposals will then be brought to the next Baronial meeting for member input, with a final decision decided by a majority of Baronial Populace votes and Financial Committee approval.

In the event that an approved event proposal budget is not adhered to, it may result in funds not being reimbursed to an individual. The Baronial Financial Committee will review overages and make a fair decision on final reimbursements.

Article XI. Charter Reviews and Amendments

Section 11.01 A Charter review session will be held on a regular basis, no less than once every two (2) years. However, any Baronial member can propose Charter changes at any time by announcing them at a Baronial meeting or informing the Seneschal, who can announce it at a meeting.

Section 11.02 Any proposed changes to the Charter must be brought up at a Baronial meeting or otherwise brought to the Seneschal's attention. The proposed change shall be printed in one issue of "The Flamberge." At a Baronial meeting occurring at least one month after the proposed changes have been published, the populace shall vote on the proposed change(s). Said changes will need at least a 2/3 majority of the voting members present to pass. Changes are subject to approval by the Crown and appropriate Kingdom officials.

Section 11.03 If anyone in the populace has comments or concerns, or if they are unable to attend voting session, they may write in to the Seneschal via electronic mail their comments, which will be read into the meeting minutes.

Links to documents used by the Barony:

Change of Officer form: Need a link to the webpage documents.

Event Proposal form: Need a link to the webpage documents.