

# *Shire of Hartshorn-dale Charter*

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## **1. Statement of Purpose**

- 1.1. This is the Charter of the Shire of Hartshorn-dale. These guidelines are an unofficial publication of the Shire of Hartshorn-dale of the Society for Creative Anachronism, Inc. It is not a corporate publication of the SCA, Inc., and does not delineate SCA policies. Moreover, in any case where this Charter conflicts with East Kingdom Law and Policies or with Corpora, those higher laws take precedence.
- 1.2. This Charter will be reviewed by the Shire every two years to ensure that it still reflects the practice and intent of the Shire. The review will consist of distributing a copy of the Charter at the Shire business meeting and inviting commentary from the populace for discussion at the following meeting. Any changes must be approved by the Shire.
- 1.3. Note: At the time of the writing of this Charter, Shire business meetings are conducted at the beginning of each month. Timeframes for officer selection and any Shire decisions are based on this once per month meeting timeframe.
- 1.4. We recognize that emergencies can come up and Shire officers may act accordingly.

## **2. Membership**

- 2.1. Membership requirements for the SCA are clearly delineated in Corpora; privileges pertaining to that membership are not the business of the Shire.
- 2.2. For Shire business only, any SCA member who resides within the boundaries of Hartshorn-dale, or anyone who actively participates within the Shire, is considered a member of the Shire. Any member 14 years old or older may vote in elections and on proposals.

## **3. Shire Meetings**

- 3.1. In order for an official Shire business meeting to take place, the Seneschal or a representative needs to be in attendance and at least four other Shire members, two of whom must be Shire officers or their representatives. If circumstances occur that would prevent a large number of Shire members from attending, the meeting should be rescheduled by the Seneschal.

- 3.2. The date, time and location of all Shire meetings must be announced with as much advance notice as possible in order to ensure that any Shire member who wants to attend is aware of the meeting.

#### **4. Decision Making Process**

- 4.1. Any proposal or agenda item that requires approval from the Shire membership can only take place at a Shire business meeting.
- 4.2. All Shire members present at the meeting may participate in the decision process. In most cases, a majority consensus shall be taken by a simple hand vote. If a hand vote is not appropriate, such as officer selections for a contested office, a “blind vote” (names in hat or similar method) will be used.
- 4.3. Votes will be counted by the Seneschal and Exchequer. If either Seneschal or Exchequer is being voted on, then another Shire officer will fill in for the officer being voted on. Results will be announced immediately. In the case of a blind vote, the result will be announced as a simple yes/no; the count will not be announced.
- 4.4. Small expenditures, local demos, local events not published in Kingdom newsletter, and small Shire projects should be approved by a simple consensus at the Shire meeting in which they are raised.
- 4.5. Officer selection, event approval (including budget), and large expenditures, will be discussed at the Shire meeting in which they are raised. Final approval to be granted at the next Shire meeting.
- 4.6. Any decisions that are financial in nature shall be done by the Financial Committee as outlined in the Exchequer Policies of the Shire.

#### **5. Officers**

- 5.1. Officers should attend a majority of Shire business meetings. If an officer or a representative cannot attend a meeting, the officer must contact the Seneschal with an officer’s report.
- 5.2. Any problem with an officer's performance that cannot be dealt with on a local level will be handled in accordance with Kingdom law.

#### **6. Officer Requirements**

- 6.1. The purpose of these requirements is to ensure that as a representative of the Shire and the SCA, an officer is familiar with the ideals and customs of the Shire and the SCA. In addition to any Kingdom or Society requirements, to hold an office in the Shire a person must meet the following requirements:
  - 6.1.1. Have been participating in the SCA for at least one year.
  - 6.1.2. If the office is one of those required by Kingdom Law, the candidate must have been a deputy or served in another office for the period of one year. Service in other SCA groups will also count for this requirement.
- 6.2. However, on a case by case basis, the Shire may consider a person for an office even if the additional requirements are not met.

## **7. Selection of Officers**

- 7.1. Officer selection will be held each year for these offices:
  - 7.1.1. In odd-numbered years: Seneschal; Knight-Marshal; Minister of A&S; Chatelaine; Chirurgeon; Fencing Marshal; Domesday Editor; Accessibility Porter.
  - 7.1.2. In even-numbered years: Exchequer; Herald; Chronicler; Webminister; Archery Marshal; Thrown Weapons Marshal; Minister of Lists; Chamberlain; Dance Master/Mistress; Secretarie; Chancellor Minor
- 7.2. New offices can be created by the Shire and added to the above list as suits the Shire's needs.
  - 7.2.1. In September (Reminder): A reminder of officer positions that are up for selection should be announced to the Shire. (See list above for offices based on current year.)
  - 7.2.2. In October (Nomination): Potential candidates must state their interest in holding a Shire office to the Seneschal or current office holder at or before the business meeting.
  - 7.2.3. In November (Selection): At the business meeting, candidates should make a presentation, followed by questions. Afterwards, the candidate(s) should leave the meeting so Shire members may discuss freely. After the discussion is over, selection will follow the normal Shire decision making process.
- 7.3. Selection of a new Shire Officer shall be official only with the final approval of the appropriate Kingdom Officer
- 7.4. The officer-elect will work with the current officer and will assume the office in January, after the end of year report is submitted (if applicable). The Shire also has the option to leave a non-required office vacant.
- 7.5. In the event that an officer is unable to finish the term of office, a replacement should be nominated at the next regular business meeting, with selection to take place the following month. If the officer is unable to fulfill the duties of the office until a replacement can be selected, a stand-in should be appointed until the selection process is finished.
- 7.6. People who wish to hold a currently vacant office, should state their interest at a business meeting with selection to take place at the following business meeting.
- 7.7. In all cases where an officer is selected mid-term, that officer will serve out the remainder of that term.

## **8. Communications**

- 8.1. Official Shire communications, announcements, and decisions take place at Shire meetings.
- 8.2. Formal e-mail correspondence with a Shire officer is acceptable and official only when the officer has offered to communicate electronically by placing his or her e-mail address in SCA publications, by releasing it for individual use, or by initiating e-mail correspondence for official business.
- 8.3. Formal e-mail correspondence from an officer is appropriate only as a reply to incoming e-mail where electronic communication is clearly invited and welcomed by the recipient.
- 8.4. No messages posted to bulletin boards or general email lists can be considered official communications. E-mail lists or bulletin boards may be used to post clarifications of policy if it would help clear up a topic under discussion on the list.

- 8.5. The use of non-official communication methods (such as e-mail, bulletin boards, practices, etc.) is encouraged to help disseminate information.

## **9. Shire Events**

- 9.1. A Shire event is one that is sponsored and/or funded by the Shire.
- 9.2. A Shire event shall be proposed and decided on by a bidding process. A bid proposal must be presented to the shire by the potential autocrat of the event, or a representative. The bid should specify the: Autocrat, Head Cook, Reservation contact, site, date (and possible alternate date), theme, activities planned, and proposed budget. The budget should have: planned expenses, charges for all attendees, and expected attendance. Any additional information the bidding Autocrat can make available will aid in the decision process.
- 9.3. If a Shire event is to be announced in the Kingdom newsletter, there should be at least two months of publication. To ensure this the timeline for bids will be as follows:
- 9.4. No less than 6 months in advance of the event, bids need to be presented for discussion and suggestions at a business meeting.
- 9.5. No less than 5 months in advance of the event, the Autocrat shall present at a business meeting the finalized bid, including a draft event announcement, for review and approval. If approved, the Autocrat will be allocated Shire funds.
- 9.6. Within one month of the approval, the site must be secured and then the event announcement submitted to the Kingdom newsletter.
- 9.7. If the Shire event does not need to be announced in the Kingdom newsletter, the Autocrat should present the bid far enough in advance for Shire support.
- 9.8. The Autocrat shall determine and allocate the event budget. The Autocrat shall require staff to request approval for any increase in the monies allotted to them. The Autocrat should try to stay within the proposed budget and should keep a running tab of expenditures to aid in doing so. The Autocrat or a representative should report at each business meeting on the current status of the event including expenditures.
- 9.9. Expenditures in excess of the approved budget may be reimbursed at the Shire's discretion.

## **10. Demos**

- 10.1. The Shire will have the Demo Coordinator handle the contacts for demonstrations. The Demo Coordinator is a deputy to the Chatalaine, and will be appointed by the Chatelaine at the start of or during the Chatelaine's tenure in office. If no Demo Coordinator is appointed, the Chatalaine will fill the role. If the Demo Coordinator is unavailable, responsibility for demos will default to the Chatelaine.
- 10.2. All requests for demos must be referred to the Demo Coordinator. Neither the Demo Coordinator, nor anyone else, may accept or refuse any reasonable requests without first consulting the Shire. One month's notice is preferred to ensure a quality demo.

## **11. Shire Property**

- 11.1. The office of Chamberlain is responsible for keeping track of Shire property and supplies in accordance with the Society Exchequer policies. If the office of the Chamberlain is vacant, the responsibility will fall to the Exchequer.

- 11.2. The Chamberlain will maintain an inventory of all items and their locations. An inventory review should take place semi-annually to coincide with Exchequer reporting as required by Kingdom law. Additional inventory reviews are encouraged after events or other significant use of Shire property.
- 11.3. Anyone storing Shire property is holding it in the Shire's name and is responsible for storing the property safely and accessibly. Property must be relinquished when the person is no longer an active member of the Shire.
- 11.4. Any property that is damaged, lost, etc., should be reported to the Chamberlain. Anyone in possession of property is responsible for damage or loss due to negligence or misuse and will be expected to reimburse the Shire appropriately.
- 11.5. Items that are "lost and found" after Shire activities and events shall be itemized by the autocrat or officer in charge of that activity and turned over to the Chamberlain. The itemized list shall be appropriately published. Any items unclaimed after 12 months become the property of the Shire. Anyone who approaches the shire after this point with a rightful claim to an item will have the item(s) returned if it remains in Shire inventory.
- 11.6. Shire property which is deemed no longer needed may be disposed of by any method agreeable to the Shire.