

Shire of Hartwood Customary

CONTENTS

ARTICLE 1 -- SCOPE

ARTICLE 2 -- DEFINITIONS

ARTICLE 3 -- CITIZENSHIP

ARTICLE 4 -- OFFICES OF THE SHIRE

ARTICLE 5 -- DEFENDERS

ARTICLE 6 -- OPERATING GUIDELINES

ARTICLE 7 -- EVENT STEWARD AND EVENTS

ARTICLE 8 -- AWARDS, ORDERS AND RECOGNITIONS

ARTICLE 1 -- SCOPE

1. This is the Hartwood Customary, as permitted by Corpora, which is intended to aid in the smooth operation of the Shire of Hartwood (Shire), a branch of the Society for Creative Anachronism, Inc (SCA). It is not a corporate publication of the SCA, and does not delineate SCA policies.
2. This Customary is superseded by Federal, Provincial and local Laws and Ordinances, the Governing Documents of the SCA, the Laws of the Kingdom of An Tir, and the Laws of the Principality of Tir Righ.
3. This Customary may be amended by Council, in consultation with the Seneschal due to conflicts within 1.2.
4. This Customary is not to be construed as law of any nature, but a document of customs, local policy, and implementation procedures for the Shire's operation.
5. This Customary will be reviewed annually.
6. This Customary and its contents will remain in force and can be modified with the following procedures providing the changes do not conflict with section 1.2.
 - i. Proposed changes must be submitted in writing one week prior to a council meeting.
 - ii. Any amendment must be publicized to members in all of the official Shire publications.
 - iii. Notice on the amendment must be published at least 21 days in advance of any vote.
 - iv. At the next Annual General Meeting the vote on the amendment will be held.
 - v. The amendment will require a three-quarters majority of paid Hartwood members, who are present, to pass.

ARTICLE 2 -- DEFINITIONS

1. Ambassador: An Ambassador is a Citizen upon who is bestowed the honor of representing an Embassy of the Baronial Coronet and the Shire to a distant branch, such as when the citizen moves or travels to a distant land.
2. Event Steward: An Event Steward is a person to whom the Council has given responsibility for the management of an event.
3. Shire: The Shire is the Shire of Hartwood unless otherwise specified and defined in the Kingdom of An Tir records.
4. Defender: A Defender is a person who has been victorious in a tournament to select a Defender.
5. Charter of Citizenship: A writ given to a non-resident of the Shire to denote formal recognition of citizenship.
6. Citizen: A Citizen is a person who either lives within the boundaries designated by the SCA or has been granted a Charter of Citizenship by the Shire.
7. Consulting Event Steward: A Consulting Event Steward (Mentor) is an experienced Event Steward guiding a less experienced or new Event Steward in running an event.
8. Consensus: Consensus is the agreement of Citizens at a Council.
9. Council, The: a business meeting, or the body of Citizens in attendance at a business meeting of the Shire.
10. Deputy: A Deputy is a person chosen by an Official to assist in the performance of the Official's duties, and who may or may not be in training to succeed the Official.
11. Deputy, Contingency: A Contingency Deputy is a person approved by Council who is capable of performing the duties of an Office when the Officer is unable to function. By Kingdom Law, all Contingency Deputies MUST be paid members and meet all requirements of an Officer in An Tir.
12. Financial Committee: A meeting of the Seneschal, Exchequer, and Officers as defined in the Financial Policy.
13. Governing Documents: Governing Documents are the Articles of Incorporation, By-Laws, and Corpora of the SCA, and the Governing and Policy Decisions of its Board as found in its Organizational Handbook.
14. Kingdom: The Kingdom is the Kingdom of An Tir, unless otherwise specified.
15. Liaison: A Liaison is a person who reports between the Shire and other entities of the SCA. (e.g., Branch Liaison, Royal Liaison)
16. Member: A Member is a paid member of the SCA as defined in Governing Documents.
17. Office, Required: Required Offices are those required for a branch of the SCA to be a Shire, as listed in Governing Documents and/or Kingdom Law.

18. Officer, Acting: An Acting Officer is a person approved by Council who is acting instead of an Officer and has the same rights and responsibilities. Any Officer not yet warranted is considered an Acting Officer.
19. Officer, Greater: A Great Officer holds an Office defined as such in Governing Documents, Kingdom Law and/or by an action of the Council.
20. Greater Officers are: Seneschal, Exchequer, Chatelaine/Castellan, Minister of Stables, Arts & Sciences, Herald, Chronicler, Web Minister, TUTOR Minister, and Scribe.
21. Officer, Lesser: A Lesser Officer is any Officer of the Shire that is a Deputy of a Great Officer, makes independent decisions, and usually has a Kingdom/Principality Superior.
22. Lesser Officers are: Chamberlain, Minister of Blades, Minister of Archery, Minister of Thrown Weapons, Family Activities Minister, and Youth Armoured Combat.
23. Official: An Official is a person acting in an official capacity for the Shire (e.g. Officer, Successor, Event Steward).
24. Publications: Official publications include:
 - i. the newsletter: The Heartbeat
 - ii. website: hartwood.tirrigh.org
 - iii. Facebook page: SCA - Shire of Hartwood (Official)
25. Quorum: 50% of current Officers must be present at the meeting, that must include the Seneschal and the Exchequer or their deputy.
26. SCA: The SCA is the Society for Creative Anachronism, Inc.

ARTICLE 3 -- CITIZENSHIP

1. **3.1** Rights of Citizens include:
 - a. Applying to become, or being recommended to become, an Official, as appropriate to Office, so long as the Citizen lives within Shire lands or holds a Charter of Citizenship.
 - b. Participating in decisions of the Council.
 - c. Participating in polling according to SCA Law.
 - d. Displaying the Shire Badge.
2. **3.2** SUGGESTED responsibility guidelines for all Citizens include:
 - a. Being a paid member of The Society.
 - b. Actively participating in Shire affairs.
 - c. Attending Council.
 - d. Volunteering service-time at events.
 - e. Keeping up to date with Shire activities and current events.

- f. Recommending deserving persons for awards and recognitions, as appropriate.
 - g. Behaving in a courteous and chivalric manner toward others.
3. **3.3** Any individual may petition (not necessarily in a period style) the Council for a Charter of Citizenship. Petitions by individuals who reside outside Shire Territory will be reviewed based on visible and sufficient participation to be identified as being affiliated with the Shire. A person submitting a petition, or who holds a Charter of Citizenship, may withdraw petition and/or Citizenship with written notice to the Seneschal. Such individuals may reapply.
- a. *Note* : Notices of possible changes to Citizenship status will be posted in official Shire publications for two months, prior to approval by Council.

ARTICLE 4 -- OFFICES OF THE SHIRE

Note A: No one is permitted to be Contingency Deputy to a position they cannot hold (e.g., the Seneschal cannot be Contingency Deputy to the Exchequer). If an Office is open, the responsibilities of the office fall to the overseeing Officer, or to the Seneschal if no overseeing Officer exists.

Note B: Not all Offices are filled at all times. Some are open or dormant until an interested party comes along (i.e., Offices can be open, not be filled, and still be considered Offices). Except those offices that are mandatory as per Kingdom Law.

1. **4.1** General Duties for all Offices include, where applicable, but are not limited to:
 - a. Being a paid member of the SCA and providing proof of same to the Seneschal.
 - b. Contacting the Office's Kingdom and/or Principality superior as soon as possible after assuming an office.
 - c. Training successors and deputies.
 - d. If one's Office is a Greater Office, ensuring that a trained Contingency Deputy exists for the Office who is a member of the SCA and who is acceptable to, and approved by, the Council
 - e. Acting as a general representative regarding local resources, instructors, and suppliers for matters relating to their Office.
 - f. Functioning as an unofficial representative of activity within the Shire.
 - g. Maintaining an inventory of the Office, including regalia and reference materials, to be reported as the Chamberlain specifies, and in any case, not less than once a year.
 - i. Ensuring that Shire property is passed to the new Official or returned to the Chamberlain at the close of the Official's tenure.
 - ii. Ensuring that an accurate inventory of Shire Property is provided to the Chamberlain whenever possession of property changes.
 - h. Working with Event Stewards to ensure that the duties of the Office, relating to an event,

are fulfilled.

- i. Training, encouraging, and guiding others in volunteering for activities and Offices within the Shire.
 - j. Bringing to Council such paperwork as is necessary for the general function of the Office.
 - k. Ensuring that accurate and complete contact information is provided to the Web Minister for inclusion on the website.
 - l. Informing the Chronicler of pertinent information, in writing, regarding activities.
 - m. Greater Officers are responsible for reporting and administering the duties for their Lesser Officers/Deputies should the office be vacant or a report not submitted.
 - n. Reporting Requirements and Guidelines:
 - i. Reports are to include the location of practices and events.
 - ii. Reports are to include numbers of attendees and participants.
 - iii. Provide reports to the Seneschal, and Chronicler (subject to the Seneschal's deadline).
 - iv. Reports are required monthly before the Council meeting, submitted one week beforehand.
 - v. Reports are required to be sent quarterly to the Principality superior (unless vacant, then sent to Kingdom superior). These are due no later than the 10th of April, July, October, and January.;
 - vi. Lesser Officers/Deputies report to their Greater Officers, Principality superior (or Kingdom).
 - a. A Greater Officer is required to report on behalf of any vacant Lesser Officer/Deputy.
 - o. Attending Council on a regular basis.
 - p. Ensure all Contingency Deputies are warranted.
 - q. Must have access to a reliable internet, regularly access the official Shire email, and have a permanent phone number. All Officers are expected to respond to communications in a timely manner.
 - r. If an Officer misses three consecutive monthly reports, OR two consecutive quarterly reports, OR three consecutive monthly meetings, will result in their office being under review and with the potential of the Official being asked to step down.
2. **4.2** An Officer's term of office shall be two years except for Event Stewards and other short-term capacity Officials whose terms shall end upon completion of their duties. Greater Officers shall declare (at Council) a period of open applications 3 months before the ending of the term, to allow for training time. Lesser Officers shall declare (at Council) a period of open applications 1

month before the ending of the term. An Officer may apply for a maximum of 1 one-year extension at the discretion of the Shire Council.

- a. Requests for applications for replacement of Officers will be posted on official publications.
- b. Applications in the form of an SCA resume with relevant modern skills, shall be in writing to the Officer, and the Seneschal.
- c. Officers determined to be deficient in the performance of duties shall be subject to sanctions by the Council, (e.g., warnings, suspension, and/or the Kingdom/ Principality superior shall be requested to remove the Official from the position).

3. **4.3** The **Seneschal** is the administrative head and legal representative of the Shire. As such, the Seneschal is responsible for the smooth functioning and continued communication between the Officials of the Shire. Duties and Responsibilities of the Seneschal include:

- a. Performing the Office of Seneschal in accordance with directions from Kingdom and/or Principality superior(s).
- b. Acting as moderator of the Council, and if unable to attend, ensuring that the Seneschals deputy is present to act as moderator.
- c. Ensuring that Council meetings are conducted in accordance with the Customary.
- d. Coordinating the amendment of this Customary as necessary with the consent of Council.
- e. Referring proposals to committees as appropriate.
- f. Sitting as a member of the Financial Committee.
- g. Reviewing the bank statements monthly.
- h. Ensuring that the financial documents are audited at least annually.
- i. Attempting retrieval of Shire property when said property is not returned to the custody of the appropriate Officer.
- j. Overseeing Lesser Officers and/or Deputies. They include:
 - i. **Family Activities** Minister.
 - ii. **Event Stewards** from acceptance of event bids until the final paperwork is completed.
 - iii. **Social Media** Officer.
- k. Ensuring that a list of lost and found items from events is maintained and provided to the Chronicler for publication as appropriate, and that lost and found is retained and stored, as approved by Council, for a period of at least a year and a day. After such time, items shall be considered forfeited to the Shire and may be sold off as a fund-raising measure.

4. **4.4** The **Herald** is the voice of the Crown and Coronet. Duties and Responsibilities of the Herald include:

- a. Performing the office in accordance with the requirements from the Black Lion Principal Herald's office and/or the Silver Yale Herald.
- b. Ensuring that the Shire has the services of a court herald, a field herald, and a book herald as needed.
- c. Encouraging and assisting Citizens who wish to submit names or armory. This includes attempting to ensure that correct design, grammar, and/or construction is used, and providing the necessary paperwork for submitting names and armory to Principality (Silver Sparks).
- d. Other duties as appropriate to the office and as required by Their Majesties, Their Highnesses, and Their representatives.

5. **4.5 The Chancellor of the Exchequer** is the Treasurer of the Shire. Duties and responsibilities of the Exchequer include:

- a. Performing the Office of the Exchequer in accordance with directions from Kingdom and/or Principality superior(s).
- b. Providing a summary report of the Shire finances to Council, including a copy of the bank statements, at each meeting.
- c. Ensuring that there are written financial procedures for the Shire, that they meet the approval of Superior(s) and Council, and that they are followed.
- d. Lead the Financial Committee.
- e. Providing reasonable access to financial records, as requested in writing, to the Seneschal.
- f. Acknowledging donations to the Shire as appropriate.
- g. Collecting and handling properly, all event monies and receipts either personally or through a designated representative.
- h. Preparing an annual budget of non-event expenses for submission to, and approval by, Council.
- i. Overseeing Lesser Officers and/or Deputies, which include:
 - i. (i) The **Chamberlain**, who is responsible for maintaining an up-to-date inventory of the Shire's physical assets and regalia: their value, condition, maker, instructions for maintenance, any insurance required, and any other pertinent information.

Duties and Responsibilities of the Chamberlain include:

- a. Ensuring that the Shire's property is properly stored and cared for.
- b. Ensuring that the inventory of the Shire's property is available, upon written request, to the populace of the Shire so as to encourage its use.
- c. Ensuring that property of value is appropriately marked as the Property of

Hartwood.

- d. Keeping up-to-date records of the locations of Shire property, including items in storage, items stored with officers, and items currently checked out.
- e. Reporting to the Council and the Exchequer items that need to be replaced or repaired, and arranging for the replacement or repair of such items in consultation with the Council.
- f. Working with Event Stewards to facilitate checking out and checking in equipment needed for events.
- g. Loaning of Hartwood property, for non-SCA activities, is at the discretion of Hartwood Council.
- h. Loaning of Hartwood property, for other branches' SCA activities, is at the discretion of Hartwood Council.

6. **4.6 The Minister of Arts and Sciences (A&S)** is responsible for fostering the practice of period arts and sciences within the Shire. Duties and responsibilities of the Minister of A&S include:

- a. Performing the office of the Minister of A&S in accordance with directions from Kingdom and/or Principality superior(s).
- b. Ensuring that an A&S meeting is scheduled and open to Citizens.
- c. Assisting those with questions in the arts and sciences in finding the information or resources needed, if possible.
- d. Recommending to the Seneschal(e) those whose skills and/or work in service to the arts and sciences show them to be worthy of Shire recognition or awards.
- e. Encouraging arts and sciences competitions within the Shire.
- f. Working with and fostering communications with any arts- and/or sciences-related groups and guilds as applicable.
- g. Maintaining a list of resource people and their skills.
- h. Overseeing Lesser Officers and/or Deputies, which may include:
 - i. (i) The Dance Minister, who is responsible for the instruction and promotion of Period and SCA-compatible dancing.
 - j. (ii) The Bardic Minister, who is responsible for the instruction and promotion of Period and SCA-compatible bardic endeavours.

7. **4.7 The Master of Stables** is responsible for the conduct of SCA-legal combat within the Shire. Duties and Responsibilities of the Marshall include:

- a. Performing the Office of the Marshal in accordance with directions from Kingdom and/or Principality superior(s).

- b. Ensuring that regular fight practices are held.
- c. Ensuring that a warranted Marshal is present at all Shire martial activities.
- d. Ensuring that participants in martial activities within the Shire meet the requirements concerning equipment, training, and waivers.
- e. Overseeing Lesser Officers and/or deputies, which include:
 - i. (i) The Rapier Marshal, who has similar duties and responsibilities with respect to Rapier Combat.
 - ii. (ii) The Shire Archer, who has similar duties and responsibilities with respect to Archery.
 - iii. (iii) The Thrown Weapons Marshal, who has similar duties and responsibilities with respect to Thrown Weapons.
 - iv. (iv) The Minister of the Lists, who is responsible for ensuring that the Shire's tournament lists are conducted smoothly.

Duties and Responsibilities of the Minister of Lists include:

- a. Performing duties in accordance with directions from Kingdom, and/or Principality superior(s).
- b. Ensuring that no one fights in a Shire tournament who does not meet the eligibility requirements as specified by the SCA, the Kingdom, the Principality, the Shire and/or the Event Steward.
- c. Working with other Officials of the field to promote a safe, well organized tournament.
- v. (v) The Youth Combat Warden, who has similar duties and responsibilities with respect to youth combat.

8. **4.8 The Chronicler** is responsible for the timely editing, publication, and distribution of Shire publications. Duties and Responsibilities of the Chronicler include:

- a. Performing the Office of the Chronicler in accordance with directions from Kingdom and/or Principality superior(s).
- b. Keeping accurate minutes of all Council meetings.
- c. Arranging court recordings for all Shire events.
- d. Assisting Officials of the Shire to produce attractive printed matter in an economical and timely manner if reasonable, as requested.
- e. Ensuring that the Customary is put into a publishable form and distributed to no less than the Web Minister for publication on the Shire website.
- f. Ensuring the quarterly publication of *The Hartbeat*, Hartwood's official Newsletter (required).

- g. Overseeing the publication of *The Pulse*, a "what's happening" in Hartwood (unofficial/optional).

9. **4.9** The **Web Minister** is responsible for maintaining and updating the Shire website and Social Media accounts. Duties of the Web Minister include:

- a. Performing the Office of Web Minister in accordance with directions from Kingdom and/or Principality superior(s).
- b. Assisting Event Stewards in producing suitable event web pages
- c. Placing official electronic event copy on the Shire website
- d. Ensuring that the Customary is published on the Shire website.

10. **4.10** The **Chatelaine** is responsible for ensuring that information and assistance are available for newcomers to the Shire. Duties and Responsibilities of the Chatelaine include:

- a. Performing the office of the Chatelaine as required by directions from Kingdom and/or Principality superior(s).
- b. Ensuring that an up-to-date pamphlet and/or business cards, welcoming newcomers to the Shire, are provided at Shire activities, demonstrations, and as requested.
- c. Referring persons requesting information to Officials or persons who will assist them in areas of interest.
- d. Ensuring that a Newcomer's meeting is scheduled and open to those interested.
- e. Maintaining and disseminating information that presents a well-rounded view of the SCA.
- f. Overseeing Lesser Officers and/or deputies, which include:
 - i. The **Gold Key Officer** , who is responsible for maintaining and making available the Shire's supply of loaner/rental clothing, as requested.
 - ii. The **Demo Coordinator**, who is in charge of coordinating SCA demonstrations for the Shire.

11. **4.11** The **Scribe** is responsible for scribal activities within the Shire. Duties and Responsibilities of the Shire Scribe include:

- a. Performing the duties of the Office in accordance with the directions of Kingdom, and/or Principality superior(s).
- b. Working with Officials to ensure that ceremonial documents are produced to meet the needs of the Shire.
 - i. The only documents required of this office are the official Shire documents.
- c. Working with the Shire Herald to ensure the accuracy and maintenance of the Order of Precedence and associated scribal records.

d. Encouraging Shire scribal activities.

12.4.12 The **TUTR Minister** is responsible for TUTR activity within the Shire, under the direction of The University of Tir Righ. Duties and Responsibilities of the TUTR Minister include:

- a. Performing the duties of the Office in accordance with the directions of Kingdom, and/or Principality superior(s).
- b. Working with Officials to ensure that TUTR documents are produced and reported as needed for TUTR.
- c. Encouraging and overseeing educational activities both formal and informal.

ARTICLE 5 -- DEFENDERS

Note A: The Shire Defenders include: Armoured; Archery; Bardic; Craftsman; Researcher/Scholar; Rapier; Thrown Weapons.

Note B: All Defenders have equal standing.

1. Defenders must hold a valid SCA membership for the duration of their term.
2. Defenders hold the rights and responsibilities of Citizens as noted in their ceremonial documents of recognition, for so long as they remain Defender.
3. Defenders have the right to wear regalia appropriate to their station.
4. The general tenure of a Defender is approximately one year.
 - a. The tenure begins when the Defender is recognized during a Shire audience of the Defenders Tournament in which there was victory, and it ends during a Shire audience of the following Defenders Tournament before a successor is recognized. General tenure guidelines may be modified if circumstances dictate.
5. Further rights of Defenders include:
 - a. Sitting at the Shire High Table. (This does not apply if superseding Royalty is present and therefore controls the table. e.g. King and Queen or Prince and Princess)
 - b. Advising the Shire in matters of peace and war
6. Further responsibilities of Defenders include:
 - a. Swear an oath of Service to the Shire.
 - b. Attending Shire events whenever possible during their tenure as Defender.
 - c. Defending the Shire against all challengers.
 - d. Attending, and coordinating, the tournament to choose a successor.
 - e. If unable to attend, suggest a replacement acceptable to the Council to run the tournament.
7. Defenders must relinquish the Defendership if unable to fulfill the duties of the office; in this

case, a substitute may be assigned by the Seneschal to fulfill the duties needed for the next Defendership.

ARTICLE 6 -- OPERATING GUIDELINES

1. **6.1** The Council meeting shall be scheduled once per month as published in the Shire publications. At this time, meetings are held on the second Wednesday of the month via Zoom.
2. **6.2** Decisions are made by a consensus of the Council. If consensus is not achieved the Council will work towards a 75% agreement by a polling.
 - a. The Seneschal shall have the right to exercise veto of any consensus decision of Council should it be in violation of modern, SCA, Kingdom, or Principality laws.
 - b. During a Council meeting, if the moderator determines that the situation warrants, proceedings may be interrupted for an off-the-record discussion which shall not be recorded other than as a note in the minutes of the subject discussed and that it took place.
3. **6.3** Minutes shall be kept of Council meetings and accepted into the record at the next Council after any necessary corrections.
 - a. Minutes shall include, as applicable: date, time, and place of meeting; who is moderating; list of attendees signing in; acknowledgement of acceptance of the previous minutes and any corrections; financial report; reports of Officials; reports of committees; event reports; summaries of discussions of old and new business; records of the appointment of committees and the names of their members; record of adjournment and the time. All written reports received will be attached as part of the minutes.
 - b. Following a meeting, the Officials will review the minutes in OneNote within one week; once amendments are made, minutes are considered approved and posted in official publications no later than one week prior to the next council meeting.
4. **6.4** The Exchequer shall have up-to-date financial records available at the beginning of the Council meeting.
5. **6.5** Emergency matters (that need to be dealt within 72 hours) may be dealt with by the Seneschal and/or Deputy Seneschal to be ratified at the next regular or specially convened council meeting.
6. **6.6** Emergency Council meetings are to be held only in situations where decisions must be made prior to the next regularly scheduled Council meeting.
 - a. A quorum of Officers must be in attendance
 - b. Minutes of any Emergency Council meeting must be taken and kept with the Council meeting minutes.
 - c. An Emergency Council meeting can take place in person or through an e-conference meeting.

- d. Any actions taken must be discussed at the next scheduled Council meeting.
- e. A telephone poll shall not be considered to be a meeting of the Emergency Council.

7. **6.7** The Financial Committee shall meet every year.

8. **6.8** Items not covered by this document may be handled through Council by motion and vote.

ARTICLE 7 -- EVENT STEWARDS AND EVENTS

1. **7.1** For the Shire to sponsor an event, a written proposal must be submitted to, and approved by the financial committee and then the Council. The proposal must include:

- nature of event,
- date, time, place,
- general budget,
- names of proposed Event Steward, Contingency Deputy,
- any Consulting Event Steward, and
- full and complete contact information for all.
- Seneschal, and Exchequer are precluded from applying for the positions of Event Steward for Shire Events due to inherent duties already assumed for any Event.
- Event Steward and Contingency Deputy shall not be from the same house.
- Event Stewards shall have a Contingency Deputy who shall be kept fully informed of the details of the event. Event Stewards may appoint additional deputies as needed for the running of an event.
- If a person approved as an Event Steward has insufficient experience in running events or is new to the area, a Consulting Event Steward may be required by the Council. Note: The Council has the right to require an Event Steward to have a Consulting Event Steward for an event. The Council may not require an Event Steward to use a specific Consulting Event Steward, but it may require the Event Steward to choose a different Consulting Event Steward more acceptable to the Council.

2. **7.2** Event Stewards or their Contingency Deputy are required to attend the Council meetings, as applicable, prior to the event for which the Event Steward has responsibility. Brief reports shall be presented monthly from the time of acceptance of the proposal until event closure.

- Event Stewards are to work with Shire Officials to ensure that event-related duties are fulfilled.
- As applicable, Officials who have duties at upcoming events are required to attend the last two Council meetings prior to that event. If the Official cannot attend, an informed deputy may be delegated to attend the meetings instead.
- Event Stewards are to ensure that any event-related needs are fulfilled, including:

- i. (i) Maintaining a paid membership until the event is officially closed and the final paperwork submitted.
- ii. (ii) Creating copy for publication which includes directions and all pertinent contact information for the Event Steward and any other necessary assistants, so that anyone is able to contact the event staff should they have special needs or questions.
- iii. (iii) Having the Seneschal or Chatelaine approve all marketing publications related to the event prior to dissemination.
- iv. (iv) Getting event copy to Principality Calendar, and appropriate publications after it has been approved by the Seneschal. Event copy must be submitted to the Web Minister for publication.
- v. (v) Posting any necessary signs for visual assistance to the site.
- vi. (vi) Ensuring gate staff have sufficient numbers of the appropriate waivers and sign-in sheets.
- vii. (vii) Officials and Event Stewards shall give a closing report on an event at the Council meeting immediately following the event, barring circumstances beyond their control. If this Council meeting is the week after the event, the Event Steward may, instead, first file a preliminary report at the Council meeting immediately following the event, provide the monies and a draft financial report to the Exchequer, submit sign-in sheets and waivers to the Seneschal, and then present the closing report at the next Council meeting.

3. **7.3** An event will not be considered closed until:

- Gate sheets and waivers are submitted to the Seneschal or Exchequer.
- A financial report has been submitted to the Exchequer (within 14 days).
- All Shire equipment (regardless of where it is stored) has been returned to the satisfaction of the Chamberlain and the Seneschal. Return items clean, dry, and in a timely fashion. Report any damage or loss.

4. **7.4** Alcohol

- As per SCA laws, Alcohol cannot be purchased by a branch, with the exception for use during cooking. This includes for the use at a bar, tavern, or as a prize, etc.
- Alcohol cannot be given as a prize.

ARTICLE 8 -- TOKENS, ORDERS, AND RECOGNITIONS

1. **8.1** The Tokens, Orders, and Recognitions of the Shire

- a. Stag Tag

Combat Arts: Armoured, Rapier, Cut & Thrust, Combat Archery, Combat Thrown Weapons, Jousting

Recognition of an individual who, while residing in Hartwood, has fought in the Combat Arts with their own kit under Hartwood's banner. This specifically means one who has participated in a group war event, or fought while Defender of Hartwood. This token is not one that requires recommendation, but rather it is earned.

b. Golden Fawn

Recognition of a youth (12 years old to 16) who, while residing in Hartwood, has fought in the Combat Arts with their own kit under Hartwood's banner. This token is not one that requires recommendation, but rather it is earned.

c. Silver Fawn

Recognition of a youth (11 years old and younger) who, while residing in Hartwood, has fought in the Combat Arts with their own kit under Hartwood's banner. This token is not one that requires recommendation, but rather is earned.

d. Raven Tag

Target and Equestrian Arts: Target Archery, Thrown Weapons, Equestrian

Recognition of an individual who, while residing in Hartwood, has competed in the Target or Equestrian arts with their own kit under Hartwood's banner. This specifically means one who has participated in a group war event, or competed while Defender of Hartwood. This token is not one that requires recommendation, but rather it is earned.

e. Golden Crow Tag

Recognition of a youth (12 years old to 16) who, while residing in Hartwood, has competed in the Target or Equestrian Arts with their own kit under Hartwood's banner. This token is not one that requires recommendation, but rather it is earned.

f. Silver Blackbird Tag

Recognition of a youth (11 years old and younger) who, while residing in Hartwood, has competed in the Target or Equestrian Arts with their own kit under Hartwood's banner. This token is not one that requires recommendation, but rather is earned.

g. Swan Tag

Recognition of a person's active participation in Arts & Sciences such as, but not limited to: competitions, demos, teaching, largesse. This token requires the populace to take note of their fellows' achievements and write a recommendation to the Seneschal.

h. Golden Cygnet

Recognition of a youth (12 years old to 16) in active participation in Arts & Sciences such as, but not limited to: competitions, demos, teaching, largesse. This token requires the populace to take note of their fellows' achievements and write a recommendation to

the Seneschal.

i. Silver Cygnet

Recognition of a youth (11 years old and younger) in active participation in Arts & Sciences such as, but not limited to: competitions, demos, teaching, largesse. This token requires the populace to take note of their fellows' achievements and write a recommendation to the Seneschal.

j. Sable Hound

Recognition of excellence in service by an individual to the Shire of Hartwood. This token requires a written recommendation to the Seneschal.

k. Golden Kit

Recognition of excellence in service by a youth (12 years old to 16) to the Shire of Hartwood. This token requires a written recommendation to the Seneschal.

l. Silver Kit

Recognition of excellence in service by a youth (11 years old and younger) to the Shire of Hartwood. This token requires a written recommendation to the Seneschal.

m. The Lure

Recognition of excellence in demos, assisting newcomers, inspiring activity and presenting our society in the best possible light. This token requires a written recommendation to the Seneschal.

n. Stag's Heart of Hartwood

Recognition of a person who has continuously provided direct service to Hartwood for a minimum of 10 years. This is at the Seneschal's discretion, and is not intended to be awarded annually.

o. Stag's Mark

Recognition of a person living outside the Shire who has been of great benefit to Hartwood. This token requires a written recommendation to the Seneschal.

p. Honorary Citizen of Hartwood

Recognition of a person living outside the Shire who has continuously provided direct service to Hartwood for a minimum of 10 years. Given at the discretion of the Seneschal in consultation with Shire Council.

2. **8.2** Traditionally, the Seneschal consults with the members of the Polling Orders, as appropriate, prior to inducting any person into that Shire Order. The Polling Order of the Shire is:

a. Exemplar

Embodying the spirit and virtues that our Society holds dear: courtesy, honour, kindness, and generosity. An honour held for one year only, it is then passed from the existing

Exemplar onto the next.

3. **8.3** Presentation of Tokens, Recognitions, or induction into Orders shall be reported as soon as possible after the presentation by the Branch Herald to the Dexter Gauntlet.

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History of document: Built on the first by Aline de Seez, John Macandrew, Elphin o Flaitbheartaigh, and Halima al-Rakkasa in 2020. This version 2023-01-01 by Elphin o Flaitbheartaigh, Halima al-Rakkasa, Letitia Cecily Talbott. Approved on March 22, 2023, by Tir Righ Seneschal Kheron Azov.