

Frequently Asked Questions - SCA, Inc.

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Frequently Asked Questions - SCA, Inc.

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Waivers

- When must waivers be signed?
- Why must waivers be signed?
- How do we determine whether an activity is an Event at which waivers must be signed?
- What is a "roster waiver"?
- What happens to waivers at the end of the event?
- What about groups in countries other than the United States?
- What if a member of an affiliated corporation, such as SCA-Australia, attends a US event? What if a US member attends an Australian event?

Events

- What is an official SCA Event
- What kind of activities must occur at an official SCA event?
- What kind of activities are forbidden at SCA events?
- What are the requirements to attend an event?
- What are not requirements for event attendance?
- What further requirements may event staff or branch officers impose on participation in event activities?
- What is a “proof of insurance” form?
- Can We ever perform official business at an unofficial event?
- Who is in charge of an event?
- Who may shut an event down?
- If an event is shut down are we required to provide refunds?
- Who is in charge of Inter-Kingdom events? Who controls the money and receives the profits for such events?

Demos

- What is a demo?
- Who may hold a demo?
- Are Demos SCA events?
- Must a marshal be present before fighting may occur?
- Does SCA insurance cover a demo
- Can we restrict who may hold a demo in our shire/barony, etc?
- What is the policy regarding the public handling weapons?
- May demo guests try on armor or garb that's on display?
- May demo guests shoot bows/crossbow/throw weapons on the archery range?
- May demo guests try their hand at arts and sciences that are being demonstrated, or participate in dancing?
- May demo guests try their hand at arts and sciences that are being demonstrated?

SCA Branches

- Why can we not have non-contiguous branches if both branches are amenable?
- Are we ever allowed to have a branch lower than principality that crosses state lines?
- If we meet member requirements, does the SCA have to give us our own branch?
- Are households an SCA branch?
- **What are the requirements for an area to become an SCA branch?**
- **Do we have to have a Royal peer to be an SCA branch?**
- **Do I have to live within a branch to vote in its election?**
- **How is a new branch started?**
- **What are the stages to full-status and definitions of each?**

Crown Tournaments & Martial Activity

- Where are rules governing fighting in the SCA found?
- How are Crown Tournaments fought? Can the format be changed by the Crown?
- Can we run an A&S, Archery, or Rapier Crown Tournament.
- Who is in charge of the martial elements of Crown Tournament?

The Crown

- What can/must the Crown do?
- What can the Crown NOT do?

Censure

- What types of censure are there, and for what do they apply?
- What are the banished or revoked person's rights of due process rights of due process?
- Are we voiding a constitutional right to participate in the SCA by banning someone?

Minors

- May minors attend events without their parent or legal guardian?
- Why do we have the minor waivers instead of a one-size fits all waiver?
- What do we do if we find a minor consuming alcohol at an event?
- Can minors participate in fighting?
- Can minors serve as officers?

Alcohol

- When are we allowed to serve/provide alcohol at an event?
- May we give gifts containing alcohol at events?
- May we auction off alcohol during fundraisers at events?
- Can we use alcohol to cook during the preparation of a feast?
- How do alcohol rules and policies apply to brewing and vintning competitions?
- How are Brewers'/Vintners' Guilds affected by the SCA's Alcohol Policy?

Contracts

- Who can sign Modern contracts that commit the SCA legally, financially, or both?
- What do we do if someone unauthorized to sign contracts does so?

Property - General

- What does 'property' mean?
- How can a group acquire property?
- How is it accounted for?
- Is property depreciated on the group's Domesday Report?
- Who is responsible for property management?
- Are there any physical property items the SCA may not own?
- Who pays for storage?
- How is Regalia to be accounted for and maintained?
- How do we deal with regalia that is no longer serviceable?

Property - Places

- What is the SCA policy on purchasing land, owning buildings, or signing long-term leases?

Inter-Kingdom Events

- Is there a specific policy for Inter-kingdom events?
- How is insurance handled for multi-state or IK events??
- Financial Policy (inter-kingdom events (wars) must have a written financial policy)
- What constitutes an Inter-kingdom event, as opposed to an event people from different kingdoms attend?
- Ok, so its an inter-kingdom event....who
 - Runs it
 - Controls the money
 - Arbitrates disputes
 - Receives profits

Finances

- Who has final say over Branch Finances?
- How do we handle Donations?
- Should all signatories on a branch account read each bank statement?
- “Houston we have a (financial) Problem!” What do we do?

Problem Resolution

- What is a good problem resolution flow?
- What are some less effective methods?

SCA Infrastructure

- **Where can I find out about the SCA Corporate Infrastructure?**
 - **The SCA's corporate infrastructure is defined in the Governing Documents of the organization, specifically the By-Laws of the SCA, Inc. Additional information can be found in the Corporate Policies of the SCA, Inc. and the Corpora of the Society for Creative Anachronism.**

- **Where are corporate financial details available for viewing?**
 - **Please visit the Society Treasurer's webpage:**
 - **<http://www.sca.org/officers/treasurer/welcome.html> for the SCA, Inc.'s financial reports.**

- **Is it true the SCA is giving up its not for profit status?**
 - **No, this type of change is not under consideration.**

- **Is there a difference between the terms "SCA" and "Society"?**
 - **The Governing Documents define the term "SCA" or "SCA Inc." to refer to the real-world California Corporation, as distinct from any international affiliates, and the term "Society" to refer to the Current Middle Ages of which we all are a part, regardless of Corporate affiliation.**

Corpora, Corporate Policy, Kingdom Law, and Principality Law

- **What are the differences between the Corpora, Corporate Policy, Kingdom Law, and Principality Law ?**
 - **Corpora is the policies governing the historical re-creation within the SCA and applies to the entire Society worldwide. It is a part of the Governing Documents of the SCA. This document defines the basic "rules of the game". Though frequently the entire Organizational Handbook, which is the book containing the Governing Documents, is referred to as "Corpora", this is inaccurate. Corpora is only one part of that document.**
 - **The Corporate Policies of the SCA, Inc. is a document that defines policies applying to the SCA, Inc. and its members. It is also a part of the Governing Documents of the SCA. It does not apply to international affiliates. At this writing, there are only two international affiliates – SCA Australia and SKA Finland. The policies in this document apply primarily to real-world-related matters, such as membership, administration, and waivers.**
 - **The SCA's Governing Documents also include the By-Laws of the SCA, Inc. Like the Corporate Policies, this document applies to the SCA, Inc., and not to international affiliates, each of which must have its own By-Laws. Like every Corporation, the SCA is required to have By-Laws which define its structure and Corporate operations, and this document is on file with the State of California, as is required.**
 - **Kingdom Laws are the laws that apply to the Kingdom in which they are made. Kingdom Laws provide for the maintenance of the realm.**
 - **Principality Laws are the laws that apply to the Principality in which they are made.**
 - **The SCA Organizational Handbook, containing all of the Governing Documents, may be viewed online at www.sca.org, or hardcopy may be ordered from the SCA Stock Clerk. Each Kingdom and Principality maintains its own Laws. To see a copy, consult your Kingdom or Principality Seneschal.**
 - **All members are strongly encouraged to read and understand these documents!**

Corpora, Corporate Policy, Kingdom Law, and Principality Law

- What is the most important of the above ?
 - **The Precedence of Law is defined in Corpora, section I.A. Real-world law takes precedence over everything else. After that, the precedence is as follows:**
 - **The By-Laws of the SCA, Inc.**
 - **The Corporate Policies of the SCA, Inc.**
 - **The Corpora of the Society**
 - **Society Officers' Policies approved by the Board**
 - **Kingdom Law (within the applicable Kingdom)**
 - **Decisions of the Crown (within the applicable Kingdom)**
 - **Principality Law (within the applicable Principality)**
 - **Decisions of the Coronet (within the applicable Principality)**

Corpora, Corporate Policy, Kingdom Law, and Principality Law

- How may these rules or policies be changed?
 - **Each of these documents contain within them the procedures on making changes. If you wish to suggest changes, talk to the Board about possible changes to the Governing Documents, the appropriate Society Officer regarding the policies of their office, and the Crown or Principality Coronet and Kingdom or Principality Seneschal about Kingdom or Principality Law.**

The Board of Directors

- **How many directors are there on the SCA Board??**
 - **There are seven members of the Board of Directors. They serve terms of three and one-half years. Terms are staggered so that one term ends and a new Director takes his or her seat every six months.**
- **We have more kingdoms now, shouldn't we have more directors?**
 - **While there could be advantages to having a larger Board, there are also disadvantages. Larger committees often have more difficulty reaching decisions and getting tasks accomplished. In addition, there would be considerable extra expenses to the Corporation to transport more Directors to Board meetings, and so on.**
- **There is no one from my Kingdom on the Board. Does that mean my Kingdom does not have a representative?**
 - **No! The Board members are not "senators". They do not represent their Kingdom of residence on the Board. Directors put their Kingdom affiliations aside. They "represent" the entire Society.**
 - **Each Director serves as "Ombudsman" for one or more Kingdoms. In that capacity, he or she becomes familiar with that Kingdom, and serves as its voice and advocate on the Board. No Director ever serves as Ombudsman for their own Kingdom, nor for any Kingdom to which they are closely tied. In fact, if business comes before the Board in which a Director is involved, that Director must recuse himself from that matter.**

The Board of Directors

- What are the Duties and Responsibilities of directors?
 - **The Board of Directors is the body which steers the SCA. It is responsible for the maintenance of the Governing Documents, proposing changes as necessary or desirable, and is the final arbiter of interpretation of those rules. The Board reviews banishments imposed by Crowns, and is the only entity that can revoke SCA memberships and awards. The Board must approve the creation and dissolution of branches. It approves the annual budget and all spending at the Corporate level. The Board oversees the activities of the Corporate and Society officers. Each Director serves as Ombudsman to one or more Kingdoms and/or Corporate and Society officers. The Board plans for the SCA's future growth.**

The Board of Directors (cont)

■ Are directors paid employees?

- **No. The Directors receive no compensation for their service on the Board. Many, but not all, of the expenses of the office are paid by the Society. Most Directors donate some – in many cases a large percentage – of the expenses they incur in the performance of their duties.**

■ How are they chosen?

- **Directors are appointed by unanimous vote of the current members of the Board of Directors. The selection is made from the list of nominees, which is regularly published in Kingdom newsletters and on the SCA website. Any SCA participant may nominate any member, including him or herself, as a candidate for the Board. Commentary on the published nominees is actively sought from the membership. The Directors rely heavily on this commentary when selecting a new Director. Directors must be paid members of the SCA.**
- **Former Directors are also eligible for reappointment once they have been off the Board for at least one year. In practice, former Directors are, in general, only appointed when it is necessary to fill a seat that has suddenly become vacant due to the premature departure of a Director. In such a case, someone is needed who can come up to speed with no training time, so an experienced former Director is a logical choice. The replacement Director serves for however long is left of the term of the departing Director.**
- **It is interesting to note that, in the history of the SCA, Inc., dating back to its incorporation in 1968, a total of only eight individuals have served on the Board more than once. None of these people have served two full terms.**

The Board of Directors (cont)

- What are the terms, and term limits, for SCA Directors?
 - **Directors serve terms of fourteen quarterly meetings (3 ½ years). The first six months is a probationary period, at the conclusion of which the remaining Directors must vote to confirm or not confirm the Director in his or her seat for the full term.**
 - **Directors' terms are staggered so that one term ends every six months, at the conclusion of the April and October quarterly meetings. New Directors are elected at the quarterly meeting before the Director they are to succeed steps down (thus, to replace a Director stepping down in April, a new Director will be selected in January). This allows for three months of ramp-up and training time. During this time the new Director-to-be is referred to as a "Director-elect".**
 - **Former Directors are eligible for reappointment to the Board, but not until they have been off the Board for at least one year.**

The Board of Directors (cont)

- **What are the working hours of a director?**

- **Highly variable! There is a great deal of daily email traffic among the Directors and officers, and from the membership to the Directors. Depending on the situation in the SCA at large, and in the Kingdoms and Society offices for which a Director is ombudsman in particular, the workload can be anywhere from simply keeping up with email to twenty hours per week, or even more.**
- **The period of time immediately before and after quarterly Board meetings is always very busy. The week or two prior to the meeting is spent preparing for the meeting. Depending upon the agenda and the complexity of the issues involved, this may take several hours per day for a week or two. The meeting itself occupies two very full days, beginning at 8:30 or 9:00 am and sometimes going late into the night (1:00 am is not uncommon). In addition, portions of the Thursday and Sunday of Board meeting weekends must be devoted to travel. The days or weeks following the meeting are spent handling tasks assigned during the course of the meeting, which can take several hours per day for several days, depending on what needs to be done. There are also often one or more conference call meetings between Board meetings, which can last for up to three hours.**

The Board of Directors (cont)

- **Are directors accountable to anyone?**

- **Directors are accountable both to the membership of the SCA and to the State of California. Directors of any Corporation have certain duties and responsibilities under the law. The Directors' aim is to serve the interests of the membership to the best of their ability. Directors are SCA members, too! Of course, it is difficult if not impossible to please everyone. Every decision of the Board is cheered by some and booed by others. The goal is to do what is right and necessary, even though sometimes such a decision will not be favorably received.**
- **The Directors depend heavily upon commentary from the membership when changes to the Governing Documents or other operations of the SCA are under consideration. Proposed changes are published for public comment. Frequently decisions must be made based on commentary from only a couple of hundred of the over 29,000 paid members of the Society. If you want the Board to know what you think about an issue, be sure to answer calls for commentary!**

The Board of Directors (cont)

- **What qualifications are looked for in a potential Director?**
 - **The Directors look for people with real-world skills and experience that fill “holes” in the current Board’s makeup. Good Directors have strong leadership and decision-making skills. The best candidates generally have a wide range of SCA experience, too, and frequently are former Kingdom officers. Geographical location is a consideration as well, to ensure that Board members come from different areas to the degree possible**
- **How does someone get nominated for the Board?**
 - **Anyone may nominate someone, including themselves, for the Board of Directors. Simply send a letter stating whom you wish to nominate, and why you believe that person would be a good Director, to the Board Recruiting Ombudsman, whose contact information can be found in Kingdom newsletters and at www.sca.org. The Ombudsman will respond to let you know the nomination has been received, and will contact the potential nominee to ask whether they are willing to be considered a nominee. If they are willing, they will be asked to send both SCA and real-world resumes to the Ombudsman. Their name will then be added to the list of nominees which is published regularly in Kingdom newsletters, and which may also be found on the sca.org website. Nominations are good for two years from the date of publication.**

The Board of Directors (cont)

- **What happens to a nomination after the two years is up?**
 - **Those whose nominations are expiring are welcome to renew their nomination. They simply need to notify the Board Recruiting Ombudsman in writing that they wish to remain on the list, and send updated real-world and SCA resumes. Upon receipt, the Ombudsman will renew the nomination for another two-year term. There is no limit to the number of terms for which a person's name may remain on the nominee list.**
- **I have opinions about some of the names on the list of nominees. Can I tell someone about them?**
 - **By all means! The Board members rely very heavily on commentary from the membership when selecting a new Director, which they must do every six months. If you are familiar with any of the nominees, please tell the Directors why you think that person would make a good Director – or why you think they would make a terrible Director. All comments are kept strictly confidential – no one but the Directors ever sees them. Directors never see any commentary received on themselves. Send your letters, in hardcopy or via email, to the Board Recruiting Ombudsman.**

Corporate Officers

- **Who are the Corporate Officers**
 - **The corporate officers are the officers the corporation is required to have under California corporation law – the President, the Secretary, and the Treasurer. All of these positions are unpaid. If necessary, these offices may be held by Directors.**
 - **In addition, the senior Vice Presidents – the Vice President for Operations, the Vice President for Corporate Operations, and the Executive Vice President for Legal Affairs – are considered corporate officers, as are the Chief Information Architect and the Corporate Development Officer .**
- **What are Duties and Responsibilities of Corporate Officers?**
 - **In general, these officers deal with the day-to-day operation of the SCA as a real-world corporation, rather than the medieval-recreation aspects of the Society. These include legal matters, budgeting, insurance matters, and so on. Some corporate officers supervise other officers.**
- **How are they chosen?**
 - **Position openings are posted in the Kingdom newsletters and on the SCA website. Any member of the SCA may apply for these positions. The Board of Directors conducts interviews, usually via telephone, and appoints the officer from among the pool of applicants for the position.**

Corporate Officers

- What are the terms of office for corporate officers?
 - **Per the By-Laws of the SCA, terms for Corporate officers are as agreed upon between the Board and the officer, and may be a set term or open-ended. Most corporate officers are appointed for terms of two or three years. When a term comes to an end, the officer may reapply for their position if they wish. Their applications will be considered along with those of any and all other applicants for the position.**
- Who does a Corporate officer “report” to?
 - **The President, Treasurer, Secretary, Development Officer, Executive Vice President for Legal Affairs, Chief Information Architect, and Vice President for Corporate Operations report directly to the Board. The Vice President for Operations (who is also the Society Seneschal) reports to the President.**

The Corporate Office

- Who works in the corporate office?
 - **The Vice-President of Corporate Operations, also known as the Registrar, is Renee Signorotti. She manages the corporate office. There are three employees who work in the office with Renee:**
 - **Insurance Coordinator/TI Ad Manager – Patricia LaChance**
 - **Administrative Staff – Desiree Toeller, Elizabeth Pope**
- Are they paid employees?
 - **Yes, the Vice-President of Corporate Operations and her staff are all paid employees of the Corporation.**
- Do they have benefits and pension plans?
 - **Benefits and a Pension Plan are available to the full-time staff**

The Corporate Office

- **What are the Duties and Responsibilities of the Corporate office?**
 - **The staff at the corporate office manages the day-to-day operations of the corporation. This includes processing all requests relating to membership, renewal notification, distribution of all Kingdom newsletter mailing labels, insurance certificates, Stock Clerk orders, Board meeting preparations, distribution of correspondence for the Board of Directors, State Registrations, Corporate Resolutions (Bank Account Authorizations), accounting for the corporation, tax responsibilities, and so on. They also interface with any outside contractors(bookkeeper, accountant, insurance broker, printers, etc.) as needed.**
- **Why is the office in Milpitas, which is a very expensive area in which to do business?**
 - **The office has been in Milpitas for over 22 years. The former Registrar, Cliveden Chew Haas, moved there from the East Bay of California, and opened an office in her home. The office remained in her home for approximately ten years. When the corporation outgrew the office on the back porch, it moved to a small office. With continual growth, it was necessary to procure larger quarters. Milpitas, California is a relatively small bedroom community, located approximately 50 miles south of San Francisco and 450 miles north of Los Angeles.**

The Corporate Office

- How do we choose staff for the corporate office?
 - **Since the corporate office staff members are all employees of the corporation, staff selection is done in a professional manner. Job openings are advertised, interviews conducted, references checked, and a position offered to the most qualified applicant, as would be the case for any employer seeking a new employee.**
- Terms/term Limits
 - **No, employees do not have terms of office or term limits. As "at-will" employees of the corporation, they receive annual reviews and pay increases when appropriate, just as would be the case with any other employer.**

Society Officers

- Who are the Society officers?
 - **The Society officers are the Corporate-level equivalent of a Kingdom's Great Officers of State: the Society Seneschal (who also fills the role of Vice President of Operations as a corporate officer), the Society Chancellor of the Exchequer, the Society Marshal, the Society Chronicler, the Society Chirurgeon General, the Society Minister of Arts and Sciences, and the Laurel Sovereign of Arms. Most of these officers have a variety of deputies who often parallel those of the Kingdom Great Officers. The Society Seneschal and Society Exchequer, due to the volume and nature of their work, receive small salaries from the SCA, Inc.**

Society Officers

- What are the Duties and Responsibilities of Society Officers?
 - **The Society officers monitor the activities of the Kingdom officers in their areas of responsibility. The Kingdom Officers report both to their Society superior and to their Crown. The Society officers create and maintain policies and procedures for their offices, which apply Society-wide. More information may be found in Corpora section VI.**
- How are Society officers chosen?
 - **Position openings are posted in the Kingdom newsletters and on the SCA website. Any member of the SCA may apply for these positions. The Board of Directors appoints the officer from among the pool of applicants for the position. The Directors generally solicit the opinions and recommendation of the outgoing Society officer regarding the candidates. The Directors conduct interviews, usually via telephone, for the positions of Society Seneschal and Society Exchequer.**

Society Officers

- On what can Society officers make policy?
 - Each Society officer makes policy regarding his or her area of authority, and also interprets existing policies in their area. Officers' policy decisions are subject to review by the Board of Directors. Decisions are in effect immediately and continue in effect until and unless the Board overturns them at its next meeting. Officers' Board-approved policies take precedence over Kingdom Law, but are below Corpora in the precedence of Law in the SCA (see Corpora I.A.). Officers' policies can be found in each officer's Handbook. Handbooks are available for purchase from the SCA Stock Clerk, and can also be found online at: <http://www.sca.org/officers/welcome.html>.

Kingdom, Principality, and Local Offices

- **What are the Kingdom, Principality, and local offices that must be filled?**
 - **All Kingdoms and Principalities are required to have a full slate of Great Officers of State: Kingdom (or Principality) Seneschal, Exchequer, Chronicler, Earl Marshal, Principal Herald, Chirurgion, and Minister(s) of Arts and/or Sciences. Kingdoms/Principalities may create additional Great Offices of State as they wish, and may also create Lesser Offices of State, which are often deputies to a Great Officer. Examples include (but are not limited to) Rapier Marshal, Archery Marshal, Equestrian Marshal, Minister of Lists, Minister of Children, and Hospitaller or Chatelaine. The King and Queen, Prince and Princess, and their Heirs are also considered officers.**
 - **Baronies must also have all of the required offices, with the exception of Chirurgion. Other local branches must have, at minimum, a Seneschal, an Exchequer, and a Herald, Marshal, or Arts and Sciences officer. Territorial Barons and Baronesses are also considered officers.**

- **What are the requirements to hold office in the SCA?**
 - **All officers of the SCA at all levels, from Canton to Corporate, must be paid members of the SCA. This also applies to event autocrats, who are considered officers for the duration of time between their appointment as autocrat and the conclusion of the event and all post-event paperwork. Crowns and Coronets (Principality, Heirs, and Territorial Barons and Baronesses) are also considered officers. In addition to this fundamental membership requirement, officers at all levels should possess good communication and organizational skills, ability to work with others, easy availability via telephone and email, and an ability and willingness to commit the time and energy necessary to fulfill the duties of the office**

Warrants

- **What exactly is a warrant?**

- **A warrant is formal proof of appointment for any officer. They are important because they show who is covered by the SCA's Directors and Officers insurance policy.**
- **Officers are warranted for a predetermined, fixed term, which may be renewed at the request of the officer, and with the agreement of his or her superior officer and the Crown.**

- **Who signs warrants?**

- **Society officers are warranted by the Board. Kingdom officers are jointly warranted by the Crown and the corresponding Society officer. In the case of a Great Officer with no corresponding Society officer, the Crown may warrant the officer unilaterally. Lesser officers are jointly warranted by the Crown and the corresponding Great Officer. Local officers are warranted in accordance with Kingdom law and custom. Generally warranting is done by the corresponding Kingdom officer, confirmed by the Crown.**

- **What is a "roster warrant"?**

- **For simplicity's sake, it is convenient and common for Kingdom Officers to maintain a roster of all their local subordinate officers, instead of completing an individual warrant for each local officer. This roster is signed by the Crown in accordance with Kingdom law and custom. Kingdom and Society officers have individual warrants.**

Membership

- How many members do we have?
 - **As of this writing there are approximately 29,500 paid members worldwide.**
- Why can't I get contact information for members online?
 - **We respect our members' privacy. Members have trusted us with their contact information, and it is our duty to keep it secure. For this reason we do not provide members' contact information except when it is needed for mailing labels, and then only to authorized individuals.**
- Is my membership information sold to marketing groups?
 - **Never! As stated above, we respect our members' privacy. Selling information from our database would, we feel, violate that privacy.**

Membership

■ What are the reasons to have membership?

- Paid members receive many benefits. Sustaining members receive a subscription to their Kingdom newsletter as part of their membership package. Sustaining members are also eligible to subscribe to other SCA publications, including Tournaments Illuminated, The Compleat Anachronist, and the newsletters of other Kingdoms (for additional fees). Members receive discounts on event attendance fees (non-members must pay the "non-member surcharge"). Members who sign the waiver on the membership application receive a proof-of-waiver membership card ("blue card"), which means they are not required to sign additional waivers at events and fighter practices. (Individual Kingdom requirements may be more stringent; consult your Kingdom Seneschal for additional Kingdom requirements.) And your membership dollars support the corporation's infrastructure, the purchase of insurance, and so on. Without the membership fees, the SCA could not continue to exist. (Thank you, members!)

■ How can I get a membership?

- Membership is open to anyone (except those individuals whose membership privileges have been revoked by the Board of Directors). The membership application form is printed regularly in all Kingdom newsletters, and is also available online (as a downloadable/printable .pdf file) at www.sca.org.
- Online membership purchase is now available, too! Visit www.sca.org to become a member online. To do this you must pay for your membership with a credit card. You will also need to print out a waiver form and mail or fax it to the member services office before a "blue card" can be sent to you.

Membership

- Can I buy a lifetime membership? If not, why?
 - **Lifetime memberships are not available. They are not cost-effective, and legal advice indicates that new waivers must be signed at least every three years. That is why a maximum three-year membership is offered.**
- Can I get or extend membership online?
 - **Yes! Visit www.sca.org for details. You can also file a change of address or other change online.**
- When is membership required?
 - **Corpora specifies that only paid members of the SCA can enter or be fought for in Crown and Coronet tournaments or serve as an officer at any level. This includes serving as a Territorial Baron or Baroness or as an autocrat/event steward. Individual Kingdoms may require membership to participate in additional activities. See your Kingdom's Law for more information.**

Membership

- **Who may get a copy of a membership list? How can this be done?**
 - **Anyone may obtain a copy of the membership roster for their kingdom from the Corporate Office. You may choose to have the roster sorted by legal name, SCA name, or zip code. The information provided on each list includes legal and SCA names, zip code, membership number and expiration date. No addresses are shown. Kingdom Seneschals and Crowns may receive a listing at no charge; there is a \$8.00 fee, per listing, for all others. The listing can be sent via email or through the Postal Service. If the email transfer fails to go through, we will automatically revert to the Postal Service mail delivery system. Please allow 5-7 days for processing your request.**

- **How can my Barony get mailing labels for our Baronial polling?**
 - **Baronial polling labels may be ordered directly by the Barony as soon as the letter has gone to the printer. However, the Kingdom Seneschal must verify the request with the Vice President of Corporate Operations. Please provide the zip codes covered by the polling in numeric order (column format). If the zip codes are inclusive, please write them as such: i.e. 94710-94799 etc. Once the Kingdom Seneschal has approved the order, the labels will be generated. They must be used within ten days of receipt. The label file can be emailed or printed out and mailed. There is no charge for this service. Please allow up to 14 days for the request to be processed.**

Membership

- **What is the Non-Member Surcharge (NMS)? Why do we have it?**
 - **The SCA, unlike most organizations, permits extensive participation by non-members. Since all participants share in many of the benefits provided by the organization, such as insurance, it is only fair that they help pay for those services instead of continuing to pile more and more of the cost on the members. Therefore, at most SCA events an additional \$3.00 over and above the site fee charged for event attendance is assessed to non-members. These funds go to the SCA, Inc. to help cover the costs of overhead.**
- **At what events must the Non-Member Surcharge be collected?**
 - **Most events qualify for the Non-Member Surcharge. The exceptions are events where no site fee is charged. The NMS does not apply to practices, guild meetings, populace meetings, and the like. If an event charges a discounted site fee for minors, or if minors are admitted free of charge, then the NMS is not charged to those minors for that event.**
- **How is the NMS collected?**
 - **Fees must be sent to the SCA Corporate office on a regular basis. In most cases local groups send the fees and associated reports to the Kingdom Exchequer, who in turn compiles a master report and sends everything from the entire Kingdom to the Corporate office at once. Consult with your Kingdom Seneschal or Kingdom Exchequer for details on exact collection and reporting procedures in your Kingdom.**

Waivers

■ **When must waivers be signed?**

- **All attendees at SCA events must either present to the gate staff a currently valid proof-of-waiver membership card ("blue card"), or they must sign a waiver in order to enter the event. All non-members must sign a waiver at every event they attend. Paid members who have a white card (meaning the member services office does not have a waiver on file for them) must sign a waiver at every event they attend. (White card holders who wish to exchange their white card for a blue card may do so at no charge. Contact the Member Services office for more information.) Paid members who forgot to bring their blue card with them to the event must sign a waiver at that event.**
- **Minors (persons under age 18) who are paid members in their own right, and who have a blue card, meaning their parent or guardian signed the waiver on the membership form when they sent in the membership application, need not have an additional waiver signed for them at events they attend, as long as they have the blue card with them. Non-member minors, or minors who do not have their blue card with them, must have a waiver signed by their parent or legal guardian at the gate.**

Waivers

- When must waivers be signed (continued)?
 - **All participants in combat-related activities (defined in Corpora as armored combat, period fencing, combat archery, marshalling, scouting, or banner-bearing in combat) at an SCA-sponsored fighter practice must either present to the marshal or other designated membership checker a currently valid proof-of-waiver membership card ("blue card"), or they must sign a waiver in order to participate in combat or training. Persons who cannot present a blue card must sign a waiver at every practice in which they participate in combat-related activities. In other words, a waiver cannot be "good" for more than one fighter practice session.**
 - **A past Board ruling has held that waivers are not required for participation in target archery or thrown weapons at practices (of course, at events all attendees must sign a waiver regardless of what activities they participate in). The reasoning is that waivers are required for activities in which the target is another person, and not for activities in which blows or missiles are directed against inanimate objects.**
 - **Please see the section of this document concerning Minors for information on required documents for minors in combat.**
 - **Individual Kingdoms or site owners may impose additional or more stringent requirements at their discretion.**

Waivers

- Why must waivers be signed?
 - **The waivers serve to protect us all in the event of a lawsuit resulting from SCA activities. Contrary to popular belief, the waivers are NOT worthless – they have now stood up in Court, or stopped a potential lawsuit from getting as far as a Court, on several occasions. Legal advice has indicated that waivers are probably even more important at fighter practices than at events.**

Waivers

- **How do we determine whether an activity is an Event at which waivers must be signed?**

- Remember that waivers are signed to protect us from liability. An event, for the purposes of liability, is an activity with SCA sponsorship. This includes those activities that meet the definition of an event as described in Corpora II.A. (also in section X of this document), as well as SCA-sponsored fighter practices. These activities need to be advertised at least to the members of the local SCA branch. This can be done through the local, principality, or kingdom newsletter, or via some other channel that is recognized by the local members as being a vehicle for such information, such as the branch website or email list. Note, however, that the announcement of an activity on an email list is not in itself sufficient to make an activity SCA-sponsored. Private individuals often post party announcements on such lists, and these parties may sometimes include SCA-style fighting. The key in determining whether waivers are required is common sense. How is the announcement worded? Would a reasonable person believe, in reading the announcement, that this is the branch's officially sponsored fighter practice, or would they believe it was an activity sponsored by a private individual? If a reasonable person would expect that the activity is SCA-sponsored, then waivers should be collected. If the activity is clearly a privately-sponsored one, then waivers are not needed, as the liability will fall upon the owner of the home where the activity takes place, or upon the sponsor of the activity or owner of the site if it is not held at a private home.

Waivers

- What is a “roster waiver”?
 - **A roster waiver is a form that contains the full text of the waiver in a reduced size, permitting the signatures of many individuals on a single sheet of paper. This form is perfectly acceptable for use at both events and fighter practices, as long as the text of the waiver is not altered in any way.**
 - **Roster waivers are NOT acceptable for use with minors. Each and every minor must have a separate waiver completed.**
 - **Copies of all waiver forms may be found online at www.sca.org.**

Waivers

- **What happens to the waivers at the end of the event?**
 - **Corporate Policies of the SCA, section VI, states:**
 - **Each Kingdom shall have a single responsible officer ("Waiver Secretary") as a deputy to the Kingdom Seneschal to ensure that all required waivers, rosters, and sign-in sheets are collected and safely stored within a reasonable time after each event. The Waiver Secretary shall ensure that waivers for each event can be located and provided to the appropriate officials in the event a specific waiver is required.**
 - **Each Kingdom shall store all original executed waivers, rosters, and sign-in sheets, or legally accepted facsimiles, in such a manner that a responsible party can easily retrieve any needed waiver.**
 - **Consult your Kingdom Seneschal for more information about specific procedures in your Kingdom.**

Waivers

- **What about groups in countries other than the United States?**
 - **The waiver policy applies in countries other than the US (except Australia and Finland, which are governed by separate Corporations), unless a legal opinion has been presented by the branch stating that waivers are not required in that country, or an alternative country-appropriate waiver text, arrived at with the assistance of a lawyer, is presented to the Board for approval. As of this writing only New Zealand has presented such a legal opinion to the Board. Waivers are therefore required in all countries except Australia, Finland, and New Zealand at this time.**
- **What if a member of an affiliated corporation, such as SCA-Australia, attends a US event? What if a US member attends an Australian event?**
 - **People should expect to comply with the waiver policies applicable in the country in which the event they are attending is being held. Therefore, as an example, an Australian member attending a US event should expect to sign a US waiver, and an American attending an Australian event should expect to comply with Australian waiver policies.**

Events

■ **What is an official SCA Event**

- **An "event" is a gathering where attendees can participate in or observe activities which evoke the atmosphere of the pre-17th century European Middle Ages and Renaissance. Events must be sponsored by a branch of the SCA, registered with the Seneschal, publicized at least to the members of the branch, and conducted according to Society Rules.**
- **The term "official" is outmoded. There is no such thing as an "unofficial" event. An activity is either an SCA event or it isn't. If it meets the requirements described above, it is an SCA event. If it does not meet those requirements, it is not an SCA event. This also applies to activities that might not be thought of as "events", such as fighter practice. A "fighter practice" held in someone's backyard, and publicized only by word of mouth, is not an SCA-sponsored activity. It is important to note that non-SCA-sponsored activities are NOT covered by the SCA's insurance.**

■ **What kinds of activities can occur only at an SCA event?**

- **Official business of the SCA can only occur at a duly publicized event. These include Crown and Coronet Tournaments, Coronations and Principality Investitures, Baronial Investitures, the presentation of awards and titles by the Crown, Principality Coronet, or Territorial Baron and/or Baroness, proclamation of Law, establishment or advancement of branches, and the appointment of Kingdom officers.**

■ **What kind of activities are forbidden at SCA events?**

- **Any activity that violates modern law at any level, the Governing Documents of the SCA, Inc., Kingdom Law, and/or Principality Laws is prohibited at an SCA event. Activities should attempt to evoke the atmosphere of pre- 17th century European Middle Ages and Renaissance.**

Events

- **What are the requirements to attend an event?**
 - **The requirements for event participation are really very basic. All participants must make an attempt at pre-17th Century clothing. All participants are expected to comport themselves as ladies and gentlemen. All participants are required to obey modern law and the rules of the SCA as set forth in the Governing Documents, officers' policies, and Kingdom and Principality law.**
- **What are not requirements for event attendance?**
 - **Unlike most organizations, paid membership is not required to attend an SCA event. Non-SCA members pay an additional fee, called a "non-member surcharge", at the gate for each event they attend. Attendance at events is open to all who meet the requirements defined above and pay the required fee, with the exception of individuals who have been absolutely banished by the Crown and/or had their membership revoked and denied by the Board of Directors.**
- **What further requirements may event staff or branch officers impose on participation in event activities?**
 - **Specific events may have additional restrictions on minor participation, presence of animals, live steel, food, alcohol, smoking, etc. These requirements are most often imposed by the owners of the site where the event is to be held. One should always consult the event announcement before departing for an event to ensure that one understands the site restrictions.**

Events

- **What is a 'proof of insurance' form?**
 - This is a form provided annually by the SCA's corporate office to the Kingdom Seneschals, who should then provide it to all local Seneschals. It constitutes proof of the SCA's possession of, and amount of, insurance. Many site owners require proof of the SCA's insurance status before it will allow the SCA to use their site for an event. Other terms for this form are "Insurance Certificate" or "Evidence of Insurance."
- **Can official business ever be performed at other than a recognized event?**
 - Official business may only be performed at an event. It can be announced elsewhere, but anything so announced is not "real" until repeated at an event.
- **Who is in charge of an event?**
 - The autocrat, also called the Event Steward, has primary responsibility for an event. This person is an officer (deputy Seneschal) for the term of the event, from planning to final debriefings after the event. The chain of command after that is the local Seneschal, senior Seneschal present, and the Crown, Coronet, or Territorial Baron and/or Baroness, if present. If a question involves fighting activities, the local Knight Marshal and senior Marshal present have jurisdiction.

Events

- Who may shut an event down?
 - **The event steward and/or the senior Seneschal present has the authority to “pull sanction” on an event, if necessary. Pulling sanction means that the event is no longer an SCA-sponsored activity. No official business may be conducted after sanction is revoked, and the activity is no longer covered by the SCA’s insurance. The senior Marshal present may shut down any and all fighting activities if necessary.**
 - **It is worth noting that shutting down an event in progress is a severe action and should be done only at great need.**
- If an event is shut down, are we required to provide refunds?
 - **This is very situationally dependent. There could well be circumstances where it’s a very good idea to refund event fees, but this is more of a ‘customer care’ issue, as opposed to a legal responsibility.**

Events

- Who is in charge of inter-Kingdom events? Who controls the money and received the profits for such events?
 - **Inter-Kingdom Events are events where the administrative personnel of the event can come from more than just the Kingdom where the event is held. Each of these events is governed by the policies of the Kingdom or Kingdoms sponsoring it, and the treaties negotiated between the Kingdoms. Each has a Financial Policy in place to delineate financial matters for the event. The individual appointed as Event Steward or Autocrat has ultimate responsibility for any event, including inter-Kingdom events.**

Demos

- **What is a “demo”?**
 - **A demo (“demonstration”) is an organized educational effort to teach and/or display activities of medieval interest in general, and SCA interest in particular, to the general public.**
- **Who may hold a demo?**
 - **Demos may be conducted by staff approved by the leadership of the branch. As this is an interface with the modern era, the branch seneschal should be aware of and approve demo activity.**
- **Are Demos SCA events?**
 - **The requirements for an event, or SCA-sponsored activity (cited elsewhere), must be met before a demo can be considered an event.**
- **Must a marshal be present before fighting may occur?**
 - **As with all martial activities, an authorized marshal of whatever forms are being displayed must be present if there is fighting at a demo.**
- **Does SCA insurance cover a demo?**
 - **If the demo meets the requirements of an SCA-sponsored activity, it is covered by the SCA’s insurance.**

Demos

- Can we restrict who may hold a demo in our shire/barony, etc?
 - **Demos conducted in the name of the SCA must be approved by the branch where the demo is to be held. The branch may restrict who may represent them to the public. The individuals who are officially authorized to represent the SCA to the public are the Seneschal, the Crown, the Coronet (Principality or Baronial), and the Hospitaller or Chatelaine.**
- What is the policy regarding the public handling of weapons?
 - **Demo organizers should pay particular attention to site/host restrictions regarding SCA and live steel weapons. In general it is not a good idea to allow the general public to handle live steel weapons at a demo.**
 - **No one should bring weapons of any kind onto the grounds of a school without the prior knowledge and consent of the school officials.**
- May demo guests try on armor or garb that is on display?
 - **This is the personal choice of owners of the items.**

Demos

- **May demo guests shoot bows, throw weapons, or try other types of martial activities?**
 - **The same standards that apply to a new person who wishes to try a martial activity at a fighter practice should apply. An interested guest must receive some basic instruction, with an emphasis on safety, before being allowed to participate, and they must sign a waiver. (Note: target archery is not considered a “combat-related activity”, and so waivers need not be signed for that activity...but please be certain that all appropriate safety procedures are taught and followed.)**
 - **Waivers are not needed from the parents of children who take part in “fight-a-knight” activities.**
- **May demo guests try their hand at arts and sciences that are being demonstrated, or participate in dancing?**
 - **Assuming appropriate safety precautions are in place, and with any necessary instruction, participation is a highly effective method of educating the demo guests – and fun for both SCA member and guest**

SCA Branches

- Why can we not have non-contiguous branches if both branches are amenable?
 - **Corpora requires that all branches be contiguous – that is, they may not have “island” areas in the middle of other branches. All lands of a branch must touch. The reason for this is to avoid the creation of enclaves that exist solely for “political” reasons, or because two factions of people cannot agree to get along.**
- Are we ever allowed to have a branch lower than principality that crosses state lines?
 - **It is possible for variances to this policy to be granted. Any branch wishing to petition for such a variance should go through their Kingdom Seneschal, who will work with the Society Seneschal.**
- If we meet member requirements, does the SCA have to give us our own branch?
 - **No, this is not automatic. There may be other reasons besides simple membership numbers for an area not to become a separate branch.**

SCA Branches

- Are households SCA branches?
 - **No. Households are not recognized by the SCA and hold no official standing. They are simply voluntary associations of individuals. Since they are not branches, they may not sponsor SCA events. Households wishing to conduct SCA events, as opposed to household parties (which are outside the scope of the SCA), must work with and through an official SCA branch.**
- What are the requirements for an area to become an SCA branch?
 - **Specific requirements for all of the different types of branches may be found in Corpora, section III.**
- Do we have to have a Royal peer to be an SCA branch?
 - **There are no requirements for a prospective branch to have Royal Peers, Peers, or any other specifically-titled individuals residing in their area.**

SCA Branches

- Do I have to live within a branch to vote in its election?
 - **Yes. Only residents of the branch, as defined by its list of claimed zip codes, are eligible to participate in branch pollings.**
- How is a new branch started?
 - **It should begin with consultation with the Kingdom Seneschal. He or she will be able to tell the representatives of the prospective new branch whether the area they propose for a new branch is available or already part of an established branch, and will advise them on what they need to do to become an SCA branch. Many Kingdoms have a deputy Kingdom Seneschal expressly assigned to working with prospective new branches. Contact your Kingdom Seneschal for information regarding procedures in your Kingdom.**
 - **Ultimately, a branch which is ready for full status will apply to the Kingdom Seneschal, who will consult with the Crown and the Society Seneschal. Should all approve, the status is recognized when the Crown proclaims it in Court at an event, and finalized when it is read into the minutes at a Board meeting.**
 - **Groups below Baronial status (shires, cantons, colleges, ridings, strongholds, ports) are approved entirely at the Kingdom level, and only acknowledged by the Board. Baronies, Provinces, Principalities, and Kingdoms must be approved not only by the Kingdom, but also by the Society Seneschal and the Board.**

SCA Branches

- What are the stages to full status and definitions of each?
 - **This varies from one Kingdom to another. Consult your Kingdom law or Kingdom Seneschal for information.**

Crown Tournaments and Martial Activity

- **Where are the rules governing fighting in the SCA found?**
 - The fundamental rules of SCA combat are the Rules of the Lists, which may be found in Corpora, Section IX. More specific regulations may be found in the Marshal's Handbook (available online or from the SCA stock clerk) and the activity-specific handbooks of the Society Marshal's office. Each Kingdom also has additional rules; consult the Earl Marshal of your Kingdom for more information.
- **How are Crown Tournaments fought? Can the format be changed by the Crown?**
 - Corpora specifies that Crown and Coronet Tournaments must be armored combat (also known as "heavy weapons" or "hardsuit") tournaments, and must be conducted as single combat tournaments – that is, competitors fighting one-on-one. The lists may be conducted as single-elimination, double-elimination, round robin, or whatever tournament format the Crown decrees, as long as it entails one person fighting one other person in each fight. If a Crown or Principality Coronet wants to try some other format besides that described above for their Crown or Coronet Tourney, they must request approval of the Board of Directors.

Crown Tournaments and Martial Activity

- Can we run an A&S, Archery, or Rapier Crown Tournament?
 - **No. Crown and Coronet Tournaments may only be conducted as Armored Combat competitions. The Crown may require that entrants participate in some additional activity or activities in order to be allowed to enter Their Crown Tournament (for example, they may be required to present an Arts and Sciences display at the event), but the Heirs will be chosen on the field of honor.**
- Who is in charge of the martial elements of Crown Tournament?
 - **The Kingdom Earl Marshal has responsibility and authority for conducting the tournament. Ultimate authority belongs to the Sovereign.**

The Crown

■ What can/must the Crown do?

- The duties and privileges of the Crown are fully delineated in Corpora, section IV. In sum, the Crown shall uphold the rules of the Society and the laws of Their Kingdom, rule Their Kingdom equitably and fairly, serve as the chief exemplars of the ideals of the Society to Their populace, recognize and reward deserving subjects, foster an atmosphere congenial for new members and for the arts and sciences, and in general do all They can to make the Society fun and pleasant for Their people. The Crown may also banish any individuals whose behavior merits such action. In fact, this is something the Crown **MUST** do in order to protect the Society and its members.
- The Crown may amend Kingdom law and make new law as necessary and desirable. They may suspend officers for just and stated cause.
- The King and Queen must be paid SCA members, and must maintain that membership for Their entire reign. Corpora requires that They attend Their Coronation, the Crown Tournament to determine Their Heirs, and the Coronation of Their successors. Individual Kingdom Laws may impose additional requirements..

The Crown

- **What can the Crown NOT do?**

- **The Crown cannot compete in the Crown Tournament to select their Heirs. They cannot serve in any other office (except that of Territorial Baron or Baroness) while They are on the Thrones. They cannot give armigerous awards to subjects of other Kingdoms without the prior consent of the Crown of the potential award recipient's Kingdom. The Crown may not remove a Kingdom officer from office on Their own authority; this can only be done jointly by the Crown and the officer's Society superior. The Crown may not abuse Their power by treating Their subjects unfairly or capriciously.**

Censure

- What types of censure are there, and for what do they apply?
 - **There are two basic categories of "censure": Banishment and Revocation and Denial of Membership.**
 - **Banishment is a form of censure imposed by the Crown on individuals for transgressions. There are three levels of banishment. These are described in detail in Corpora, section IV.G. All last from the time of their proclamation until the end of the Reign.**
 - **Banishment from the Presence. This requires the banished person to stay away from the Royal Presence. It may be imposed for any reason the Royalty sees fit.**
 - **Banishment from the Realm. A person so banished may attend events, but may not actively participate in Society activities. It may be imposed in response to serious transgressions against Society rules or standards of behavior, or for actions that directly affect and endanger the Society.**
 - **Absolute Banishment. A person so banished is banned from attending SCA events or activities anywhere in the Known World. It is imposed when an individual has endangered public health or safety, or disturbed the peace of an event in a manner which would make it reasonable for the modern authorities to be called in for assistance, or has taken actions in the course of performing official duties on behalf of the SCA that would cause the modern authorities to be called in for assistance, or has taken other actions that directly affect and endanger the Society. It is automatically accompanied by a request to the Board for revocation and denial of the person's membership.**

Censure

- What types of censure are there, and for what do they apply? (Continues)
 - **Banishments from the Realm and Absolute Banishments are automatically reviewed by the Society Seneschal and the Board of Directors. However, it is incorrect to say that a person was “banished by the Board”. The Board may not banish people. Only the Crown may do that. Banishments are considered “in-game” sanctions.**
 - **The Board is the only entity empowered to revoke and/or deny a person’s membership in the SCA. A person whose membership has been revoked or denied is forbidden from any participation in SCA activities for the duration of the revocation, which is most often for life. Revocation and denial of membership is described in the Corporate Policies of the SCA, Inc., in section II.D. It may be imposed for any of the following reasons:**
 - **Conviction of violation of civil or criminal law**
 - **Actions that endanger the SCA**
 - **Violation of the Governing Documents or other rules of the SCA**
 - **Formal recommendation arising from procedures defined in Corpora (such as a Court of Chivalry)**

Censure

- What are a banished or revoked person's rights of due process?
 - **The SCA is a corporation, not a government. Unlike the government, the SCA is not subject to a requirement for a formal "due process" procedure. However, the Board does have a set of procedures in place regarding revocations and denials of membership. These may be found in section II.D of the Corporate Policies of the SCA, Inc., and are further delineated in the Board of Directors Policies and Procedures Manual, which may be found online at www.sca.org.**
- Are we voiding a constitutional right to participate in the SCA by banning someone?
 - **No. There is no constitutional right to belong to a club. The Directors and officers of the SCA, however, do have a duty to enforce the rules of the organization and to protect the membership from dangerous or disruptive individuals.**

Minors

- May minors attend events without their parent or legal guardian?
 - **This depends on the rules for the particular event. In many cases, yes, if the appropriate forms are filled out. For some events, such as Pennsic War, no, as this is the policy of this event.**
 - **The appropriate forms are (1) a waiver signed by the minor's parent or legal guardian, and (2) a Medical Authorization form signed by the parent or legal guardian designating an adult on site to be responsible for the child and giving that adult the ability to authorize medical treatment for the child should that become necessary.**
 - **Minors may never simply be "dropped off" at an event by their parents and left to fend for themselves! There must be a designated adult who is responsible for the minor at all times.**
- Why do we have the minor waivers instead of a one-size-fits-all waiver?
 - **This is the recommendation of our legal advisors. Because minors may not sign for themselves – a parent or legal guardian must sign for them – the language of the waiver text needs to be somewhat different from that for adults.**

Minors

- What do we do if we find a minor consuming alcohol at an event?
 - **Contact the autocrat and/or seneschal at once. Be sure that the local authorities are contacted. The officials in charge of the event are justified in ejecting the adults who gave the alcohol to the minor from the site, and, in addition, sanctions against those individuals may be appropriate.**
- Can minors participate in fighting?
 - **Youth combat is a growing interest in the Society. The ages of participation vary from Kingdom to Kingdom.**
 - **According to Corpora, the minimum age for authorization in armored combat is 16; for rapier combat, the minimum is age 14. Individual Kingdoms may set older minimum ages at their discretion.**
 - **Information on the required procedures for authorizing minors for combat-related activities may be found in the Corporate Policies of the SCA Inc., section V.**
 - **No Society-wide rules or procedures exist for the activities known as "youth combat" or "boffer fighting". Consult your Kingdom Seneschal or Earl Marshal for information on these activities in your Kingdom.**

Minors

- Can minors serve as officers?
 - **The Corporate Policies of the SCA Inc. specify that no one under the age of 15 may serve as an officer. No person under the age of 18 may serve as group Knight Marshal or as Marshal in Charge of an event. Since Seneschals are empowered to sign contracts, and minors may not legally sign contracts, any minor Seneschal (age 15-17) must have an adult deputy who can sign contracts for the branch. Individual Kingdoms may set more stringent requirements at their discretion**

Alcohol

- When are we allowed to serve/provide alcohol at an event?
 - **According to the Corporate Policies of the SCA Inc., section VIII: “Manufacturing, distributing, selling, serving, or furnishing of alcoholic beverages by the SCA or its branches or subdivisions is prohibited within the United States and its territories.”**
 - **Therefore, alcohol may not be provided by the SCA, whether for sale or for free. SCA funds may not be used to purchase alcohol. Officers may not serve alcohol as officers – if they are serving alcohol, it is as individuals and not as representatives of the SCA.**
 - **Cash bars operated by outside parties are fine, as long as they are operated in accordance with the site’s rules (this is usually not an issue, as cash bars are generally operated by the site owners). Individuals are welcome to bring alcohol to events and serve it as individuals to whomever they please, as long as any and all rules imposed by the site regarding alcohol are followed. In all cases the real-world laws regarding alcohol must be adhered to.**
 - **Note that the SCA’s policies concerning alcohol are applicable only in the United States and its territories. Please check local laws regarding alcohol in countries outside the United States.**

Alcohol

- May we give gifts containing alcohol at events?
 - **The giving of alcoholic beverages as gifts is not prohibited as long as the site rules permit alcohol.**
- May we auction off alcohol during fundraisers at events?
 - **No, this is not permitted. This would require the SCA to own and "sell" the alcohol, which violates our rules.**
- Can we use alcohol to cook during the preparation of a feast?
 - **Certainly. Corpora provides an exemption from the prohibition on using SCA funds to purchase alcohol to allow for the purchase of small quantities for use in cooking.**
- How do alcohol rules and policies apply to brewing and vintning competitions?
 - **Brewing and vintning competitions must be certain to comply with all applicable Federal, state, and local laws, as well as site restrictions. Entrants and judges must be of legal drinking age. No SCA funds may be used in the manufacture of the entries. The site must be one that permits alcohol. The entries may not become the property of the SCA, and alcohol may not be used as prizes for competitions.**

Alcohol

- How are Brewers'/Vintners' Guilds affected by the SCA's Alcohol Policy?
 - **Funds belonging to such Guilds may not be held in SCA accounts, nor may they receive SCA funds to support their activities. Such guilds must be funded by their members. They may receive donations from other SCA members as individuals, but these donated funds may not be held in an SCA bank account.**

Contracts

- Who can sign modern contracts that commit the SCA legally, financially, or both?
 - **The seneschal is the only person in a branch with the authority to commit the SCA to a legal contract.**
- What do we do if someone unauthorized to sign contracts does so?
 - **Contact the appropriate Seneschal, who will need to either inform the party contracted with that its not a legal document, or countersign the contract in order to make it binding.**

Property

- What does 'property' mean?
 - **Property is any THING that a branch may own. Commonly owned things include serving dishes, serving utensils, tablecloths, and loaner garb. This is distinct from "regalia", which is also owned things (defined as jewelry or works of art for display or ceremonial use), but which is accounted for differently in financial reporting. Not everything one might think of as regalia actually counts as regalia for financial reporting purposes. See the SCA Exchequer's Handbook (available online or from the SCA Stock Clerk) for more information.**
- How can a group acquire property?
 - **Items may be acquired through purchase or donation.**

Property

- How is it accounted for?
 - **Property is normally accounted for on a property list that the exchequer or a deputy maintains. Property that has value above certain limits or is for sale is accounted for separately. Property that is art and does not wear out over time is known as Regalia. Property that does wear out over time and had a starting value over \$500 is known as Depreciable Property. Property that is intended to be sold and that was bought at a lot price of more than \$250 is known as Inventory.**
- Is property depreciated on the group's Domesday report?
 - **Yes. There is a form to calculate the depreciation expense in the Domesday form packet. See the exchequer's handbook for details.**
- Who is responsible for property management?
 - **This is the responsibility of the group's Exchequer, who may delegate the management task to a deputy.**

Property

- Are there any physical property items the SCA may not own?
 - **The SCA may not own brewing equipment and supplies specifically to be used for brewing, nor may it own alcohol, except in small amounts for use in cooking. The SCA may not own motor vehicles, though it may own trailers.**
- Who pays for storage?
 - **If there is a storage cost to be paid, the branch that owns the property must pay it.**
- How is Regalia to be accounted for and maintained?
 - **Regalia should be maintained with the goal of making it last in its best state for as long as possible. It is listed as an asset with value and that value should not change over time very much. Maintenance should ideally be done by skilled artisans - the creator, if possible.**
- How do we deal with regalia that is no longer serviceable?
 - **We decommission it. We can either sell it or discard it. There is a form to use when doing this so that the value that was being reported is correctly expensed.**

Property

- What is the SCA policy on purchasing land, owning buildings, or signing long-term leases?
 - **Only the Corporation may do this. Branches wishing to acquire land or a building will most likely be advised to form a separate Corporation for this purpose. Contact the Society Treasurer for details.**

Finances

- Who has final say over branch finances?
 - **The branch financial committee is responsible for branch financial management. Every branch is required to have a financial committee. See the SCA Exchequers' Handbook for details concerning financial committees.**
- How do we handle donations?
 - **We accept them gratefully when we can use whatever was donated. If a donation is of an item that we cannot use or cannot own (such as an automobile), we must decline the donation. If the donation is of money that is supposed to be used for a specific purpose that we cannot support, we must decline the donation.**
- Should all signatories on a branch account read each bank statement?
 - **It wouldn't hurt, but it isn't required.**

Finances

- “Houston we have a (financial) Problem!” What do we do?
 - **Local branches should contact the Kingdom Exchequer, and the Kingdom Exchequers should contact the Society Exchequer - immediately. If a theft has occurred, it is NOT acceptable to “make a deal” with the guilty party. The SCA has a policy of vigorously pursuing legal action and redress in cases of financial misfeasance or malfeasance involving SCA funds.**

Problem Resolution

■ What is a good problem resolution flow?

- **Talk to the people directly involved with your issue first. The vast majority of problems can be resolved at this most basic level. Not only is this a faster approach, but it avoids the interpersonal hard feelings that invariably ensue from 'jumping' over someone to lodge a protest, etc.**
- **Talk to the SCA officer involved, preferably at the branch level wherein the issue has arisen. This officer has a basic responsibility to attempt to resolve issues in their jurisdiction.**
- **Talk to the local Seneschal. As the main SCA representative in a branch, the local Seneschal is often equipped with the most information and resources for problem resolution.**
- **Talk to the Baronage or regional level officers.**
- **Contact the Principality or Kingdom level officials. A major responsibility of this level is to help membership and participants play nice and share the toys. Requirements to hold offices at these levels almost always include or infer mediation skills.**
- **Contact Society level officials. It is best to begin with those relevant to the subject.**

Problem Resolution

- What are some less effective methods?
 - **First and foremost, sitting on a problem is rarely useful. Problems do not get better with time - they get better with communication.**
 - **Sending out an angry complaint to everyone listed in the Kingdom Newsletter may get you attention, but it is not likely to produce a beneficial end to the issue. The high level people on the receiving end of the blast turn immediately to the local officers and ask why they have not solved it. If it's the first the local officers have heard of it, they feel foolish, and, not unexpectedly, a hostile reaction to the issue pervades the opening discussion. Who likes someone to go to their boss' boss before asking them to help? There is nothing wrong with escalating if you disagree with the response from a given level, but it is common courtesy to give them a shot at it.**

Problem Resolution

- What are some less effective methods? {Continues}
 - **Opening with an angry attack is counterproductive. No one responds well to an attack. A calm, rational approach to the issue always works better, even if you have to wait a few days. This is especially important with email, as it is two-dimensional and there are no tones of voice or facial expressions to soften the 'bad news.' Written word often comes across as far more harsh than was intended, and should be used carefully. Even if someone has made a terrible error, approaching them nicely about it paves the way for a graceful remedy.**
 - **Trying to solve a modern legal issue within the SCA infrastructure is a bad idea, and the SCA officially disallows it. Problems of this kind should ALWAYS be referred immediately to the modern legal authorities.**
 - **These procedures are outlined in an appendix to Corpora, "Channels for Complaint and Appeal". Please note that these procedures are SUGGESTIONS ONLY. This is NOT a required procedure, and there are cases when it is inappropriate, so use common sense!**