

# WARRANTING OF KINGDOM AND LOCAL OFFICERS IN THE KINGDOM OF ATENVELDT

*Last Revised February 2005*

All Kingdom, Baronial, Shire, College, and Incipient Group officers in the Kingdom of Atenveldt must be warranted when:

- **They hold a Great Office required for an SCA group to retain their SCA status.** For example, a Kingdom or Barony must continuously maintain a full slate of warranted, reporting Great Officers (Seneschal, Exchequer, Chronicler, Herald, Marshal, Arts & Science Minister, and Chirurgeon) to maintain their official group status. A Shire or College must continuously maintain a warranted, reporting Seneschal, Exchequer, and either a Herald, Marshal, or Arts & Science Minister to maintain their official group status.
- **They are the emergency deputy for a required Great Office for an SCA group.** This includes Emergency Deputies for Seneschals, Exchequers, Chroniclers, Heralds, Marshals, Arts & Science Ministers, and Chirurgeons.
- **They are going to be supervising youth activities at an SCA event.** See the "*Kingdom of Atenveldt Kingdom Youth Activities Guidelines for Local SCA Groups*" and "*Atenveldt Armor, Weapon, and Guidelines for Youth Combat*" on the YOUTH page of the [www.atenveldt.com](http://www.atenveldt.com) website for further information about organizing SCA youth activities.
- **They wish to qualify to use the SCA Director's Insurance for legal fees if they are named as parties in a law suit related to their activities as an SCA Officer.**

## OFFICIAL WARRANT FORMS:

As of February 2005, the SCA Board of Directors has implemented the use of three different warrant forms. These forms (and "roster versions" of these forms), are the only forms that may be used for warranting. Any changes, additions, or deletions to the BOD-approved verbiage on these warrants voids the warrant. The three forms are:

1. **SENESCHAL WARRANTS:** This form is called the "WARRANT OF APPOINTMENT TO EXECUTIVE OFFICE" and is the only warrant form to be used for Seneschals and their deputies.
2. **EXCHEQUER WARRANTS:** This form is called the "WARRANT OF APPOINTMENT TO FINANCIAL OFFICE" and is the only warrant form to be used for Exchequers and their deputies.
3. **STANDARD OFFICER WARRANTS:** This form is called the "WARRANT OF APPOINTMENT TO OFFICE" and is used to warrant ALL SCA officers except Seneschals, Exchequers and their deputies.

All three of these warrant forms can be found on the FORMS page of the [www.atenveldt.com](http://www.atenveldt.com) website.

## **WARRANT REQUIREMENTS:**

While some offices may include requirements specific to holding that office, all warrants must follow the below listed seven rules:

**RULE 1:** The maximum warrant length is 2 years, and the minimum warrant length is 3 months.

**RULE 2:** The correct SCA BOD approved Warrant form OR a warrant roster version of the SCA BOD approved Warrant form must be used.

**RULE 3:** Proof of membership must be included with the warrant, regardless of the type of warrant used.

**RULE 4:** Both parties of a royal pair must sign a warrant to make it official (King and Queen or Baron and Baroness).

**RULE 5:** The officer who is warranted must be given a copy of the warrant. That means, a copy of the signed one page warrant must be given to the officer being warranted, AND it means ALL officers listed on a warrant roster must receive a copy of the signed roster to become official. If any warrant information on a roster is updated or changed, the whole roster must be resigned, and ALL parties listed on the warrant must be sent an updated copy.

**RULE 6:** The Superior Officer who signed the warrant must retain a copy.

**RULE 7:** The Seneschal of the group where the Officer serves must be given a copy. This means a copy of all KINGDOM OFFICER warrants (including warrants for deputies for those officers) must be given to the Kingdom Seneschal, and Local Seneschals must be given a copy of all LOCAL OFFICER warrants (including warrants for deputies for those officers).

## **SIGNATURES REQUIRED FOR WARRANTS:**

**KINGDOM OFFICERS:** Warrants for Kingdom Great Officers and their deputies must be signed by the current Crown (BOTH OF THE ROYAL PAIR MUST SIGN), and the corresponding Corporate Superior Officer. Warrants for Kingdom Lesser Officers and their deputies must be signed by the current Crown and their Kingdom Superior Great Officer. In cases where a Kingdom Lesser Officer reports directly to the Crown, the warrant is signed by the current Crown and the Kingdom Seneschal.

**BARONIAL OFFICERS:** For Baronies, the warrants for a local officer must be signed by the Baron and Baroness (BOTH OF THE ROYAL PAIR MUST SIGN) and a Kingdom Superior Officer. In the case of an office where there is no Kingdom Superior officer (Librarian, etc.), the warrants must be signed by the Baron and Baroness and the Baronial Seneschal.

**SHIRE AND COLLEGE OFFICERS:** For Shires and Colleges, the warrants for a local officer must be signed by the current Crown (BOTH OF THE ROYAL PAIR MUST SIGN) and a Kingdom Superior Officer. In the case of an office where there is no Kingdom Superior officer

(Librarian, Demo Coordinator, etc.), the warrants may be signed by the Group Seneschal and another warranted Great Officer in the group.

**INCIPIENT GROUP OFFICERS:** For an Incipient Groups, the Officers of the Incipient Group are warranted as deputies for their Sponsoring Group. So if the Sponsoring Group is a Barony, their warrants are Deputy Baronial Warrants signed by the Baron and Baroness and the Kingdom Superior Officer. If the Sponsoring Group is a Shire/College, their warrants are Deputy Shire/College Warrants signed by the current Crown and the Kingdom Superior Officer.

## **PROCEDURES FOR TRANSITIONING OUT OF AN OFFICE:**

For all Greater and Lesser **KINGDOM OFFICERS**, and all **Baronial, Shire and College GREAT OFFICERS**, the below process starts **THREE (3) MONTHS BEFORE THE WARRANT EXPIRATION DATE**.

For all **Baronial, Shire and College LESSER OFFICERS**, the below process starts **ONE (1) MONTH BEFORE THE WARRANT EXPIRATION DATE**.

1. The Officer must decide whether they wish to continue in the office.
2. IF THE OFFICER DOES NOT WISH TO CONTINUE, they need to contact the Royalty and Officer who signs the warrant for their office, and state their desire to renew. It is then the decision of the Royalty and Officer who sign the warrant as to whether a new warrant is to be issued or not.
  - If a new warrant is issued, it is signed for a new warrant period, and the Officer continues in the office. No advertising is required.
  - If a new warrant is not issued, the guidelines in Kingdom Law apply (see below).
3. IF THE OFFICER WARRANT IS NOT BEING RENEWED, the Officer needs to draft a WANT AD for the position, and send it to their superior Officer, the Royalty who sign their warrant, and their reporting Seneschal (advertising for all Kingdom Officers and Local Seneschals must be sent to the Kingdom Seneschal). The groups Seneschal must then ensure the WANT AD is made known to the local group members by all available means (i.e., newsletter, court announcements, email lists) for the full advertising period.
  - **For GREAT OFFICERS (Seneschal, Exchequer, Herald, Marshal, A&S, Chronicler)**, advertising should begin **THREE** months before the warrant expires, and Kingdom Law states advertising must run for **THREE** months.
  - **For LESSER OFFICERS (all other officers and all deputy officers)**, advertising should be done **ONE** month before the warrant expires, and Kingdom Law states advertising must run for **ONE** month.

The WANT AD should generally explain the job, the requirements, who applications are sent to, and the end date for advertising (which should coincide with your warrant expiration date). While the position is being advertised, an Officer has three primary responsibilities:

- a) Assist in getting people to apply for the job.
- b) Respond to all inquiries from applicants who have questions about the position
- c) Getting their Emergency Deputy up-to-speed in case there are no applicants and they need to take over the position

Notice that this procedure assumes an Emergency Deputy is not expected to take the position in most circumstances. That is why Kingdom Law mandates you must begin advertising 3 months before warrant expiration.

- 4. IF A POSITION IS VACATED DURING THE ADVERTISING PERIOD OR SUDDENLY (BEFORE A POSITION CAN BE ADVERTISED), an "ACTING" officer may be installed until the advertising period is completed and a new Officer is installed. The ACTING officer should be the already warranted Emergency Deputy. An ACTING officer may apply for the permanent position. A short term warrant (3 months) should be completed for the ACTING officer if a warranted Emergency Deputy is not available to take the position while the position is advertised.

Duchess Katerina O'Callaghan, Pel  
Kingdom Seneschal