

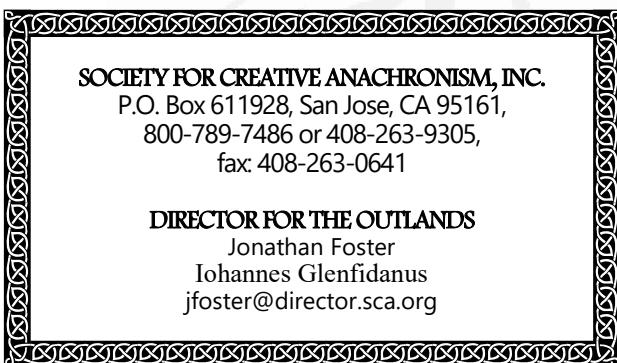
THE OUTLANDISH HERALD XTRA

Special Edition

January 2026



Proposed Kingdom Law Changes.



SOCIETY FOR CREATIVE ANACHRONISM, INC.

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QUARTERLY BOARD MEETINGS PLEASE NOTE: UNLESS OTHERWISE NOTED, VIRTUAL, QUARTERLY MEETINGS ARE HELD ON SUNDAYS. LIVE, QUARTERLY MEETINGS ARE HELD ON SATURDAYS TO ACCOMMODATE NECESSARY TRAVEL. SATURDAY MEETINGS WILL STILL BE BOTH STREAMED LIVE AND RECORDED FOR VIEWING AT A LATER DATE.

ALL MEETING DATES ARE TENTATIVE AND SUBJECT TO POSSIBLE CHANGE.

Groups interested in hosting a meeting should contact the Executive Assistant (ea@sca.org) for information on meeting requirements and how to submit a bid.

Cover Photo Courtesy of Caroline Pring

To get your events listed here, please refer to the Submission Guidelines below.

Local populace gatherings are listed with the local group information on pages 14.

QUARTERLY TENTATIVE SCHEDULE:

January 25, 2026
April, 25, 2026 Hybrid—Location TBA
July 19, 2026
October 17, 2026 Hybrid—Location TBA

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Publications Manager: Gloria Woodard (Honor of Restormel), 804-243-6874, pubmanager@sca.org

For more information about the Outlands, visit the following web sites:
www.sca.org www.outlands.org

How to list an Outlands Event in order to have official business:

Begin your journey at <https://www.outlands.org/resources/members/resources-for-events/>

You must submit the Submission form complete and it's entirety to the Kingdom Calendar Deputy.

Next please use <https://portal.outlands.org/forms/event> which will submit your event to the Kingdom Chronicler, Kingdom Webminister and the Social Media Deputy.

To Publish in the Outlandish Herald: The event article is due NO LATER than the 1st day of the month BEFORE the article is to run. For example, an article for the September *Outlandish Herald* is due no later than August 1st. NO EXCEPTIONS!



Simon & Aria
Roi and Reine
crown@outlands.org



Simon and Aria, Roi and Reine of the Outlands, do send holiday greetings to Our Fair Populace,

One of the more critical duties that We, as Crown, owe our Populace is a careful review of Kingdom Law, which the Society Seneschal requests be done every two years. This is a significant rewrite, as the Society Seneschal noted a number of ambiguities in our Kingdom Law, and suggested that we clarify Our Law to allow for greater flexibility.

In addition, We are setting a clear process for amending Kingdom Law that includes a period for public comment. Because We do not believe in putting greater restrictions on those who follow Us than We are willing to undertake Ourselves, this Law is being published in advance for public comment, before it is enacted as Outlands Law.

If you have questions, suggestions, or comments, please reach out to Us at Crown@outlands.org and cc Our Kingdom Seneschal, Don Emrys, at seneschal@outlands.org.

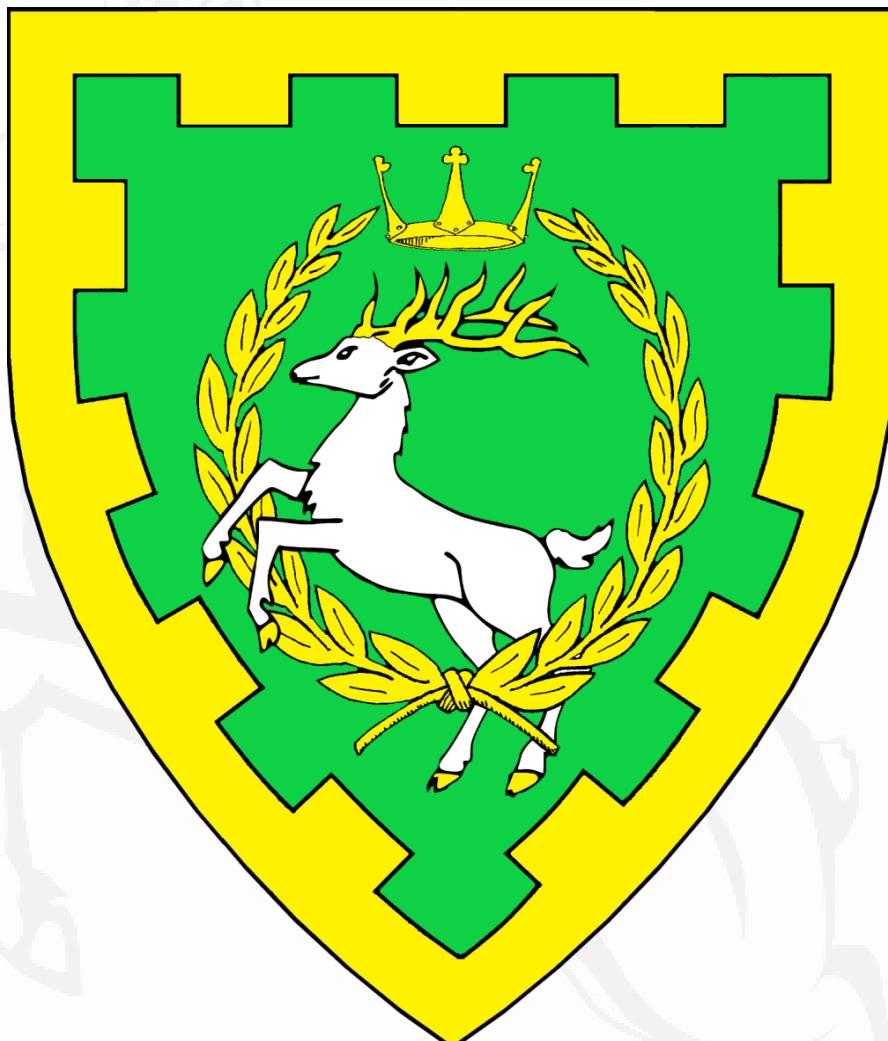
We will be taking comments until January 9, 2026.

In Love and Service,

Simon and Aria

FOR PUBLIC DISCUSSION ONLY

OUTLANDS KINGDOM LAW



LAST REVISION DATE
November 2025

King Simon & Queen Aria
Emrys ap Gwalchmei, Kingdom Seneschal

UNOFFICIAL / UNSIGNED

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I. PREAMBLE

Here begins the Laws of the Kingdom of the Outlands, made and enacted under the guidance and protection of the Crown. Let it be known that these Laws are established to preserve the peace, promote honor and courtesy, and uphold the ideals of the Society of Creative Anachronism, Inc. within this Realm.

Kingdom Law shall be as described within this document. Outlands Law is subordinate to the authority of Federal, State, and Tribal Law, the Board of Directors, and the Governing Documents of the SCA. By these words are the duties of the Crown, the Officers, and the Populace made clear, that all may act in accordance with right governance and the traditions of the Outlands.

II. LAWS

- A. The Crown has the sole right and privilege to create new laws and make amendments to existing law.
- B. The Crown shall submit all proposed changes to Outlands Law to the Kingdom Seneschal for review and comment.
- C. Proposed changes to Outlands Law, submitted to the official Outlands Kingdom Seneschal email, shall be reviewed by the Kingdom Seneschal no fewer than thirty (30) days prior to the enactment of such changes.
 - a. The Seneschal shall acknowledge receipt of the proposed changes to the Crown in writing as soon as feasible, and will provide the Society Seneschal and the Kingdom's ombudsman with copies of the proposed changes.
- D. Within fourteen (14) days of the receipt of the proposed changes to Outlands Law, the Kingdom Seneschal shall either:

- a. Acknowledge the propriety of the changes and willingness to sign them after publication; or;
 - b. Detail any potential conflicts in writing to the Crown and the Outlands Greater Officers
- E. The Crown shall attempt to resolve any conflicts identified by the Kingdom Seneschal before resubmitting proposed changes per Section I.C of this document.
- F. All proposed changes to Kingdom Law shall be published in the Outlandish Herald and be open for public commentary for a minimum of fourteen (14) days from the date of publication or a later deadline as published in the Outlandish Herald. Proposed changes may not be sent for publication until steps A-E have been completed.
- G. The Kingdom Seneschal shall sign the proposed changes into Kingdom Law.
- H. Before they take effect, The Crown shall cause new laws and amendments to existing law to be read into law in a Royal Court at a published event.
- I. All additions and amendments to Outlands Law will bear the signature of the Crown and the Kingdom Seneschal.
- J. Once the addition or amendment of Outlands Law has been fully enacted, the Kingdom Seneschal will provide the Society Seneschal and the Kingdom's ombudsman with copies of the changes within fourteen (14) days.
- K. Outlands Law will be published on the official Kingdom website.
- L. Review of Outlands Law:
- a. Outlands Law shall be reviewed at regular intervals by the Crown and Kingdom Seneschal. The first review shall take place on or about two (2) years from the signing of this edition of Kingdom Law and on or about every two (2) years thereafter. On or about refers to the exact day and month, not the year. Each time a new edition of Kingdom Law is signed, the next review shall be on or about two (2) years from that signing date without regard to when the most recent review previous to the signing was conducted.
 - b. The purpose of the review is to assure clarity and compliance with all governing documents or upon direction of the Society Seneschal.
 - c. During this biannual review, all changes made since the most recent review will be reviewed against Outlands Law to identify any internal conflicts between the various sections of Outlands Law.
 - d. Outlands Law shall be reviewed for compliance with the Governing Documents of the SCA, subject to interpretation by the Society Seneschal.
 - i. Any conflicts with the Governing Documents and/or Society Seneschal Interpretations found within Outlands Law will be addressed during this review; and
 - ii. Outlands Law shall be revised as needed, as per section I.C of this document.
 - e. Resolution of all identified conflicts shall start within fourteen (14) days of either

- i. the official announcement by the SCA of an Amendment to the Governing Documents of the SCA or a new Society Seneschal Interpretation; or upon discovery of a conflict within Outlands Law,
- ii. and shall be completed within ninety (90) days.

III. EDICTS

- A. An Edict is a Royal Command, proclaimed at a Royal Court, at a published event.
- B. An Edict may not conflict with Federal, State, and Tribal Law, the SCA Board of Directors, and the Governing Documents of the SCA, Inc., or Outlands Law.
- C. An Edict properly issued under this Section has the force of Outlands Law for the duration of the Reign.
- D. Edicts must be published in the Kingdom Newsletter the month following the Court where they were issued.

IV. RIGHTS, DUTIES AND PRIVILEGES OF THE CROWN

- A. The Crown of the Outlands, hereinafter referred to as 'the Crown' shall consist of the positions of Sovereign and Consort. All references to 'Successors' shall be deemed to refer to the Heirs to the Throne of the Outlands.
- B. The Crown shall maintain primary physical residence within the geographical boundaries of the Kingdom for the duration of Their tenure as Successors and throughout Their Reign. Failure to meet this requirement constitutes forfeiture of the Reign for the party no longer residing within the Kingdom.
- C. The Crown shall maintain a regular means of quick communication and dependable transportation sufficient to fulfill all Royal duties as required by The SCA Governing Documents and Outlands Law.
- D. The Crown may confer awards, honors, and orders upon the individuals or official groups as provided under Kingdom Law and the Governing Documents of the SCA. Only individuals holding current SCA paid membership may receive Grant level awards or higher or any other awards requiring membership under the SCA Governing Documents.
- E. No award may be conferred upon a subject of another Kingdom without the prior consent of the Crown of that Kingdom.
- F. All elevations to the Peerage shall be conducted only after the consultation of the relevant order as required by the SCA Governing Documents.
- G. Courts of the Crown
 - a. The Crown may call Royal Court as necessary for the governance and ceremonial life of the Kingdom.
 - b. Courts shall be conducted in accordance with the Society Governing Documents, Outlands Law, and the customs of the Outlands.
- H. The Crown shall monitor the status and welfare of each Barony and, when necessary, take appropriate action in consultation with the Kingdom Seneschal and relevant Great Officers.

I. The Royal Presence:

- a. The Royal Presence shall be considered a distance of ten (10) feet surrounding the Sovereign and Consort or Their Thrones.
- b. All persons entering the Royal Presence shall render proper courtesy according to the customs of the Outlands.

J. The Crown sets the Order of March for Courts and Kingdom events, consistent with SCA precedence and Outlands Kingdom tradition.

K. Each Consort shall be admitted into the Order of the Rose at the end of the Consort's first full Reign. Companionship in the Order of the Rose shall carry neither arms nor precedence, and an individual may be admitted only once.

L. The Crown shall, within sixty (60) days of the end of Their reign, file with the White Stag Principal Herald and Kingdom Chronicler a list of all awards given during Their Reign.

M. The Crown shall be responsible for the safe upkeep and condition of the Kingdom regalia entrusted to Them. As such, They shall ensure that:

- a. All regalia is turned over to Their Successors in a timely fashion; and
- b. All items shall be returned in the same condition as when They initially received them, excluding normal wear and tear.

V. SELECTION OF ROYALTY

A. Crown Lists shall be conducted at a tournament announced in the Kingdom newsletter as being for that purpose, in accordance with the SCA Governing Documents.

B. The rules of the Crown Lists shall include the Rules of the Lists and Kingdom fighting conventions, as approved by the Crown of the Outlands in consultation with the Kingdom Earl Marshal.

C. Entrants and consorts shall present themselves before the Crown on the day of the Crown Lists in a manner showing their preparedness to serve as Crown. The Crown may, for exceptional circumstances, permit the physical absence of a consort, provided the consort is otherwise eligible and prepared to serve if the couple is victorious.

D. To be eligible for the Crown Lists, the entrant and prospective consort must meet the following requirements, in addition to those stated in the SCA Governing Documents:

- a. Be acceptable to the Crown in accordance with the SCA Governing Documents.
- b. Be at least eighteen (18) years of age by the scheduled Coronation.
- c. Have resided within the boundaries of the Kingdom of the Outlands for the twelve (12) consecutive months immediately prior to the day of the Crown Lists or have been recognized as Subjects of the Outlands through written permission by the Outlands Crown and the Crown of the kingdom in whose borders the entrant/potential consort reside as is allowed in the SCA Governing Documents Glossary definition of Subject.
- d. Have regular means of quick communication, dependable transportation, and sufficient income to support serving as Crown, should they win.

- e. Have expressed their ability to attend the following Coronation as scheduled in Outlands Kingdom Law.
 - f. Be knowledgeable of the structure and laws of the Kingdom of the Outlands and of the Society.
 - g. The entrant must be an authorized fighter in good standing under the rules of the Kingdom Earl Marshal.
 - h. Be willing and able to swear the Sword Oath, which shall include affirmation that the entrant and consort shall both fulfill all eligibility requirements for entry into Crown Tournament and maintain themselves in an honorable manner during the tournament, as Crown Successors, and as Crown should they be victorious.
 - i. The Crown may remove any fighter from the field should the Crown consider the fighter's conduct to be:
 - i. Unchivalrous; or
 - ii. In violation of Society or Kingdom combat and/or marshaling rules.
- E. An entrant or consort may petition the Crown to be allowed to withdraw from the Crown Tournament Lists at any time. If a consort is allowed to withdraw, the entrant who bears that person's favor shall also be withdrawn.
- F. Prospective entrants and consorts shall submit a letter of intent to vie in the Crown Lists. Letters shall
- a. Include both the entrant's and the consort's
 - i. Society name,
 - ii. Legal name,
 - iii. Home address
 - iv. Phone contact
 - v. Email address
 - vi. Membership number,
 - vii. Membership expiration date
 - viii. And any additional requirements the Crown publishes in advance of the submission deadline of the letters of intent.
 - b. Letters shall be submitted to the official Kingdom email addresses of the Crown and Kingdom Seneschal, before the submission deadline set by the Crown.

VI. SUCCESSION OF THE CROWN

- A. The Successors to the Crown of the Outlands shall be crowned at a duly published SCA event, on the date specified in Outlands Law, according to the customs of the Kingdom and in accordance with Outlands Law and the SCA Governing Documents.

- B. If either Successor fails to appear at Their Coronation and there is sufficient evidence that the absence was due to personal malfeasance or voluntary withdrawal, the matter shall be addressed administratively by the Crown and the Kingdom Seneschal in accordance with Outlands Law, the SCA Governing Documents and the Society Seneschal's Policies.
- C. If the prospective Sovereign shall abdicate, be disqualified, be removed, or die prior to Coronation, the current Crown shall consult with the prospective Consort and the Kingdom Seneschal to determine whether the prospective Consort shall become Sovereign or whether a new Crown Tournament shall be held to select new Successors.
- D. If the prospective Consort shall abdicate, be disqualified, be removed, or die prior to Coronation, the Crown shall consult with the prospective Consort and the Kingdom Seneschal to determine if the prospective Sovereign shall reign alone or if a new Crown Tournament should be held to find new Successors.
- E. If either Successor is invested alone because the other cannot continue, They shall Reign alone for the duration of Their Reign.
- F. If a new Crown Tournament is required, it shall be scheduled as soon as one can be reasonably and legally announced and published in accordance with the SCA Governing Documents and Outlands Kingdom Law. The winners of this tournament shall be invested as the new Heirs to the Crown of the Outlands.
 - a. The abdicated, disqualified, or removed prospective Sovereign or Consort shall not participate in this replacement tournament.

VII. PROVISION FOR THE ABSENCE OF THE SOVEREIGN AND/OR CONSORT

- A. If, at any time, and for any reason, both the Sovereign and the Consort are unable to complete Their Reign, the ceremonial and administrative duties of the Crown shall revert to the most recent Sovereign who is willing and qualified to serve as Regent. To be qualified, a Regent must hold current paid Society membership, reside within the Kingdom of the Outlands, and possess dependable transportation and timely means of communication.
 - a. The Regency shall not be considered a Reign. The Regent shall not bestow or approve awards, proclaim Law, or take any action reserved to the authority of a reigning Sovereign or Consort in accordance with Outlands Law and the SCA Governing Documents.
- B. If the Heirs have been determined at the time the Regent is appointed, They may
 - a. Declare the next available event that They may attend to be Coronation, or
 - b. Request a variance to allow the Heirs to become Crown immediately, with Coronation to be held at its regularly scheduled date.
- C. If the Heirs have not already been determined at the time the Regent is appointment, the Regent shall ensure that Crown Tournament is scheduled as soon as reasonably and legally possible and announced in accordance with Outlands Law and the SCA Governing Documents.
 - a. The Regent shall exercise only the ceremonial authority necessary to manage the conduct of the Crown Lists.

- b. Investiture of the new Sovereign and Consort shall take place at the closing court following the Tournament.
- D. If the Sovereign is unable to complete Their Reign, the Consort shall immediately become Sovereign and shall reign alone, with all rights and responsibilities of that office.
 - a. If the new Sovereign is not an authorized armored combat fighter, the Kingdom Earl Marshal, or their designated armored Combat Deputy, shall supervise all combat conducted in the Royal Presence.
- E. If the Consort is unable to complete Their Reign, the Sovereign shall continue the Reign alone.
- F. Abdication, disqualification, or removal of either the Sovereign or the Consort does not constitute the complete of a Reign and does not confer any title, rank, or precedence associated with completing a Reign, including County or Ducal dignities.

VIII. Events and tournaments

- A. The following weekends are reserved for Kingdom Events. No other Outlands events may be placed on the Kingdom calendar on the same dates. All changes to these dates must be published in accordance with Outlands Law and the SCA Governing Documents.
 - a. Winter Coronation, which shall take place the third weekend of January
 - b. Kingdom Arts and Sciences Competition, which shall take place the fourth weekend in March.
 - c. Spring Crown Tournament, which shall take place the third weekend in April, unless it conflicts with Easter, in which case it will take place the second weekend.
 - d. Summer Coronation, which shall take place the third weekend in July.
 - e. Outlands University Collegium, which shall take place the third weekend in September.
 - f. Fall Crown Tournament, which shall take place on the third weekend of October.
 - g. Battlemoor – date shall be determined by agreement of the Kingdom Financial Committee, subject to proper publication as a Kingdom Event.
- B. Kingdom Event dates may be adjusted by the Kingdom Financial Committee, provided all changes are properly announced and published.
- C. Kingdom Events, with the exception of Battlemoor, shall be hosted by the Baronies of the Kingdom in rotating order as established in 2024 and continuing in perpetuity:
 - a. Aarquelle
 - b. Caerthe
 - c. Unser Hafen
 - d. al-Barran
 - e. Dragonsspine
 - f. Caer Galen

- g. Citadel of the Southern Pass
- D. As new Baronies form, and should an existing Barony change status, Outlands Law shall be revised as follows:
- a. Should the Kingdom lose a Barony, all Baronies after it on the list will move up one space and the rotation will continue from there.
 - b. Should the Kingdom gain a Barony, that Barony shall be placed at the end of the rotation, but if such a change would cause the new Barony to be the next up to host an event, the rotation will skip the new Barony one time only.
- E. Assigned Baronies shall submit a complete event bid no fewer than six (6) months prior to the scheduled date of the assigned Kingdom event.
- a. The bid must follow the Kingdom's standard event-bid format and meet all Society and Kingdom financial, administrative, and site requirements.
 - b. The bid must be submitted prior to the Kingdom Financial Committee meeting at which the event will be considered, at least six (6) months prior to the scheduled date of the assigned Kingdom event.
 - c. Failure to submit a complete bid by this deadline permits the Kingdom Financial Committee to accept competing bids from other branches.
 - d. The change of hosting responsibility due to failure to submit does not alter the established rotation.
 - e. Branches assigned a Kingdom event may trade hosting responsibility with another barony, provided
 - i. Both Baronies agree in writing
 - ii. The agreement is submitted to the Kingdom Seneschal and Kingdom Exchequer no fewer than six (6) months prior to the scheduled date of the assigned Kingdom event, and
 - iii. The change is properly published.
- F. Any officially recognized branch within the Kingdom of the Outlands may submit an alternative bid to host a Kingdom event assigned to a barony, provided the following conditions are met:
- a. The alternative bid must be submitted no fewer than seven (7) months prior to the date of the scheduled Kingdom event.
 - b. The branch must provide written notice of intent to submit a bid to the responsible Barony, the Kingdom Seneschal, and the Kingdom Exchequer before the bid is submitted.
 - c. All bids from recognized branches must follow the Kingdom's standard event-bit format and must meet all Society and Kingdom financial, administrative, and site requirements. The Kingdom Seneschal, in consultation with the Kingdom Exchequer and the Crown, shall evaluate all submitted bids and award the event to the branch that presents the most complete and viable proposal.

G. If an alternative branch is selected to host the event:

- a. The branch becomes the official hosting group for administrative, reporting, and financial purposes, unless the Kingdom Financial Committee designate alternative arrangements.
- b. Event finances must follow Society and Kingdom Financial Policy, with all contracts signed by officers authorized under those policies.
- c. The event may be held outside the ZIP codes of the responsible Barony with the approval from the Kingdom Financial Committee.
- d. Good faith cooperation between local branches is expected.
- e. The responsible Barony may still offer support, staff, or resources to the selected hosting group but is not obligated to do so.

H. Greater Officers of State may host Kingdom events related to their office, provided that the following conditions are met:

- a. The officer's portfolio directly aligns with the purpose of the Kingdom sponsored event.
- b. The Greater Officer must submit a complete event bid that will be reviewed by the Kingdom Financial Committee at least three (3) months from the event date.
- c. Events may be in person or virtual.
- d. Events may be partnered with an official branch or may be hosted by the Kingdom.
- e. If partnered with a local branch, 50% profit split may be voted on by the Kingdom Financial Committee

I. Minors (ages 15 years old and under) will not be charged gate/site fees for Kingdom events.

- a. Outlands Branches are also encouraged to remove minor fees (15 years old and under) from events when financially reasonable to do so.

J. The use of carbide noise makers (such as cannons) is banned from all events taking place within the Outlands.

K. Drones may only be used at an official event with the express permission of the Kingdom Senechal and subject to such restrictions as they may deem necessary.

IX. RIGHTS AND DUTIES OF THE POPULACE

- A. Any subject of the Outlands has the right to display the Kingdom ensign at any Society event.
- B. Any subject of the Crown may address the Crown on any matter. Official communications may be delivered in writing or via email at the official Crown email address. Electronic communications are considered signed and dated when transmitted from the sender.
- C. Members of the populace are encouraged to take reasonable care that blatantly modern items are not prominently at events, insofar as this does not conflict with Outlands Law and the SCA Governing Documents. No individual shall be excluded from participation based on the presence of modern items or equipment.

- D. Only persons who are current paid members of the SCA are authorized or are allowed to be authorized to participate in combat activities within the Kingdom of the Outlands. Membership and proof thereof are defined in the Corporate Policies of the SCA, Inc.
- E. Smoking, vaping, or the use of similar products is prohibited except in designated smoking areas. Any persons smoking, vaping, or using similar products must comply with site rules and all applicable modern laws.

X. OFFICES AND OFFICERS

A. Residency Requirements

- a. All Kingdom Officers must reside within the geographical boundaries of the Kingdom of the Outlands or receive written approval from their Society-level superior and the Kingdom Seneschal to reside elsewhere, in accordance with Outlands Law and the SCA Governing Documents.
 - i. Local officers must reside within the recognized boundaries of the branch they serve or receive written approval from both:
 - 1. Their corresponding Kingdom Officer. And
 - 2. The Kingdom Seneschal
- b. The following officers must reside within the boundaries of the group they serve, with no exceptions:
 - i. Landed Nobility
 - ii. Local Seneschal
 - iii. Local Exchequer

B. Reporting Requirements:

- a. All Kingdom Officers must submit written quarterly reports to their superiors and to the Crown and Kingdom Seneschal.
- b. Failure to report may constitute cause for review and potential suspension or removal from office, in accordance with the SCA Governing Documents and Society Seneschal Policy. No automatic dismissal shall occur based solely on one missed report.

C. Eligibility Requirements:

- a. All officers must be
 - i. Current paid members of the SCA throughout the duration of their warrant.
 - ii. Legally able to serve (age, residency, background check if required); and
 - iii. Capable of fulfilling the duties of the office as defined by Society and Kingdom policy, including being fluent in the technology and platforms used by the Kingdom.
- b. Background checks are required for all officers working with youth, or as required by Kingdom, Society, or Corporate policy.

D. The Great Officers of State of the Kingdom of the Outlands shall be:

- a. Kingdom Seneschal
- b. White Stag Principal Herald
- c. Earl Marshal
- d. Chancellor of the Exchequer
- e. Minister of Arts and Sciences
- f. Chronicler
- g. Webminister
- h. Diversity, Equity, Inclusion, and Belonging (DEIB) Officer, and
- i. Chatelaine

E. Great Officers shall:

- a. Fulfill their duties as defined in Outlands Law and the SCA Governing Documents and the policies of their Society level superior officers;
- b. Contact the Crown and Kingdom Seneschal no less than once per month through official Kingdom email;
- c. Maintain a current roster of all subordinate officers;
- d. Maintain correspondence and records of all activities conducted in the performance of their office and transfer such records to their successor within thirty (30) days of leaving office;
- e. Provide written quarterly reports to their subordinate officers, with copies to the Crown and Kingdom Seneschal;
- f. Provide a written ‘State of the Office’ report to the Crown and Heirs within one month after each Crown Tournament;
- g. Create and appoint deputies as needed to support the administration of their office. Such deputies serve at the pleasure of the appointing Great Officer.

F. Lesser Officers of State of the Kingdom of the Outlands shall be:

- a. Youth Officer
- b. Scribe
- c. Armored Combat Marshal
- d. Marshal of Fence
- e. Archer General
- f. Thrown Weapons General
- g. Equestrian Marshal

- h. Minister of the List
- i. Chamberlain
- j. Paypal/SCORES Deputy
- k. Social Media Officer
- l. Dean of Outlands University

G. Lesser Officers shall:

- a. Be responsible to their corresponding Great Officer
- b. Maintain monthly communication with their supervising Great Officer through official Kingdom email
- c. Maintain records of their office using Official Outlands technology platforms and transfer them to their superior or their successor within thirty (30) days of leaving office
- d. Maintain a current roster of any subordinate officers via the Outlands Service Portal
- e. Communicate with their subordinates at least quarterly
- f. Ensure subordinates are informed of any updates to policy, rules, or procedures.

H. Specific Duties of the Outlands Great Officers of State:

- a. The Kingdom Seneschal shall:
 - i. Interpret Kingdom Law and advise the Crown on such interpretations. These interpretations are subject only to review by the Society Seneschal, if requested;
 - ii. Maintain and publish the Laws of the Kingdom;
 - iii. Oversee and recommend incipient branches for advancement to official status;
 - iv. Monitor the status of official branches and notify the Crown and appropriate Society Officers when branches fall below required standards;
 - v. Establish the Kingdom Calendar with the Chronicler and review it prior to publication of each Outlandish Herald;
 - vi. Solicit bids for all official Kingdom and inter-kingdom events hosted within the Outlands;
 - vii. Oversee and have final authority over all Kingdom events, including Battlemoor;
 - viii. Serve as a member of the Kingdom Financial Committee; and
 - ix. Oversee the Youth Officer and Social Media Officer, whose duties are:
 - 1. Youth Officer: maintain materials for period youth activities
 - 2. Social Media Officer: administer Society Social Media Policy and disseminate official notifications

- b. The White Stag Principal Heral shall:
 - i. Serve as the Voice of the Crown
 - ii. Process submissions for names, devices, and badges in accordance with the College of Arms
 - iii. Advise on ceremony, court protocol, and heraldic matters
 - iv. Maintain the Order of Precedence and list of Awards
 - v. Organize and oversee the Outlands College of Heralds
 - vi. Oversee the Kingdom Scribe and Scribe's Office, ensuring accuracy of scroll text and maintaining the Scribe's Handbook.
- c. The Earl Marshal shall
 - i. Supervise all martial activities as defined by the Society Marshal
 - ii. Enforce Society and Kingdom martial rules and safety standards
 - iii. Coordinate with other Kingdoms for inter-kingdom standards
 - 1. Direct the activities of the:
 - a. Armored Combat Marshal
 - b. Marshal of Fence
 - c. Archer General
 - d. Thrown Weapons General
 - e. Equestrian Marshal
 - f. Minister of the List and
 - g. Any other martial activities which fall under the Society Marshal's purview
 - iv. Each subordinate marshal shall enforce safety standards, equipment requirements, and conduct authorization procedures in their respective disciplines.
- d. The Minister of Arts and Sciences shall:
 - i. Maintain and interpret the rules for Arts and Sciences competitions;
 - ii. Solicit bids for Kingdom Arts and Sciences Competition and Outlands University Collegium (along with the Dean of Outlands University) in accordance with Kingdom event timelines;
 - iii. Encourage research, practice, and education in arts, sciences, and medieval technologies; and
 - iv. Organize and oversee Kingdom Arts and Sciences events, or appoint a Deputy to do so.

- e. The Chancellor of the Exchequer shall
 - i. Ensure accurate and timely financial reporting for all branches;
 - ii. Chair the Kingdom Financial Committee (consisting of the Crown, the Kingdom Seneschal, and the Exchequer), as required by Society Financial Policy;
 - iii. Promote revenue-raising programs for the Kingdom;
 - iv. Publish quarterly financial status reports to the populace via the Outlandish Herald; and
 - v. Monitor the office of Chamberlain, who shall:
 - 1. Be responsible for creation, maintenance, storage, and repair of regalia
 - 2. Maintain an inventory of Kingdom regalia and ensure the transition of regalia from Crown to Crown
 - 3. Complete a reconciliation of property at the end of each Reign, and
 - 4. At their discretion and with consultation of the Crown, create a Regalia Committee to assist in obtaining new items of regalia, replacement items, and providing help to the Crown in the care of regalia items.
 - f. The Kingdom Chronicler shall
 - i. Be responsible for the publication of the Outlandish Herald;
 - ii. Advise and assist with the publication of any official documents
 - g. The Kingdom Webminister shall
 - i. Be responsible for the creation and maintenance of the Kingdom web presence
 - ii. Ensure compliance with Society Webminister policies.
 - h. The Diversity, Equity, Inclusion, and Belonging Officer (DEIB) shall:
 - i. Advise the Crown and Great Officers on matters of diversity, equity, inclusion, and belonging.
 - ii. Elevate DEIB concerns or opportunities to appropriate Kingdom of Society Officers.
 - i. The Office of the Chatelain/Chatelaine, shall:
 - i. Oversee the welcome and education of newcomers.
 - ii. Maintain and disseminate newcomer materials and resources.
- I. Local Officers shall:
- a. Maintain monthly communication with their corresponding Kingdom Officer, using official email
 - b. Perform their duties consistent with Society and Kingdom policy.

J. Officer Terms, Appointment, and Succession:

a. Officer Terms

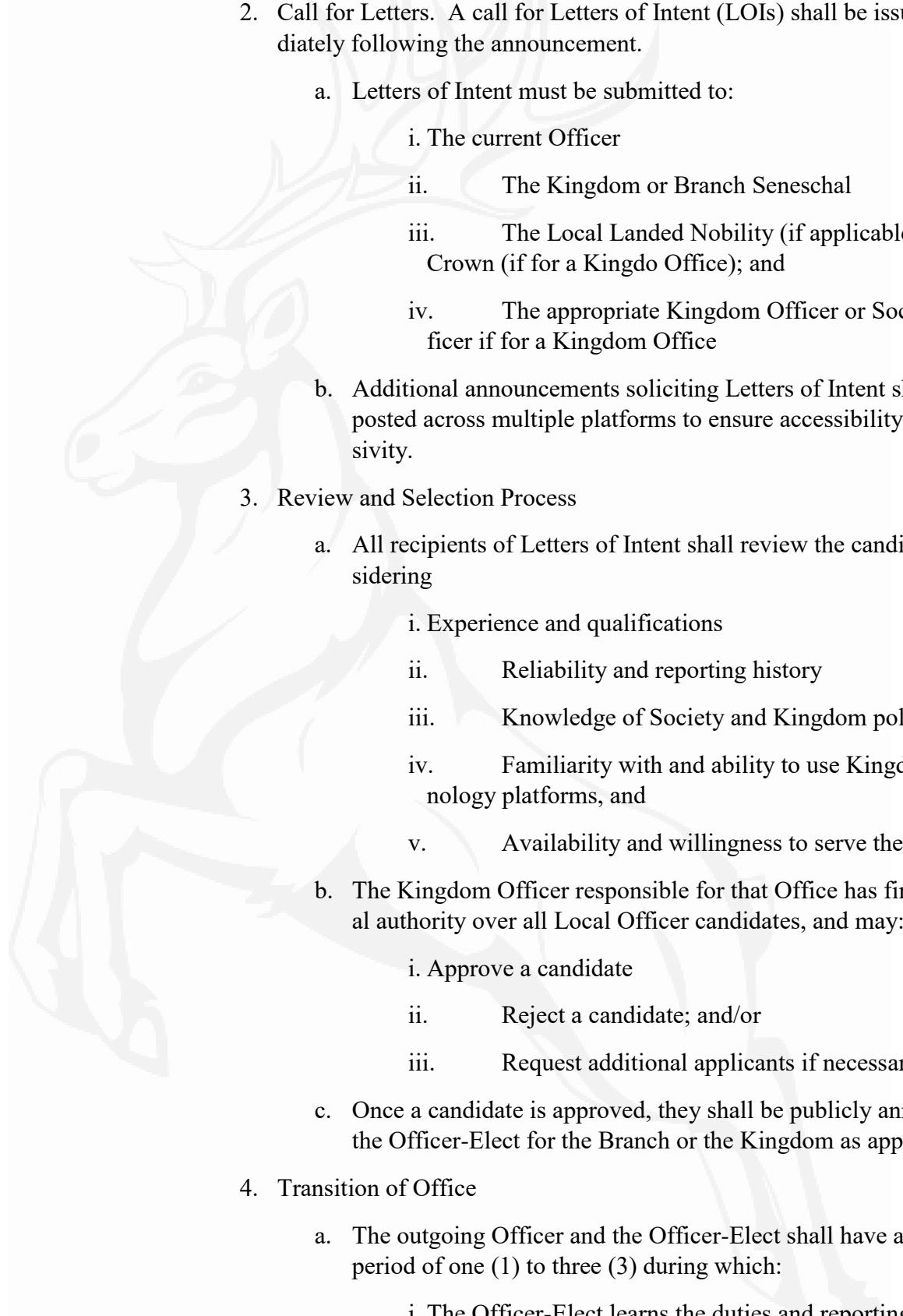
- i. All Kingdom and Local Officers shall serve a standard two (2) year term from the date of their warrant, unless otherwise specified by Society policy, Outlands Law, or their Society Superior
- ii. Officers may request reappointment for an additional term. Reappointment is subject to approval by:
 1. The appropriate Kingdom Officer
 2. The Kingdom Seneschal (for Kingdom level Officers); and
 3. The Crown (as required under Society warranting procedures).
- iii. No officer shall serve more than two consecutive terms in the same office without the explicit approval of their Kingdom or Society superior, as appropriate.
- iv. Term limits may be extended temporarily at the discretion of the Crown and Kingdom or Society superior when continuity is required, or no qualified candidates have applied.

b. Required Notice of Intent to Step Down:

- i. All Kingdom Officers must provide at least six (6) months' notice of intent to step down.
- ii. Local Greater Officers must provide at least six (6) months' notice of intent to step down.
- iii. Local Lesser Officers must provide at least three (3) months' notice of intent to step down.
- iv. These timeframes may be adjusted in emergency situations with the assistance of the local Seneschal or Kingdom superior.

c. Advertising Vacant Offices

- i. When any office at any level becomes vacant or is expected to become vacant, the following process shall be used:
 1. Announcement. The current officer shall publicly announce their intent to step down. This announcement must appear in at least two (2) of the following:
 - a. Official Kingdom newsletter
 - b. Local newsletter
 - c. Kingdom or Local website
 - d. Official Branch or Kingdom social media platform; or

- 
- e. Populace meeting announcement
 2. Call for Letters. A call for Letters of Intent (LOIs) shall be issued immediately following the announcement.
 - a. Letters of Intent must be submitted to:
 - i. The current Officer
 - ii. The Kingdom or Branch Seneschal
 - iii. The Local Landed Nobility (if applicable) or Crown (if for a Kingdom Office); and
 - iv. The appropriate Kingdom Officer or Society Officer if for a Kingdom Office
 - b. Additional announcements soliciting Letters of Intent should be posted across multiple platforms to ensure accessibility and inclusivity.
 3. Review and Selection Process
 - a. All recipients of Letters of Intent shall review the candidates, considering
 - i. Experience and qualifications
 - ii. Reliability and reporting history
 - iii. Knowledge of Society and Kingdom policies
 - iv. Familiarity with and ability to use Kingdom technology platforms, and
 - v. Availability and willingness to serve the full term.
 - b. The Kingdom Officer responsible for that Office has final approval authority over all Local Officer candidates, and may:
 - i. Approve a candidate
 - ii. Reject a candidate; and/or
 - iii. Request additional applicants if necessary.
 - c. Once a candidate is approved, they shall be publicly announced as the Officer-Elect for the Branch or the Kingdom as appropriate.
 4. Transition of Office
 - a. The outgoing Officer and the Officer-Elect shall have a transition period of one (1) to three (3) during which:
 - i. The Officer-Elect learns the duties and reporting structure

- ii. Required accounts, records, files, passwords, and materials are transferred;
 - iii. Necessary training or introductions occur
 - b. The outgoing Officer shall submit all required reports, files, financial records, regalia, and official correspondence to the Officer-Elect and/or their Kingdom superior within this transition period.
 - 5. The Local Seneschal or appropriate Kingdom Officer shall prepare the warranting using the Outlands Service Portal.
 - 6. The Kingdom Officer or Kingdom Seneschal will coordinate publication of the Officer-Elect's information in official Kingdom or Local publications.
- d. Emergency Transitions
- i. In the event an officer must step down immediately due to emergency circumstances, the corresponding Kingdom Officer or Local Seneschal may appoint an acting officer or activate the Emergency Deputy until a full application process can occur.
 - ii. In the event a Kingdom Officer must step down immediately due to emergency circumstances, their deputy will activate.
 - iii. The emergency appointment shall not exceed four (4) months without a posted call for Letters of Intent.

XI. LANDED NOBILITY

A. Appointment

- a. When the Office of Baronial Coronet becomes vacant or is anticipated in a Barony, the Crown shall solicit recommendation and letters of intent from the populace of the Barony to select the next Baronial Coronet.
 - i. The office of Baronial Coronet may be filled by an individual or a couple.
- b. A polling of the populace of the Barony shall be conducted in accordance with Outlands Law and the SCA Governing Documents. The polling shall be publicly announced in the Kingdom newsletter or other official channel and shall remain open for a reasonable period to ensure broad participation. The Kingdom Seneschal or their designated representative shall oversee the polling process.
- c. The results and commentary from the populace shall be given due consideration by the Crown before making the final appointment.

B. Removal

- a. To consider the removal of Landed Nobility, the Crown shall direct the Local Seneschal to initiate a public meeting and a polling of the populace, publicly announced through the Kingdom newsletter or other official Kingdom publication.

- i. The Crown shall attend or appoint a representative to hear commentary and present Their concerns.
- b. Following the meeting, written commentary from the populace shall be requested and accepted for a reasonable period. All commentary received must be given full consideration by the Crown before announcing a final decision regarding retention or removal.

C. Rights, Duties, and Privileges

- a. Landed Nobility shall:

- i. Serve as an example of courtesy, chivalry, and noble virtue for the people of the Barony and encourage such virtues in others;
- ii. Be proficient in technology required by Kingdom and Local offices
- iii. Represent and advocate for their Barony to the Crown;
- iv. Extend hospitality and welcome to new and prospective members
- v. Bestow Baronial awards as established in Kingdom Law and approved by the Crown;
 1. Landed Nobility must petition the Crown to give armigerous awards. The Crown may grant blanket permission to Landed Nobility to bestow such awards. If such blanket permission has not been granted, each award shall require specific permission.
 2. Non armigerous Baronial awards may be given at the pleasure of the Landed Nobility.
 3. Awards presented to non-residents of the Barony require the permission of the Crown.
 4. Within the first month of each new Reign, provide the Crown with a written report on the state of their Barony.
 5. Give the Crown a minimum of six (6) months' written notice of intent to retire, unless prevented by extraordinary circumstances.
 - 6.

APPENDIX I BRANCHES OF THE KINGDOM OF THE OUTLANDS**I. Types of Branches –**

- a. The Kingdom of the Outlands recognizes the following branch designations as defined by the Governing Documents of the Society:
 - i. Barony
 - ii. Province (if applicable; Outlands may specify its absence)
 - iii. Shire
 - iv. Canton
 - v. College
 - vi. Incipient Branch
 - vii. Hamlet (*experimental designation, 2025–2027*)

- b. Note: Each branch must meet the requirements of the Governing Documents of the Society, Kingdom Law, and its supervising Kingdom Officers.

II. General Requirements for All Official Branches –

- a. All official branches (Barony, Shire, Canton, College, Province) must
 - i. Maintain a Seneschal and Exchequer who are current paid members
 - ii. Maintain a mailing address within the branch territory
 - iii. Maintain a minimum level of participation as defined in Corpora
 - iv. Submit required reports to Kingdom Officers on time
 - v. Follow all Society and Kingdom financial policies
 - vi. Hold regular activities, meetings, and/or practices
 - vii. Uphold Society and Kingdom behavioral policies.
- b. Failure to meet these requirements may result in
 - i. Suspension
 - ii. Probation
 - iii. Transition to Incipient status
 - iv. Eventual dissolution
 - v. (As determined by the Kingdom Seneschal in consultation with the Crown and Society Seneschal.)

III. Incipient Branches

- a. An Incipient Branch is a group petitioning to become an official branch.
- b. Requirements include:

- i. Minimum number of paid members
 - ii. A designated Seneschal and Exchequer plus one other Great Officer
 - iii. Demonstration of sustained activity
 - iv. Sponsorship by a nearby established branch
 - v. Have a name registered with the College of Heralds
 - vi. Any other requirements listed in the SCA Governing Documents
- c. Incipient branches do not hold funds.
 - d. Advancement to full branch status requires approval by the Kingdom Seneschal and the Crown. Once approved, the Kingdom Seneschal will list the advancement on their next quarterly report.

IV. Hamlets (Experimental Branch Status, 2025–2027)

- a. Definition: A Hamlet is an experimental branch designation approved by the SCA Board on 12 April 2025, authorized on a kingdom-by-kingdom basis, intended to support small, rural, or recently dissolved communities seeking time and space to rest, regroup, and rebuild without the administrative burden of a full branch.
- b. The Hamlet experiment runs through 31 July 2027, after which the Society Seneschal will issue a recommendation regarding permanent adoption.
- c. Formation of a Hamlet
 - i. A Hamlet may be formed when:
 - 1. A previously official branch in that territory has been formally dissolved by the SCA Board of Directors.
 - 2. The remaining members of that territory petition the Kingdom to form a Hamlet.
 - 3. The territory is assigned to a sponsoring Shire or Barony, which must agree to oversee and support the Hamlet.
 - 4. All funds and property previously belonging to the dissolved group have been turned over to:
 - a. The Kingdom, or
 - b. Another recognized branch, as required by Society Financial Policy.
 - c. Hamlets cannot hold funds or property.
- d. Name and Heraldry
 - i. A Hamlet may style itself as “The Hamlet of [Former Group Name].”
 - ii. A Hamlet may continue using the former group’s registered heraldry, including laurel wreaths.
 - iii. A Hamlet may not submit new heraldic items until it regains official branch status.

e. Activities Allowed

i. Hamlets may:

1. Hold local gatherings such as A&S meetings, fighter, or archery practices if a warranted marshal is present
2. Participate in events and activities of their sponsoring branch.
3. Hold public demos, provided that:
 - a. a. At least one paid member is present and designated as the Person in Charge, and
 - b. The sponsoring branch approves the demo, and
 - c. . The demo is placed on the Kingdom Calendar.

ii. Hamlets may not

1. Host Kingdom or official branch events.
2. However, if the area of a Hamlet is considered to be in the area of an official group, for instance if a Hamlet is formed of a former canton of a barony, such official group may host an official event in the geographical area of a Hamlet.

f. Requirements to Maintain Hamlet Status

i. A Hamlet must:

1. Maintain at least one paid member who serves as a liaison between the Hamlet, the sponsoring branch, and the Kingdom.
2. Uphold all Society and Kingdom policies.
3. Maintain periodic contact with the sponsoring branch's Seneschal.
4. Report informal activity updates upon request to the sponsoring branch

ii. Hamlets do not require:

1. Officers
2. Reports
3. Bank accounts
4. Financial committees
5. Business meetings

g. Rebuilding Toward Full Branch Status

- i. A Hamlet may pursue restoration to full branch status by following the established incipient branch process, when:
 1. Participation increases,
 2. Interest in officers develops, and

3. The Hamlet demonstrates stability and activity.
 4. The Kingdom Seneschal, sponsoring branch, and Hamlet liaison shall consult regularly to determine readiness.
- h. Any Hamlet created during 2025-2027 that exists if/when the Hamlet experiment ends must petition to become a full status group or forfeit any name and heraldry.
 - i. Data Collection and Review
 - i. To support the experiment, Hamlets will track and provide information to the Kingdom Seneschal upon request, including:
 1. Membership numbers at dissolution & petition
 2. Frequency of gatherings
 3. Marshal activity and practices
 4. Participation in the sponsoring branch
 5. Local classes or projects
 6. Growth trends
 7. Informal “health checks” or check-ins
 8. This information will be forwarded to the Society Seneschal as part of the 2027 evaluation.

V. Branch Suspension, Dormancy, or Dissolution

- a. The Kingdom Seneschal, in consultation with the Crown and Society Seneschal, may:
 - i. Place a branch on probation
 - ii. Declare a branch dormant
 - iii. Recommend branch dissolution to the Board of Directors
- b. Reasons include:
 - i. Failure to maintain officers
 - ii. Failure to file reports
 - iii. Persistent inactivity
 - iv. Violation of Society or Kingdom law
 - v. Loss of membership below minimum levels

VI. Sponsoring Branch Responsibilities

- a. When a Shire or Barony sponsors an Incipient Branch, Canton, College, or Hamlet, it must:
- b. Maintain periodic communication
- c. Provide support and mentorship

- d. Assist with logistics when requested
- e. Ensure required officers are active (if applicable)
- f. Provide oversight of demos or practices
- g. Offer administrative guidance
- h. Notify the Kingdom Seneschal of any concerns

VII. Kingdom Review of Branch Status

- a. The Kingdom Seneschal shall conduct periodic reviews of all branches to ensure:
 - i. Health and stability of membership
 - ii. Administrative compliance
 - iii. Timely reporting
 - iv. Financial management
 - v. Officer succession planning
 - vi. Reviews may occur annually, during officer transitions, or when concerns arise.

APPENDIX II KINGDOM EVENT AND BID PROCEDURES**I. Definitions**

- a. Kingdom Event: Any event designated as such by Kingdom Law, reserved on the Kingdom Calendar through the Outlands Service Portal (OSP), and requiring the attendance of the Crown or Their designated representative.
- b. Local Event: Any officially published event sponsored by a branch of the Kingdom and is listed on the Calendar through the OSP, that is not designated as a Kingdom Event.
- c. Event Steward: The individual selected by the sponsoring group for local events and/or approved by the Kingdom Financial Committee to oversee a Kingdom Event.
- d. Bid Packet The set of materials submitted by a group or branch outlining the event plan, budget, facilities, and staff.

II. Events

- a. All events must be sponsored by a branch in good standing, published through the OSP, and appearing on the Kingdom Calendar
- b. Events must:
 - i. Be published in an official Kingdom publication
 - ii. Comply with Society and Kingdom safety, financial, and administrative policies
 - iii. Have an approved site
 - iv. Have an Event Steward who is a current paid Society member
- c. Only Events that are fully submitted on the Kingdom Calendar through the OSP, and meet the requirements of this Appendix, may:
 - i. Hold official courts
 - ii. Conduct marshal activities
 - iii. Host official tournaments or competitions
 - iv. Confer Kingdom or Baronial awards (where permitted)
- d. All martial activities must be supervised by a warranted marshal appropriate to the discipline, with warrants and authorizations recorded through the OSP where applicable.

III. Bidding for Kingdom Events

- a. Kingdom Events must be bid on by a branch in good standing following the rotation schedule in Kingdom Law.
- b. Bids may be submitted by:
 - a. The responsible barony; or
 - b. another Branch submitting an alternate bid under Kingdom Law.
- c. Minimum Required Timelines for Bid Submission

- d. To ensure adequate planning, safety, and financial oversight, bid packets must be submitted no later than the Kingdom Financial Committee Meeting:
 - i. Six (6) months prior to the date of a standard Kingdom Event
 - ii. Nine (9) months prior to the date of Battlemoor
- e. Authority to Adjust Timelines
 - i. The Kingdom Seneschal may:
 - 1. Extend or shorten deadlines as necessary
 - 2. Accept late bids if safety and financial requirements can still be met
 - 3. Close the bid window if no viable timeline remains
- f. Late Bid Procedure
 - i. A late bid may be considered only if:
 - 1. The Kingdom Seneschal approves its review
 - 2. The Financial Committee confirms:
 - a. A site can be safely secured
 - b. A budget can be responsibly executed
 - c. An Event Steward and staff can be secured
 - d. No site contract has been signed prior to FC approval (per Society Financial Policy)
- g. No Bid Submitted Within the Required Timeline
 - i. If no valid or timely bid is received
 - 1. The Kingdom Seneschal shall solicit additional bids
 - 2. The responsible barony may be required to submit an emergency bid
 - 3. Another branch may be assigned the event
 - 4. The Financial Committee may cancel or modify the event if compliance cannot be ensured.
- h. Required Components of a Bid Packet
 - i. Event Details
 - 1. Site address, accessibility, restrictions
 - 2. Proposed dates (with an alternate)
 - 3. Indoor/outdoor space descriptions
 - ii. Budget

1. Projected income & expenses
 2. Site rental fees
 3. Break-even point
 4. Fundraisers (if any and what the funds are supporting)
- iii. Staff
1. Event Steward
 2. Gate coordinator
 3. Marshal-in-Charge (if needed)
 4. Minister of the Lists (if needed)
 5. Feast steward (if applicable)
- iv. Activities
1. Proposed schedule
 2. Tournaments, classes, competitions
 3. Court needs
- v. Logistics
1. Accessibility
 2. Parking
 3. Capacity
 4. Kitchen or camping facilities
- vi. Financial Compliance
1. Seneschal & Exchequer confirmation of group good standing
- i. Approval Process
- i. Bids are reviewed by:
 1. Kingdom Seneschal
 2. Kingdom Exchequer
 3. The Crown (for ceremonial considerations)
 4. Relevant Kingdom Officers
- j. The **Kingdom Financial Committee** shall:
- i. Approve or deny the Event Steward
 - ii. Approve the event budget
 - iii. Approve or deny the bid packet

- iv. Ensure financial good standing of the hosting branch
- k. Once the Financial Committee approves the bid, the Event Steward is formally appointed.
- l. If no viable bids exist, the Kingdom Seneschal may escalate alternatives to the Financial Committee.

IV. Responsibilities of the Event Steward

- a. Event Stewards approved by the Financial Committee must:
 - i. Ensure full compliance with Society & Kingdom policy
 - ii. Maintain communication with:
 - 1. The Crown (for ceremonial needs)
 - 2. The Kingdom Seneschal
 - 3. The Kingdom Exchequer
 - iii. Adhere to the approved budget
 - iv. Submit required event and financial reports
 - v. Oversee safety, logistics, and staffing

V. Event Cancellation and Emergency Changes

- a. The Kingdom Financial Committee, in consultation with the Kingdom Seneschal (and the Crown when ceremony is affected), may:
 - i. Cancel a Kingdom Event
 - ii. Move the event to another site or date
 - iii. Approve a replacement Event Steward
- b. Local branches may request cancellation through their Seneschal; cancellation of a Kingdom Event requires Financial Committee approval.
- c. If an Event Steward becomes unable to serve:
 - i. The local Seneschal may appoint an acting steward;
 - ii. The acting steward must be approved by the Financial Committee;
 - iii. The Crown must be notified for ceremonial planning.

VI. Financial Requirements

- a. All event finances must follow Society Financial Policy.
- b. Gate sheets, receipts, and cash box counts must be completed and submitted on time
- c. All gate sheets must be signed by:
 - i. Gate staff
 - ii. Local Exchequer

iii. Local Seneschal

- d. Refunds must follow the Kingdom Financial Policy.
- e. Battlemoor and other major events may have event-specific financial policies approved by the Financial Committee.

VII. Violations and Consequences

- a. Violations of financial, safety, or administrative policy may result in:
 - i. Suspension of a branch's event-hosting privileges
 - ii. Removal or suspension of event staff
 - iii. Referral to the Society Seneschal
 - iv. Loss of good standing
 - v. Removal from office for warranted officers involved
- b. These actions do not replace or limit Society-level sanctions.

APPENDIX III GRIEVANCES, CONDUCT, AND BEHAVIORAL EXPECTATIONS**I. General Standards of Conduct**

- a. All participants in the Kingdom of the Outlands must comply with:
 - i. The Governing Documents of the Society
 - ii. Society policies on behavior, harassment, and bullying
 - iii. Local, state, and federal laws
 - iv. Site rules for events and activities
- b. The Outlands expects all participants to conduct themselves with courtesy, chivalry, honor, and respect for others, in accordance with the traditions of the Society.
- c. Behavior that endangers others, violates Society policy, or disrupts the safe function of an event constitutes misconduct.

II. Kingdom Authority for Conduct at Events

- c. The Kingdom Seneschal retains the authority to:
 - i. Direct individuals to cease disruptive or unsafe behavior
 - ii. Remove individuals from a site for safety or legal concerns
 - iii. Halt activities that violate Society or Kingdom policy
 - iv. Close activities or areas to ensure safety
- d. Removal from a site is not a sanction, but an event-management action governed by Society policy and modern law.

III. Grievances and Concerns

- a. Participants who have concerns regarding behavior, safety, officer conduct, or procedural fairness should:
 - i. Report concerns to the event staff
 - ii. Report to the local Seneschal
 - iii. Report to the Kingdom Seneschal when appropriate
- b. Grievances must be addressed following:
 - i. The Society Seneschal's Grievance Procedure
 - ii. The Society Sanctions Guide (where applicable)
- c. The Kingdom may not create or enforce alternate grievance or sanctions systems.

IV. Officer Expectations

- a. Officers must perform their duties with professionalism, impartiality, and adherence to Society and Kingdom policies.

- i. Conflicts of interest
- ii. Use of office for personal advantage
- iii. Abusive or retaliatory behavior
- iv. Discrimination or harassment
- v. Unauthorized access to confidential information

c. Reportable officer misconduct must be forwarded to the Kingdom Seneschal for review.

V. Prohibited Behavior

The following are prohibited at all Outlands events, activities, and official gatherings:

- a. Harassment, bullying, or intimidation
- b. Discriminatory behavior based on protected class or category
- c. Physical violence or threats of violence
- d. Sexual misconduct
- e. Possession or use of illegal substances
- f. Violation of site rules
- g. Unauthorized use of weapons, incendiaries, or prohibited items
- h. Repeated refusal to follow event staff or officer instructions

VI. Authority to Remove Individuals from Events

- a. The Event Steward, Seneschal, or Kingdom Seneschal may require an individual to leave an event site if:
 - i. The individual poses a safety hazard
 - ii. The individual violates site rules
 - iii. The individual's conduct disrupts the event
 - iv. Continued presence constitutes a liability risk
- b. Any instance of removal from a site:
 - i. Must be documented
 - ii. Must be reported to the Kingdom Seneschal
 - iii. Is not disciplinary action under the Society Sanction System
- c. No statements implying a ban or sanction of individuals removed from site shall be made.

VII. Misconduct Requiring Higher Review

- a. The following must be elevated to the Kingdom Seneschal and may be forwarded to the Society Seneschal:

- i. Serious safety violations
- ii. Abuse of office
- iii. Harassment or bullying under Society policy
- iv. Discriminatory behavior based on protected class or category
- v. Repeat misconduct
- vi. Any matter involving minors
- vii. Sexual misconduct
- viii. Situations requiring possible sanctions

b. Only the Society Seneschal and Board of Directors may issue:

- i. Sanctions (excepting those sanctions that can be issued by the Crown, as indicated in the SCA Governing Documents or appropriate Society manuals)
- ii. Suspensions of participation
- iii. Revocation and denial of membership
- iv. Removals from Society-wide office

c. The Crown and Kingdom Seneschal may jointly issue a Temporary Removal from Participation (TRP)

- i. TRP will be read into court
- ii. TRP paperwork will be completed within 30 days and mailed to the person of interest.

VIII. Kingdom Legal Compliance

- a. Kingdom Law may not contradict Society-level policies or create alternate disciplinary systems.
- b. In the event of conflict between Society policy and Kingdom law, the Society policy and Governing Documents shall prevail,

APPENDIX IV — CHARTER OF OUTLANDS UNIVERSITY**I. Purpose**

- a. Outlands University exists to promote education, research, and skill development across the arts, sciences, service, martial activities, culture, and leadership within the Kingdom of the Outlands.

Its purpose is to support lifelong learning consistent with the mission of the Society and the traditions of the Outlands.

II. Governance**a. Oversight Authority**

- i. Outlands University operates under the combined supervision of:

1. The Kingdom Minister of Arts and Sciences (KMoAS); and
2. The Kingdom Exchequer through the management of the Outlands University Fund.

III. Dean of Outlands University

- a. The KMoAS shall appoint a Dean of Outlands University (OU Deputy). The Dean holds their position for two years and serves at the pleasure of the KMoAS.

- i. The Dean is responsible for:

- ii. Developing University session themes and class schedules
 - iii. Recruiting and coordinating instructors
 - iv. Maintaining student records and transcripts
 - v. Coordinating logistics with hosting branches
 - vi. Ensuring compliance with Kingdom Financial Policy when University funds are used

b. Deputies

- i. The following deputies are a part of Outlands University and are members of the OU Board of Regents:

1. In Person Learning Deputy
2. Distance Learning Deputy
3. Registrar

- ii. Deputies serve at the Dean's pleasure.

III. OU Board of Regents - The Board of Regents is composed of the KMOAS (President), the Dean (Dean), the In Person Learning and Distance Learning Deputies, the Registrar, and a Populace Member. The Dean, Deputies and the Populace Member are presumed to hold their positions for two years.**IV. Sessions**

- a. Outlands University may offer
 - i. Kingdom-level sessions,
 - ii. Regional/traveling sessions,
 - iii. Remote or online learning modules.
- b. Sessions may be held independently or jointly with another event, provided:
 - i. Calendar placement is coordinated with the Kingdom Seneschal,
 - ii. Financial approval is obtained when University funds are used, and
 - iii. Publication requirements are met under Society policy.

V. Individual Classes

- a. Any class taught within the Kingdom of the Outlands may be considered a qualifying class for Outlands University.
- b. Any University class from other Kingdoms may be considered qualifying classes for Outlands University
- c. Any other class or learning sessions from other Kingdoms may be considered qualifying classes for Outlands University with the approval of the Board of Regents.

VI. Classes and Academic Recordkeeping

- a. Instructors may be any suitably knowledgeable individual approved by the Dean, KMoAS or Board of Regents.
- b. Student credit may be awarded according to the Outlands University Handbook guidelines.
- c. Recordkeeping
 - i. The Dean shall maintain electronic or written transcripts of classes completed.
 - ii. All records shall be transferred to the incoming Dean within thirty (30) days of transition

VII. The Outlands University Handbook.

- a. The Dean and the Board of Regents shall maintain the Outlands University Handbook, and ensure that it is reviewed every two (2) years for continuity.

VIII. Financial Structure (Outlands University Fund)

- a. Outlands University operates using an independent, permanent fund held by the Kingdom Exchequer, in accordance with Kingdom Financial Policy.
- b. The fund is restricted for designated educational purposes as defined below.
- c. Primary Purpose
 - i. The Outlands University Fund is maintained to support expenses for Outlands University planning and execution, including:

2. Educational materials and supplies

3. Printing, handouts, or instructional tools

4. Travel stipends when approved

5. Technology costs for online instruction

Unused money remains in the fund and does not revert to the General Fund unless the conditions of Section d (below) apply.

d. Secondary Purpose

- i. If the Financial Committee determines that Outlands University cannot reasonably use the funds for their designated educational purpose, the unused money may be moved to the Kingdom General Fund, as allowed by Kingdom Financial Policy.

c. Expenditure Authorization

- i. For each University session, the MoAS and the Dean must submit a budget proposal to the Kingdom Financial Committee for review and approval.

- ii. The MoAS and the Dean will determine whether Outlands University will submit a budget for the General Fund, or use the Outlands University Fund for specific expenditures.

- iii. Expenditures may not occur until the Financial Committee approves the budget.

- iv. All purchases must comply with Society and Kingdom Financial Policies.

d. Fundraising

- i. The Ministry of Arts and Sciences and Outlands University may raise funds to supplement the Outlands University Fund through approved methods, including:

1. Bake sales

2. Silent auctions

3. University merchandise

4. Donation boxes

5. Class-specific fundraiser

- ii. All fundraising must be conducted in compliance with Society and Kingdom financial rules.

e. Inactivity & Permanence

- i. The Outlands University Fund shall never expire. It is a permanent, standing financial entity unless altered by:

1. Kingdom Financial Policy revision, or

2. A change required by the Society Seneschal or Board of Directors.

f. Financial Reporting & Transparency

- i. The Kingdom Exchequer shall maintain itemized ledger records of all income, expenditures, and balances related to the Outlands University Fund.
 - ii. The KMoAS and Dean shall receive quarterly statements from the Exchequer to aid in planning and accountability.
 - iii. An annual summary of the fund's activity shall be published in the Outlandish Herald or on the Kingdom website.
- g. Revision of the Charter
- i. This charter may be amended:
 - ii. By the Crown,
 - iii. After consultation with the KMoAS and the Dean,
 - iv. Following publication in accordance with Outlands Law.

APPENDIX V — SITE REQUIREMENTS FOR KINGDOM EVENTS

I. The following requirements apply to all Kingdom Events and must be met by any branch submitting a bid.

a. Site Minimum Requirements

- i. A contract or written agreement with the landowner or venue.
- ii. Adequate parking for projected attendance.
- iii. Separate spaces suitable for:
 1. Royal Court
 2. List fields or martial activities if applicable
 3. Arts & Sciences activities and/or classes if applicable
- v. ADA-accessible pathways and facilities whenever available.
- vi. Restroom facilities or rental facilities sufficient for expected attendance.
- vii. Scheduled activities must be in compliance with all site rules and modern laws.

IV. Safety Requirements

- a. Potable water must be available or provided.
- b. Fire regulations must be followed, including restrictions on flames or cooking
- c. All martial spaces must meet Society and Kingdom safety standards.
- d. Minors must be managed in accordance with Society policies.

V. Contract Restrictions

- a. No site contract may be signed prior to approval by the Kingdom Financial Committee (per Society Financial Policy).
- b. Alcohol clauses must comply with modern law.
- c. Animal/pet policies must be clearly published.

VI. Accessibility & Equity

Branches are encouraged to prioritize sites that:

- a. Are ADA compliant (including the allowance for service animals)
- b. Offer indoor shelter in case of weather
- c. Reduce barriers to participation

VII. Camping & Overnight Stays

- a. If overnight stays are allowed:
 - i. Quiet hours must be published

- ii. Fire pits or stoves must comply with local fire regulation
- iii. The site must provide or allow appropriate sanitation options

VIII. Site Map & Layout Requirements

- a. Bids must include:

- i. A proposed site map
- ii. Clearly marked Court & list field areas
- iii. Parking flow & emergency access routes
- iv. Locations for merchants, if applicable
- v. Locations for youth activities (if offered)

IX. Emergency Procedures

- a. Branches must develop and publish at-event emergency procedures addressing:

- i. Weather conditions
- ii. First aid response
- iii. Lost child protocol
- iv. Site evacuation plan
- v. Incident reporting to local and Kingdom Seneschal

