

## 5 OFFICERS

This chapter outlines the definitions, duties and responsibilities of the various offices other than Seneschal. These are general guidelines for the execution of these offices – each office may have a more detailed procedures set down by the Kingdom officer. Where there is a conflict between the two, the procedure set down by the Kingdom officer takes precedence.

When in doubt see RULE NUMBER ONE.

### 5.1 Definition of Officers (refer Corpora Section VII part C - H)

There are eight Greater Officers in Lochac, and ten lesser officers. These are defined in Article IV of Kingdom Law.

The greater (warranted) officers are:

- Seneschal
- Herald
- Earl Marshal
- A & S Minister
- Chancellor of the Exchequer
- Chronicler
- Chirurgeon
- Constable

In most but not all cases, the lesser officers report to one of the greater officers. These lesser (rostered) officers are:

- Keeper of the Lists (reports to Earl Marshal)
- Hospitaller (reports to Seneschal)
- Provost of Scribes (reports to Seneschal)
- Archery Marshal (reports to Earl Marshal)
- Rapier Marshal (reports to Earl Marshal)
- Heavy Marshal (reports to Earl Marshal)
- Equestrian Marshal (reports to Earl Marshal)
- Keeper of Regalia (reports to Seneschal)
- Historian (reports to Seneschal)
- Web Minister (reports to Seneschal)

### 5.2 Requirements to be an Officer

Being an officer is not just fun, it is a service to your group in the SCA. There are certain requirements and regulations that you must abide by, to keep our King & Queen / Baron & Baroness and the one up officers informed about what is occurring throughout Lochac.

As an officer, you are required to:

- be a current, paid member of the SCA
- to be warranted (2 years, with a maximum of 4 years in exceptional circumstances). In Lochac, warrants do not require a written document – email is fine – so long as there is a dated record properly maintained by your Kingdom officer, or by the Kingdom Seneschal in the case of Greater Kingdom Officers.
- To send QUARTERLY reports to the one up officer by the date required. Forms are available to make this easy. Reports do not have to be long. Officers of Shires or smaller groups need only send half-yearly reports, with the exception of Reeves, who must all report quarterly.
- (If you have email) to be on the email list for the office. This greatly helps communication between local Officers and the Kingdom officer and vice versa.
- Follow the proper process for appointing your replacement, and conduct a good handover.

If you do not comply with the above, you can be suspended from your Office. In turn, this could put your group in abeyance (see 3.5.3). So as an Officer, you are responsible for ensuring you do the above.

As a Local Officer, it is recommended you:

- Ask the Kingdom officer for help if you need it.
- Advertise for a successor 18 months after you take over. This gives you six months to find one.
- Have other deputies as required to help you with your duties – preferably a drop-dead deputy too.

### 5.2.1 Additional requirements for Kingdom officers

In addition to the basic officer requirements, the following is required of Kingdom officers:

- Greater officers must swear fealty to the Crown.
- Greater officers must be warranted, with the Kingdom Seneschal holding a record of their appointment and term. *In Lochac, we do not require written warrants issued by Society officers.*
- Send QUARTERLY reports to the Crown, the Crown Prince and Princess (if any), Seneschal and your Society officer, where applicable. This report must include a roster of your group officers.
- Send an annual financial report to Kingdom Exchequer, by July 31<sup>st</sup> if you are based in Australia, or April 30<sup>th</sup> if you are based in New Zealand.
- Warrant Shire and Baronial Officers and keep warrants up to date and secure.
- Keep your files up to date and ensure they are safely handed on when you leave office.
- Be on and in control of the office's mailing list. COMMUNICATION between officers is vital.
- Advertise for and, where possible, appoint a Drop Dead Deputy within six months of taking Office.
- Follow the proper process for appointing your replacement, and conduct a good handover.

As a Kingdom officer, it is recommended to:

- Compile reports received and send a quarterly email newsletter to all Shire and Baronial Officers. Also recommended is a copy to Seneschals of smaller groups, without a matching Officer.
- Keep the Kingdom Office website up to date including a smaller, edited version of the newsletter, to be available on the site, for all Lochacians to view
- Send a report to Pegasus by the 10th of each month, for the following issue.
- Communicate with the Kingdom Seneschal, especially about disputes or financial concerns.
- Have Deputies to assist in areas of your Duties which require specific attention.

A Kingdom officer's 'Drop Dead' Deputy is required to:

- assist the officer in his/her duties
- understand the running of the office in case he/she is required to take over at short notice
- Fill in for the Kingdom officer in times where the officer is unavailable to fulfill their duties for an extended time (i.e. overseas holidays, sickness, etc...)

### 5.2.2 Appointing New Officers (refer Corpora Section VII part J)

Appointing new officers is a tricky business. **The SCA is not a democracy**, and there are no provisions for election of officers (except in a College, where the host institution's rules may require office holders to be elected at an AGM, for example).

There are some general guidelines that should be used for all officer appointments, however:

- The officer must be a member of the SCA.
- The officer should be over 18 years old.
- The officer must be willing and capable of doing the job. All applicants to an office should write an application for the position, stating their real world and SCA experience relevant to the office, and stating that they are willing to take on the role.
- The officer must be acceptable to their Kingdom superior.
- Does not have a criminal record in relation to the area relevant to the office.
- There should not be substantial opposition to the appointment of the officer (this is required by Corpora). That is, the populace – not just the membership – of the branch must not be significantly opposed to the appointment.
- Where there are multiple “political factions” within a group (and what group has fewer than two?), then all of these factions should preferably be represented amongst the officers of the group. This is particularly important in Baronies and larger Shires.

Some Baronies and Shires have “standard procedures” relating to the appointment of officers. It should be noted that these procedures have no force, as SCA law does not recognise charters, constitutions, policies or procedures of a branch below that of Principality. However, if the procedures/policies are congruent with Kingdom law and Corpora (see RULE NUMBER ONE), and they are acceptable to the populace, they should be followed as a guideline wherever possible.

In the absence of any other standard procedure, here are the current recommendations for all officer appointments:

### 5.2.3 Kingdom Officers

All Kingdom offices (but not deputy positions) must always be advertised in Pegasus, and all of the applicants for the position must be given equal weight, including the incumbent deputy if there is one.

Generally speaking, Kingdom officers are appointed by the Crown and the Society Officer, with input from the Kingdom Seneschal. The position is to be advertised in Pegasus, usually by the outgoing officer some time before his or her term of office expires. In any case, all Kingdom officers should be advertising within six months for a drop-dead deputy to be available to take over their office at short notice if the need arises.

If the Kingdom office falls vacant at the end of an officer's term, that officer's rostered deputy is normally appointed by the Crown to take over the office. However, a few months before the office becomes vacant, another advertisement in Pegasus should be placed calling for nominees. Should the Crown and the Kingdom Seneschal find that one of the other nominees is more suitable for the office than the incumbent deputy, then they may elect to appoint that person instead.

The final decision on appointment to a Kingdom office rests with the Crown and the Society Officer.

In practice, this means that copies of all applications should be sent to the Crown, Kingdom Seneschal and Society officer, together with the outgoing officer's recommendation, if any.

### 5.2.4 Baronial Officers

The fact that a Baronial office is due to fall vacant must be advertised to the populace of the Barony, preferably by publication in the Baronial newsletter, and preferably at least two months before the office is due to change hands.

The announcement must call for applicants to the office. Applications are to be sent to the Baronial Seneschal, the Baron and Baroness, and the Kingdom officer concerned.

No member of the Barony (note that you must be a member to hold office) may be barred from applying for the office.

The Kingdom officer should receive advice from the outgoing officer, the Baron and Baroness, and the Baronial Seneschal as to the suitable candidates from amongst those that have applied, and make a decision based on the advice received and the strength of the applications.

The Kingdom officer should then direct the Baronial Seneschal to announce the appointment to the Barony. This can be done via an e-mail distribution list, at a Baronial meeting, in the Baronial newsletter, or in any other suitable forum. The announcement should take place around two weeks before the office is due to change hands. The announcement should be of the following form:

*It is the determination of the Kingdom (insert office here) to appoint (insert name here) to the office of (insert office here) as of (insert date here). Any objections to this appointment should be raised in writing to the Kingdom (insert office here), at (insert e-mail address here) or to the postal address to be found via Pegasus, no later than one week before (insert date here).*

### **5.2.5 Shire, Canton and Province Officers**

Essentially the procedures above hold true for Shire and Province officers as well.

A Shire Seneschal is appointed by the Kingdom Seneschal with advice from the outgoing Seneschal. There is no Baron or Baroness in a Shire or Province, and so the recommendations for a successor to another office need to come from the group Seneschal and the outgoing officer.

A Canton Seneschal is appointed by the Kingdom Seneschal with advice from the outgoing Seneschal, Baronial Seneschal and B&B. A Canton's other officers are appointed by the Baronial officer that they report to, in consultation with the Canton Seneschal. There is no direct need for Kingdom officers to become involved.

## **5.3 Warrants and Rosters (Corpora Section VII part K)**

All greater officers must be warranted. Warrant details for Greater Kingdom officers must be recorded by the Kingdom Seneschal.

All Kingdom and group lesser officers are rostered. All deputies to an office are rostered.

Most officers at all levels in the SCA are warranted officers. This means:

- If they are a Greater Kingdom officer, they receive a formal warrant for their position from the Crown, with a copy to the Kingdom Seneschal. Otherwise they receive a formal communication from their appointing officer, who keeps an independent record of their warrant.
- The warrant starts at a certain date, and ends at a certain date.
- The officer must produce regular reports.
- The officer can be removed from office by the revoking of their warrant by the parties that are signature to it.

In addition to warranted officers, officers may have rostered deputy officers. The difference between a warranted officer and a rostered deputy is as follows:

- A rostered officer does not receive a warrant.
- A roster never expires.
- The rostered officer may be appointed, removed, and replaced at the pleasure of the officer that placed them on roster. Royal intervention is almost never required.
- A rostered officer need not report, except at the discretion of the officer that placed them on roster.

Common situations where rosters are used to keep track of officers include:

- A warranted group Marshal may have a number of rostered (and authorised) Marshals at large that are active within the group. These Marshals at large are not required to report regularly, but will produce reports where they act as Marshal in charge of a tournament, for example.
- A similar system exists within the College of Heraldry.
- Seneschals may appoint deputies to perform part of the duties of their office. For example, the Kingdom Seneschal may have deputies for communication, PR, laws, Masonry, etc.
- The A & S Minister may have a rostered deputy that produces an A & S journal (eg: Cockatrice).

### **5.3.1 Baronial / Provincial Officers**

All Baronies and Provinces are required to have one of each of the greater officers listed above, except Chronicler and Chirurgeon. A Barony may have a chronicler if it elects to produce a newsletter, but is not required to. A Barony may elect to have a chirurgeon, but is not required to. Note that a Baronial Exchequer is titled "Reeve" and a Baronial Marshal is titled "Knight Marshal".

A Barony or Province may have any or all of the lesser officers, at the discretion of the Barony.

### **5.3.2 Shires, Ridings, and Cantons**

Shires, Ridings, and Cantons must have a Seneschal, a Reeve, and either one of a Marshal, an Arts and Sciences officer, or a Herald.

A Shire, Riding, or Canton may also have any or all of the Greater and Lesser officers.

### 5.3.3 Colleges

A College's constitution may list the officers that the College has, but they must at least match those listed above for a Shire.

## 5.4 Who Issues a Warrant?

A warrant for an officer, generally speaking, is issued by their superior officer in conjunction with Royalty or their representatives.

Starting at the top, and progressing down:

## 5.5 Kingdom

- The Kingdom Seneschal is appointed by the Crown, and the appointment must be ratified by the Society Seneschal. The Crown issues the warrant, which can be a simple email confirming the appointment and succession date. Where convenient, this is formalised in Royal Court.
- The Kingdom Greater Officers are appointed by the Crown and the Kingdom Seneschal, and the appointment must be ratified by the relevant Society officer. Where there is no relevant society officer (eg: Constable), that officer can be appointed by the Crown and Kingdom Seneschal alone. The Crown issues the warrant, with a copy to the Kingdom Seneschal for their records.
- Kingdom Lesser Officers that report to a greater officer are rostered by the Greater Officer concerned. Eg: The Archery Marshal is appointed and rostered by the Earl Marshal.
- Other Kingdom Lesser Officers (Historian, Scribe, and Regalia) are rostered by the Crown and the Kingdom Seneschal. Though rostered officers have no term limit, two years is still recommended.

### 5.5.1 Barony

- The Baronial Seneschal is warranted by the Kingdom Seneschal, and the appointment must be ratified by the Baron and Baroness.
- Baronial Greater Officers are warranted by the Kingdom Greater Officer, and the appointment must be ratified by the Baron and Baroness.
- Baronial Lesser Officers are rostered by the Baronial Greater Officer concerned if there is one. If there is no Baronial Greater Officer concerned then the appointment is made by the Kingdom Lesser Officer concerned, and ratified by the Baron and Baroness. If there is no Kingdom Lesser Officer concerned then the appointment is made by the Baron and Baroness.

### 5.5.2 Shire / Province

The procedure in a Shire is similar to the procedure in a Barony, except that a Shire does not have a representative of the Crown (Baron and Baroness). Therefore the Shire Seneschal is appointed by the Kingdom Seneschal.

### 5.5.3 Canton / Riding

- The Canton Seneschal is appointed by the Baronial Seneschal, and ratified by the Baron and Baroness.
- A Riding Seneschal is appointed by the Provincial Seneschal.
- The Canton Greater Officers are appointed by the Baronial Greater Officer, and the appointments must be ratified by the Canton Seneschal.
- The Canton Lesser Officers are appointed by the Canton Greater Officer, or the Baronial Lesser Officer, and ratified by the Canton Seneschal, as appropriate (similar to Baronies).

### 5.5.4 Colleges

Colleges usually belong to a university or other educational institution as well as to the SCA. The College is often an affiliated group to the university, student union, or similar body.

College officers must be appointed in accordance with the official procedures of the university group that mirrors the College. For example, College Seneschals are often appointed by election of the College members at the College's AGM or similar.

The College constitution should define a number of officers that are elected from amongst the student body, and how these elections are to take place. If additional officers are required that are not elected, then these officers may be appointed by the College Seneschal, in consultation with the superior officer concerned. For example, a College Seneschal may appoint a list keeper for the College, in consultation with the College Marshal.

## 5.6 Management of Rosters

It is the responsibility of the officer maintaining a roster of deputies to keep that roster up to date.

Individual officers and deputies may be added to or removed from that roster as the warranted officer sees fit, and in accordance with the procedures of the office. For example, passing a Marshal's authorisation lists you on the roster of authorised Marshals for a group. Expiry of your authorisation removes you from that roster.

Warranted officers are required to list all of their rostered officers as part of their report.

Rostered officers have no set expiry date, except that they may be removed from office by the officer rostering them at any time, according to the procedures of the office and the policies of the officer, or for any other reason.

## 5.7 Warrant Expiry (Corpora Section VII part L)

In the Kingdom of Lochac, all warrants expire two years after they are issued.

A warranted officer may receive a one year extension to the warrant. This extension must be approved by both the Kingdom Seneschal and the Crown (in all cases).

A warranted officer may under special circumstances receive a second one-year extension to their warrant. This is usually only done where no suitable replacement can be found for that officer. The officer must make every attempt to find a replacement during this second one-year period. This extension must be approved by both the Kingdom Seneschal and the Crown.

No warrant may be extended beyond four years.

## 5.8 What Warrant Information Must be Recorded?

For a warrant to be valid, the following must be recorded:

- SCA and mundane names
- address
- phone number
- e-mail address
- group you are acting for and name of Officer you are replacing
- the date you took over/ are expected to take over Office
- SCA membership number and exp. date

### 5.8.1 Disputed succession of office

The officer responsible for appointing a local officer has right of way in terms of selection of that officer. For example, the decision of the Kingdom Seneschal takes precedence over that of the Baron and Baroness in selecting a Baronial Seneschal.

“Right of way” indicates that a particular officer's choice should take precedence in any disagreement, where it can be demonstrated that there is merit in appointing more than one of the candidates to an office. For example, where the Kingdom Seneschal believes that candidate A is best suited to the office of Baronial Seneschal, but the Baron and Baroness prefer candidate B, and it can be demonstrated that either candidate has some merit, then the Kingdom Seneschal's choice has priority.

Where there is disagreement between the officers concerned in an appointment, this should be resolved through the dispute resolution procedure as defined in Kingdom Law.

Officer appointments may be appealed to the Crown. In this case the Crowns may make the decision on the appointment (who does or does not get it), or refer the decision to the relevant Society officer.

Corpora requires that “substantive” opposition to an appointment must be received for it to be re-examined. This can be interpreted to mean:

- More than 25% of the estimated populace of the branch firmly opposed to the appointment, and prepared to say so individually and in writing.
- A petition against the appointment containing the signatures of more than, say, 51% of the estimated populace of the branch.
- A properly conducted motion of no confidence in the appointment, made at a regularly scheduled group meeting at which a reasonable quorum of the populace is present (suggest at least 51%). This motion should be moved, seconded, and passed by a majority of the populace in attendance at the meeting.
- Information coming to light from more than one independently-verifiable source that the person to be appointed is not suitable for the office. For example, that statements made in their application are incorrect or misleading, that they are serving a prison sentence, that they are under investigation by the real world authorities for criminal activities, etc.

The final decision as to the appointment of the office is to be made by the Kingdom officer. Take into account that there are likely to be multiple political factions in any large group, and that members of one political faction are likely to always want to appoint people from within their own faction to office (this includes the faction containing the Baron and Baroness, and also the Seneschal).

While they should not expect all advice received to be impartial, the Kingdom officer must be impartial in making their own decision. This is especially the case where the Kingdom officer lives in the branch – perhaps ask the Kingdom Seneschal for advice as to the final determination if there are multiple applicants, or pass the decision onto a non-resident deputy.

## **5.9 Suspension / removal of an officer (Corpora Section VII part M)**

During your fulfilling career as a Seneschal it is possible that at some time it may be necessary to suspend an officer. If you believe this will be necessary make sure it's for a damned good reason. Here is what Corpora (see RULE NUMBER ONE) says about suspending an officer: -

1. Officers may be suspended by either the appropriate Royalty or the superior officer for just cause stated in writing to the officer. Suspensions by the Royalty are for not more than the duration of the current reign. Suspensions by the superior officer are for not more than 90 days. A suspension takes effect upon declaration to the officer, but the Royalty or the superior officer must be informed as soon as possible. The suspension of a Kingdom or principality great officer must be announced in the next available issue of the Kingdom or principality newsletter.
2. If a deputy has been designated as successor for the post, the deputy shall automatically assume the duties of the office at the moment of such suspension and shall continue fulfilling said duties until the suspension is terminated. In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant issued by that officer, and acceptable to the Crown. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer (if any) shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Board.

## **5.10 Reports**

The following are the reporting requirements for the various officers throughout the Kingdom of Lochac:

### **5.10.1 Kingdom Greater Officers**

Kingdom Greater officers are required to report four times per year (twice near the end of a reign and twice mid-reign).

The dates on which these reports are due are the last day of:

February, May, August and November

The reports should be sent to the Crown and to the Kingdom Seneschal. The Kingdom Seneschal's own report is due two weeks later than the above dates.

Kingdom Greater Officers located in Australia are also required to report once per year, on or before the 31st July, to the Kingdom Exchequer's deputy for Australia. Kingdom greater officers resident in New Zealand are required to report once per year, on or before the 30th April, to the Kingdom Exchequer's deputy for New Zealand. This report is to be a summary of all income and expenses since the last report to the end of the last financial year.

### **5.10.2 Kingdom Lesser Officers**

The reporting requirements of each Kingdom lesser officer are determined by the greater officer that they report to, or if they do not report to any greater officer, they shall use the reporting schedule listed above for greater officers.

### **5.10.3 Rostered Deputies**

Rostered deputies to Kingdom officers are not normally required to report, although reporting requirements for them may be set by the warranted officer that they report to.

### 5.10.4 Group Seneschals

Baronial Seneschals are required to report four times per year. These reports are due to the Kingdom Seneschal on the last day of the following months:

February, May, August and November

Shire Seneschals report only twice a year, on the last day of May and November.

Incipient group Seneschals, College and Canton Seneschals all report to their parent group on the last day of April and October.

### 5.10.5 Group Greater officers and Deputies

The greater officers in groups are required to report two weeks earlier than their Seneschals. For example, May 15 and August 15 for Shire greater officers.

Baronies and Shires may set a more frequent internal reporting schedule but quarterly is the minimum for reports to Kingdom.

Rostered deputies to group officers are not normally required to report, although reporting requirements for them may be set by the warranted officer that they report to.

### 5.10.6 What to do if reports are missed

If a report is missed, the one-up officer will usually contact you with a friendly reminder, to find out why the report was missed (we all have real lives to attend to) and ask you to get it to them within the week. If the report is missed entirely without good reason, the one-up officer is required to inform you and your Group's Seneschal. The Seneschal is then asked to send a report, if the officer does not.

If no report is received, the officer may be suspended. In the case of a required office, the officer must be replaced by another suitable applicant from the group. If the group is unable to do so then this may put the group into abeyance (see 3.5.3).

In the case of minimum report requirements not being fulfilled, the one-up officer must inform the Group Seneschal.

A "one report missed rule" is in effect for larger Baronies (over 40 members), meaning that administrative action is likely if no report is received and no good reason provided. For smaller Baronies, new groups or those not very active in a given area of responsibility, the minimum number of missed reports is two. For Shires, minimum reporting will depend on how large the group is and how active it is in the area of responsibility. Smaller groups, such as Cantons and Colleges, have some flexibility.

In all cases, if three reports are missed, the Officer will be suspended.

If you have extenuating circumstances, please let the your one-up know ASAP, as this is taken into consideration. If reporting is impossible any time soon, ask to be replaced.

Reports are required so that Their Royal Majesties and the Kingdom Seneschal know what is happening in the Kingdom. Realistically, all that is required is to be formally warranted, send four reports a year, find a successor and carry out a *good* handover.

Four reports are not a tough task. These reports don't have to be detailed, just informative.

### 5.10.7 Reporting Structure

