

The Customary of the Barony of Dragon's Mist

1. PURPOSE

This is the governing document for the Barony of Dragon's Mist, an official branch of the Society for Creative Anachronism, Inc. This document denotes Baronial policies only and is subject to Kingdom Law, SCA Corpora, local, state and federal laws. It is not a corporate publication of the Society for Creative Anachronism, Inc. and does not delineate SCA policies

- a. This document is Version 5.0.0 and was ratified on TBD
- b. This governing document will be reviewed at least once every three calendar years. The Financial Policy should be reviewed separately once per calendar year.
- c. Final review of, and changes to, this document will take place at a meeting open to all members of the Barony- this may be held electronically if published for a minimum of 30 days and publicized thru official communications prior to posting.
- d. Proposed changes to this Customary may be suggested at any business meeting and will be published in the Newsletter for 30 days before the change can be voted upon. This may be published electronically as well.
- e. A Quorum of the Barony must be present to ratify any suggested changes
- f. Only legal changes to this document may be made by the Seneschal with notification to the Barony via online and written publications.
- g. A Quorum of the Barony may vote to waive requirements of this document for specific instances, unless it violates Kingdom, Corpora or modern Law. This is on a case by case basis.

2. DEFINITIONS

- a. ***Barony (or Baronial): The Barony of Dragon's Mist (pertaining to the..)***
- b. ***Business Meeting: a scheduled meeting of the Coronet, Officers, Members and Populace to conduct the official business of the Barony.***
- c. ***Coronet: Ceremonial representative(s) of the Crown of An Tir. The Coronet may be comprised of one or two individuals, regardless of sex or gender.***
- d. ***Courtier: A non-fighter trained in the ways of the Court and sworn to serve the Coronet, having fulfilled the requirements of the Sergeantry Trials set forth by the Coronet.***
- e. ***Corpora: The document defining those policies governing historical re-creation within the Society, and those policies applicable to the entire Society***
- f. ***The Crier: An Tir's newsletter***
- g. ***Contingency Deputy: A person appointed to be a back-up/fill in Officer in the event of an emergency, unexpected absence or otherwise of a Major/Minor Officer. Must be a current paid member of the SCA, Inc.***
- h. ***Event Steward: the coordinator of an event, responsible for planning, proposing, budgeting, staffing, organizing, reporting, executing, and final closing report of a Barony event. Must be a paid Member of SCA, Inc. from the beginning to closing report.***
- i. ***Gallant: A rapier fighter sworn to serve the Coronet, having fulfilled the requirements of the Sergeantry Trials set forth by the Coronet***
- j. ***Kingdom: The Kingdom of An Tir***

- k. **Lancer**: An equestrian rider sworn to serve the Coronet, having fulfilled the requirements of the Sergeantry Trials set forth by the Coronet
- l. **Library**: A repository of books, periodicals, articles and other publications owned and maintained by the Barony for the edification of its Members, consisting of books, periodicals, articles and other publications which can provide education on historical practices, art forms, sciences, and the history of the SCA itself.
- m. **Major Officer**: A role in the Barony that is required to function as outlined by Corpora Law, this person should hold no other Major offices within the Barony, and must be a current paid member of the SCA, Inc. Is Authorized to check out Baronial assets/property and request a budget for official purposes each year. These Officers are: Seneschal, Exchequer, Marshal, Chatelaine, Herald, and Chronicler.
- n. **Minor Officer**: A role within the Barony that is NOT required to maintain Baronial status, will report to a major Officer, and must be a current paid member of the SCA, Inc. Is authorized to check out Baronial assets/property and request a budget for official purposes each year.
- o. **Member**: A current sustaining or family member of the SCA, Inc. with a residence inside the geographical area as outlined in the Membership section below.
- p. **Newsletter**: The approved, official publication of the Barony in line with Corpora and Kingdom law, known as the Dragon's Tongue.
- q. **Populace**: An active participant with the Barony, regardless of SCA membership status.
- r. **Quorum: the Coronet, Seneschal, Exchequer, at least 2 other major Officers, and two additional members of the barony**
- s. **Retinue: Persons asked by the Coronet to coordinate their personal and Court business.**
- t. **Revels**: A regularly scheduled informal gathering of Members and non-Members to hold classes, work on projects, practice dance and other historical pursuits.
- u. **Society: The Society for Creative Anachronism, Inc (SCA)**
- v. **Sergeant: A heavy fighter sworn to serve the Coronet, having fulfilled the requirements of the Sergeantry Trials set forth by the Coronet**
- w. **Warrantable: Paid Members who meet Corpora and Kingdom guidelines to serve as an Officer or deputy**
- x. **Website: the approved, official website of the Barony in line with Corpora and Kingdom law, hosted at <http://www.dragonsmist.antir.sca.org> by the Kingdom of An Tir.**
- y. **Yeoman: An archer sworn to serve the Coronet, having fulfilled the requirements of the Sergeantry Trials set forth by the Coronet.**

3. MEMBERSHIP

- a. ***The Barony of Dragon's Mist is geographically located in Washington and Clatsop Counties, State of Oregon, USA and encompasses the Postal Zip Codes: Arch Cape(97102), Astoria (97103), Banks (97106), Beaverton (97003), Beaverton (97005), Beaverton (97006), Beaverton (97007), Beaverton (97008), Beaverton (97075), Beaverton (97076), Beaverton (97077), Beaverton (97078), Buxton (97109), Cannon Beach (97110), Clatskanie (97016), Cornelius (97113), Forest Grove (97116), Gales Creek (97117), Gaston (97119), Hammond (97121), Hillsboro (97123), Hillsboro (97124), Manning (97125), North Plains (97133), Portland (97223), Portland (97224), Portland (97225), Portland (97229), Portland (97281),***

Portland (97291), Portland (97298), Seaside (97138), Sherwood (97140), Timber (97144), Tolovana Park (97145), Tualatin (97062), Warrenton (97146)

- b. Membership: All paid members of the SCA residing within the above-listed postal zip codes, Coronets, Major Officers, Minor Officers. Champions, Recipients of the "Dragon's Kin" award, and Sergeants of the Barony of Dragon's Mist may be included at the discretion of the sitting Majesties of An Tir.

4. THE CORONET

The Coronet is the ceremonial representative of the Crown of An Tir within the Barony and is appointed by the Crown of An Tir with the ability to create and administer awards. The Coronet serves as inspirational leadership for the Barony. The Coronet may not serve as any other major Baronial Officer, a Baronial event steward or as a champion in any barony during their tenure.

The Coronet is required to:

- a. Fulfill Their duties as outlined in Corpora, Kingdom Law
- b. Execute lawful commands of the Crown
- c. Exemplify the traits of chivalry, including courtesy, honesty, fairness, generosity and virtue; and encourage these traits in the Barony's Populace
- d. Represent the Crown to the people of the Barony in Their absence
- e. Represent the Barony to the Crown and at meetings of the Noble Estate
- f. Have the prerogative to establish and make awards specific to the Barony to acknowledge skill, service and other achievements
- g. Bestow and administer the position of Sergeant-at-Arms (or its equivalent) for the Barony; establish criteria for Sergeant trials; appoint a "Captain of Sergeants"
- h. Hold Court to bestow awards and encourage pomp and ceremony in the Barony
- i. Receive copies of reports from Baronial Officers
- j. Receive and review copy of Baronial Seneschal's report to Kingdom
- k. Encourage Officers and give input on Baronial Officer replacements to the Crown and Kingdom Officers when such need arises
- l. Serve on the Baronial Financial Committee
- m. Maintain membership in the Society and receive the "Crier" and the Newsletter
- n. Shall provide no less than a semi-annual report to the Kingdom Seneschal about the state of the Barony prior to 12th Night and July Coronation curia meetings.
- o. The Coronet may appoint persons to Their Retinue; They may appoint a Baronial Court Herald; and They may accept or make declarations of War

5. OFFICERS

- a. ***All Officers, Major and Minor must be paid members of the Society and have access to the Crier at their place of residence.***
- b. ***Must be at least 18 years of age.***
- c. ***Agree to allow personal access information to be published in the Newsletter and on the Website.***
- d. All Officers may appoint a Contingency Deputy who is sufficiently experienced and knowledgeable to take over the duties of the office and who needs to be approved by

the Seneschal as warrantable (where applicable). Any person may volunteer for these positions, but will be vetted by a committee made up of the Seneschal, Coronet, the Current Barony Officer of the office in question and one other major Officer of the Barony.

- e.** Major Officers may not hold another office or contingency deputy position within the Barony.
 - f.** Major Officers are expected to attend business meetings regularly. If a major Officer or their appointed representative is not present for three meetings sequentially, the Seneschal reserves the right to pursue grievance procedures.
 - g.** All Major and Minor Officers are encouraged to attend an annual Officer retreat, organized by the Seneschal, during a weekend in February.
1. Seneschal - Responsible for the coordination of the Society activities in the Barony and is the legal representative for the Barony Preside at monthly business meetings, prepare and execute the meeting agenda. Required to sit on the Financial Committee of the Barony. Ensure that Officers are performing their duties and that reports are being submitted in a timely fashion, as defined in this Customary and by the laws of An Tir and Corpora.
- i. Minor Officer: Explorer - First resource for the procurement of new locations for sites and Baronial activities. Gathers pertinent information on rental costs, and site requirements and reports to counsel as available. Maintains a catalogue of available event sites, contact information and pricing.
 - ii. Minor Officer: Revels Coordinator - maintain access to a Revels site for use on Friday evenings by the Populace, suitable for classes and socialization. Use discretion to cancel revels when it conflicts with Baronial, other local events or Kingdom events, or a site becomes temporarily unavailable. Work with the A&S Minister to establish a schedule of classes for Revels. Work with the Coronet to provide time for courtly business when requested.
 - iii. Minor Officer: Scribe - acquire, create, copy and paint scrolls and charters for recognitions by Royalty, Nobles and the Barony; foster the scribal community and provide resources and opportunities for those interested in the scribal arts to learn and practice.
 - iv. Optional Deputies: The Seneschal may, at will, delegate the responsibilities of defining and distributing the meeting agenda, and of administering the submission of reports by Officers.
 - v. Contingency Deputy: Be warrantable, sufficiently experienced and knowledgeable to take over the duties of the office if needed.
2. White Dragon Pursuivant - makes announcements, handles Court and Ceremony, and assists in the process of registering the names and devices of Baronial members. Submit quarterly reports to the College of Heraldry. Maintain heraldic library.
- i. Minor Officer: Book, Silent or Field Herald- The pursuivant may at will, delegate the responsibilities of any two of three to fulfill needed Heraldic duties.

- ii. Contingency Deputy: Be warrantable, sufficiently experienced and knowledgeable to take over the duties of the office if needed.

- 3. Chancellor of the Exchequer - responsible for the handling/tracking of all Society funds and physical assets within the Barony; required to sit on the Financial Committee of the Barony.
 - i. Minor Officer: Chamberlain - responsible for the safety and maintenance of all physical baronial property. Grant access to storage and/or trailer and keep a detailed record of inventory- with description and locations. Check property in and out to Officers of the Barony as needed. Coordinate with the Coronet and Officers for the transportation of property to and from events.
 - ii. Minor Officer: Gold Key- Responsible for the safety and upkeep of all baronial gold key garb. Will maintain a detailed inventory and check items in and out to individuals as needed exclusively at Dragon's Mist Baronial events.
 - iii. Contingency Deputy: Be warrantable, sufficiently experienced and knowledgeable to take over the duties of the office if needed.

- 4. Armored Marshal - must be an An Tir warranted Senior Combat Marshal; maintains and develops combat standards in the Barony, and furthers education and enforcement of safe combat. The Marshal may have Minor Officers for various combat forms; conducts regular practice; maintains and stores Baronial heavy combat loaner gear. Junior Combat Marshals may hold this office if they receive their Senior Marshal authorization with 90 days of taking office
 - i. Minor Officer: Rapier Marshal - must be an An Tir warranted Rapier Marshal; responsible for maintenance and development of rapier combat standards in the Barony, and the education and enforcement of safe rapier combat; conducts regular rapier practice; maintains and stores Baronial rapier loaner gear.
 - ii. Minor Officer: Archery Marshal - must be an An Tir warranted Archery Marshal; oversees both combat and unarmored archery standards in the Barony, education and enforcement of safe archery; conducts regular archery practice; maintains and stores Baronial archery loaner gear.
 - iii. Minor Officer: Youth Archery Marshal - must pass background check; must be an An Tir warranted Archery Marshal; oversees youth archery standards in the Barony, education and enforcement of safe archery for the youth of the Barony.
 - iv. Minor Officer: Youth Armored Combat (YAC) Marshal - must pass background check; must be an An Tir warranted YAC Marshal; oversees YAC combat standards in the Barony; education and enforcement of safe combat for the youth of the Barony.
 - v. Minor Officer: Thrown Weapons Marshal – Must be an An Tir warranted Thrown Weapons Marshal; oversees thrown weapons standards in the Barony, education and enforcement of safe thrown weapons activities, and maintains and stores and Baronial thrown weapons.
 - vi. Minor Officer: Lists Minister- Maintain lists for all martial activities as needed at events and for championships. Maintain a supply of the appropriate documents

- needed for this job, and assist MICs for events to submit appropriately thorough event reports.
- vii. Contingency Deputy: Be warrantable, sufficiently experienced and knowledgeable to take over the duties of the office if needed.
5. Minister of Arts and Sciences - Encourage the research and development of historically accurate period art forms, technologies and philosophies. Work with event stewards to arrange for classes at Baronial Events. Work with the Demo Coordinator to arrange for A&S displays at public demonstrations. Work with the Revels Coordinator to maintain a schedule of classes to be held at Revels. Quarterly reports to Kingdom superiors.
- i. Minor Officer: Dance Minister - Encourage the performance and learning of dance within the Barony. Teach and assist with facilitation of dancing at events.
 - ii. Contingency Deputy: Be warrantable, sufficiently experienced and knowledgeable to take over the duties of the office if needed.
6. Chronicler - Maintain, create, source materials, organize and publish the Newsletter. Attend monthly business meeting of the Barony, collect attendance information and document the meeting minutes for publication in the Newsletter. Access to publishing software is highly recommended.
- i. Minor Officer: Web Minister - Maintain Baronial web resources, including the Website and Google account settings. Reset passwords for Officer accounts and apply appropriate software updates as needed. Maintain an events calendar on the Website and post news/event information as available. Issue a quarterly report to Kingdom superiors.
 - ii. Minor Officer: Librarian - Maintain the Library. Make the Library accessible to members of the Barony at Baronial Events and Revels by appointment. Allow access to the Library to any Member with prior notice. Keep permanent record of Baronial assets being checked in and out. Use discretion to deny access to the Library to any Member who has previously lost or damaged Library assets. Make records of access available to the Chronicler, Exchequer and Seneschal upon demand.
 - iii. Minor Officer: Keeper of the Grete Boke - Maintain history of the Barony, consisting of digital and physical relics. Maintain an inventory of such items and add to the historical records at least once per calendar year with notable events which have occurred during that time, such as Baronial Events, special presentations to or by the Coronet, births, deaths, weddings, and any other records as requested by the Officers of the Barony.
 - iv. Optional Minor Officer: The Chronicler may delegate, at will, EITHER the responsibilities of secretarial duties at business meetings, OR the publication of the Newsletter, to a suitable Officer.
 - v. Contingency Deputy: Be warrantable, sufficiently experienced and knowledgeable to take over the duties of the office if needed.

7. Chatelaine - provides an introduction to the Current Middle Ages to new and prospective populace, advising newcomers of the conventions of the Society, their Kingdom and Barony, encouraging participation; provide educational information and resources. Assist with outreach efforts and demonstrations. Submit a quarterly report to Kingdom superiors.
 - i. Minor Officer: Demo Coordinator - Be primary contact for creation and running of Baronial demos for education and recruitment purposes.
 - ii. Contingency Deputy: Be warrantable, sufficiently experienced and knowledgeable to take over the duties of the office if needed.

8. Minister of Family Activities - must pass a Society background check; ensure that youth and family activities as well as the YAFA (Kingdom Youth and Family Activities) program in the Barony are carried out in accordance with Kingdom, Society, and Mundane requirements. Work with event stewards to arrange for family activities at Baronial events. Work with demo coordinators to arrange for child-friendly displays and activities at public demonstrations. Work with Revels Coordinator to ensure there are family activities at Revels. Submit a minimum of a quarterly report to Kingdom superiors.
 - i. Minor Officer: YAFA - Coordinate with Kingdom YAFA superiors to run and report on YAFA activities within the Barony.
 - ii. Contingency Deputy: Be warrantable, sufficiently experienced and knowledgeable to take over the duties of the office if needed.

6. REPORTING & EVENT POLICY
 - a. **Major Officers and Warranted Marshals must submit written reports, on time, to their Kingdom Supervising Officer or their representative, quarterly.**
 - b. **Major Officers and Minor Officers must submit written reports to the Seneschal, or their supervising Baronial Officer by the end of each month, with a copy to the Coronet and Chronicler.**
 - c. The minimum annual Baronial Events are:
 - i. Carnevale de Venezia Feast - 3rd weekend of February
To hold the following Championships: Rapier, and Bardic
 - ii. Dragon's Mist Marshal Championships- 2nd weekend of June
To hold the following Championships: Heavy, Thrown Weapons and Archery.
 - iii. Boar's Head Tournament- 3rd weekend of Sept
To hold the following championships: Arts and Sciences, and Youth Champions (Jr and Sr)

*If you would like to submit a bid for one of these events, or another, please contact the Seneschal and Coronet to discuss before submitting bid to counsel for approval.
 - d. All Baronial events must be registered with the Kingdom Calendar by using the most current Event Information Form. This should be completed upon approval of the bid.
 - e. All Baronial events must have copy published in the Crier, and on the Baronial website, for the duration of not less than two months prior to the event.

- f. If a bid is placed by a new event steward- Someone who has never run an event for the barony before, an advising event steward will be found to join the event team- this person will need to be approved by the Seneschal as acceptable to fill this role. This advising steward will need to be copied on all communication regarding the logistics of the event.
- g. The Coronet may hold court at any Baronial Event or Revels. When visiting events held by other Baronies, the Coronet may hold court upon receiving permission from the presiding member(s) of the noble estate. At any event where court is held, the Coronet must obey the following restrictions:
 - i. If the event is published in the Crier and/or the Kingdom Calendar, the Coronet may present awards which carry precedence changes, along with all other kinds of business listed below.
 - ii. If the event is NOT published in the Crier and/or the Kingdom Calendar, the Coronet may NOT present awards which carry precedence changes. However, the Coronet may pass along Kingdom level awards and any baronial awards which have been previously read in court, present awards and scrolls that do not carry precedence changes, swear in champions and Officers, award prizes for tournaments and competitions and gift largesse to volunteers.
- h. ***Event Stewards are required to follow established An Tir event policies, including but not limited to:***
 - i. ***Submit a written event budget to the Barony as part of their event proposal, the proposal needs to include the date, name/theme of the event, prospective sites, proposed budget, event activities***
 - ii. ***Deliver written copies of all legal agreements (e.g. site rental contracts) to the Seneschal for approval/signature prior to the event***
 - iii. ***Report monthly at the Baronial business meeting from the time their event is approved until such time as the event is officially closed; they may report in absentia, via email, or send a representative as needed except that Event Stewards, their Contingency Deputy and/or Mentor must be present at the two (2) business meetings immediately preceding the event, and all the business meetings after their event until the event is closed***
 - iv. ***Be responsible for monies paid and received in for their event until such time as these are turned over to the Exchequer. Receipts for expenditures must be given to the Exchequer for reimbursement within 30 days of the event. The event steward must report on all event income and expenditures by the second Baronial business meeting following the event***
 - v. ***Create a Date Reservation Form for their event, and submit to the Seneschal; this DRF may be approved by the Barony prior to approval of the event proposal in order to reserve the date on the Kingdom Calendar; approval of DRF does not constitute approval of the event proposal***
 - vi. ***Event budgets must approved by the financial committee before being presented to the populace at the business meeting.***
 - vii. ***Upon approval of their event, create an Event Information Form for their event, and submit to the Seneschal***

viii. Create newsletter copy and see that it gets in Newsletter and the Crier if necessary. Coordinate with the Webminister to create an event page for the event through the Barony's social media channels. If you have questions about social media, please contact the Seneschal.

7. OFFICER SELECTION & REMOVAL

- a. All Officers and Coronets must maintain SCA memberships for the duration of their terms.**
- b.** Selection for the Chatelaine, Pursuivant, Marshal and Seneschal will occur in September of even-numbered years
- c.** Selection for the Chronicler, Exchequer, Minister of Arts and Sciences, Minister of Family Activities, and Scribe will occur September of odd-numbered years
- d.** Officer terms will begin January 1st in the year immediately following selection and will last for two years unless otherwise limited by Kingdom policy
- e.** Each July, an announcement calling for letters of intent for opening offices will be posted in the Newsletter - this is to encourage Officer cross training with previous sitting Officer before taking over
- f.** Letters of intent must be received by the end of June to be published in the July Newsletter. A candidate 'meet and greet' may be scheduled on an as-needed basis
- g.** Letters of intent may also be read at the August business meeting
- h.** Commentary from the populace is now open on all applicants. Populace is encouraged to submit private feedback to the Seneschal- which will be shared with the candidate committee.
- i.** Each candidate will be vetted by a committee made up of the Seneschal, Coronet, the current Baronial Officer of the office in question, one other major Officer of the Barony and three members of the populace.
- j.** It is recommended that the new Major Officer ask the outgoing Officer to serve as their Contingency Deputy until a new Contingency Deputy can be approved, as outlined.
- k. The new Officer will provide a copy of their current membership card to the Seneschal**
- l.** The definition of "acting Officer" applies only until the Officer is warranted by Kingdom; once warranted by Kingdom, where necessary, the Officer will be sworn in before the Barony and receive the regalia of office.
- m.** Any member of the Barony may petition the Kingdom Officers concerned for removal of an Officer with notification to the Seneschal or Coronet
- n.** A Baronial Officer can be removed by consensus of the Coronet and Seneschal in coordination with the Officer's Kingdom Supervising Officer after attempts have been made to improve the Officer's performance, more fully documented in An Tir Kingdom Law Article III.C.3, and outlined below:
 - i.** First attempt: Formal verbal conversation with the Seneschal and Coronets, Officer is given 30 days to improve marked deficiencies in their performance of their office, via acknowledged improvements as noted by the Seneschal and Coronets. The Seneschal will inform the relevant Kingdom Officer when applicable.
 - 1.** Clear and measurable expectations will be agreed upon between all parties.

- ii. Second attempt: Written warning which is cc'd to the Officer's Kingdom supervising Officer, Officer is given 30 days to improve deficiencies in their performance of their office.
 - 1. Clear and measurable expectations will be written in warning email for all parties to see.
- o. Should an Officer need to vacate their office during their term, their contingency deputy will serve in the office until an election can be held to find an Officer to finish the term. In most cases, this will occur at the business meeting following the Officer's resignation.

8. CHAMPIONS

- a. Current Baronial Champions include: Heavy Armored Combat, Rapier, Arts & Sciences, Archery, Youth Champion (Junior and Senior), Bardic, and Thrown Weapons.
- b. The Coronet may add championships at their discretion
- c. Champions are considered Officers of the Baronial Court and must be SCA members (Youth champions membership requirement will be at the discretion of the Coronets). If their paid SCA membership lapses, the current sitting Coronet will select a suitable replacement.
- d. Champions hold office for roughly one year, until the next respective Championship Tournament is held and new Champions emerge victorious
- e. If a sitting champion should be selected to serve as Coronet heir, they shall surrender their championship, and the current sitting Coronet will select a suitable replacement.
- f. Entrants must affirm their intention to attend the next respective Championship Tournament when entering the Championship
- g. Individuals may not enter DM's Championship Tournament if they are Champions for any other Barony.
- h. Champions may not compete in any other Barony's Championship Tournament unless there is less than 3 months remaining in their baronial tenure
- i. Rights of Champions include:
 - i. Wearing regalia appropriate to their station
 - ii. Sitting at the High Table at Baronial Events when invited to do so by the Coronet
 - iii. Advising the Coronet in matters of peace and war
- j. Responsibilities of the Champions Include:
 - i. Swearing fealty/service to the Coronet
 - ii. Attending Baronial events during their tenure as Champion and attending the Coronet in court and procession
 - iii. Defending the Coronet and the Barony against all challengers
 - iv. Coordinating a tournament to choose a successor in coordination with the Coronet, and submitting the plan/format for the next year's competition within 90 days of assuming their champion office.
 - v. Attending both the tournament to choose a successor and the successor's investiture
 - vi. Performing an activity in promotion of their field once per quarter (e.g. teaching a class at an event, organizing a gathering, attending a practice)
 - vii. Relinquishing the Championship when unable to fulfill the duties of a champion, whereas the Coronet may appoint a new Champion

9. SERGEANTS

- a. Current Baronial Sergeants include: Sergeant, Coutier, Gallant, Yeoman and Lancer.
- b. Sergeants are considered Officers of the Baronial Court and must be SCA members
- c. Rights of Sergeants Include:
 - i. Bear the Dragon's Mist Sergeant badge upon their person as a symbol of their accomplishment. (Argent, a lamp gules and on a chief nebuly sable, five plates)
 - ii. Stand in court with or in place of Baronial Champions
 - iii. Sit at high table, when invited by the Coronet
 - iv. Be the eyes and ears of the Coronet and advise on accomplishments of Populace that need recognition.
- d. Responsibilities of Sergeants Include:
 - i. To always conduct themselves as representatives of the Barony, in honest, chivalric and courteous fashion to peoples of all rank and fashion, to assist those in need through direct efforts or by attempting to connect them with someone who can assist.
 - ii. To be the right hand of the Coronet, and serve the Barony as able.
 - iii. To advise the Coronet on the sergeant trials, and assist with the running of those trials for the specialty that each Sergeant-at-Arms completed.
 - iv. To teach at least 1 class or workshop per year for newcomers. The topic can vary, and this can be located at Revels, or a Dragon's Mist event.
 - v. To allow publication of contact information for the ease of newcomers to meet and correspond with mentors of like mindedness in their activity within the Barony.

10. AWARDS, ORDERS, TOKENS OF RECOGNITION

- a. Argent Blade of the Dragon - Marshallate entry level (all disciplines)
- b. Argent Forge - A & S entry level
- c. Baron's Favor (No Charter) - Service to the Baron
- d. Baroness' Favor (No Charter) - Service to the Baroness
- e. Dragon's Dawn - Acknowledgement of New Baronial Baby
- f. Dragon's Egg - Child's Service Award
- g. Dragon's Kin - Acknowledgment of Baronial Citizenship
- h. Golden Basket - Advanced Largesse Creation
- i. Horn of the Dragon - Non Baronial Resident Service Award
- j. Jewel of the Dragon - Entry Level Service Award
- k. Order of the Book and Quill - Advanced A & S
- l. Order of the Crossed Roads - Rapier Prowess
- m. Order of the Dragon's Tear - Outstanding Past Seneschals
- n. Order of the Heart of Dragon's Mist - Advanced Service Award
- o. Order of the Pierced Hart - Archery/Thrown Weapons Prowess
- p. Order of the Sanguine Stained Banner - Heavy Prowess
- q. Ring Maker - Largess entry level
- r. Sable Pillar - Exceptional Household Service

****New members for polling orders are selected as follows:**

- i. Members of the order choose one or more candidates deemed worthy and recommend them to the Coronet. The Coronet may choose one of these candidates, or none.
- ii. A member of the order shall serve as the administrator and voice to the Coronet, upon the resignation or death of that representative, the order shall convene and offer a new name to the Coronet to be appointed as head of the order.

11. BUSINESS MEETING:

- a. ***Business meetings are held monthly***
- b. The Chronicler is responsible for the minutes of all Business Meetings. Minutes will include, but are not limited to:
 - i. Attendance roster, date, time and location of the meeting
 - ii. What items were put to vote; results of vote; funds allocated
 - iii. Notes on general business conducted at the meeting
 - iv. Copies of all financial bids or proposals (Ex: creation of new regalia)
- c. The unofficial written minutes from the Business Meeting will be included in the Newsletter. At the following Business Meeting, any necessary revisions/corrections will be made. The final version of the minutes will then be approved by vote of those members in attendance. A copy of the approved official minutes and corresponding attendee sign-in sheets will be given to the Seneschal by the next Business Meeting.
- d. Business Meetings are convened for the purpose of reviewing policies, authorizing the expenditure of funds or other business that pertains to the functioning of the Barony.
- e. A Quorum will be required at a Business Meeting for the purpose of expending funds or changing official policies of the Barony.
- f. If the Seneschal or Contingency Seneschal is not present (physically or digitally) at the meeting within 30 minutes of the meeting start time, the meeting will be canceled
- g. Decisions at Business Meetings will be reached by simple majority vote of Members present. In the case of a tie the Coronet, will cast the one deciding vote.
- h. Items for the agenda will be submitted to the Seneschal by the end of the previous calendar month.

12. STANDING COMMITTEES AND GUILDS

- a. Financial Committee is composed of the Seneschal, the Exchequer, Coronet, one other Major Officer and three (3) Members. The Financial Policy documents are separate from this Customary.
- b. Officer ratification committee is composed of the Seneschal, Coronet, current sitting Officer of the office in question, one other Major Officer and three (3) Members.
- c. Baronial Guilds and Companies may have their name published in the Newsletter. They do not need to submit regular reports

13. PUBLICATIONS

- a. The "Dragon's Tongue" Newsletter is:
 - i. Published monthly;

- ii. Publicly available and well-advertised
 - iii. Available in PDF or other portable format by the last day of each month
 - iv. Contains the minutes of the most recent business meeting; Officer reports; meeting and practice dates and times; event copy; other articles approved by the Chronicler.
- b. Baronial Website, administered by the Webminister
 - i. www.dragonsmist.antir.sca.org
- c. Baronial Facebook Page, administered by the Webminister
 - i. <https://www.facebook.com/dragonsmistsca>
 - ii. All Facebook events need to be set up by Webminister, Seneschal or Social Media Deputy. The Seneschal or the Social Media Deputy must be an Administrator on all facebook events created for the Barony.