

## **Shire of Caer Adamant By-Laws**

### **These are the By-Laws of the Shire of Caer Adamant (hereinafter referred to as “Shire”), Kingdom of the East. Updated March 2017**

#### 1. Conflict

If there is any conflict between these By-Laws and the laws of the United States, the State of Delaware, local jurisdictions, the Society for Creative Anachronism, Inc. (SCA), or the East Kingdom, the aforementioned laws will supersede Shire By-Laws.

#### 2. By-Law Review

The Shire Officers will review the By-Laws for possible revision every September. Anyone may petition the Officers for a change in the By-Laws at any time. Said petition must be made in writing to the Seneschal (electronic format is sufficient providing a confirmation of receipt is given by the Seneschal), and the proposed change must be on the website prior to it being discussed and voted upon at a general Shire meeting.

Petition should include the member’s name (both legal and SCA, if applicable) and the proposed change.

#### 3. Meetings

A. General Populace meeting will be held at least ten times a year. Dates, times, locations and directions will be posted on the Shire web site prior to the meeting.

B. Officer meetings will be held at their discretion.

C. Voting can occur at any General Populace meeting that has been posted on the Shire website prior to the meeting without a majority of the Officers present.

D. All Officers should make every effort to attend at least six (6) of the meetings each year. All Officers should provide a report to the Seneschal via email by no later than noon on the day of the meetings.

#### 4. Officers.

By accepting an office, the officer makes a good faith commitment to the position and its responsibilities for at least six months.

A. Requirements. Only paid members of the SCA, Inc. who reside within the Shire of Caer Adamant (modernly the state of Delaware) may hold the offices of Seneschal or Exchequer in the Shire of Caer Adamant. Any paid member of the SCA, Inc. can hold other offices, as determined on a case by case basis. Failure to maintain active membership while in Office may result in removal from office.

B. Offices to Be Filled. Corpora sets forth the minimum offices to be filled by a branch. Beyond the minimum, the offices for the next term will be decided upon by the current officers, who will also determine any non-elected positions to be filled. New offices will be added into the election rotation as appropriate.

C. Terms.

1. The term of office is two years from the regularly scheduled February election date. Officers elected into a position mid-term will serve out the remainder of that term, and may stand for re-election at the next scheduled time for that office.

2. There is no limit to the number of terms a member can hold an office, unless restricted by the Laws of the East Kingdom or SCA, Inc.

D. Non-Elected Positions. The current officers may identify the need for a position which will not be elected by the Populace. Such positions will be filled by a vote of the officers. Open non-elected positions will be announced on the website at least two months prior to the date of the officers' meeting during which the selection will occur. This is to give the Populace sufficient time to apply for any open position. All applicants will submit a letter of intent to the Seneschal no later than the scheduled start of the business meeting prior to the selection (see section 5.C.1, Letter Of Intent, for required information).

E. Reports. The outgoing officer will complete and submit any applicable year-end or quarter-end reports prior to stepping down.

F. Holding Multiple Offices. Although it is not ideal, a member may hold more than one office unless otherwise prohibited. The Seneschal and the Exchequer may not be the same person, nor may they reside at the same address.

G. Mid-Term Office Changes. Should an officer desire to hold a different position, and if that position is in a different election rotation from his or her current office, the officer must announce their intention to resign from his or her current office no later than the November business meeting. This will give the members of the Populace time to consider submitting a letter of intent for the soon-to-be vacant position.

5. Elections.

A. Officer elections will be held each February during the scheduled business meeting (all years are modern). New offices will be added into the election rotation as the positions are created.

1. In odd-numbered years: Exchequer, Knight Marshal, Herald.

2. In even-numbered years: Seneschal, Chatelaine, Minister of A&S.

B. November and December: Call for candidates for positions coming up for vote. Notice will be given at the business meeting, and posted to the website.

C. January: Letters of intent are due to the Seneschal prior to the scheduled start of the January business meeting.

1. Letter of Intent. The candidate for an office will submit a letter of intent to the Seneschal prior to the scheduled start of the January business meeting. The letter will include the member's modern name, SCA name (if applicable), membership number and expiration date, and a few lines describing the request.

2. Candidates for each office will be announced at the January business meeting, as well as on the website.

D. Between the January and February business meetings:

1. The Seneschal will ask that any candidates who so desire to send a statement detailing his or her qualifications, reason(s) for seeking office, and goals for his or her time in office. Responses will be combined and posted to the website.

2. The Seneschal will see that a ballot is created and made available through the website, as well as by paper copy on the day of the election. The ballot will include the names of any eligible candidates as well as a "none of the above" option for each position.

E. February.

Officer elections will be via closed ballot. The winner will be that candidate who receives a simple majority of the votes cast. Should the Populace vote to reject all of the candidates for a position, and that position is required by East Kingdom Law or Corpora, the process of holding a new election will begin immediately. In the interim, the Seneschal will make provisions for the performance of any duties of the office required.

## 6. Deputies

Officers are encouraged, but not required, to have deputies. Deputies are considered to be Officers-in-Training and, if empowered by the Seneschal, can assume the duties of the office on a temporary basis and report to the Populace and its officers.

A person desiring to become a deputy will contact the appropriate officer and, if accepted, the officer will announce the deputy on the Shire website.

A deputy may choose to step down at any time by informing the officer of his or her desire to step down. Likewise, at any time an officer may choose to dismiss a deputy for any reason the officer deems appropriate.

## 7. Funds

Authorization to spend Shire funds must be approved by a majority of the officers. In the case of Autocrats preparing for events, the Autocrat will work with the Exchequer after initial consultation with the officers. Additional officer approval will be required only for expenditures outside the approved event budget.

#### 8. Autocratting an Event

An Autocrat is considered to be the equivalent of an officer of the sponsoring group for the duration of the event, and as such must be a paid member of the Society. The Autocrat must have previous autocratting experience within the Shire (this requirement can be waived by majority vote of the elected officers).

Additionally, the Autocrat must be approved by a majority of the officers. The Seneschal may serve as Deputy-Autocrat for an event. The Exchequer may neither Autocrat nor Deputy-Autocrat an event. The Autocrat will keep the Seneschal informed on event progress every two weeks.

All complete event bid forms must be in the Seneschal's possession by the first day of the month which is six (6) months in advance of the event. This requirement may be waived by a majority vote of the officers for Kingdom and Royal Progress Events, and for other special circumstances.

The Autocrat will work with the Exchequer and Seneschal to ensure all required reports are submitted on time.

All receipts must be turned in at the event, or prior, to be reimbursed unless prior arrangement has been made with the exchequer.

#### 9. Demos:

Demos provide outreach, recruitment, and educational opportunities. In order to offer the best possible experience, significant planning and organization are required. As such:

- A. All demos must be approved by a majority of the Officers, following discussion during a regularly scheduled Shire meeting.
- B. All demo proposals must be submitted at least three (3) months prior to the event.
- C. The person organizing the demo or acting as point will take on the responsibilities of an autocrat. This means they must:
  1. Provide a proposal detailing date, time, location, and activities within the required time frame;
  2. Have all information available, including contact information for the non-

SCA point of contact;

3. Find volunteers for all aspects of the demo, from setup to breakdown to marshals, artisans, and Shire equipment and supplies needed;

4. Coordinate with the Chamberlain to acquire and transport (or find transport for) all Shire items needed for the demo.

## 10. Voting

The ability to vote on various issues concerning the local group is a privilege given to all Society members. However, there is a distinction on the types of issues the Populace and its Officers can vote upon.

Shire Populace (anyone that is able to demonstrate reasonable levels of participation in diverse activities within the Shire of Caer Adamant):

- Officer elections (closed ballot)
- By-Law changes/enactments
- New events/demos

Shire Officers: In addition to the above privileges, Shire officers may also vote on:

- Event expenses/reimbursements beyond the approved budget
- Autocrat selections
- Creation of Non-elected Positions