

## PRINCIPALITY OF VINDHEIM



The Kingdom of Ansteorra humbly proposes to form  
the Principality of Vindheim within its borders.

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Greetings Unto to the Board of Directors of the Society for Creative Anachronism and the Society Seneschal from Jason and Margherita III, Crown of Ansteorra, and Brian, Seneschal of Ansteorra.

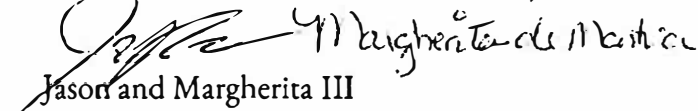
With joy, we present the following packet for consideration of elevating the Northern Region of Ansteorra to the status of Principality. In the submitted documentation, you will find overwhelming support amongst the populace of the region for this move, belief by the Greater Officers of Ansteorra that a Principality is viable, more than sufficient paid membership to sustain a Principality, proposed law and financial policy, and the required name and heraldry registration.

The proposed law and policy were the efforts of special committees with final edits and approval by the Crown and Kingdom Seneschal for law and the Kingdom Financial Committee for financial policy. The manner in which the heraldry was selected and the polling process are both detailed herein. Should this proposal be approved, the Principality would be ready to begin as soon as a Coronet List could be held.

While our Society is currently on hold from in-person events due to the pandemic until at least June, we do not believe this should prevent recognition of the hard work of the populace of the proposed Principality of Vindheim. In order to allow adequate time for the safe return to eventing, we propose to hold the first Coronet List, if permitted, on December 11, 2021. We hope the pandemic will be more controlled before this time and this will allow the populace to safely plan an event worthy of the occasion.

Ansteorra thanks you for your time and consideration in this important decision. Should there be any questions regarding this, we would be happy to discuss at an agreeable time.

In Service to Ansteorra and the Dream,

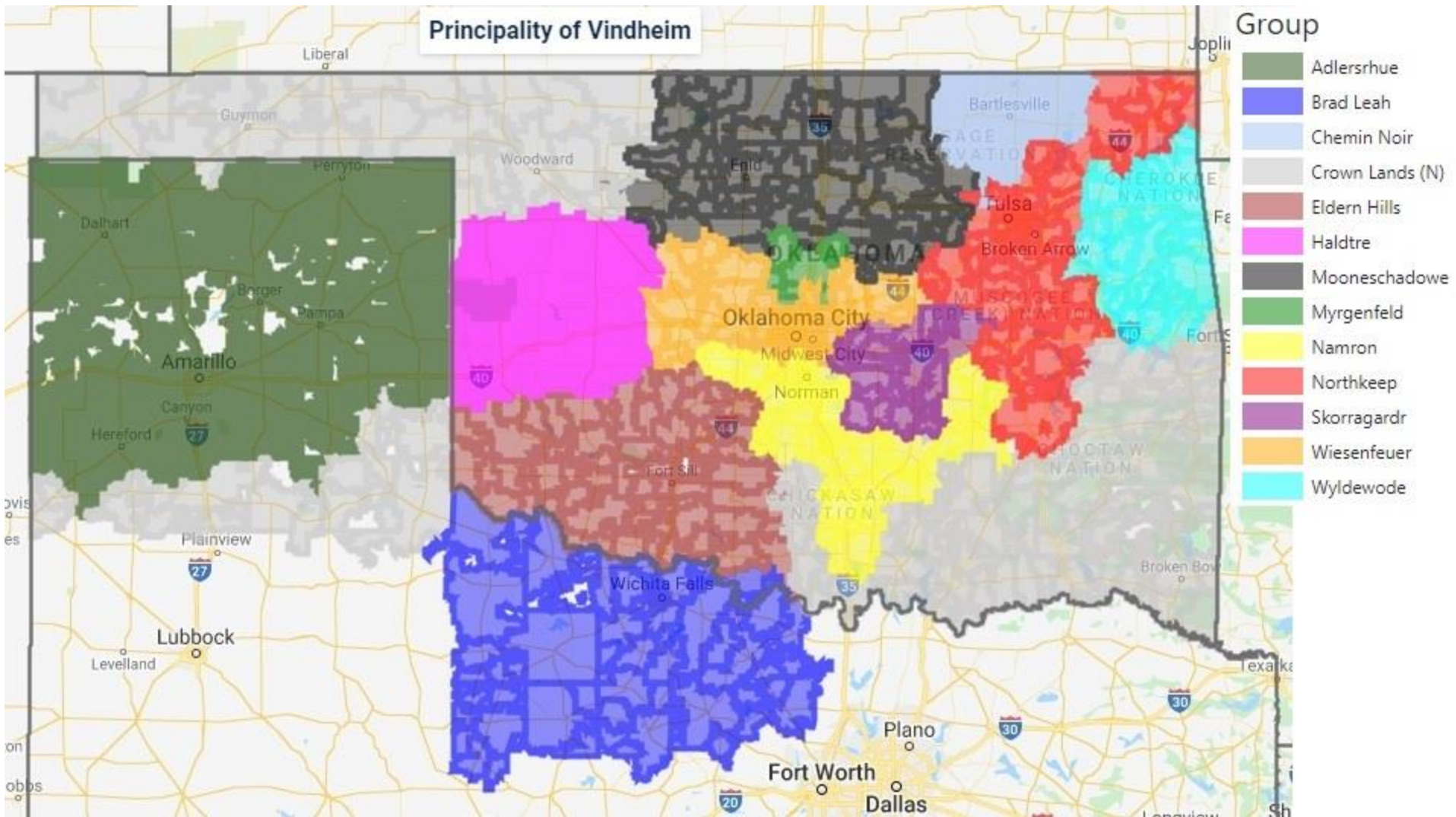
  
Jason and Margherita III  
Crown of Ansteorra



Brian  
Sensechal, Ansteorra

# Land and Population of Vindheim

- A.** Map of Vindheim
- B.** March 2021 Population count by local branch



## Population of Vindheim by Local Branch

Group	Population
Adlersrhue	12
Brad Leah	24
Chemin Noir	8
Crown Lands	3
Eldern Hills	34
Haldtre	8
Mooneschadowe	40
Myrgenfeld	13
Namron	102
Northkeep	82
Skorragard	11
Wiesenfeuer	71
Wyl dewode	23
<b>TOTAL</b>	<b>431</b>

Population per March 2021 membership list.

# Polling

- A.** Distilled Results of Pollings
- B.** FAQ Regarding Polling and Principality
- C.** Ballot used for Polling

## Results of the Pollings Held in the Northern Region of Ansteorra to Create a Principality:

A total of 347 ballots were returned from 12 in-person pollings as well as returned absentee ballots.

86.74% of returned ballots were IN FAVOR of creating a principality.



Q: Why do we want to pursue Principality at this time?

A: There has been a grassroots movement to move the Northern Region to a Principality. This has been discussed for many, many years and many, many times. This polling is to gauge interest to help decide if we, as a region, should put out efforts towards this goal or should let the subject rest and work on other things.

Q: Does this mean that we must become a Kingdom in the near future?

A: Not necessarily, but it is the first step in doing so. If the north becomes a Principality, becoming a Kingdom will be a whole separate application process with more stringent requirements.

Q: We don't have a name, device, ect. When are we going to decide this?

A: First steps first. This is the first polling to gauge whether to pursue further steps that will include input on the finer details of what the potential Principality will look like.

Q: What are the requirements and responsibilities of a Principality and its Coronet?

A: I have made a link that directly outlines what is written on this matter from Society Law.

<https://docs.google.com/document/d/12mAWXwfxwrxEMEH81Rybyvm-joJfGpsH1czna1MPmkA/edit?usp=sharing>

Q: What is the percentage of Yes or No votes needed?

A: A specific percentage has not been promised. This poll is a measure of your opinions, not a vote. Your opinions directly influence whether a region can become a Principality; however, it is not the only factor and only the Board of Directors can make the decision to create a Principality.

Q: This polling will destroy our Kingdom!

A: Not really a question, but ok. The Kingdom of Ansteorra has dealt with more contentious questions in the past and survived. The dream is alive and resilient within our lands.

Q: Who can be polled?

A: Anyone who lives within the zip codes of the Northern Region who is not a minor. Input will be accepted from both members and non-members.

Q: I cannot make it to the polling! I want to be heard! What do I do?

A: You can be polled by proxy by sending your response by email to:

[northern@seneschal.ansteorra.org](mailto:northern@seneschal.ansteorra.org)

Be sure to include your Legal Name, SCA Name, Membership Number (if applicable), Zip code, and Local SCA group name.

Q: This FAQ is terrible! It did not answer my question.

A: Also not a question, but fair enough. Please feel free to send any questions to

[northern@seneschal.ansteorra.org](mailto:northern@seneschal.ansteorra.org)

## Opinion Polling: Northern Region to Principality

Results of this opinion poll will be shared only with the Society Seneschal, Kingdom Seneschal, the Crown, and the Coronet. The results of this opinion poll will not be made public. This is the norm for opinion polls conducted in Ansteorra. Please understand that this poll is a measure of your opinions, not a vote. Your opinions directly influence whether a region can become a principality; however, it is not the only factor and only the Board of Directors can make the decision to create a principality.

The following are the only two options for this poll. Please circle either “Yes” or “No” to indicate whether you support the Northern Region becoming a Principality. Remember that the final decision rests with the Board of Directors.

Please answer the following:

**Should the Northern Region become a principality of Ansteorra?**

**YES**

**NO**

Please enter your information below.

Legal name: \_\_\_\_\_

SCA name: \_\_\_\_\_

Membership # (if applicable): \_\_\_\_\_

Signature (legal name): \_\_\_\_\_

Zip code of residence: \_\_\_\_\_

SCA group of residence: \_\_\_\_\_

## Heraldry of Vindheim

- A.** Summary of Name and Device
- B.** Name Submission Form
- C.** Device Submission Form (Color)
- D.** Confirmation of Registration of Name and Device

## Choosing the Name & Device for the Principality

*Emma de Fetherstan, Temperaunce Herald, OP, mka Jennifer Smith*

Before a Principality can be recognized as an official entity by the SCA, a name and device must be chosen by the populace for registration. After some discussion, it was determined the best way to do this was to have a group of heralds familiar with the heraldic registration rules guide the process. Master Ainar Magnusson, then Kingdom Seneschal, asked Mistress Emma de Fetherstan, OP, former Star Principal Herald, former Wreath Queen of Arms, and former Laurel Queen of Arms, to head up this group. Working together with Master Etienne de Saint Amaranth, OP, another former Star Principal Herald, Master Tadhg mac Áedáin Uí Chonchobhair, OL, and Baron Donnchadh Beag mac Griogair, all heralds, the group solicited input from the populace of the northern region of Ansteorra as to what name and device elements were important, or which should be avoided.

This solicitation of ideas took place during December 2018. We asked what name elements or meanings were important or should be avoided; we asked what colors, motifs, and overall designs were most desired or disliked. We also asked whether or not a crown should be included in the device, as principalities are not required to have a crown in their design.

Results were tallied, trends noted, and the working group met in early January 2019 to come up with options. We came up with a total of ten names and ten devices to present to the populace.

The final choice of name and device was determined by a ranked choice voting poll, conducted between January 26, 2019 and February 24, 2019. The winners were announced, and after it seemed the vast majority was happy with the process and results, we then the process of verifying that choice via signed petition. The announcement of the petition of support was included in the April 2019 Black Star kingdom newsletter; all other communication was broadcast via the various groups on Facebook, in the various kingdom mailing lists, directly to the seneschals of all of the northern region groups, and a website set up for the express purpose of being as transparent about the process as possible.

(<https://sites.google.com/a/cornelius.norman.ok.us/northern-ansteorra-principality/>)

Petitions of support for the new name and device were gathered over the next couple of months. Sixteen pages of support, including support statements from the Crown and the kingdom seneschal, and from the regional seneschal, were included in the heraldic submission forms which were drawn up and submitted. Now past the in-kingdom level of the heraldic submission process, the submissions were placed on the Ansteorran Letter of Intent dated September 30, 2019, to be ruled on by Laurel in December 2019.

## *Principality of Vindheim*



Quarterly sable and gules, a laurel wreath and  
in chief three mullets of six points Or

Branch Name Vindheim, Principality of

+ Name being submitted  
(if different from above)

Legal Name of Contact

Address

Phone Number Date Submitted 7/8/2019

E-mail Address star@ansteorra.org /

Consulting Herald Emma de Fetherstan Herald's E-mail / Phone

++ Name(s) previously submitted  
but not registered (if any)

++ Kingdom submitted from: ++Date returned:

Name Type (pick one)

☒ Primary

☐ Order/Award +

☐ Guild /

Household +

☐ Other (specify) +

Action Type

☒ New

☐ Resubmission ++

☐ Kingdom

☐ Laurel

☐ Change+  
(if registered, old name  
will be released)

☐ Appeal (attach  
justification)

☐ Other (specify)

Note: Group Names and Devices must be accompanied by a petition showing the support of the populace. It must identify the name and/or device being submitted. It must be signed by the Seneschal and either three-fourths of the officers or a majority of the populace. Consult with Star Principal Herald if you have questions about the procedure.

Name processing criteria. Read these carefully. Laurel may need to make changes in order to register the name.

MAJOR changes include: adding/dropping a name element, changing an element's language, changing the order of elements.

MINOR changes include: accents, punctuation, hyphenation, addition or deletion of a letter, upper-lower case changes, etc..

☐ We will NOT accept MAJOR changes to our name, even if the name cannot be registered without such changes.

☐ We will NOT accept MAJOR or MINOR changes to our name, even if the name cannot be registered without such changes.

Note: Leaving these checkboxes blank indicates that you will accept both major and minor changes in order to register your name.

If our name must be changed, we care most about: ☐ meaning ☐ sound ☐ spelling ☐ language and/or culture

(Please specify "meaning", "sound", or "language and/or culture" desired).

[OPTIONAL] Please CHANGE our name to be authentic for:

Please be specific, e.g. '12th-14th century' or 'Irish' or 'Welsh', rather than saying 'early' or 'late' or 'Celtic'. Please do not select this option if you do not wish changes to your name.

☐ language and/or culture

☐ time period

Name Documentation and Consultation Notes (attach additional sheets and documentation as needed.)

Documentation from Oluf Rygh, Norwegian Farm Names ([https://www.dokpro.uio.no/rygh\\_ng/rygh\\_form.html](https://www.dokpro.uio.no/rygh_ng/rygh_form.html)).

<\*Vindheimr> (Headwords: Venneim, Vindeim) "wind(y) village"

c.1514-1521 Vindym, 1563 Vindem, 1594 Vindem, 1600, 1612 Windem, 1603 Vindum, 1608 Winndum, 1619 Windenn

According to Rygh, <Vindheimr>, <Vindheimar> also occur as farm names in Iceland, although no dates are given. It seems fairly generic.

If there is concern about the period plausibility of retaining -heim instead of -eim or -heimr, in Danmarks Stedsnavne (<http://danmarksstedsnavne.navneforskning.ku.dk/>) we have some similarly-constructed names ending in the element -hem that also have -heim spellings in period, making this a plausible late period Danish construction as well:

sn. Vindum, which it says ends in -hem: 1349 Windum, 1490 Vindom, 1508 (1574) Windum, 1524 Vyndom, 1544 Windomm, 1610 Windom

sn. Bispshem: 1537-38 Bispshem; sn. Råhem: "Beginning of the 16th century" Roheim, 1638 Rohem; sn. Tulleshem: 1537-38 Twlis heim

Instructions: send 1 copy of this form and any documentation to Asterisk (name and address in the Black Star). It is recommended that the local/consulting herald keep a copy.

	Amount Received	Date Received	Action Taken	Amount Forwarded	Date Forwarded
Local					
Kingdom					
Laurel					

Legal name [REDACTED]

Address [REDACTED]

Branch Name Vindheim, Ansteorra

Phone Number [REDACTED]

Date of Birth [REDACTED]

E-mail Address star@ansteorra.org

Date Submitted 7/8/2019

Consulting Herald Emma de Fetherstan

Herald's E-mail/Phone [REDACTED]

Action Type

- ☒ New  
☐ Resubmission  
☐ Kingdom  
☐ Laurel  
☐ Change, if registered:  
☐ release old device  
☐ retain as badge  
☐ Appeal (attach justification)  
☐ Other (specify) \_\_\_\_\_

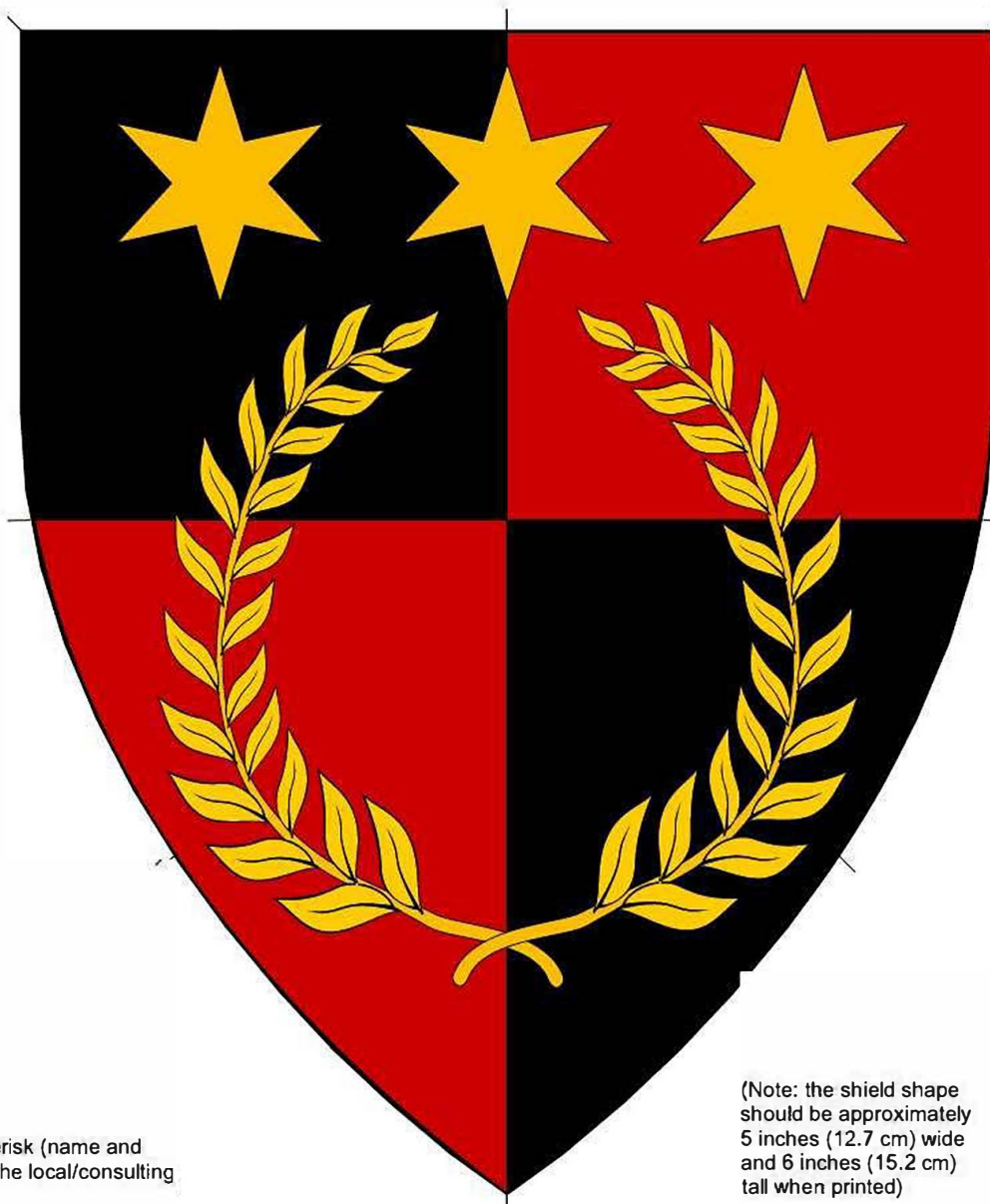
This name is (pick one):

- ☐ already registered  
☒ submitted with this device  
☐ previously submitted from the Kingdom of \_\_\_\_\_

If using any restricted charges, please give Kingdom and date of eligibility for that charge.

Proposed Blazon (Consult a herald if possible. Use plain English if you don't know how to blazon.)

Quarterly sable and gules, a laurel wreath and in chief three mullets of six points Or.



(Note: the shield shape should be approximately 5 inches (12.7 cm) wide and 6 inches (15.2 cm) tall when printed)

Instructions: send 1 color and 1 line art form to Asterisk (name and address in the Black Star). It is recommended that the local/consulting herald and the submitter each retain a copy.

	Amount Received	Date Received	Action Taken	Amount Forwarded	Date Forwarded
Local					
Kingdom					
Laurel					



# Name Search Form

There are [other search forms](#) available. For help using this form, please refer to the [hints page](#).

Enter the exact name for which you are searching ->

## Actions:

---

## Results:

2 items matched name="*Vindheim, Principality of*".

- [Vindheim, Principality of](#)
  - This branch-name was registered [in December of 2019 \(via Ansteorra\)](#).
  - The following device associated with this name was registered [in December of 2019 \(via Ansteorra\)](#):  
**Quarterly sable and gules, a laurel wreath and in chief three mullets of six points Or.**

## End of Results

[Convert to complex search.](#)

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# Proposed Officers of the Principality of Vindheim



# **Proposed Officers of the Principality of Vindheim**

These are the currently listed Officers for the Northern Region that would become Principality Greater Officers according to the proposed law. All have indicated that they are willing to continue on in their positions if the Region is elevated to a Principality.

## **Seneschal**

Rebekah Aleyn

M.K.A. Deb Allen

## **Exchequer**

Adalia VonderBerg

M.K.A. Emily Gurnee

## **Herald (Equinox Herald)**

Donnán Ó Néill

M.K.A. Robert Schaefer

## **Arts and Sciences**

Salvador Paolo de Barcelona

M.K.A. Eric Abbott

## **Chronicler**

Lillias MacGuffin

M.K.A. Meggan Cividanes

## **Earl Marshal**

(a new position, Region already has a Knight Marshal and Rapier Marshal)

Aldric de Kerr

M.K.A. Derryk Carr

# Proposed Law of the Principality of Vindheim

# **Laws of the Principality of Vindheim**

## **1. LAW AND THE WORD OF THE CORONET**

- 1.1. The Word of the Coronet is Law, subject only to the Word of the Crown of Ansteorra and the order of precedence established in the governing documents of the Society for Creative Anachronism, Inc. (the “SCA”).
- 1.2. Any proclamation of the Coronet of Vindheim becomes the Law of the Principality from the moment it is spoken by the Coronet at court, subject only to the Word of the Crown of Ansteorra and the order of precedence established in the governing documents of the SCA.
- 1.3. Until a proclamation of the Coronet has been published in the Principality and Kingdom newsletter, no subject of the Coronet shall be considered to be breaking the law if acting, through ignorance, contrary to that proclamation.
- 1.4. Only those proclamations of the Coronet approved by the Crown and published in the official Principality and Kingdom newsletter shall become permanent amendments to Principality Law. All other proclamations are understood to be in effect only for the duration of the Coronet's reign, and shall lapse with the investiture of a successor.
- 1.5. The Kingdom and Principality websites shall maintain the most current version of the Laws, which shall be accepted as published. Principality Law shall not need to be printed to be considered published.
- 1.6. It is the responsibility of the Principality Seneschal to ensure that any law changes that have been properly approved and proclaimed be published as specified by the governing documents of the SCA.
- 1.7. Amendments and Proclamations to laws, officer handbooks, and financial policies must also be published in the Principality and Kingdom newsletter before they are fully in effect.
- 1.8. Awards
  - 1.8.1. Under direction of the Crown of Ansteorra, it shall be the right of the Coronet to distribute such armigerous and Kingdom non-armigerous awards as are

specified in Kingdom Law.

- 1.8.2. It shall be the right of the Coronet to distribute any such Principality non-armigerous awards as may be approved by the Coronet and published in Principality law.

## **2. OFFICERS**

- 2.1. The Greater Officers of the Principality of Vindheim are the Seneschal, Herald, Earl Marshal, Minister of Arts and Sciences, Chancellor of the Exchequer, and the Chronicler.
- 2.2. These officers shall have the same duties within the Principality as do their superior officers in the Kingdom of Ansteorra. They shall report to their respective Kingdom Officer. Principality officers are considered deputies of their appropriate Kingdom Officer.
  - 2.2.1. Each officer of the Principality is responsible for encouraging and assisting their subordinate officers in the performance of their required duties to ensure the smooth functioning of the Principality. As part of this responsibility, each officer shall maintain regular communications with their subordinates.
  - 2.2.2. With sufficient evidence that an officer is not fulfilling the duties of that office, the Coronet may petition their Kingdom officer for removal and replacement.
- 2.3. Each Greater Officer shall appoint one deputy capable of assuming the office at any time. This deputy need not be the permanent replacement in cases where a replacement for the officer is needed. Each officer may appoint deputies to serve specific functions of the office.
- 2.4. Principality Officers shall follow warranting requirements as outlined in Kingdom Law.

## **3. ACHIEVING THE CORONET; RIGHTS OF FEALTY BETWEEN CORONET AND POPULACE**

- 3.1. The Vindheim Coronet Sovereign and Consort shall attain their Coronets in the following manner:

3.1.1. The Sovereign shall have won by combat in a Royal List at a duly authorized Coronet Tournament. The Consort shall have been the inspiration of the Sovereign at that tourney.

3.1.2. Investiture of the Coronet shall occur at the court following the successful conclusion of the Coronet Tournament.

### 3.2. Coronet Oath.

3.2.1. Upon Investiture, the Vindheim Coronet Sovereign and Consort-elect shall swear their fealty to the people of the Principality of Vindheim, to uphold the laws of the Principality of Vindheim, the Kingdom of Ansteorra, and the Society. That oath shall be given to the reigning Coronet Sovereign and Consort or to the Crown in their place and be witnessed by the Principality Seneschal or their representative and the Principality Earl Marshal or such members of the marshallate and Chivalry of Ansteorra as have witnessed the Coronet lists and shall bear witness to the validity of the claims of the tournament winner and consort.

3.2.2. In recognition of the fact that fealty is a reciprocal oath, and that the Vindheim Coronet Sovereign and Consort are considered by the Coronet oath to be Liege Nobility to each and every subject of Vindheim, the following shall be the rights of every subject of Vindheim as granted by the Coronet and law:

3.2.2.1. The Right of Complaint to the Coronet. It shall be the right of every subject of Vindheim to address grievances directly to the Coronet, as outlined in the Society Grievances procedures.

## **4. CORONET TOURNAMENTS, CONDUCT OF COMBAT, AND SUCCESSION**

### 4.1. Coronet Tournaments.

4.1.1. There shall be two Coronet Tournaments a year, held approximately the third weekend in June and second weekend in December. The Coronet Investitures shall be held at the court following the tournament. Dates shall be announced at the first of each year. The locations shall be rotated throughout the region, with any group eligible to place bids.

4.1.2. Coronet Tournaments locations shall be selected using the priority bid system

described in Sections 4.2.5 and 4.2.6.

4.1.3. Branches wishing to host a Coronet event must submit a written bid to the Coronet, Principality Exchequer, and Principality Seneschal. This bid must provide the specifics of event steward, date, location, and accommodations for the List and Investiture. Final bid approval shall be verified by the Coronet who shall be reigning during the event.

4.1.4. The following points shall be considered with regard to bids:

4.1.4.1. Any group within the Principality that meets Society, Kingdom, and Principality Law for hosting a fighting event may place a bid.

4.1.4.2. Bids, once accepted, can only be changed by agreement of the Coronet, the Seneschal, the hosting branch, and the event steward except as may be necessary to meet Society, Kingdom, or Principality law.

4.1.5. A branch that has not held a Coronet event in as many times as there are eligible branches may submit a bid that asserts priority. In the case of multiple priority bids, the branch that has not held a Coronet event in the longest time shall receive higher priority. A priority bid that meets the standards set forth in these Laws shall be strongly considered in preference to any other bid. The final decision for the winning bid shall rest with the Principality Financial Committee. Groups below the level of Barony and Province shall receive priority for bids ahead of Baronies and Provinces.

4.1.6. For purposes of priority, new groups shall be counted as if they held the Coronet event immediately prior to their establishment. In the case that this creates a tie for priority, the event shall be awarded to the new group.

4.1.7. The Principality Seneschal shall have primary responsibility for working with the hosting branch. The event steward of the Coronet event shall be responsible to the Principality Seneschal, who is in turn responsible to the Coronet in all matters involving the Coronet Tourney and Investiture. Any decision to replace the appointed event steward shall be made by the Principality Seneschal after consultation with the Coronet.

## 4.2. Conduct of Combat

- 4.2.1. All authorized Vindheim Armoured Fighters have the right to petition to compete in the Coronet Lists of the Principality of Vindheim unless they are in violation of the rules of the lists, the Bylaws or governing documents of the Society, or the laws of the Principality or Kingdom. All Entrants must be acceptable to the Coronet of Vindheim and Crown of Ansteorra.
- 4.2.2. By entering the Coronet Lists, the Entrants declare their loyalty to the Coronet, the Principality Laws, the Populace of Vindheim, and the Crown of Ansteorra.
- 4.2.3. Requirement for entry into the list are:
  - 4.2.3.1. All competitors and their prospective consorts must hold a valid membership with the SCA, Inc. on the day of the Coronet Tournament, and maintain their membership throughout their reign to be deemed acceptable to compete. Proof of membership must be presented to the Principality Seneschal when registering for the tournament.
  - 4.2.3.2. Entrants must have physically resided in and participated on a regular basis in the Principality during the most recent 12 months. Regular participation shall be defined as attendance at three or more published activities, such as: fighter practices, local events, officer, or guild meetings.
  - 4.2.3.3. Entrants must agree to reside in the Principality for the duration of their reign.
  - 4.2.3.4. Entrants must be acclaimed by a Principality Officer as being acceptable to enter the list.
  - 4.2.3.5. The Competitor's consort must be present at the tournament.
- 4.2.4. Each fighter, by entering the Coronet Lists, declares that should they prove victorious, they shall be invested in the court following the Coronet Lists and be able to attend the following Coronet Tournament and the Investiture of their successor, for no one shall compete for the Coronet of Vindheim without intending to win. Each competitor entering the Coronet Lists shall fight for a prospective consort. The competitor shall name the prospective consort should they win. This person shall be willing and able to attend their Investiture, the

following Coronet Tournament, and the Investiture of their successor.

4.2.5. The conduct of combat, rules of the lists, and the requirements for arms and armor shall be exactly as stated in the laws of the Kingdom of Ansteorra except that the Coronet, and the Earl Marshal of the Principality shall act in the place of the Crown and Kingdom Earl Marshal where so stated. The final responsibility for the lists shall rest with the Principality Earl Marshal.

4.2.6. Letters of intent to participate in the Coronet Tournament shall be required and must be submitted to the Coronet and to the Principality Seneschal. A list of combatants shall be created and published via email or other official methods of communication prior to the Tournament. In this communication the Coronet shall also announce the format for the coming Tournament.

#### 4.3. Succession.

4.3.1. The Competitor and Consort who achieves victory in the Coronet Tournament shall be the successors.(See Section 3).

4.3.2. No Competitor or Consort may succeed themselves.

4.3.3. If, during the reign, a single Coronet is unable or unwilling to continue the reign, the position shall remain vacant for the remainder of the reign.

4.3.4. Should both the Vindheim Coronets for any reason whatsoever be unable or unwilling to complete their reign, the Crown of Ansteorra shall fulfill the role of Coronet until a Coronet Tournament can be scheduled.

### 5. BRANCHES

5.1. Elevation of any branch to the status of Barony or Province shall be in accord with the Laws of the Kingdom of Ansteorra and the governing documents of the SCA, Inc. However, the petition for such status may be forwarded through the Coronet of Vindheim and the Principality Seneschal to the Crown and Kingdom Seneschal.

5.2. A new branch below the level of Barony or Province may be founded within the Principality when such a proposed branch has met the requirements set forth in Ansteorra and Society Law, when approved by the Society Seneschal, and when such a proposed branch shall find favor with the Coronet of Vindheim, and be granted existence by the Crown of Ansteorra.



## **6. PRINCIPALITY EVENTS**

- 6.1. Any Principality events, up to two per reign, which are accepted and placed on the calendar, shall receive priority over any other events in scheduling.
- 6.2. If the event is sponsored by a branch, all financial obligations and profits and/or losses are handled according to Principality Financial Policy.

## **7. SMOKING**

- 7.1. Whenever possible, the autocrat shall be responsible for defining a designated smoking area, as convenient as is reasonably possible. This is not intended to restrict smoking in private encampments or across a site in general, except as required per the site itself.

-end-

# Proposed Financial Policy of the Principality of Vindheim

## Financial Policy for Principality of Vindheim, Kingdom of Ansteorra

The following Principality Financial Policy serves as an addendum to Principality Laws and is subject to the requirements set forth by modern law, the Society for Creative Anachronism, Inc. Financial Policy, Corpora and By Laws, the Kingdom of Ansteorra Laws and Financial Policy; and has the force of Principality Law.

- I. Composition of Financial Committees.
  - A. Principality Financial Committee. The Principality Financial Committee shall consist of the Principality Seneschal, the Principality Exchequer, and the Principality Coronet. The Seneschal and the Exchequer shall each have one vote. The Coronet shall have a single composite vote.
  - B. Branch Financial Committee. Branch Financial Committees shall abide by the rules as outlined in the Ansteorra Kingdom Financial Policy.
- II. Terms of Principality Financial Committee members.
  - A. Principality Seneschal, Principality Exchequer, and the Principality Coronet shall be members of the Financial Committee for the duration of their respective terms in office.
  - B. All members of the Financial Committee must attend a Financial Policy Class within 90 days of appointment to the committee provided they have not attended the class within 24 months prior.
- III. Timeframes and methods for meetings.
  - A. The Principality Financial Committee shall meet a minimum of once per Principality Coronet reign at a designated event, and correspond in the interim by email. If the members of the committees or their designated representatives are unable to meet at the designated in-person event, then the meeting shall be rescheduled within two months. Virtual meetings may be used to replace in person meetings as circumstances warrant.
- IV. Timeframes and methods for action approval under normal circumstances.
  - A. Time frame for normal approval of business is 30 days.
  - B. The Principality Financial Committee must authorize all withdrawals of funds from the Principality account via the advance completion of a financial disbursement form, or other arrangement acceptable to the Principality Exchequer.
  - C. Receipts/invoices must be provided to support all expenses submitted for reimbursement.
  - D. Financial disbursement form and receipts shall be submitted to the Principality Exchequer.

- E. All unbudgeted expenditures shall be approved by the Financial Committee in writing and in advance of expenditure.
  - F. Per the discretion of the Financial Committee, expenses that are not pre-approved are not guaranteed to be reimbursed.
  - G. A vote of the Principality Financial Committee will not be considered complete until all members have had sufficient opportunity to present their vote.
  - H. No member of the Financial Committee is allowed to allocate or obligate Principality funds without approval of the Financial Committee.
  - I. All unbudgeted expenditures over \$100 require a call for vote of the Financial Committee members. Record of the vote will be written in meeting minutes and placed on file with the Principality Exchequer.
- V. Timeframes and methods for meeting and approval in emergencies.
- A. Meeting and approval timeframes and methods will follow procedure outlines for normal circumstances with exceptions noted below.
    - i. The Principality Financial Committee must pre-authorize all withdrawals of funds from the Principality account.
    - ii. The financial disbursement form, or other arrangement acceptable to the Principality Exchequer may be completed after the approved withdrawal.
  - B. Receipts/invoices must be provided to support all expenses submitted for reimbursement.
  - C. Financial disbursement form and receipts shall be submitted to the Principality Exchequer.
  - D. All unbudgeted expenditures shall be approved by the Financial Committee in writing and in advance of expenditure.
  - E. Per the discretion of the Financial Committee, expenses that are not pre-approved are not guaranteed to be reimbursed.
  - F. A vote of the Principality Financial Committee will not be considered complete until all members have sufficient opportunity to present their vote.
  - G. No member of the Financial Committee is allowed to allocate or obligate Principality funds without approval of the Financial Committee.
  - H. All unbudgeted expenditures over \$100 require a call for vote of the Financial Committee members. Record of the vote shall be written in meeting minutes and placed on file with the Principality Exchequer.
- VI. Reporting Schedule for Branches
- A. Reporting Schedule: Monthly, Quarterly, and End of Year Reporting  
Branch Financial reporting shall follow the schedule as outlined in the Ansteorra Kingdom Financial Policy and shall be submitted to Principality Exchequer.
  - B. Reporting Schedule: Event Reports  
Event reporting shall follow the schedule as outlined in the Ansteorra Kingdom Financial Policy and shall be submitted to Principality Exchequer.
  - C. Reporting Schedule: Additional Reporting due to the Principality Exchequer or designated representative by November 30th.
    - i. Annual Branch budget for the upcoming year.

- ii. Current Branch Inventory.
    - iii. Updated Branch Financial Policy.
  - D. Late Reporting Policy
    - i. Branch Exchequers are responsible to indicate potentially late reports to the Principality Exchequer or designated representative by the end of the month in which the report is due. The designated representative may grant an extension up to the 10th day of the month following the due date.
    - ii. Failure to both complete reports and maintain communication with the Principality Exchequer or designated representative shall result in the following series of actions:
      - a) Principality Exchequer or designated representative shall explain the severity of the situation and required resolution and timeline to the Branch Exchequer.
      - b) Should the communicated deadline pass without satisfaction, the Principality Exchequer or designated representative shall include the Kingdom Exchequer, Branch Seneschal, and Branch Baron/Baroness, if applicable, in the discussion of the required resolution.
      - c) Lack of resolution can ultimately result in the Principality Exchequer requesting that the Kingdom Exchequer recommend the removal of the Branch Exchequer from office and financial suspension of the Branch per Society Financial Policy (SFP I.B.1.; SFP I.D.).
- VII. Reporting requirements for branch reports.  
Reports should include the following documents:
- A. Financial activity, such as a journal or ledger;
  - B. A current list of variances in effect;
  - C. Bank statements for all accounts for the quarter;
  - D. Branch reporting requirements shall also follow the requirements as outlined in the Ansteorra Kingdom Financial Policy.
- VIII. Timeframes and methods for review and revision of the financial policy.
- A. This policy will be reviewed at least every other year.
  - B. The Principality Exchequer will solicit input from branch exchequers, Principality Exchequer Deputies, and Principality Great Officers on changes. Period for input shall be no less than 14 days and no longer than 30 days as established by the Principality Exchequer.
  - C. The Principality Financial Committee shall review and vote on any changes to Principality Financial Policy upon completion of the input period before finalization.
  - D. Change Request Forms shall be available for providing input during the established period.
  - E. Change Request Forms shall be collated by the Principality Exchequer for presentation to the Principality Financial Committee at the review and voting meeting.

- F. Principality Exchequer shall implement the approved changes to the Principality Financial Policy and itemize the changes on a Revision Log within the policy.
- IX. Methods for controlling cash receipts. Cash receipts shall include but are not limited to: event income of all types, money collected from advertised fundraising endeavors, donations, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.
  - A. Cash receipts of any type totaling more than \$50 must be deposited in the appropriate account no later than 14 calendar days after the receipt by an officer of the SCA. Cash receipts of any type less than this limit must be deposited in the appropriate account no later than 30 calendar days after the receipt by an officer of the SCA. No incoming funds of any type are to be kept out of the appropriate account longer than these timeframes. Undeposited income of any type is not to be used for refunds, reimbursements, or expenses.
  - B. Use of online credit card acceptance services by SCA branches is restricted to approval by the Society Chancellor of the Exchequer. SCA branches are not to use the personal credit card acceptance account of an individual or other business under any circumstances.
  - C. Minors shall not serve as Head Gatekeeper/Troll/Reservationist/etc. for an event. Minors may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by the SCA's Corporate Policies to serve as an officer, who shall be ultimately responsible for the accounting of the funds passing through the gate. Individual branches may be more restrictive should they choose. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
  - D. A paid adult member of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA. Site owners may additionally oversee the gate operations, but the final responsibility for the funds collected in the name of the SCA must remain with an authorized paid SCA member who does not have a financial or material interest in the ownership of the site itself.
- X. Policies regarding event admission charges, refunds, or complimentary passes.
  - A. Principality event bids shall detail proposed event admission charges and refund policy at the discretion of the submitting entity and as approved by the Principality Financial Committee.
  - B. Complimentary passes for Principality events shall be offered to the following individuals in attendance:
    - i. Ansteorra Crown and Heirs (if applicable);
    - ii. Principality Coronet and Heirs (if applicable) ;
    - iii. Current Royalty from any SCA Kingdom or Principality.
- XI. Policy regarding asset management and control of inventory.
  - A. The Exchequer and Chamberlain shall keep an inventory of all Principality property and regalia with respective replacement cost.
    - i. Only Principality Officers, Coronets, or a designated representative may check out property and regalia from the Principality Chamberlain

- or Exchequer. No exchange of Principality Property may occur without the presence of the Principality Chamberlain or Exchequer.
- ii. When property or regalia is checked out, any existing damage shall be noted and a receipt shall be filled out making the receiver solely responsible for the care and replacement of the specified item(s).
  - iii. It is the responsibility of the receiver to make whole any items that are lost or damaged while checked into their care.
- B. When property or regalia is checked in, any new damage shall be addressed before the receipt is finalized that relinquishes the responsibility for the care and replacement of the specified item(s) by the individual.
- C. The functionality of acquiring and coordinating gifts to be given at the Coronet/Heirs' discretion shall remain under the purview of the Coronet, provided that all applicable laws and policies are followed. Gifts given from the Coronet shall not be purchased with Principality funds.
- D. Donations of physical items to the Principality shall meet the following requirements:
- i. Donations shall not be paid for using Principality funds.
  - ii. Any property or regalia donation without prior written approval shall be accepted at the discretion of the Coronet
  - iii. Any items donated to the Principality shall have instructions for proper care and maintenance included with the donation
- E. Disposal of Principality owned Property or Regalia.
- i. The Principality Financial Committee plus Principality Chamberlain shall have the final authority on disposal of property or regalia. Provide a written report of the disposal of any items to the Principality Exchequer.
    - a) Removal of items requires a majority vote of approval.
    - b) Methods for removing items from inventory are limited to:
      - 1. Return the item to the original artist or donator.
      - 2. Publicly auction the item, with all proceeds to return to the Kingdom Chamberlain's office fund within the Kingdom account.
      - 3. Retain item in storage for use in historical displays.
      - 4. Donate to a Branch within the Kingdom.
      - 5. Destroy and discard with at least one other Principality officer as witness.
- F. Trailers
- i. Purchase of a trailer for Principality use is strongly discouraged.
  - ii. All trailers owned by the SCA are to be used for storing and transporting SCA property to and from SCA functions. Trailers owned by the SCA shall not be used for strictly personal purposes by the members of the branch.
    - a) Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing, and tows the trailer at their own risk.
    - b) Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each

trip and the branch owning the trailer. Each agreement should include specifications of timeframes and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.

- c) Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections. On a yearly basis routine maintenance of the trailer shall include checking electrical and mechanical (bearings) components concurrent with updating the vehicle tags.
- d) If there is available weight and volume capacity in the trailer after the branch property is loaded, and there is a desire to transport additional personal property in the trailer, it is allowable that additional personal property owned by the Coronet is placed in the trailer. Any personal property loaded into the trailer is at the property owner's risk.

## XII. Prohibited Activities

- A. RAFFLES AND ONLINE AUCTIONS are prohibited.
- B. FIREWORKS - The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who shall contact their Society Superiors for instructions.

## XIII. Policy on Sales Tax.

- A. If any area in the Principality is required to collect state/local sales tax for event admissions, fundraisers, silent auctions, etc, the hosting branch shall inform vendors of the requirements regarding state sales tax permits. Branches shall collect a list of merchants operating at their event and remit it with the event report.
- B. All vendors at events must have a sales tax permit from the state in which the event is being held. The Principality and local branches will not collect sales tax from vendors. Any conflicts or additions to this policy must be resolved in consultation with the Society tax specialist.

## XIV. Special Purpose and Dedicated Funds

- A. When a Dedicated Fund is set up, a primary and secondary purpose and/or Designated Fund shall be established by the donor. Dedicated Funds may be used to finance multiple related purposes which, in sum, do not exceed the total amount of the Fund.
- B. Any donation without an indicated purpose shall be designated for the General Fund.



- C. The final destination of all Dedicated and/or Designated Funds is the account's General Fund. Dedicated funds may be transferred to the account's General Fund if there has been no activity for a two year time frame. Extensions of time frames and the transfer to General Funds must have the unanimous approval of the Financial Committee.
  - D. The Coronet Travel Stipend shall only be paid after the conclusion of the Coronet reign and all Principality property and regalia returned or made whole.
    - i. The Coronet Travel Stipend shall be used to defray travel expenses to any official SCA sanctioned event. Travel expenses shall be paid out using the current charitable mileage rate per the IRS Optional Standard Mileage Rates multiplied by the calculated round-trip mileage between each respective coronet's residence and the event location.
    - ii. Each Coronet Person is allowed to submit separate individual mileage even if they choose to travel together.
    - iii. Each Coronet Person is eligible for the lesser of \$500 or 5% of the general fund of the Principality at the end of reign.
    - iv. Each Coronet Person is strongly encouraged to submit a reimbursement request within thirty (30) days of the end of the Reign. At the end of normal 30-day Financial Committee review, if the Seneschal, Exchequer, and Chamberlain do not give approval for disbursement due to valid reasons or lack of request, the travel disbursement shall be put into the general fund and all disbursements forfeited.
    - v. Any funds added to the general fund through forfeiture mentioned above may be used to offset the balance of any principality property repairs or replacements. This does not absolve the former Coronets of any remaining balance of a repair or replacement.
- XV. Any additional policies desired by the Principality Financial Committee.
- A. SIGNATORIES
    - i. Branch signature card(s) must be updated when a new Branch Seneschal or Branch Exchequer take office.
    - ii. Branch accounts must include a minimum of three signatories including the Branch Seneschal, Branch Exchequer, and the Principality Exchequer or designated representative.
    - iii. Crowns, Coronets, and the Heirs of the Principality and Kingdom are not allowed to become a new signatory on a Principality, Branch or other account while they hold that status. If they are current signatories, they must be removed immediately.
    - iv. All signatories must maintain current SCA membership while a signatory on any account.
    - v. A check written to any account signatory must not be signed by that person or related party.
  - B. Annual Tasks Required for the Principality Budget Include:
    - i. Great Officers of State must indicate changes to their financial requirements for the upcoming year, in writing to the Principality Exchequer, by September 1st for inclusion in the new budget.

- ii. The Principality Exchequer shall prepare the Principality's annual budget. The Financial Committee shall approve a final version of the budget before the end of November.
- iii. The Principality Exchequer shall submit the summary page of the approved Principality Budget for publication in the February issue of the Principality Newsletter.