



Barony of Highland Foorde Charter

Being the desire of the Populace of the Barony of Highland Foorde to codify our traditions, our territorial boundaries and requirements of office, we do hereby ordain and establish this charter, subject to the approval of the Seneschal of the Kingdom of Atlantia and at the Pleasure of Their Majesties.

THE POPULACE

1. The Populace of Highland Foorde shall be defined as those who participate in the activities of the Barony of Highland Foorde. Any member of the Populace may bear the badge of the Barony on a shield, banner and garment or in other appropriate fashion.
2. A paid member of Highland Foorde is any person who maintains an active, paid SCA membership.

BASIS OF POLICY

1. The Barony and its officers shall adhere to local, state and federal laws, as well as Corpora and the Kingdom Laws of Atlantia, which supersede Baronial policy in all things.
2. In the event of conflict regarding any definition, rule, policy, ect., the Barony shall default to the definition as laid out in SCA Corpora, Kingdom Law, and/or Kingdom Policy, respectively.

TERRITORY

1. The territory of Highland Foorde shall be defined approximately as those lands within the boundaries of our counties belonging to the modern state known as Maryland. These four counties are Frederick, Washington, Garret and Allegheny. A list of the specific postal zip codes, which are included in the Barony, may be found in Appendix B

THE BARONIAL CORONET

1. The Baronial Coronet shall be defined as the territorial Baronage appointed by the Crown of Atlantia.
 - a. Whether one serves as a Baron or a Baroness is a decision made by those who serve in that role.
2. The Barony shall comply with all Kingdom Law, Kingdom Policy and Corpora in regards to requirements and regulations regarding the Baronial Coronet.
3. The Baronial Coronet is the ceremonial head of the Barony, and may at their pleasure, reward members of the Populace with any of the Baronial Awards, select Baronial Champions and Notables.
4. They will make every reasonable attempt to attend Baronial Meetings, Curia, Unevent, and Coronation to swear fealty to the Crown.
5. They are entrusted by the Barony with the ability to entreaty with other groups to form alliances during times of war.
6. Candidacy for Baronage

- a. Candidates may be self-nominated or nominated by another Person.
 - i. All nominations must be made at a Baronial Business Meeting designated for that purpose.
 - ii. Candidates may choose to submit themselves in pairs or individuals for consideration.
 - iii. If a potential candidate is not present at the meeting where they are nominated, the Seneschal shall inform them of their Nomination.
 - iv. If the candidates choose to accept their nomination, it must be done so in writing, to the Seneschal, by the next Baronial business meeting.
 - b. Both persons nominated to serve together must agree to do so.
 - c. All candidates must agree in writing to the provisions within the Charter for term of office and selection of successors, and must pledge to maintain them.
 - d. Polling shall be conducted in accordance with Atlantian Kingdom law and SCA, Kingdom and Baronial Seneschal policy:
 - i. The Branch Seneschal shall provide a list of candidates to the Crown (or their Heirs), for approval.
 - ii. Once approval is received from the Crown (or Heirs), and the Kingdom Seneschal, the Branch Seneschal shall provide a polling to each paid member residing within the geographic boundaries of the Barony as determined by the zip codes listed in the Atlantian database
 - iii. Pollings will be conducted in accordance with the detailed process and procedure as defined in Kingdom Seneschal Policy.
 - e. The Barony shall request that the Crown determine their choice as the new Baronage within a month after the polling deadline and that the choice be communicated to the Highland Foorde Seneschal in order to facilitate an orderly transition.
2. If, in a paired Baronial Coronet, half of a Baronial Coronet cannot fulfill a term, the other individual may elect either to serve the remainder of the term alone or to resign. If a sole Baronial head or both members of the Coronet cannot fulfill a term, a Regent shall be recommended to the Crown by the outgoing Baronage with the consensus of the Barony.
 - a. The Regent shall serve until a polling can be completed and new Baron(s) and/or Baroness(es) are invested.
 - b. Time spent as Regent shall not affect eligibility to serve term(s) as part of the baronage.

MEETINGS OF THE POPULACE

1. The Seneschal or duly appointed representative shall make all reasonable attempts to convene a meeting of the Baronial Populace at least once a month.
2. The purpose of this meeting is to conduct routine business, and to monitor progress of key projects and activities. The site shall be determined in advance, and announced in the newsletter and via email. This announcement is ideally

made at the previous meeting, and again once more a week ahead of the meeting.

3. In order for a business meeting to have a quorum, it must be attended by at least five (5) Members, two of whom are current Officers. If the Seneschal is unable to attend a business meeting, they may designate a Deputy or Officer as proxy.
4. The Populace is welcome, and encouraged to attend all Baronial Meetings. They may enter freely into all discussions of any matters brought before the meeting.

PUBLICATION

1. For the purposes of these policies, publication will be defined as dissemination in the Baronial Newsletter or a Baronial Newsletter Addendum. The documents will be made publicly available via the Baronial Website and other methods as defined by the Kingdom Chronicler's Office. Publication must be communicated by at least one official method.

VOTING PROCEDURES

1. This policy applies to the voting process conducted within the Barony of Highland Foorde in order to make internal governing decisions.
2. All votes will be conducted at Baronial Business meetings. No proxy votes will be taken. All motions must be made by one member, and seconded by another member. Motions must comply with Mundane, Society, Baronial, and Kingdom law and policy. The Seneschal will not sponsor any motions except those that apply directly to Seneschal's office. Votes will be conducted by hand vote, unless the issue is of a sensitive nature in which case, votes will be conducted by ballot. Electronic voting visible to all members at the meeting will constitute a hand vote.
3. No person may be voted into office without being present in the meeting unless they have acquiesced previously and explicitly to being voted into the role. This permission must be written.
4. Any member of the Populace of the Barony, regardless of SCA membership status, can participate in a vote at the Business meetings.
5. Reasonable attempts shall be made to publish the agenda for the Business Meeting in advance so that members may comment or add to it, and make the best attempt to attend the meeting.
6. All motions that affect long term Baronial policy or Baronial resources may be tabled, upon request, until the following Baronial Business meeting to allow for discussion among Barony members. Otherwise, motions will be voted upon when they are presented in regular business meetings.
7. Positions such as Event Stewards and Officer positions will allow for a one-month period to ask for candidates before a vote is cast at the following Baronial Business meeting.
8. Issues involving expenditures of approximately 10% of Baronial Funds or in excess of \$250 should be well-discussed, and may be tabled until a subsequent meeting to allow for adequate feedback from the Barony.
9. If emergency meetings are needed to decide issues, they can be called by the Seneschal by informing as many members of the Populace as possible. Meetings of this type will be announced via e-mail to the official Baronial email group list. Votes may be conducted under these circumstances.

10. It will be the responsibility of the Seneschal and the other Baronial Officers to indicate any motions that are in violation of Modern, SCA, Kingdom or existing Baronial law or policy.
11. It will be the Herald's responsibility to count and report the results of the vote to the group.
12. It will be the Chronicler's responsibility to document in the Baronial newsletter all proposed votes in a one-month review and state the voting results.
13. It will be the responsibility of the Webminister to keep an accurate Baronial e-mail distribution list for the agenda distribution and meeting notifications. Signup for this group will be made publicly available on the Baronial website at all times.
14. If a vote is later found to be against Mundane, SCA or Kingdom law or policy, it will be recalled.
15. Waivers to Baronial policy may be done in two ways:
 1. Any part of this policy may be waived under special or extreme circumstances by unanimous approval of the Coronet, Baronial Seneschal, and a third Baronial officer chosen by agreement between the Baronial Coronet and Baronial Seneschal, with a full accounting to be given at the next regularly scheduled Baronial meeting.
 2. Any part of this policy may be waived by approval by 2/3 of voting members present at a Baronial meeting

OFFICERS

1. The Barony shall maintain a complete slate of Baronial Officers as required by Corpora, Kingdom Law and Kingdom Policy.
 - a. If a volunteer desires a Baronial Office, they're strongly encouraged to be a deputy to that office first, in order to better understand their position.
 - b. Any Member of the Barony may be nominated or self-nominate.
 - c. If there are no nominees for any open Office, other than the Required Offices, or if no individual is elected to fill the open Office(s), the Office shall remain unfilled. The Seneschal may, in his or her discretion, elect to leave the Office unfilled and/or call for additional nominees at a later date.
 - d. An Officer is discouraged from holding more than two positions including Society, Kingdom, and Baronial level positions, at least one of which should be a Deputy position (see below) if held by an Officer.
2. A brief description of the Officer positions (collectively the "Offices" or individually each "Office") follows:
 - a. Seneschal – Acts as administrative head of the Barony
 - b. Exchequer – Supervises Baronial financial matters
 - c. Herald – Supervises heraldic activities
 - d. Knight Marshal – Supervises martial activities
 - e. Archery Marshal – Supervises archery activities

- f. Chronicler – Records business meetings and produces the Baronial newsletter, if any
 - g. Chatelaine – Organizes recruiting and newcomer activities
 - h. Minister of Arts and Sciences – Organizes arts and sciences activities
 - i. Webminister – Maintains the Barony’s websites, including separate event websites that may exist, the Barony’s group email list, email accounts, related Drives, and shared Google Workspace..
3. The Seneschal or Baronial Coronet may also create any number of other official Baronial offices as is consistent with Kingdom Law, SCA Policy and the will of the populace. Any position created must further the functions of the Barony as laid out in this charter. The following Officer positions are recommended:
- a. Social Media Officer - Acts as deputy Seneschal and manages the Barony Of Highland Foorde’s social media, e.g. Facebook, Instagram, TikTok, Discord, etc., in accordance with this document, the Baronial Financial Policy, Atlantean Law, and Corpora.
 - b. Quartermaster - Acts as deputy Exchequer and manages Baronial property in accordance with this document, the Baronial Financial Policy, Atlantean Law, and Corpora. The Quartermaster will perform a complete inventory of Baronial property within 90 days of taking office, or of the anniversary of the most recent previous inventory, whichever is soonest.
 - c. Youth Officer-To facilitate the participation and education of youth in the SCA and history within the SCA period.
4. All Officers with a Kingdom superior are responsible to their superior for all functions of their office as directed by Corpora, Kingdom Law and Kingdom Policy. This includes obtaining and maintaining their Warrant of Office if required, and training, maintaining and warranting suitable deputies.
5. Officers within the Barony are elected via a vote from the Populace, following the procedures outlined earlier in this document.
- a. Any individual seeking an Office for which the Society mandates certification and/or the completion of certain educational requirements must meet said certification and/or educational requirements before such time as the vote for such Office shall take place.
 - i. This requirement is considered null for a provision to become an officer, if an officer position requires a vote before certain actions can be taken by Kingdom, such as a background check.
 - b. If members of the populace object to a potential, ascending, or sitting Baronial officer, they may follow the below procedure.
 - i. Objections should be submitted to the Seneschal and Baronage as soon as possible. If one or more of these parties would hold a conflict of interest in receiving these reports (such as a close or

- familial relationship, stating verbal intentions to disregard reporting procedures, or or have been a party to events that caused the objection), this objection. may be sent to another Baronial Officer, who will submit it to the Kingdom Seneschal.
- ii. Any request for anonymity will be respected by a Baronial Officer. Baronial Officers will not disclose the objector unless given permission. Baronial Officers are encouraged to get this permission in writing.
 - iii. Objections should be limited to items that would disqualify the candidate from the office according to Governing Documents. If the objection is relating to an item that is likely to result in punishment, removal, or the R&D of the individual, the objection will be submitted by the receiving officer to the Local Seneschal or their deputy.
 - iv. At no time, will the identity of an objecting individual be exposed without their consent. Reports do not require a name to be submitted to Business Meetings or higher offices.
 - v. Reports that are found to have been unsubstantiated or false shall not be held against the officer(s) or objector(s)/reporting individual(s) in this or future proceedings.
- c. If any candidate for office is found to be unqualified for the office, they shall be removed from consideration
 - d. If any sitting Officer is found to be unqualified for their office after elected, they shall be removed from office as described below under OFFICER REMOVAL.
6. All officers shall maintain their office in compliance with and perform such duties required of them as noted in the appropriate Governing Documents.
 7. All officers, deputies or proxies are expected to attend the monthly meetings and be prepared to render a brief report of activities and important developments in their offices that affect the operations of the Barony. Officers who cannot attend the meeting must notify the Seneschal at least 24 hours in advance and submit an electronic report.
 - a. Exception: In the event of an emergency, the officer will notify the Seneschal via telephone as soon as possible. If telephonic notification isn't possible, an email or instant message will be sufficient.
 8. All Officers shall keep all documents and files related to or used in the performance of their office in the appointed folder(s) in the Barony's shared Google Workspace.

9. All baronial officers shall provide the Seneschal with a courtesy copy of all official reports to the Kingdom and keep both the Seneschal and the Baron(s)/Baroness abreast of any important issues affecting the barony.
10. All officers shall provide their membership number and expiration date to the Seneschal for reporting purposes.
11. The expiration of a warrant shall be made part of that officer's monthly report to the Barony no less than two months prior the expiration.
 - a. In the officer's same report, the officer shall make known whether they intend to renew the warrant. A one-month grace period will be given between expiration and renewal, after which said Officer will be considered to have resigned.
12. Moving outside the boundaries of the Barony will not require resignation so long as the Officer can continue to actively fulfill the duties of his or her Office. Any disputes or questions as regards this qualification shall be resolved by the Seneschal.

DEPUTIES

1. All officers are encouraged to maintain and train at least one deputy.
2. All Deputies must maintain membership in the Society for the duration of their term. A one-month grace period will be given between expiration and renewal, after which said Deputy will be considered to have resigned.
3. Emergency deputies for required officers shall be sought after immediately upon accession to the office.
4. Unless otherwise stated, all emergency deputies shall be considered as intending to succeed the lead officer. Any objections to the emergency deputy should be made to the Baronial Coronet and Seneschal as early as possible.
5. Deputies shall maintain the training and qualifications necessary to perform all the duties of the office.
6. All deputies are encouraged to attend business meetings.
7. There are no term limits for deputies except for any stipulated by Governing documents, such as Corpora or Kingdom Law.
8. Officers shall maintain open lines of communication with their deputies in order to train and make efficient the transition of the office.

OFFICER REMOVAL

1. Any Baronial Officer may be removed in accordance with the policies laid out in the Sanctions Manual, Corpora, or Atlantean Law.
2. Removing Officers at the Baronial Level
 - a. Any Officer found not to be in compliance with Governing Documents may be recommended to their respective Kingdom Officer for removal from office.

- b. Unless the offense requires immediate removal, the Seneschal shall attempt to warn the offending officer prior to the initiation of any disciplinary measures.
- c. If the offending officer continues not to be in compliance, the Seneschal and the Baronage shall recommend removal of warrant to the appropriate Kingdom level officer.
- d. To remove an Officer, the Seneschal shall call a meeting attended by all Officers, excepting that an Officer (other than the Officer at issue) may send a Deputy as a proxy, if needed. Both the Officer at issue and the Seneschal must be present at this meeting. The Officer at issue will be given a chance to defend his or her actions, after which the Officers (and any Deputies sent as proxies) will vote on the Officer's removal. Removal of an Officer requires a 2/3rd vote of all then-current Officers (including proxies), but excluding the Officer at issue.
 - i. If a conflict of interest exists that may unduly influence the decision of an Officer in a vote to remove another Officer, the influenced Officer shall either abstain from the vote, in which case that vote shall not count towards the total number of votes, or the Officer may ask his or her Deputy to serve as a proxy so long as the Deputy does not also have an conflict of interest. By way of example, a conflict of interest could include such things as a marital or other romantic relationship or a long history of animosity.
 - ii. If the officer in question refuses to attend a meeting, the offending officer may be removed during the next Monthly Business Meeting after the date of the meeting has passed using the same voting procedures
- e. If the Officer to be removed is the Baronial Seneschal, the Baronial Coronet utilize the above procedures, with a member of the Baronial Coronet serving in the Seneschal's place.

OFFICE TRANSITION

1. Any resigning Officer or Deputy is expected to either complete outstanding duties or brief a selected replacement of all important factors. Any resigning Officer shall also arrange to transfer all documents, papers, or other tangible property of the Office to the Seneschal or the Officer's replacement.
2. All documents (including official correspondence) and regalia accruing to any office are the property of that office and must be transferred in their entirety to their successor or the Baronial Seneschal within fourteen (14) days of any change of office.
3. Private property used in the conduct of the office, remains the private property of the individual.

4. If the outgoing officer is transferring the office property to the successor, the successor will notify the Baronial Seneschal to verify that the transfer has occurred.
5. Event Stewards are considered Deputies of the Seneschal, and as such, are subject to these requirements.

CHARTER REVIEW AND AMENDMENTS REVIEW

1. Review Process
 - a. This policy will be reviewed at least annually.
 - b. On the Baronial Business Meeting closest to, but not past the annual review date of the Baronial Charter Review, the Seneschal shall place Charter Review on the New Business section of the Meeting Agenda. This is to encourage discussion and put forth potential changes.
 - c. The Webmaster or Seneschal, as applicable, are encouraged to add the next Review to the calendar following the immediate review.
 - d. The Seneschal is encouraged to make this an ongoing process
2. Amendment Process
 - a. Any member of the Highland Foorde populace may submit an amendment.
 - b. Submission must be done at a Highland Foorde Business Meeting. If it is not possible for the proposing party to attend, they may petition a Baronial Officer to submit it in their stead. No Baronial Officer is required to submit an amendment on behalf of a member of the Barony.
 - c. If the consensus of the meeting is that the proposed amendment is a good idea, a meeting shall be selected at which to conduct a vote. Ideally, this will be the business meeting following satisfaction of the below requirement. This is to maximize participation.
 - d. The proposed amendment shall be published in two issues of the newsletter before the meeting designated for the vote.
 - e. Baronial amendment requires approval by 60% of those voting, it shall take effect upon publication in the next issue of the newsletter. A member unable to attend may send a written opinion to the meeting to be counted in the vote.

EVENTS AND ACTIVITIES

1. Sponsored Events
 - a. Any SCA, Inc. approved entity may sponsor Baronial events and activities in accordance with this Charter and Baronial Financial Policy.
 - b. Official Baronial Activities are defined as any activity sponsored by the Barony that is not published in the Kingdom Newsletter.
 - c. Event Stewards of Baronial Events and Activities are acting as deputies of the Seneschal or any office responsible for the activity.
 - d. Event Stewards shall fill out an Event Steward Deputy Form within thirty (30) days of approval of the event, making them deputies of the Seneschal's office for the term of the event.

- e. Activity Stewards shall fill out an Activity Steward Deputy Form, making them deputies of the office most related to the activity, i.e., demos through the chatelaine's office, fighter practice through the marshal's office, etc.
 - f. These forms shall be signed by the officer supporting the event or activity, filed with the Baronial Seneschal, and submitted to the Exchequer (event) or appropriate officer (Activity).
2. Un-sponsored Activities
- a. Un-sponsored local activities relating to the SCA may not be published in any formal method of communication, announced at a meeting, or placed on the Baronial Calendar. They may, however, be discussed with the understanding that they are un-sponsored.
 - b. Un-sponsored local activities cannot use Baronial funds, inventory, or regalia.
 - c. Un-sponsored local activities may not use the terms "Barony of Highland Foorde" or "Baronial" in the title of the activity or in any advertisement regarding the activity, including but not limited to, printed or electronic media.
 - d. Un-sponsored local activities may not use Baronial Arms in any advertisement regarding the activity, including, but not limited to, printed or electronic media.
 - e. The Barony, at its discretion, may choose to sponsor an un-sponsored activity that has previously been announced.

BARONIAL EQUIPMENT

1. Baronial Property may only be borrowed for uses which are in line with the purposes of the SCA. The Seneschal, Exchequer and Quartermaster (if the office is filled) must all give their approval for any such request.
2. Anyone wishing to borrow Baronial Property must contact the Quartermaster or Seneschal at least 10 days in advance so arrangements can be made for acquisition of the item. The Quartermaster or Seneschal must be contacted via the official email address as listed on the Baronial Website and/or Newsletter. No other means of contact will allow an individual to borrow property from the Barony.
3. Any individual borrowing Baronial property must sign for all items borrowed and assumes the responsibility for the condition and safe return of those items to the Quartermaster or Seneschal.
4. Normally, all Baronial property borrowed must be returned within 14 days of its intended use. Exceptions for this, such as for items that will be used frequently for official uses, may be made per the exception to policy rule listed below in this document.

5. Any borrowed Baronial property lost or damaged due to misuse will be replaced by the borrower and at their cost, within a negotiated time frame set by the Financial Committee.
6. At their discretion, the Seneschal, Exchequer or Quartermaster may specify conditions of use, such as having a trusted contact person in charge of set up and tear down of equipment.

AWARDS

1. The Barony of Highland Foorde has devised several awards to recognize the efforts of the Populace. These awards may be given at the pleasure of the Baron(s) and / or Baroness(es). All members of the Populace are encouraged to recommend to the Coronets those worthy individuals who are deserving of such recognition. The awards are listed below.
 - a. Order of the Hart - Given to recognize outstanding service and dedication by residents of the Barony of Highland Foorde over a long period of time and with the promise of continuing service in the future.
 - b. Order of the Lark - Given to those residents within the Barony of Highland Foorde who have distinguished themselves by their long-term efforts in Arts & Sciences. This includes the teaching of that art in the Barony and / or its use on the Barony's behalf.
 - c. Order of the Golden Hawk - Given to recognize superior performance and dedication in the Arts of War by residents of the Barony of Highland Foorde. The Arts of War include heavy weapons, rapier or archery as well as any new forms, which may be approved by the Kingdom of Atlantia.
 - d. The Baronial Award of Excellence - Recognizes outstanding achievement in any particular area of endeavor by the Populace. The award is given at the pleasure of the Coronets and may be received more than once.
 - e. Order of the Quoyne - Created to honor not only Lord Adam of Erin's lifelong service but also to recognize Baronial members who give above and beyond the call of duty over a long period of time.
 - f. Companion of the Star of Highland Foorde - This award exists to recognize outstanding accomplishments by the youth of Highland Foorde in any realm of activity. The award may be received more than once and is limited to those under the age of 18.
 - g. Order of Peak Foorde - This order is to recognize all those who serve as a Champion of Highland Foorde in any discipline, and shall be granted to all future champions in due turn, if they are not already members.
 - h. Order of the Marotte - Given to those who enliven the Barony.
 - i. Order of the Harp and Foorde- Given by the Baronage to those who exemplify courtesy. Formerly called Award of the Harp.

-
2. New awards may be added to this charter via the normal process for amendment.

This Page Intentionally Left Blank

APPENDIX A: OFFICERS SIGNED AGREEMENT

3. This charter is hereby accepted by the undersigned Officers of the Barony of Highland Foorde, this _ day of _, Anno Societatis _____, being the year 1999 of the Gregorian calendar.

a. King of Atlantia

(Name)

b. Queen Of Atlantia

(Name)

c. Baronal Coronet

(Name)

d. Baronal Coronet

(Name)

e. Chatelaine

(Name)

f. Exchequer

(Name)

g. Quartermaster

(Name)

h. Knights Marshal

(Name)

i. Herald

(Name)

j. Minister of Arts and Sciences

(Name)

k. Chronicler

(Name)

l. Web Minister

(Name)

m. Youth Officer

(Name)

n. Minister of Lists

(Name)

o. Seneschal

(Name)

APPENDIX B: BARONIAL ZIP CODE LIST

21501 21502 21503 21504 21506 21507 21508 21509 21510 21511 21512
21513 21514 21515 21516 21517 21518 21519 21520 21521 21522 21523
21524 21525 21526 21527 21528 21529 21530 21531 21532 21533 21534
21535 21536 21537 21538 21539 21540 21541 21542 21543 21544 21558
21572 21586 21701 21715 21729 21743 21757 21771 21785 21799 21545
21546 21547 21548 21549 21550 21551 21552 21553 21554 21555 21556
21557 21559 21560 21561 21562 21563 21564 21565 21566 21567 21568
21569 21570 21571 21573 21574 21575 21576 21577 21578 21579 21580
21581 21582 21583 21584 21585 21587 21588 21589 21590 21591 21592
21593 21594 21595 21596 21597 21598 21599 21702 21703 21704 21705
21706 21707 21708 21709 21710 21711 21712 21713 21714 21716 21717
21718 21719 21720 21721 21722 21723 21724 21725 21726 21727 21728
21730 21731 21732 21733 21734 21735 21736 21737 21738 21739 21740
21741 21742 21744 21745 21746 21747 21748 21749 21750 21751 21752
21753 21754 21755 21756 21758 21759 21760 21761 21762 21763 21764
21765 21766 21767 21768 21769 21770 21772 21773 21774 21775 21776
21777 21778 21779 21780 21781 21782 21783 21784 21786 21787 21788
21789 21792 21791 21792 21793 21794 21795 21796 21797 21798