

Barony of Buckland Cross Bylaws

Approved August 2021

Ratified

The Barony of Buckland Cross hereby establishes the following Bylaws for their internal governance. These Bylaws replace any previously adopted by the Barony.

I. Definitions

- A. The Barony of Buckland Cross is a territorial subdivision of the Society for Creative Anachronism, Inc. (SCA), an educational nonprofit corporation. The Barony is a branch of the SCA Laurel Kingdom of the East.
- B. The territory of the Barony of the Barony of Buckland Cross is defined by a list of U.S. Postal Service Zip Codes maintained by the Postal Legatus.
- C. Society and Kingdom Law includes:
 - 1. the laws and policies of the SCA; and
 - 2. the laws and policies of the Laurel Kingdom of the East.
- D. Higher Law includes:
 - 1. the laws of the United States of America, the Commonwealth of Pennsylvania, and the counties and townships and other governmental jurisdictions within the Barony of Buckland Cross;
- E. Society and Kingdom Law always supersedes these Bylaws in regards to our organization wherever these Bylaws are silent or present a conflict. Higher Law supersedes Society and Kingdom laws.
- F. The Populace of the Barony includes any paid SCA member and any other participant in the activities of the SCA who reside within the Barony of Buckland Cross.
- G. The Voting Members are those members of the Populace who are paid members of the SCA and at least fourteen (14) years of age. Baronial Officers are Voting Members, regardless of residency. Voting Members have the privilege of voting on Baronial Business.
- H. The term Published means that an item of information is made available for inspection by the Populace through the official Buckland Cross Website or discussion list. The term Announced means that an item of information is made available at a meeting or through social media channels.
- I. The term Archived means that at least the most recent version of an item of information is made available for inspection by the Populace by remaining

viewable through the official Buckland Cross Website.

II. Events & Activities

- A. An Event is a single occasion officially sponsored by the Barony. To be recognized as a Baronial Event, the occasion must:
1. Have a budget approved by a quorum of the Baronial Officers, at a minimum;
 2. be approved by a simple majority in a vote at a Barony Meeting, with such approval including a) the appointment of a Steward, who serves as a Temporary Officer of the Barony until all dealings relating to the Event are concluded, and b) the approval of the Steward's budget and general plans for the Event (in addition to approval by the Exchequer);
 3. be generally open to attendance by the public, subject to any applicable site fee, waiver, age or other reasonable conditions, such as limitations at equestrian events or for participation in marshaled activities;
 4. be Published and Announced at a minimum in the Pikestaff, in the EK Calendar and on the official Baronial website and FB page at the discretion of the Baronial Seneschal, and
 5. conform to all requirements of Higher Law, Society Law and Kingdom Law, e.g., those for health and safety requirements, the protection of minors, the oversight of martial sports by one or more warranted marshals, and the reasonable attempt by all attendees to wear pre-17th century clothing.
- B. An Activity is either a singular or ongoing/recurring series of meetings/lectures/workshops officially sponsored by the Barony. To be recognized as a Baronial activity, the meetings must:
1. be generally open to attendance by the Populace at a minimum, subject to any applicable site fee, waiver, age or other reasonable conditions, such as limitations at equestrian events or for participation in marshaled activities;
 2. be approved by the appropriate Baronial Officer(s);
 3. be published/announced on official baronial channels with a minimum of 14 days notice; and
 4. conform to all requirements of higher law, society law, kingdom law, e.g., those for health and safety requirements, the protection of minors, the oversight of martial sports by one or more warranted marshals.
 5. The general requirement for all attendees to make a reasonable attempt to wear pre-17th century clothing may be waived for an Activity by the Officer approving the Activity.
- C. Any SCA related Events/practices/activities that are open to the public and held within the borders of Buckland Cross by an outside SCA group, household, guild or equivalent must have prior approval to hold the event and must have all non members sign the appropriate waivers. Confirm and contract financial and insurance responsibilities.

III. Officers

- A. The Coronet refers to the entity composed of one or two persons appointed by Their Royal Majesties of the Laurel Kingdom of the East. The Coronet will be addressed as Baron or Baroness, or other linguistic equivalent.
- B. The Great Officers include:
 - 1. those required by Society and Kingdom Law for a Barony; as of January 1, 2013, the Great Officers are:
 - a) Baronial Seneschal (President, Chief Executive Officer);
 - b) Chancellor of the Exchequer (Treasurer, Chief Financial Officer);
 - c) Chronicler (Secretary);
 - d) Herald;
 - e) Knight Marshal;
 - f) Minister of Arts & Sciences;
 - g) Minister of the Lists;
 - h) Chatelaine;
 - i) Web Minister.
- C. Lesser Officers may include, but are not limited to:
 - 1. Marshalls of Rattan, Archery, Thrown Weapons, Rapier, Siege, Equestrian;
 - 2. coordinators of matters in an area of interest, e.g., martial activities, service, and the arts and sciences;
 - 3. Social Media Officer;
 - 4. any seneschal of a Subordinate Group.
- D. Temporary Officers may include, but are not limited to:
 - 1. anyone providing a special service to the Barony, and
 - 2. the steward of any planned or ongoing Event, and or Activity.
- E. The Baronial Officers include:
 - 1. The Great Officers, and
 - 2. the Lesser Officers.
- F. The rosters of Great Officers and Lesser Officers will be Published and Archived on the Buckland Cross Website.
- G. The Baronial Officers must be paid members in good standing for at least 1 year.
- H. The Baronial Seneschal and Baronial Exchequer must reside within the borders of the Barony. Other officers do not need to reside within the borders of the Barony.
- I. Officers of the Barony will comply with the laws of the Barony, Kingdom and Society.
- J. Per Kingdom Law Baronial Officers will abide by the guidelines spelled out in their respective handbooks.
- K. Officers are Required to:
 - 1. File reports as required by the corresponding Kingdom Officer and/or their Regional Deputy in a timely manner.
 - 2. All Local Officers required to file reports with Kingdom Officers or their Regional Deputies must notify the branch Seneschal when the report is

filed. Subordinate branches (Cantons, Ridings, Colleges, Strongholds, Ports) and incipient branches must notify the Seneschal of their parent or sponsoring branch that the required reports were timely filed.

3. Failure to file required reports within thirty days after the reporting deadline may be grounds for suspension of the branch, their ability to publish in Pikestaff, and/or replacement of the nonreporting officer.
4. All Officers of all branches within the East Kingdom shall use their officially-provided online account for all business of their office.

IV. Polling and Voting

- A. Kingdom Polling is conducted by Kingdom officers according to Society and Kingdom Law. For example, currently a Kingdom Polling is conducted to determine the opinions of the Populace prior to the appointment by the Crown of the Coronet.
- B. A Formal Vote determines the will of the Voting Members of the Barony and is conducted by the Barony.
 1. The tallying of a Formal Vote occurs at a Business Meeting.
 2. The Seneschal must approve an anonymous Ballot Form for use in each Formal Vote. The form will state the issue and available choices.
 3. The Ballot Form and Notice of the Formal Vote must be:
 - a) Published and Announced at least ten (10) days before the Formal Vote and
 - b) available on the web site for at least ten (10) days preceding the Formal Vote.
 4. Each Voting Member is allowed to cast one and only one ballot.
 5. Only ballots cast by verified Voting Members will be counted.
 6. Absentee ballots are permitted.
 7. Proxy ballots are not permitted.
- C. An Operational Vote determines the advice of those Voting Members present at a Baronial Business Meeting by a show of hands. The presiding officer may call for an Operational Vote at any time during a Baronial Business Meeting on any issue. The results of each Operational Vote will be Published.
- D. A Committee Vote determines the advice of a committee. Committees may establish any reasonable voting method, including, but not limited to, electronic communications or web surveys.
- E. Should a Vote result in a tie, the Coronet will have a single deciding Vote.

V. Term & Succession of the Coronet

- A. The Coronet serves at the pleasure of the Crown.
- B. The Coronet is one or two volunteer member(s) in good standing.
- C. The Coronet must live within the borders of the Barony.
- D. The Coronet serves an Initial Term of three (3) years.
- E. The Coronet may request to serve one and only one Extension Term as follows:

1. At least nine (9) months prior to the end of the Initial Term, the Coronet may submit a Letter of Intent to the Baronial Seneschal
 - a) stating the desire for an Extension Term and
 - b) specifying whether that Extension Term would last either one (1), two (2) years, or (3) three years.
 2. The Voting Members determine whether to grant the Extension Term by a simple majority in a Formal Vote.
- F. The Coronet may not serve more than six (6) years consecutively.
1. The Coronet may retire from office at any time by giving fair notice to the Baronial Seneschal.
- G. At least nine (9) months prior to the end of the current Coronet's ultimate term, or in the case that the Coronet becomes vacant during the term, the Baronial Seneschal will announce the vacancy and call for Letters of Intent at the next Baronial Business Meeting. The vacancy will be Published and Announced.
- H. Any persons interested in this position will submit a written Letter of Intent to the Baronial Seneschal to be read at a Baronial Business Meeting.
- I. Such Letters of Intent will be accepted from the time of the announcement of the vacancy until the end of the second Baronial Business Meeting following the announcement of the vacancy.
1. The polling of the Populace and selection of the new Coronet are controlled by Society and Kingdom Law.

VI. Term & Succession of Baronial Officers

- A. Each Baronial Officer serves at the pleasure of his or her respective Kingdom Officer and the Kingdom Seneschal as prescribed by Kingdom Law.
- B. The Baronial Officers are volunteers and may retire from office at any time by giving fair notice to the Baronial Seneschal.
- C. Baronial Officers normally serve an initial term of two (2) years.
- D. The expiration dates of the term of each Baronial Officer will be Published and Archived on the Buckland Cross website.
- E. At least two (2) months prior to the end of an officer's term, or in the case that the office becomes vacant during the term, the Baronial Seneschal will announce the vacancy at a Business Meeting and call for Letters of Intent to be due at the following Business Meeting. The vacancy will then be tabled until that following Business Meeting. The vacancy will be published in official Baronial channels and announced at meetings, on the Buckland Cross website and on social media.
- F. Any East Kingdom Subject who is reasonably qualified for a Baronial Office may offer his or her candidacy to fill a vacancy. This includes the Baronial Officer whose term is expiring, who may submit intent to renew his or her office.
- G. To be a candidate, the Voting Member must either:
 1. submit a written Letter of Intent to the Baronial Seneschal no later than the next Business Meeting after the Publication of the vacancy, or
 2. make a Statement of Intent in person at that Business Meeting.

- H. Should two (2) or more candidates submit their intent, and no amicable solution be reached among the candidates, the decision will go to a Formal Vote. The candidate who obtains the most votes becomes the officer, subject to approval and warranting by his or her respective Kingdom officer per the requirements under Kingdom Law.
- I. Should only one (1) candidate submit his or her intent, he or she can be confirmed by a simple majority in an Operational Vote, subject to approval and warranting by his or her respective Kingdom officer per the requirements under Kingdom Law.
- J. Term limits:
 - 1. Officers are elected for one two-year term, with the option of serving a second, consecutive two-year term, but not more than 4 consecutive years per sitting in office.
- K. Election schedule:
 - 1. For regular office terms, nominations will be held in October, elections in November, and terms will begin in January (every two years).
 - 2. When an office is vacated outside of the regular election schedule, nominations will occur at the first populace business meeting following the vacancy. Voting will follow the requirements for Officers as outlined previously in this section. Officer duties will begin immediately on election and approval. If needed, emergency temporary appointments by the Baronial Seneschal may take place prior to the first populace meeting in which nominations for a voted officer will be made.

VII. Duties of Baronial Officers

- A. Officers are expected to train deputies to be capable of succeeding them in their Office.
- B. Officers are expected to communicate their report for the meeting to the Baronial Seneschal if they will not be able to attend a business meeting.
- C. Officers are expected to attend Baronial Business Meetings to report to the Populace. Should any Officer fail to report, either in person or in writing, at three (3) consecutive Baronial Business Meetings, the Baronial Seneschal may
 - 1. commence a Removal Proceeding and
 - 2. act as the Mediator therein.
- D. Officers are expected to be reasonably familiar with Kingdom Law pertaining to their office, as well as these Bylaws and Baronial Policies. Officers are similarly expected to conduct the affairs of their office in a reasonably prompt and responsible manner. Any Voting Member may bring a Grievance against an Officer for failure to comply with these expectations.

VIII. Grievances

- A. Those with grievances are expected to make all reasonable efforts to resolve the issue themselves. Face to face discussion is encouraged as the first step to resolving the grievance. The preferred second step is for the person with the

grievance to ask an intermediary – not necessarily a Baronial Officer, but ideally someone respected by and comfortable with both parties – to assist the person with a grievance to approach the person against whom the grievance is held.

- B. If the grievance remains unresolved, a Grievance Proceeding should be followed before the grievance is taken out of the Barony. This procedure may not be invoked for interpersonal disputes, affairs of the heart, violations of the Rules of the Lists, or alleged violations of Higher Law, or any matter for which the modern authorities were or reasonably should have been called. Should the grievance involve a violation of the Society bullying and harassment policy, a violation of the Code of Conduct, or potentially result in more permanent repercussions at the Kingdom or Society level, it will be referred to the Kingdom Seneschal.
- C. Grievance Proceeding
 - 1. The Grievance Proceeding is administered by a Mediator. The Baronial Seneschal will serve as Mediator unless he or she is one of the parties to the grievance. In such a case, the Coronet will serve as Mediator, unless the Coronet is also a party to the grievance. If both the Baronial Seneschal and the Coronet are parties to the grievance, then the Mediator will be selected by a quorum of the Baronial Great Officers who are not parties to the grievance by a simple majority vote.
 - 2. A summary of the grievance will be submitted in writing to the Mediator. The Mediator will then conduct reasonable fact finding.
 - 3. The Mediator will attempt to mediate between the parties to find a common solution to the grievance.
 - 4. Should no resolution be satisfactory to both parties, the Mediator will then render a formal decision as arbitrator.
 - 5. In the case that one (1) or more officers is a party to the grievance and the Mediator deems necessary, the Mediator may institute a Removal Proceeding against any such officer.
 - 6. Any party to the grievance may request a review of the Mediator's decision by the Baronial Great Officers.
 - 7. A review by the Baronial Officers will be the last review of the grievance at the Baronial level.
- D. Escalation to Kingdom level will be made if no resolution is met at the Baronial level.

IX. Removal Proceeding

- A. A Removal Proceeding is a formal action by a quorum of the Baronial Great Officers undertaken to remove an officer who has failed to perform his or her duties either through action or inaction.
- B. The Removal Proceeding should not be used until the underlying grievance has been properly addressed through attempts at mediation through a Grievance Proceeding by a Mediator.
- C. To initiate the Removal Proceeding, the Mediator will inform the parties to the grievance and the Baronial Great Officers of his or her intent to seek removal of

an officer. The matter will be heard at a special meeting of the Baronial Great Officers.

- D. All reasonable efforts will be made to ensure that all parties to the grievance will be able to attend. The date, time, location, and agenda of the Baronial Great Officer's Meeting will be Published at least ten (10) days prior to the Meeting. Any interested parties may attend.
 - E. After reviewing the issue at the Baronial Great Officers Meeting, a vote must be taken of the Baronial Great Office members who are not parties to the grievance. Parties to the grievance must leave the meeting while the vote is taken. If a majority of the Baronial Great Officer members present who are not parties to the grievance agree that the Officer should be removed, then the Mediator will write the respective Kingdom Officer and request the removal of the Officer. The Officer whose performance is at issue will receive a copy of this letter.
- X. Replacement of an Unavailable Baronial Seneschal
- A. The office of Baronial Seneschal will be properly attended at all times.
 - B. If the Baronial Seneschal resigns before presiding over the voting of a successor, is delinquent in his or her duties, or is unavailable to communicate with his or her fellow officers for a period of forty-five (45) days, the deputy of the Baronial Seneschal will notify the Baronial Great Officers and the Kingdom Seneschal that the appointment of a new Baronial Seneschal is required.
 - C. If the Baronial Seneschal is either delinquent in his or her duties or unavailable to communicate with his or her fellow officers for a period of forty-five (45) days, and the deputy of the Baronial Seneschal fails to notify the Kingdom Seneschal that the appointment of a new Seneschal is required, the Coronet will notify the Kingdom Seneschal that the appointment of a new Baronial Seneschal is required upon confirming such a finding by a simple majority of the Baronial Great Officers in a Committee Vote.
 - D. In such cases, obtaining the consent of the Kingdom Seneschal, the Coronet will then act in place of the Baronial Seneschal to conduct a vote in accordance with Baronial Law to identify a new Baronial Seneschal for warranting by the Kingdom Seneschal. Such duties include:
 - 1. Accepting Letters of Intent;
 - 2. Approving a Ballot;
 - 3. Appointing Ballot Counters.
- XI. Business Meetings
- A. At least quarterly, at the discretion of the Baronial Great Officers, the Baronial Seneschal or their designee will conduct and preside over regular Business Meetings to be held in the Territory of Buckland Cross.
 - B. The time and place of such Business Meetings will be Published and Announced at least ten (10) days in advance.
 - C. All Business Meetings are open to the public.

- D. Each Business Meeting will be conducted in accordance with the principles of Robert's Rules of Order whereby each attendee will be afforded a fair chance to voice his or her opinions and concerns.
- E. A quorum consisting of a simple majority of the members of the Baronial Great Officers is required to conduct a Business Meeting. If a Great Officer is unable to attend, they may appoint their deputy to take their place at the Business Meeting by notifying the Baronial Seneschal in writing in advance of the meeting for purposes of establishing a quorum. If the Baronial Seneschal or their deputy is not available to chair proceedings, the Baronial Great Officers present will select a chair for that meeting by an Operational Vote.
- F. The Business Meeting is the proper forum for:
 - 1. final approval of events and activities sponsored by the Barony;
 - 2. final approval of expenditures;
 - 3. final approval of Baronial Policies;
 - 4. the creation or dissolution of Lesser Offices;
 - 5. establishment, alteration, or abolishment of Committees;
 - 6. announcement of office vacancies and selection of candidates to fill vacancies; and
 - 7. discussing highlights of Officer and Committee reports.
- G. The use of audio and video recording equipment at Business Meetings must be approved unanimously by everyone present. Pursuant to the laws of Pennsylvania, no one is to be recorded without his or her consent.
- H. The presiding officer may table until the next Business Meeting any subject or debate which, in his or her judgment, has taken on a personal, unchivalrous, or unproductive nature.
- I. The Knight Marshal shall serve as Sergeant at Arms. When requested by the presiding officer, the Sergeant at Arms will peacefully escort a person from the Business Meeting.

XII. Baronial Policies

- A. Whenever it is necessary for a Baronial Officer, Council, or Committee to establish or later modify a Policy or procedure at the Baronial level in addition to those policies and procedures found in Society or Kingdom Law, such policy or procedure will be:
 - 1. committed to writing by the Baronial Officer responsible for its execution or enforcement;
 - 2. Published and Announced for review by the Populace in draft form at least ten (10) days prior to a Business Meeting;
 - 3. debated and, at the option of the sponsor, amended at that Business Meeting;
 - 4. voted on for adoption, in original or amended form, through an Operational Vote at that Business Meeting;
 - 5. deemed ratified when approved by a simple majority in that Operational Vote; and

6. if ratified, will be recognized as Baronial Policy.
- B. New Baronial Policies and any changes to a Baronial Policy will be Published, Announced, and Archived.
- C. The Baronial Seneschal will maintain a Baronial Policy setting out the general order of business for Business Meetings.

XIII. Coronet Policies

- A. The Coronet will, at a minimum, maintain a Coronet Policy defining the Baronial Awards and how the recipients are determined. Such policy is at the sole discretion of the Coronet. This policy will be Archived. Any changes to this policy will be Published.

XIV. Amendments

- A. Any proposed Amendment to these Bylaws must be motioned and seconded at a first Business Meeting. The proposed Amendment will then be Published at least ten (10) days prior to a second Business Meeting, which will be the next Business Meeting. Note that majority approval is not required to move the proposed Amendment forward to be Published.
- B. The proposed Amendment will be debated at the second Business Meeting. Optionally, the language of the Amendment may be modified by its sponsor at that Business Meeting.
- C. If a simple majority in an Operational Vote at that meeting approves language for a proposed Amendment at the second Business Meeting, the approved language and a ballot form for a Formal Vote will then be Published at least ten (10) days prior to the next (third) Business Meeting. Note that majority approval is required to move the proposed Amendment forward to a Formal Vote.
- D. A Formal Vote will be tallied at the third Business Meeting. An Amendment will be deemed adopted when the language approved in the Operational Vote at the second Business Meeting is ratified by a two-thirds (2/3) majority of the valid ballots tallied in the Formal Vote.