
Barony of
Wastekeep -

Minor Carte

Customary for the
Barony of Wastekeep

Approved 12 Dec. 2013

I) GUIDELINES:

- A) These customaries are guidelines for the Barony of Wastekeep.
- B) Any part of this Minor Carte will be immediately and automatically void if found to be in conflict with the Laws of the Kingdom of An Tir, the Corpora of the SCA, Inc., or any local, state, or federal laws.
- C) The Minor Carte shall be amended by a Major Vote. Amendments will not affect anything enacted before their passage. The Minor Carte should be reviewed annually by the Seneschal, the Baron and Baroness, and by any others of their choosing to see if it needs to be updated. Their recommendations will be made available to all members and a vote will be taken at the next Baronial Council meeting.
- D) *The Wastekeep Word* will be the official newsletter of the Barony of Wastekeep.

II) BARONIAL OFFICERS

- A) All Baronial Officers serve at the discretion of the Baron and Baroness.
- B) Major Officers shall be defined as those offices required to function as a barony: the Seneschal, Exchequer, Chronicler, Basilisk Herald, Marshal, Minister of Arts and/or Sciences, and Chatelaine. While not required positions the following are also considered Major Officers: Chief Scribe and Family Activities Coordinator.
- C) Minor Officers include but are not limited to: Chiurgeon, Chamberlain, Librarian, and Captain of Sergeantry. Minor Officers can be designated as Deputies to a Major Officer.. Other deputies assist the Major Officer with fulfilling their job duties. Deputies may include but are not limited to: Event Stewards, Grete Book, Web Minister, Armored Combat, Rapier Marshal, Archer, Minister of Lists, Youth Armored Combat Marshal, Gold Key, Dean of Pages, and Warlord. Duties and privileges are as follows:
 - 1) All Officers of the Barony of Wastekeep must be members of the SCA, Inc. This requirement also applies to the Baron and Baroness. This may be an associate or family membership, as long as they have immediate access to the Kingdom newsletter (must receive a subscription at their place of residence). A membership lapse of three months will be considered cause for petitioning the Crown to remove that person from office.
 - 2) All Officers of the Barony of Wastekeep must have immediate access to *The Wastekeep Word*.
 - 3) Officers must attend Baronial Council meetings or contact the Seneschal with a verbal or written report prior to the meeting. Failure to attend or report for two consecutive months may be considered cause to petition the Crown for removal of that Officer. Officers with event business [i.e., Lists, Herald, etc.] must attend Baronial Events or arrange for a responsible party to perform their duties at that event. An officer who must arrange for a "Stand-in" must contact the Event Steward and Seneschal prior to the event with that information.
 - 4) The Seneschal and Exchequer may not live in the same household.
 - 5) Maximum of two Major Offices may be held by an individual. Excluding Seneschal and Exchequer.

- 6) No matter how many Major Offices a person holds, they will be considered one Major Officer and will hold only one vote.
- D) The Chronicler will publish *The Wastekeep Word* on a monthly basis, and such that the following requirements are met:
- 1) *The Wastekeep Word* must include any information given regarding Baronial events, meetings, or results of meetings in the newsletter. But the Chronicler may edit at his or her discretion.
 - 2) *The Wastekeep Word* must publish changes in Officers or Policy, vacancies of an office, Service Awards given, Orders established, or Votes carried.
 - 3) *The Wastekeep Word* must publish minutes of the Baronial Council meetings.
- E) Reporting
- 1) The calendar year is divided into the following reporting quarters:
 - a) First Quarter = January, February, March.
 - b) Second Quarter = April, May, June.
 - c) Third Quarter = July, August, September.
 - d) Fourth Quarter = October, November, December.
 - 2) All Officers are to report on the previous quarter to their designated reporting deputy by the first of the following months: February, May, August and November. If there is no designated reporting officer to report to, an officer must report directly to their Kingdom superior.
 - a) A copy of each report shall be provided to the branch seneschal, and the Baron and Baroness.

III) CHANGES IN OFFICERS

- A) A resigning Officer may recommend a replacement to the Seneschal.
- B) Any Officer may appoint or remove his or her own Deputy/Assistant, but he or she must inform the Seneschal.
- C) Vacant Major or Minor Offices shall be published in *The Wastekeep Word*.
- D) When a new Officer is voted into an Office, the New Officer will shall notify their Kingdom Superior of their appointment, by submitting a completed Change of Office form.
- E) Baron and Baroness may request any Officer's removal, if they find they cannot work with that officer. If the specific officer will not step down voluntarily, the request may be a petition to the Crown and the Officer's Superior for the Officer's removal
- F) The Seneschal, in agreement with the Baron and Baroness and members of the Baronial Council, may petition the Crown and the Officer's Superior for the Officer's removal if:
 - 1) The Officer's SCA membership lapses for greater than three months.

- 2) The Officer has failed to make either a verbal or written report for two consecutive regularly scheduled Baronial Council meetings.
- 3) If the Officer is in violation of SCA law, including the list of Standards of Behavior, and the Officer fails to carry out an agreed upon plan of corrective action, then the Officer may be subject to a Major Vote for dismissal. However, the following sequence must be followed before such a vote:
 - (a) The Seneschal shall write a letter identifying the non-compliances and a suggested plan of corrective action. This letter must be co-signed by the Baron and Baroness.
 - (b) The Officer shall within a one month period either 1) inform the Seneschal he or she agrees to the plan of action, or 2) meet with the Seneschal, Baron, and Baroness at which all parties will agree upon an alternative corrective action and schedule. The agreement shall be documented and signed.
 - (c) If the Officer fails to carry out the agreed upon plan, then the Seneschal, with the Baron's and Baroness' concurrence, should initiate a Major Vote for removal.

IV) CHANGES IN BARON AND/OR BARONESS

- A) When the Baron and/or Baroness choose to resign or their 6 year term has expired, the process for choosing their successor will be as follows:
 - 1) The resigning Baron and Baroness will solicit written recommendations for their successors from the members of the Barony. These recommendations may include statements from individuals and/or couples volunteering to be the successor(s).
 - 2) The resigning Baron and Baroness may discuss the possibilities with the prospective candidates, especially to ensure their willingness and ability to assume the duties of Baron or Baroness.
 - 3) After reviewing the recommendations and discussions with the candidates, the resigning Baron and Baroness will consult with their Majesties, to determine the most highly recommended couple or individual.
 - 4) As Per Kingdom Law polling shall take place. (See Letter D below)
 - 5) The results of the polling shall be delivered directly to the Crown for their consideration. The final decision and appointment of the new Baron and/or Baroness rests solely with the Crown.
- B) Per Kingdom Law an opinion polling shall be performed at the end of three (3) years. (See Letter D below)
- C) If the populace believes that they have just cause for the removal of the Baron and Baroness, they may request opinion polling.
 - 1) To request opinion polling, a petition signed by at least one third of the baronial populace who are SCA members (minimum of 10) will be presented to the Baronial Seneschal.

- 2) The Baronial Seneschal shall forward the petition to the Kingdom Seneschal, for presentation to their Majesties. At their Majesties discretion an opinion polling may take place. (See Letter D below)

D) Polling

Refer to the “Baronial Polling Processes” document,
http://www.antir.sca.org/Offices/Seneschalate/Baronial_Polling_Processes.pdf

V) BARONIAL COUNCIL MEETINGS

- A) Baronial Council meetings are open to all interested persons.
- B) The date, time, and location of Baronial Council meetings must be published in advance in *The Wastekeep Word*. If a last minute change occurs, a best effort must be made to notify all of the populace, via email or social media.
- C) At least four of the following must be present for any votes to be taken: the Baron or Baroness, or Major Officers.
- D) The Chronicler, or a designee, shall take minutes of all Baronial Council meetings, including a record of votes taken, money appropriated, and names of those attending. The minutes shall be published in *The Wastekeep Word* the month following the meeting.
- E) Voting members shall be defined as follows:
 - 1) They must hold some form of membership in the SCA, Inc.
 - 2) They must reside within the territorial boundaries of Wastekeep or be an Honorary Citizen.
 - 3) They must be at least fifteen years of age.
 - 4) They must have attended at least two activities, one in costume, in the last year. Activities include SCA events, workshops, demos, and Baronial Council meetings.
- F) A Simple Vote will be carried by a simple majority of Voting Members present.
- G) A **Major Vote** requires a two-thirds majority of Voting Members present to pass. A Major Vote must be announced at the prior Baronial Council meeting and published in *The Wastekeep Word* at least one week prior to the meeting in which it is cast. The announcement, the publishing of this notice, and presiding at the meeting will be the duty of the Seneschal, unless there is a conflict of interest involving the Seneschal. If the Seneschal is not available, the Baron or Baroness may either lead or delegate this duty to another.
- H) The following actions require a Major Vote:
 1. Selection of a new Major Officer.
 2. Amendments to the Minor Carte.
 3. Approval of Guidelines for a Canton or Institutional Group sponsored by the Barony).

4. Special Dispensations waiving the age requirement for voting at Baronial Council meetings. Those granted Special Dispensations will thereafter be considered Voting Members of the Barony. These Dispensations will be granted after considering continued service and participation by those who have not yet reached fifteen years of age.
- I) Any decision of the Seneschal may also be called to a vote at the next Baronial Council meeting.
- J) Expenditures from the Baronial Treasury shall be approved by the Financial Committee. All expenditures of money shall be according to the Baronial Financial Policy.
- K) Baronial Council meetings will be chaired by the Seneschal or their designee. In their absences, it will be chaired by the Baron or Baroness.

VI) BARONIAL EVENTS

- A) Commitments to sponsor or participate in Baronial events, public demonstrations, or wars shall be approved in advance at a Baronial Council meeting.
- B) For a Baronial event to be a sanctioned SCA, Inc. event, it must be approved by the Seneschal, and published as required by An Tir Kingdom Law. The Seneschal must ensure the event is registered with the Kingdom Calendar Officer and Kingdom Chronicler.
- C) An Event Steward should be appointed as coordinator and contact point for the event. The Event Steward is considered a deputy of the Seneschal and must be a registered member of the SCA, Inc. If there is no Event Steward in place **90 days** prior to the scheduled date of the event, the event will be cancelled for that year. Event Stewards shall:
 - 1) Prepare a preliminary budget plan for the event, the plan must be submitted to the Baronial Financial Committee, for approval, within 90day of the event.
 - 2) Preparing event copy for publication and providing a copy to the Baronial Seneschal for approval before submitting it to the Kingdom and Baronial newsletters.
 - 3) Presenting a verbal or written report to the two Baronial Council meetings prior to the event. This report should keep the Baronial Council informed of the progress of the event. . Preferably, this would be in writing.
 - 4) Reporting on the event within 30 days following the event. This report must include reporting all event income and expenses on an Event Steward's Expense Form. (See also Section VI, Letter E.) *The Seneschal or Exchequer shall provide all necessary forms to the Event Stewards.*
 - 5) Reporting all serious incidents to the Seneschal, or in his or her absence, the Baron or Baroness immediately.
- D) All those attending the event must conform to current Kingdom waiver requirements.
- E) When monies of any kind are collected or spent at an event, it shall be in accordance with the Baronial Financial Policy.

F) Recurring Calendar Events

- 1) Seneschals of the Barony and the Canton will meet semiannually and will submit calendar event dates up to 2 years in advance.

VII) CONDUCT

- A) All subjects of the Barony of Wastekeep shall abide by the code of conduct listed in An Tir Kingdom Law, Article VIIIA, Conduct of Persons in An Tir. Including the following policies:

1) All subjects of An Tir shall:

- a) Willingly maintain and increase the authenticity of their accoutrement, speech, and conduct, thus elevating the spirit that should be fostered in these Current Middle Ages.
- b) Strive for courtesy, consideration, honor, and chivalric behavior at all times.
- c) Be familiar with, and abide by, the laws, customs, and traditions of An Tir.
- d) Violation of these laws will result in the appropriate consequences, and may be grounds for expulsion from an event, banishment, dismissal from office or other sanctions.

- 2) The violation of modern law will be grounds for expulsion from an event, banishment, or arrest by civil authorities.

This section of Kingdom Law details activities at Events such thing as Pets, Smoking, Controlled Substances, Firearms, and Youth at Events.

VIII) GRIEVANCE PROCEDURES

- A) All subjects of the Barony of Wastekeep shall abide by the grievance procedure listed in An Tir Kingdom Law, Article VIIIB, Grievance Procedure.

- 1) The Grievance procedure is intended to address personal disputes between individuals and not disputes on official matters. For further guidance, please refer to the *SCA Organizational Handbook* and *The Laws of An Tir*.

IX) BARONIAL AWARDS AND ORDERS

- A) The Baron and Baroness hold the exclusive right to bestow the following Baronial Awards and Orders. Members of the populace are encouraged to give their recommendations for these Awards and Orders to the Baron and Baroness.

- 1) The **Blasted Tree** Award shall be given for willing and valuable service to the Barony of Wastekeep.
- 2) The **Baronial Favor** shall be given to individuals who have provided personal service to the Baron or Baroness.

- 3) **Sable Brush** Award shall be awarded to Citizens of Wastekeep to recognize their achievements in the Arts and Sciences.
- 4) **Honorary Citizenship:** The Baron and Baroness can bestow on persons living outside the established territories (including in other kingdoms) the recognition of being Honorary Citizens of Wastekeep. Such citizens continue to maintain the privileges of being Voting Members, provided they meet the other requirements of Voting Members. They may also hold leadership positions in the Barony
- 5) The **Links of Service** shall be awarded to those citizens of Wastekeep under the age of fifteen for continued exceptional service to the Barony of Wastekeep.
- 6) The **Order of the Golden Garter** shall be awarded to Citizens of Wastekeep who most closely approach the ideal courtly Lady or Gentleman. This ideal is best exemplified by chivalry, courtesy, and honor. The Order may be awarded for either a specific instance or for ongoing behavior.
- 7) The **Order of the Silver Keep** shall be awarded to Citizens of Wastekeep for continued exceptional service to the Barony of Wastekeep.
- 8) The **Order of the Silver Muse** shall be awarded to Citizens of Wastekeep for continued exceptional performance in the Arts and Sciences.
- 9) The **Order of the Silver Fox** shall be awarded to Citizens of Wastekeep for virtue above reproach, deeds great and small, both seen and unseen, and the belief that our Dream deserves the very best that can be given. (Only one can be given per year).

For the orders of , the **Golden Garter**, the **Silver Keep**, the **Silver Muse**, and the **Silver Fox**; the longest holding, currently active member of the order shall be considered the “Premier” of the order. The Premier is responsible for coordinating and meeting with other members of the order to provide recommendations to the order for the Baron and Baroness.

- B) The following earned orders have been created within the Barony of Wastekeep. The Order of the Sergeantry and the Order of Courtier. The positions of Sergeant-at-Arms, Yeoman, Gallant, Artisan and Steward of Wastekeep may be attained by passing a series of tests designed to demonstrate proficiency in a variety of skills and subject matters. These tests will be administered at a Wastekeep event and advertised in advance for that event. Those individuals who successfully complete the requirements will swear fealty to the Baroness and the Barony of Wastekeep and will have the right to wear the regalia of their achievement. Candidates need not be residents of Wastekeep to apply.
 - 1) The Order of the Sergeantry is divided into three categories:
 - a) Sergeants-at-Arms are tested in the Knightly arts and fighting skills focused on heavy weapons combat. The regalia is a belt with a stylized buckle.
 - b) Yeomen are tested in Knightly arts and fighting skills focused on missile weapons. The regalia is a stylized archery brace.
 - c) Gallants are tested in Knightly arts and fighting skills focused on rapier combat. The regalia is a stylized shoulder scarf.

- 2) The Order of Courtier is divided into two categories:
 - a) Artisans are tested in the Courtly arts with a focus on excellence in Arts & Sciences. The regalia is a stylized medallion.
 - b) Stewards are tested in the Courtly arts with a focus on excellence in service. The regalia is a stylized medallion.
- C) The Baron or Baroness may grant unto any artisan a baronial commission carrying with it the right to include in their correspondence and on their signs/banners the phrases: "By Baronial Appointment" and the "type of artisan to (or of) the Baron (or Baroness, or the Barony) of Wastekeep". Upon the commencement of each new reign, any artisan holding a baronial commission shall offer it up to the new Baron and Baroness to determine whether or not the artisan shall continue to hold the baronial commission.
- D) A Heavy Weapons Champion's Tournament will be held annually, the victor to be proclaimed Champion of Wastekeep. The Champion will take an Oath to take up arms in defense of the Barony's lands and people, its honor and banner. During the year of service, the Champion will have the right to wear the Champion's Baldric and carry the Champion's Shield of Wastekeep.
- E) A Rapier Champion's Tournament will be held annually, the victor to be proclaimed Captain of the Blasted Musketeers. The Champion will take an Oath to take up arms in defense of the Barony's lands and people, its honor and banner. During the year of service, the Champion will have the right to wear the Captains Tabard. If applicable, at the end of his or her year of service, the Champion will be made a member of the Wastekeep Blasted Musketeers, and will be given the right to attach a golden chevron to their Blasted Musketeers tabard.
- F) A Youth Armored Champion's Tournament will be held annually, the victor to be proclaimed the Youth Armored Champion of Wastekeep. The Champion will take an Oath to take up arms in defense of the Barony's lands and people, its honor and banner. During the year of service, the Champion will have the right to wear the Youth Armored Champion's Helmet.
- G) An Archery Champion's Tournament will be held annually, the victor to be proclaimed Archery Champion of Wastekeep. The Champion will take an Oath to take up arms in defense of the Barony's lands and people, its honor and banner.
- H) A Youth Archery Champion's Tournament will be held annually, the victor to be proclaimed Youth Archery Champion of Wastekeep. The Champion will take an Oath to take up arms in defense of the Barony's lands and people, its honor and banner. During the year of service, the Champion will have the right to carry the Youth Archery Champions Bow.
- I) An Arts and Sciences Champion's Tournament will be held annually, the victor to be proclaimed A&S Champion of Wastekeep. The Champion will take an Oath to represent the Barony in the areas of Arts and Sciences, to encourage the Arts and Sciences within the Barony, to provide assistance, and to teach if they are able. . During the year of service, the Champion will have the right to wear the A&S Champions Cloak. The Champion has the task of organizing the next A&S Champion's Tournament.
- J) A Bardic Champion's Tournament will be held annually, the victor to be proclaimed Bardic Champion of Wastekeep. The Champion will take an Oath to represent the Barony in the areas of Bardic endeavors, to encourage the Bardic Arts within the Barony, to provide assistance, and to teach

if they are able. . During the year of service, the Champion will have the right to wear the Bardic Champions Cloak. The Champion has the task of organizing the next Bardic Champion's Tournament.

X) CANTON GUIDELINES

- A) The Canton shall provide the Baronial Officers with the following:
 - 1) The Baronial Seneschal shall be given a current copy of the Canton's Officers, including SCA and modern names, addresses, telephone listings, and e-mail addresses. The listing should be updated as necessary.
 - 2) The Baronial Chronicler shall be given the date for their general meetings for publication in *The Wastekeep Word*.
 - 3) The Baronial Chronicler shall be given a copy of their meeting minutes for publication in *The Wastekeep Word*.
 - 4) Each Baronial Officer shall be given a copy of their counterpart's reports in a timely enough manner for use in the Baronial Officer's report.
- B) All dates for Canton events shall be coordinated through the Baronial Council.
- C) The Canton Seneschal will be a deputy of the Baronial Seneschal.
- D) The Barony of Wastekeep's Minor Carte will be adopted as the guidelines of the Canton until such time as separate guidelines are passed by a Baronial Council Major Vote.

Appendix A:

General List of Standards:

Diana Listmaker gives in the *Known World Handbook* the following as a general list of standards:

1. Treat your inferiors in rank, knowledge, or experience in the Society as if they were equals; treat your equals as if they were superiors; treat officers as representatives of the King; and treat the King and Queen with the reverence due your sovereigns.
2. Use medieval forms of address.
3. Be faithful to your lord and word.
4. Gentlemen, honor all ladies.
5. Ladies, remain worthy of all honor.
6. Touch no man's goods unasked; give and receive with grace.
7. Be gentle to the stranger.
8. Raise your sword, but not your voice. [NOTE: never draw or brandish any weapon threateningly off the field of battle.]
9. Let the slain man tell if he be slain.
10. Reverence the King and Queen.

Appendix B: Major Officer Job Descriptions

Seneschal-

1. Run Baronial Council Meeting following a preplanned agenda.
2. Secure location for Baronial Council each month.
3. Remember to check PO Box before meetings at a minimum.
4. Sign documents requiring a legal signature for the Barony of Wastekeep, ie. Site lease contracts, Event Reservation Form, Event Information Form.
5. Send in quarterly reports to Kingdom Seneschal.
6. Require quarterly reports from equivalent officers of Baronial sponsored groups in sufficient time to get your report in to Kingdom on time.

Exchequer-

1. Maintain financial records for the Barony of Wastekeep.
2. Chair the Baronial Financial Committee.
3. Maintain the Baronial Fiscal Policy document.
4. Attend Council meetings and report on finances monthly.
5. Maintain PO Box rental for the Barony..
6. Complete quarterly financial reports for Kingdom Exchequer and end of year Doomsday Report in a timely manner.
7. Write and sign checks for events and office reimbursements, etc.
8. Supply Event Stewards with Gate Sheets, money boxes, gate funds check, and Event report forms.
9. Require quarterly reports from equivalent officers of Baronial sponsored groups in sufficient time to get your report in to Kingdom on time.

Chronicler-

1. Attend, record and publish minutes from Council meetings.
2. Prepare, publish, and mail the monthly newsletter for the Barony. *The Wastekeep Word* must publish changes in Officers or Policy, vacancies of an office, Service Awards given, Orders established, or Votes carried. *The Wastekeep Word* must include any information given regarding Crown and Baronial

events, meetings, or results of meetings in the newsletter. But the Chronicler may edit at his or her discretion.

3. Keep track of the e-mail lists for distribution of *The Wastekeep Word*.
4. Send copies of the newsletter to Kingdom Officers as listed in An Tir Law.
5. Require minutes from equivalent officers of Baronial sponsored groups in sufficient time to print in *The Wastekeep Word*.