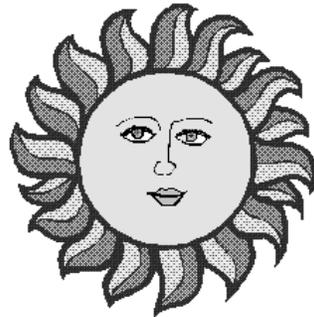


**Kingdom of Atenveldt
Kingdom Seneschal Officer
Procedures**



Maintenance of Regnum

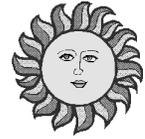
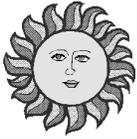
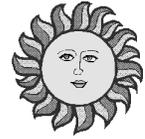
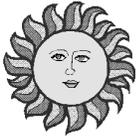


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Maintenance of Regnum

I. What is the Regnum?

The Kingdom regnum (hereafter called “the Regnum”) is the Atenveldt Kingdom Seneschal’s official list of contact information, membership numbers, and warrant information for the Crowns, Heirs, Landed Nobility, and Kingdom Officers currently serving within the Kingdom of Atenveldt.

II. Kingdom Seneschal Regnum Responsibilities

The Kingdom Seneschal’s Office holds sole responsibility for maintaining and ensuring publication of the official Regnum for the Kingdom of Atenveldt. This duty may be delegated to a Deputy Kingdom Seneschal, but remains the responsibility of the Kingdom Seneschal. Responsibilities include ensuring the following:

1. Regnum is an accurate and complete list of the individuals currently serving in the following positions:
 - a. Crown of Atenveldt
 - b. Heirs to the Crown of Atenveldt
 - c. Landed Nobility (Territorial Barons and Baronesses)
 - d. Heirs to the Landed Nobility (Territorial Barons and Baronesses)
 - e. Kingdom Great Officers (as defined in *Lex Atenveldtus*)
 - f. Emergency Deputy Kingdom Great Officers (as defined in *Lex Atenveldtus*)
 - g. Kingdom Lesser Officers (as defined in *Lex Atenveldtus*)
 - h. Emergency Deputy Kingdom Lesser Officers (as defined in *Lex Atenveldtus*)
2. Regnum only includes Landed Nobility and Kingdom Greater and Lesser officers who have one, and only one, current warrant in the Kingdom of Atenveldt. (*Lex Atenveldtus* states Landed Nobility and Kingdom Officers are prohibited from holding multiple warrants.) Unwarranted officers/deputies are not listed in Regnum.
3. SCA Corporate guidelines require that all individuals listed in Regnum maintain current SCA memberships for the entire term of their warrant. Note that SCA officer warrants are considered void when an officer’s SCA membership lapses.
4. The Regnum maintained by the Kingdom Seneschal’s office shall include complete current contact information (SCA name, modern name, email address, phone, and mailing address), and the Officer’s SCA membership number, membership expiration date, warrant start and end dates.

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5. The Kingdom Seneschal's office provides a current copy of Regnum to the Kingdom Chronicler for publication in each issue of *Southwind*, the only official publication of the Kingdom of Atenveldt.
6. The Kingdom Seneschal's office works with the Kingdom Webministers to ensure the Regnum information shown on the Kingdom website (www.atenveldt.org) always contains exactly the same information as the Regnum printed in *Southwind*.
7. Minimum Regnum information published in *Southwind* and on www.atenveldt.org for Landed Nobility and Kingdom Officers must include:
 - a. SCA name
 - b. Modern name
 - c. Phone or Email
 - d. Warrant Expiration Date (as required in *Lex Atenveldtus*)

Mailing address may be optionally included with permission of the officer. An officer may request different permissions be used for publication of their phone, email and mailing address in *Southwind* and on the Kingdom website (www.atenveldt.org).

8. The Kingdom Seneschal provides copies of the Regnum showing warrant and membership expiration dates to the Crown periodically during each Reign. In addition, *Lex Atenveldtus* requires the Kingdom Seneschal to provide a complete Regnum listing (i.e., a master list of warrant expiration dates and membership expiration dates for all Landed Nobility and Greater and Lesser Kingdom Officers) to the Crown Prince and Princess at Crown Tournament.

III. Naming Conventions for Kingdom Offices

The name used to identify an officer in Regnum should be the same name used to define the responsibilities of the office in *Lex Atenveldtus*.

Example: *Lex Atenveldtus* defines duties a Kingdom Great Officer called the "Minister of Arts and Sciences". In Regnum, the officer holding this position would be called "Minister of Arts and Sciences", not "Kingdom A&S Minister" or "Kingdom A&S Officer", etc.

Lex Atenveldtus also requires that all Kingdom Great Officers and Kingdom Lesser Officers have an "Emergency Deputy". The Emergency Deputy for each office is identified in Regnum by adding the term "Emergency Deputy" to the name for the office, i.e., "Emergency Deputy Minister of Arts and Sciences".

Kingdom Great Officers and Kingdom Lesser Officers can also optionally add a short descriptive text to the name of the office that appears for a Deputy to describe responsibilities assigned for that Deputy.

Example: The Kingdom Seneschal can ask that Deputy Kingdom Seneschals be listed as follows: "Deputy Kingdom Seneschal - Law Changes" or "Deputy Kingdom Seneschal -

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Regnum and Warrants”. The Earl Marshal can ask that Deputy Earl Marshals be listed as follows: “Deputy Earl Marshal – Experimental Weapons” or “Deputy Earl Marshal – Equestrian Activities”.

NOTE: The staff page of estrellawar.org includes staff who are not in Regnum, *and* officers who are in Regnum and work on the Estrella War. Officers who are in Regnum should be listed on the staff page with the same title they have in Regnum. The titles assigned for staff members who are not in Regnum are defined by the Estrella War Main Event Coordinators, and may be changed from year-to-year based on the Main’s preferred organization for staff.

IV. Listing an Office as “Vacant” in Regnum

Kingdom Great Officers and Kingdom Lesser Officers can warrant as many deputies as they wish, and all of their deputies are listed in Regnum. However, only the offices defined in *Lex Atenveldtus* are displayed with a “Vacant” designation when the office is unfilled, i.e., only those offices the Kingdom must have filled to comply with Law appear as “Vacant” when no one has the position. Generally, this means only the Kingdom Great Office or Kingdom Lesser Office and their Emergency Deputy appear as “Vacant” when the offices are unfilled.

Example: Assume these officers are listed in Regnum for the Kingdom Chronicler’s office:

Kingdom Chronicler:

Lady Mary Jones (Jane Doe)
555-555-5555
Chronicler@atenveldt.org

Emergency Deputy Kingdom Chronicler:

Lord Bob McAlloy (Bill West)
555-666-6666
Chronicler@atenveldt.org

Deputy Kingdom Chronicler – Fundraising

Lord Angus McBride (Steve Nelson)
555-777-7777
Chronicler@atenveldt.org

In the above example, the **Kingdom Chronicler** and **Emergency Deputy Kingdom Chronicler** positions are offices defined in *Lex Atenveldtus*, so they would appear in Regnum with the word “Vacant” if the offices are unfilled. However, if Lord Angus steps down, the **Deputy Kingdom Chronicler – Fundraising** listing would disappear from Regnum. That is true even if the Kingdom Chronicler is currently advertising to fill the “**Deputy Kingdom Chronicler – Fundraising**” position.

NOTE: The staff page of estrellawar.org uses the identical guidelines to determine whether a position appears as “VACANT” when it is not filled, i.e., if the VACANT position is displayed in Regnum and the officer is normally listed on the Estrella War

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staff page, it appears there as VACANT. If not, the listing disappears from Regnum and the staff page when it is not filled.

V. “Acting Officers” and Kingdom Officer Transitions

Lex Atenveldtus requires that all vacated Kingdom Great Officer and Kingdom Lesser Officer positions (and their Emergency Deputy positions) be advertised for three months before a final decision on who will assume the office is made. When a Kingdom Officer steps down suddenly or unexpectedly, an “Acting” officer is placed in the position to handle the responsibilities of the office while the mandatory three months of advertising is completed.

The term “Acting” is appended to the name of an office in Regnum when an officer temporarily handles the work of the office during the advertising period. For example, an “Acting Kingdom Chronicler” would be installed while advertising is completed for a new Kingdom Chronicler.

In most cases, an Emergency Deputy becomes the Acting officer – that backup for the job is one of the reasons having an Emergency Deputy is required under Atenveldt Kingdom Law. However, a different Deputy, or a predecessor in the office, or someone else can be appointed as the Acting officer and handle the position in an Acting capacity.

Decisions as to who is installed as an Acting officer are made by the signators of the warrant for that office. For example, because the Crown and Kingdom Seneschal sign the warrant for the Kingdom Waiver Secretary, the Crown and Kingdom Seneschal would determine who would become Acting Kingdom Waiver Secretary if that office is suddenly vacated.

The following guidelines apply to “Acting” Kingdom Officers:

- Acting officers may optionally apply for the position during the advertising period.
- Acting officers must be warranted for the entire term they serve as an “Acting” officer, either under an existing warrant as an “Emergency Deputy” for the position, or by a special short-term (3 to 6 month) warrant signed to install them in the Acting officer position.

VI. Regnum Relationship to STAFF list on www.estrellawar.org

For legal and insurance liability protection of the staff and the Society, the Kingdom of Atenveldt has a special policy regarding event stewards and staff working on Estrella War. This policy mandates that all staff listed on the staff page of www.estrellawar.org must be covered by a current warrant at the time the event is held. This can be any of the three following types of warrants:

Type 1. The staffer is a warranted Kingdom Greater Officer or Kingdom Lesser Officer working on the War. In all of these cases, the individuals are listed in two places: the Regnum (in *Southwind* and www.atenveldt.org), and on the staff page of www.estrellawar.org.

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Examples include the Earl Marshall, Kingdom Minister of Youth, Kingdom Media Officer, Estrella War Main Event Coordinator, Estrella War Site Coordinator, Estrella War Exchequer, Estrella War Promotions Officer, etc.

Type 2. The staffer holds a Baronial, Shire or College office, and their warrant for that office is current at the time the event is held. These staffers are not part of the Kingdom Regnum, so they are only listed in one place -- on the staff page of www.estrellawar.org.

Examples include a Baronial Seneschal working as Estrella War Volunteer Coordinator, or a Baronial Marshal working as Estrella War Motorpool Coordinator, etc.

Type 3. The staffer is listed on a three month “warrant roster” created by the Estrella War Main Event Coordinators, and signed by the Crown and Kingdom Seneschal for the period of January through March covering the event. These staffers are not part of the Kingdom Regnum, so they are only listed in one place -- on the staff page of www.estrellawar.org.

Examples include all Estrella War staff members who are not covered under the kind of **Type 1** or **Type 2** warrants explained above.

The only exception to these guidelines is for Estrella War staff positions that require special certifications, authorizations or background checks, i.e., staffers running Youth Activities must be warranted Youth Ministers who have passed a background check, staffers running Equestrian, Combat, or Archery activities must be authorized for those activities, etc.

The Estrella War Main Event Coordinators originate all updates of the staff list on www.estrellawar.org, and route those requests to the Kingdom Seneschal’s office for approval. To ensure that Regnum and the staff page of www.estrellawar.org remain synchronized, the Estrella War Main Event Coordinators and the Kingdom Seneschal’s office work together to implement updates as follows:

- At the same time the Kingdom Seneschal’s office processes Regnum updates for a Kingdom Greater Officer or Kingdom Lesser Officer working on the War (**Type 1** above), they also submit a request that the Estrella War webminister make the corresponding updates to the staff page of www.estrellawar.org.
- The Estrella War Main Event Stewards are required to send all other requests for updates to the staff page of www.estrellawar.org (**Type 2** and **Type 3** above) to the Kingdom Seneschal at the same time they send the changes to the webministers.

VII. Regnum Relationship to the Order of Precedence

In the Kingdom of Atenveldt, the information that appears in the online Order of Precedence (OP) on www.atenveldt.org, and the information identifying officers in the online Regnum on www.atenveldt.org are stored in a single database. That means that:

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- Officers appear in Regnum using the SCA name they are assigned in Atenveldt's online OP.
- SCA names appearing in the online Regnum on www.atenveldt.org are linked to that person's page of the OP, and the person's OP photo appears on the Regnum.
- Individuals who do not yet have an Atenveldt OP listing (because they have not yet received any recognitions in Atenveldt) must be added to the OP or they cannot be added to Regnum.
- Warrant Start and Warrant End dates are required to add a new officer to Regnum, and these warranted offices and dates appear in the bottom section of the individual's OP page.

NOTE: The Warrant Start and Warrant End dates specified for the officer also control display of the officer information on www.atenveldt.org. For example, an officer added to the online Regnum with a "Warrant Start date" of 6/1/11 will not be displayed until 6/1/11. If the officer has a "Warrant End date" of 6/1/13, the listing automatically stops appearing in the online Regnum on 6/1/13.

The relationship between the online Regnum and the online Order of Precedence makes it clear that requests to add officers to Regnum have to include a complete, correctly spelled, heraldic name for the new officer, and start and end dates for the office. In cases where the new officer does not have an OP record, the request sent to add the person to Regnum should indicate that the person does not have an existing OP record.

VIII. *Regnumchange@atenveldt.org*

The Kingdom Seneschal's office uses the email address regnumchange@atenveldt.org to track and administer changes to the Kingdom Regnum, and to ensure all Regnum updates are simultaneously implemented in the *Southwind* Regnum and the online Regnum on www.atenveldt.org.

Emails sent to regnumchange@atenveldt.org are received by the:

- Kingdom Seneschal
- Deputy Kingdom Seneschal in charge of Regnum
- Kingdom Chronicler
- Webministers for www.atenveldt.org

When they are received, the Kingdom Seneschal must first approve the changes. Once approved, the Deputy Kingdom Seneschal in charge of Regnum actually processes the request and confirms it is correctly completed.

When should a Regnumchange email be sent?

An email should be sent to regnumchange@atenveldt.org to request any of the following changes to the existing Regnum:

1. Adding a new officer.
2. Changing information (title, names, phone, address, email, etc.) for an officer already in Regnum.
3. Removing an officer at the end of their warrant, or when the office has been vacated.
4. Installing an “Acting” officer.

Who should send the Regnumchange email?

Any officer can send an email to regnumchange@atenveldt.org to ask that their contact information be changed.

For new officers, or when the warrants for an existing officer is renewed, the officer who signs the warrant should email the scanned, signed copy of the new warrant to regnumchange@atenveldt.org and ask that Regnum be updated to reflect that information.

What information is needed in a Regnumchange email?

By far the most efficient way to add a new officer to Regnum is to email the signed warrant to regnumchange@atenveldt.org – it includes all of the information needed to add a new officer. Sending the signed warrant also allows the Kingdom Seneschal to confirm that the warrant contains the correct signatures, and allows verification of membership by the Kingdom Seneschal.

For updates or changes to existing Officer titles, names, or contact information, it is very helpful to provide the old information and new information, and the URL of the page of www.atenveldt.org when the current listing is displayed.

IX. Adding an Officer to Regnum

A correctly completed, signed warrant must be received by the Kingdom Seneschal’s office before any of the below procedures are completed, i.e., until the warrant for an officer is received, the officer is not added to the regnum in Southwind or on www.atenveldt.org, etc.

Once an officer warrant for Landed Nobility (or their Heirs) or Kingdom Officers (or their Deputies) is sent to regnumchange@atenveldt.org, the Kingdom Seneschal’s office completes the following steps:

1. Confirm the warrant contains all required information, and is properly signed by the correct warranting Royalty and Officers. Remember that warrants for Kingdom Great Officers and their Emergency Deputies must be signed by the Crown and **Corporate** Superior Officer.
2. Confirm the officer’s SCA membership is current.

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3. Add the officer information to the Kingdom Seneschal's Officer Regnum Excel Spreadsheet.
4. Compose and send an email requesting the new officer be added to Regnum as follows:
 - a. The email should be sent to regnumchange@atenveldt.org, with copies to the officer who signed the warrant, and the officer who is being warranted. If the new officer is replacing an officer who is stepping down, the officer who is stepping down should also be copied on the email.
 - b. The SUBJECT of the email should specify the office, i.e. "Add new Deputy Kingdom Seneschal".
 - c. Text at the beginning of the email should request that the webministers and Kingdom Chronicler add/replace an officer in the Regnum in Southwind and on www.atenveldt.org. If the officer is also to be added or replace a listing on the staff page of www.estrellawar.org, that should be stated as well.
 - d. The email must contain the URL of the page(s) on www.atenveldt.org where the officer listing is to appear, along with this information for the NEW officer:

Name of office
SCA name (Modern name)
Mailing address (if the officer wishes it published in Regnum)
Phone plus "No calls after 9 PM" unless otherwise indicated by officer
Email or email to be added to an atenveldt.org or estrellawar.org email alias *
Warrant Start Date
Warrant End Date

Example: Deputy Kingdom Seneschal (Law)
Lord Bob Jones (Pete Winslow)
222 E. Madison, Tucson, AZ 85725
(520) 555-6656 "No calls after 9 PM"
deputyseneschal@atenveldt.org
Officer Warrant Starts: 07/01/11
Office Warrant Ends: 7/1/2013

* Whenever possible, atenveldt.org or estrellawar.org email aliases (like sheriff@atenveldt.org or exchequer@atenveldt.org) should be used. This is both a training tool (new officers are included in the flow of correspondence for the position and learn how issues are handled), and intended to ensure that inappropriate email names (like party_on_dude@yahoo.com or drinking_buddy@gmail.com) are not displayed in SCA publications and websites. Having multiple officers receive questions sent to the alias also ensures someone responds when one of the recipients is unavailable.

- e. If the new Kingdom Officer is replacing an officer currently listed in this position, you must also:
 1. Ask that the OLD officer be removed

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2. Provide an “Office Warrant End” date to be assigned in the OP for the officer that is stepping down.
 3. Ask that the OLD officer’s email address be removed from the atenveldt.org or estrellawar.org email alias.
- f. If officer is also to be added to the staff page of www.estrellawar.org, provide the URL of the staff page of www.estrellawar.org where the officer listing is to appear, along with this information for the officer:

Name of staff position
SCA name (Modern name)
Kingdom of Residence
Phone plus “No calls after 9 PM” unless otherwise indicated by officer
Email or email to be added to an atenveldt.org or estrellawar.org email alias*

Example: Estrella War Deputy Pre-Registration Coordinator
Baroness Amy Jones, OP (Mary James)
Kingdom of Atenveldt
928-555-6666
preregistration@estrellawar.org
No calls after 9 PM

- g. If the new war staffer is replacing an officer currently listed on the staff page of www.estrellawar.org, you must also ask that:
1. The OLD war staffer be removed
 2. The OLD war staffer’s email address be removed from the estrellawar.org email alias.
5. Once the request email has been sent, the Kingdom Chronicler and webministers will reply with questions, and with a notification that the change(s) are implemented. The Kingdom Seneschal’s office then verifies the changes made to www.atenveldt.org and the staff page of www.estrellawar.org, and sends a reply email stating the changes are completed and the item can be closed.

It is the responsibility of the Kingdom Seneschal’s office to ensure that all changes to Regnum are done promptly and correctly. Because of the volume of emails received by the Kingdom Seneschal, Kingdom Chronicler, and Kingdom Webministers, it is important that the Kingdom Seneschal’s office maintain a record of all regnumchange requests submitted, and follows up to insure they are completed properly.

X. Deleting an Officer/ Changing Regnum Information

The steps required (and the information needed) to delete an officer or change Regnum information for an officer are identical to the ones explained above for adding an officer. However, there are a few important points to remember when processing such requests.

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When an officer warrant expires (i.e., the officer reaches the Warrant End date stored in the online Order of Precedence), the officer is automatically removed from the Regnum display on www.atenveldt.org. But it is not changed anywhere else. So, the Kingdom Seneschal's office must still:

1. Remove the officer from the Kingdom Seneschal's Officer Regnum Excel Spreadsheet.
2. Send a regnumchange@atenveldt.org request asking that:
 - a. The officer be removed from the *Southwind* regnum
 - b. The officer be removed from the staff page of www.estrellawar.org (when applicable)
 - c. The officer's email be removed from atenveldt.org or estrellawar.org email aliases.

Similarly, changes to an officer's SCA or modern name, contact information, or warrant start or end date also require that the Kingdom Seneschal's office:

1. Send a regnumchange@atenveldt.org request asking that the changes be made in the *Southwind* regnum, in Regnum on www.atenveldt.org, and (when needed) on the staff page of www.estrellawar.org.
2. Update the changes in the Kingdom Seneschal's Officer Regnum Excel Spreadsheet.

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XI. SAMPLE OF REGNUMCHANGE EMAIL

Sent: Tuesday, Feb 10, 2011 5:33 PM
To: regnumchange@atenveldt.org
Cc: SirJohn@gmail.com; LordBob@yahoo.com
Subject New Estrella War Land Allocation Officer

Webmins/Kingdom Chronicler,
Please add this new officer to the Southwind Regnum, to www.atenveldt.org and to the STAFF page of www.estrellawar.org.

REQUEST 1. For this email alias Land@estrellawar.org:

1. Please add SirJohn@gmail.com
2. Please remove LordBob@yahoo.com

REQUEST 2. On the www.atenveldt.org web page:

<http://www.atenveldt.org/People/Officers/OtherOfficers/EstrellaWarSiteandLandCoordinators.aspx>

Please remove this officer using a warrant end date of 2/1/11:

Estrella War Land Allocation Officer

Lord Bob McMahon (Buck Mason)
520-555-9999
Land@estrellawar.org
No calls after 9 PM
Warrant starts: 5/1/10
Warrant ends: 5/1/12 2/1/11

Please add this new officer:

Estrella War Land Allocation Officer

Sir John Doe, KSCA (Bill Jones)
480-222-4444
Land@estrellawar.org
No calls Mondays or after 9 PM
Warrant starts: 2/1/11
Warrant ends: 2/1/2013

REQUEST 3. On the staff page of www.estrellawar.org:

<http://www.estrellawar.org/EventAdministration/Staff.aspx>

Please REMOVE the information in RED, and ADD the information in YELLOW:

Estrella War Land Allocation Officer

Lord Bob McMahon (Buck Mason)
Kingdom of Atenveldt
520-555-9999
Land@estrellawar.org
No calls after 9 PM

Estrella War Land Allocation Officer

Sir John Doe, KSCA (Bill Jones)
Kingdom of Atenveldt
480-222-4444
Land@estrellawar.org
No calls Mondays or after 9 PM

Thank you!
Kingdom Seneschal Office