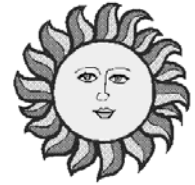


# Kingdom of Atenveldt

## Office of the Kingdom Seneschal



---

## How to Change Kingdom Law, Financial Policy & Sumptuary Traditions

*Revised 6/16/10*

The below instructions explain the process the Kingdom of Atenveldt uses to change, add or delete guidelines in the following documents:

- Atenveldt Kingdom Law (***Lex Atenveldtus***)
- Atenveldt Kingdom Financial Policy
- Estrella War Financial Policy
- Atenveldt Sumptuary Traditions
- Atenveldt Heraldic Charters
- Atenveldt Guild Charters

Changes must be completed as explained in this document to be legally adopted and implemented in the SCA. If review, publication and/or public announcement steps are omitted when a document is changed, the changes may be (or in some cases are) automatically considered void.

The Atenveldt Kingdom Seneschal's Office maintains master copies of all of the above documents except the **Atenveldt Heraldic Charters** and the **Atenveldt Guild Charters**. The Aten Principal Herald and Abacus Herald are responsible for maintaining the current copy of the **Atenveldt Heraldic Charters**. The Atenveldt Kingdom Minister of Arts & Sciences is responsible for maintaining the current copy of all **Atenveldt Guild Charters**.

Kingdom Great Officers are responsible for ensuring that copies of the current versions of the above documents can be found on the Atenveldt Kingdom Website.

### Atenveldt Kingdom Law

#### **TYPE I: Kingdom Law Changes to be done at Coronation:**

1. Between Coronation and Crown Tournament,
  - a. Officers and members of the populace send suggested Law Changes to the Crown and Kingdom Seneschal.
  - b. The Kingdom Seneschal's Office tracks Law Changes required (or recommended) by the Society Seneschal to keep Kingdom Law aligned with new (or recently revised) Corporate Policies and guidelines in Corpora.

## Changing Kingdom Law, Financial Policy & Sumptuary Traditions

2. Before Crown Tournament, the Kingdom Seneschal's Office drafts proposed changes based on requests received since Coronation. (All law changes are subject to veto by the Society Seneschal. So, this research may include review of the drafted changes by the Society Seneschal.)
3. The Kingdom Seneschal's Office prepares a "Law Packet" that includes a draft of recommended Law Changes, and a request for a Law Meeting between the Crown, Heirs and Kingdom Seneschal to identify Law Changes to be done at the Heir's Coronation.
4. The Kingdom Seneschal's Office delivers the Law Packet of proposed changes to the Crown and Heirs at Crown Tournament.
5. The Crown, Heirs and Kingdom Seneschal meet, review, approve and sign Law Changes before Coronation.
6. The Kingdom Seneschal's Office and Crown ensure approved Law Changes (deletions/additions) are read in a Law Court held between the outgoing Crown's Final Court and the Heir's Coronation Court. The changes become Law on the date they are read in Court, as long as publication is completed in the next available issue of Southwind.
7. The Kingdom Seneschal's Office ensures approved Law Changes (deletions/additions) are published in the first available Southwind following Coronation.
8. The Kingdom Seneschal's Office ensures an updated copy of Law (one that includes all published changes/deletions) is sent to the Society Seneschal, the Kingdom Ombudsman, and published on [www.atenveldt.com](http://www.atenveldt.com)

### **TYPE II: Kingdom Law Changes to be done in the middle of a Reign:**

1. The Kingdom Seneschal's Office researches and drafts proposed changes. (All law changes are subject to veto by the Society Seneschal. So, this research may include review of the drafted changes by the Society Seneschal.)
2. The Crown and Kingdom Seneschal review and approve proposed changes.
3. The Crown consults with (i.e., reviews) the proposed changes with all Territorial Barons and Baronesses and asks for their written or verbal commentary by a specific date. This consultation must be repeated if language in the proposed changes is modified. \*
4. When consultation with the Territorial Barons and Baronesses is completed, the Crown and Kingdom Seneschal implement the proposed changes as follows:
  - a. The Crown and Kingdom Seneschal must sign the approved Law Changes.
  - b. The Kingdom Seneschal's Office must ensure the approved Law Changes (deletions/additions) are read in a Kingdom Court at a Kingdom Calendar Event. The changes become Law on the date they are read in Court, as long as publication is completed in the next available issue of Southwind.
  - c. The Kingdom Seneschal's Office must publish the approved Law Changes (deletions/additions) in the next available issue of Southwind.

**\* *The Crown and Kingdom Seneschal are required to review the commentary provided by the Territorial Barons and Baronesses, but are not required to implement any changes to the proposed law changes based on that commentary.***

## Changing Kingdom Law, Financial Policy & Sumptuary Traditions

- d. The Kingdom Seneschal's Office must ensure an updated copy of Law (one that includes all published changes/deletions) is sent to the Society Seneschal, the Kingdom Ombudsman, and published on [www.atenveldt.com](http://www.atenveldt.com)

### Atenveldt Kingdom Financial Policy

Changes to Atenveldt Kingdom Financial Policy may be done at any time as follows:

1. Suggested Policy Changes are sent to the Kingdom Exchequer.
2. The Kingdom Seneschal and Kingdom Exchequer research and draft proposed changes. All financial policy changes are subject to veto by the Society Exchequer. So, this research may include review of the drafted changes by the Society Exchequer.
3. The Kingdom Financial Committee reviews and approves the proposed changes.
4. The Kingdom Exchequer signs and dates the approved changes.
5. The Kingdom Exchequer sends two versions of the approved changes to the Society Exchequer for review/approval at the next scheduled Board of Director's Meeting. The two versions include:
  - a. A "REVIEW COPY" with clear markings identifying the specific deletions/additions to the last approved version of the policy so Corporate Officers can evaluate changes.
  - b. A "PUBLICATION COPY" that incorporates all deletions and additions so that the revised policy can be published on [www.sca.org](http://www.sca.org) and [www.atenveldt.org](http://www.atenveldt.org) if the revisions are approved.
6. When the Society Exchequer and Board of Directors approve the changes,
  - a. The Kingdom Exchequer informs the Kingdom Financial Committee that the changes in policy may be implemented.
  - b. The Kingdom Exchequer sends an archive copy of the approved Kingdom Financial Policy to the Kingdom Seneschal's office.
  - c. The Kingdom Exchequer ensures the approved changes to Kingdom Financial Policy are published in the next available issue of Southwind.
  - d. The Kingdom Exchequer ensures the PUBLICATION COPY of Kingdom Financial Policy (one that incorporates all changes) is published on [www.atenveldt.com](http://www.atenveldt.com) and on [www.sca.org](http://www.sca.org).

### Estrella War Financial Policy

Changes to Estrella War Financial Policy may be done at any time as follows:

1. Suggested Policy Changes are sent to the Estrella War Exchequer.
2. The Kingdom Seneschal, Kingdom Exchequer and Estrella War Exchequer research and draft proposed changes (All financial policy changes are subject to veto by the Society Exchequer. So, this research may include review of the drafted changes by the Society Exchequer.)

## Changing Kingdom Law, Financial Policy & Sumptuary Traditions

3. The Estrella War Financial Committee reviews and approves proposed changes.
4. The Estrella War Exchequer signs and dates the approved changes.
5. The Kingdom Exchequer and Estrella War Exchequer send two versions of the approved changes to the Society Exchequer for review/approval at the next scheduled Board of Director's Meeting. The two versions include:
  - a. A "REVIEW COPY" with clear markings identifying the specific deletions/additions to the last approved version of the policy so Corporate Officers can evaluate changes.
  - b. A "PUBLICATION COPY" that incorporates all deletions and additions so that the revised policy can be published on [www.sca.org](http://www.sca.org), [www.estrellawar.org](http://www.estrellawar.org), and [www.atenveldt.org](http://www.atenveldt.org) if the revisions are approved.
6. When the Society Exchequer and Board of Directors approve changes,
  - a. The Kingdom Exchequer and the Estrella War Exchequer inform the Estrella War Financial Committee and Estrella War Event Stewards that the changes in policy may be implemented.
  - b. The Kingdom Exchequer and the Estrella War Exchequer send an archive copy of the approved Estrella War Financial Policy to the Kingdom Seneschal's office.
  - c. The Estrella War Exchequer ensures the approved changes to Estrella War Financial Policy are published in the next available issue of Southwind.
  - d. The Estrella War Exchequer ensures the PUBLICATION COPY of Estrella War Financial Policy (one that incorporates all changes) is published on [www.atenveldt.com](http://www.atenveldt.com), [www.estrellawar.org](http://www.estrellawar.org) and [www.sca.org](http://www.sca.org).

## Atenveldt Sumptuary Traditions

Members of the populace should understand this guideline when proposing changes and additions:

**Atenveldt Sumptuary Traditions** are intended to codify *existing* conventions for regalia, activities, and positions in the Kingdom of Atenveldt, so our traditions are understood by people who are new in our Kingdom. They are not intended to "set" or "create" traditions we do not currently have in place. As a general guideline, adding something to **Atenveldt Sumptuary Traditions** becomes appropriate when the activity/item has been in use by the populace for more than three years **and** the meaning of the activity/item is readily understood by the majority of the general populace who actively participate in the Kingdom.

Additions/changes to Atenveldt Sumptuary Traditions may be done at any time as follows:

1. Suggested additions/changes to traditions are sent to the Crown.
2. The Crown requests that the Kingdom Seneschal's Office draft the proposed changes.
3. The Crown and Kingdom Seneschal approve and sign changes.

## Changing Kingdom Law, Financial Policy & Sumptuary Traditions

4. The Crown and Kingdom Seneschal ensure the approved changes are read in a Kingdom Court at a Kingdom Calendar Event.
5. The Kingdom Seneschal ensures the approved changes (deletions/additions) are published in Southwind.
6. The Kingdom Seneschal ensures an updated copy of Sumptuary Traditions (one that includes all published changes/deletions) is published on [www.atenveldt.com](http://www.atenveldt.com).

## Atenveldt Heraldic Charters

Additions/changes to Atenveldt Heraldic Charters\* may be done at any time as follows:

1. Suggested additions/changes to Charters are sent to the Crown and Aten Principal Herald.
2. The Aten Principal Herald and the Abacus Herald draft the proposed additions/changes.
3. The Crown and Aten Principal Herald review, approve and sign the approved additions/changes.
4. The Abacus Herald publishes an updated copy of the Atenveldt Heraldic Charters (one that includes all published changes/deletions) in Southwind and on [www.atenveldt.com](http://www.atenveldt.com)

***\* It is strongly recommended that Crown withhold presenting new awards to members of the populace until the heraldic submission of the award name and device are approved by the SCA College of Arms.***

## Atenveldt Guild Charters

Additions/changes to Atenveldt Guild Charters may be done at any time as follows:

1. Suggested additions/changes to Guild Charters are sent to the Crown and the Kingdom Minister of Arts & Sciences.
2. The Kingdom Minister of Arts & Sciences drafts the proposed additions/changes.
3. The Crown and Kingdom Minister of Arts & Sciences review, approve and sign the additions/changes.
4. The Kingdom Minister of Arts & Sciences publishes the approved changes (deletions/additions) in Southwind.
5. The Kingdom Minister of Arts & Sciences publishes an updated copy of the Atenveldt Guild Charters (one that includes all published changes/deletions) on [www.atenveldt.com](http://www.atenveldt.com) .

Writ by my hand,

Duchess Katerina O'Callaghan  
Deputy Kingdom Seneschal