

By-Laws of the Barony of Axemoor

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Common Era*

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Approval

BY-LAWS OF THE BARONY OF AXEMOOR

This document, known as the By-Laws of the Barony of Axemoor, contains the traditions, guidelines and general operating procedures of Axemoor. It is written in accordance with Mundane Law, Corpora Law and Kingdom of Gleann Abhann Law. For any areas not covered in this document, the Society and Kingdom Law will prevail. Matters not covered by Law will be left to the discretion of the Baronet and Seneschal.

The Baronial By-Laws are to be distributed at a regular business meeting at least once annually. Officers will be given a copy of the By-Laws when they assume office. Mailings will be available upon request. Any Baronial member may suggest amendments to these by-laws. The proposed amendments must be put in writing and presented to the Seneschal and Baron/Baroness. Changes can be made at any time during the year. The changes must be discussed in at least two (2) business meetings and voted on by a two-thirds vote of the populace, including proxy, and then printed in the next "Bayou Tapestry". The voting procedure will be by 2/3 of attendees and proof of membership must be shown. Voting by Proxy will be allowed, however, the member must personally notify the Seneschal and Baronet in writing of his vote prior to the meeting along with proof of his/her membership. This procedure accomplishes two things: first it prevents misunderstandings on how the group wishes to be handled and second it provides a written guide for members.

I. Group Name

This branch of the Society for Creative Anachronism, Inc. (SCA) is designated as a Barony as defined under the Corpora of the SCA, Article V.A.3, and is known as the Barony of Axemoor. The geographical boundaries of the Barony include the parishes of Orleans, Jefferson, Plaquemines, St. Bernard, parts of St. Tammany, Terrebonne and Lafourche, Louisiana. This is more clearly defined by zip codes as recorded by the Kingdom of Gleann Abhann.

II. Meetings

Regular business meetings shall be held monthly at a time and location to be determined by the Seneschal. The Seneschal shall be responsible for the format of these meetings. Baronial officers should notify the Seneschal or Baron/Baroness in advance, if possible, if they are unable to attend a regular business meeting, and shall make every effort to ensure that a report of the status of their office is made at regular business meetings. All business shall be conducted at the regularly scheduled business meeting. The Seneschal shall be kept informed of any and all business and activity.

III. Membership

A Baronial member is defined as a paid member of the SCA, domiciled within the geographical boundaries of the Barony or domiciled in undeclared lands who declare him/herself a member of the Barony. No person who is actively serving as an officer or deputy officer for another group other than a subgroup of this Barony as recognized by Corpora or Kingdom Law, (such as a Canton or College) will be considered a member of the Barony.

IV. Baronial Officers

The duty of each officer is to administer to the needs of the populace within his/her sphere of responsibility and to report to the appropriate Baronial and Kingdom Officers. Through their stewardship, information, instruction and hands-on demonstrations shall be made readily available to the populace. Officers will be accessible to the general populace. Communications among officers will be maintained when activities overlap or impact more than one officer's sphere of responsibility. A baronial officer will hold no precedence or entitle the officer to privileges above those of any member of the populace. In keeping with Kingdom Law, all officers will be current members of the SCA and receive the Kingdom newsletter at their residence. The Baronet and the greater officers must be 18 years of age or older. All officers shall report as required to their respective Kingdom Officer and supply copies of all reports to the Seneschal. Each officer is expected to serve a minimum of two years. There is no term limitation.

A. Deputies

Within 6 months of assuming the office, each Officer will strive to appoint deputies to assist him/her. Possible deputies will be brought up to the applicable Kingdom level Officer for approval then announced to the populace and will actively participate in the duties of that office. Any member of the populace may voice concerns about any deputy's capabilities of performing his/her office. A drop-dead deputy shall be named for any office within six months of assuming the office. A period of training for this deputy is recommended. If for any reason an officer should find it necessary to vacate his/her office prior to the two year time period, a replacement and turnover procedure must be discussed with the Baronet and Seneschal, but the final decision remains with the Kingdom and Principality officers and royalty.

B. Officer Job Descriptions

1. Greater Officers:

Seneschal: The Seneschal is the mundane legal authority for the Barony. Responsibilities include the following: scheduling and conducting meetings; scheduling demos; scheduling events on Kingdom calendars; locating & scheduling sites for events; contracting to have the Baronial Property Trailer taken to/returned from events; ensuring that all other officers are performing their duties; cooperating with the Baron and Baroness on the running of the Barony; setting objectives to accomplish the goals set by the Baronet; acting as primary contact for all media exposure; acting as referee and neutral party in disputes between members of the group and, if necessary, acting as arbitrator of the dispute (notifying Baronet as a courtesy); assume the duties of an office left vacant by the resignation of an officer until a suitable replacement is found; performing all other duties in his/her sphere of responsibilities as assigned by the Kingdom Seneschals. Refer to Kingdom and Society Officer's handbooks.

Knights Marshal: Responsibilities include promoting safety for all fighters in the field; organizing fighting activities at all Axemoor events, demos and fighters practices; conducting armor inspections for all fighting activities; working with the herald to run tournament lists; checking membership status, fighter cards and if necessary, waivers at all events, demos and activities; and performing all duties in his/her sphere of responsibility as assigned by the Seneschal, Baronet or the appropriate Kingdom Officer. The Marshals for SCA rapier combat, youth combat, combat archery, target archery and/or live weapons shall report to the appropriate Kingdom Officer, with copies of all reports going to the KM & Seneschal. Refer to Kingdom and Society Officer's handbooks.

Exchequer: Refer to Kingdom and Society Officer's handbooks.

Arts & Science: Refer to Kingdom & Society A&S Officer's handbooks.

Herald: Refer to Kingdom and Society Officer's handbooks.

2. Lesser Officers:

Chatelaine: Responsibilities include coordinating the welcoming of new and interested members; maintaining and providing loaner garb and feast gear; coordinating and performing demos for purposes of recruitment and/or public awareness; performing all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. Refer to Kingdom and Society Officer's handbooks.

Chirurgion: Responsibilities include maintaining appropriate SCA and mundane certification; keeping supplies in chapter's kit current (as medical supplies are provided at no cost to the patient, each SCA chapter will provide the necessary money or materials to maintain an approved first aid kit. (Refer to GAKL IV-4.07 e) Once invited to attend an injured individual by the Marshal, the Chirurgion becomes the ultimate authority on the field until the situation is resolved. The Chirurgion will also perform all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. Refer to Kingdom and Society Officer's handbooks.

Chronicler: Responsibilities include the upkeep, content and preparation of the Baronial Newsletter, "Bayou Tapestry" and of the Baronial Internet site, maintain database of baronial members, promote solicitation of articles for "Ambassador (GA Kingdom newsletter)" and "Tournaments Illuminated" and perform all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. The Chronicler may have a deputy in charge of the Baronial Internet site. Refer to Kingdom and Society Officer's handbooks.

Constable: Responsibilities include maintaining lost and found; publishing list of lost and found in newsletter following events; disposing of unclaimed property in accordance with Kingdom Law, solving security problems and notifying appropriate authority at events; controlling parking at events and working with Autocrat to place SCA signs at events; acting as Sergeant of Arms at

baronial meeting; performing all duties in his/her sphere of responsibilities as assigned by the Seneschal, **Baronet** or the appropriate Kingdom Officer.

Historian: Responsibilities include maintaining a written/pictorial history of the Barony and its events; keeping a record of all offices in the group, who holds the office, when they took the office and when they turned the office over; keeping copies of all event flyers for events the group holds, all newspaper and magazine articles about the group, thank you cards and letters, all scrolls received by the group and pertinent items from the files of the officers; performing all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. Refer to Kingdom and Society Officer's handbooks.

Minister/Mistress of Children: Responsibilities include promoting children's participation in the Barony and the SCA; coordinating children's activities for events hosted by the Barony; watching for those deserving of the Order of the Lamb at events and making recommendations; performing all other duties in his/her sphere of responsibility as assigned by the Seneschal, Baron/Baroness or the appropriate Kingdom Officer. (Refer to GAKL V-5.05) Refer to Kingdom and Society Officer's handbook.

Property Master: Deputy Office to Exchequer. Responsibilities include arranging the inventory, distribution of, and storage of all Baronial property, maintaining the status of the property through an annual inspection, overseeing all Baronial property loaned out to individuals and groups, informing the Exchequer, Seneschal and Baron/Baroness of Baronial property in disrepair so that the property may be replaced or repaired, performing all other duties in his/her sphere of responsibility as assigned by the Exchequer, Seneschal and Baron/Baroness.

Provost: Deputy Office to A&S. Responsibilities include promoting registration to support the Royal University of Gleann Abhann; recording all classes taught in the barony; keeping the populace informed of the requirements necessary for completion of individual degrees; maintaining a database of transcripts of classes taken by members of the Barony at local events as well as those taken outside the Barony of Axemoor; performing all other duties in his/her sphere of responsibility as assigned by the A&S Officer, Seneschal and Baron/Baroness.

Web minister: Deputy to the Chronicler. Responsibilities include normal interval updates of the Baronial website, in accordance with Kingdom and Society Law.

Chirurgion: Responsible for verifying that a first aid kit is on site during all Baronial events while also coordinating with the local Knights Marshall for schedules of all martial activities during events.

V. Baron and Baroness:

A. Baronet – Definition

In accordance with Corpora (VI.B.1) and Gleann Abhann Kingdom Law (III-3.01), and the policies defined below, the Territorial Baron and Baroness (Baronet) are the ruling nobles of the Barony and representatives of the Crown of Gleann Abhann.

B. Duties and Responsibilities of the Baronet of Axemoor

Leadership of the group is the responsibility of the Baronet. The Baron/ness will set goals and provide direction for the Barony when not in conflict with fiscal policy. They will cooperate with the Seneschal in running the Barony.

The Baron/Baroness should plan to attend at least one Gleann Abhann Coronation and one Gleann Abhann Crown List during the year. It is preferred that the Baron/Baroness attend all of the above events during the year. The Baron/Baroness should try to attend Gulf Wars and Kingdom events as reasonably possible in support of the Barony and Kingdom.

C. Baronet Succession

1. The Barony of Axemoor will endeavor to have its Baronet filled by a couple, regardless of marital status, consisting of a man and a woman (who must be acceptable to both the populace and the Crown of Gleann Abhann). If an acceptable couple is not available to house the Baronet or Axemoor, an individual, regardless of gender (but must still be acceptable to the populace and the Crown) may be allowed as a candidate.
2. There shall be a polling every 3 years, as per Gleann Abhann Law.
3. The decision to step down shall be first discussed with the Crown. The decision to step down shall be announced to the populace no less than 4 months, nor greater than 6 months before the investiture of the next Baron/ess. The announcement must be published in the local newsletter and distributed to all members of the Barony a minimum of 2 months before the polling.
4. All candidates interested in holding the Office shall submit a letter of intent to the Seneschal, current Baronet and the Crown specifying the following:
 - a. Mundane name
 - b. SCA name
 - c. Proof of membership, number and expiration date
 - d. Awards/titles
 - e. Offices held
 - f. Justification for succession
 - g. Letters must be received 3 months prior to the poll

5. Candidates must be paid members of the SCA for a minimum of one year and reside within the Barony of Axemoor. They must have attended at least 6 populace meetings in the past 12 months prior to the announcement and have attended at least one Baronial event in the same period. They must have resided within the Barony for a minimum of one year, that year closing with the first official announcement of the intent to abdicate. The landed Baron and Baroness shall maintain an active home or cell phone
- 5 The list of candidates must be submitted to the Crown for approval. The outgoing Baronet or designee shall mail the approved list of candidates to the populace. A meeting will be scheduled prior to the popular vote where the populace may ask questions of all the candidates.
6. The Seneschal or designee of the Seneschal, if the Seneschal is running, will mail ballots to the populace. Two un-biased persons from outside the barony will be designated by the Crown/ Kingdom Seneschal to collect, count the results of the polling and forward to the Crown. Decision of the successor shall rest solely with the Crown, after taking into consideration the polling results and the advice of the outgoing Baron/ness.
7. Investiture will be held at an Axemoor event, with the exclusion of Christmas Revel.

D. Eligible Voter

A person eligible to vote for polling for the baronet, expenditure of funds as required by fiscal policy and amendments to and adoption of the bylaws must be a baronial member.

VI. Baronial Awards

Order of the Axe.

The highest award granted in the Barony of Axemoor for service. It is an award of special distinction, granted to those who have served the Barony with the highest merit. With the permission of the Crown of Gleann Abhann, and on recommendation of the Baron/Baroness, the Order may bear an Award of Arms, and the bearer may process ahead of a simple Award of Arms. (GAKL IX-9.01) The Companions within the Order may place the initials C.A.A. after their names and may bear the badge of the Order. All members of the Order must be paid members of the SCA. Members of the Order are asked to give names of potential members to the Secretary of the Order and the Baron and Baroness. All current members will be polled on the new members for their advice and recommendations.

Order of the Gull.

This award is given to those who have distinguished themselves in the Arts and Sciences within the Barony. Companions within the Order have the right to bear the badge of the Order. All members of the Order are asked to give names of potential members to the Secretary of the Order and the Baron and Baroness. All current members will be polled on the new members for their advice and recommendations. This award carries no precedence.

Order of the Pillar of Axemoor.

This award is to be given once per year at Christmas Revel to the Lord and Lady who, by word and action, best exemplified the ideals of the Society and the Barony over the past year, Loyalty, Chivalry and Grace. Induction to the Order is recognition of special dignity. The members of the Barony who are present at Christmas Revel cast ballots. In case of a tie-vote, the decision rests with the Baronet. Companions within this Order will have their names inscribed on the Pillars Scroll. This award carries no precedence.

Order of Justinian.

This award was created in the memory of a dear friend and member of the Barony of Axemoor, Lord Justinian Artemesius. His passion for Byzantine persona development and fashion brilliance showed he was living the Dream. To those who excel in persona and/or historical accuracy in their SCA life, the Barony offers this award. This award carries no precedence. All members of the Order are asked to give names of potential members to the Secretary of the Order and the Baron and Baroness. All current members will be polled on the new members for their advice and recommendations. There will be a Secretary of the Order who will be in charge of keeping a standing record of all members of this order. This award carries no precedence.

Citizen of Axemoor

This award is presented by the Baron and Baroness to an individual who has served the Barony in an exceptional manner for many years. To qualify for this award, the member must have received the Order of the Axe and shown significant continued involvement in Baronial events, demos, and fund-raisers. This award carries no precedence.

Companion of the Bow & Blade

This award is presented by the Baron and Baroness to an individual domiciled in Axemoor who has displayed martial prowess within any of the martial arts sanctioned by the SCA (to include, heavy weapons, rapier combat, target archery, combat archery, & live weapons). Members of the Order are asked to give names of potential members to the Secretary of the Order and the Baron and Baroness. All current members will be polled on the new members for their advice and recommendations. This award carries no precedence.

Order of the Shearling

This award is presented by the Baron and Baroness to a minor who has served the Barony in an exceptional manner and set an example to other children by his/her service. This award carries no precedence.

Order of the Fleece

This award is presented by the Baron and Baroness to a youth domiciled in Axemoor to encourage the principles of Chivalry, Artistry or Service which are promoted within the Peerages of the Society. Each Principle is represented by a token depicting the path within the Society to which the child is serving. A Gules (red) token shall be utilized to depict marshal prowess. A

Vert (green) token shall be utilized to depict growth within the Arts and Sciences. An Or (yellow) token shall be utilized to depict exemplary service. Youth are encouraged to collect all three Principles. This award carries no precedence.

Order of the Hussars: Closed

Order of the Primus Pilus: Closed

VII. Events

Event Proposals: Event proposals shall be received by the Seneschal and the Baronet from any member of the populace at least 9 months out from the proposed date of the event. Proposals will be presented at the next business meeting and a decision to accept or reject the proposal or not by simple majority vote of those attending the business meeting. A cutoff date for accepting event bids will be established at this time.

Event Bids: Written bids for event proposals shall be sent to the Seneschal and to the Baron and Baroness. All bids received by the Seneschal by the established cut off date will be discussed with the populace at the regular scheduled business meeting. The bid information must include: name of event, date of event, proposed site, Autocrat's name, Feast-crat's name, proposed activities, a feast menu outline and estimated budget. All bids will be discussed with the populace at a regular business meeting. If more than one bid is presented, the Seneschal will decide the winning bid after consulting with the populace, the Officers and the Baron and Baroness.

A. Autocrat Responsibilities:

1. The Autocrat is responsible for the running and direction of the event and will be given authority to carry out the running of the event. An Autocrat will operate as a Deputy Seneschal for the duration of his/her tenure as Autocrat.
2. The Autocrat shall appoint such persons as are necessary to assist him/her with the running of the event. Such appointments shall be discussed with the Seneschal and Baron/Baroness.
3. Present Flyer information and submit it to the Seneschal for approval. Once approved, the Seneschal will send the flyer to the Kingdom Chronicler before the 15th of the month for the Flyer to run for three months prior to and the month of the event.

4. The Autocrat or designee makes arrangements for classes/teachers, work crews, arrange for balls, entertainment, games, and other activities appropriate to the event.
5. The Autocrat is also responsible for designating a Nasty-crat to periodically patrol bathrooms for paper and emptying of the trash receptacles (including the kitchen).
6. Keep the populace up to date on the event at business meetings.

B. Feast-crat Responsibilities:

1. Present the proposed menu to the Autocrat at least (when possible) one month prior to the event. Print and post the menu with list of ingredients at the event.
2. Appoint such persons as are necessary to assist him/her with preparation and service of meals at the event. The Feast-crat shall appoint a Hall Steward who will be responsible for setting up the hall for feast, recruiting servers and help take down after feast.
3. Feast-crat is in charge of all food for the event, he/she may designate (or ask for volunteers) someone to handle Traveler's Fare, Breakfast for Sat. & Sun. and the Fundraiser Luncheon.
4. Feast-crat is responsible for opening & preparing the kitchen; supervising the cleaning of the kitchen, putting away of the leftovers, making sure the kitchen is cleaned after the event and making sure that the Baronial kitchen items are returned to the trailer. The Feast-crat or designee (with prior approval of the Autocrat) shall be expected to ensure that the kitchen facilities are properly cleaned and will remain onsite until final inspection by the site owner.
5. Familiarize him/her with all applicable food preparation health and safety standards, and abide by these standards in carrying out his/her duties.

C. Officer Event Responsibilities:

Seneschal – site selection & contract; insurance; opens & closes site (or appoints a designee); supports Autocrat & Feast-crat; makes sure the Baronial Trailer is contracted for delivery/return from site from its place of storage

Exchequer – event pricing with financial committee; Head Troll or may designate someone to run Troll, but is ultimately responsible at all times

Knights Marshal – organizes & schedules the Tourneys; sets up tourney field; inspects fighters; makes arrangements for Tourney Marshals, Tourney Herald, and List Mistress; and arranges for a Water bearer-in-Charge. Visiting Marshals who wish to run activities (including Rapier, Live Weapons and Archery) must contact and inform the Knight's

Marshal of their intent to run an activity. While under the aegis of the event they are considered deputies of the Baronial Knight's Marshal for purposes of reporting.

Herald – provides or designates the Site Herald; provides or designates a Court Herald; sends off the Court Event Report of Awards given to the Gleann Abhann Obsidian Herald and to the Baronial Historian

A&S – oversees classes & competitions, recording results; works with the Autocrat on providing assistance as needed in scheduling classes

Constable – responsible for placement of SCA signs; parking; security; sending off event waiver paperwork and maintaining event records; works with Head Troll; maintains & posts a listing of Lost & Found shortly after the event. Lost & Found items will be kept for a period of one year; items left unclaimed will be turned over to the Barony for auction.

Chronicler – once given, publishes the Flyer in the Bayou Tapestry; helps promote the event to other groups

Historian – keeps written and if possible pictorial records of event & activities

Chatelaine – provides loaner garb as needed; has flyers available for newcomers

Minister/Mistress of Children – provides for children's activities; works with Autocrat on designating a place for Children's Activities at the Event

APPENDIX I

FISCAL POLICY OF THE BARONY OF AXEMOOR

The fiscal policy outlined herein pertains to the Barony of Axemoor. All laws concerning the Kingdom of Gleann Abhann will be followed and will not be superseded by the Barony of Axemoor's fiscal policy.

Contributions

- A. Payable to SCA, Inc., dba Barony of Axemoor
- B. Clearly indicate for whom/what purpose it is intended.

Reimbursements

- A. Reimbursements will be made with approved voucher for administrative expenses such as postage, copying, and paper per the budget amounts assigned to each office.
- B. Expense reports must be filled out completely with appropriate approval/signatures. They must have the approval signature from the appropriate Barony of Axemoor office or the Seneschal and shall be submitted by that officer to the Exchequer.
- C. Reimbursement made after purchase can be made only with appropriate prior written approval.
- D. Any expense exceeding \$100 (except event expenses) must have prior approval from the populace at the baronial business meeting.
- E. Advances may be made if purchase requires substantial expense. An estimate or quote is preferable in this instance with payment sent directly to the vendor/supplier.
- F. Expense reports and receipts must be submitted within 30 days of purchase or in the case of an event, by the close of the event.
- G. Receipts are required for all expenses regardless of the amount.
- G. Disposition of Baronial property valued at more than \$100 to be approved by members of the Financial Committee – Seneschal, Exchequer & Baronet.

Events

- A. The Autocrat of an event will be responsible for monitoring and tracking event costs. If an event goes in excess of \$200 over budget it must have the prior approval of Seneschal and Exchequer.
- B. If an event has two (2) Autocrats or two (2) Feast-crats, one will be designated as in charge of the allocation of funds.
- C. Advances may be made for purchase of food for an event by the Feast-crat and for supplies by the Autocrat. The Food Budget for an event will be subject to current market values.
- D. Event fees for the Autocrat (1), Feast-crat (1), Baron and Baroness are waived. Additional exceptions to this rule can be granted only at the discretion of the Seneschal and Autocrat.

APPENDIX II

DEFINITIONS

Corpora: A document, defining the structure of the medieval organization used by the Society in its re-creations, and including minimum requirements and guidelines for that organization. This document is referred to as the Corpora of the Society. (“Corpora: the policies governing historical recreation within the Society, and those policies applicable to the entire Society.”)

Gleann Abhann Kingdom Law (GAKL): “The Laws of Gleann Abhann shall be the Word of the Crown, publicly proclaimed and printed in the Kingdom Newsletter, subject to the authority of the Board of Directors, Corpora, and the By-laws of the Society for Creative Anachronism, Inc. and the Laws of the United States of America. No new law or amendments shall be in effect, nor shall the subjects of Gleann Abhann be held in account for the new law or amendment until both proclamations by the Crown and publication I the Kingdom Newsletter takes place.” (Gleann Abhann Kingdom Law, I-1.03)

Kingdom of Gleann Abhann: That part, whose geographical boundaries include the following states of the United States of America: Arkansas (except for Washington and Benton counties), Louisiana, Mississippi, and extreme western Tennessee.

Crown: “The Crown shall consist of the Sovereign and Consort of Gleann Abhann.” (Gleann Abhann Kingdom Law, II-2.01)

Royal Heirs: “The Royal Heirs shall consist of the Crown Prince and Crown Princess of Gleann Abhann”. (Gleann Abhann Law, II-2.02)

Baronet: The Baronet shall consist of the Baron and Baroness of Axemoor.

Drop Dead Deputy: A person shall be named a “drop-dead deputy” when, after appropriate training for a position in any office, he or she is willing to step in as a replacement officer.

Troll: The registration desk at events where fees and waivers are collected. Also, referred to as “The Registration of Lords and Ladies”.

*Approved this 6th day of February, A.S. XLI, being 2007 of the
Common Era.*

Ld. Adam Goodwine (Frank Sewell)
Seneschal

THL Ifor de Leycester (Lester Theriot)
Baron

THL Muirgen of the Mists (Deborah Theriot)
Baroness