APPENDIX: PROPOSED STEWARD'S MANUAL {Deputy Steward's Report}
Authored by Sir Nicolai

The revised Steward's Manual follows as an appendix with explanatory language. To allow for needed flexibility, my proposed manual allows for supplementation by an Accountant's Handbook (a new name for that which De De has already provided us), and Procedural Guides for Stewards (such as were created by Sir Duriel and Dame Kitara). The new names will avoid the confusion we currently have with four "Steward's Manuals." My suggestion is that the Accountant's Handbook and Procedural Guides not be law at all, but simply Imperial Authorized publications to be issued (published and posted on the web) by the Adrian Accountant and Imperial Stewards as needed. That being said, I have made almost no changes to the 1992 Steward's Manual. Where it conflicts with the Bylaws, I have simply cut out the offending language and referred the reader to the Bylaws. This makes for a shorter Manual, and obviates the need to change the Manual every time the Bylaws are changed. Thus, without further ado, I give you the proposed Steward's Manual for 2000. Old language which is to be removed is in [brackets] for comparison. New language is bounded by <carats>. Editor's notes are in {braces}. Some proofreading changes which do not alter the meaning of the text are simply made without any indication (because bracketing and carating every comma and lower case letter would get tedious for the reader).

THE

STEWARD MANUAL

OF THE

ADRIAN EMPIRE

JUNE 1992

<(revised November, 2000)>

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The Adrian Empire, Incorporated

Being a Manual of the procedures for the Stewards within the Adrian Empire
Compiled in the reign of Her Imperial Majesty, Lyonene
being the year 9 Anno Imperito
by Terrance de Coirnoir, Prince of Adria, Earl of Navarre, Kch, Kcv, Kr, PIOTR, PROQG,
Imperial Minister of
Rolls and Imperial Steward.
<Revised in the reign of Their Imperial Majesties Elisabeth and Erik
being the year 14, Anno Adriani (dated from March of 1987)
by Sir Nikolai MacLean Belsky von Hapsburg MacKildarn, Prince of Adria, Deputy Imperial Steward.>

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{The following greeting is antiquated and should be revised. Those interested in history can always pick up an old manual. A truncated and modified version of the same greeting follows the old greeting and should replace it.}

[Unto the Stewards of the Chartered Subdivisions, Greetings.

I have been commanded by the Her Imperial Majesty to compile and produce a manual listing the duties of the Steward and the procedures used by the Stewards. As with any human endeavor it has to start somewhere and then evolve as the needs change. So in someone's immortal words "Hear, Tremble, and Obey".

The duties of the Imperial Steward are stated as follows in the Imperial By-Laws:

> THE STEWARD. The Steward is responsible for the legal obligations and finances of the Adrian Empire or chartered subdivision.

As you can see this is a one liner, it does however, place a great deal of responsibility on the Stewards. Hopefully the following material will help you to carry out the duties of the Steward's Office. I have set down the list of duties for the

Imperial Steward and the Stewards of Chartered Subdivisions, followed by the procedures needed to run the ministry. There are sample forms included for your use, which may be changed from time to time as needed, if you come up with a better way to do something or you have to do something different to comply with the laws of the state you are in, send it to the Imperial Steward.

The responsibility for the legal obligations means that you, the Steward, are the one who pays the bills. Only the Estates General can authorize and approve the expenditure of funds, the Crown/Ruling Noble can authorize expenditure of funds (which the Estates General must approve at the next estates meeting, if they do not approve of the expenditure the money must be reimbursed to the treasury by the Crown/Ruling Noble), and the Steward is the only one who can pay the bills. DO NOT write a check without written authorization of the Crown/Ruling Noble or the Estates General, otherwise you will be reimbursing the treasury. Remember that the funds in the treasury belong to the members of the Empire/Chartered Subdivision.

The responsibility for the finances means that you, the Steward, must help insure that there is sufficient money in the treasury to cover the expenditures incurred, in other words make sure that the Crown/Ruling Noble and the Estates General know how much money is in the treasury, how much is already committed to other expenses, and how much is available to spend. Do not count on any money that has not been paid, it may not come in. If you have any questions do not hesitate to call, I will provide you with all the help that I can. Good luck and may all of your accounts balance.

Yours in Service,

Sir Terrance de Coirnoir, Imperial Steward in the reign of Her Imperial Majesty, Lyonene]

<Unto the Imperial Steward and the Stewards of the chartered subdivisions, greetings.

The following is an Imperial Estates Writ detailing the duties of Stewards and the procedures used by the Stewards.

The duties of the Imperial Steward are defined in the Imperial By-Laws in the section where that Ministry is defined:

> THE STEWARD. The Steward is responsible for the legal obligations and finances of the Adrian Empire or chartered subdivision.

As you can see, this is a one liner, it does however, place a great deal of responsibility on the Stewards. Hopefully, the following material will help you to carry out the duties of the Steward's Office. Listed below are the duties for the Imperial Steward and the Stewards of chartered subdivisions, followed by the procedures needed to run the ministry. There are sample forms included for your use, which may be changed from time to time as needed (and thus are not mandatory portions of this Writ.) If you come up with a better way to do something, or if you have to do something differently to comply with the laws of your state, please inform the Imperial Steward.

"Responsibility for the legal obligations" means that you, the Steward, are the one who pays the bills. According to the Bylaws, only the appropriate budgetary body (as of this writing, the Estates General) can approve the expenditure of funds, either in advance (budgeting) or afterward (approval). The Crown can authorize expenditure of funds, but if the expenditure was not previously budgeted, the Crown must present said expenditure for approval to the appropriate budgetary body at the next regular meeting (although, as a practical matter, it will be the Steward who will be called upon to make the presentation on behalf of the Crown). If the body fails to approve (either through denial, or through inaction perhaps due to failure by the Crown to timely present the expenditure for approval) the money must be reimbursed to the treasury by the Crown. Although directives to expend funds may come from the Crown or the appropriate budgetary body, it is the Steward who actually pays the bills. DO NOT write a check without written authorization from the Crown (authorization form) or from the appropriate budgetary body (minutes or published law).

Writing checks without written authorization means that it will be you that will be reimbursing the treasury. Remember that the funds in the treasury belong to the members of the Empire/chartered subdivision.

"Responsibility for the finances" means that you, the Steward, are responsible for the money in the treasury, including establishing and maintaining a bank account (except chartered subdivisions which choose to keep their funds in the Imperial Account). You must account to the Crown and to the appropriate budgetary body regarding income and expenses using accepted bookkeeping practices. It is expected that additional manuals will be promulgated to assist you in this regard including but not limited to an Accountant's Handbood (to be generated and revised as needed by the Empire's accountant or equivalent) and supplementary Procedural Guides (to be generated and revised as needed by Imperial Stewards). In essence, it is your job to make sure that the Crown and the appropriate budgetary body know how much money is in the treasury, how much is already committed to other expenses, and how much is available to spend. You may also be called upon to make budgetary projections. If you have any questions, do not hesitate to call--and don't be embarrassed to ask for Sir Nikolai. My staff knows who I am, and to put those who ask for me right through. I will provide you with all the help that I can.

Yours in Service,

Sir Nikolai Belsky, Deputy Imperial Steward in the Reign of Their Imperial Majesties, Elisabeth and Erik.
(revised from a greeting drafted by Terrance, Imperial Steward in the Reign of Her Imperial Majesty, Lyonene)>

CIVIL DUTIES
Imperial Steward:

1. Advise the Imperial Crown <and the appropriate budgetary body> on matters concerning the Imperial treasury and status of members of the Empire.
2. Advise the Imperial Crown, Imperial Estates General, Crowns [/Ruling Nobles and], Stewards of chartered subdivisions, <and the appropriate budgetary bodies> on matters concerning the registration of members, receipt and disbursement of dues, and the accounting policies and procedures of the Empire.
3. On a [monthly] <periodic> basis <(the length of said period(s) to be one month or as established by Imperial Law)>: 1) make deposits, pay bills <as authorized, pay out funds of chartered subdivisions as required or appropriately requested>, and update the general ledger, 2) report to the Imperial Crown, 3) update the Imperial membership register, 4) give to the Imperial Chronicler [the] name and address information for new members, changes of address, and membership expirations and 5) give the Imperial Minister of Rolls a list of new members, membership renewals, and membership expirations.
   <Transmission of information may be by electronic or other means acceptable to the recipient.>
4. Audit the treasury records of each chartered subdivision once a year.
5. Prepare and file the yearly reports to the Arizona Corporation Commission and the Internal Revenue Service.
6. Act as the [Secretary/]Treasurer of the Adrian Empire, Inc. <as well as any other officer as designated by the Bylaws.>
7. Assist the Stewards of chartered subdivisions.
8. Insure the collection of taxes and site fees at Imperial Events.
9. Keep an inventory of all chattel goods owned by the Empire.

Steward of a Chartered Subdivision:

1. Advise the Crown, Estates General, <and/or the appropriate budgetary body> on matters concerning the chartered subdivision treasury, the status of members of the chartered subdivision, the registration of members, receipt and disbursement of dues, and the accounting policies and procedures of the Empire.
2. On a [monthly] <periodic> basis <(the length of said period(s) to be one month or as established by the Imperial Steward or Imperial Law)>: 1) make deposits, pay bills, and

reconcile check book, 2) <send to the Imperial Steward> original bank statements, <an> income and expense journal, an updated register of new members, [and] membership <applications> and renewals, and [a check for the Imperial portion of membership dues collected to Imperial Steward] <a check for any funds due the Imperium pursuant to the Bylaws or other legal directives, including but not limited to membership dues collected locally for the Imperium>, 3) <if so directed by the local Crown,> give to the Chronicler [a] <an advance> list of members whose [dues] <memberships> will expire [in two months], [and the] name and address information for new members, changes of address, and membership expirations, and 4) give the Minister of Rolls a list of new members, membership renewals, and membership expirations. <transmission of the information may be electronic or by any other means acceptable to the recipient.>

3. Advise the Crown of the membership status of the members when asked.
4. Insure the collection of taxes and site fees at chartered subdivision events.

<5. If outside the State of Arizona, register your chartered subdivision as a chapter of a foreign corporation in your state; prepare and file the yearly reports to your Corporation Commission (or equivalent) and (if your chartered subdivision has its own tax identification number) make all appropriate reports to the Internal Revenue Service.>

<6. Act as the [Secretary/]Treasurer of your chapter of the Adrian Empire, Inc. as well as any other officer as designated by law.>

5. Keep an inventory of all chattel goods owned by the chartered subdivision.

PARLIAMENTARY DUTIES

Imperial Steward: Report to the Imperial Estates General <and/or the appropriate budgetary body> on the status of the Adrian Empire, Inc., the treasury, and the chattel goods. <Said report shall> [to] include, but not <be> limited to <copies of> the following: a) report to Arizona Corporation Commission, b) report(s) submitted to the Internal Revenue Service <and other appropriate tax authorities>, c) balance sheet, d) income <and expense> statement <(including any non-budgeted items for approval)>, [e) statement of cash flows] and <e) [f)] inventory listing of the chattel goods. Deadlines for reports and methods of publication and distribution shall be established by the Chancery.>

Steward of a Chartered Subdivision: Report to the Estates General <and/or the appropriate budgetary body> on the status of the <chartered subdivision,> the treasury, and the chattel goods. <Said report shall include a balance sheet, an income and expense statement <(including any non- budgeted items for approval), and an inventory listing of the chattel goods. Said report shall also include evidence of registration as a foreign corporation (if the chartered subdivision is outside Arizona, and if such evidence was not previously submitted). Said report shall also include a copy of any report made to the Corporation Commission (or equivalent) and any report submitted to the Internal Revenue Service and other appropriate tax authorities.>

PROCEDURES

Opening a Checking Account for the Chartered Subdivision:

1. Each chartered subdivision may only have one checking account. Subdivisions of the chartered subdivision must work through the bank account of the chartered subdivision. In order to keep track of each subdivision's funds and expenses set up the chartered subdivision and each subdivision as a separate ["company"] <account, which you will maintain internally>. You will need <to> produce a consolidated statement for the Imperial Steward each [month] <period>.
2. You will need the name for the account (the account name of a chartered subdivision would be "Adrian Empire, Inc. - "Name of Chartered Subdivision," for example the account name of Navarre would be as follows "Adrian Empire, Inc. - Navarre"), a copy of the "Articles of Incorporation" (see attached), the Federal Tax ID number [(call the Imperial Steward)] <(see attached, unless your chartered

subdivision has its own number),> and the Social Security Numbers of the people who will be the signatories on the account ([one who is] a representative from the Imperial Steward<'s office> and at least two local [(2)] people [will be needed]). The Crown[/Ruling Noble] and Chancellor may not be signatories. In the case of chartered subdivisions setting up a bank account outside of the state of Arizona, you will need to inform the bank official that you are opening an account for a foreign corporation. [The bank of choice is First Interstate Bank as this is the bank in which we have the Imperial bank account. This will get you from the bank an account card which you will need to send to the Imperial Steward for their signature (the secretary/treasure of the corporation must sign the account card), the Imperial Steward must post the account card within one business day after receipt.] <If possible, you may wish to consider of using a branch of the same banking institution at which the Empire banks. This will facilitate balance transfers and other services which may be convenient. Once you have submitted all the information set forth above, you will receive an account card, which you must sign if your chartered subdivision has its own tax ID number. Otherwise, it needs to be sent to the Imperial Steward for signature. The Imperial Steward shall post the account card and any signature cards one day after receipt. Some banks will allow the Imperial Steward to sign at a local branch or by other means without the necessity of actually mailing the cards.>

3. Once you have received the account card, set up your opening deposit, and go to the bank and open the account. <At that time, you may choose your checks.> You may need to ask for a deposit book as some business checks do not come with deposit slips). There [will] <may> be a bank charge for the checks/deposit book so make sure that you have sufficient funds to cover these expenses. Because this is an automatic expense that is incurred with business of the club, <it is budgeted as a matter of law, and it is thus automatically approved.> [the Estates General can not disallow it.] You should now have your account opened, ready to conduct the business of the chartered subdivision.

Authorization for expenditure of funds: <If the funds are not budgeted/authorized as reflected in published law, or the minutes of your appropriate budgetary body (signed by the Chancellor),> you will need to have a signed check request (see attached form) from either the Crown[/Ruling Noble] or from the [Estates General, this needs to be signed by the] Chancellor on behalf of the Estates or other appropriate budgetary body. Never give anyone funds for which you do not have an authorization.

Registration of members: [You are responsible for insuring that as each member pays their dues their mundane name, address, type of membership, (if family membership the names of the family members), date paid and length of membership.] <You are responsible for maintaining information on all dues-paid members in your chartered subdivision, including mundane name, address, type of membership, date paid, and length of membership.> This information is used by the Crown [/Ruling Noble] and its ministers. Please keep it as accurate as possible. [I have include a membership application and a registry form you will need to send to the Imperial Steward each month.] <Attached is a sample membership application. Periodically, you should check with official Imperial sources regarding the most current form. Also attached is a membership registry form to be used for submission to the Imperial Steward. In lieu of such a form, the Imperial Steward may authorize transmission of the information by electronic or other means.> Membership numbers and cards will be issued by the Imperial Steward for each member. The membership cards may be [mailed to the Steward of the Chartered Subdivision or each member.] <created and distributed in any fashion deemed appropriate by the Imperial Steward. The Imperial Steward may enlist the aid of Deputies, Chroniclers, or Stewards of chartered subdivisions to this end.> Members whose memberships are up for renewal are given a [30 day] grace period in which to pay their dues. <The grace period is 30 days after expiration or as defined by Imperial Law.> If [they] <a member> pays after the [thirty day] grace period, <you must treat the membership as dictated by Imperial policy. If it is Imperial policy to backdate dues to the date of expiration or some other date for those who wish it (retroactive payment), you should do so. It may even be Imperial policy to allow the backdating of dues for several years, so long as dues be paid for all that time. Such a policy may be general in nature or may be applied on a case-by-case basis, depending on the desire of the Imperial Crown as expressed through official

channels. If there is no backdating policy in effect, you should treat late renewal (subsequent to the grace period) as> if it were a new membership. [remember there are offices which have time requirements as a member in good standing.] <This is important as candidacy for certain offices and landed Estates may require a period of continuous membership. Also, no participation for the purpose of gaining rank (knighthood rolls) may be credited during periods of expiration.> [Once someone has expired and gone past the grace period the timer starts over.]

Receipt of dues: The amount of dues for each type and length of membership is set by [the Imperial Estates General] <Imperial Law.> You MAY NOT change this. You will receive dues from new members and for members who are renewing their dues. You need to have everyone fill out a membership application. This will help you keep your register current. Give each member a receipt for [their] dues and note on the receipt the type of membership, length of membership, new membership or renewal, amount, cash or check, and date paid. <A copy of the receipt should be kept for your records.> Checks must be made out to the "Adrian Empire, Inc.".

[Dues Table

Membership Type	Length of Membership	Amount of Membership
Single	6 months	$12.50
	1 year	$25.00
	Life Time	$250.00
Family	6 months	$17.50
	1 year	$35.00
	Life Time	$350.00]

[Upgrade of Membership: From time to time a member will wish to upgrade their membership from a single to a family membership. For a 6 month/1 year membership if there is more than 3/6 months left on the membership they will pay the full difference between a single and a family membership if there is 3/6 months or less they will pay 1/2 of the difference between a single and a family membership. Life time memberships always pay the full difference between a single and a family membership.]

Disbursement of dues. The amount of dues that each chartered subdivision may keep <(if any)> is [set by the Imperial Estates General] <determined by Imperial Law.> You MAY NOT change this. <All dues collected for the Empire must be forwarded to the Imperial Steward on a regular basis.>

[Disbursement Table

Amount of Membership	Empire (30%)	Chartered Subdivision (70%)
$ 12.50	$ 3.75	$ 8.75
$ 17.50	$ 5.25	$ 12.25
$ 25.00	$ 7.50	$ 17.50
$ 35.00	$ 10.50	$ 24.50
$250.00	$ 75.00	$175.00
$350.00	$105.00	$245.00]

Accounting Policies: The Empire conforms with the generally accepted accounting principles.

[1. Once you have received the monies, you need to put it into funds. Once you have paid to the Empire the Imperial portion of the dues you have collected you need to put some of each members dues aside for the cost of the newsletter. The rule of thumb that is used is that for each month a member is entitled to a newsletter you set aside $1.00 to the newsletter fund, in the case of a Life time membership compute it as if it was ten years. At the end of each month when all of the costs of producing the newsletter have been paid any excess goes to the general fund. For example: 10 members on the 25th of December pay their single membership

dues for 1 year. $25.00 x 10 = $250.00. $250.00 - $75.00 (Imperial portion) = $175.00. This is the amount of dues that the Chartered Subdivision has available for use. In the newsletter fund for Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov and Dec you allocated $10.00 per each month. $175.00 - $120.00 = $55.00. $55.00 is the amount of money that is available to be spent by the Chartered Subdivision. Create other funds as you need them. This will help you know and be able to explain to the Crown/Ruling Noble and the Estates General what the money is being used for and what is available to spend.]

Reports to be Prepared by a Steward of a Chartered Subdivision: The reports are due to the Imperial Steward by the 10th of the month, <or as determined by the Imperial Steward>. [The chartered subdivision must conform to these reporting requirements. There are penalties for not doing so. Failure to comply for a single month; the Steward is automatically given a public censure and is not credited with a civil participation for that month. Failure to comply for two consecutive months; the Steward is removed from office, placed under judicial ban for 1 year and the Crown/Ruling Noble of the Chartered Subdivision finds a competent replacement for the Steward. Failure to comply for three consecutive months will result in automatic revocation of the Chartered Subdivision's Charter and reduction to an Imperial Shire.] {The previous removed section has been modified to reflect the law as it has ultimately been interpreted. The modified section is set forth below in a separate section called "Failure in duty."}

1. Original bank statements: The branch of the bank at which you have the Empire's account may be willing for no fee to provide you with dual original bank statements. Ask and see what they say. If not, make sure that you make copies for your own records and send the originals to the Imperial Steward. While internally, we view ourselves as separate entities, the Arizona Corporation Commission and the Internal Revenue Service do not, and the Imperial Steward, as [the Secretary/Treasurer] an officer of the Adrian Empire, Inc., is required to fill out reports and maintain the records of the corporation. Please include all items which the bank sent to you with the statement, including the canceled checks.
2. Income and expense journals: Journal pages for both income and expense are included for your [use] <convenience, although as indicated above, transmission of this information may be by any means acceptable to the recipient.> Please fill out all information. If there is no activity, send the report stating such. [These are simply] <Reports should be> put in chronological order of the income and expenses of the chartered subdivision.
3. Update register of new members, membership renewals, membership expirations: A register form is included for your optional use. Please fill out all information. If unable to fill out all information, explain why.
4. Check [for dues] <to the Empire>: This is [a] the check [due to the Imperial treasury for the Imperial portion of the membership dues. Make the check] payable to the "Adrian Empire, Inc." <for any funds due the Empire>.
5. <Report to the Chronicler: If so directed by your local Crown, please comply with the Crown's wishes using procedures required by the Crown.> [Provide a list of members whose dues will expire in two months and a list of name and address information for new members and members whose address information has changed and a list of membership expirations to the Chronicler of the chartered subdivision. The Chronicler needs to let the member know that their subscription to the newsletter is going to expire, as well as who to send the newsletters to.]
6. Provide a list of new members, membership renewals, and membership expirations to the Minister of Rolls of the Chartered Subdivision: The Minister of Rolls needs to know who to add to his list, keep on his list, and remove from his list of active members.
7. Update Inventory of Chattel Goods and provide updated copy to Imperial Steward.

Inventory of Chattel Goods: It is the responsibility of the Steward to maintain the inventory listing of any chattel goods owned by the Empire/chartered subdivision. Examples of chattel goods are, banners, crowns, swords, books, clothing, fighting equipment, etc. A sample form is provided.

<Fund Raising: The main source of income of a chartered subdivision should be fund raising. Although the operational expenses of the Empire are generally funded by dues, the Empire may also engage in fund raising. There are two types of fund raising: internal and external. Internal fund raising is the raising of funds from members of the Adrian Empire. This may be done through site fees at events, the putting on of feasts, etc. External fund raising involves the receipt of funds from non-members. Examples of this are honoraria for performance at faires or out-and-out donations. To legitimately engage in fund raising, certain criteria must be met:

1. Receipts: The Steward must give them to all who give money. If money is given for tangible items, such as a feast, the fair market value of the item must be set forth in the receipt. Any amount paid in excess of the fair market value should be a tax-deductible donation.
2. Good Standing: The corporation and chartered subdivision must be in good standing to receive funds. For the corporation to be in good standing, the Imperial Steward must make annual reports to the Arizona Corporations Commission regarding our directors, officers, agent for service of process, and our financial activities. The ACC sends a form to the corporation's last known address. It is important that the Imperial Steward make sure that the ACC has a current address so that the Imperial Steward may receive the form. If the form is not sent in, the ACC simply suspends the corporation's good standing until the form is received. The ACC is based in Phoenix, and appropriate phone numbers may be gotten through 411 information. The ACC has friendly staff ready to help you. In the past, the greatest obstacles to good standing have been the ACC sending forms to the addresses of retired Imperial Stewards and failure of the chartered subdivisions to regularly report financial activity. For chartered subdivisions outside Arizona to be in good standing, they must register as foreign corporations. They too may need to make appropriate reports to their local Corporations Commissions.

IRS Reports: The Imperial Steward must make reports to the IRS regarding to maintain tax exempt status. One such report includes a contact list for all chartered subdivisions which have their own tax ID number. It is very important that the Imperial Steward have accurate address information for all local Stewards. The Imperial Steward may also have to file returns, for which the assistance of an accountant may be engaged. Chartered subdivisions may also have to file reports or returns with the IRS, especially if they have their own tax ID numbers. Local Stewards are urged to look into this. Your first stop may be to request information from the Imperial Steward, who may refer you to the Empire's accountant or other knowledgeable person.

Services: The most important services the Empire provides its members are insurance and a centralized address (P.O. Box). It is up to the Imperial Steward to make sure that these are maintained.

Transition: Stewards are expected to keep records, including copies of all submitted forms to all agencies. Electronic records may also be maintained. Outgoing Stewards are expected to transmit all records to their successors in a form which will be understandable. Former Stewards are expected to forward any correspondence received after they are no longer in office. If they do not have an address for their successor, they should forward any correspondence to the main address of the Adrian Empire, Inc. Outgoing Stewards must make sure that incoming Stewards are aware of the ongoing expenses of the organization (e.g. insurance or P.O. Box), and how to meet those expenses and maintain services.

Failure of Duty: The role of Stewards in keeping the organization in good standing is paramount. A Steward literally cannot fail in duty, because the consequences are so dire. A Steward's job is very difficult and tedious, and as of this writing, there is no reward for the Steward other than a Ministry participation toward rank (knighthood). The only reward is satisfaction in the financial success of the organization. The Steward is at the very hub of any fund raising efforts. The Steward is also at the center of record keeping for the Chronicler and Minister of Rolls. DON'T TAKE

THIS JOB UNLESS YOU LOVE ALL THAT RESPONSIBILITY. Success can mean great and deserved pride. Failure has some consequences.

1. All Stewards: A Steward who does not perform all duties for a given month may not earn a participation for that month. Persistent failure of duty is dealt with in accord with Imperial Law and may ultimately lead to charges being filed against the offending Steward. Possible consequences of conviction on charges could be as follows. Failure of duty for one month could lead to public censure. Further failure of duty after censure could lead to dismissal and judicial ban for a year.
2. Chartered subdivisions: Chartered subdivisions whose Stewards are not in compliance may have their right to bank and raise funds suspended. In such a case, all funds of the chartered subdivision would be remitted to be administered directly by the Imperial Steward.
3. Empire: If the Imperial Steward fails of duty, the consequences to the Empire are dire and imposed by the mundane world. An Imperial Crown which fails to take action against an Imperial Steward who allows this to occur is at the mercy of the Imperial Estates. This is why the Imperial Estates must insist on regular Steward's reports so that any problem can be detected before a full year has passed.>

{Several attachments are mentioned in this document including Articles of Incorporation, a letter reflecting the Empire's tax ID number, membership application, and various optional forms. No changes are proposed to any of these attachments, other than as may be required by Imperial Law. These attachments are for convenience only and are not a substantive part of the Writ. In short, they do not require approval of the Imperial Estates. In addition to these attachments, I propose to add an attachment which explains my role as Deputy Steward (as set forth above) and which gives contact information for me. Also included would be my SSN for use in opening bank accounts: 570-72-1376}

{Proposed Manual Ends}