

Officers

This blue book covers all of the laws, procedures, and guidelines for the appointment, warranting, rostering, and removal of officers at all levels throughout the Kingdom of Lochac.

Kingdom Law and Corpora

Corpora VII.A

Kingdom Great Officers are responsible directly to the Crown, but also report to a corresponding Society officer if such a Society officer exists. Each Kingdom's Great Officer corps must include the Seneschal, the Principal Herald, the Earl Marshal, the Minister of Arts and Sciences, the Chancellor of the Exchequer, the Chronicler, and the Chirurgeon. No person may hold more than one of these Great offices at a time. The Crown may create additional Great Offices. Kingdom Lesser Officers and deputies are created by the Crown according to the needs of the kingdom. These officers may be supervised directly by the Crown, or be placed under the jurisdiction of a Greater Officer, and report accordingly. However, Great Officers retain ultimate responsibility for delegated functions.

Local officers are responsible to a superior officer, and possibly Royalty, or a Territorial Baron and/or Baroness, depending on the particular administrative structure of that area.

Corpora VII.J Appointment to Office

1. Kingdom Great Officers of State are appointed by the Crown after due consultation with the outgoing officer, the Seneschal, and any other appropriate Great Officer. The appointments take effect when and if ratified by the corresponding Corporate Officer by countersignature of the warrant. If there is no Corporate Officer, the Crown shall act unilaterally.
2. Kingdom Lesser Officers are appointed by the Crown in a parallel manner, where the Great Officer takes the place of the Society Officer.
4. Local officer appointments are usually done by the next superior officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by the people of the branch, but the final decision remains with the superior officer and Royalty.

Corpora VII.K Warranting / Rosters

1. Kingdom Great Officers' appointments are confirmed by a signature from the Corporate Level and the Crown, on the standard warrant form. All other Officer appointments may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for each officer. It must be signed by the appropriate Royalty and the responsible superior officer, and be updated regularly. The roster must contain a statement that it is the current roster of (office) for the (kingdom, principality) of the Society as of (date).
2. Local Branch officers may be officers in their own right, or be deputies of officers of an administering branch. Until a branch is proclaimed by the Crown, its officers must be deputies of their counterparts in the administering branch.
3. Before a proposed officer can be placed on a roster or warrant, they must have a membership that provides immediate access to the corporate newsletter for their area. This also applies to deputies designated as an officer's successor.

Kingdom Law IV.1 Officers

- i. There shall be eight Great Officers in Lochac. They shall be the Seneschal, the Crux Australis Herald, the Earl Marshal, the Minister of Arts and Sciences, the Chancellor of the Exchequer, the Chronicler, the Chirurgeon and the Constable.
- ii. There shall be nine Lesser Officers in Lochac. They shall be the Keeper of the Lists, the Hospitaller, the Provost of the College of Scribes, the Archery Marshal, the Rapier Marshal, the Heavy Marshal, the Equestrian Marshal, the Keeper of Regalia, and the Historian.
- iii. The normal term of office for a Kingdom officer shall be two years. This term shall only be extended in exceptional circumstances. No Officer may serve for more than four years consecutively.

Warrants and Rosters

All Kingdom greater officers must be warranted.

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

Warrants

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

- They receive a written (hard copy) warrant from the Crown or their representative, for their position.
- 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.

Rosters

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

- A rostered officer does not receive a written 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, inter-group relations, inter-kingdom relations, etc.
- The A & S Minister may have a rostered deputy that produces an A & S journal (eg: Cockatrice).

Baronial / Provincial Officers

All Baronies and Provinces are required to have one of each of the following greater officers:

- Seneschal
- Herald
- Marshal
- Reeve
- Constable
- Arts and Sciences

A Barony must have a chronicler if it elects to produce a newsletter, but is not required to. A Barony may elect to have a surgeon, 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 number of lesser officers, at the discretion of the Barony.

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.

Colleges

A college's constitution may list the officers that the college has, but they must be at least those listed above for a shire.

Who Issues a Warrant?

A warrant for an officer, generally speaking, is issued by their superior officer in conjunction with Royalty or their representatives. (*For a copy of a standard warranting form see Corpora appendix B*)

Starting at the top, and progressing down:

Kingdom

- The Kingdom Seneschal is appointed by the Crown, and the appointment must be ratified by the Society Seneschal.
- 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.
- 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.

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.

Shire

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, and ratified by the Crown. The shire seneschal is authorised to ratify other greater officer appointments in lieu of the Crown, after they are made by the Kingdom officer concerned.

Canton

- The Canton seneschal is appointed by the Baronial Seneschal, and ratified by the Baron and Baroness.
- 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).

Colleges

Colleges usually belong to a university 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.

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 selection 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 shall be given priority.

Where there is disagreement between the officers concerned in an appointment, this should be resolved through grievance 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(n't) get it) or refer the decision to the relevant society officer.

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

- More than 25% of the 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, says, 51% of the populace of the branch.
- A properly conducted motion of no confidence in the appointment, made at a regularly scheduled Baronial 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 Barony, 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).

Do not expect all advice received to be impartial, but the Kingdom officer must be impartial in their judgement. 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.

Expiry of Warrants (Corpora Section VII part L)

In the Kingdom of Lochac, all warrants expire 2 years after they are issued.

A warranted officer may receive a one year extension to the warrant. This extension must be approved by the Kingdom greater officer concerned.

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 the Kingdom Seneschal.

No warrant may be extended beyond four years. No warrant is ever extended for more than one year at a time.

Management of Rosters

It is the responsibility of the warranted 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 marshals 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.