

GENERAL POLICIES OF THE SHIRE OF GRYFFYN'S KEEP

These policies are intended to govern the organizational structure, general policy, and decision-making process of the Shire of Gryffyn's Keep, a branch group of the Society for Creative Anachronism (SCA) located in Region 2 in the Kingdom of Aethelmearc (Westmoreland and Fayette Counties of Pennsylvania). None of the provisions contained in this document shall apply to any other organization or SCA group.

These policies do not express or delineate Corporate or Kingdom SCA policies. If any conflict exists or arises between corporate or Kingdom rules, policies, or procedures and the provisions contained herein, the corporate or Kingdom laws and policies shall prevail. Further, if such a conflict is discovered, these by-laws shall be revised and amended to eliminate such conflict at the earliest opportunity, by means of procedures set forth herein.

I. Shire Membership

- A. **Definition.** A member of the Shire of Gryffyn's Keep shall be any person who is a paid member in good standing of the SCA at any level, including associate, sustaining, or family membership and resides within the boundaries of the Shire of Gryffyn's Keep or has been granted Shire membership status as described in Section I.B below.

An individual shall be considered a paid SCA member as of the date he or she has mailed the appropriate fee and membership application to the SCA corporate offices.

- B. **Non-residents.** Any paid SCA member who resides outside the boundaries of the Shire of Gryffyn's Keep, and is not an Officer or participating member of any other SCA branch group, may petition the Shire for membership status. The Shire's response to such a petition shall be determined by majority vote at the next general business meeting. Shire membership granted under this section may be withdrawn for good cause by means of a majority vote of the Shire populace.

II. Meetings

A. Definitions

1. A general Shire business meeting shall be held at least once each month, unless waived by unanimous consent or majority vote at the preceding month's general meeting. To the full extent possible, the regular Shire meeting shall be at the same time and location each month.
2. In the event a Special Meeting outside of the regular monthly business meeting is needed, the Seneschal with the approval of two thirds (2/3) of the Shire Officers can call for a meeting. The Seneschal shall be responsible for scheduling a special meeting, making an agenda, obtaining the location, and notifying the populace of the time, date and location at least one full week prior to the meeting.

B. Scheduling

1. The Seneschal shall be responsible for scheduling the monthly business meeting, making an agenda, obtaining the location, and notifying the populace of the time, date and location.
2. The Seneschal, with a verbal endorsement from at least two Officers, has the authority to cancel the general monthly business meeting, if he or she determines travel conditions endanger the safety of the Shire members, the meeting would conflict with a national holiday, or the meeting would conflict with a major SCA event.

C. Agenda

1. The agenda of regular and general Shire meetings shall include, at a minimum, Officers' reports, committee reports, event planning reports, old business, and new

business. At the appropriate time, the Seneschal or presiding Officer shall provide the opportunity for any Shire member to raise new or old issues, regardless of whether the issue has been previously added to the agenda.

2. Any Shire member may add an Issue or item of business to the agenda for any regular or general Shire meeting. If possible, such addition should be communicated to the Seneschal in advance of the meeting.

D. Decision-Making

1. All major decisions affecting the Shire as a whole shall be made only at general or special Shire meetings open to all Shire members, including, but not limited to, any decision to host an event, elect an Officer, appoint a committee, appoint an autocrat, extend Shire membership to a non-resident, create or abolish an office, present a demonstration, conduct fund-raising, change the policies, etc.
2. Except as specifically set forth elsewhere in these policies or in the Shire's Financial Policies, decision-making shall be conducted by majority vote or the unanimous consent of all Shire members present at a meeting, unless the decision falls within the administrative powers of a specific office.
3. All Shire members shall be provided with fair and reasonable opportunity to participate in all Shire decisions, including elections.
4. Decisions affecting financial matters of the Shire are set forth in the Financial Policies of the Shire of Gryffyn's Keep.

III. Shire Officers

- A. **Offices of Gryffyn's Keep.** The following offices shall exist within the Shire of Gryffyn's Keep, and insofar as may be possible, a qualified individual shall be elected or appointed to hold each one of them:

1. Seneschal – elected in October of odd numbered years
2. Exchequer – elected in January of even numbered years
3. Chronicler – elected in February of even numbered years
4. Chatelaine – elected in December of even numbered years
5. Minister of Arts & Sciences – elected in April of even numbered years
6. Knight Marshal – elected in April of odd numbered years

- B. **Eligibility for Office.** To be eligible to hold a Shire office, an individual must be 18 or more years old and a Shire Member in good standing as defined in Section I.

- C. **Selection of Officers.** All Officers of the Shire of Gryffyn's Keep must be elected at open, unrestricted meetings by majority vote of the Shire Members present at the meeting. The candidate with the most votes shall be appointed to the position.

D. Resignation from Office

1. An Officer may resign from office at any time.
2. Any Officer who has decided to resign shall notify the Seneschal, and publicly announce his or her intention, immediately after making the final decision to do so. If possible, such notice should be given at least 30 days before the resignation will take effect if not sooner. A resigning Officer shall specify the date of his/her resignation will be effective.
3. An Officer in the process of resigning shall make every reasonable effort to ensure a smooth transfer of authority.

4. A resigning Officer shall deliver to his or her successor all Shire-owned records and items held pursuant to the office in question, on or before the effective date of his or her resignation.
- E. **Removal of Officers.** Any Officer who fails to adequately perform their duties or whose actions are deemed inappropriate may be subject to removal from office with a two-thirds (2/3) majority vote of all of the Officers.
- F. **Appointment of Temporary Replacements for Incapacitated Officers.** If an Officer is temporarily incapacitated and unable to perform the duties of his or her office, the Seneschal may appoint an individual to perform those duties until the Officer recovers.
- G. **Terms of Office.** Officers shall serve a term of two years with a maximum of two consecutive terms. An Officer can serve longer than 4 years if they have fulfilled the remaining term of service of a resigning Officer.
- H. **General Duties of All Officers.** Every Officer shall be obligated to do the following things:
1. Maintain his or her SCA membership.
 2. Read, periodically review, maintain familiarity with, and adhere to the Kingdom Laws and Policies pertaining to his or her office.
 3. Report his/her election or appointment to the corresponding Kingdom Officer, and take such steps as may be necessary to become warranted or approved as a local Officer.
 4. Make timely reports to the appropriate corresponding Kingdom office, as required by the Kingdom Laws and Policies and/or the corresponding Kingdom Officer.
 5. Create update, and maintain a suitable and consistent local policy for his/her office, in accordance with Kingdom Law and Policy and the provisions of these bylaws; and publish said policy to the Shire as a whole.
 6. Attend each regular monthly business meeting and there verbally report significant programs, activities, and incidents concerning his/her office, and answer any related questions from the populace.
 7. Create, organize, maintain, and update a record file pertaining to his/her office, containing at a minimum hard copies of the applicable Kingdom law and policy for that office, copies of any correspondence with Kingdom or corporate-level SCA officials, copies of submitted local and Kingdom written reports, copies of any written complaints, the property inventory for that office, and any other significant documents concerning the office.
 8. Arrange for the safe-keeping, care, and repair of all items of Shire-owned property related to his/her office; maintain an up-to-date inventory list of such items; and provide a copy of this list to the Shire exchequer upon request.
 9. Upon leaving office for any reason, turn over to the Shire or to his/her duly elected or appointed successor all records and items related to that office, as well as any passwords, keys, Online Control and Ownership of all email and mailing lists, and/or other information necessary for or helpful to the performance of the duties of the office.
 10. Permit the viewing and/or inspection of any and all records and items of property upon the request of any Shire Officer.
 11. Make any and all office-related documents or items of property available for appropriate use by the Shire as a whole (spare armor and garb should be made available for use by those who need it, etc.).

I. **Other Positions of Authority**

1. The autocrat of any event or demo, and the chairperson of any Shire committee, shall be considered a temporary Shire Officer, who shall be appointed at the time the populace votes to hold the event or demo, or form the committee. Such temporary Officers must therefore meet all other requirements to hold a Shire office. These Officers must be appointed by the Shire at a special or general Shire meeting.
2. Each Officer may create deputies as needed and report the appointment at the next Shire meeting. Deputies do not have term limits. When a deputy wishes to step down, they are responsible for recommending a replacement to the Officer to which the deputy reports, and that Officer appoints a replacement as needed.

J. **Specific Duties of Officers**

1. Chronicler – It shall be the responsibility of the Chronicler to produce a monthly newsletter in online fashion and emailed if desired for the use of the general populace. It shall conform to Kingdom Standards and contain any monthly reports from any Officer, contact information of all Officers, a calendar of upcoming events and any information submitted for publication. All submissions for entry must adhere to all Kingdom guidelines for consideration.

IV. **The Policies**

- A. **Amendment Proposals.** All amendments or changes to these policies must be formally proposed at a general or special Shire business meeting which is open to all members. Such a proposal shall include a completed draft of the proposed change or amendment, and an explanation of why it is needed.
- B. **Notice and Consideration.** No vote shall be taken on a proposed amendment to the policies for at least 30 days following the proposal, unless the proposal was made at the regular monthly business meeting, in which case a vote may be taken at the following month's regular business meeting. During the month following the proposal, the Shire member sponsoring it shall ensure that the draft of the proposal is posted to the Shire list-serve within 5 days of the meeting at which it was presented, and provided to the Shire chronicler, who shall publish it in the Shire newsletter. The purpose of this section is to provide adequate time for notice, publication, and mature consideration of the proposed amendment. During this time, all Shire members shall have the right to comment upon, criticize, and suggest alterations to, the proposed change or amendment draft.
- C. **Voting on Amendments.** The vote on an amendment shall be taken at an open Shire business meeting. Two-thirds (2/3) of the Shire Members present at such meeting must vote in favor of the change or amendment in order for it to pass. The outcome of the vote, and the new or revised policy section (if passed), shall be posted to the Shire list-serve, published in the Shire newsletter, and added to all official copies of the Shire policies.
- D. **Publication.** The Shire policies shall be published at least once each year in the Shire newsletter. If no newsletter is being published, the policies shall be printed and distributed separately.

V. **Events**

- A. **Definition.** For the purposes of this Article, the term "event" shall mean any formal activity or presentation that is explicitly advertised, labeled, or announced as being related to or Sponsored by the Society for creative Anachronism, Inc. This definition includes, but is not limited to, events announced in the Kingdom newsletter, as well as local meetings, demos, workshops, and practices.
- B. **Shire Approval Required.** No SCA event may be held with the borders of the Shire of Gryffyn's Keep without the approval and/or sponsorship of the Shire. Any individual or group wishing to hold an SCA event within the Shire must make a formal request for Shire approval

at an open business meeting. Approval may be granted upon majority vote by the Shire populace present.

- C. **Shire Sponsorship.** Any individual or group seeking Shire sponsorship of an event, in the form of financial backing and labor, must present an event bid, as defined below, to the Shire populace at an open Shire business meeting, and post such bid on the list-serve prior to such meeting. This bid must be presented a minimum of three (3) months before the event is to be held. Sponsorship may be decided by majority vote the populace present at said meeting.
- D. **The Event Bid.** An event bid must be in writing, and include at least the following information, if applicable:
1. A general description of the event, including all planned activities;
 2. The location of the event, all costs to rent or use the site, and general directions to it;
 3. Whether food will be served, the menu and estimated cost of supplies to make it, and who will be in charge of its preparation;
 4. The attendance price per person necessary to break even, broken down into proposed site, meal, and camping/lodging charges (if applicable);
 5. An estimate of the labor and services that will be required from the Shire membership, including any specialized services from specific Shire members;
 6. An estimate of the total financial cost to the Shire, listing all expenses, and when disbursements must be made;
 7. The proposed date of the event, and a list of any conflicting Kingdom-level events, and events being conducted by near-by groups on the same date (a list of alternate dates is recommended);
 8. The name of the individual(s) who will autocrat the event.
- E. **Oversight**
1. The autocrat(s) of any event shall advise the Shire of any problems that may develop, and generally keep the Shire as a whole well-informed during the planning stages. The autocrat shall provide any and all event information and documents to the Shire seneschal and exchequer upon request.
 2. The Autocrat of an event may be removed and replaced, or the event itself may be terminated, upon motion and majority vote at an open Shire business meeting, if good cause for such action is shown.
 3. The event positions of Autocrat and Feastocrat require a mentor if the person holding the position has not held that position previously within the Kingdom of Aethelmarc. It is the responsibility of the person to find their own mentor. The mentor must have held that same position at least two (2) times within the Kingdom of Aethelmarc prior to the current event and must be approved by the majority of the Shire Officers.
 4. The event position of Head Troll requires prior training by the Shire Exchequer.
- F. **Income.** All proceeds, income, and property received from an event shall be the property of the Shire as a whole, as set forth in the Financial Policies of the Shire of Gryffyn's Keep. All income shall be collected, handled and maintained in accordance with the policies and procedures established by the Kingdom of which the Shire is a part.

Approved by Shire on 1/8/2015