

# **By-laws of the Shire of Nordenhal, East Kingdom Society for Creative Anachronism Proposed May 2013**

## **Section I: By-laws/Guidelines/Procedures**

- A. All Shire By-Laws are superseded by Civil, Society and East Kingdom Law.
- B. All prerequisites and qualifications for officers are pursuant to Society and East Kingdom Law.
- C. 'Shire members' refer to individuals that reside within the Shire of Nordenhal boundaries as defined by the zip code list maintained by the East Kingdom and who are SCA members and/or who actively participate in SCA related activities.
  - a. References to SCA members shall be assumed to refer only to those people who possess a current paid membership with the Society for Creative Anachronism, Inc or active non-paid members of the group.
  - b. If unspecified, a reference to members herein is assumed to apply to Shire members.
  - c. "Active Members" refers to either individuals who reside within the Shire boundaries and maintain an SCA membership OR individuals who reside within the Shire boundaries and have attended at least two meetings in 12 months.
- D. Any references to officers, unless otherwise specified, are assumed to include both required and optional officers, excepting Autocrats.
- E. A quorum of the Shire is defined as a total of five individuals composed of: The Seneschal OR Exchequer, two (2) other officers and at least two (2) additional Shire members.
- F. The By-Laws of the Shire will be posted to the Shire website. A paper copy, as well as any future amended By-Laws will be maintained by the Seneschal, and kept within the Shire documents.

## **Section II: Voting**

**G.** Voting is divided into 3 primary categories: Kingdom Mandate, Fomal Issues and Operational Issues.

- a. *Kingdom Mandate:* Issues where Kingdom Law dictates voting procedure.
- b. *Formal Issues:* Officer elections, event proposals, by-law amendments, branch change of status, votes of no-confidence, and greater expenditures over \$200.00.
  - a. Voting can only occur at Shire business meetings
  - b. These votes must be cast by written ballot.
  - c. The issue must be presented at the business meeting 1 month prior to the vote.
  - d. Only Shire members may vote. Absentee ballots will be accepted.
  - e. A simple majority of votes must be attained for the vote to pass.
  - f. All votes will be collected and tallied immediately by the Seneschal and publicly in view of all present Shire members. The exception to this will be when the vote is for the Seneschal election, the vote will be collected and tallied immediately by another Shire Greater officer present at the meeting and publically in view of all present Shire members.
- c. *Operational Issues:* Issues which effect the every-day operation of the Shire and which include topics that are not covered by Kingdom Mandate or Formal issues, such as minor expenses, reimbursements, donations, etc.
  - a. Voting can only occur at Shire business meetings.
  - b. These votes may be cast by a show of hands of the Shire Members present at the Shire business meeting.
  - c. Routine operational votes are not required to be published beforehand.
  - d. A majority vote of Shire members present must be attained to pass the vote.
  - e. Absentee ballots will not be permitted.

**B.** *Proposals:* All proposals for Formal Issues must be presented at a Shire business meeting for consideration one month before a vote will occur.

**C.** *Absentee ballots:*

*1. Absentee voting, (proxy voting) should follow the form set forth in EK Law Vii.*

*C.4.b.i-iv: The use of proxies in local voting is discouraged. However, if local policy or custom allows their use, proxies must.*

*1. Be signed and legibly printed with the signatory's legal name.*

*ii. Be dated.*

*iii. Be worded for use for one or several specific issues that will be addressed at a specific date or meeting.*

*iv. be accompanied by proof of the signatory's Society membership, if local policy or custom requires Society membership for the matter being voted upon.*

**D. Ballots:**

- a. For the election of officers Formal vote, ballots will be provided by the Seneschal or his/her designated representative. The ballot for election template follows the bylaws and may be altered as necessary.
- b. For other formal motions and proposals, a simple YES or NO on a slip of paper will suffice.

### **Section III: Election of Officers**

**A. Requirements.** All officers must:

- a. Be current SCA members.
- b. Be warranted by the appropriate Kingdom Level Officer, as applicable,
- c. Meet the specific requirements of the office as per East Kingdom Law.

**B. Elections procedure.**

- a. Elections will occur every odd calendar year at the April business meeting (barring special circumstances)
- b. Election reminders will be announced to the populace in January of an election year at the business meeting and on the Shire website.
- c. Letters of Intent must be submitted in writing by the March business meeting immediately preceding the vote. Letters must include:
  - i. Statement of interest in a particular office
  - ii. Both the candidate's legal and SCA names
  - iii. SCA proof of membership
  - iv. Address, phone number, and email address and written permission to publish information on the Shire website 1 month in advance.
- d. New officers will take office beginning at the first May meeting immediately following the election.

**C. Terms.**

- a. Officer positions are two (2) years.

- b. Officers may be re-elected as allowable by Kingdom Law.
- c. At the end of their term, Officers may:
  - i. Resign their office by submitting a letter in writing at the business meeting 2 months before desired resignation.
  - ii. Submit a letter of intent to remain in office in writing at the March business meeting before their term is complete. They must then run for re-election against any new candidates.

**D. Voting.**

- a. Election of Officers is a formal issue and will be voted on according to the Formal Issues regulations set forth above.
- b. Should the candidate run unopposed, an informal show of hands will confirm their office.

**Section IV: Responsibilities of Officers**

**A. Requirements for Officers.**

- a. Fulfill the duties pertaining to their specific office, as outlined in the East Kingdom and/or Society law and policy.
- b. Fulfill the Kingdom reporting requirements for that office with a copy of each report going to the Shire Seneschal.
- c. Read their Kingdom Counterpart's reports in the Pikestaff. This is where any changes in office policy will be posted.
- d. All officers are expected make their best efforts to attend the populace meetings.
- e. All officers must submit a monthly report at the Shire business meetings. If an officer cannot attend a monthly meeting, they are required to make a report in writing (via e-mail) to the Seneschal in advance of any meeting they cannot attend
- f. Officers must attend a minimum of one business meeting per quarter.
- g. Be available via email.
- h. Be a paid member of the SCA for the duration of their tenure in that office.

**B. Deputies**

- a. Shire Seneschal is the only position required to have a deputy.
- b. All officers are encouraged to have a deputy to act in their stead if they are absent or incapacitated.
- c. All deputies are appointed by the individual officer. No votes are required.
- d. Deputies must be announced in a business meeting for the appointment to be official.
- e. The deputy position does not convey any guarantee of succession to the respective office.

C. *Early Termination.* In the event that an officer becomes unable to continue in their officer position, it may become necessary to appoint a replacement.

- a. *Voluntary Resignation:* Should it become necessary for an officer to resign before their term is complete, they should submit a resignation to the Shire Seneschal and their Kingdom Superior (if possible 1 months before the desired date of resignation).
  - i. The vacancy will be announced at the next Shire business meeting and informal declarations of intent for the office will be taken for a successor.
  - ii. In the event that only one person is interested in replacing the officer, they may be confirmed at the following business meeting by a show of hands.
  - iii. If 2 or more members desire to assume the position, standard formal voting procedure will occur at the following business meeting.
- b. *Immediate Resignation/Officer vacancy:*
  - i. In the event that an officer must resign immediately or there is an officer vacancy, a Shire Member may be immediately placed into the position until Formal vote may occur pursuant to 4(C)(a) above.
  - ii. This immediate vote may be conducted pursuant to an Operational Issue vote.
- c. *Removal of Officers:* It is recognized that only East Kingdom Officers may remove their local counterparts. In the event that the Shire members find it necessary to request that a Kingdom Officer remove their Shire counterpart from office, the motion to consider the request for removal of an officer must be discussed and approved at a business meeting by a 2/3 majority of the present Shire Members. A formal vote of no confidence will then occur at the next business meeting. In order for a vote of no confidence to take place, the following must occur:
  - i. Significant failure to perform required duties of officer as defined by these Shire By-Laws, East Kingdom Laws or policies or Society Laws or policies;
  - ii. Significant inactivity without communication with the Seneschal;

- ii. Replacement officers will remain in the position until the next scheduled Shire elections.

## **Section V: Meetings**

- A. All meetings of the Shire shall be open to the general populace. The term “meeting” applies to all Business Meetings, announced practices, Arts and Sciences gatherings, craft nights, events, or demos sponsored by the Shire.
- B. Meeting locations and times will always be published on the Shire Website. In the event of any changes, the populace will be notified on the Shire website, at a meeting prior to the change (if possible).
- C. Currently, all business meetings will be held on the first Wednesday of each month, from 7:00 pm-9:00 pm. Should the day, time or location of the meetings be changed, it will be announced at a shire meeting (if possible) and on the Shire website.
- D. *Populace meetings and fighter practices.* These meetings are designed with the intent to allow members the opportunity to socialize, learn, craft, and practice within the scope of SCA pursuits. These are held every Wednesday evening.
  - a. Schedule is subject to change according to weather, conflicts, holidays, etc., and schedule changes will be announced to the Shire via the web site.
  - b. An official warranted marshal must be present for marshal activities practices to occur.
  - c. All Kingdom and Society rules must be followed for any children’s activities to occur at populace meetings and fighter practices.
- E. *Business meetings.* These meetings serve the purpose of keeping the populace informed of the status of offices, discussing the business of the Shire, and voting on necessary issues.
  - a. Business meetings will be held on the 1<sup>nd</sup> Wednesday of every month, followed by a populace meeting and fighter practice. Should a conflict arise, the business meeting will occur at the next available Wednesday meeting.
  - b. At least 3 officers, including either the Seneschal or Exchequer, must be present for a business meeting to take place. Officers may “virtually” attend meetings via telephone or video conference and be considered present. Officers may be represented by their deputies.

- c. All Shire members present may participate in the discussion and decision making process.
  - d. All Shire members may vote on any motions.
- F. *Additional Business Meetings*: Extra business meetings may be called for solely addressing an extenuating circumstance. Every effort must be made to inform the populace of the additional meeting no less than one week before the additional meeting is to occur. At the least, it shall be announced at the populace meeting prior, on the Shire website, and through at least one popular social media venue (Facebook, email list, etc.)

## **Section VI: Finance**

- A. Any and all expenditures must be approved at a business meeting by the Financial Committee in conjunction with any members present. The financial committee for the Shire at any business meeting shall consist of the Exchequer, Seneschal, two other Shire officers present, and at least one additional Shire member.
- B. All purchases and expenditures must be approved by a 2/3 majority vote of the Shire members.
- C. If a request for money is \$200 or less it may be discussed and approved at the business meeting at which it is presented. This is a lesser expenditure.
- D. If a request for money is over \$200 it must be submitted for approval at a business meeting for consideration and voted on for approval at the following business meeting. This is a greater expenditure.
- E. Co-signatories on all Shire checks will be the Seneschal and the Exchequer.
- F. All receipts must be submitted to the Exchequer no more than three weeks after the expenditure.
- G. Reimbursements for approved expenditures may occur immediately upon receiving receipts, but no later than three weeks after the receiving receipts.
- H. The Exchequer will keep an accurate accounting of all Shire funds and expenditures and will present a monthly report detailing any and all account changes.
- I. Bank statements will be reviewed and compared to the Exchequer's ledger quarterly by another Shire Officer not related to the Exchequer and not residing in the same household as the Exchequer. The reviewer will sign and date each statement as proof of review.

## J. *Cash Handling.*

- i. When it is anticipated that Shire funds will be received, a Shire member, who maintains a current SCA membership at the time the funds are collected (“Collecting Shire Member”), will be responsible for the collection and custody of the said funds. When practical, it is the Shire's preference to have another adult SCA member present with the Collecting Shire Member while collecting funds.
- ii. The Collecting Shire Member and one other SCA member must be present and sign off on the final tally of any Shire funds received. A record of the tally will be created, signed and brought to the next business meeting to be reconciled with the deposit slip.
- iii. Once funds are counted, they will remain in a locked box in a secure location until they are delivered to the Exchequer. If the Shire Exchequer was not one of the members to sign the tally, the Exchequer will confirm amount transferred, sign the tally sheet and return the tally sheet to the Collecting Shire Member. The Exchequer will then deposit the funds into the Shire account.
- iv. The Exchequer shall bring the bank deposit slip to the next Shire business meeting to confirm deposit of the money and reconciliation with the tally sheet.

## **Section VII: Events**

- A. Event bids, with the exception of Short Term Event Bids described below, must be presented at least 7 months before the month in which the event will occur. Bids must be written and include:
  1. A general description of the proposed event including the name of the event and types of activities planned and location.
  2. An initial cost analysis and budget: cost per person for site and feast, estimated number of attendees, other anticipated event costs, etc.
- B. A vote for approval of the event bid will occur at the following business meeting.
- C. A final event proposal must be presented no less than 3 months before the event.
  1. Final event proposals must include a detailed budget and cost break down.



2. Final event proposals may be voted on at the same meeting in which it is presented.
3. An event announcement must be submitted to the East Kingdom for publication within one week of final approval.

D. *Reservations.*

1. All reservations must go to the Exchequer or his/her designated representative.
2. Monies for reservations must be deposited no more than 14 days after receipt.
3. The Exchequer or his/her designated representative shall maintain a spreadsheet of all reservations and have them available upon request and at the event.

E. *Event Money.*

1. Funds generated at the event will be turned over to the Exchequer or his/her designated representative at the close of the event.
2. All funds received at the event are to be counted at the close of the event in accordance with the cash handling procedures set forth above.
3. Deposit tickets must be presented at the following business meeting for reconciliation.
4. All Shire cash handling procedures must be followed for all funds received related to an event as set forth in Section VI.J. above.

- F. Short Term Event Bids: For situations involving extenuating circumstances (i.e. A short notice Kingdom event bid request) deadlines may be waived as necessary.

## **Ballot for Nordenhal Officers' Election**

Circle one candidate per office

OFFICER	Candidate # 1	Candidate # 2	Candidate # 3
SENECHAL			
EXCHEQUER			
KNIGHT MARSHAL			
ARTS (A & S)			
HERALD			
CHATELAINE			
CHRONICLER			
CH. MINOR			