



# **ADRIAN EMPIRE**

## **WRITS and PUBLICATIONS**

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## **PREFACE<sup>1</sup>**

This is a general listing of all publications for the Adrian Empire. This will include, but not limited to: Laws, Codicils, Writs, Manuals, and Guidelines. These publications are to be considered in force unless found to be in direct conflict with these bylaws or with mundane law or have been revoked, repealed or combined into other publications. When known, there will be a note stating when adopted, amended, revoked, repealed or combined.

## **IMPERIAL LAWS AND CODICILS**

### **ADRIAN EMPIRE BYLAWS**

Last amended December 2019.  
([available online](#))

### **LEX ADRIA IMPERIUM**

Last amended December 2019.  
([available online](#))

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<sup>1</sup> Footnotes denote Chancery notes, which offer background and clarification but do not in themselves rise to the level of law.

## IMPERIAL ESTATES WRITS

### IEW-1. MANUAL OF ARTS AND SCIENCES

Adopted July 2002, last amended December 2019.  
(available online)

### IEW-2. CODEX ADJUDICATA

Last amended December 2016.  
(available online)

### IEW-3. STEWARD'S MANUAL

Repealed July 2019.  
(presently available as Imperial Crown Writ pending revisions and ratification)

### ~~IEW-4. THE JUDGING MANUAL~~

Judging guidelines are included in IEW-1.

### ~~IEW-5. THE HERALD'S HANDBOOK OF THE ADRIAN EMPIRE~~

Revoked, transferred to the Sovereign of Arms to maintain.

### IEW-6. DEMONSTRATION INITIATIONS

Last amended December 2012 (Chancery).

Ministry service, including but not limited to demonstrations, fundraisers, community service related to Adria, classes, collegia, feasts, tournaments, and wars may be awarded in addition to regular monthly participation points for demo initiations in the Ministry path to Knighthood.

- A. A demo initiation (DI) may be granted at a maximum rate of one (1) for each two (2) months of service as Imperial Crown, Imperial Minister, or Imperial Deputy Minister. Regardless of the number of these positions held, a member may receive a maximum of one (1) demo initiation for every two (2) months of this type of service to the Empire.
- B. A demo initiation may be granted at a maximum rate of one (1) for each three (3) months of service as a local Crown, local Minister, or local Deputy Minister. Regardless of the number of these positions held or the number of Chapters in which they are held, a member may receive a maximum of one (1) demo initiation for every three (3) months of service of this type to the Chapters. If a member serves as a minister to more than one Chapter (Kingdom, Archduchy, Duchy, or Shire), the Chapter Crowns (and Imperial Crowns if a Shire is involved) must collaborate to evaluate the combined service to the Chapters.
- C. A demo initiation may be granted to any member for each service as autocrat of feasts, tournaments, war, or collegia, or equivalents.
- D. Demo initiation points granted from a, b, or c above are independent and do not limit points from the other sections.
- E. The relevant Crown will determine if the service was acceptable and useful. In the case of

Chapter Rulers and Imperial Ministers, it will be determined by the Imperial Crown. In the case of Imperial Crown, it will be determined by the Imperial Estates. Shire Viceroys and Vicerines may award these points if each award is accepted by the Imperial Crown. DIs are granted at the discretion of the Crown and are never automatic.

- F. Crowns are encouraged to set criteria for acceptable service. DIs granted for Crown and ministerial services 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.
- G. More than one person may receive a demo initiation for the same demo so long as all are truly involved in the initiation of the demo.

## **IEW-7. PROTECTION OF MINORS AND MEMBERS<sup>2</sup>**

**Last amended December 2014.**

Mundane law establishes an age at which a person may use tobacco or alcohol. Adria's policy is that no under-age person may use tobacco, alcohol, or recreational drugs (or be under the influence thereof) at an Adrian event site. No person shall use recreational drugs or be under the influence thereof at an Adrian event site. No person shall use alcohol or be under the influence thereof at a dry site. Any person who violates the above guidelines shall be asked to leave the event site. Those unable to leave on their own shall be taken off site to an appropriate location by another person as designated by the event autocrat or Crown or other member of appropriate authority. Inability to leave on one's own can be due to:

- A. Too drunk to drive or walk
- B. Dependent on another for a ride
- C. Other

Minors may not spend the night at an Adrian event site unless accompanied by a responsible adult who shall not be under the influence of any judgment-inhibiting substances. Minors shall be supervised at all times by an adult. Minors found unsupervised shall be asked to leave along with the adult responsible for them. Adria has a system whereby a person may confidentially report to the Crown any improper sexual or violent activity. If the Crown finds there to be a reasonable suspicion that the report is accurate, the Crown may suspend the accused person from spending the night at Adrian event sites. The Crown, if local, shall notify the Imperial Crown, who shall determine whether the suspension shall apply Empire-wide. Spending the night at an Adrian event is a privilege, not a right, and thus, the accused need not be proven guilty in an Adrian or mundane court. The accused may petition the appropriate Crown to revoke the suspension at any time. The accused retains all other rights under Adrian and mundane law. The entire process contained in this paragraph is confidential unless legal action is taken (either in Adrian or mundane court). Neither the reporting person nor the accused may discuss the matter with anyone but the appropriate Crown. The Crown may only discuss the matter with the

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<sup>2</sup> *The Adrian Empire defers to mundane law pertaining to the use of or being under the influence of illegal substances at Adrian event sites.*

Imperial Crown and the individual parties. If the overnight suspension is to be applied Empire-wide, the Imperial Crown shall notify all local Crowns, who shall make disclosure to autocrats on a need-to-know basis.

The purpose of the previous paragraph is to provide the utmost protection without sacrificing for everyone the fun of overnight events. As being barred from an overnight event can be embarrassing and discouraging, ALL MEMBERS ARE URGED TO CONDUCT THEMSELVES WITH THE UTMOST CHIVALRY. It is best to conduct oneself in a manner such that there are no misunderstandings. Potential victims of sexual and violent attacks should protect themselves by avoiding vulnerable and private situations. Potential victims of vindictive false reports should take steps to protect themselves by doing the same. Be aware. Be careful.

The event autocrats and sanctioning crowns are responsible to implement these rules. If members fail to cooperate, call the mundane authorities immediately. Use common sense. Act responsibly. Failure of an autocrat or sanctioning crown to follow these rules exposes the empire to liability. The empire shall hold personally and legally responsible any crown or autocrat who causes this to happen. These rules shall be published periodically, and shall be announced prior to all overnight events.

## **IEW-8. CLASSES**

Adopted December 2012, last amended December 2016.

- A. Notice must be published 30 days in advance.
- B. Whoever holds the class must provide the basic teaching material for the class.
- C. There must be at least 10 people attending the class in order for the instructor to receive a DI. This can be cumulative.
- D. Each class a person gives within a twelve-month period must be on a different subject to receive a DI.
- E. A Crown must approve the documentation syllabus prior to the class.
- F. It is requested that all Knights hold one class per year.
- G. Those holding the class will garner a demo-initiation point when there are 10 attendees. Those attending, including those member(s) holding the class, regardless of whether a DI is awarded, will garner demo participation points that shall count in the discipline(s) in which the class was focused.

## **IEW-9. DOMAINS**

Last amended December 2018 (Chancery).

A Domain recognized by the Imperium may give and take enforceable oaths, and have its own distinctive heraldry. To be recognized as an Imperial Domain, an association must:

- A. Include members from more than one Chapter;
- B. Have maintained a reasonable membership level for at least one year;
- C. Have registered heraldry;
- D. Have submitted rules on how a member joins, and,
- E. How a member quits.
- F. Members of an Imperial Domain may have armigerous and sumptuary rights as granted by the Imperial Crown, or by the College of Heraldry (subject to approval of the Imperial

Crown).

## **IEW-10. SHADOWLANDS**

Last amended December 2017 (Chancery).

The Shadowlands (i.e. Internet and email) shall constitute an official means of communication with the following strictures. The overriding consideration and policy of the Empire is that of "free and equal access."

### A. Email

So long as all parties directly involved in a matter have email, said email may be used as the sole means of communication among the parties.

1. When even one party directly involved in a matter does not possess email, then this may no longer be used as the sole means of communication.
2. Other means must be employed so that ALL parties have equal access to information.
3. The pace of communication and decision-making must be such that the party with the slowest means of communication has a reasonable opportunity to participate in the process if that person so chooses.

### B. E-Groups and Websites

It is recommended that all Chapters establish and maintain at least one e-group or website and post all official events. The group or site shall provide access to all Adrians who apply, except for cause, in writing, subject to appeal. The privilege to post is at the discretion of the Crown.

Additional e-groups or websites are encouraged and may restrict membership to members in good standing of the Chapter, Estate, guilds, or other interest groups, provided that access is also granted upon request to the Imperial Crown and Their designated representatives.

The Imperial Crown may restrict official notice to groups and sites in those that comply with these requirements.

## ~~**IEW-11. TOURNAMENT WINS**~~

Repealed as redundant March 2003.

## ~~**IEW-12. CONDUCT OF THE COURTS**~~

Incorporated into Codex Adjudicata.

## **IEW-13. CUT-AND-THRUST, RAWLINGS, AND CROSSBOWS**

Last amended December 2017.

### A. Manual Modifications

1. The Imperial Estates direct the Imperial Crown and Their Ministers to modify the Combat Manual to adopt weapons requirements and armor standards for Cut-and-Thrust

- and Rawlings.
2. The Imperial Estates request that the Imperial Crown and their Ministers modify the Missile Weapons Guidelines to adopt standards for crossbow archery.
- B. Crossbow archery will be conducted in a separate list from bow archery (i.e., crossbows may only be used in competition against other crossbows, never against bows; similarly, bows may only be used in competition against other bows, never against crossbows).
- C. Wins and participations
1. Wins and participations in Cut-and-Thrust and Rawlings will count the same as Rapier.
  2. Wins and participations in crossbow archery will be counted the same as bow archery, subject to the following limitations:
    - a. Crossbow list participations and one crossbow tournament win may be used to satisfy the Bowman's advancement requirements.
    - b. Crossbow list participations and wins may be used to satisfy Huntsman's advancement requirements for Knight Archer.
    - c. Crossbow list participations and wins may account for no more than 10 of the additional 18 Huntsman's List participations and no more than 2 of the additional 5 Huntsman's List wins required for advancement to Knight Forester.
    - d. Crossbow list participations and wins may account for no more than 20 of the additional 36 Huntsman's List participations and no more than 4 of the additional 10 Huntsman's List wins required for advancement to Knight Warden.
- D. Lists in Cut-and-Thrust, Rapier and Rawlings may be held and counted at the same event pursuant to any other restrictions in the Bylaws or Writs
- E. Lists in Bows and Crossbows may be held and counted at the same event pursuant to any other restrictions in the Bylaws or Writs
- F. Further Limitations on Crossbows
1. Crossbows may not be used for combat archery.
  2. Crossbows may not be used to award War Points in Crown or Civil Wars.

#### ~~IEW-14. BOARD OF DIRECTORS~~

Moved to the Bylaws of the Adrian Empire, Inc.

#### **IEW-15. IGLESIA DE LOS SOLDATOS**

Last amended December 2012 (Chancery).

The sect of the Adrian Church known as Iglesia de los Soldatos are to be officially elevated from sect status to Church status. As such the Iglesia de los Soldatos will not be a part of the Church of Adria but will, in fact, be its own entity.

**IEW-16. IMPERIAL TRAVEL FUND**

Last amended July 2014.

This writ authorizes the raising of funds through various means such as but not limited to auctions, raffles, benefits and donations for use of the Imperial Crown to help defray travel expenses. The fund may start raising monies immediately but no withdrawals shall be made until 1 November 2001. The Imperial Steward shall receive all monies for this fund, track in a separate category and disperse the funds to the Imperial Crowns for purposes of travel. Donations to this fund shall be purely voluntary. This shall be in addition to any funds authorized by the Imperial Estates for this purpose.

**IEW-17. MANUAL OF COMBAT**

Adopted November 2000, last amended December 2019.  
(available online)

**IEW-18. ARMIGEROUS RIGHTS, REGALIA AND MODES OF ADDRESS, ORDERS AND AWARDS, AND MINISTRY BADGES**

Last amended December 2018.  
(available online)

**IEW-19. MARSHAL'S MANUAL**

Last amended December 2012.  
(available online)

**IEW-20. MINISTRY DESCRIPTIONS**

Last amended December 2012 (Chancery).

Most ministry descriptions, including requirements and responsibilities, may be found in the appropriate manual. The officers described below must be at least 18 years of age. Deputies may be under 18, so long as they work under direct adult supervision. The only exception to this is when the Ministry deals with correcting safety issues, personal information, money, and contracting authority.

**A. The Chancellor**

The Chancellor shall be the chairperson of the Estates. The Chancellor shall be responsible for summoning and chairing estates meetings and preparing the agenda and minutes, advising the Crown on all legislative matters, legislative drafting, satisfying notice requirements, determining eligibility (as per bylaws), maintaining the Bylaws, Writs, and Chancellor's Manual, and issuing Rulings of Law at the direction of the Crown. The Chancellor shall sign resolutions and scrolls on behalf of the Estates. (amended March 2003)

### 1. Minister of Justice

The Minister of Justice shall be responsible for judicial matters: evaluation of accusations to determine if they are legitimate charges and trial is warranted, fairly and impartially assist the parties in preparing their cases, advise the Crown on all judicial matters and serve as the Crown's advocate when called to do so, be responsible for publication of the decisions of Courts or results of mediations, process appeals, maintain the Codex Adjudicata, and issue Rulings of Law at the direction of the Crown (added March 2003).

### B. The Minister of Rolls

The Minister of Rolls is responsible for recording each member's earned requirements, ranks, awards, titles and the date each was received.

### C. The Steward

The Steward is responsible for the legal obligations and finances of the Adrian Empire or Chapter.

1. Under no circumstances shall any member obtain or use an ATM debit for any Adrian Empire, Inc. bank account including accounts of any Chapter.
2. For any expenditure approved by the Crown yet not approved by the Estates, the Crown shall assume financial responsibility.
3. Financial responsibility is defined as being responsible for restitution to the Adrian Empire.

### D. The Minister of Arms

The Minister of Arms is responsible for supervising and coordinating the heraldic functions and activities of the College of Arms (Imperial), the heraldic functions of the Chapter (local).

### E. The Chronicler

The Imperial Chronicler is responsible for overseeing the publication and editing of all official Adrian Empire publications (Imperial), and official Chapter publications (local).

### F. The Minister of Joust & War

The Minister of Joust & War is responsible for weapon and armor standards, training requirements, rules of combat, and scenarios for Crown, Civil, Landed Wars.

#### 1. Imperial Marshal (Minister of Combat)

- a. The Imperial Marshal is responsible for enforcing compliance with the rules of combat, and shall report to the Imperial Minister of Joust and War. The Earl Marshal shall:
- b. Ensure proper weapon and armor standards are being adhered to and correctly interpreted
  - i. Run or assist the Marshal of the Field in running Imperial events
  - ii. Supervise and assist local Crown marshals
  - iii. Govern and teach the proper training of marshals

Requirements:

Imperial – Knight Bachelor or higher, and Rector or higher

2. The Crown Marshal

The Imperial Marshal and Crown Marshal (Chapter) shall be the chief deputy to the Minister of Joust & War and shall arrange and supervise the field judging for War and Lists.

G. The Minister of Arts & Sciences

The Minister of Arts & Sciences is responsible for the judging of all arts/science tournaments, reporting the results to the Minister of Rolls, cultivating interest, and educating the populace in the field of Arts and Sciences.

H. The Minister of Physicks

The Minister of Physicks is responsible for coordinating and overseeing the first aid aspects of Adrian activities, and educating the populace in health and safety issues.

I. The Hospitaler

The Hospitaler shall be the conduit for new or prospective members to gain information on the Adrian Empire.

J. Viceroy

A Viceroy is appointed by the Crown to act in its stead for a remote region.

K. Minister of Archery

The Minister of Archery is responsible for standards, training requirements, rules of tourney and combat, for bows, arrows, and other missile weapons and ammunition.

L. The Archivist

The Archivist shall be responsible for collecting, organizing, and maintaining copies, physical and electronic, of all Adrian records, Imperial and Corporate.

## **IEW-21. ROTATION OF IMPERIAL ESTATES MEETINGS/ CORONATIONS**

*Adopted March 2004, last amended December 2012 (Chancery).*

The location of Imperial Estates meetings shall rotate around the Adrian Empire.

- A. The rotation schedule for the March and July meetings is recommended but the November rotation is required.

**B. Sequence**

1. In year 1 of the rotation, the sequence shall be Region 1, Region 2, Region 3.
2. In year 2 of the rotation, the sequence shall be Region 2, Region 3, Region 1.
3. In year 3 of the rotation, the sequence shall be Region 3, Region 1, Region 2.

Year 2 of the rotation shall correspond to years divisible by 3.

**C. Regions**

1. Region 1 (Western Empire): The West Coast, to include California, Oregon, Washington, and British Columbia
2. Region 2 (Central Empire): All chapters between Regions 1 and 3.
3. Region 3 (Eastern Empire): Everything East of the Mississippi

**D. Participation**

All chapters are encouraged to submit bids. In the event that no bids are received in a timely manner, the Crown shall designate where the meeting shall be held.

**E. Selection and Autocrat**

For Imperial Events, the Imperial Crown is the sole 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. Only the Imperial Crown may accept a bid, determine the location, appoint the autocrat and authorize any contracts.
2. Each bid, whether from an individual or a Chapter, shall recommend the autocrat.

**IEW-22. VIABLE ARMY**

*Last amended December 2012 (Chancery).*

A viable army is defined as not outnumbered by any other single army by more than 5 to 1. Refer to Article XVI.A.3.

**IEW-23. MODIFICATIONS TO BYLAWS**

*Last amended December 2012 (Chancery).*

All changes made to Bylaw or Writ shall be published in the Chancery Report. The Estates may question any change except typographical corrections and layout changes. Changes questioned by the Estates shall be considered under CH1; changes not questioned shall stand.

**IEW-24. ORIGINAL PAPERWORK**

Adopted July 2004, last amended December 2012 (Chancery).

All original paperwork is the property of the Adrian Empire, Inc. Arts entries and documentation shall remain the intellectual property of the artist. All original material shall be sent to the appropriate Imperial Ministry on demand. Chapters may retain copies at their own expense. Expenses over \$100 may be petitioned to the Imperial Crown for reimbursement.

**IEW-25. “OWNERSHIP” OF ESTATES ARMORY**

Adopted July 2005, last amended December 2012 (Chancery).

The armorial device of an estate shall be considered the property of the estate, not the Chapter and shall follow the majority of its members should they change their Chapter membership, or as otherwise provided for in the Charter of the Estate. If a clear majority do not select the same Chapter, it shall be decided by a majority vote of the members.

If a vote is taken:

- A. Only members of the Estate at the time of change in membership are eligible to vote
- B. Effort must be made to notify all eligible members
- C. The Ruling Noble of the Estate at the time of change of membership shall conduct the vote and notify the respective Chapters
- D. A majority of votes cast shall decide the question

**IEW-26. INSURANCE REVIEW**

Adopted November 2005, last amended December 2012 (Chancery).

All items approved by the Imperial Estates that may conflict with our insurance policies would be subject to review by our insurance companies before enactment. These approvals will be obtained by the President of the Adrian Empire, Inc., or his designee.

**IEW-27. RENAISSANCE FAIRES AND MUNDANE CONTRACTS**

Adopted November 2005, last amended December 2012 (Chancery).

All Renaissance Faires that are pre-arranged for multi-chapter participation will require notification to the Imperial Crowns for sanction. The Imperial Crowns, or their appointed representative, will be responsible for negotiations. All contracts must be presented to and approved by the Imperial Crowns.

All original copies of legal contracts shall be submitted to the Imperial Steward no later than five (5) business days after formation; additional copies may be retained by the Chapter. All contracts obligating the Adrian Empire require Imperial Crown permission, which, at Their discretion, may be delegated in advance or may require specific prior approval.

## **IEW-28. BREVETTING POLICY**

Adopted November 2005, last amended December 2012.

The Bylaws and manuals specify requirements for advancement in the Knightly ranks of Combat, Arts, and Archery. Each provides for 8 participations at the lower level and at least one tournament win for promotion to a rank permitting participation on the Knightly list. The Empire allows exceptional participants to do so prior to satisfying all requirements. The determination shall be made jointly by the participant, appropriate Ministry, and Crown. The following criteria shall be met:

- A. Does the individual wish to participate in the Knightly list?
- B. Has the appropriate Minister been consulted?
- C. Does the Crown approve?

If the criteria are met, the determination shall be reported to Rolls & Lists by the Crown. The participant will no longer be able to participate on the lower list. All participations and wins not yet earned must be completed on the Knight's List. This policy shall not restrict the authority of the Ministry of Joust and War or the Ministry of Archery to suspend the privilege or order remedial training.

## **IEW-29. BOFFER MANUAL**

Adopted November 2005, last amended December 2012 (Chancery).  
([available online](#))

## **IEW-30. CRITERIA TO AWARD WAR POINTS FOR COMBATANTS**

Last amended December 2012 (Chancery).

Combatants who hold the rank of Sergeant or lower who participate in any war scenario receive a WP. Combatants who hold the rank of Knight Bachelor or higher must participate in either a Rapier or Armored war scenario in order to receive a WP.

## **IEW-31. DEADLINE ON DECISIONS OF DIS AND MINISTRY POINTS**

Adopted November 2006, last amended December 2012 (Chancery).

Any official request for approval of Ministerial Point's or DI's will be sent to the appropriate approving party. If that party does not respond within 30 days, an assumption will be made that those parties find the awarding of those Points and DI's acceptable and they will be granted as such. If you deny these requests, or give partial approval, you must send a written explanation as to any denial, as is required by Adrian Law.

## **IEW-32. PROCEDURE FOR AUTOCRATING SPECIAL EVENTS**

Adopted November 2007, last amended December 2012 (Chancery).  
([available online](#))

## **IEW-33. NON-JUDGED ARTS ACTIVITIES FOR ADVANCEMENT**

Last amended December 2012 (Chancery).

A member may pursue a Knighthood in Arts using an alternate path for participations from the one described in Article IX.C.2. Arts Roll, as follows:

- A. Journeyman: Participation in three (3) Journeyman's tourneys at Crown events or non-judged art activities approved by the Crown.
- B. Master: Participation in five (5) additional Journeyman's tourneys at Crown events or non-judged art activities approved by the Crown.
- C. Knight Robe: Participation in ten (10) additional Knight's tourneys at Crown events or non-judged art activities approved by the Crown.
- D. Knight Master: Participation in eighteen (18) additional Knight's tourneys at Crown events or non-judged art activities approved by the Crown.
- E. Knight Doctor: Participation in thirty-six (36) additional Knight's tourneys at Crown events or non-judged art activities approved by the Crown.

## **IEW-34. MANUAL OF ROLLS**

Adopted July 2009, last amended December 2016.  
([available online](#))

## **IEW-35. PLAYTEST**

Adopted July 2009, last amended December 2012 (Chancery).

- A. Definition of a play test shall be a period of time that may be required or requested before implementing a new procedure (weapon, tool, or other item) to be used in Adria.
- B. The purpose of a play test will be to allow a trial use of a procedure or item to reveal any safety, implementation or viability issues to become known.
- C. The duration of a play test shall last one year and will automatically end at that time unless it is specifically renewed by the Imperial Estates.
- D. Play tests are to be outlined completely, including procedures usage rules and regulations, assembly instructions and anything else needed to allow members to completely understand and implement the play test.
- E. All play tests will be available empire wide, and will be on a voluntary basis only.
- F. All chapters that wish to participate in a play test must fill out a form and receive Imperial Crown permission before any play testing may begin.
- G. All chapters play testing anything must report to the Imperial Crown on a monthly basis. The chapter Crown is responsible for this report and shall include any activity involving the play test, as well as opinions on its viability, ease of use, safety, etc. Failure to report monthly may result in cancellation of the play test for that chapter. The Imperial Crown shall include a monthly report in the Adrian Herald that shall recap the play test activities and opinions. Chapter play test permissions/revocations shall be included in this report.
- H. Members involved in a play test shall receive points as though the item or procedure were already approved for in use throughout Adria.

**IEW-36. SIEGE WEAPONS MANUAL**

Adopted July 2009, last amended December 2012.  
(available online)

**IEW-37. OLD BUSINESS AGENDA ITEMS<sup>3</sup>**

Adopted March 2013.

Substantive Old Business agenda item rewrites are to be resubmitted as New Business, minor changes may be considered as Old Business.

**IEW-38. ACTIVE DUTY MEMBERS OF THE MILITARY**

Adopted March 2011, last amended December 2012 (Chancery).

Members of the Military that are Active Duty or Called into Active Duty that are deployed or stationed overseas may have their memberships frozen at the date of their deployment or reassignment of duty stations. The local steward will then forward the information to the Imperial Steward. Upon returning stateside their membership shall be reinstated with their dues being prorated for the time that was not used based on the prorated amounts on the membership form. This includes the memberships of all family members that accompanied the Service Member on deployment or reassignment of duty station.

Additionally, members who attend Events during leave shall be afforded the opportunity to participate and earn points.

**IEW-39. DELETIONS IN BYLAWS**

Adopted July 2004.

When an item is removed or repealed from the bylaws, maintain the current numbering system, with a notation of “removed or repealed” in the bylaws.

**IEW-40. KINGDOM SOVEREIGNTY<sup>4</sup>**

Adopted July 2005.

Royal Crowns are not subject to Imperial Crown approval to hold office. Their authority to appoint Kingdom Ministers is not subject to Imperial Crown approval. Kingdoms may enact Codicils and Crown and Estates Writs that are not in conflict with the Bylaws without Imperial approval. Royal Crowns have final local authority to interpret Imperial Law, subject to rulings of Civil Courts and appeals as per Imperial Law.

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<sup>3</sup> There was a previous IEW-37 that was merged into IEW-1 and deleted.

<sup>4</sup> Kingdom Sovereignty is enumerated in *Lex Adria Imperium*, Article VI.F.2 and 3.

**IEW-41. STARTUP COST FOR CHAPTERS**

Adopted July 2008.

- A. Establish a restricted fund (same as Imperial Travel Fund) for startup or state registration expenses for those Chapters unable to finance these costs when due. This fund is 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 are subsidized from this account would agree to repay the fund.
- B. First transfer into the fund would be the \$405.46 of former Chapter Andorra (Andorra has not seen activity since March 2006).

**IEW-42. PUBLICATION OF MINUTES OF THE BOARD OF DIRECTORS**

Adopted November 2008.

The minutes for all Board of Directors meetings will be published to all Crowns, the Adrian Empire Website, and Yahoo Groups within 30 days of the meeting. The names of any minors will be redacted for their protection.

**IEW-43. TREATY PUBLICATION**

Adopted November 2011.

Any treaty between chapters must be published on the Imperial website where all members of the Adrian Empire can review it. In addition, each chapter which is party to the treaty must be furnished a written copy of the treaty upon ratification. If these conditions are not met, the treaty is invalid and unenforceable.<sup>5</sup>

**IEW-44. BOARD OF DIRECTORS MEETING NOTICE**

Adopted March 2013, published December 2013.

In order to call a meeting of the Board of Directors, notice must be published minimally to both the Adrian Empire Imperial Estates notification board and the Board of Directors notification board at least 14 days in advance of the meeting.

In the event 14 days notification cannot be made, attempt notification of the meeting and details must be sent to all members of the Board via email, or the Board's notification board. Additionally, each member not physically at the meeting shall be notified via telephone prior to the meeting. All decisions made at a meeting without proper notification must be ratified by the Board at their next properly noticed meeting.

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<sup>5</sup> All Chapter legislation is subject to review by the Imperial Chancery and Crown for conflicts with Adrian Law.

**IEW-45. CAROLINGIA, AN EXCEPTION TO LAW FOR ITS REVISED CHARTER**

Adopted July 2014, published December 2014.

The chapter known as Carolingia is decreed a holy land and forever recorded among our chapters. As such, it shall make no claims to the sole use of its mundane physical area and the Imperial Crown holds the right to approve any events within its borders.

**IEW-46. CHAPTERS RELEASING LANDS, EXCEPTION TO LAW**

Adopted November 2014, published December 2014.

Chapters that release physical territory, to create new Chapters or to another Chapters, shall not be reduced in status for of one year.

**IEW-47. CONTACT INFORMATION FOR IMPERIAL ESTATE HOLDERS**

Adopted November 2014, published December 2014.

The current e-mail address for each current Imperial Estate-holder must be included on each Chapter Roster for each Imperial Estates Meeting.

Each current Estate-holder who does not provide an e-mail address shall provide alternative contact information.

**IEW-48. PARLIAMENTARY PROCEDURES**

Adopted July 2015, published December 2015.

A motion to table an item on the agenda must include a stated duration and a reason for tabling.

**IEW-49. MEMBERSHIP FORM WAIVER**

Adopted November 2015, published December 2015.

In exchange for the value and benefits received, including my membership and participation in activities conducted by or on behalf of ADRIA, I have read, understand and willingly sign this release and waiver. I acknowledge that my participating in any activity conducted by, in connection with, or on behalf of ADRIA (the "Programs") is voluntary. I understand that there are risks and dangers inherent in participating in the Programs including but not limited to, injury due to sword fights and/or martial arts, property damage, death, or mental or emotional distress. I represent that I am physically capable of participation in ADRIA activities. I understand that ADRIA does NOT provide any insurance coverage for my person or my property. I acknowledge that I am responsible for my safety, my own health care needs, and for the protection of my property. I represent that I will observe all ADRIA rules or directions of ADRIA officials regarding equipment participation or personal safety and voluntarily accept all risks associated therewith.

In consideration for my being permitted to participate in the Programs, I freely and voluntarily release, waive, discharge, ADRIA and its officers, directors, agents and assigns (the "Released Parties") from any and all claims, liability, injuries, losses, damages, or costs of any kind or nature (known or unknown) that arise from, are caused by, or are related in any way to the Programs. In addition, I agree to indemnify and hold harmless the Released Parties from any loss, liability, damage, or cost which they may incur as a direct or indirect result of my participation in the Programs, including damage or destruction of ADRIA's equipment and property.

Should any disputes arise from my participation in any Program, I agree to work through the internal dispute resolution procedures of ADRIA. If these procedures do not lead to the resolution of the dispute, I agree to submit it to a board for binding arbitration and to abide by the decisions reached by such a board. The arbitration may take place wherever the parties mutually agree, but will be in Phoenix, Arizona if they do not agree otherwise, and in any case the laws of the state of Arizona will apply.

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I HAVE READ, UNDERSTAND, AND WILL ABIDE BY EACH OF THE TERMS AND CONDITIONS OF THIS WAIVER AND RELEASE OF LIABILITY. I AM OF LEGAL AGE, OR HAVE OBTAINED THE SIGNATURE OF MY PARENT(S) OR LEGAL GUARDIAN(S), WHO BY HIS OR HER SIGNATURE AGREE TO BE LEGALLY RESPONSIBLE FOR THE OBLIGATIONS DESCRIBED HEREIN.

## **IEW-50. CHATTEL GOODS POLICY**

Adopted November 2015, published December 2015.

### **A. Commitment**

The Adrian Empire Inc. is committed to providing clear guidelines on how Chattel Goods will be handled within our organization. We believe that clear communication is the key to our long term success. Compliance with any and all governmental agencies, regulations, and industry best practices will be strictly enforced.

### **B. Definition**

Chattel goods include items such as:

1. Crowns
2. Banners
3. Tents
4. Armor and weapons
5. Archery equipment
6. Other items not consumed that were either purchased or donated to the Adrian Empire.

### **C. Goals and Objectives**

1. All stewards will be trained in their responsibilities regarding Chattel Goods.
2. All Crowns will be held accountable for providing the Adrian guidelines to their steward and enforcing the procedures as outlined.
3. Cooperation and compliance with this policy is a requirement of the Steward office.

4. Monitoring of the Chattel Goods program will be done on at least an annual basis.

#### D. Responsibilities

##### 1. Subdivision Stewards

- a. Must provide a list of all Chattel Goods held in their subdivision to the Imperial Steward on an annual basis, showing initial value, depreciation and market value.
- b. Record any damage or destruction of Chattel Goods that occurs.
- c. To provide chattel list to be signed by changeover of Local Crowns.
- d. Must conduct an annual review of all Chattel Goods including where it is being held, and what the current condition is.

##### 2. Subdivision Crowns

Must conduct an annual review of all Chattel Goods including where it is being held, and what the current condition is.

##### 3. Imperial Steward

- a. Monitor Chattel Goods lists to ensure that items are being handled in accordance with the Adrian Empire Inc.'s rules.
- b. Monitor the donation of items given to another subdivision or the destruction of said goods as appropriate.

##### 4. Imperial Crown

- a. Review and approve Chattel Goods that are requested to be sold for “fair market value” as determined using the IRS acceptable practices.
- b. Review and resolve any infractions of the Chattel Goods policy.

##### 5. Board of Directors

- a. Review and provide advice to the Imperial Crowns on any infraction cases surrounding the Chattel Goods policy.
- b. Participate in annual reviews of the Chattel Goods policy.

#### E. Management of Chattel

1. A Fixed Chattel Goods Log is maintained by the Local/Imperial Steward including date of purchase, asset description, purchase/donation information, cost value, fair market value, donor/funding source, identification number, life of asset.
2. The Log will be reviewed by the Imperial Steward.
3. Annually, a physical inspection and inventory will be taken of all fixed chattel goods and reconciled to the general ledger balances.
4. The Imperial Steward shall be informed in writing of any change in status or condition of any property or equipment.
5. Depreciation is recorded annually. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Any impaired assets discovered during the inventory will be written down accordingly.
6. Records must be kept of any damage or destruction of chattel goods that occurs in the ordinary course of use.

#### F. Disposal of Chattel

The following are the acceptable practices for disposal of chattel.

1. Sale at market value
  - a. Sale of chattel must be done at highest market value.
  - b. Determination is done by either;
    - i. Cost of item or resale value for constructed goods (whichever is higher)
    - ii. Average of three comparable bids
    - iii. Salvage value (the cost of base materials)
    - iv. Resale value
2. Donation to Non Profits
  - a. Chattel may be donated to other non-profit organizations.
  - b. Receipts of donations must be obtained from the receiving organization listing fair market value of items donated and the receiving organizations contact information.
  - c. Original receipts will be sent to the Imperial Steward when reporting. Copies are to be kept at the chapter level.
3. Destruction
  - a. To ruin the structure, organic existence, or condition and use of.
  - b. Record of approval and destruction will be sent to the Imperial Steward when reporting.
  - c. To get rid of especially as useless or unwanted. (Must not go to membership).
  - d. Record of approval and disposal will be sent to the Imperial Steward when reporting.
4. Discard
  - a. To get rid of especially as useless or unwanted. (Must not go to membership)
  - b. Record of approval and disposal will be sent to the Imperial Steward when reporting

It is important to remember that used property only has the value that is given to it by people willing to purchase the item. Therefore, if the property is deemed to have value there are ways that the Empire can protect itself when selling. Following are some suggestions:

- e-bay or other auction sites;
- Garage sales open to the public and other reenactment groups, cannot have bargaining reduce price below FMV (Fair Market Value) or other historical offers.
- Never accept less than the salvage value of the item (especially if the property contains copper, aluminum or other strategic metal.).
- In extraordinary circumstances, such as damage caused by weather, act of god, destruction by non-member, chattel shall be disposed of in accordance with these policies. Instance shall be recorded and reported.
- Sellers cannot choose adverse selling market that results in diminished purchasing prospects.

#### G. Chattel Rules Governing Membership

1. Chattel may never end up in the possession of membership unless purchased for fair market value.
2. Record of sale will be sent to the Imperial Steward when reporting.

#### H. Conflict of Interest

1. Voting members must abstain from votes regarding sale of items concerning the Empire and themselves, family members or members of their household where financial interest apply.

2. Financial Interest is defined as any situation where money, property or employment can perceivably be affected.
3. A family member is defined by blood or marriage.
4. Members of Household will be defined as anyone who maintains the same household for over a year.

### **IEW-51. MINIMUM REQUIREMENTS FOR SUCCESSFUL COMPLETION OF REIGN**

*Adopted from ICW in July 2017.*

A Crown shall not be awarded successful completion of reign if the Chapter's Crown, Steward, or Rolls reports are delinquent upon completion of the term of office.

### **IEW-52. MISSILE WEAPONS MANUAL**

*Adopted from CCW in July 2018.*

## **CONTINUING CROWN WRITS**

### **CCW-1. ~~MANUAL OF COMBAT~~**

Converted to Imperial Estates Writ 17 in November 2000.

### **CCW-2. ~~MISSILE WEAPONS GUIDELINES~~**

Converted to Imperial Estates Writ 52 in July 2018.

### **CCW-3. ~~DUELS~~**

Repealed November 2003.

### **CCW-4. ~~MANUAL OF ROLLS AND LISTS~~**

Converted to Imperial Estates Writ 34 in July 2009.

### **CCW-5. ~~V8 JUDGING FORM AND GUIDELINES~~**

Moved into Arts and Science Manual, Imperial Estates Writ 1.

### **CCW-6. SYNTHETIC WASTERS WEAPON STANDARDS**

Adopted as part of the Combat Manual, Imperial Estates Writ 17, effective January 2020.

### **CCW-7. MAKE-UP EVENT TIME LIMIT**

Issued November 2016.

Make-up events must take place within one year from the date it was originally scheduled to take place.

### **CCW-8. STEWARDS MANUAL**

Issued July 2019.

[\(Available online.\)](#)

## **IMPERIAL CROWN WRITS**

### **~~ICW 2014-1. CONFLICT OF INTEREST~~**

Converted to part of Bylaws, November 2015.

### **~~ICW 2014-2. WHISTLEBLOWER POLICY~~**

Converted to part of Bylaws, November 2015.

## MANUALS

<b>ARTS AND SCIENCES MANUAL</b>	<b>IEW-1</b>
<a href="#">(available online)</a>	
<b>BOFFER MANUAL</b>	<b>IEW-29</b>
<a href="#">(available online)</a>	
<b>CODEX ADJUDICATA</b>	<b>IEW-2</b>
<a href="#">(available online)</a>	
<b>COMBAT MANUAL</b>	<b>IEW-17</b>
<a href="#">(available online)</a>	
<b>HERALDRY MANUAL</b>	<b>---</b>
<b>This manual is solely the responsibility of the College of Arms.</b>	
<a href="#">(available online)</a>	
<b>MANUAL OF ROLLS</b>	<b>IEW-34</b>
<a href="#">(available online)</a>	
<b>MARSHAL'S MANUAL</b>	<b>IEW-19</b>
<a href="#">(available online)</a>	
<b>MISSILE WEAPONS MANUAL</b>	<b>IEW-52</b>
<a href="#">(available online)</a>	
<b>PHYSICKER'S MANUAL</b>	<b>---</b>
<b>Temporarily removed for updates</b>	
<b>SIEGE WEAPONS MANUAL</b>	<b>IEW-36</b>
<a href="#">(available online)</a>	
<b>STEWARD'S MANUAL</b>	<b>IEW-3</b>
<a href="#">(available online)</a>	

## **GUIDELINES**

### **CHANCERY MANUAL**

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Last amended December 2013.  
([available online](#))

### **ORDER OF PRECEDENCE**

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Last amended March 2018.  
([available online](#))

### **EXPENDITURE OF IMPERIAL FUNDS FOR TRAVEL**

Last amended March 2019.  
([available online](#))

## **IMPERIAL ESTATES DIRECTIVES**

### **IED-01. REIMBURSEMENT FOR LEGAL FEE**

Instruct the Imperial Crown to seek reimbursement for expense related to unauthorized contact with the Adrian attorney by members involved in the removal of the Crown.

## **IMPERIAL ESTATES RESOLUTIONS**

### **IER-01. EMPIRE OF CHIVALRY AND STEEL**

**Resolution July 2003.**

The Adrian Empire recognizes its common origins with the Empire of Chivalry and Steel (ECS) and maintains as its goal the encouragement of cross-participation between the two Empires, perhaps with a view toward ultimate reunification. It is the policy of the Adrian Empire to cooperate with the ECS with regard to recruitment, and to discourage competition between the Empires for membership.

### **IER-02. RAPIER-STYLE FIGHTERS**

To allow Rapier-style fighters to achieve second- and third-level Knighthoods in some fashion without having to participate in armored combat.

### **IER-03. MINIMUM ATTENDANCE**

In counting attendees, wherever a minimum is required (for example, classes, which require a minimum of ten attendees) to be counted as “official”, the number shall include all attendees (even instructors, autocrats, etc.).

### **IER-04. ~~MANUAL OF SIEGE~~**

**Siege Weapon Manual adopted July 2009 as IEW #36.**

To describe the requirements and safe use of large missile, or siege, weapons.

### **IER-05. IMPERIAL COLLEGIA WEEKEND**

**Resolution March 2009.**

Once a year each region will sponsor a Collegia weekend as an Imperial event. Regional chapters will bid as normal for an Imperial event. These events should have self-supporting budgets.

### **IER-06. SEPARATE MUNDANE AND “GAME” BUSINESS**

**Resolution July 2009.**

Whenever an event occurs that has mundane implications, the BoD and the Imperial Crown will work together to define their respective roles. These roles shall be created (and published) as Imperial Crown Writ until reviewed by the Imperial Estates at the next following Imperial Estates Meeting.

## ~~IER-07. ADOPT A PLAIN LANGUAGE OF THE BYLAWS OF THE ADRIAN EMPIRE~~<sup>6</sup>

Resolution November 2007.

We the Estates hereby request the Chancery to prepare a plain language version of the Bylaws of the Adrian Empire for consideration at the November 2007 Imperial Estates Meeting.

## **IER-08. PUBLISHING CIVIL COURTS**

Resolution November 2012.

The publishing of a Civil Court should as soon as it is completed, not waiting until all Civil Court cases are complete

## **IER-09. ABUSE OF EVENT MAKE-UP**

Resolution November 2012.

The Estates recommend that the Imperial Crown inform the chapter Crown/Viceroy, Chancellor, and Estates that their Crowns have ignored Imperial Crown advice, and what the consequences might include. The Imperial Crowns should issue an ultimatum to the affected Chapters and advise them of a timeline for compliance, and what the consequences would be for failure.

## ~~IER-10. ABILITY TO PAY MEMBERSHIP FEES VIA PAYPAL~~<sup>7</sup>

Resolution March 2015, BOD2.

Having a system through the website to pay (membership) with PayPal.

## **IER-11. NEW PLATFORM FOR FILE STORAGE**

Resolution July 2019.

We need a new platform in which our old Yahoo!-based files can be stored, maintained, moderated, and readily accessed by all of the members of Adria, the separate Chapters, guilds, and interest groups.

## **IER-12. OVERHAUL ROLLS & LISTS DATABASE**

Resolution July 2019.

We need to form a committee to establish a new Rolls & Lists (R&L) database in a standard, commercially-available database management system (DBMS) that can be maintained by multiple persons simultaneously over an extended period of time.

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<sup>6</sup> Plain language version presented and failed to be passed, July 2009.

<sup>7</sup> Accomplished in 2016.