

From Sara de Bonneville, Kingdom Exchequer of An Tir, January 6, 2006

ABOUT WARRANTS ...

There have been some questions about warrants and warranting lately. The requirement to have a warranted exchequer (bursar, finneag, or any other title) is not new. It is detailed several places in the exchequer's handbook. The first duty of an exchequer officer is to familiarize themselves with the Society's "Chancellor of the Exchequer's Handbook." (Note: I didn't say "memorize" --- but they need to be familiar with it, know the basic responsibilities of their job, and how to look-up information as they need it).

I've included some of the language from the 2003 edition of the manual that deals with warrants and warranting. These excerpts are from the 2003 edition of the Exchequer's Handbook; **please note that a new edition of the handbook should be coming out shortly, in 2006.**

page 3 -- Chapter 1 (Basic Responsibilities), Section I (Organizational Definitions):

"Exchequers are not entities in and of themselves. They are part of the structure of the Society for Creative Anachronism, Inc., which is further separated into smaller sub-organizations, known as geographic branches. ... The financial officer for geographic branches is known as the Chancellor of the Exchequer, or more commonly, Exchequer.

"... Kingdoms may specify other smaller sub-organization known as Guilds, group other smaller geographic branches into sub-organizations known as Principalities, or appoint special purpose deputies to handle some part of the Kingdom's assets.

"... In summary, an Exchequer is either an officer in a branch or guild, a chronicler or deputy Chronicler in charge of a ... newsletter, or a special deputy to the ... Kingdom Chancellor of the Exchequer."

(note: that for administrative purposes, Ithra campuses are treated as a Guild)

page 4 -- Chapter 1 (Basic Responsibilities), Section I (Organizational Definitions), A. (Requirements to hold office), 5. (Responsibility):

"...Request for Warrant form included with this handbook has a list of responsibilities, and a place for signatures, acknowledging that the person requesting the warrant knows what they are getting into, and someone else agrees."

(section I.A.6. (Approval)): "You must be acceptable to the Crown and Kingdom Exchequer ... The Crown and the Kingdom Exchequer sign the warrants. However, the Crown and the Kingdom Exchequer usually will accept the branch's recommendation."

page 5 -- Chapter 1, Section II (Warrants):

"A warrant is certification by your Kingdom Exchequer and Crown acknowledging your acceptability to perform the duties assigned to you for a period of time. It is also a legal document affirming your relationship with the Society for Creative Anachronism, Inc. ... At first his office is taken on a temporary basis not to exceed three months. During this time, the officer is styled as 'Acting' Exchequer. ... Warrants should be applied for within 30 days of agreeing to take the office. ... The warrant is important - if you don't have one, it's possible that the Directors and Officers liability insurance may not cover you for all your actions undertaken in office."

(Note that the period of "Acting Exchequer" should offer branches the necessary grace period if they are in the process of changing officers, or trying to get their current officer re-warranted -- they just need to be sure that their request for warrant is sent to the warrant deputy no later than 30 days after they agree to take the office.)

page 5 -- Chapter 1, Section II:

"The following information is requested on the form: Identity, Verification, and Endorsement.

A. Identity: Legal (modern) name, home address, mailing address (if different), and home and/or work phone numbers are required on the warrant form. ...

B. Verification: We need verification that you are who you say you are. If your state or province prohibits copying these documents, then have someone else witness the information and sign that they are witnessing the ID.

C. Endorsement: We need to know that the Seneschal or Guild Principal and anyone else required by your kingdom law and policy are willing to have you as one of their fellow officers. A letter accompanying the warrant request form will show this [or signatures of officers on the An Tir Change of Office form]."

page 5 -- Chapter 1, Section III (First Duties when Assuming Office):

" The first thing you should do, after you agree to take the office, is apply for a warrant. Fill out the Request for Warrant form [or An Tir Change of Office/Job Acceptance form] ... get the required signature or other letters, and send them to the Kingdom Exchequer [An Tir Exchequer Warrants Deputy]."

page 69 - Chapter 9 (Suggested Administrative Form Instructions), Section I. (Request for Warrant):

"When you are appointed as Exchequer or requested to take the office by your branch or guild, you are only acting as Exchequer. When the Kingdom Exchequer (or designated representative) issues you a warrant, you are no longer just acting. In order to issue a warrant, certain information must be presented to ensure that

- You are who you say you are,
- You live at the address you include on the form,
- You are a national member of the SCA, Inc.,
- You have reached the age of majority in your country of residence,
- The branch or guild involved knows ... and approves of you taking the office. ...

... This may seem redundant or excessive, but it is necessary. The warranting officers ... usually don't personally know the person applying for the office. Since any holder of this office may jeopardize the status of the SCA, Inc., this additional documentation serves as proof that the applicant knew what duties would be required, and agreed to perform them while so warranted."