

- 1 I. PURPOSE. This is the governing document for the Barony of Dragon's Mist, an official branch of the
2 Society for Creative Anachronism, Inc. This document denotes branch policies only and is subject to
3 Kingdom Law, Corpora, local, state and federal laws.
- 4 A. This document is Version 1.0.
- 5 B. This governing document will be kept by the branch seneschal and reviewed at least once per
6 calendar year.
- 7 C. Review of and changes to this document will take place at a meeting open to all populace of the
8 branch.
- 9 D. A quorum must be present to approve revisions to this Customary.
- 10 II. DEFINITIONS: (An additional Glossary of Terms is "Appendix A" to this Customary)
- 11 A. The Barony of Dragon's Mist, Kingdom of An Tir, Society for Creative Anachronism, Inc. being
12 geographically located in Washington County, State of Oregon, USA and encompassing the
13 Postal Zip Codes: 97005 - Beaverton, 97006 - Beaverton , 97007 - Beaverton, 97008 -
14 Beaverton, 97062 - Tualatin, 97075 - Beaverton, 97076 - Beaverton, 97077 - Beaverton,
15 97078 - Beaverton, 97106 - Banks, 97109 - Buxton, 97113 - Cornelius, 97116 - Forest
16 Grove, 97117 - Gales Creek, 97119 - Gaston, 97123 - Hillsboro, 97124 - Hillsboro, 97125 -
17 Manning, 97133 - North Plains, 97140 - Sherwood, 97144 - Timber, 97223 - Portland, 97224
18 - Portland, 97225 - Portland, 97229 - Portland, 97281 - Portland, 97291 - Portland, 97298 -
19 Portland.
- 20 A. The Barony of Dragon's Mist must have: at least 25 Members as defined by Corpora; a set of
21 warrantable officers acceptable to the Crown, which include: Seneschal, Herald, Marshal, Arts
22 and Sciences Officer, Chatelaine, Exchequer; a name and device registered with the College of
23 Arms; at least one person to accept the title of Baron or Baroness as appropriate to their gender;
24 at least one event per calendar year on the Kingdom calendar, with complete event copy
25 appearing in The Crier.
- 26 B. Membership definition: All Members residing within the above-listed Postal Zip Codes, Major
27

28 Officers, Minor Officers, Champions, Honorary Citizens, Sergeants, Baron and Baroness of the
29 Barony of Dragon's Mist.

30 C. Baron and Baroness: The Baron and Baroness are ceremonial representatives of the Crown of
31 An Tir within the Barony and are appointed by the Crown of An Tir with the ability to create
32 and administer awards. They serve as inspirational leadership for the Barony. The Baron and
33 Baroness are required to:

- 34 1. Fulfill Their duties as outlined in Corpora, Kingdom Law;
- 35 2. Execute lawful commands of the Crown;
- 36 3. Exemplify the traits of chivalry, including courtesy, honesty, fairness, generosity and
37 virtue; and encourage these traits in the Barony's populace;
- 38 4. Represent the Crown to the people of the Barony in Their absence;
- 39 5. Represent the Barony to the Crown and at meetings of the Noble Estate;
- 40 6. Have the prerogative to establish and make awards specific to the Barony to
41 acknowledge skill, service and other achievements;
- 42 7. Bestow and administer the rank of Sergeant-at-Arms (or its equivalent) for the Barony;
43 establish criteria for Sergeant trials; appoint a "Captain of Sergeants;"
- 44 8. Hold Court to bestow awards and encourage pomp and ceremony in the Barony;
- 45 9. Receive copies of reports from Baronial Officers;
- 46 10. Receive and review copy of Baronial Seneschal's report to Kingdom;
- 47 11. Encourage officers and give input on Baronial officer replacements to the Crown and
48 Kingdom officers when such need arises;
- 49 12. Serve on the Barony's Financial Committee;
- 50 13. Maintain Membership in the Society and receive the "Crier" and the "Dragon's Tongue"
51 at Their place of residence;
- 52 14. The Baron and Baroness may appoint persons to Their Retinue; They may appoint a
53 Baronial Court Herald;

54 15. They may accept or make declarations of War.

55 II. OFFICERS: Major Officers (#1-10 below) must have Contingency Deputies.

56 1. Seneschal -- is responsible for the coordination of the Society activities in the branch and
57 is the legal representative for the branch; presides at branch meetings; required to sit on
58 the Financial Committee of the branch.

59 a. Contingency Deputy -- is approved by the Seneschal as warrantable, sufficiently
60 experienced and knowledgeable to take over the duties of Seneschal.

61 b. Event Steward -- the "autocrat" of an event, responsible for planning, proposing,
62 budgeting, staffing, organizing, reporting, executing, and final closing report of a
63 branch event; all Event Stewards must have a Contingency Deputy approved by
64 the Seneschal; first-time Event Stewards in this branch must have an experienced
65 Mentor, approved by the Seneschal, as well as a Contingency Deputy (the
66 Contingency Deputy and the Mentor can, but need not, be the same person).

67 c. Directory Deputy -- compiles and maintains a listing of populace of the branch
68 and friends from the surrounding area for use by Society participants.

69 d. Captain of the Dragon's Watch -- safety and fire watch for branch events.

70 e. Revels Coordinator -- Event Steward for Friday Revels, a Tier Three (3) Event.

71 2. Pursuivant herald -- makes announcements, handles Court and Ceremony, tracks
72 awards, and assists in the process of registering the names and devices of branch
73 populace.

74 a. Contingency Deputy -- is approved by the Officer as warrantable, sufficiently
75 experienced and knowledgeable to take over the duties of the office.

76 b. Precedence Clerk -- tracks awards, maintains the branch Order of Precedence.
77 The branch Order of Precedence is "Appendix B" of this Customary.

78 3. Scribe -- acquires, creates, copies, distributes and paints scrolls and charters for
79 recognition by Royalty, Nobles and the branch; offers educational and display

- 80 opportunities for branch scribal arts.
- 81 4. Chancellor of the Exchequer -- responsible for the handling of all Society funds within
- 82 the branch; required to sit on the Financial Committee of the branch.
- 83 a. Contingency Deputy -- is approved by the Officer as warrantable, sufficiently
- 84 experienced and knowledgeable to take over the duties of the office.
- 85 b. Chamberlain -- is approved by the Officer as warrantable, sufficiently
- 86 experienced and knowledgeable to take over the duties of the office: maintains,
- 87 stores and inventories (Inventory of Baronial Regalia, Property and Its
- 88 Distribution, "Appendix D") branch property and regalia.
- 89 c. Prize Cache -- maintains a collection of prizes to be handed out at branch events
- 90 for competition and recognition.
- 91 5. Baronial Heavy Marshal -- must be an An Tir warranted heavy marshal; maintains and
- 92 develops combat standards in the branch, and furthers education and enforcement of safe
- 93 combat. The Baronial Heavy Marshal may appoint a deputy for heavy combat; conducts
- 94 weekly heavy practice; maintains and stores branch heavy combat loaner gear.
- 95 a. Contingency Deputy -- is approved by the Officer as warrantable, sufficiently
- 96 experienced and knowledgeable to take over the duties of the office.
- 97 b. Rapier Marshal -- must be an An Tir warranted rapier marshal; responsible for
- 98 maintenance and development of rapier combat standards in the branch, and the
- 99 education and enforcement of safe rapier combat; conducts weekly rapier
- 100 practice; maintains and stores branch rapier loaner gear.
- 101 c. Archery Marshal -- must be an An Tir warranted archery marshal; oversees both
- 102 combat and unarmored archery standards in the branch, education and
- 103 enforcement of safe archery; conducts weekly archery practice; maintains and
- 104 stores branch archery loaner gear.
- 105 d. Youth Archery Marshal -- must pass background check; must be an An Tir

- 106 warranted youth archery marshal; oversees youth archery standards in the branch,
107 education and enforcement of safe archery for the youth of the branch.
- 108 e. Junior Combat Marshal -- must pass background check; must be an An Tir
109 warranted junior combat marshal; oversees junior combat standards in the
110 branch; education and enforcement of safe combat for the youth of the branch.
- 111 f. Lists Minister -- confirms that all combatants and marshals have valid fighter
112 authorization cards, arranges and records the pairing of fighters at tournaments
113 and demonstrations, compiles a roster of fighters and marshals in their area with
114 notes on the qualifications of each, sees that combat waivers are brought to and
115 used at all functions involving Society combat, and works with the marshals and
116 heralds to ensure smoothly run tournaments.
- 117 g. Additional marshals may be added such as equestrian and thrown weapons; these
118 marshals must be An Tir warranted marshal in their discipline and, if working
119 with participants under 18, must pass a background check.
- 120 6. Minister of Arts and Sciences -- helps the populace in their endeavors by being a
121 resource, arranging for classes, and holding competitions to inspire interest in the arts
122 and sciences of the Middle Ages.
- 123 a. Contingency Deputy -- is approved by the Officer as warrantable, sufficiently
124 experienced and knowledgeable to take over the duties of the office.
- 125 b. Dance Minister -- conducts dance practice and promotes the art of dancing.
- 126 7. Chronicler -- is responsible for keeping minutes of the branch business meetings and for
127 publishing the branch newsletter, "The Dragon's Tongue," which includes the minutes,
128 officers' contact information, site for the business meetings, practices, local area
129 meetings, event copy, and other articles of interest to the branch.
- 130 a. Contingency Deputy -- is approved by the Officer as warrantable, sufficiently
131 experienced and knowledgeable to take over the duties of the office.

- 132 b. Web Minister -- maintains the branch web site.
- 133 c. Historian -- is the Keeper of the Grete Book, and An Tir Culture-Wiki with
134 articles relevant to the branch.
- 135 d. Librarian -- maintains, stores, checks out/in books and other media belonging to
136 the branch.
- 137 e. Research and photo permission acquisitions -- assists the Chronicler and the Web
138 Minister to ensure the branch meets legal requirements for its published media.
- 139 8. Chatelaine -- provides an introduction to the Current Middle Ages to those interested in
140 the SCA, advising newcomers of the conventions of the Society, their Kingdom and
141 branch, encouraging participation; provides educational information and resources.
- 142 a. Contingency Deputy -- is approved by the Officer as warrantable, sufficiently
143 experienced and knowledgeable to take over the duties of the office.
- 144 b. Gold Key -- inventories and maintains a collection of clothing, accessories and
145 feast gear ("Appendix E" to this Customary, Gold Key's Inventory and Check-
146 Out Procedure) owned by the branch to loan to guests; brings Gold Key to all
147 branch events, or arranges for someone else to do so if unable to attend the event.
- 148 c. Demo Coordinator -- organizes demonstrations for the public.
- 149 9. Chirurgion -- must be an An Tir warranted Chirurgion; provides voluntary first aid at
150 Society events; notify attendees of health and safety concerns at events.
- 151 a. Contingency Deputy -- is approved by the Officer as warrantable, sufficiently
152 experienced and knowledgeable to take over the duties of the office.
- 153 10. Minister of Children -- must pass a background check; supervises activities for youth in
154 the branch.
- 155 a. Contingency Deputy -- must pass a background check; is approved by the
156 Officer as warrantable, sufficiently experienced and knowledgeable to take over
157 the duties of the office.

- 158 b. Dean of Pages -- must pass a background check; organizes activities for youths
159 aged 12 through 17 in the branch, representing the An Tir College of Pages.
- 160 c. Pied Piper -- must pass a background check; organizes activities for youths aged
161 0 through 11 years in the branch.
- 162 11. Reporting:
- 163 a. Major Officers and Warranted Marshals must submit written reports, on time, to
164 their Kingdom Supervising Officer, quarterly.
- 165 b. Major Officers, Minor Officers and Deputies must submit written reports the
166 Seneschal, or their supervising branch officer monthly, at least 1 week prior to
167 the branch business meeting.
- 168 c. Event Stewards are required to:
- 169 (1) submit a written event budget to the branch as part of their event
170 proposal, the proposal needs to include the date, name/theme of the event,
171 prospective sites, proposed budget, event activities.
- 172 (2) deliver written copies of all legal agreements (e.g. site rental contracts) to
173 the Seneschal for approval/signature prior to the event.
- 174 (3) report monthly at the branch business meeting from the time their event is
175 approved until such time as the event is officially closed; they may report
176 in absentia, via email, or send a representative as needed *except that*
177 Event Stewards, their Contingency Deputy or Mentor must be present at
178 the two (2) business meetings immediately preceding the event, and all
179 the business meetings after their event until the event is closed.
- 180 (4) be responsible for monies received for their event until such time as these
181 are turned over to the Exchequer. Receipts for expenditures must be
182 given to the Exchequer for reimbursement within 30 days of the event.
- 183 The autocrat must report on all event income and expenditures by the

- 184 second branch business meeting following the event.
- 185 (5) create a Date Reservation Form for their event, and submit to the
- 186 Seneschal; this DRF may be approved by the branch prior to approval of
- 187 the event proposal in order to reserve the date on the Kingdom Calendar;
- 188 approval of DRF does not constitute approval of the event proposal.
- 189 (6) upon approval of their event, create the Event Information Form portion
- 190 of the DRF/EIF for their event, and submit it to the Seneschal.
- 191 12. Officer Selection/Change-Over/Removal -- Major and Minor Officers
- 192 a. All offices will be opened to applicants no less than three (3) months prior to the
- 193 end of the term of the current officer; officers may apply again for the same
- 194 office;
- 195 b. Applicants must present a Letter of Intent at the next branch meeting;
- 196 c. Letter of Intent will be published for one (1) month in the newsletter;
- 197 d. Elections are held at branch meetings (immediately following publication) by
- 198 consensus; or, if necessary, by a simple majority vote of those present at the
- 199 meeting; no votes by proxy or electronic means will be accepted;
- 200 e. Officers' terms are for two (2) years; it is recommended that the new Major
- 201 Officer ask the outgoing Officer to serve as their Contingency Deputy until they
- 202 can approve a new Contingency Deputy;
- 203 f. The new officer will provide a copy of their current Membership card and drivers
- 204 license (or other valid picture ID) plus background check, if applicable, to the
- 205 Seneschal;
- 206 g. The definition of "acting officer" applies only until the officer is warranted by
- 207 Kingdom; once warranted by Kingdom, the officer will be sworn in before the
- 208 branch and receive the regalia of office;
- 209 h. An officer is removed immediately upon missing three consecutive monthly

210 reports or upon agreement of any TWO of the following:

211 (1) the Seneschal,

212 (2) the Baron/Baroness,

213 (3) the majority vote of the Major Officers.

214 III. CHAMPIONS AND SERGEANTS -- will be listed in the Customary when created. Current Branch

215 Defenders include: Heavy Defender, Rapier Defender, A&S Defender, Archery Defender, Youth

216 Archery Defender, Junior Combat Defender.

217 1. The current Defenders will continue to serve in this capacity until the first Championship

218 Tournament is held and new Champions emerge victorious.

219 2. It has been proposed the branch add: Youth Champion and/or Youth A&S Champion,

220 Equestrian Champion, Thrown Weapons Champion. The Sergeants are within the

221 purview of the Baron and Baroness, when Chosen. Upon revision, this section will

222 include: Eligibility, Duties/Responsibilities, Rights/Privileges, Selection, Removal, of

223 Baronial Champions and Sergeants. "Sergeants Handbook" ("Appendix F") will be

224 added to this Customary when it has been completed by our new Baron and Baroness.

225 3. Lists of past Baronial Champions, Sergeants, and Members of Orders created in the

226 future by the Baron and Baroness shall be listed as "Appendix G" to this Customary.

227 IV. AWARDS, ORDERS, TOKENS OF RECOGNITION -- will be listed in this Customary when created.

228 V. BUSINESS MEETING:

229 A. Business meetings are held on the second Wednesday of every month.

230 B. The Chronicler is responsible for the minutes of all business meetings. Minutes will include, but

231 are not limited to Action Points:

232 1. Attendance roster, date, time and location of the meeting,

233 2. What items were put to consensus or vote; results of consensus or vote,

234 3. Funds allocated,

235 4. General business conducted at the meeting.

- 236 C. The unofficial written minutes from the business meeting will be printed in "The Dragon's
237 Tongue." At the following business meeting, any necessary revisions/corrections will be made.
238 The final version of the minutes will then be approved by consensus of those in attendance. A
239 signed copy of the approved official minutes and corresponding attendee sign-in sheets will be
240 given to the Seneschal by the next business meeting.
- 241 D. Business meetings are convened for the purpose of reviewing policies, authorizing the
242 expenditure of funds or other business that pertains to the functioning of the Barony.
- 243 E. A quorum (see Glossary of Terms, "Appendix A") will be required at a business meeting for the
244 purpose of expending funds or changing official policies of the Barony.
- 245 F. Decisions at business meetings will be reached by the consensus of those present; if a vote is
246 necessary, decision will be by simple majority vote; no votes by proxy or electronic means will
247 be accepted;
- 248 G. Items for the agenda will be submitted to the Seneschal one week prior to the meeting and
249 should be submitted in either written or electronic format.

250 VI. STANDING COMMITTEES AND GUILDS

- 251 A. Financial Committee is composed of the Seneschal, the Exchequer, Baron/Baroness, and four
252 (4) Members of the branch. The Financial Policy documents are separate from this Customary,
253 they are included as "Barony of Dragon's Mist Financial Policy," "Appendix C," herewith.
- 254 B. Other Guilds, Committees, etc. will be listed in this Customary when created.

255 VII. PUBLICATIONS

- 256 A. The "Dragon's Tongue" Newsletter is:
- 257 1. Published monthly;
 - 258 2. Publicly available and well advertised;
 - 259 3. Available in PDF or other portable format by the last day of each month;
 - 260 4. Contains the curia; minutes of the most recent business meeting; officer reports; meeting
261 and practice dates and times; event copy; other articles approved by the Chronicler.

- 262 B. <http://dragonsmist.org>
- 263 1. Branch web site, administered by the Web Minister
- 264

265	APPENDICES:
266	
267	A. Glossary of Terms
268	B. Barony of Dragon's Mist Order of Precedence
269	C. Barony of Dragon's Mist Financial Policy
270	D. Chamberlain's Inventory of Baronial Regalia, Property and its Distribution
271	1. Officers' Regalia
272	2. Champions' Regalia
273	3. Baronial Regalia
274	4. All other branch property
275	E. Gold Key's Inventory and Check-Out Procedure
276	1. Inventory of clothing and accessories
277	2. Inventory of feast gear and camping gear
278	3. Check-Out Procedure
279	4. Inventory of marking and stamping supplies
280	F. Barony of Dragon's Mist Sergeants Handbook
281	G. Lists of Champions, Orders, Sergeants, Awards, etc.
282	

283 A. GLOSSARY OF TERMS

284 Background check: a free service provided by the Society to assure youth safety; a background check is
285 required by the SCA for anyone whose office or duties involve working with individuals under the age of 18.

286 Barony (or Baronial): The Barony of Dragon's Mist.

287 Baron and Baroness: Ceremonial representatives of the Crown of An Tir.

288 Business meeting: monthly meeting of the branch, currently on 2nd Wednesdays.

289 Courtier: A non-fighter trained in the ways of the Court and sworn to serve the Baron.

290 Corpora: The document defining those policies governing historical re-creation within the
291 Society, and those policies applicable to the entire Society.

292 The Crier: newsletter of the Kingdom of An Tir.

293 Event Steward: previously called the "autocrat" of an event, responsible for planning, proposing, budgeting,
294 staffing, organizing, reporting, executing, and final closing report of a branch event.

295 Gallant: A rapier fighter sworn to serve the Baroness.

296 Kingdom: The Kingdom of An Tir.

297 Lancer: An equestrian sworn to serve the Baroness.

298 Member: (upper case "M" vs. "populace" or "those present") Paid Member of the Society who resides within
299 the above-listed Postal Zip Codes or is a Major Officer, Minor Officer, Champion, Honorary Citizen, Sergeant,
300 Baron or Baroness of the Barony of Dragon's Mist.

301 Page: A young person aged 12 through 17, sponsored into the College of Pages.

302 Populace: An active participant with the Barony.

303 The Dragon's Tongue: Dragon's Mist's newsletter.

304 Quorum: Seneschal, Exchequer, Baron/Baroness, at least four (4) Members.

305 Retinue: Persons asked by the Baron and Baroness to coordinate their personal and Court business.

306 Revels: Friday Night Revels, currently held at Beaverton Community Center from 7-9 p.m.

307 Society: The Society for Creative Anachronism, Inc (SCA) a California not-for-profit 501(c)(3) Corporation.

308 Sergeant: A heavy fighter sworn to serve the Baroness.

- 309 Warrantable: Paid Members who meet Corpora and Kingdom guidelines to serve as an officer or deputy.
- 310 Yeoman: An archer sworn to serve the Baroness.