

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, being enacted 19 October 2008.

I. 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.

II. BY-LAW REVIEW

The Shire Officers will review the By-Laws for possible revision every September. Any paid member 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 published in the newsletter and/or on the website prior to it being discussed and voted upon at a general Shire meeting.

Petition will have the following information:

- Member’s name (both legal and SCA, if applicable),
- Membership number and expiration date,
- Proof of Delaware residence, and
- Proposed change.

III. MEETINGS

General Populace meetings will be held at least ten times a year. Dates, times, locations and directions will be published in the newsletter and/or posted on the Shire web site prior to the meeting. A majority of the officers must be present for voting to occur. Officer meetings will be held at their discretion.

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

IV.A. REQUIREMENTS. Only current members of the SCA, Inc. who reside within the Shire of Caer Adamant (modernly the state of Delaware) may hold an office in the Shire of Caer Adamant. Failure to maintain active membership while in Office may result in removal from office.

IV.B. OFFICES TO BE FILLED. East Kingdom law 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.

IV.C. TERMS.

IV.C.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.

IV.C.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.

IV.D. SENESCHAL. All candidates for the office of Seneschal must have previously held an office within the SCA, either as an elected officer or as a deputy to the Seneschal.

IV.E. 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 published in the newsletter and/or on the website at least one month 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 V.C.1, LETTER OF INTENT, for required information).

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

IV.G. 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.

IV.H. 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.

V. ELECTIONS.

V.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.

V.A.1. In odd-numbered years: Exchequer, Knight Marshal, Herald, Web Minister, Chronicler.

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

V.B. November and December: Call for candidates for positions coming up for vote. Notice will be given at the business meeting. Notice will also be posted to the website and/or in the newsletter (Fort Knights).

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

V.C.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. Proof of residence is required (e.g. photocopy of a current utility bill or Delaware driver's license).

V.C.2. Candidates for each office will be announced at the January business meeting, as well as on the Populace list and in the newsletter.

V.D. Between the January and February business meetings:

V.D.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 Populace list.

V.D.2. The Seneschal will see that a ballot is created and made available through the Populace list, the website and/or the newsletter, 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.

V.E. February.

V.E.1. Officer elections will be via closed ballot. Any Caer Adamant resident, aged 14 years or older, who is also a paid member of the SCA, Inc. may vote in an officer election. Prior to casting a ballot, each member must show proof of membership (membership card or Pikestaff mailing label), and proof of residence (e.g. photocopy of a current utility bill or Delaware driver's license). An exception to the proof of residency will be made for minor children who reside with their parents. Proof of membership is still required.

V.E.2. PROXY BALLOTS must be received by the Seneschal prior to the start of the business meeting during which the election is held. The completed ballot must have been placed in an envelope with copies of proof of membership and proof of residence attached (see V.E.1). The Seneschal or designate will verify the proofs as presented, and note on the envelope the number of ballots for which proof was received.

In accordance with East Kingdom Law VII.C.4.b.i., proxy ballots must "be signed and legibly printed with the signatory's legal name."

V.E.3. 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 EK Law, 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 by EK Law or Corpora.

VI. REMOVAL OF OFFICERS

Any elected officer can be removed from office by a vote of removal, as proposed by either the officers or the Populace. Such proposal must take the form of either:

1. A decision by two-thirds of the officers, or
2. A petition signed by one-third of the paid members of the Shire, and presented to the officers during a business meeting.

VI.A. The vote of removal will be announced at the business meeting, posted to the Populace list, and published on the website and/or in the newsletter.

VI.B. The vote of removal will be taken from the paid members of the Populace at the next scheduled Business Meeting.

The vote of removal will be a closed ballot format. Each paid member must show proof of membership and residence to receive a ballot. Proxy ballots will be permitted, and will follow the procedures in Section V.E.2. PROXY BALLOTS.

If an officer is removed from office, or steps down prior to the end of his or her term, the deputy, if one exists, will assume the office until a new election is conducted.

An election for a replacement will be conducted three months following the removal or the stepping down of the officer. If there are fewer than three months remaining until the next general election, the deputy may hold the position until the next general election. In the event that there is not a deputy, the position will remain vacant, and the Seneschal will see to the performance of the duties of that office as required by Kingdom Law and Corpora.

VII. 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. As such, deputies are required to be paid members of the Society.

A person desiring to become a deputy will submit a letter of intent to the officer, that officer then having the option to approve or reject the request. Letters of intent will contain the person's name (legal and SCA), membership card number, expiration date, and a few lines describing the request. The deputy must resubmit a letter of intent following elections, even if the officer has continued in his or her same position.

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.

VIII. 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. Because of the many details involved with running an event, the Autocrat shall not be expected to clear every detail of expenses with the officers. Reimbursement of monies will be dispensed only after the majority of the officers have given their approval.

IX. AUTOCRATTING AN EVENT

An Autocrat is considered to be the equivalent of an officer of the sponsoring group, under the Seneschal, for the duration of the event, and as such must be a paid member of the Society. The Autocrat must have previous autocrating 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 event bid forms must be in the Seneschal's possession by the 1st day of the month which is eight (8) months in advance of the event or the event can not be approved. 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.

X. 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 officers:

- Event expenses/reimbursements
- Autocrat selections
- Creation of Non-elected Positions
- All items below

Shire Populace/paid members (at least fourteen years of age):

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

XI. These By-Laws shall supersede any existing By-Laws of The Shire of Caer Adamant.