

# Subdivisions of Warwick

## Subdivisions

Chartered subdivisions of the Warwick are Kingdoms, Duchies, Counties and Baronies.

### 1. Baronies

#### a. Definition

- i. A Barony is considered the entry-level subdivision to Warwick & consists of 6-19 members.
- ii. A Barony shall consist of at least six non-blood related members.
- iii. A Barony shall be governed by a Viceroy or the Baronies own Baron (appointed by the High Council of Warwick).
- iv. A Barony must have a generally-defined territory of geographical jurisdiction which does not overlap with the borders of any other Chartered Subdivision or region (appointed/approved by the High Council of Warwick).

#### b. Rights and Responsibilities

- i. A Barony has the right to choose its own Baron and Baroness.
- ii. A Barony shall have as its goal the development of a fully functioning government with well-developed ministries. Until such time as these ministries are developed, the High Council may waive strict compliance with the corresponding sections of the Bylaws.
- iii. The Viceroy of Warwick is appointed by the High Council in consultation with the populace of the region and is responsible for the administration of the Barony.
- iv. The Viceroy of Warwick shall report routinely to the High Council on the Baronies activities.
- v. Any ministers appointed in the Barony shall report routinely to their High Council counterparts on the Baronies activities in their respective areas of ministry.
- vi. The decisions of the Viceroy of Warwick and the Estates of the Barony shall be subject to the approval of the High Council.
- vii. The subdivision may not distribute awards, honors, or titles without the prior approval of the High Council.
- viii. The subdivision may not create Knights by prerogative.
- ix. During the first year following the chartering of a Barony, the High Council may, at its own discretion, place up to three members who have shown outstanding medieval accomplishments within the Combatant, Arts & Sciences, or Ministerial Orders up to the beginning of the Squire, Marksman, Master, or Chamberlain rank, with no more than one per knightly discipline. This advancement waives the normal requirements for advancement to that rank. *(Note: In order to advance to the next rank, the normal requirements must be met, including those requirements previously waived.)*
- x. A Barony must continue to meet all requirements of this Article and its charter or may have the charter revoked by the High Council.

### 2. Counties

#### a. Definition

- i. A chartered subdivision must be in continuous existence for at least 6 months in order to become a county.
- ii. A County must have at least 20 members.

iii. A County must have well developed ministries capable of handling all aspects of its activities.

iv. A County must have a well-defined territory of geographic jurisdiction (appointed/approved by the High Council of Warwick).

#### **b. Rights and Responsibilities**

i. A County has the right to advance in nobility to the title of Earl/Count and Countess.

ii. A County Crown shall be entitled to seats on the High Council of Warwick

iii. The Crown from a County consisting of between 20 and 49 members shall have the right to attend, advice, and vote as an Officer of the High Council of Warwick.

iv. The Crown from a County consisting of 20-49 members shall be styled Earl/Count and/or Countess.

v. The Crown shall be responsible for the administration of the County.

vi. The Crown shall report routinely to the High Council of Warwick on the County's activities.

vii. The County's ministers shall report routinely to their corresponding High Council Officers on the County's activities in their respective areas of ministry.

viii. The Crown may not create Knights by prerogative.

ix. A County must continue to meet all the requirements of this Article and of its charter or may have its charter revoked by the High Council of Warwick.

### **3. Duchies**

#### **a. Definition**

i. A chartered subdivision must be in continuous existence for at least 6 months in order to become a Duchy.

ii. A Duchy must have over 50 members.

iii. A Duchy must have well developed ministries capable of handling all aspects of its activities.

iv. A Duchy must have a well-defined territory of geographic jurisdiction (appointed/approved by the High Council of Warwick).

#### **b. Rights and Responsibilities**

i. A Duchy has the right to advance in nobility to the title of Duke and Duchess.

ii. A Duchy Crown shall be entitled to seats on the High Council of Warwick

iii. The Crown from a Duchy consisting of 50 or more members shall have all rights as an Officer of the High Council of Warwick.

iv. The Ducal Crown from a Duchy consisting of 50 or more members shall be styled Duke and/or Duchess. A Duke or Duchess must have achieved the rank of Knight (Bachelor, Archer, Robe or Minister) unless no qualified person who wishes to hold the position can be found within the Duchy.

v. The Crown shall be responsible for the administration of the Duchy.

vi. The Crown shall report routinely to the High Council of Warwick on the Duchies activities.

vii. The Duchies ministers shall report routinely to their corresponding High Council Officers on the Duchies activities in their respective areas of ministry.

viii. The Crown may create Knights by prerogative.

ix. A Duchies must continue to meet all the requirements of this Article and of its charter or may have its charter revoked by the High Council of Warwick.

## 4. Kingdoms

### a. Definition

- i. A Kingdom has the right to advance in nobility to the title of King or Queen.
- ii. A chartered subdivision must be chartered as an Archduchy for at least 6 months before it can become a Kingdom. This requirement may be waived by a 60% vote of the High Council of Warwick.
- iii. A Kingdom is a chartered subdivision with at least 100 members.
- iv. A Kingdom is a sovereign entity with all the rights and responsibilities appertaining thereto.
- v. A Kingdom must have well-developed ministries capable of handling all aspects of the Kingdom's activities.
- vi. A Kingdom must have a well-defined territory of geographic jurisdiction (appointed/approved by the High Council of Warwick).

### b. Rights And Responsibilities

- i. A Kingdom possesses all the rights and responsibilities accruing to its status as a sovereign entity.
- ii. A Kingdom shall be entitled to seats on the High Council of Warwick.
- iii. The Royal Crown shall be responsible for the administration of the Kingdom.
- iv. The Royal Crown shall advise and consult with the Imperial Crown as necessary for the careful administration, good governance and welfare of the Kingdom and Empire.
- v. The Kingdom's ministers shall report routinely to their corresponding High Council counterparts on the Kingdom's activities in their respective areas of ministry.
- vi. A Kingdom must continue to meet all the requirements of this Article and its charter or may have its charter revoked by the High Council of Warwick.

## Participating Membership

A paid member of Warwick (new participating member, lifetime participating member, additional family member, or a renewal member) is considered to be a participating member. These members are allowed all rights and privileges as stated in the Warwick book. Dues for participating members are stated on the membership form.

## Associate Membership

An organization or a Chartered Subdivision thereof (or equivalent) may purchase associate membership for its members. Dues for associate members are stated on the membership form.

*A member of any approved organization (or a Chartered Subdivision or equivalent thereof) with activities and goals parallel to that of Warwick; may qualify for associate membership.*

*(Note: The current pre-approved organizations are the ECS, RMS, SCA, and Adria. Other organizations may apply to the High Council for consideration.)*

An associate membership is different than a participating membership in that associate members are not allowed voting rites within the organization, and are not allowed the ability to hold an office in Warwick. Therefore, they may not attend the monthly officers meeting but they may attend all other meetings & are allowed all other rites as a participating member.

# **Handling of Funds**

## **A. General**

Membership dues are set by the Warwick High Council. Dues are to be paid to the Steward of Warwick by the 1<sup>st</sup> Saturday of each month. Dues may be paid to the Steward of a chartered subdivision, but must be sent as presented, to the Steward of Warwick.

## **B. Distribution**

Distribution of dues paid shall be as follows:

- a. 100% of membership dues & 10% of ALL subdivision donations go directly to Warwick for payment of insurance, advertising, payroll or other expenses necessary for the success of Warwick and all its members.
- b. 90% of ALL subdivision donations go directly to each subdivision's bank account and will be distributed in accordance to section C. Expense Approval (see below).
- c. All subdivision accounts are part of the Warwick non-profit Organization and controlled by the High Council. Upon the dissolution of a subdivision, all accounts, remaining funds, & property purchased with the funds of that subdivision in the past shall become property of Warwick and transferred over to the Warwick account within 15 days of dissolution.

## **C. Expense Approval**

The High Council of Warwick may expend the treasury funds on items as approved by the High Council of Warwick.

- a. Each subdivision of Warwick will be allotted its own bank account; the accounts will be opened in the bank decided by the High Council & all funds deposited in the account are available to said subdivision.
- b. 10% of each subdivision's donation funding will be placed in to the Warwick account as stated per section B. Distribution (see above).
- c. Subdivision accounts will be handled by the High Council of Warwick in order to comply with IRS and other government standards as these standards are the responsibility of the Warwick High Council.
- d. To withdraw funds, each subdivision must present approval forms to the High Council in order to be approved for said funds, as Warwick must be able to keep record of expenses.

## **D. After Approval of Subdivision Funds**

- a. The subdivision has 30 days to spend funds on items which are documented on the forms of approval. If funds are not used after 30 days, said funds will be returned to the subdivisions account.
- b. After approved items are purchased by the subdivision, all receipts and any monies left over will be sent with the forms of approval to the High Council to be deposited back into the subdivision's account.

# Subdivision bylaws

- 1) All subdivisions must have a current up-to-date website for the members of their Kingdoms, Duchies, Counties and/or Baronies.
- 2) Subdivisions must have posted: All members are allowed to contact any member including members of the High Council and the crowns with any concerns of the organization!
- 3) All subdivisions of Warwick must have a name and arms registered with the Officer of Arms of the High Council.
- 4) All subdivisions of Warwick must turn in a minister's report by the 1<sup>st</sup> Saturday of each month to their corresponding High Council counterpart.

Subdivisions must comply with the bylaws of this document as well as the bylaws of Warwick which may be updated periodically without prior notice.

Subdivisions must comply with all material in this Subdivision Book of Warwick or they will be charged with treason and brought before the High Council for punishment which may include disbanding the group from Warwick and loss of all monies & properties as stated in (section B.c) on dissolution of a subdivision.

Signature of Subdivision Baron: \_\_\_\_\_

Printed Name of Baron: \_\_\_\_\_

Printed Name as used in the Living History Group: \_\_\_\_\_

Date of establishment: \_\_\_\_\_

Witness, Title, & Address: \_\_\_\_\_

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