

July 2008 Imperial Estates Meeting  
Agenda Addendum



**ADD to Crown Business:**

CRB 1. Charters **delete: "No Action"**

CRB 1. a. Place shires on inactive list: **change "zero membership" to "under numbers or inactivity"** Galloway, Lancaster, and Ravenna (*no action required*)

CRB 1. b. Revocation of Charters of Shires of Ekaterinegorod, Sangrael, and Valencia, report (*no action required*)

CRB 1. c. Elevation: Bisqaia and Kincora, to Archduchies, (*no action required*)

CRB 1. d. Reduction: Vingulf to Duchy (*no action required*)

CRB 1. e. Charter Amendment: Cambridge voluntary reduction of borders as approved by Cambridge Estates. (*Majority to Approve*)

**Amend CH1**

Correct spelling of Bisquia is Bisqaia. This occurs in the listing of region 2 groups.

**Add CH 6 Creation of Restricted fund for Start Up Costs for Chartered Subdivisions**

1. Request that we establish a restricted fund (same as Imperial Travel Fund - funded by book sales by Dame Katherine Marshal) for startup or state registration expenses for those Chapters unable to finance these costs when due. This fund to be initiated by rolling over restricted funds no longer required by closed or defunct Chapters at the end of 2 years. In addition, those Chapters who were subsidized from this account would agree to repay the fund within a 12 months period or make arrangements to replace the funds so funds will be available future requirements.
2. Move 405.46 of former Chartered Subdivision Andorra into this Fund (Adorra has not seen activity since March 2006)

*Commentary: We have not registered in states we are currently doing business in. This is being corrected by registering in California, and Oregon to date. Cambridge has been unable to collect site fees or hold fund raisers as required by State of New York and New Jersey. As they have not been able to hold fund raisers, they need the initial set up cost. By establishing and maintained this restricted fund, we would be able to assist in the state registration or other viable start up fees and not affect current budgets.*

## **OB4. Amend Article III.A. Number of Directors**

*Was OB8 (March 2008). Requires majority to take from the table; 2/3rds to approve.*

### **Amend to read:**

The number of Directors shall be ~~seven (7)~~ nine (9). ~~The Emperor and the Empress shall always be President and Vice-President and serve a one-year term (may be extended in compliance with successive terms as Emperor and Empress).~~ The Imperial Estates General shall elect the President and Vice-President to serve one-year terms. Each may be re-elected to one successive term. The Imperial Steward shall serve as Treasurer and may serve successive terms (as this is an appointed position by the Imperial Crown).

The Imperial Estates General will elect the remaining ~~four (4)~~ six (6) directors of the Board of Directors from among the paid membership of the Adrian Empire by a simple majority vote; those elected shall serve two-year terms. ~~The directors-at-large shall be comprised of two (2) members from each region (1, 2, and 3) as defined in Imperial Estates Writ 21a. Two (2)~~ Three (3) of these directors shall be elected each year, thus staggering the election.

Directors elected by the Imperial Estates General that become President, Vice President, or Imperial Steward during the second year of their term vacate their seat; the remaining year of their term shall be filled by a one-year appointment, elected by the Imperial Estates General. Candidates may be self-nominated.

The retiring President and the Imperial Chancellor shall have non-voting, advisory memberships on the Board of Directors. They will not be considered as Directors.

***Chancery Note:** If approved it will be enacted in November 2008. Region 1 currently has no members-at-large, Region 2 has 2 members-at-large, and Region 3 also has 2 members-at-large.*

### **AMEND OB 4 &6 to add:**

Option 1: The Board of Directors that is seated in November shall appoint the Treasurer to serve a one-year term. The Treasurer may serve successive terms.

Option 2: The Imperial Estates General shall elect the Treasurer to serve a one-year term. The Treasurer may be elected to one successive term.

If Option 1 or Option 2 is approved, then consider Option 3: The Treasurer shall serve as Imperial Steward. *Note: if not, the positions would be separated.*

## **Additional Counterproposal to OB12**

Option 1: Separation of K2 and K3 within the Combat List with "Order of the Masters" Created to honor those who complete the criteria for both "Rapier" and "Steel" Combat Knighthood.

### ***Proposed Law:***

#### Combatant Roll

Heavy Renaissance will now count as Light Renaissance in Knightly progression (reference Imperial Estates Writ #13).

1. Yeoman
  - i. Be authorized to enter the Sergeant's List as outlined in the Combat Manual and Marshal's Guidelines
  - ii. A member in good standing.
2. Guardsman
  - i. Participation in three (3) Sergeants' Lists at Crown events.
3. Sergeant
  - i. Participation in five (5) additional Sergeants' Lists at Crown events.
  - ii. One (1) win in a Sergeants' List at a Crown event.
  - iii. Participation in two (2) demonstrations.
  - iv. Be authorized to enter the Knight's List as outlined in the Combat Manual and Marshal's Guidelines
4. Knight Bachelor
  - i. Participation in ten (10) Knights' Lists at Crown events.
  - ii. One (1) win in the Knights' Lists at a Crown event.
  - iii. Participation in one (1) war
  - iv. Participation in three (3) additional demonstrations.
5. Knight Banneret (Second Level: Option A)
  - i. Participation in eighteen (18) additional Knights' Lists (8 must be in the armored Knights' Lists), at Crown events.
  - ii. Five (5) additional wins in the Knights' Lists (3 must be in the armored Knights' Lists), at Crown events.
  - iii. Participation in five (5) additional wars

- iv. Participation in five (5) additional demonstrations.
- 6. **Knight Provost (Second Level: Option B)**
    - i. Participation in eighteen (18) additional Knights' Lists at Crown events.
    - ii. Five (5) additional wins in the Knights' Lists at Crown events.
    - iii. Research and write a paper on 8 different fighting styles and/or rapier masters.
    - iv. Demonstrate at Crown events 3 different fighting styles in the Knight's List.
    - v. Participation in five (5) additional wars
    - vi. Participation in five (5) additional demonstrations.
  - 7. **Knight Champion (Third Level: Option A)**
    - i. Participation in thirty-six (36) additional Knights' Lists (16 must be in the armored Knights' Lists, at Crown events.
    - ii. Ten (10) additional wins in the Knights' Lists (6 must be in the armored Knights' Lists, at Crown events.
    - iii. Participation in ten (10) additional wars
    - iv. Participation in fifteen (15) additional demonstrations.
  - 8. **Knight Scholar (Third Level: Option B)**
    - i. Participation in thirty-six (36) additional Knights' Lists at Crown events.
    - ii. Ten (10) additional wins in the Knights' Lists at Crown events.
    - iii. Research and write a paper on 16 different fighting styles and/or rapier masters.
    - iv. Demonstrate at Crown events 6 different fighting styles in the Knight's List.
    - v. Participation in ten (10) additional wars
    - vi. Participation in fifteen (15) additional demonstrations.

Additionally the creation a New Combat Order:

### **Order of St. George**

This order is founded to recognize those members who have gone above and beyond and have met the requirements for both Options A & B for their Second and Third peerages of the Combat Roll. *Grants Precedence in relation to the level achieved.*

- 1. Companion: Achieved the ranks of both Knight Banneret and Knight Provost. *Grants precedence equivalent to Lord or Lady.*
- 2. Master: Achieved the rank of Knight Banneret and Knight Scholar (*or* Knight Champion and Knight Provost.) *Grants precedence equivalent to Baron or Baroness.*

3. Grandmaster: Achieved the rank of Knight Champion and Knight Scholar. *Grants precedence equivalent to (Non-Founding) Viscount or Viscountess.*

Option 2: Separation of K2 and K3 within the Combat List

***Proposed Law:***

Combatant Roll

Heavy Renaissance will now count as Light Renaissance in Knightly progression (reference Imperial Estates Writ #13).

1. Yeoman
  - i. Be authorized to enter the Sergeant's List as outlined in the Combat Manual and Marshal's Guidelines
  - ii. A member in good standing.
2. Guardsman
  - i. Participation in three (3) Sergeants' Lists at Crown events.
3. Sergeant
  - i. Participation in five (5) additional Sergeants' Lists at Crown events.
  - ii. One (1) win in a Sergeants' List at a Crown event.
  - iii. Participation in two (2) demonstrations.
  - iv. Be authorized to enter the Knight's List as outlined in the Combat Manual and Marshal's Guidelines
4. Knight Bachelor
  - i. Participation in ten (10) Knights' Lists at Crown events.
  - ii. One (1) win in the Knights' Lists at a Crown event.
  - iii. Participation in one (1) war
  - iv. Participation in three (3) additional demonstrations.
5. Knight Banneret (Second Level: Option A)
  - i. Participation in eighteen (18) additional Knights' Lists (8 must be in the armored Knights' Lists), at Crown events.
  - ii. Five (5) additional wins in the Knights' Lists (3 must be in the armored Knights' Lists), at Crown events.
  - iii. Participation in five (5) additional wars
  - iv. Participation in five (5) additional demonstrations.

6. **Knight Provost (Second Level: Option B)**
  - i. Participation in eighteen (18) additional Knights' Lists at Crown events.
  - ii. Five (5) additional wins in the Knights' Lists at Crown events.
  - iii. Research and write a paper on 8 different fighting styles and/or rapier masters.
  - iv. Demonstrate at Crown events 3 different fighting styles in the Knight's List.
  - v. Participation in five (5) additional wars
  - vi. Participation in five (5) additional demonstrations.
  
7. **Knight Champion (Third Level: Option A)**
  - i. Participation in thirty-six (36) additional Knights' Lists (16 must be in the armored Knights' Lists, at Crown events.
  - ii. Ten (10) additional wins in the Knights' Lists (6 must be in the armored Knights' Lists, at Crown events.
  - iii. Participation in ten (10) additional wars
  - iv. Participation in fifteen (15) additional demonstrations.
  
8. **Knight Scholar (Third Level: Option B)**
  - i. Participation in thirty-six (36) additional Knights' Lists at Crown events.
  - ii. Ten (10) additional wins in the Knights' Lists at Crown events.
  - iii. Research and write a paper on 16 different fighting styles and/or rapier masters.
  - iv. Demonstrate at Crown events 6 different fighting styles in the Knight's List.
  - v. Participation in ten (10) additional wars
  - vi. Participation in fifteen (15) additional demonstrations.

Option 3: Separation of K2 and K3 within the Combat List with additional peerages for those who meet for both "Rapier" and "Steel" Combat Knighthood.

***Proposed Law:***

Combatant Roll

Heavy Renaissance will now count as Light Renaissance in Knightly progression (reference Imperial Estates Writ #13).

1. Yeoman
  - i. Be authorized to enter the Sergeant's List as outlined in the Combat Manual and Marshal's Guidelines
  - ii. A member in good standing.
  
2. Guardsman

- i. Participation in three (3) Sergeants' Lists at Crown events.
3. Sergeant
    - i. Participation in five (5) additional Sergeants' Lists at Crown events.
    - ii. One (1) win in a Sergeants' List at a Crown event.
    - iii. Participation in two (2) demonstrations.
    - iv. Be authorized to enter the Knight's List as outlined in the Combat Manual and Marshal's Guidelines
  4. Knight Bachelor
    - i. Participation in ten (10) Knights' Lists at Crown events.
    - ii. One (1) win in the Knights' Lists at a Crown event.
    - iii. Participation in one (1) war
    - iv. Participation in three (3) additional demonstrations.
  5. Knight Banneret (Second Level: Option A)
    - i. Participation in eighteen (18) additional Knights' Lists (8 must be in the armored Knights' Lists), at Crown events.
    - ii. Five (5) additional wins in the Knights' Lists (3 must be in the armored Knights' Lists), at Crown events.
    - iii. Participation in five (5) additional wars
    - iv. Participation in five (5) additional demonstrations.
  6. Knight Provost (Second Level: Option B)
    - i. Participation in eighteen (18) additional Knights' Lists at Crown events.
    - ii. Five (5) additional wins in the Knights' Lists at Crown events.
    - iii. Research and write a paper on 8 different fighting styles and/or rapier masters.
    - iv. Demonstrate at Crown events 3 different fighting styles in the Knight's List.
    - v. Participation in five (5) additional wars
    - vi. Participation in five (5) additional demonstrations.
  7. Knight Lieutenant (Second Level: Option C)
    - i. Participation in eighteen (18) additional Knights' Lists (8 must be in the armored Knights' Lists), at Crown events.
    - ii. Five (5) additional wins in the Knights' Lists (3 must be in the armored Knights' Lists), at Crown events.
    - iii. Research and write a paper on 8 different fighting styles and/or rapier masters.
    - iv. Demonstrate at Crown events 3 different fighting styles in the Knight's List.
    - v. Participation in five (5) additional wars
    - vi. Participation in five (5) additional demonstrations.

8. Knight Champion (Third Level: Option A)
  - i. Participation in thirty-six (36) additional Knights' Lists (16 must be in the armored Knights' Lists, at Crown events.
  - ii. Ten (10) additional wins in the Knights' Lists (6 must be in the armored Knights' Lists, at Crown events.
  - iii. Participation in ten (10) additional wars
  - iv. Participation in fifteen (15) additional demonstrations.
  
9. Knight Scholar (Third Level: Option B)
  - i. Participation in thirty-six (36) additional Knights' Lists at Crown events.
  - ii. Ten (10) additional wins in the Knights' Lists at Crown events.
  - iii. Research and write a paper on 16 different fighting styles and/or rapier masters.
  - iv. Demonstrate at Crown events 6 different fighting styles in the Knight's List.
  - v. Participation in ten (10) additional wars
  - vi. Participation in fifteen (15) additional demonstrations.
  
10. Knight General (Third Level: Option C)
  - i. Participation in thirty-six (36) additional Knights' Lists (16 must be in the armored Knights' Lists, at Crown events.
  - ii. Ten (10) additional wins in the Knights' Lists (6 must be in the armored Knights' Lists, at Crown events.
  - iii. Research and write a paper on 16 different fighting styles and/or rapier masters.
  - iv. Demonstrate at Crown events 6 different fighting styles in the Knight's List.
  - v. Participation in ten (10) additional wars
  - vi. Participation in fifteen (15) additional demonstrations.

*Commentary:*

*Author's Note: What of the person, who does not seek to fight steel and is happy just fighting their Rapier, Do we let them plateau at their first level of Knighthood? Many times there have been proposals to create a "Renaissance" path that would be separate from the typical Combat roll, as well as if I recall a counter proposal was to have everything up to the First Level remain the same ... but to offer optional paths through the K2 and K3 levels. Now the hesitation which I have noticed often revolve around the fact that many of the current Knight Champions feel that it would cheapen what they endured to attain the rank of Knight Champion. What I would suggest would be "What could we substitute for the Armored requirements and wins?" that would not cheapen but would actually enhance that particular peerage of Knighthood. There have been discussions about Demonstrating period Combat Styles to the populace .... Rapier fighters often were noble born and educated (aka literate as opposed to the typical medieval knight who was considered illiterate and taught through experience). What if we to substitute for the Armored Participation you would have them write a research paper on a combat style, or ancient swordsman who specialized in the rapier .. and for the win to actually demonstrate the style of combat in the combat arena? ... This would require the person seeking to take the alternate path to actually do research outside of combat practice and outside of the events usual course. This would also have the side effect to spur some of the combatants to enter the Arts & Sciences list (since they have done the research already), thereby breathing new life into two different lists. ADDITIONALLY any Knight Champions who are currently out there would have a new path to take ... that of the scholar and to earn additional prestige in the combat roll by being able to attain two more Knighthoods (perhaps create a special classification <or order> for those that have done both*



*the "ancient" path of the steel combatant as well as those who have done the additional research for the "progressive" renaissance path). This additional path would not cheapen the Combat Knighthood but advance it. The knight who only has taken the Steel path could be the typical "Knight in Shining Armor" that amazes the crowd with their grandiose displays of combat prowess. While that knights brother/sister (and peer in combat) who has taken the alternate method can appeal to those who are fans of Dumas' "The Three Musketeers" with the flash of their rapier and the wit of their presentation and commentary. While the third who has taken both paths after their first level of peerage is not only the shimmering combatant of the Arthurian era, but can also sit and regal their onlookers with tales of famous historical master swordsmen and ancient fighting styles to not only captivate but entrance those who watch their displays. All three would have a place amongst the upper levels of the Chivalry in combat ... each having taken a different path to get there; very similar in nature to those of the Arts & Sciences roll. You can have 3 different Knight Doctors who have studied 3 very different areas of the Arts. Is a Knight Doctor in Brewing different than one in Leatherworking or one in Calligraphy? What about the Knight Wardens with one who has shot short bow as opposed to the one who has specialized in the long bow? Or the Knight Premier who received his Knighthood by serving the Chancellery compared to the other who has received it as a Physicker or the other who has been a House Lord and then a King and finally emperor? I can see the probability that this "glass" ceiling of sorts in the combat roll has proven done more to drive people away from it than it has done to challenge them. If someone does not want to fight in the steel list for some reason or another, then they are barred from advancing past the rank of Knight Bachelor. I would ask that you put yourself in their position and see it from their prospective. It can be frustrating. I have almost personally completed my steel armor, and will be fighting steel eventually; but that does not mean that the steel path is for everyone. With the creation of a second path through the combat knighthoods for K2's and K3's you give these alternate paths separate distinct names to reflect that it was done through a different path. That way a "Knight Champion" is still only those who have attained their steel participations and wins, but a "Knight Scholar" persay is one who has done the research and demonstration of various fighting styles.*

*Author: HRG Kaeyron Methanos(Duke, Cashel)*

*Sponsor: HG Sir Tailan Bran McNeil (Earl)*

### **Insert into OB13. Modification of New Rolls Manual.**

*Requires 2/3rds to consider; majority to approve.*

#### **Amend to read:**

#### **I. THE OFFICE OF ROLLS AND LISTS**

##### **C. STANDARD FLOW OF INFORMATION**

- v. Once a month, within 30 days of the last event in that calendar month, the local Office of Rolls and Lists sends the original paperwork for the previous month to the Imperial Office of Rolls and Lists. The local Office may keep copies and is encouraged to do so. See **V.A.2. Physical Reporting (Sending in the Paperwork)** on page 16.
- vi. The Imperial Office of Rolls and Lists reviews the paperwork, handles questions that arise from the paperwork, compares the paperwork to the information in the Imperial Database, and ~~ultimately~~ verifies the entry of each event in the Imperial Database within 90 days.
- vii. The Imperial Office of Rolls and Lists is also responsible for paperwork resulting from Imperial Events and for entry of the event into the Imperial Database within 60 days.

***Author's Note:** Requiring submission by the 10th of the month places an unfair disadvantage to subdivisions which meet at the end of the month. It is not always possible for our volunteer ministers to dedicate that specific a time period to Adrian activities. The current Imperial Rolls Minister maintains that "common sense should apply" and that 30 days is reasonable. If 30 days is reasonable our law should read 30 days. It is not reasonable to pass into law that which we know will be broken.*

#### **II. THE MINISTERS**

#### A. IMPERIAL MINISTER OF ROLLS AND LISTS

5. On a monthly basis:
  - viii. Oversee the collection and filing of physical Rolls and Lists records that support and document participation and accomplishments
  - ix. Oversee the updating and **verification** of the on-line Rolls and Lists records
  - x. Report to the Imperial Crown regarding the Office

***Author's Note:** The Crown is the Granting authority of points, not the Imperial Minister. Point entries may only be altered by permission of the granting crown or an Adrian Court. Imperial Rolls minister is only verifying that the points are recorded correctly.*

### III. EARNING POINTS

#### C. HOW ARE POINTS GRANTED

All points are granted by the authority of the Crown. Points in local subdivisions are granted by the Crown(s) of that subdivision, subject to review and approval by the Imperial Crown(s) within one year from the date of submission. All points awarded by local Crowns and not objected to within that time will be considered approved. Points awarded by local Crowns before March 2007 will be considered grandfathered and may not be removed except for clerical errors or evidence of fraud or malfeasance by the awarding Crown. These corrections must ALWAYS have supporting evidence. Points for subdivision Crowns and Imperial Ministers as well as points earned at Imperial Events are granted by the Imperial Crowns.

***Author's Note:** Both Imperial Rolls Minister and Imperial Crowns should have a chance to review all points submitted by the subdivisions to make certain that we are all playing on a fair and level of a field of rules and their interpretations as possible. If problems are found the member should be advised of the removal of points and the awarding Crowns and their ministers informed of the reasons and corrections to me made in their future awards.*

*However, removing points beyond a year deprives the member not only of that point but from the year plus of game time in which they could have made up that point. A member has every reason to expect that the points awarded to them by their local Crowns are theirs and as it says in III, 3 ,iv of this manual "are never removed unless a clerical correction is being made or unless an Adrian Court issues that order".*

#### 1. Basic Participation Points and Tourney Wins

Clearly observable or verifiable achievements such as participating in a tournament and winning a tournament (in Arts, Archery, and Combat) are normally delegated to the duties of the Office of Rolls and Lists. The Minister of Rolls (or delegate) will note the participation on the appropriate form. It is common practice for the Crown to later (either late in the event or after the event) physically sign each rolls form to indicate approval of those points granted.

All members in good standing may participate in any and all tournaments and activities which they attend. In the case of new members joining at an event, they may participate in all tournaments and activities, even if those events are make-ups for months preceding their membership providing all dues and taxes are paid and any required tests and qualifications are completed.

*It creates an extremely negative first impression when a new member is denied participation in an activity simply because it is a "make-up" for a month which precedes their membership date. We claim to strive toward chivalrous ideals and yet often times a new member's first or second participation includes what seems to be an unfair exclusion to a part of the game.*

#### 3. DIs and DPs

Upon your request, your local Crown may grant you up to one (1) DI for every three (3) months of service as their minister and the Imperial Crown may grant up to one (1) DI for every two (2) months of service as an Imperial Minister. If a DI is granted for this service, it is in addition to monthly ministry points and is based on the concept that an overworked minister will not have time to also earn DIs using other methods. **Adria points are never removed unless a clerical correction is being made or unless an Adrian court issues that**

**order.** However, these points corrections may not strip a knight of their rank, the Knight will be permitted to make up the necessary points before continuing on the STK further.

## F. TOURNAMENTS AND WARS

### 1. Tournaments

If there are not enough people to fill a list (archery or combat), it is called a short list.

There are ~~two~~ **three** ways in which a short list may be handled:

- xi. The participant may “bump up” to the higher list (if they have been authorized for that list) and the short list is cancelled. This new list is called a “combined list” but is still treated as being the higher list (huntsman’s list or knight’s list). If the participant bumps up, their points are recorded on the higher list. If the participant does not bump up, they receive an EP on the lower list.
- xii. The list may be cancelled. If this happens, everyone who signed up for the short list receive EPs. The crown may require participation (doing the shoot or fighting the short tourney) in order to receive the EP.
- xiii. One participant from the higher list may be bumped down to fill an open space in the lower list. This participant may not earn a participation or a win for doing so.

Author’s Note: *This proposed change in policy benefits no one and does much harm. We need to stay with the traditional policy.*

*If a knight’s list fighter is allowed to “bump down” it benefits him in no way other than the enjoyment of an extra fight. If one of 3 sergeants on a short list, can beat each other AND a combatant from the knights list they have achieved a win which at least equals if not exceeds a regular sergeants list win.*

*If we pass this new ruling without change we are handicapping are newest members. They have little or no chance of winning a tournament, or even surviving long enough on the field to gain any real fight experience against more experienced and possibly 2nd and 3rd L Knights. This is not good for encouraging and retaining new members.*

*Moreover, in small subdivisions they might go several months, or have to wait until new members can be recruited before having enough lower level combatants to hold a full list. This is not good for promoting the growth of a small subdivision.*

Points earned on a higher list (Knight or Huntsman) may be used in place of requirements on the corresponding lower lists (Journeyman, Sergeant, or Bowman). The Rolls Minister or other person recording the event should record the facts of what actually happened but is encouraged to make a note that the lists were combined. The use of a higher list to cover the requirement on a lower list will be done when the points report is created or when the points audit is done.

## IV. SOURCES OF INFORMATION

### 1. Event Participation Form

This is an overall sign-in form in which **all** attendees are recorded. Use this form for any sanctioned event: tournament, war, demo, feast, etc. Each person at the event must sign this sheet and may not alter the waiver. If the attendee is legally a minor (usually if he or she is under eighteen (18) years of age), a parent or legal guardian must be present at the event and must sign on his or her behalf or have approved waiver signed and notarized on file with the Local Steward.

### 2. Combat Sign-in Form

Used by the combatants to sign in to acknowledge the combat waiver and so that the list keeper can create a combat tree, the Minister of Rolls can later see what combat took place, and to record the list winners and marshals. A note should be made to indicate anyone who dropped out prior to participating. Each combatant must sign this sheet and may not alter the waiver. If the attendee is legally a minor, a parent or legal guardian must be present and must sign on his or her behalf or have approved waiver signed and notarized on file with the Local Steward.

## F. MEMBER-PROVIDED INFORMATION

These sources of information are perfectly valid, but should be used as a last resort. They are intended to help fill in holes that may exist in Rolls records. If Rolls records exist for the events stated, then the Rolls records take precedence over these sources of information.

For example, Arts and Sciences Score Sheets may be presented by the member. Every time an arts entry is judged, the comments and scores are recorded. At the end of the judging process, these score sheets (also known as comment cards) are provided to the artisan. These may be used as proof of participation in an arts tournament.

In rare cases where the paperwork for the event is missing completely, 2 knights may verify a member's participation in a Civil Court. This verification must then be backed up in writing and sent to the Imperial Office of Rolls and Lists. A request maybe made by a member to the local chancellery for a civil court. At which time the member must provide two knights in attendance at the event in question to give witness as to the participation in question. Should the two knights verify participation the point or points shall be granted. Notification of the finding must be sent to the Imperial Chancellery and the Imperial Rolls office.

## V. REPORTS

### A. REPORTS TO THE IMPERIAL OFFICE OF ROLLS AND LISTS

#### 2. Physical Reporting (Sending in the Paperwork)

The local Minister of Rolls shall provide a written report of all participation and accomplishments of the members who have participated in their subdivision. This report must be provided to the Imperial Office of Rolls and Lists no later than ~~the 10th of the month~~ **30 days after the final event in that calendar month (including Canton and special events)** for the previous month's activity.

***Author's Note:** Necessary to agree with I above and for the same reasons: Requiring submission by the 10th of the month places an unfair disadvantage to subdivisions which meet at the end of the month. It is not always possible for our volunteer ministers to dedicate that specific a time period to Adrian activities. The current Imperial Minister of the Rolls maintains that "common sense should apply" and that 30 days is reasonable. It is not reasonable to pass into law that which we know will be broken*

The physical monthly report to the Imperial Office of Rolls and Lists must include all of the rolls forms used at all of the events that month including event sign-ins, sign-ins for each discipline, combat and archery trees, and honors reports. Each form must be dated (including year) and complete. Summaries and re-typed versions may be provided for additional clarity (e.g. the local minister may have an easier time interpreting poor penmanship by a member), but if used, these must be in addition to the original forms. It is helpful to include a printout of the event report provided by the Imperial Database after you have completed data entry. If your subdivision is unable to do data entry, use the Rolls Event Summary Report form.

Local subdivisions are encouraged to keep copies of all paperwork sent to their Imperial counterpart for their records and to help recover when information is lost or misplaced. Any records kept by the local subdivision in addition to the originals sent to the Imperial Office of Rolls and Lists are expenses incurred by said subdivision, and become subdivision chattel goods.

Scanned originals of forms sent via email, may be considered originals if they are clear, complete and include all notations in margins and back if any. Imperial Office of Rolls and Lists may request the original forms if the scanned copy is deemed unclear or incomplete. If scanned copies are used, the original records kept in the subdivision's Office of Rolls and Lists are considered Imperial property. **Scans must be at least 300 dpi, in PDF format.**

*Author's Note: 2008 technology should be legal to utilize in order to save paper, ink, time and postage.*

## VI. AUDITS

A member may not advance in knightly rank without the Office of Rolls and Lists confirming their qualifications (regarding participation points, etc.). The entire process of confirmation is often called a points audit. Points audits for first and second level knighthoods ~~may are to~~ be performed by the subdivision's Rolls Office, Audits to verify any third level knighthoods must be performed by the Imperial Minister of Rolls and Lists within 90 days of the request.

The member ~~tracks~~ is responsible for tracking their own points, recording their participation and milestones. When the member wishes to advance in rank and believes that they have accumulated enough points to do so, they shall request an audit of their points. This is a review of the points to determine if they have, indeed, met the minimum requirements for the advancement. The Minister of Rolls must confirm that the points provided by the member matches the records in the Office of Rolls. Once the Minister of Rolls concurs with the accuracy of the information; they provide formal confirmation to the member.

### D. Responsibilities of the Imperial Minister of Rolls for 3<sup>rd</sup> Level Audits

- xiv. Imperial Audits must be completed within 90 days of the request.
- xv. If 1<sup>ST</sup> and 2nd level knighthoods have already been granted, they cannot be revoked unless stripped by a Court; neither should the credit involved in the award unless accompanied by charges of malfeasance.
- xvi. 3<sup>rd</sup> level audits will only verify points from the 3<sup>rd</sup> level STK submission
- xvii. The Imperial Minister of Rolls and Lists will provide the member and their local Minister of Rolls and Lists with verified copies of the completed audit.

*Author's Note: Reasonable time limit should be set for Imperial Audits. Currently there are audits in process for over 16 months with out either approval or denial so that it can be appealed through the Imperial Courts or Estates.*

### E. CORRECTIONS

A completed audit (confirmed and signed off by the Minister of Rolls) does not mean that corrections to errors cannot be made. If information comes to light that points were (or were not) awarded in error, the Minister of Rolls can authorize a change to the records. The member has the same rights to appeal as during the original audit. Points issued before March 2007 are considered "grandfathered". See III 3 See *Conflicts* in the preceding section.

*Note: Changes to the rules are never retroactive. A Rolls Minister may not "go backwards" and change points awarded under different rules or different interpretations of the rules. See Appendix A. Policy Changes: Changing Awarded Points on page 21.*

## APPENDIX A. POLICY CHANGES

From time to time, the way points are awarded and recorded has changed. This manual contains today's rules about points. This appendix contains previous policies and their effective dates of changes, etc.

### A. CHANGING AWARDED POINTS

Points issued before March 2007 are considered "grandfathered" (see III 3).

### O. LIMITATION ON GRANTING OF DI'S FOR SERVICE AS A MINISTER AND GUIDELINE FOR DOING SO

- f. Crowns are encouraged to set criteria for acceptable service. DIs granted for Crown and ministerial service are based on the concept that an overworked minister will not have time to also earn demo initiations using other methods. Crowns are advised to grant these points to their ministers that have served above and beyond the call of duty, whose basic duty is so challenging as to deserve this reward, or who have held multiple positions at once so as to achieve this level of service in their overall effort. The manner and practice of granting these service credits is subject to the review of

the Imperial Crown. The decision of the Crown is final except for review by the Imperial Crown. SEE III C

***Authors Commentary: On Behalf of the Committee to Revise the Roles Manual***

*Good Sir:*

*Each of us in reviewing the proposed NEW ROLLS MANUAL, which was implemented as an Imperial Writ, were concerned with the direction the changes were taking our Empire. Having various discussions of the Rolls Manual at differing times we have spontaneously come together to pool our concerns and submit a joint submission of alternative portions of the Rolls Manual. We request that the Imperial Estates be allowed to vote on each item separately, and the resulting Rolls Manual then be presented for ratification.*

*Most of the changes presented address a common issue: Section III Earning Points, Paragraph 3, “**Adria points are never removed unless a clerical correction is being made or unless an Adria court issues that order.**”*

*This has been our history and law and is included in the new Rolls Manual submitted Nov.2007. Yet, several additions were included in the new version that appears to override this keystone. It is the Imperial Minister’s job to verify that points awarded by the subdivision Crown are recorded properly, and not to approve or disapprove them.*

*This level of scrutiny is bogging down the already overwhelming task the Imperial Minister of Roll has of completing and maintaining the Imperial Rolls Data Base. In turn, work on the Data Base has significantly delayed the approval of qualified 3<sup>rd</sup> Level Knight Candidates, beyond reason.*

*We know of NO GAME played in a Casino, a ball field or on a board at the family table where points can be removed after numerous rounds of play have already been completed, without an outright charge and proof of cheating. Our game should be no different. Once a reasonable period of time has passed, points should be locked in place, unless removed through court action.*

*Finally, we offer the following for your thought:*

*To become an Eagle Scout is a real life big deal. Adding Eagle Scout to your résumé will get you preferred entry into colleges, is de-facto required for nomination to our Nation’s Military Academies, and gives one extra step in grade and pay in the armed services.*

*Yet when any one of the thousands of Scout Troops nationwide and its leaders advance a scout to Eagle Scout, Boy Scout International does not require that every piece of documentation be sent for review. They do not send anyone to look at the scout’s handbook to see that every box for every badge is properly dated and initialed. They trust their leaders to follow the rules, determine the candidate worthy, and fairly due their duty.*

*Becoming a Knight of Adria, at any level is of no benefit what so ever in the mundane world. We are an organization of Chivalry and Honor. Can we not trust our local Crowns to award points fairly and with in the rules?*

*We ask that all of our submitted revisions to the Roles Manual (Writ) be jointly Sponsored and C-Sponsored by all members of the Committee. We entrust the Imperial Chancellor to resolve the final format in which the submitted changes are presented to the Imperial Estates.*

*Authors: The Committee for Rolls Manual Revision Membership*

*YORK: Sir Hawthorn Pergord, Dame Cerriwyn Emalia Fiend*

*CAMBRIDGE: Sir Francesco Gaetano Greco de Edessa*

*CASTILLES: Sir Thomas Weimar, Sir Derfel Cadaron, Sir Alfred of Clophill, Dame Evelyn Taliaferro*

*KINCORA: Sir Haunsard*

*CONSTANTINOPLE: Sir L’Beté de Acmd*

*PEMBROKE: Sir Alaric Thorne*

*ESPERANCE: Sir Coda de Drachesohn von Rammstein*

*Chancellor's Note: The New version of the Rolls Manual may address many of the above issues but since the authors of OB13 will not have time to review the Rolls Manual (Which will be published after this addendum) we leave their item of business here and allow them to withdraw it (or parts) at the meeting itself if they wish to.*

## **Add NB 6. Publication of Estate's Meeting Agendas**

*Requires 2/3rds to consider; Majority to approve.*

Chancellors Manual page 10

Minimum distribution of the agenda is accomplished by transmission to all Crowns of all chartered subdivisions, ~~publication to the Adrian Empire Website and to the Adrian Empire YahooGroups by any means acceptable to each recipient (including electronic transmission).~~ Agendas should be accompanied by a written admonition to each Crown to further distribute the agenda to all Imperial Estate Holders in that Crown's chartered subdivision. The admonition should include an indication that the members of the Imperial

Estates General are set forth in Article VI.A. and include the Imperial Estate, the Estates Royal, the Estates Major, and the two senior Estates Minor. It is advised that the Imperial Chancery also keep a list of all the Imperial Estates General for reference.

While the Bylaws do not require it, the Chancellor ~~should consider posting~~ will post the Agenda on the web and electronically distributing it to as many Imperial Estates as possible. The Chancery should further consider direct mailing of Agendas when it deems it appropriate.

Authored by: Dame Cerridwyn Fiend of York

Seconded by: Dorn das Schwarz Brause, Knight Civil

## **Add NB 7. Define Separation duties between President & Vice President & the Imperial Crowns**

*Requires 2/3rds to consider; 2/3rds to approve.*

Any issue not addressed below remains within the authority of the Crown as authorized by the Estates, or custom and practice.

### **Corporate Authority to be exercised by the President or the Board**

To act as the legal representative of the Adrian Empire, Incorporated.

To authorize chapter presidents/vice-presidents (Crowns) to act as legal representatives of the President.

All legal contracts including insurance, banking, professional services, etc.

All legal filings including corporate and tax.

Policy regarding financial procedures, donations and acknowledgement of them.

Review rules and procedures of the Adrian Empire and it's chapters to: satisfy mundane legal requirements and prevent conflicts, fulfill contract obligations, and prevent unreasonable liability.

Protect corporate property and rights to use intellectual property provided to Adria.

To address mundane misconduct including membership suspension, revocation, denial, and to determine whether membership is not in good standing, as per the Bylaws and Law of the Empire, and the use of the panel. This includes the authority of the President or any chapter president to suspend attendance until the panel can be convened.

**Add to Bylaws:**

Cite wherever authority of the Law of the Empire affects the BoD or must otherwise be addressed in the Bylaws (member discipline, election of the Members of the BoD, limits, etc.).

**Add to Law of the Empire:**

The Crown shall confer with the President and Treasurer in preparing the budget to insure that all legal obligations will be met.