



GUIDEBOOK FOR NEW CROWNS



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Anyone is welcome to point out any error or omission that they may find.

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Forward

I. FORWARD

Congratulations. Being a crown of the Adrian Empire is an extremely large and important task. Many see the Crown as a part in a play or winning in what they view to be a game. This is a poor view to take. The Crown is the head position of a chapter and must bridge the gaps between mundane requirements, the fun of it s populace, expanding it s realm and historical accuracy. The duties and responsibilities of a Crown are great and should not be sought without serious consideration. The rules of the Empire are already listed in the bylaws and other manuals. Since they are ever-changing, we will not list all the specific duties in this guide. Instead, we have designed this to be a general overview, and guideline of how to act while you are the Crown.

II. WHAT IS A CROWN?

A Crown is the ruling noble for a chapter within the Empire of Adria.

A chapter is an geographic area that has been chartered and recorded with the Imperial Estates. The crown rules this area and makes all the final decisions within its borders (subject to the limits granted in the bylaws). As a chapter grows, it gains more independence. The pinnacle of this independence is a kingdom. Kingdoms are sovereign, but never separate. They are, now and always, part of the Adrian Empire. The Crown should rule the chapter as an extension of the Empire. It should follow the bylaws and seek any assistance needed

from Imperial Ministers. This does not mean the chapter can't have its own identity. Local rules and traditions are allowable - and encouraged.

A. ADRIA

With the Adrian Empire, the Crown is the beacon of leadership for its populace. The Crown should always be a lamp of Chivalry. Many new members will silently observe the Crown and decide if they want to join the Empire. In addition, the Crown should:

- Lead the people with fairness
- Make decisions based on what is best for the chapter and the Empire
- Appoint ministers to complete the needed tasks
- Create an environment such that simple observation will promote education

Crowns are expected to handle the day to day operations of running the chapter. However, they do have duties to the Imperial Body. The main duties can be summarized as reporting, holding events and maintaining a working government, all of which are outlined in this guide.

And remember, a kingdom is sovereign. That does not mean separate. They have certain powers and privileges and don't have to check with the Imperial Crown before they certain actions. They does not mean they do not have to follow the rules, or report to the Imperium.

B. MUNDANE

Within the mundane world, the Crown is the president of the local chapter of a national not-for-profit educational organization. The Crown is part of a national organization. That has to **always** be remembered. Anything that affects the local chapter, also affects the national organization.

Mundane requirements are that the Crown **must**:

- Maintain proper financial reporting
- Practice nondiscrimination among its populace
- Make regular management reports to the Imperial government
- Maintain (or oversee the maintenance of) the chattel goods
- Represent Adria in local contract negotiation
- Oversee collection of memberships
- Promote education in the medieval lifestyle

New Crown: Behavior

III. NEW CROWN: BEHAVIOR

Listen to any advice given to you, even if it is difficult to hear it. Do not make the person feel bad for disagreeing with you (don't threaten them with charges of treason, and don't tell them they're crazy, or stupid). After listening, make the decision you feel is best.

A. MOVING DELICATELY

Always remember that a reign doesn't last forever. The people you offend today will probably be the Crown you bow to at some point in the future. Of course, you plan to do things differently than the outgoing Crown. That's expected, and is your right. Make it a positive move, not a negative one. It is the difference between *We* thought we'd try it this way, and *We* are not going to continue that garbage. Always keep tact and diplomacy foremost on your mind. You **are** your chapter.

Do what is best for the chapter. This will not always be what is best for you. You will not always agree with what is best for the chapter, and you will not always know what is best.

B. COURTS

An event will begin and end with court. This is not a judicial proceeding, but rather an event with much pomp and circumstance. The events of the day will be announced, the Crown may address the populace, announcements are made. There may also be skits or other activities, such as knightings or squirings. When presiding over court, remember that the populace is held hostage. It would be rude and insulting if they leave until court is over and they have been dismissed. For this reason, think carefully before you hold courts that are overly long.

A common practice is for the court to contain only the business of the day, and whatever business pertains to the Crown. All other business takes place during audience. After court is over, the populace is dismissed, and may leave if they wish. They may also stay, and often they do. During audience, presentations are made, knightings and squirings happen, households are inducted and their oaths received, role-paying skits are conducted (the christening of a new Corsair ship, etc.).

Proper etiquette should be followed in court, both by the populace and by the Crown. This is a time for respect, although humor has its place. The amount of pomp of circumstance depends on the event, and on local custom. A local tournament can be quite a bit more relaxed and informal than a coronation. Always remember, you are a Crown, not a clown.

The Crown always sits at the center of the line that faces the populace. Visiting dignitaries sit on either side. Should the Imperial Crown visit, they sit right there next to you, if not between you. It may be your chapter, but it is **their** Empire, and the utmost respect and deference should be shown to them. They are probably the most important guest you can ever have, and should be treated as such.

C. USING A DIFFERENT PERSONA

Forget it. It doesn't work. You are the Crown. You are not Joe-Blow. You will not have a personal opinion. You will not be able to use an alternate persona. People just do not accept that or understand that, especially when it suits their purposes to quote the alternate persona who wasn't speaking as the Crown.

Whatever you say or do will be done as the Crown. Once something is said and repeated, you can be sure that no one will remember that it was your alternate persona, not the Crown.

A Crown will sometimes create an alternate persona so that they will be able to compete in the various competitions. There are varied opinions about whether or not this is acceptable. On the one hand, you have every right to compete, and will be upset if anyone throws the competition. On the other hand, some people **will** treat you differently in the competition (whether subconsciously, or for political reasons). Use your best judgment, and listen to the will of your populace. If there is a tradition, then strongly consider following that tradition.

IV. GOVERNMENT

A. TURNOVER

The turnover refers to the turnover of materials from one reign to the next. This includes all ministry positions, and affects all information and materials the minister needs to do their job. It also includes all chattel goods, reports, web site passwords, etc.

The turnover of materials is the responsibility of the outgoing Crown, who should have already arranged for it to happen. A good outgoing Crown will make sure all materials are provided, and will work with the new Crown until the turnover is complete, though the new Crown should feel free to work with prior ministers for a timely turnover.

B. MINISTERS

It is extremely important that you announce your new ministers as soon as possible. You may announce them before coronation, if you wish. This helps in the turnover, making it easier to transition the new ministers into their jobs.

1. MICRO-MANAGING

There is a fine line between abandoning your minister, and micro-managing them. Do your best to find that line. Leaving a minister completely to their own devices often results in jobs not being done. Hanging over their shoulder every step of the way often results in resentment and ministers quitting.

2. VACANCIES

Whatever ministry positions are vacant, fall to the Crown. You don't have the time, energy, or knowledge, to be able to do this, so find people to fill the positions.

Every new Crown goes into their reign with the feeling that they will fire anyone who doesn't do their job, and replace them immediately. It rarely happens that way. Your job is to help them do their job, not to replace them willy-nilly.

A Crown is expected to maintain a working government. This government must provide all the services individual members of the populace need as well as report to the Imperium in a timely fashion. If this is not accomplished the Crown may be held accountable.

3. REPLACING MINISTERS

Understand that the ministers are volunteers. As such, at times they will have mundane lives that will get in the way. Help them get past those obstacles:

- Encourage them to find deputies and delegate
- Think in terms of special projects. It's often easier to find someone to take on a project, rather than a ministry position.
- Only as a last resort should you step in and do the job yourself

If you do have to replace a minister, thank your old minister. Even if you are angry, understand the minister tried to do the job, and leave it at that.

C. COMMUNICATION

1. E-LISTS

Get your ministers on the e-lists as soon as possible. There is a national e-list for every ministry position. It is a place for ministers to ask questions, and possibly file monthly reports. It is also the place where the Imperial Minister issues announcements and policy statements.

The Crown **may** be a member all the ministry e-lists. The Crown **must** be a member of the Crown e-list. If you do not have e-mail, you will need to find an e-mail buddy that will have the responsibility of making sure you are aware of anything posted there. It is where official announcements are made and you need to be aware of those. Only current Crowns may be on that e-list.

There is no such thing as a closed list. The list owner is an individual, but if the list says it s part of Adria, or the name implies it is part of Adria, then it is an Adrian e-list. Some lists are restricted, but there are exceptions to that. The Board of Directors has the mundane right to be on any e-list that the member wishes to be on. In addition, the local Crown has the mundane right to be on any list that has to do with Imperial government, or with the local chapter.

2. CONTACT LIST

Anytime there is a change in ministers (including the beginning of your reign, when most of the ministers changed), you will need to update the contact list. The information needed is the minister s position, game name, mundane name, e-mail address, and phone number. Send this to contact_list@adrianempire.org.

Once a month, a listing of all ministers in all chapters is published. It is sent to the Imperial government, and the Crowns of the chapters only. It is not for publication, or for general (or personal) use. The contact list is also used to update the Imperial web site. Only game names and email addresses are used on anything that the general public has access to.

3. WEB SITES

The web site is an important means of communication and publicity. Make sure it is updated immediately whenever there is a change in information. Post event information as soon as it is available. **NOTE:** Web sites do not belong to the minister who used to be the web master. The web sites done in the name of Adria, belong to Adria. The passwords should be part of the turnover for a new Crown.

D. UNDERSTANDING BORDERS

Borders can be an ongoing issue within Adria. Understanding the physical borders of your chapter is very important. Learn what the borders are (no dreaming about what you wish they were). The Imperial website has copies of all charters posted in the regional pages. These are the official charters, with your official borders.

Your rights extend to the edges of your chapter. They do not extend beyond that. You may not approve events in someone else s territory. If you wish to have an event (demo, collegium, feast, tournament, whatever) in a different chapter, you will need to have that Crown s approval. They are in charge of that event it is their chapter and they are mundanely responsible for anything that happens in their area. They may certainly assign you as the autocrat and delegate the responsibility of running the event. They may even agree that all costs, profits, and losses may be assigned to your chapter. Of course, they may not, and that is something that you must respect. If they say No , find another site.

Yes, you may have an event in a different chapter without that Crown s approval, but it is not an Adrian event. No one that organizes, attends, or participates will receive Adrian credit (points) for that event. No Adrian funds may be used. If the event is announced anywhere, these facts must be included in the announcement.

E. DIFFERENCES BETWEEN CHAPTERS

All chapters have borders geographical lines that mark the extent of their territory (and the extent of their authority). The size of a chapter always refers to the number of members within its borders, not the amount of land. The larger (and usually older, more experienced) chapters have considerably more authority, rights, privileges, and responsibilities than do the smaller (and usually newer, more inexperienced) chapters.

Shire: Imperial Crown, what do we do?

Duchy: Imperial Crown, do you think we could do this-and-such?

Archduchy: Imperial Crown, we re going to do this-and-such, is that okay with you? Kingdom: Imperial Crown, we did this-and-such, did we screw up?

1. SHIRE

A shire is a start-up chapter. The Viceroy is usually included in the phrase the Crown, although they are not Crowns, and have no powers of a Crown. They are ministers, who are working for the Imperial Crown. Everything is granted with the approval of the Imperial Crown all actions must be approved first. Shires may not have a bank account under any circumstances.

2. DUCHY (AND ARCHDUCHY)

A duchy is larger than a shire (at least 20 members). It has a few powers, rights, and privileges. For most actions, a duchy needs to have Imperial Crown review before implementation. Elevation to duchy status is up to the Imperial Crown (and review by the Imperial Estates). Duchies may be allowed to have a bank account, but it must be approved and coordinated through the Imperial Steward s office.

An archduchy is a duchy with more than 49 members. It has a few more powers, rights, and privileges than a duchy, but less than a kingdom. Elevation to archduchy status is merely a numbers game. If you have more than 49 members, then you are an archduchy.

3. KINGDOM

A kingdom is the largest, and most autonomous of the chapters. It is referred to as being sovereign, though sovereign does not mean separate. It means that kingdoms are able to make a large number of decisions without the prior approval of the Imperial Crown (though the decisions must be forwarded to them for reference). Kingdoms have the most powers, rights, and responsibilities. They also have the most responsibilities.

F. REPORTS

Yes, the Crown has reports to send, as well as to receive. Your ministers will report to you, and to their Imperial counterparts. And you will have reports that you have to file at the Imperial level.

1. INCOMING

A Crown should set a schedule of how the ministers report to them. Possibilities are: in person at the event, in writing by email, a phone call once a week, etc. The important thing is to have regular reports from your ministers to you.

There are certain reports that require your approval before they can be filed at the Imperial level. The rolls reports are a perfect example. The Crown has final approval over the awarding of points. This is especially important for the points awarded to their ministers for monthly service. Don t delay reviewing and approving any reports that you receive.

2. OUTGOING

The Crown needs to make sure that their ministers are filing their reports at the Imperial level. Each of the ministries is important, but Steward and Rolls have mundane impacts that make them vital.

Each month a summary report known as financial statement is due. This report is required by the Internal Revenue Service. It is used for the tax return preparation and is also required to maintain our status as a non-profit corporation. The details of this report are contained in the Stewards Manual. The Crown is also expected to send a status report. This report should include important information that the National President needs to be aware of. It should contain information on suggestions of awards, expansion or addition of events and questionable decisions that need to be made. The Crown also needs to file a couple of reports of their own:

- **The Approved Events Report.** The warden, or some other designated minister, can prepare this report, but it requires the Crown's approval. This report is a listing of all the approved events for a given month (points cannot be awarded for a non-approved event).
- **The Ministry Participation Report.** This is the report referred to in paragraph (a) above. The Crown must approve the points for the monthly service of their ministers. If there is a minister that is not going to receive their point, be sure to make a note of why.

V. ADRIAN LAW

A chapter may not ignore Imperial bylaws or Imperial Crown Writs. They may add to the existing laws, customizing them for their personal needs. The extent to which they can customize is limited by the size of the chapter, and by the bylaws themselves. A local codicil cannot be written that change a bylaw; the codicils are intended to allow a chapter to take a gray area and define its details more clearly.

A. THE BYLAWS

The bylaws are your friend—your very close friend, and not just an acquaintance. They outline the rules of Adria, as well as what your duties, responsibilities, rights, and privileges are. We recognize that the bylaws are sometimes confusing and complicated. They are a living document, and are constantly changing. Not many of the changes are huge, or drastic, but they sometimes are difficult to translate into real life. Don't worry. You have your local chancellor, the Imperial chancellor, and the Imperial Crown from whom you can get advice. You also have the Crowns e-list, where you can talk to the Crowns of all the other chapters, and get their advice. The odds are good that someone has run into the same question, or the same situation, and can help to guide you.

B. WRITS, CODICILS

A writ is a Crown edict. A codicil is an addition to the law, approved by the estates.

***Shire:** May not enact any writs or codicils.*

***Duchy:** Must submit writs and codicils to the Imperial Chancery for approval before enacting.*

***Archduchy:** Must submit writs and codicils to the Imperial Chancery for conflict-checking **before** enacting.*

***Kingdom:** Must submit writs and codicils to the Imperial Chancery for conflict-checking **after** enacting.*

C. ESTATES MEETINGS

Estates meetings can be called by the Crown at anytime. However, a crown may not go six months without holding one. Some chapters hold estates meetings every month, and some only every six months (the minimum number required by law). What your chapter does is fine, as long as it gets the work done. Before rocking the boat and changing the custom, ask yourself why you are changing it. If you want more contact, perhaps an informal estates coffee klatch might be more appropriate than calling a formal estates meeting. If

you think there are too many meetings, ask yourself if it would make the estates nervous if they thought they were out of contact for months at a time.

D. MOTHER, MAY I? (OR WHAT YOU CAN DO)

Often, the mother-may-I analogy is used to illustrate the amount of independence and authority that the chapters have. In this analogy, the Crown experiences a situation (any situation) and comes to a resolution for that situation. Depending on what the chapter is determines how they implement that resolution:

Shire: Imperial Crown, what do we do?

Duchy: Imperial Crown, do you think we could do this-and-such?

Archduchy: Imperial Crown, we re going to do this-and-such, is that okay with you? Kingdom: Imperial Crown, we did this-and-such, did we screw up?

In each chapter, the Imperial Crown (or the Imperial Chancery) is involved, as well as some level of approval. This ranges from the sovereign kingdom (where the actions and laws have to be reviewed at an Imperial level, to be sure nothing is in conflict with mundane or Adrian law) to the shire (where everything must come from the Imperial level, after it s been checked for conflict).

E. WHAT YOU CAN T DO

You may not exceed your authority. Ever. You may not create any writs or codicils without sending them to the Imperial Chancery (either before or after they are created, depending on the chapter level).

You may not sign mundane contracts without Imperial review (depending on the chapter level). You must abide by the decisions of the Imperial government regarding contracts (certain types of activities will get our insurance canceled).

You may not accept donated goods without consulting the Imperial Steward.

You may not selectively enforce the rules (you must enforce rules an all the populace all the time). You cannot ignore the bylaws or manuals of Adria. Ever.

F. AWARDS, TITLES, ETC.

One of the perks of being a Crown is that you may reward the populace for good deeds and behavior. But it is sometimes difficult to know when you are overstepping your rights as a Crown.

1. WHAT YOU CAN DO

Shire: May not make any awards without Imperial Crown approval, and then only in their name..

Duchy: Must ask permission of the Imperial Crown before making any awards.

Archduchy: May make awards without Imperial Crown permission beforehand.

Kingdom: May make awards without Imperial Crown permission. May also make one prerogative knight.

In addition, anyone can make a recommendation to the Imperial Crown for an Imperial award. May recommendations are received, and the Imperial Crown can t make all the awards it may want to. Many of the recommendations are not deserving of Imperial-level recognition (national-level performance), but they certainly deserve consideration at the local level. Take the Imperial recommendations and consider them for your own local awards.

You may also want to grant awards and titles to members who are not part of your own populace. If you wish to do this, check with their local Crown first. Their local Crown may prefer to grant the award or title themselves, and that is their right as the sovereign of that member.

2. WHAT YOU CAN T DO

Do not issue an Imperial award without seeking Imperial approval **beforehand**.

You may not reinstate a lapsed members titles, ranks, or points. There is a specific procedure for a lapsed member to petition for reinstatement. That procedure requires a petition to the Imperial Crown, who is the only person may grant the request. Do not interfere with an Imperial right.

G. CANTONS

Cantons were designed as a remote region in a chapter, to be run by a governor (or viceroy). They would be too far for many of the ministers to represent them efficiently, and too far for the Crown to govern closely. The governor (or viceroy) would govern in the Crown s place, as a minister. Deputies would be appointed for the various ministry positions, and they would report to the head ministers.

Cantons are created by the Crown, and can be dissolved by the Crown (no estates action is necessary). The governor (or viceroy) is appointed by the Crown. Cantons may be remote, but they are still part of the chapter. All help possible should be extended to them.

If a canton grows, and prospers, they may one day want to spin off and become a separate chapter. If this ever happens, it s a good thing. You ve done such a great job as a Crown, that they are all trained and ready to fly on their own.

1. WHAT YOU CAN DO

Appoint deputy ministers to help with the functions of the events. Be in close contact with the governor (or viceroy) to help in the decision-making in the canton (they can t make decisions without your approval). Assist and train the governor (or viceroy), and the ministers, in every way you can think of. Visit them as often as you can.

If you see a need for a canton, don t hesitate to create one. Cantons are not a threat to the chapter. They do not take away from the regular tournaments. They provide an outlet for members who are too far away to travel to the regular events. They are positive growth in the chapter.

2. WHAT YOU CAN T DO

Cantons are not part of the estates, and hold no vote. As a courtesy, some chapters allow the governors (or viceroys) a voice on the estates. The reason that a canton may not ever hold a seat is because they are ministers, and are not heads of estates. Their populace is already represented by the estates they have joined. In addition to that, cantons are created at the whim of the Crown. A corrupt Crown could easily declare every house on the block to be a separate canton, with all their buddies as the viceroys, creating a huge block of votes on the estates.

H. ESTATES

The estates are the representatives of your populace. Treat them with respect, and listen to their council. Some decisions are solely the Crown s, but the estates make a great many decisions in your chapter.

1. WHAT YOU CAN DO

You may form, dissolve and suspend estates that do no meet the requirements as defined in the Bylaws.

2. WHAT YOU CAN T DO

You may not form estates that not meet the requirements, and you may not dissolve or suspend estates without a good reason.

Events

VI. EVENTS

A. REGULAR TOURNAMENTS

A Crown is expected to sanction at least one event per month for the members to have the opportunity to earn points in combat, arts, ministry and archery. All four disciplines do not have to be offered on the same day, time, or place they may be split into different events, as long as they are offered at least once a month.

If uncontrollable events prevent holding part of the lists (i.e. the park does not allow archery) this part of the event may be held at another site, or on another day. Make-up events may be held if an event has to be canceled due to acts beyond the Crowns control (i.e. rain, etc.)

B. PLACING BIDS FOR IMPERIAL EVENTS

The Imperial Crown requires bids to host Imperial events (estates meetings, wars, tournaments). These bids outline the details and budget of the event. To help people preparing a bid, there is a file online: <http://www.adrianempire.org/documents/forms/bid.doc> You can freely edit this form, and it may help you to organize your plans.

For Imperial Events, the Imperial Crown is the sole determining decision-maker for locations, and autocrats. Sometimes, the Imperial Crown may accept bids from individuals. Chapters may not be an autocrat, although they may share in the planning and execution of the event. The autocrat is the individual responsible for the event. Only the Imperial Crowns may authorize any contracts.

1. WHO IS IN CHARGE

The Imperial Crown is in ultimate charge of any Imperial event.

They may assign site autocrats, but those autocrats answer straight to the Imperial Crown. The ministers who help administer those events are Imperial ministers, or deputies assigned or approved by the Imperial minister. The records (sign-in sheets, etc.) are kept by the Imperial Rolls Minister. The site fees are collected and kept by the Imperial Steward s office. The combat scenario are designed by the Imperial Minister of Joust and War.

2. WHO MAY BID

Anyone may place a bid, not just the Crown of a chapter. Indeed, the Crown may not want to autocrat a particular event. It would be polite if a subject coordinated their bid through the local Crown, but it is not required. The Crown should not take it personally, or chastise anyone in this circumstance. It is, after all, an Imperial event, and not a local event.

3. BUDGET

All Imperial Events have a budget. The bid form helps you to think of various parts of the event that cost money, all of which are part of the budget. Talk to the Imperial Crown about your bid. They can help you streamline your costs if you are over budget. They can also help you to consider things that you might not have thought of.

4. PLACING A BID

For all events that you wish to autocrat for the Imperial Crown, you must make a bid, and it must be approved by the Imperial Crown. They are not required to accept any bids at all the decision is theirs alone to make. Some events, such as Imperial Estates Meetings (and Coronation) there is a

rotation basis for bids. In this rotation, the station of your chapter is important: • **Kingdoms** are required to bid during their rotation

- **Archduchies** are requested to bid during their rotation
- **Any chapter** is welcome to bid during their rotation

Events

5. ROTATION FOR IMPERIAL ESTATES MEETINGS

The rotation was set by the Imperial Estates in March 2004. Each year shall have its own separate rotation schedule. Year 1 shall be regions 1, 2, then 3. Year 2 shall be regions 2, 3, then 1. Year 3 shall be regions 3, 1, then 2. (This allows each region an opportunity to host meetings and coronations.)

This is for reference only, as the rotation may change:

- **Region 1 (generally California):** Currently consisting of Terre Neuve, Esperance, Carolingia, Brandenburg, Sangrael
- **Region 2 (central Empire):** Currently consisting of Umbria, Aragon, Albion, Ekaterinegorod, Alhambra, Andorra
- **Region 3 (Eastern Empire):** Currently consisting of York, Castilles, Chesapeake, Kildare, Cambridge, Dunvegan, Somerset

C. DEMONSTRATIONS

First and foremost, the Adrian Empire is an educational organization. Any chance we have to hold a demonstration at a school, faire, or library, is a chance to teach kids (and adults) about the middle ages and the renaissance. We have the unique ability to capture and hold their interest because we are hands-on.

Demonstrations follow the same guidelines as other official events they need Crown approval, proper notification to the populace, sign-in sheets, and follow-up reports. They do not always have to have all paths represented (arts, archery, combat, and ministry). There are times that the organization requesting Adrian's presence will only have the ability for one or two of our specialties. That's okay.

D. ESTATES MEETINGS

At estate meetings Crown turns over control to the Chancellor. This does **not** mean the Crown is no longer the Crown, and cannot make rulings. However, it is considered rude for the crown to override the chancellor and this practice should be avoided.

E. WARS

Holding one war a year is the duty of the Crown. You can hold more, but don't get carried away. Final decisions concerning wars are subject to Current Crown approval. Be fair.

F. NOTICING THE POPULACE

The bylaws require 30 days notice for official events. This is important people must have time to plan! Take advantage of those 30 days. Announce the event every chance you get. Visit other chapters and talk about. Put articles in the local newsletter, or the Adrian Herald. Post on the e-lists. Announce it in your courts. Have flyers available and pass them out everywhere.

G. IMPERIAL ESTATES MEETINGS

Every chapter has a voice on the Imperial Estates. Don't think that your voice doesn't count. No matter how independent you feel, or how isolated, you are still a part of the Empire. The Imperial Estates meetings are your opportunity to voice your opinions, and to help shape the rules by which we play.

Do you have to physically attend every meeting? Of course not. Not many of us have the luxury of time and money that will allow us to travel all over the USA 3 times a year. Proxies are perfectly acceptable if you cannot personally attend a meeting.

Each of the Imperial Estates Meetings are important, but July is probably more so. July is when the financial records are reviewed. The bylaws require that every chapter is represented at the July meeting, and that their financial records are presented. If you cannot be there in person, you **must** send a proxy.

Mundane

VII. MUNDANE

There are a few mundane (non-Adrian) aspects to the role of a Crown.

A. CHATTEL GOODS

Chattel goods are any items that belong to Adria. A list of these things must be provided to the Imperial Steward at least once a year (or when anything major changes). Don't forget to update the list every time something permanent is purchased, sold, trashed, or used up. (This list is usually maintained by your Steward).

Please note that nothing belongs to the chapter. As far as the government is concerned, everything belongs to the corporation. The Imperial Steward is **not** going to confiscate anything. The Steward must simply be aware of it, and have it listed in the Imperial reports. What is in the chapter will stay in the chapter.

As a corporation, there are some things we may not own, for a variety of reasons. Besides liability issues, one of the main reasons is that these assets have ongoing costs associated with them. For example, if the chapter buys a trailer to haul stuff, who pays the registration and insurance every year, what happens if it is damaged, and where will it be stored? The Imperial Steward will be able to give you the detailed reasons if you ask. In the meantime, do not ever have:

- Vehicles of any kind
- Real estate

B. FINANCES

Only kingdoms have the right to have a bank account. Sometimes a duchy or archduchy may be approved to have a bank account. Shires may never have one.

Every penny that comes in, or goes out, must be accounted for, and reported to the Imperial Steward.

If you bank with the Imperium, the money is still yours. The Imperial government will not take it away from you. It is simply kept in the Imperial bank account, and the Imperial Steward will write the checks that you need. You can have a small petty cash amount on hand, but that also has to be accounted for.

C. DONATIONS

Donations with restrictions may never be accepted. Donations of vehicles and real estate may never be accepted. We do not give receipts with dollar values for non-cash donations.

If you have any questions or concerns about a proposed donation, contact the Imperial Steward. We encourage donations, so the steward won't delay in answering your call!

D. MEMBERSHIPS

All memberships are handled through the Imperial Steward's office. The local steward may accept membership forms, but is not required to. (Handling of membership forms and money is outlined in the bylaws, and the steward's guide.)

We are not a secret society. No one may insist that we do not use their real name in our records. This includes the Steward's web site, which has a listing of current members.

E. CONTRACTS

Only the Crown can sign a mundane contract in the name of the Adrian Empire. Only the Crown can obligate the finances, insurance, and membership, of the Adrian Empire. Be careful! Don't sign anything that would change what Adria is. We are an educational organization. We are not a security firm, retail sales shop, or record producers. If you have any questions about contracts, or activities, talk to the Imperial Steward.

Outgoing Crown

F. INSURANCE BINDERS

Most of the time, a prospective site will require a copy of our insurance binder. This binder is a generalpurpose document that states we have insurance. It is available on the Imperial web site, and on the Steward's web site. That would be <http://www.adrianempire.org>.

Sometimes a site will require that they are listed on the insurance binder. This can be done for specific events, but must be handled through the Imperial Steward. It costs extra (less than \$50.00), and that cost is paid by the chapter that is requesting it. No one may go straight to the insurance company for this kind of activity contact the Imperial Steward.

G. WHEN TO CALL THE POLICE

There are certain circumstances in which the Crown, or autocrat of an event, should immediately call the police, instead of trying to handle a situation themselves. We cannot give you legal advice, other than to say mundane crimes require mundane action. There are (hopefully) obvious situations that require **immediate** mundane action.

If you have any doubts whatsoever about a situation requiring mundane police intervention, you may consult the Imperial Crown, or any member of the Board of Directors. While they cannot provide legal advice, either, they do have experience in dealing with any number of situations that may be similar to what you are experiencing.

VIII. OUTGOING CROWN

The term of office for a Crown is outlined in the bylaws. At some point, you will have to step down. Remember that you are the Crown until the coronation.

A. SELECTION OF YOUR REPLACEMENT

You may well have a strong opinion about who will replace you. It's not your decision to make. It is the decision of the populace. The populace will usually have strong opinions, too. It's up to you to set the tone for how the transition will take place.

There are four options for selecting a replacement. The first is Crown War, which is a regularly scheduled event designed to for just this purpose. The second is Civil War, an unplanned and usually unpleasant event in which a challenge is issued in a effort to de-throne the Crown before the reign is over. The third is replacement by the estates, in which the estates vote (by 2/3) that you step down before the reign is over. The fourth is if you choose to step down before your reign is over.

1. CROWN WAR (AND HOW TO BEHAVE)

Most Adrians are passionate people, and Crown Wars seem to bring out the passion. The populace is fighting for a cause they believe in (the successor to the throne). There may well be differences of

opinions (usually on the field of combat). Be available to squelch these tiffs before they spiral out of control.

Your entire reign you have remembered that your behavior is contagious. It doesn't change at the War. If you behave honorably, and are calm, it will go a long way to keeping the Crown War honorable and calm.

2. CIVIL WAR (AND HOW TO BEHAVE)

It requires only one person to declare civil war. It is not necessarily a statement of the entire chapter. The procedures and requirements for civil war are outlined in the bylaws.

Civil war gives a great deal of advantage to the sitting Crown. This is because it really does only take one person to declare such a war. The contender would be foolish to declare such an action without a large base of support, but it's been known to happen.

Outgoing Crown

No matter how large or small the support for civil war, it is never a pleasant event. You must remember that, if you win, these people will still be your subjects. If turmoil and discontent are the reason behind the civil war, then the Crown needs to hear that message.

Do what you can to heal any rifts. Put your personal aside and do what is best for the chapter.

3. REPLACEMENT BY THE ESTATES

It may be that the estates really don't like what you are doing. If two-thirds of the estates agree, then they can remove you from office. The procedure and requirements are outlined in the bylaws. As hard as it is to accept this, it is reality. If that many of the populace are unhappy, then it may be time to step back. Respect their decision and do what you can to ease the transition.

Do not try to manipulate the estates so that they won't have the votes. It is illegal. Besides, it won't help.

4. STEPPING DOWN EARLY

This is a difficult decision to make—almost as difficult as the decision to run for the Crown in the first place. Sometimes, it is necessary to take a step back and retire before the reign is over. In this case, the same procedures are followed as if you were replaced by the estates. The specifics are outlined in the bylaws, but a Lord/Lady Protector is appointed by the chancellor for the time being so that the chapter is not left in the lurch.

A. TURNOVER

The turnover from one reign to the next is always ticklish.

1. CHATTEL GOODS

Not only are you expected to turn over anything you may have, but all your ministers must do this, also. The list of chattel goods is useful to help everyone remember exactly what they have that needs to be turned over.

Sometimes the incoming Crown will assume that something belongs to the chapter when it actually is your own personal item that you used. Use tact when explaining that it doesn't belong to the chapter.

2. MINISTERS

Immediately after the War is over, prepare your ministers for the transition. Here is a sample letter that can be e-mailed to every minister.

Thank you for being a minister this past reign. Some of you may be continuing in your positions, and some of you may not. All of you need to prepare for the upcoming transition. If you are not asked to

continue, you will need to have all your information and materials ready for your replacement. Please take the time to train the new minister and be available to them should they have any questions. If you are asked to continue, you will still need to have all your information and materials gathered together for review. Thank you again for all your hard work.

Don't forget to thank your ministers when it's all over. They worked hard for you and deserve recognition of that.

3. TRAIN YOUR REPLACEMENT

It doesn't matter if (or how much) you didn't want this person to be the incoming Crown. They are. What is important is the chapter, not the person. Take the time to train them, and teach them what their duties are.

Retirement

IX. RETIREMENT

Your time is over. After celebrating, you will realize that it's not always an easy transition. Especially in larger chapters, you will not know what to do with all the time you now have!

1. LET GO

The new Crown **will** run things differently than you did. That's okay. Some things will not work like they think it will. That's okay, too.

2. BE AVAILABLE

Be available for the new Crown, but don't insert yourself into their reign. They will ask advice and guidance as they can.