

ARTICLE I: IDENTITY AND LOCATION OF ORGANIZATION

The name of this non-profit organization shall be **The Incipient Shire of Drakenmere**, hereafter referred to as the **Shire** or **Drakenmere**. The Shire is a subsidiary branch of the Society of Creative Anachronism, henceforth named the **SCA**, and the Kingdom of Meridies, hereafter referred as **Meridies**. SCA Corpora (found at <http://www.sca.org/docs/govdocs.pdf>) and Meridian Law (found at <http://www.meridies.org/seneschal.htm>) supersede this document. Drakenmere is considered to be the greater Statesboro area in the state of Georgia. See **Article V** for specific zip codes included in the Shire. (N.B. The full name of the group is subject to change per the procedures of the SCA and Meridies.)

ARTICLE II: DEFINITIONS USED IN BYLAWS

- **Corpora:** The policies governing historical re-creation within the Society, and those policies applicable to the entire Society.
- **Crown:** The Sovereign and Consort of Meridies, acting jointly
- **Kingdom, Meridies:** The Kingdom of Meridies
- **Non-voting member:** A person who by wish or circumstance is not eligible to vote in matters of Shire business.
- **Officer:** A Society member serving in an appointed office as defined in Corpora, or as an appointed deputy in such an office, or in another office as may be defined by Kingdom Law, at any level of the Society, or in the role of organizer of a Society event (commonly referred to as “Autocrat” or “Steward”).
- **Period:** The era used by the Society as the base for its re-creation activities. The Society is based on the life and culture of the landed nobility of pre-17th Century Western Europe, focusing on the Middle Ages and the Renaissance.
- **SCA, Inc. or SCA:** The Society for Creative Anachronism, Inc., a California not-for-profit corporation
- **Shire:** The Incipient Shire of Drakenmere
- **Society:** The entirety of the Society for Creative Anachronism (a worldwide group of affiliated organizations).
- **Subscribing member:** A member of the SCA who has an individual sustaining or a family membership which provides him or her a copy of the Kingdom newsletter. The five key officers of the Shire must be subscribing members, per Corpora.
- **Voting member:** A member of the shire who has publicly declared his or her intent and desire to be a member of the shire, has been recorded on the twice yearly shire roster of voting members, and who has participated in a minimum of six shire events and/or activities per calendar year.

ARTICLE III: MISSION AND PURPOSE

The Shire is a local affiliate branch of the SCA, a nonprofit educational organization devoted to study of the Middle Ages and Renaissance. As part of this living history group, the Shire provides an environment in which members can recreate various aspects of the culture and technology of the period. Sponsored events include tournaments and feasts where members dress

in clothing styles worn in the Middle Ages and Renaissance. These activities recreate aspects of the life and culture of the landed nobility in Europe prior to 1600 CE.

ARTICLE IV: VOTING AND NON-VOTING MEMBERS

Section 1: Characteristics

Membership in the Shire shall be open to all individuals within Shire territory and/or those who wish to associate themselves with the Shire. Paid membership in the SCA is **not** a requirement to participate in Shire activities and to be a voting member; however, paid membership at the subscribing level is a requirement for holding one of the five required offices (seneschal(e), knight marshal, herald, minister of arts and sciences, and reeve), including being a deputy to said office, per Corpora. SCA membership is encouraged for Shire members so that they might take advantage of membership privileges as defined further in Meridian Law.

Persons who desire to be considered voting members of the Shire may approach achievement of this status in the following way. Any person who wishes to be considered a voting member should participate in and contribute to official Shire events (including business meetings and official fighter practices, Shire workshops, and Shire encampments at SCA events outside the borders of the Shire). These persons should also **state publicly**, at an official group business meeting, that they consider themselves voting members of the Shire. This verbal proclamation shall be recorded by the seneschal(e) and chronicler, or their designated representative, so that the individual's name and information can be recorded in the official Shire roster. The suggested minimum amount of Shire activities attended is six per year. Attending multiple practices, activities, events, meetings, and providing support and service to the Shire are indicative of actions expected of **all** voting members. Voting members may hold Shire offices, even if they do not reside within the official borders of the Shire, so long as they meet all other requirements for the office (i.e. SCA membership is required for the five key offices and suggested for the other offices). No less than twice per year, the seneschal(e), with assistance of the chronicler, shall publish under the guidelines of **Article VI** a roster of voting members of the Shire, with updates made accordingly. Thus, it is the responsibility of the Shire seneschal(e), with assistance from other Shire officers, to maintain a current roster and contact list of those persons who have met the above requirements and consider themselves to be voting members.

A voting member of the Shire cannot be a voting member of another group simultaneously. An individual, in other words, should decide to which group he or she wishes to belong, rather than trying to be a voting member of multiple groups.

A non-voting member is a person who by personal desire or circumstance is not eligible to be a voting member, but still associates himself or herself with the Shire. Wish or circumstance might include any or all of the following: under age 12, not having participated in six Shire events or activities per calendar year (perhaps someone who is new to the group or new to the SCA itself), and/or a desire not to participate in voting. If the person wishes to become a voting member, he or she should follow the requirements for becoming a voting member as noted earlier in this section.

Section 2: Voting by Members

Only registered voting members may participate in official Shire votes and pollings.

Section 3: Voting by Proxy

Only registered voting members may participate in official Shire votes and pollings by sending a proxy vote. The proxy vote must be in writing (see **Article VI**). Before the proxy vote is read, the voting members physically present must vote to accept the proxy by a simple majority. An accepted proxy is counted towards the total number needed for a quorum, as if the person sending the proxy were physically present during the voting.

Section 4: Definition of Quorum of Voting Members

For purposes of official votes or pollings, 3/5 of all voting members must be present either in person or by proxy. For example, if the Shire has 20 voting members on the roster, 12 would constitute a quorum.

Section 5: Participation of Minors as Voting Members

With the permission of his or her parent or legal guardian, a minor age 12-17, inclusive, who wishes to do so may participate as a voting member of the Shire, in accordance with the definition provided in Section 1 of this Article. The voting minor's name will be recorded on the roster of registered voting members. Those under age 12 may not be voting members, nor will they be counted as voting members in calculation of a quorum. Those minors ages 12-17, inclusive, who do not wish to be voting members will be considered non-voting members of the Shire, as their presence and participation is still valued.

ARTICLE V: GEOGRAPHIC TERRITORY COVERED BY GROUP

The SCA Incorporated and the kingdoms recognize that postal zip codes are a well-established method of determining residency and use this method to determine the lands of a SCA group. The postal zip codes designated to Drakenmere are: 30401, 30417, 30425, 30439, 30442, 30446, 30450, 30451, 30452, 30455, 30456, 30464, 30467, 30471, 30458, 30459, 30460, 30461, 30822. However, note that under Article IV, Section 1, residence in one of these areas is not a requirement for being a voting member of the Shire.

ARTICLE VI: DEFINITION OF NOTICE AND OFFICIAL CORRESPONDENCE

Notice refers to information, announcements, and proclamations made by Shire officers and other voting members.

Section 1: Written Communication

Per Kingdom Law, any communication to, from, or within the Kingdom of Meridies shall be in writing and signed by the appropriate person(s); otherwise, it shall be considered rumor and, therefore, unofficial.

Section 2: Electronic Communication

Electronic communication in the form of electronic mail **may** be held as an acceptable form of communication with proper authenticity by sender and recipient. Email must have sender and all recipients clearly identified. Per Meridian Law, specifically excluded are unofficial electronic forums, such as discussion groups and newsgroups. To clarify, to be official, email must include the names of sender(s) and recipient(s) visible in the header of the email (example: John Smith [jmsmith@yahoo.com]). Because of the large geographic territory covered by the Shire, electronic communication in the form of a discussion group has been generally recognized as the easiest and most expedient way to disseminate information. However, Shire voting members must also recognize that the Yahoo discussion group so often used for this purpose remains an un-official discussion group. Official Shire electronic communication should be in the form of email, as delineated in this section.

Section 3: Verbal Communication

Verbal communication shall not be considered a forum for official notice.

Section 4: Official Correspondence

The definition of official correspondence includes the Shire newsletter, by-law amendment proposals, event bids, reports, and communications to outside agencies, including the Kingdom, the SCA and its official branches, and their appointed officers. The Shire newsletter shall be the primary means of official notification within the Shire. Activity announcements and communications not publicized in the newsletter will not be considered official. Such communications are for information purposes only. The use of un-official communications does not indicate un-official activities; the notice however, remains un-official. See **Section 2** above.

ARTICLE VII: OFFICERS AND GOVERNANCE

Section 1: Seneschal(e)

Subsection A: Qualifications

The seneschal(e) of the Shire must be a subscribing member of the SCA. He or she must also be a voting member of the Shire. Excellence in written and oral communication, patience, organization, and a keen sense of responsibility are highly recommended qualifications for a holder of this office. The Seneschal(e) is, in effect, the chief administrative officer of the Shire and the Shire's direct representative to the Kingdom and the Kingdom Seneschal(e). For legal reasons, the seneschal(e) and the reeve may not be related by blood or marriage, or reside in the same residence because when a SCA group's bank account is established, the account requires two signatures of two unrelated parties who do not reside at the same residence. As with all officers, the seneschal(e) shall appoint a deputy officer, in case he or she can no longer remain in office. The seneschal(e) should have and maintain a current copy of the Meridies Seneschal(e)'s Handbook. This is a required office for the group to exist in an official SCA capacity.

Subsection B: Responsibilities

Per Kingdom Law, the seneschal(e) of the Shire shall have duties similar to those of the Kingdom Seneschal(e), but shall be under the authority of the Kingdom Seneschal(e) as well as the Crown. The seneschal(e) of the Shire shall, at the pleasure of the Crown and the Kingdom Seneschal(e), act as the chief administrative officer and coordinator of the Shire, subject to Kingdom Law, the By-Laws of the Society, the Rules of the List, the written directives of the Board of Directors, the Corpora, and the directives of the Kingdom Seneschal(e). The seneschal(e) shall, in addition, have the right to require such reports from other officers and members of the Shire as deemed necessary to secure the proper functioning of the Shire. The seneschal(e) must have a working telephone number at his or her residence to facilitate group business, and this number must be published in the Kingdom newsletter.

The Shire Seneschal(e) shall have the right to recommend to the appropriate Kingdom Officer the removal of any officer within the local group who is not fulfilling the duties of said office. Such removal(s) shall be ultimately decided by the Crown and Kingdom Officer involved, with the advice of the Kingdom Seneschal(e). The Shire seneschal(e) may also register complaints if it is felt that a potential officer candidate is not suitable to the local group.

At least twice per year, the seneschal(e), with assistance of the chronicler, shall publish under the guidelines of **Article VI** a roster of voting members of the Shire, with updates made accordingly.

Subsection C: Term of Office and Warranting

For the seneschal(e), as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The Seneschal(e) shall serve at Crown's pleasure. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

The Shire seneschal(e) shall, with the retiring/resigning officer, have the right to recommend to the appropriate Kingdom Officer the replacement of any and all officers within the local group upon the resignation of an officer, or in case that an office is left vacant. Such replacement(s) shall be ultimately decided by the Crown and Kingdom Officer involved with the advice of the Kingdom Seneschal(e), as required. The Shire seneschal(e) may also register complaints if it is felt that the Officer candidate is not suitable to the local group.

As with all local offices, appointment of a seneschal(e) is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by voting members of the Shire (i.e. a 3/5 majority of voting members if a polling is called), but the final decision remains with the superior officer and Royalty

Subsection E: Removal from Office

In the case of the Shire seneschal(e), petition must be made by Shire voting members to the seneschal(e)'s superior officer to pursue removal of the Shire seneschal(e). For the petition to go forth in an official capacity, **ten** names and signatures of Shire voting members must be on the list. The seneschal(e) shall remain in office until suspended by the appropriate superior officer, in which case the Shire deputy seneschal(e) shall automatically assume the duties of the office and shall continue fulfilling said duties until the suspension is terminated. In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The seneschal(e) shall give notice to the Shire voting members and the deputy seneschal(e) no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy seneschal(e) about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The seneschal(e) shall file reports with his or her superior officer as required by Kingdom law.

Section 2: Group Knight Marshal*Subsection A: Qualifications*

The group knight marshal of the Shire must be a subscribing member of the SCA. He or she must also be a voting member of the Shire. The group knight marshal must be an authorized fighter or authorized armored combat marshal. This is a required office for the group to exist in an official SCA capacity.

Subsection B: Responsibilities

The group knight marshal has the responsibility of training new fighters or of insuring that qualified, experienced individuals are found to take over these duties. The group knight marshal (GKM) and the deputy knight marshal supervise local fighter practices. The GKM supervises all official fighting events hosted by the group and submits all required reports to his or her appropriate superior officers. The GKM maintains local marshallate files and is responsible for seeing that those files are passed on to his or her successors.

The GKM must also secure for the group the services of an archery marshal or rapier marshal (if group interest warrants such). The GKM should have and maintain a current copy of the Meridian Marshal's Handbook

Subsection C: Term of Office and Warranting

For the GKM, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of GKM is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire GKM, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the GKM, the Shire seneschal(e) will notify the GKM's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the GKM.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The GKM shall give notice to the Shire voting members and the deputy marshal no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy marshal about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The GKM shall file reports with his or her superior officer as required by Kingdom law.

Subsection H: Marshal Duties at Official Shire Events

The Marshal-in-Charge (MiC) of an official event must be a fully warranted marshal. The Marshal-in-Charge is responsible for all the marshaling activities at an official event where there are combat or combat-related activities and for preparing (or delegating the preparation of) all reports required. This person is usually the GKM unless the GKM is not warranted (authorized). In that case or other special cases, the Marshal-in-Charge must be a fully warranted marshal acceptable to the GKM and the group seneschal(e). The GKM may prepare the event reports but must have the Marshal-in-Charge check and sign the reports.

Subsection I: Specific Rules on Deputy Knight Marshal(s)

The deputy knight marshal of the local group is a special case. This individual is a rostered officer of the local marshallate and is warranted by the Earl Marshal as an officer of the Shire. However, the deputy knight marshal of the Shire may not authorize new fighters or serve as Marshal-in-Charge of fighting events. He or she may supervise local fighter practices and assist in armor inspection and marshaling at events. The Shire may have more than one deputy knight marshal.

Section 3: Reeve*Subsection A: Qualifications*

The reeve of the Shire must be a subscribing member of the SCA. He or she must also be a voting member of the Shire. Skills with arithmetic, finance management, and careful bookkeeping are assets in a holder of this office. This is a required office for the group to exist in an official SCA capacity.

For legal reasons, the seneschal(e) and the reeve may not be related by blood or marriage, or reside in the same residence because when a SCA group's bank account is established, the account requires two signatures of two unrelated parties who do not reside at the same residence.

Subsection B: Responsibilities

The reeve maintains records of the finances of the Shire, and among his or her most important duties is managing the accounts of a Shire event. The reeve manages the payment of event fees by the populace and maintains accounting records of moneys disbursed and reimbursed for the event by event staff. All financial event reports are due to the Kingdom Exchequer within 30 days from the date of the event. The Nonmember Surcharge, with transfer form, is also due within 30 days from the event date to the Kingdom Exchequer. Copies of both the report and the transfer form are due to the reporting deputies at the same time.

Subsection C: Term of Office and Warranting

For the reeve, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The

appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of a reeve is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire reeve, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire reeve, the Shire seneschal(e) will notify the reeve's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the reeve.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The reeve shall give notice to the Shire voting members and the deputy reeve no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy reeve about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The reeve shall file reports with his or her superior officer as required by Kingdom law.

Section 4: Arts and Sciences Officer

Subsection A: Qualifications

The arts and sciences officer of the Shire must be a subscribing member of the SCA. He or she must also be a voting member of the Shire. Interest in one or more specific arts and sciences, willingness to advocate teaching and research in the arts and sciences, and general promotion of

the arts and sciences are standard qualifications of the office. This is a required office for the group to exist in an official SCA capacity.

Subsection B: Responsibilities

The Shire arts and sciences officer should seek to promote and encourage practice of the arts and sciences within the Shire. Such promotion may include, but is not limited to, sponsoring arts and sciences competitions, arranging for classes, alerting the populace to mundane arts and sciences events of interest, and encouraging Shire members to attend regional and kingdom arts and sciences specialty events, such as the annual Kingdom Arts and Sciences Faire and the Royal University of Meridies. The officer should also maintain information about the arts and sciences interests and skills of members of the Shire, for purposes of reference and sharing of information.

Subsection C: Term of Office and Warranting

For the arts and sciences officer, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of an arts and sciences officer is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire arts and sciences officer, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire arts and sciences officer, the Shire Seneschal(e) will notify the officer's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the arts and sciences officer.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The arts and sciences officer shall give notice to the Shire voting members and the deputy reeve no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy arts and sciences officer about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The arts and sciences officer shall file reports with his or her superior officer as required by Kingdom law.

Section 5: Herald

Subsection A: Qualifications

The herald of the Shire must be a subscribing member of the SCA. He or she must also be a voting member of the Shire. Knowledge of and interest in medieval heraldry is a prime requirement for this office. Skills with record keeping and research are additional assets in a person holding the office of herald. This is a required office for the group to exist in an official SCA capacity.

Subsection B: Responsibilities

The Shire Herald has two key duties. The first is the processing of original heraldic submissions on behalf of Shire voting members. He or she should assist said members in researching, designing, and properly completing forms, including financial forms, for original heraldic submissions of names, arms, badges, and related items. The second key duty is ceremonial. Local heralds shall be generally responsible for the conduct of ceremonies as decreed by kingdom law and custom or the policies of the Meridian Principal Herald.

Subsection C: Term of Office and Warranting

For the herald, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of a herald is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom.

Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the herald, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire herald, the Shire seneschal(e) will notify the officer's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the herald.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The herald shall give notice to the Shire voting members and the deputy herald no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy herald about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The herald shall file reports with his or her superior officer as required by Kingdom law.

Section 6: Chronicler

Subsection A: Qualifications

The chronicler of the Shire must be a subscribing member of the SCA. He or she must also be a voting member of the Shire. Skills with writing effectively, using standard rules of English, and desktop publishing are desirable qualities for this officer.

Subsection B: Responsibilities

The Shire chronicler's main duty is the publication of an official Shire newsletter, on whatever set schedule and format is considered appropriate by the Shire chronicler, in consultation with the Shire seneschal(e). The newsletter should follow all policies outlined by the Kingdom chronicler for local group publications, including the receipt of "permission to publish" forms.

Per **Article VIII, Section 3**, the Chronicler or his or her designated representative shall record meeting minutes and present them as noted therein.

At least twice per year, the seneschal(e), with assistance of the chronicler, shall publish under the guidelines of **Article VI** a roster of voting members of the Shire, with updates made accordingly.

Subsection C: Term of Office and Warranting

For the chronicler, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of a chronicler is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire chronicler, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire chronicler, the Shire seneschal(e) will notify the officer's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the chronicler.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The chronicler shall give notice to the Shire voting members and the deputy reeve no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy chronicler about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The chronicler shall file reports with his or her superior officer as required by Kingdom law.

Section 7: Chatelaine

Subsection A: Qualifications

The chatelaine of the Shire must be a subscribing member of the SCA. He or she must also be a voting member of the Shire. Knowledge of basic SCA activities and protocol, good people skills, and willingness to help others are prime requisites for the office.

Subsection B: Responsibilities

The chatelaine is the Shire officer in charge of recruiting, greeting, and helping newcomers. At a minimum, the chatelaine is responsible for assisting newcomers to learn about the SCA, so that they will feel comfortable enough to join and become active, contributing members. The chatelaine is also customarily responsible for loaner garb and feastgear for newcomers and coordinating public demonstrations. Every organization requires a steady stream of new members to bring in fresh ideas and enthusiasm, and to replace lost members who move away or are no longer able to participate. This simple fact makes the task of the chatelaine very important to the health and future survival of the local group and the Society for Creative Anachronism as a whole.

Subsection C: Term of Office and Warranting

For the chatelaine, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of a chatelaine is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire chatelaine, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire chatelaine, the Shire seneschal(e) will notify the officer's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the chatelaine.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or

her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The chatelaine shall give notice to the Shire voting members and the deputy chatelaine no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy chatelaine about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The chatelaine shall file reports with his or her superior officer as required by Kingdom law.

Section 8: Constable

Subsection A: Qualifications

The constable of the Shire must be a member of the SCA. He or she must also be a voting member of the Shire. The constable's position requires good judgment, an ability to complete paperwork properly, and the capacity to coordinate troll activities with the reeve at Shire event.

Subsection B: Responsibilities

The constable has two primary duties: maintaining safety and security at events, and checking people in at troll during Shire events. In maintaining safety and security, the constable must understand that he or she does not have any type of binding legal authority. Should there be questions of safety and security, the constable shall use tact and decorum at all times, and if needed, contact the Shire seneschal(e) or other officer or mundane representative as needed for assistance. Troll procedures are the simplest and most frequently performed portion of the constable's responsibilities. The constable should assure that these procedures are followed properly at all of his or her group's events. This does not mean that he or she must always be the troll, but it will make the job easier if the constable makes certain that those working troll follow SCA procedures. Cooperation between the offices of constable and reeve are extremely important in this regard.

Subsection C: Term of Office and Warranting

For the constable, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions

of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of a constable is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire constable, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire constable, the Shire seneschal(e) will notify the officer's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the constable.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The constable shall give notice to the Shire voting members and the deputy constable no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy constable about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The constable shall file reports with his or her superior officer as required by Kingdom law.

Section 9: Historian

Subsection A: Qualifications

The historian of the Shire must be a subscribing member of the SCA. He or she must also be a voting member of the Shire. Interest in recordkeeping, organization, and the ability to maintain a physical collection of data and materials are important prerequisites of the office.

Subsection B: Responsibilities

The main job of this office is to record the history of the Shire by the collection and keeping of flyers, newsletters, news clippings, video records, reports, and other assorted hard copy and

electronic media. The Shire historian should strive for a compilation of a group history that is easily readable, complete, and ready for additions by future officers and voting members of the Shire. Perhaps more than any other office, the historian needs to be able to maintain neatly and in a highly organized fashion a variety of materials, from hard copies to electronic media. General knowledge of archival principles is helpful, though not required.

Subsection C: Term of Office and Warranting

For the historian, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of a historian is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire historian, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire historian, the Shire seneschal(e) will notify the officer's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the historian.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The historian shall give notice to the Shire voting members and the deputy historian no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy historian about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The historian shall file reports with his or her superior officer as required by Kingdom law.

Section 10: Minister of Children

Subsection A: Qualifications

The minister of children of the Shire must be a subscribing member of the SCA. He or she must also be a voting member of the Shire. The prime requirement of the office is that this individual must enjoy children and working with them in a positive and pleasant manner, with an emphasis on age-appropriate education and activities. The minister of children should be aware of all necessary waivers required for the participation of children in Shire activities.

Subsection B: Responsibilities

The Shire minister of children's main goals are to work with children ages 5-16 and integrate them into Shire activities. The minister of children should not be a babysitting service; foremost, he or she needs to give the children a sense of belonging as part of a larger family, namely, the SCA. At Shire events, the minister of children should plan a series of specific activities, with starting and ending times, that will engage the children into the greater whole of the SCA. Numerous resources exist within the SCA and in the mundane educational world to help the minister plan and carry out such age-appropriate activities. Younger children may participate in Shire children's activities; however, a parent or appointed guardian must remain with them for the duration of the activities.

As with the office of chirurgeon, sensitive legal issues surround the care and teaching of minors. The Shire minister of children should carefully review the Kingdom's policies and procedures before taking on the responsibilities of this office. He or she should also be familiar with all legal and SCA forms required for children and their parents.

The minister of children should recruit adult assistants, so that at least two adults are present and in charge at all times during children's activities. If there are more than eight children, additional help is suggested. The two adults in charge should be unrelated, not reside in the same home, and should not be involved in a personal relationship with one another.

Subsection C: Term of Office and Warranting

For the minister of children, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of a minister of children is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire minister of children, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire minister of children, the Shire seneschal(e) will notify the officer's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the minister of children.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The minister of children shall give notice to the Shire voting members and the deputy minister of children no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy minister of children about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The minister of children shall file reports with his or her superior officer as required by Kingdom law.

Section 11: Chirurgeon

Subsection A: Qualifications

The chirurgeon of the Shire must be a subscribing member of the SCA. He or she must also be a voting member in the Shire. At a minimum, the Shire chirurgeon should hold current first aid certification, and generally speaking, he or she will have pursued further training (i.e. CPR certification, EMT training, or have mundane training as a nurse, doctor, or other medical professional). He or she should have good "on-the-feet" critical thinking skills, be able to work well with people, and care about the well-being and health of all participants in the SCA.

Subsection B: Responsibilities

The Shire chirurgeon's primary responsibility is providing first aid to all individuals at any SCA function. Because of the many complex legal and ethical issues involved in providing health care assistance, the chirurgeon must go through a careful apprenticeship and warranting procedure established by the Kingdom Chirurgeon's office. Although most situations will not involve serious or life-threatening injuries, the Shire chirurgeon must be prepared for all contingencies and know how to contact proper mundane health authorities during any SCA event that he or she attends (i.e. how to contact the local EMTs, the location of the nearest hospital, and so on). The Shire chirurgeon shall also prepare and maintain a basic first aid kit for use at any Shire functions, coordinating necessary expenditures with the reeve and seneschal(e) as needed. The chirurgeon should also encourage all participants to undertake basic and common sense precautions while at Shire functions, such as hand washing and other measures to avoid the spread of illness.

Subsection C: Term of Office and Warranting

For the chirurgeon, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement. To reiterate, the warranting of any chirurgeon is a detailed process which must be followed according to the guidelines of the Kingdom Chirurgeon's office.

The warrant of a chirurgeon is somewhat unique in that it crosses kingdom boundaries.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of a chirurgeon is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom and the notes in Subsection C, above. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire chirurgeon, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire chirurgeon, the Shire seneschal(e) will notify the officer's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the chirurgeon.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the

post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The chirurgeon shall give notice to the Shire voting members and the deputy chirurgeon no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy chirurgeon about his or her qualifications and intent to take the office. Upon exiting the office, the departing chirurgeon shall hand over the Shire first aid kit to the new Shire chirurgeon.

Subsection G: Reporting Requirements

The chirurgeon shall file reports with his or her superior officer as required by Kingdom law.

Section 12: Webminister

Subsection A: Qualifications

The webminister of the Shire must be a subscribing member of the SCA. He or she must also be a voting member in the Shire. The webminister should have a basic understanding of how to create and upload web pages, including how to use either HTML or a program that creates HTML. Knowledge of good web page design is also a useful skill for this office.

Subsection B: Responsibilities

The prime function of the webminister is to create and keep updated the Shire's official webpage. The page should include basic information about the Shire, officer contact information (with permission forms from the officers delineating what information they wish to be made available on a public forum), useful links, and other information as deemed necessary by the officers of the Shire. Posting Shire event flyers and reminders is another important aspect of maintaining the office. The webminister is also responsible for knowing passwords necessary for making changes to the webpage and keeping those passwords confidential.

Subsection C: Term of Office and Warranting

For the webminister, as for other local officers, appointments are confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The appointment may be listed on a roster that includes the legal and Society names, address, phone number, and the appointment and expiration dates for the officers. The term of office is generally for two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members in the Shire on the performance of the officer, and the availability of a qualified replacement.

Subsection D: Election and/or Appointment of Vacant Offices

As with all local offices, appointment of a webminister is usually done by the next superior officer above the said local officer, and confirmed by Royalty, according to kingdom law and custom and the notes in Subsection C, above. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection E: Removal from Office

In the case of the Shire webminister, removal from office is done by the officer's immediate superior. The chain of command indicates that in case of problems with the Shire webminister, the Shire seneschal(e) will notify the officer's immediate superior as to issues of concern, and at that point, the superior officer in consultation with other superior officers as appropriate will make any decisions about removal of the webminister.

In order to be assured of the succession in the event of the suspension of an officer, the deputy designated to succeed that officer must be on a roster or warrant signed by that officer and his or her superior officer. The deputy is considered an officer. If no designated successor exists for the post, the Royalty and superior officer shall reach an agreement as to how to carry out the duties of the post. The suspension stands until and unless overruled by the Crown.

Subsection F: Resignation of Office

The webminister shall give notice to the Shire voting members and the deputy webminister no less than 60 days before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the deputy webminister about his or her qualifications and intent to take the office.

Subsection G: Reporting Requirements

The webminister shall file reports with his or her superior officer as required by Kingdom law. Because of the affiliation between the offices of chronicler and webminister, the latter should copy the former on any reports and pertinent communication.

Section 13: Polling for Officer Positions

Should there be more than one person interested in holding an office, or if the deputy of a given office is not interested in taking the position, a polling of the voting members shall be held to determine the new officer. At least 30 days notice will be given to voting members of when and where the polling will be held. Each potential officer candidate will have an opportunity to present to the voting members a summation of his or her qualifications and answer any questions regarding his or her abilities to serve in the office. The polling will then follow, according to **Article IV, Sections 2-4**. The officer candidate will be chosen by simple majority of votes or confirmed if there should be no opposing candidate.

Section 14: Maintenance of Officer Files, Reports, and Copies

All offices shall maintain at minimum, in an appropriate binder or container, the following:

- The handbook and official Kingdom forms for the office
- Hard copies of all reports and correspondence submitted to superior officers
- Any additional hard copy notes or correspondence appropriate to the office

When transferring the office to a successor, these items should be given to the new officer. Materials transfer should include electronic media as well as hard copies, so long as the format is readable by the successor.

A copy of all official reports made to superior officers should also be sent (carbon copy) to the Shire seneschal(e).

Section 15: Filling Offices Without Deputies

Should an office become vacant which does not have a deputy ready to take said office, the procedures laid out for a deputy shall apply to any individuals who express interest in the office, namely that the interested person who wishes to take the office shall give notice to the Shire voting members no less than 30 days before his or her intended date of taking office. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions or open discussion with the prospective office candidate about his or her qualifications and intent to take the office. The prospective officer candidate should likewise be a voting member.

ARTICLE VIII: MEETINGS

Section 1: Official Business Meetings

Regular business meetings of the Shire shall be held the first Sunday of each month. Regular meetings will address all old business and scheduled new business at a minimum. All meetings will be chaired by the Shire seneschal(e) or a designated substitute. If a meeting date or time needs to be changed, the seneschal(e) shall make an announcement regarding the change via the procedures in **Article VI** no less than seven days before the change in the meeting.

Meetings will follow an agenda that shall be published no less than seven days prior to the meeting date. Members may request to add topics to the agenda. Newly added topics must be announced no later than three days prior to the meeting and must be done through a public forum.

Time permitting, unannounced and/or unscheduled topics may be discussed at meetings provided 3/5 of the voting members who are present agree for discussion of the new topic. Business meetings will be conducted according to Robert's Rules of Order (<http://www.robertsrules.com>), which outline basic parliamentary procedure. Motions, for example, must be proposed and seconded before votes can be taken.

Section 2: Special Meetings

Special meetings may be held, when deemed necessary, at the request of the seneschal(e), based on recommendations from voting members. An example of a special meeting might be one requested by the autocrat of an upcoming event for planning and preparation.

Section 3: Recording of Minutes

Minutes of all meetings will be recorded and then presented to the Shire voting member within 14 days of the meeting, via a public forum. If amendments are necessary, they may be proposed and voted upon by any voting members of the Shire. A simple majority of voting members will carry the vote.

The chronicler or his or her designated representative shall record the meeting minutes and present them as noted in this section.

ARTICLE IX: MANAGEMENT OF FUNDS

Section 1: Advance of Funds for Expenses

For autocrats and feascrats of approved Shire events (see **Article X**), a reasonable advance of funds to cover site deposits, foodstuffs, and other items necessary to purchase before an event is an acceptable request. The limit on an advance of funds shall be \$600. Request for an advancement of funds must be made at least 30 days prior to the time the funds are needed. See **Article X** for requirements about financial requests and budgets on event proposals. Checks made out to a third party, such as a state park requiring a site deposit, are not considered an advance and thus do not require a request for advancement of funds.

For those not serving as autocrats or feascrats of events, no advancement of any funds will take place without prior approval from voting members of the shire. A request for such advancement of funds must take place no less than 30 days before the funds are needed.

Section 2: Reimbursement Procedures

For autocrats, feascrats, and other Shire voting members involved in assisting with Shire events, reimbursement for legitimate expenses may be requested from the Shire reeve. An expense must be pre-approved by the Shire reeve and seneschal(e) under the guidelines of **Notice (Article VI)**. To receive reimbursement, expenses must be directly incurred for the event. A legible receipt that has been signed and dated is required, along with an attached note describing the reason for the expenditure, and the mundane name, address, and phone number of the person to receive reimbursement. These receipts must be presented to the reeve no later than 14 days after the Shire event. The reeve may approve reimbursement of 10% over budget on his/her own authority. Between 10-25% requires the seneschal(e)'s approval as well. More than 25% over budget requires a vote by the voting members of the Shire. Generally, only expenses pre-approved by the group may be reimbursed (see above, **Section 1**).

If necessary, reimbursements may be delayed to a later time (for example, if a check has already been cut for the original amount). If the excess amount is not approved, the purchaser can consider the extra amount spent and not reimbursed a tax-deductible donation to the group.

Section 3: Fiscal Year

The Shire fiscal year runs from January 1 to December 31.

ARTICLE X: EVENT PROPOSAL GUIDELINES

Persons within the Shire who are voting members are encouraged to put forth proposals for Shire events. The process for proposing a Shire event is as follows:

Section 1:

No less than 10 months before the proposed event, the voting members organizing the proposal, or his or her designated representative, will present in person at an official business meeting their official event proposal, using the form available in the Files section of the Shire's Yahoo group account. The form/proposal should give at minimum the name(s) of the autocrat(s) and co-autocrat(s), the name(s) of the feaster(s), a tentative working budget, a general theme or organizing concept for the event, the event date, and a proposed site for the event. If an advance of funds will be needed, this information shall be noted within the event proposal, abiding by limits in the amount delineated in **Article IX, Section 1**. Positions for the event, such as autocrat, feaster, marshal in charge, and so forth, should be filled first with Shire members. Moreover, the event organizers or their designated representatives need to provide the Shire with updates at every monthly business meeting, at minimum. More frequent communication via methods delineated in **Article VI** should be provided as the time for the event draws nigh.

Section 2:

The form/proposal shall be disseminated to the group via written or electronic media at least seven days before the official business meeting for review.

Section 3:

The organizer of the proposal should have, before the proposal is made, researched a date for the event and ensured its availability both on the Kingdom calendar and at the proposed. Tentative location of a secondary "back up" site is also recommended, but not required.

Section 4:

At the official business meeting, any persons present who wish to participate shall discuss the event proposal; thus, discussion is not limited only to Shire voting members, in order to reflect input from guests or visitors, such as from our sponsoring Barony of Bryn Madoc, who may have constructive ideas to offer. The organizer of the proposal or a designated representative shall be at the meeting to answer questions, address concerns, and in general advocate for the proposed

event. Otherwise, discussion cannot ensue, and a vote cannot be taken, therefore rendering the event proposal null and void until such times dates can be adjusted to meet the requirements set forth in **Sections 1 and 2** of this article.

Section 5:

When discussion is complete, a motion must be made for a vote, and seconded, both by Shire voting members. A vote will be taken of all Shire voting members according to the rules in **Article IV, Sections 2-4**. A simple majority will decide the vote.

Section 6:

If the event proposal is not accepted, the organizer of the proposal shall contact the appropriate Kingdom-level officer to have the event removed from the Kingdom calendar. He or she shall also contact any event site(s) being held in reserve to cancel the reservation.

ARTICLE XI: SELECTION OF SHIRE CHAMPION

The word “Champion” refers to all titled competitions including but not limited to Arts and Sciences, Bardic, Martial, and Service. Ideally, organization of the process of Champion selection shall be handled by the appropriate officer (i.e., the group knight marshal shall organize the selection of a martial champion). Shire Champions will be selected by majority vote of voting members in a manner determined by the organizing officer (i.e. beads in a cup, etc.). Individuals seeking to earn Championships must demonstrate their virtues to the Shire. A Shire Champion must be a voting member. Additionally, prospective Champions must write a letter of intent to be presented to the populace and confirm the letter in person at an official business meeting. The Champion shall serve for a period of one calendar year, at which time selection of a new Champion will take place.

Article XII: Shire Awards

The Shire may develop awards to reward and encourage our members for their accomplishments. Any such award shall carry no rank or precedence outside of the Shire. Any voting member of the Shire may propose creation of an award via written and/or electronic medium. The proposal must be placed on the agenda of the next official business meeting according to guidelines in **Article VIII, Section 1**. Acceptance of the proposed award will be made according to the voting rules in **Article IV, Sections 2-4**. A simple majority will carry the vote.

Article XIII: Amendment of Bylaws Process

These bylaws may be amended in whole or in part by a 3/5 majority vote of voting members present at an official meeting either by physical presence or accepted proxy. Amendments must be proposed no less than 30 days before the meeting in which a vote on changes is to be held, and discussion shall be undertaken on the proposed amendment at said meeting before voting, including acceptance of proxies, is undertaken. An amendment proposal may be brought forth by any voting member of the Shire.