Bylaws of the Barony of Oldenfeld

Revised June 2016

***Herein lay the rules under which Oldenfeld is incorporated. These bylaws are superseded and***

***governed in turn by Trimarian Kingdom Law and the SCA's official policies.***

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I Introduction

***Whereas the Barony of Oldenfeld has been established by the good grace of the Kingdom of***

***Trimaris, through its Crown and Officers, and by the Board of Directors of the Society for***

***Creative Anachronism, Inc., the following bylaws are established by Charter for the lawful and***

***efficient operation of the Barony, subject to those amendments that may from time to time be***

***adopted according to the procedures herein contained.***

***These Bylaws shall be published on the Barony of Oldenfeld web site and shall be made***

***available to any Resident of Oldenfeld free of charge upon request.***

II The People of Oldenfeld

The Barony of Oldenfeld (Oldenfeld) recognizes four levels of individual participation and

***activity:***

1. Residents of Oldenfeld shall be defined as all persons that participate in the activities of the Society for Creative Anachronism (SCA) and maintain a mailing address within the borders established for the Oldenfeld by the SCA Board of Directors and the Kingdom of Trimaris (Trimaris).
2. Citizens of Oldenfeld shall be defined as those Residents of Oldenfeld who have a current, paid membership in the SCA and are not under any type of banishment from any Kingdom in the SCA.
3. Honorary Members of Oldenfeld shall be defined as those persons designated and recorded in writing by the Baronage and Seneschal of the Barony, so long as such Honorary Membership has not been revoked and recorded in the same manner.
4. Members of Oldenfeld shall be defined as all people of good will that participate in activities sponsored by Oldenfeld. Residency, Membership and Honorary Membership do not necessarily convey Citizenship in Oldenfeld.

III The Baronage

***The Baronage of Oldenfeld shall consist of a territorial Baron and Baroness appointed by the***

***Crown of Trimaris. The Baronial Coronet shall be defined as the Baron and Baroness, speaking***

***with one voice.***

1. Requirements
	1. The Baron and Baroness must be and remain Citizens of Oldenfeld.
	2. The Baron and Baroness must be appointed by the Crown of Trimaris, and must swear fealty to the Crown and each successor Crown of Trimaris at the earliest opportunity.
	3. The Baron and Baroness shall continue to serve only at the pleasure of the Crown of Trimaris.
2. Term
	1. As provided by Kingdom Law and unless otherwise determined by the Crown of Trimaris, the Baron and Baroness shall serve a term of four years.
	2. The Citizens of Oldenfeld may by written petition request the Crown of Trimaris to appoint the same Baron and Baroness for an additional two year term due to extraordinary circumstances, subject to the same requirements.
3. Selection
	1. The Baron and Baroness shall be selected in a manner consistent with Kingdom Law that allows the nomination of candidates by the Citizens of Oldenfeld and a polling of the Citizens of Oldenfeld by the Kingdom
	2. The nomination process shall be administered by the Seneschal of Oldenfeld in a manner that promotes discussion but reduces conflict. In the event the Baronial Seneschal is a candidate for Baron or Baroness, a member of the populace shall be selected by majority vote of the populace to administer the polling process. All nominated candidates shall be submitted to the Seneschal of Trimaris for the polling, except those candidates that shall specifically request that their names not be submitted. The nomination must yield at least two sets of candidates for the polling.
	3. At least one month prior to any polling of the Citizens of Oldenfeld, the Seneschal of Oldenfeld shall publish notice in a regular business meeting of Oldenfeld, on the web site of Oldenfeld, in the newsletter of Oldenfeld, and by other such means to assure general public knowledge of the polling.
	4. The polling of the Citizens of Oldenfeld by the Seneschal of Trimaris shall include all nominated candidates submitted to the Seneschal of Trimaris.
	5. The results of the polling shall be made known to the Crown of Trimaris, and only at the discretion of the Crown of Trimaris shall the results of the polling be made known to any other persons.
4. Duties
	1. The Baron and/or Baroness shall attend each business meeting of Oldenfeld. If neither the Baron nor the Baroness can attend a regularly scheduled business meeting, the Seneschal of Oldenfeld is empowered to conduct the meeting in their absence no more than once every three months.
	2. The Coronet may appoint Ambassadors or other such ceremonial positions. Such positions exist only for a limited time and only for the purpose stipulated in the appointment, and carry no precedence.
	3. The Coronet shall report to the Crown and to each successor Crown upon their coronation the state of the Barony of Oldenfeld.
	4. The Baron and/or Baroness shall make every reasonable attempt to attend any regularly scheduled curia or Oldenfeld event.
	5. Neither the Baron nor the Baroness shall hold any Great Kingdom Office or any Great Baronial Office, but may hold positions as deputies.
	6. Neither the Baron nor the Baroness shall perform any duties or participate in any activities during an event that would hamper the performance of their duties as Baron and Baroness.
	7. Neither the Baron nor the Baroness shall swear fealty to any individual other than the Crown of Trimaris.
	8. The Coronet may execute, modify, and revoke treaties with other local groups within Trimaris and, with consent of the Crown of Trimaris, with other local groups outside of Trimaris.

IV Curia

***From time to time, but at least once per year, the Coronet and/or Seneschal shall call a Baronial***

***Curia, which is an assembly of the Members of Oldenfeld to discuss specific or general matters***

***pertaining to the operation and governance of Oldenfeld.***

1. The Coronet and/or Seneschal shall set a written agenda in advance of the Curia at least two weeks before the Curia.
2. The Seneschal shall announce at a regular business meeting at least two weeks before the Curia, and shall publish at least two weeks before the Curia on the Internet and/or in a regular newsletter and/or by such other means sufficient to give the Members two-weeks notice of the Curia, the time, location and agenda for the Curia.
3. The Baron, Baroness and/or Seneschal may preside over the Curia.
4. Any formal or official votes taken during the course of the Curia shall be done with each Citizen, including the Baron, the Baroness and officers, receiving one vote. Informal votes may include any Member of Oldenfeld, and are only advisory to the Coronet.

V Officers

***Oldenfeld shall maintain those officers required by the SCA and Trimaris, whether or not such***

***officers are identified in these bylaws. In the case of a vacancy in any office, the title,***

***responsibility and duties of the office shall be assumed by the Seneschal of Oldenfeld. In the***

***case of a vacancy in the office of Seneschal, the title, responsibility and duties shall be assumed***

***jointly by the Baron and Baroness until such time as a new Seneschal is appointed. All***

***unspecified duties shall be assumed jointly by the Baron and Baroness.***

1. The following are the Great Baronial Officers of Oldenfeld. Each officer is responsible to comply with all requirements specified by Trimaris through Kingdom Law and the publications of their Kingdom counterparts. These often include regular reporting requirements, a warranting process, and membership requirements. It is the responsibility of each officer to know and understand the SCA and Trimaris requirements for the office.

	1. Seneschal: The Seneschal is the administrative and executive officer of Oldenfeld and is the legal representative recognized by the SCA, with duties and responsibilities itemized by the SCA and Trimaris. The Seneschal shall, in consultation with the Coronet, organize and publish the annual schedule of Oldenfeld events, business meetings, officers meetings, curia, and any other special meetings as may be appropriate. The Seneschal or a designate shall preside over all Oldenfeld business meetings, elections, officers meetings, and administrative processes to conduct the business of Oldenfeld. The Seneschal is a designated signatory on the Oldenfeld bank accounts and is accountable for the preservation and proper discharge of Oldenfeld inventory and assets.
	2. Exchequer: The Exchequer is the financial officer of Oldenfeld, with duties and responsibilities itemized by SCA and Trimaris. The Exchequer shall maintain all records associated with Oldenfeld inventories and bank accounts. The Exchequer is a signatory on Oldenfeld bank accounts and shall report to the Citizens of Oldenfeld at least once each quarter at a regular business meeting: the bank account balance, major fund balances, all expenditures of more than $500, major sources of income and expense, and the reason for major changes in financial position. The Exchequer, in consultation with the Coronet and Seneschal, shall organize such audits as may be required or be appropriate.
	3. Herald: The Herald is the officer responsible for maintaining and promoting heraldic activities in Oldenfeld, including registration of Baronial awards and other heraldry, assisting Members of Oldenfeld with their name, device and badge design and registration, training heralds for service to Oldenfeld and Trimaris, providing voice heraldry to the Baron and Baroness, reporting the heraldic activities of Oldenfeld to Trimaris, and assuring proper site heraldry at Oldenfeld events. The Herald is a warranted officer, subject to approval and requirements of the Trimaris Triskele Principal Herald.
	4. Minister of Arts and Sciences: The Minister of Arts and Sciences is responsible for attending, conducting and overseeing arts and sciences activities of Oldenfeld, promoting participation in Trimaris arts and sciences events, and reporting arts and sciences activities to Trimaris. The Minister of Arts and Sciences is a warranted officer, subject to approval and requirements of the Trimaris Kingdom Minister of Arts and Sciences.
	5. Heavy Weapons Marshal: The Heavy Weapons Marshal is responsible to organize, conduct and supervise heavy weapons fighting activities in Oldenfeld, including participation in fighter authorizations, fighter safety education, fighter training, arranging for marshals at Oldenfeld events or demonstrations where fighting takes place, and reporting as required or appropriate to the Trimaris Earl Marshal. The Marshal is a warranted officer, subject to the approval and requirements of the Trimaris Earl Marshal.
	6. Hospitaller: The Hospitaller is responsible to welcome newcomers at Oldenfeld events and business meetings by providing or arranging for newcomer education, loaner garb, loaner feast gear and materials that will enhance a newcomer’s experience. The Hospitaller also supervises the efforts of Oldenfeld to recruit new members through such demonstrations and advertising as may be approved by the Coronet and Seneschal.
2. The following are the Lesser Baronial Officers of Oldenfeld. Each officer is responsible to comply with all requirements specified by Trimaris through Kingdom Law and the publications of their Kingdom counterparts, if such a counterpart exists. These often include regular reporting requirements, a warranting process, and membership requirements. It is the responsibility of each officer to know and understand the SCA and Trimaris requirements for the office.

	1. Light Weapons (Rapier) Marshal: The Light Weapons (Rapier) Marshal is responsible to organize, conduct and supervise rapier activities in Oldenfeld, including participation in authorizations, safety education, training, arranging for marshals at Oldenfeld events or demonstrations where rapier fighting takes place, and reporting as required or appropriate to the Trimaris Rapier Marshal. The Light Weapons Marshal is a warranted officer, subject to the approval and requirements of the Trimaris Rapier Marshal.
	2. Baronial Ranger: The Baronial Ranger is responsible to organize, conduct and supervise target archery and thrown weapons activities in Oldenfeld, including participation in authorizations, safety education, training, arranging for marshals at Oldenfeld events or demonstrations where archery takes place, and reporting as required or appropriate to the Trimaris Captain of the Rangers. The Baronial Ranger is a warranted officer, subject to the approval and requirements of the Trimaris Captain of the Rangers.
	3. Chronicler: The Chronicler is responsible to publish and record the activities of Oldenfeld in a regular newsletter, subject to the approval of the Coronet and the Seneschal.
	4. Historian: The Historian will be responsible for the gathering of information pertinent to the activities and events of potential historical importance as may occur within the Barony. The Historian will maintain records and files of such information gathered, and will use this information in such a way as to encourage public interest in the Barony’s heritage. The Historian will be responsible for providing a “History of Oldenfeld” display at least one Baronial event per year. The Historian will be custodian of the “Book of Barons” for the Barony and make it available at each Baronial investiture when requested by the coronet or heirs. The Historian will report to the Seneschal.
	5. Chatelaine or Chamberlain: The Chatelaine or Chamberlain is responsible to acquire, keep, maintain, and transport the regalia of Oldenfeld, and to provide such assistance to the Baron and Baroness as they may request.
	6. Minister of Children: The Minister of Children is responsible to organize and supervise children’s activities at Oldenfeld events in a manner that assures the safety, protection and proper supervision of participating children during the period of those activities.
	7. Constable: The Constable will oversee the security of event sites, including Gate security. They will collect, inventory, store/disburse, unclaimed items lost or found at events. The Constable will report to the Seneschal.
	8. Web Minister: The Web Minister is responsible to publish information of interest to the Members of Oldenfeld on an Internet web site, including general information about Oldenfeld, contact information for the Baron, Baroness and officers, information about and the location of Oldenfeld events, announcements, and such other information as may be approved by the Coronet and the Seneschal.
	9. Librarian: The Librarian shall acquire, keep, maintain, offer for use, and properly dispose of books, articles, publications, and materials of interest to the Members of Oldenfeld.
	10. Chart Signet:  The Chart Signet shall be responsible for the creation or production of scrolls for the Baron and Baroness to give as commemoration of awards and in recognition of good deeds.  The Chart Signet may also provide scrolls to the Kingdom of Trimaris as needed.
3. Selection and Term of Officers
In general, officers are selected through a deputy system: Each current officer selects

one or more deputies. Before retiring from office, the current officer designates a

successor from among those deputies, subject to the approval of the Coronet and the

Seneschal. The Seneschal is subject to the approval of the Coronet and the Citizens of

Oldenfeld. If a vacancy occurs and no acceptable deputy has been selected, the office

will be filled by appointment of the Coronet and Seneschal; or, in the case of the

Seneschal's office, by the Coronet and a majority vote of the Citizens of Oldenfeld.

* 1. Officers serve for two years.
	2. With approval of the Coronet and Seneschal, officers may serve a second consecutive term. No officer may hold a single Greater Office for more than four consecutive years. An officer that has held the office for four years may hold the same office again, but only after at least two years have passed. For the Seneschal to serve a second consecutive term there must be approval of the Coronet and the Citizens of Oldenfeld.
	3. Any two Citizens of Oldenfeld may petition the Coronet for removal of an officer or cause, such as violation of mundane law, disqualification due to failure to maintain membership or good standing, failure to carry out the duties of office, or malfeasance. Such petition shall be resolved at the discretion of the Coronet in a manner appropriate to the seriousness of the petition.
	4. An officer may resign or retire early upon written notification to the Baron, Baroness and Seneschal; in the case of a Seneschal, notification must be made to the Baron, Baroness and the Exchequer.
	5. The Coronet and Seneschal, in making appointments and confirming officers other than the Seneschal's office, may solicit votes from the Citizens or Members of Oldenfeld at their discretion for guidance, but are not bound by the results of such votes.
	6. All officers serve at the pleasure of the Coronet. Officers other than the Seneschal may be removed by written notice of the Coronet and acknowledged by the Seneschal with or without cause. The Seneschal may be removed by written notice of the Coronet and acknowledged by the Exchequer with or without cause. Offices left vacant due to such an action must be filled using the processes described in these bylaws within thirty days.
	7. All Great Baronial Officers must affirm their willingness to serve Oldenfeld and the Coronet faithfully upon appointment to office.

VI Awards

***Oldenfeld shall register four awards with Trimaris and the SCA that may be given at the***

***discretion of the Coronet, subject to the laws of the Trimaris, including the discretion of the***

***Crown for armigerous awards.***

1. The Order of the Beacon of Oldenfeld (OBO). The Beacon of Oldenfeld is the premier award of Oldenfeld, and may be given to any Citizen regardless of age for personal and exemplary service to Oldenfeld. It may be given more than once to the same person. At the discretion of the Crown of Trimaris, it may convey an Award of Arms. Subject to the approval of the SCA, the badge for this award shall be: Vert, within a border a lighthouse Argent enflamed Or.
2. The Order of the Silver Acorn of Oldenfeld (OSA). The Silver Acorn is for personal excellence in, fostering of or advancement of any endeavor pertaining to the arts or sciences of the SCA. This award may be given to any member regardless of age. It may be given more than once to the same person. Subject to the approval of the SCA, the badge for this award shall be: Vert, within a bordure an acorn argent.
3. The Order of the Golden Lions Paw of Oldenfeld (OGLP): The Lions Paw is for personal excellence in, fostering of or advancement of any endeavor pertaining to the Marshal Arts of the SCA. This award may be given to any paid member regardless of age. It may be given more than once to the same person. Subject to the approval of the SCA, the badge for this award shall be: Vert, within a bordure argent, a lion's paw Or.
4. The Cairn of Oldenfeld (OTC). The Cairn is awarded to recognize Members of Oldenfeld whose participation provides a legacy to the Barony; laying a cornerstone that the Barony can build upon, marking a trail that others should follow, or setting an example that should be remembered to the end of the world. Subject to the approval of the SCA, the badge for this award shall be: Vert, within a bordure OR, a rock issuant from the base Argent.

VII Events

***Oldenfeld shall endeavor to host four events each year within the Baronial territory, and shall***

***encourage its Members to participate in other Trimaris and SCA events as they are able.***

***Members are encouraged to assist Trimaris in the hosting of kingdom events, and shall not be***

***prohibited from assisting any recognized SCA group in the hosting of a recognized SCA event.***

1. The four regular annual events shall be scheduled in advance on the Kingdom of Trimaris calendar as approved by the Coronet and Seneschal. This schedule shall be published as early as possible to the Members of Oldenfeld.
	1. Harvest. The Harvest event shall be held in September or October.
	2. Yule. The Yule event shall be held in late November or December.
	3. Lion's Tourney. Lion's Tourney shall be held in or around February.
	4. Anniversary. The Oldenfeld Anniversary event shall be held in April or May.
2. The Seneschal shall announce a bid period at least four months prior to each scheduled event. Any Citizen may submit a bid to autocrat or steward any event, using standard forms provided by Oldenfeld or such other device as may convey the required information. The bid will include the names of all key staff members, possible themes or components of the event, the plan for carrying out the event, and a commitment to properly publish and advertise the event. Proposed staff other than the autocrat may be Members of Oldenfeld. The Seneschal shall set the closing date for the submission of bids, giving sufficient notice and allowing time for proper advertising.
3. The Seneschal shall receive all bids. Bids shall be considered by the Baron, Baroness, Seneschal, and such Members of Oldenfeld as the Coronet may appoint to aid in the decision, including solicitation of an advisory vote of the Members or a formal vote of the Citizens, if the Coronet desires. The decision of award shall be given to the autocrat, and then published to Oldenfeld in a regular business meeting, giving sufficient time to properly advertise the event.
4. If no bids are received by the closing date, the Seneschal shall meet with the Baron and Baroness and either cancel the event or assign responsibility to the Great Baronial Officers.
5. Oldenfeld shall also conduct regular business meetings at least once per month on a schedule approved by the Coronet and published by the Seneschal. The Seneschal shall schedule officer's meetings at twice per year and as necessary for the efficient operation of Oldenfeld.

VIII Financial Policies

***All funds shall be collected, maintained and reimbursed subject to mundane law, SCA policies,***

***Trimaris Kingdom Law, and these financial policies.***

**Oldenfeld Financial Committee and Financial Policy Changes**

1. Oldenfeld’s Financial Committee: will be composed at minimum of the following: the Baronial Coronets voting as one (where appropriate), the Seneschal, the Exchequer and at least one other Greater officer.
	1. Financial Committee may also consist of any Greater Officers present at a Financial Committee meeting.
	2. If the Financial Committee as designated above contains an even number of votes, an additional member shall be added to the Committee, this member being a paid member of the populace as chosen by a three-fourths majority vote of the balance of the Financial Committee
2. Oldenfeld’s Financial Committee will meet at least twice a year and/or as needed by request of the Seneschal, Exchequer, or the Coronets.
3. Oldenfeld must have a copy of their branch financial policy on file with the Kingdom Chancellor of the Exchequer. Any changes to branch financial policy should be forwarded to the Kingdom Chancellor of the Exchequer within 30 days.
4. The Oldenfeld Financial Committee must approve Oldenfeld financial policy. Financial Committee meetings at which Oldenfeld financial policies are approved must be open to all members of the Barony.

**Oldenfeld Financial Policy**

1. All funds received and amounts paid out by Oldenfeld shall be recorded by the Exchequer with appropriate written records, including receipts, copies of checks, invoices, bills, signed reports and such auditable documents as are appropriate to the nature of the income or expense items. The Exchequer shall promulgate forms and methods to assure a proper accounting of all Oldenfeld funds.
2. No Oldenfeld funds may be spent in a manner that directly benefits the interest of the Baron, Baroness, any officer or any Member of Oldenfeld. This shall not be construed to prohibit the fair purchase of items from Members if approved under these financial policies.
3. All expenditures must be approved at the appropriate level:

	1. The Exchequer shall prepare an annual financial report and budget which shall be approved by the Coronet and the Seneschal, and presented to the Citizens of Oldenfeld for ratification.
	2. Budgeted expenses may be paid by the Exchequer to reimburse the Member upon presentation of proper proof of the expense, such as receipts, cancelled checks or other suitable documentation.
	3. Small and unbudgeted expenses, up to $50, may be approved by at least both the Seneschal and the Exchequer.
	4. Unbudgeted expenses up to $200 may be approved by at least the Coronet, Seneschal, and the Exchequer, and shall be reported to the Members at the next scheduled business meeting.
	5. Expenses greater than $200 must be approved by the Citizens at a regularly scheduled business meeting and must include the approval of the Seneschal and Exchequer.
4. Assets, such as library items or Baronial regalia that are no longer needed may be sold at fair market value, with all proceeds being retained by Oldenfeld. In the case of regalia, a fair price shall be determined by consensus of the Greater Baronial Officers. The item will be first offered to the first Baron or baroness that used the item to purchase at the set price. If he/she does not want the item at that price, it shall be offered in turn to successor Barons/Baronesses at the same price, or to the general public. If the item is not sold at that price, the same procedure will be followed after each reduction in price.

IX Grievance Procedure

***All Members of Oldenfeld are highly encouraged to settle any differences among themselves***

***honorably and privately. When direct communication fails, the Member may ask any officer to***

***help mediate the difference. These informal methods should be employed in all but the most***

***serious of issues before initiating a formal grievance.***

1. Grievances may be submitted in writing to the Baron and Baroness or to the Seneschal. Upon receipt of a grievance, the Coronet and the Seneschal will determine an appropriate ourse of action and communicate the action to the Member submitting the grievance. If the grievance involves the Seneschal, the Coronet will confer on this issue with a different Great Baronial Officer of their choosing. Grievances submitted under this process involving the Baron and/or Baroness shall be considered by them. If the Member seeks higher resolution of grievances involving the Baron and/or Baroness, the issue must be handled according to Trimaris law.
2. The Coronet may dismiss the grievance, may establish hearings of fact as necessary to resolve the issue, or may grant some relief to the Member, if it is within their power to do so.
3. Grievances shall be handled with privacy to the degree possible, and with the proper balancing the rights of all parties.

X Amendments

A Bylaw committee shall be appointed by the Seneschal and Baron and Baroness to review these Bylaws every three years or when Kingdom law is updated to ensure compliance with Kingdom law. These Bylaws may be amended by a vote of two-thirds of the Citizens in any regular business meeting of Oldenfeld or at the annual curia, provided a sufficient public notice of the meeting and the written text of the proposed change was made at least 30 days before the business meeting.