



*The Phoenix*  
*Policy Update Addendum*

Newsletter for the Barony of the Sacred Stone  
Kingdom of Atlantia  
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**Statement of Ownership**

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**New E-List for Sacred Stone:** [Sacredstone@googlegroups.com](mailto:Sacredstone@googlegroups.com). Please go to the Baronial website and the link to join the e-list is under "About Us".

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**Purpose:**

The purpose of this Addendum to The Phoenix is to publish the proposed modifications to the General Policy and Financial Policy for the Barony of the Sacred Stone. These policies were discussed at the July 2021 Policy Review meeting, conducted electronically on 7/25/2021 and presented to the Populace in attendance for ratification at the Baronial Meeting of 15 August, 2021.

# General Policy

## 1. The Barony

1.1. For the purposes of these policies, the Barony of the Sacred Stone shall be defined by, but is not limited to, all those geographical regions specified by Corpora and Atlantian Law.

## 2. The Policies

2.1. The Barony of the Sacred Stone, as defined by Corpora, has written the following set of Baronial policies which were modified by the Populace during the 25th of July, 2021 Policy Review. They were ratified at the 15 August Baronial meeting and replace all previous versions of these policies.

2.1.1. In all cases, these Baronial policies shall be consistent with Corpora and Atlantian Law. If such conditions should arise where there may be conflict, those documents shall always supersede these policies. This set of policies shall be amended from time to time to conform to both Corpora and Atlantian Law.

2.2. The Baronial policies can be amended or altered by the Barony of the Sacred Stone at any time, provided:

2.2.1. All proposed changes to the Baronial policies shall be published at least fourteen (14) days prior to the next Baronial Meeting at which the vote will occur.

2.2.2. Proposed changes will be voted upon at the Baronial Meeting and approved changes will be published before becoming effective.

## 3. Publication

3.1. 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.

## 4. The Baronial Coronet

4.1. The Baronial Coronet shall be defined as the individual(s) appointed by the Crown of Atlantia.

4.2. The Baronial Coronets' term shall be in compliance with Atlantian Law.

4.3. The appointment of a new Baronial Coronet shall be conducted in accordance with Atlantian Law.

## 5. Baronial Meeting

5.1. A Baronial meeting is any assemblage of the populace which is called by the Baronial Coronet in order to receive advice on the administration and governance of the Barony or for the populace to vote on such issues as are required by policies.

5.2. The meeting scheduling, agenda, and chairing of said meeting is the responsibility of the Baronial Seneschal.

5.3. The date, time, and place for the Baronial meeting shall be published at least fourteen (14) days prior to its commencement.

5.4. A tentative agenda should be published at least seven (7) days prior to the scheduled meeting.

5.5. Between scheduled Baronial meetings, meetings of the Emergency Financial Committee may act in the Barony's best interests. Such actions will be reported at the next regularly scheduled Baronial meeting. The Emergency Financial Committee is defined in the Baronial Financial Policy.

5.6. When a vote is required, members of the Barony are defined as paid SCA members who reside or participate within the geographical boundaries of the Barony. All votes conducted shall be simple majority.

## 6. Baronial Officers

6.1. Duties of the offices of the Barony of the Sacred Stone are specified in Corpora, Kingdom Law, Baronial Financial Policy, and this document. Baronial offices may consist of, but are not limited to:

- Seneschal (required by Corpora)
- Exchequer (required by Corpora)
- Herald (required by Corpora)
- Chronicler (required by Corpora)
  - Additional Duties: The Baronial Chronicler or their designated proxy shall be responsible for taking Notes at Baronial meetings. Meeting Notes shall include at minimum the details of all official votes (motion, second, and vote tallies), event reports, and action items. Meeting notes should be published within seven days.
- Knight Marshal
- Minister of Arts and Sciences
- Minister of the Lists

- Chancellor of Youth
- Chatelain
- Webminister
  - Additional Duties: Shall publish the Baronial Newsletter to the Baronial website no later than the 1st of each month and/or within five (5) days of receipt of the same from the Baronial Chronicler.

6.2. Each Baronial officer shall report on the state of their office at each Baronial meeting. Each Baronial officer is required to attend at least one Baronial meeting per quarter. If an officer cannot attend at least one meeting per quarter, this requirement can be met by providing a proxy and notifying the Baronial Seneschal and Coronet (via formal communication) at least forty-eight (48) hours prior to the Baronial meeting.

6.2.1 Noncompliance with this policy for two consecutive quarters will result in a recommendation for removal being forwarded to the appropriate Kingdom officer.

6.3. All papers (including official correspondence), access to electronic accounts, correspondence, documents, and regalia belonging to any office are the property of that office and must be transferred in their entirety to any new Baronial officer within thirty (30) days of any change of office.

6.4. Appointment of Baronial officers.

6.4.1. The opening of a Baronial Office shall be made known by both publication and announcement at a scheduled Baronial meeting.

6.4.2. Interested candidates shall respond in writing to the corresponding Baronial officer, Baronial Seneschal, and Baronial Coronet.

6.4.3. Publication of opening must include a deadline for receipt of letters of intent which is at least fourteen (14) days from the date the opening is published and announced.

6.4.4. At the deadline, the list of candidates shall be published on the Baronial e-list and website, inviting written commentary from the populace to the Baronial Seneschal and the Baronial Coronet.

6.4.5. The Baronial Seneschal and the Baronial Coronet will review the commentary and together select the candidate and recommend such to the Kingdom officer for warranting.

6.4.6. At such time as the warranting Kingdom officer allows, the new Baronial officer shall be publicly announced via the newsletter and website.

6.4.7. Due to the length of the events, no officer changes shall be made during the duration of the Pennsic War, Gulf Wars, or War of the Wings.

6.5. Baronial officers may select whatever deputies they require for the duration of their office.

6.5.1 The Barony must be notified of all such appointments within 14 days.

6.5.2 Deputies shall be warranted in accordance with the requirements of the Kingdom Officer.

6.6. Baronial Officer Term Limits shall be in accordance with Kingdom Law and Policy.

6.7. Any office not required to maintain Baronial status may go vacant.

## 7. Baronial Events and Activities

7.1. Any SCA, Inc. approved entity may sponsor Baronial events and activities in accordance with this section and Baronial Financial Policy.

7.2. Official Baronial Activities are defined as any activity sponsored by the Barony that is published in an official venue.

7.2.1. Official Baronial Activities must be approved by vote at a Baronial Meeting and approved by the Baronial Seneschal.

7.3. Official Baronial Events are events as defined by Kingdom Law and Corpora.

7.4. 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.

7.4.1. Un-sponsored local activities cannot use Baronial funds, inventory, or regalia.

7.4.2. Un-sponsored local activities may not use the terms “Barony of the Sacred Stone” or “Baronial” in the title of the activity or in any advertisement regarding the activity, including but not limited to, printed or electronic media.

7.4.3. Un-sponsored local activities may not use Baronial Arms in any advertisement regarding the activity, including, but not limited to, printed or electronic media.

7.5. Autocrats of Baronial Events are acting as deputies of the Seneschal.

7.5.1. Event Autocrats shall fill out an Event Autocrat 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.

7.5.2. These forms shall be signed by the officer supporting the event, filed with the Baronial Seneschal, and submitted to the Exchequer.

## 8. Waiving General Baronial Policy

- 8.1. 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.
- 8.2. Any part of this policy may be waived by approval by  $2/3$  of voting members present at a Baronial meeting.

# Financial Policy

## 1. Sacred Stone Financial Policy Procedures

- 1.1. This Policy is superseded in order by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Society Branch Financial Policy, Corpora, State, and Federal Law.
- 1.2. Sacred Stone Financial Policy was Modified by the Populace at Baronial Policy Review on 25 July, 2021 and accepted by an absolute majority vote of the Baronial Financial Committee at the 15 August, 2021 Baronial Business Meeting and replaces all previous financial policies.
- 1.3. Signatories on the checking account will comply with policies of SCA, Inc. and Kingdom Policy and Law. Additional signatories may be added with the approval of the Seneschal and Exchequer.
- 1.4. The Financial Policy shall be reviewed each year by the Emergency Financial Committee. The policy shall be ratified by the Barony and published prior to Baronial Birthday.

## 2. The Chancellor of the Exchequer

- 2.1. The Exchequer shall:
  - 2.1.1. Maintain a checking account with appropriate signature cards for the Barony, entitled 'SCA Inc., Barony of the Sacred Stone'.
  - 2.1.2. File all financial reports pursuant to Society and Kingdom policy.
  - 2.1.3. Maintain copies of event reports for events sponsored by the Barony as required by Society and Kingdom Policy and Law.
  - 2.1.4. Enforce and maintain the Baronial Financial Policy.
- 2.2. The Exchequer shall, upon request, provide access to the Baronial financial reports and books to any member of the Barony.
  - 2.2.1. The Exchequer shall publish to the Barony the final annual balance sheet by May 1st.
  - 2.2.2. The Exchequer shall provide access in person to above documents at their earliest convenience within thirty (30) days of the request being received.
- 2.3. The Exchequer shall pursue any nonsufficient funds (NSF) checks received by the Barony according to the policy outlined in the Society Exchequer's Handbook and in the Barony of the Sacred Stone's check return policies as outlined below.

## 3. Financial Committee

- 3.1. The financial committee consists of the Exchequer, officers, and paid members in attendance at a Baronial meeting.
- 3.2. All populace votes to approve or disallow expenditures shall be at a scheduled Baronial business meeting and be by simple majority.
- 3.3. Members of the voting populace, with respect to their eligibility to vote in Baronial financial matters, are defined by Baronial General Policy 5.6.
- 3.4. For purposes of determining eligibility for voting in financial matters, members must present proof of current membership upon request.
- 3.5. Each member must recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.

## 4. Emergency Financial Committee

- 4.1. The Emergency Financial Committee shall consist of the Coronet (counting as a single vote), the Exchequer, and the Seneschal.
- 4.2. Members of the Emergency Financial Committee shall have one vote and must recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety. In the case of conflict of interest or appearance of impropriety, another Baronial Officer as determined by the Emergency Financial Committee shall be chosen to provide the additional vote.
- 4.3. The Emergency Financial Committee may meet at any time any member of the Committee deems it necessary. Meetings may take place in person, over the telephone, or by electronic means to conduct business.
  - 4.3.1. Any actions taken will be reported to the populace no later than the next business meeting.
  - 4.3.2. Decisions of the Emergency Financial Committee must be recorded by written electronic means from each participating member showing agreement or a document signed by each participating member. In either case, the record shall be maintained in the Exchequer files.
- 4.4. The Emergency Financial Committee may review time-sensitive proposed expenditures between Baronial Meetings, and may

authorize those expenditures by majority vote up to \$500.

## 5. Events

- 5.1. No Baronial event held in the Barony of the Sacred Stone shall be sponsored without the prior approval of the Coronet and the Baronial Seneschal.
- 5.2. Branches or persons wishing to autocrat a Baronial event shall submit a bid and a budget to the Coronet and Seneschal, using the Baronial event bid form.
  - 5.2.1. Budgets shall be submitted on the Kingdom Event Budget Form.
  - 5.2.2. The Barony will not enter into contractual obligations pertaining to an event until its itemized budget has been approved by the Financial Committee except as stated in 5.2.3.
  - 5.2.3. The Barony may choose to sign a site contract for a future event without a fully itemized budget by a majority vote of the full Financial Committee.
- 5.3. Deadlines for any event bid will be announced at a Baronial Business meeting and in the Baronial newsletter at least 30 days prior to the deadline.
- 5.4. All bids received will be published along with their budget, within two (2) weeks of the deadline for review by the Populace. The Populace is responsible for reviewing the bids and budgets and providing commentary to the Coronet and Seneschal.
- 5.5. The Coronet and the Seneschal will choose a bid after reviewing the provided commentary and the accepted bid will be announced in the Baronial newsletter within two months following the deadline.
- 5.6. Either the Financial Committee or the Emergency Financial Committee must vote to authorize any itemized expenditure in excess of the approved amount.
- 5.7. Complimentary Event Fees
  - 5.7.1. Atlantian Royalty, Atlantian Heirs, and Sacred Stone Coronet(s) shall automatically receive complimentary admission to events, including feast spots, sponsored by the Barony. Other persons may be given complimentary admission and/or feast if authorized as part of the Event Bid.
  - 5.7.2. The number of guests at high table should be determined and set in advance. Seats at High Table shall only be complimentary if they are already so by policy.
  - 5.7.3. At Baronial Birthday, all prior landed Sacred Stone Coronets shall receive complimentary admission to the event (not feast), provided they officially notify the autocrat or reservationist they will attend Baronial Birthday during pre-registration period.
- 5.8. Event Refunds shall be provided as follows:
  - 5.8.1. The Exchequer, the Autocrat, or Event Reservationist must receive refund requests, in writing, no later than seven (7) days after the event ends. Exceptions may be made by the approval of the Emergency Financial Committee.
  - 5.8.2. No refund shall be issued until the event books have been closed.
    - 5.8.2.1. No refund(s) will be issued until all financial obligations of the event have been fulfilled and only if it is ensured that the requested refund(s) will not hinder the event's ability to fulfill those financial obligations. No refund(s) will be given to those who have checked in at gate.
  - 5.8.3. Approved refunds will be issued minus any processing fees assessed.
  - 5.8.4. Baronial Event Refund Policy shall be posted on Baronial Event websites.
- 5.9. When a non-Baronial entity which is SCA Inc. approved sponsors a Baronial event, profits are split 50-50, with the balance of the profits turned over to the Baronial treasury for the General Fund per Kingdom policy.
- 5.10. Autocrats of Baronial events are responsible for filing financial reports per Kingdom Policy and within reporting deadlines.
  - 5.10.1. A summary of the Event Financial Report shall be presented to the populace at the first regular Baronial business meeting after the event books have been closed.
- 5.11. Receipts: The event staff must turn in event-related receipts and requests for reimbursement no later than fifteen (15) days after the event closes.

## 6. Baronial Equipment

- 6.1. Individuals holding Baronial Events, Activities, or Offices are responsible for requesting the use of the Baronial equipment from the Baronial Exchequer or designee (e.g., Quartermaster), arranging for the pickup and return of the equipment to the appropriate Baronial storage location in an orderly fashion, any necessary cleaning of the equipment after use, and notifying the office of the Baronial Exchequer of any damage or loss to the Equipment.
  - 6.1.1 Individuals who would like to use Baronial Equipment for SCA official events or activities may request the equipment from the Baronial Exchequer or designee (e.g., Quartermaster) at least thirty (30) days prior to the activity.
  - 6.2.1 Items must be returned in the same condition (or better), or the responsible party will be liable for those items.

## 7. Accounting Structure

7.1. General Fund (Unallocated funds): The general fund is composed of monies collected by the Barony to support the functions of the Barony. Unless otherwise specified, all monies collected shall be included in the general (unallocated) funds.

### 7.2. Allocated Funds

7.2.1. Permanent Allocated Funds shall be established for long-term obligations and include, but are not limited to, Travel Fund and funds held for Baronial Guilds.

7.2.2. Temporary Allocated Funds shall be established for use as short-term obligations occur. These funds shall not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds shall be specified upon establishment of the fund. Any funds remaining after the expiration of the time limit will revert to the general (unallocated) fund. Temporary funds include but are not limited to the Hospitality fund and officer allocations.

7.2.3. Renewal of temporary allocated funds may be voted upon at a Baronial meeting after the publication of the prior year's Annual report.

### 7.3. Non-Sufficient Funds (NSF) checks

7.3.1. The Baronial Exchequer shall follow Corpora and Kingdom Law and Policy regarding NSF checks.

7.3.2. The Exchequer will provide a list of parties who have NSF checks to the Baronial Seneschal. The Baronial Seneschal may bar these individuals from Baronial level events and/or allocation of Baronial funds for other events or activities. This list is private information, which is not posted in any public area.

7.3.3. Individuals whose checks have been uncollectable will owe not only the face value of that check, but any associated bank or postage fees. Any exceptions should be approved by the Emergency Financial Committee on a case-by-case basis.

7.4. Cash Advance Requests should be made with a Cash Advance Request Form and resolved within thirty days of the expenditure for which the advance was approved.

## 8. Baronial Budgets

8.1. The Barony will allocate funds for each Baronial office and the Coronets on a yearly basis. The amount to be allocated will be presented to the Baronial populace for approval.

8.2. Expenditures for allocated funds in 8.1 are reimbursed upon submission of receipts.

## 9. Waiving Baronial Financial Policy

9.1. Any part of this policy may be waived under special or extreme circumstances by approval of the Emergency Financial Committee with a full accounting to be given at the next regularly scheduled Baronial meeting.

9.2. Any part of this policy may be waived by approval of the Barony by 2/3 of the voting members present at a Baronial meeting by the voting populace.