

Shire of Blak Rose
By-Laws
A.S. LI
(January 2017)

Prepared by the By-Laws Committee, in service from February 2014 to December 2016
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The Populace of the Shire of Blak Rose establishes these by-laws to provide a framework for governance and to preserve their traditions and customs.

Article I – Name and Purpose

Section A: Name

1. The official name of this branch shall be the March of the Black Rose (hereafter referred to as “the Shire”), the name registered by the Laurel Sovereign of Arms in May 1986 in the Kingdom of the East (hereafter referred to as “the Kingdom”) of the Society for Creative Anachronism (hereafter referred to as “the Society”).
2. The Shire will continue to use its unofficial name, the Shire of Blak Rose, by which it is generally known within the Kingdom.

Section B: Statement of Purpose

The purposes for which the Shire is formed are as follows:

1. To promote the study of the history, culture, arts, sciences, and martial arts of pre-1600 A.D. Western Europe through re-creation.
2. To conduct workshops, practices, and other gatherings where individuals can practice, teach or learn some skill as a group, or to work on individual or joint projects, that pertain to the first purpose.
3. To encourage cooperation within the Shire and with neighboring groups for the formation of guilds, other inter-shire groups, and event committees that pertain to the first purpose.
4. To promote the awareness of medieval and Renaissance history and the Society by holding public demonstrations to encourage membership and educate the public.
5. To hold Events which re-create life in the Middle Ages or Renaissance.
6. To conduct those administrative functions necessary to facilitate the other purposes listed above.

Section C: Order of Authority

1. The precedence of rules defined in Article I, Section A of the Society Corpora shall apply to the actions of the Shire.
 2. Unless stated otherwise, the definitions found in the Society Corpora and/or Laws of the Kingdom of the East shall apply in these Bylaws.
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Article II – Definitions of Membership and Populace

- A. Member of the Populace: Any person who supports one or more of the purposes delineated in Article I by participating in related activities.
- B. SCA Member: Any person currently registered as a paid member of the Society.
- C. Resident SCA Member: Any paid member of the Society currently living within the geographic grounds of the Shire.
- D. Resident SCA Member of Voting Age: Any Resident SCA Member age eighteen (18) or older.

Article III – Officer Requirements and Responsibilities

Section A: Roster of Officers

- 1. The Shire officers shall, at a minimum, include, the following:
 - a. Seneschal;
 - b. Chancellor of the Exchequer;
 - c. Herald;
 - d. Chronicler;
 - e. Minister of Arts and Science and/or Knight Marshal.
- 2. The Shire may also, as it deems fit, include:
 - a. Chatelaine;
 - b. Minister of Lists.
- 3. If there is no Chatelaine, those duties shall be assigned to one of the existing Shire Officers.
- 4. If there is no Minister of Arts and Sciences, then anyone who would report to that Officer shall report instead to the Knight Marshal.
- 5. If there is no Knight Marshal, then anyone who would report to that Officer shall report instead to the Minister of Arts and Sciences.
- 6. In addition, the Shire may establish such Functionaries and deputies as are needed for the conduct of its activities and events.
 - a. These Functionaries may include, but not be limited to, Web Minister, Chancellor Minor, Librarian, Minister of Fence, Archery and Thrown Weapons Marshals, as well as any other positions that may be established.
 - b. Any Functionaries created must report to one of the existing Shire officers. Which officer a Functionary is to report to shall be determined at the time that the Functionary is created.
 - c. A single individual may hold only one Office and up to two Functionary or deputy roles.

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- d. For the purposes of determining a Quorum, as described in Article V Section A.8, an individual shall only be counted once, regardless of which Office and/or however many Functionary or deputy positions he or she may hold.

Section B: General Responsibilities of All Officers

1. The responsibilities of each of the Officers are defined in Section C, below, and are as defined in both Kingdom and Society Laws and Policies. All Officers are required to be familiar with those provisions and fulfill their obligations to the Shire.
2. Officers are expected to complete their two-year term of office. The process for replacing an Officer who is unable to complete his or her term is described in Article IV.
3. Each Officer is encouraged to have a deputy who is either knowledgeable of the duties of the office, or who is in training.
 - a. The Seneschal is required to have at least one deputy.
 - b. Deputies are encouraged to submit a Letter of Intent, as described in Article IV, Section A, to the Officer they wish to assist, unless chosen by the Officer directly.
 - c. Deputies may step down at any time by informing the Officer, and likewise may be dismissed from service at any time or for any reason deemed appropriate.
 - d. In the event that an Officer is removed or is otherwise unable to fulfill the duties of his or her office, as described in Article IV, his or her deputy shall assume those duties until an election can be held to replace that Officer.
4. Officers are expected to attend Shire meetings to report to the Populace. Should any officer fail to report either in person, through his or her deputy, or via written report, for three (3) consecutive meetings, the Seneschal may choose to commence removal of office as outlined in Article IV.

Section C: Duties of Officers and Functionaries

1. The Seneschal:
 - a. Serves as the presiding officer of the Shire.
 - b. Acts as the legal representative of the Shire.
 - c. Acts as the Shire's representative to Kingdom, sitting as a member of Curia.
 - d. Is responsible for scheduling the time and place of Shire Regular and Annual Business Meetings and Special Business Meetings and of so notifying the residents of the Shire.
 - e. Keeps the pertinent historical records of the Shire or supervises the Function of Archivist.
 - f. Supervises the Function of Accessibility Porter.
 - g. Supervises the Function of Chancellor Minor.
2. The Chancellor of the Exchequer:

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- a. Safeguards and maintains records of the monies of the Shire and supervises the finances of the Shire.
 - b. Receives monies allocated by East Kingdom Law or donated by any other individual, group, or organization.
 - c. Disburses the monies of the Shire in accordance with these By-Laws and East Kingdom Law.
 - d. For the purposes of dealing with outside organizations, the Chancellor of the Exchequer shall also serve as the Shire Treasurer.
 - e. Supervises the Function of Archivist, as relates to financial records.
 - f. Supervises the Functions of Chamberlain and Librarian.
3. The Herald:
- a. Acts as advisor to Shire members in heraldic matters, including the creation and registering of names, devices, and badges.
 - b. Supervises Field Heraldry at events and assists at Court Heraldry at Kingdom Events, as needed.
 - c. Maintains the Shire Order of Precedence, which is to be made available at a Shire website.
 - d. Encourages all manner of heraldic display by the residents the Shire.
 - e. Bears the heraldic title of Rose Noire Pursuivant, which was registered to the Shire in June 2010.
4. The Knight Marshal:
- a. Acts as advisor in all matters pertaining to martial activities within the Shire.
 - b. Supervises the training and authorization of fighters.
 - c. Schedules the time and place of Shire fighting practices and is responsible for so notifying the residents of the Shire.
 - d. Ensures that the Rules of the Lists are followed.
 - e. Enforces Kingdom Weapon and Armor Standards.
 - f. Is responsible for safety and chivalry in the Lists.
 - g. Supervises the Functions of Archery, Fencing, and Thrown Weapons Marshals.
 - h. Supervises youth combat activities and the Function of the Youth Knight Marshal.
 - i. The Marshal of Fence, Archery Marshal, Thrown Weapons Marshal, and/or Youth Knight Marshal have the same responsibilities as the Knight Marshal within their own Functions.
5. The Minister of Arts and Sciences:
- a. Acts as advisor in all matters pertaining to the Arts and Sciences within the Shire to the populace of the Shire, and supports study in those areas.

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- b. Arranges for organized Arts and Sciences gatherings within the Shire and so notifies the residents of the Shire.
6. The Chatelaine:
 - a. Is responsible for the introduction and education of new members in the culture and customs of the Society.
 - b. Works with outside groups to arrange and carry out demos.
 - c. Prepares, maintains, and disseminates such materials as are needed to further the objectives of the Office.
7. The Chronicler:
 - a. Is responsible for taking the minutes of all Shire meetings and posting these minutes on accessible Shire archives.
 - b. Is responsible for posting such notifications and information as are required by these By-Laws on Appropriate Electronic Media.
 - c. Supervises all official publishing activities of the Shire.
 - d. For the purposes of dealing with outside organizations, the Chronicler shall also serve as the Shire Secretary.
 - e. Supervises the Function of Web Minister.
 - f. Supervises the Function of Historian.
8. The Minister of the Lists:
 - a. Maintains accurate records on the fighting activities and the fighters of the Shire.
 - b. Provides the Knight Marshal with information necessary for the performance of his duties, and receives any assistance necessary for the performance of the Lists Office.
9. The Function of Web Minister:
 - a. Is responsible for maintaining a recognized website for the Shire in accordance with the policies of the Society Chronicler and Kingdom Chronicler.
 - b. Maintains or assists as required any other electronic presence the Shire may have.
10. The Function of Chancellor Minor:
 - a. Assists parents of children in integrating children's activities into Shire events. The Chancellor Minor will not be responsible for, nor in any way encourage autocrats or the Society to provide, baby-sitting services.
 - b. Prepares, maintains, and disseminates such materials as further the objectives of the Office.
 - c. Encourages youth in the culture and customs of the Society.
 - d. Works with any Shire Youth Marshal to coordinate youth martial activities.
 - e. Can only be filled by a Resident SCA Member Age 21 or older.

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11. The Function of Librarian:

- a. Maintains a list of all books and other reading and instructional materials owned by the Shire.
- b. Makes this list available to the Shire Populace by appropriate electronic media.
- c. Tracks any books or other reading and instructional materials belonging to the Shire and loaned out to the Shire Populace to ensure their return.
- d. Recommends new books and other reading and instructional materials that the Shire might purchase for the benefit of the Shire Populace.

Article IV – Election, Replacement, and Removal of Officers

Section A: Letters of Intent

1. Any Resident SCA Member of Voting Age may choose to become a candidate for a Shire Office, unless stated otherwise in Article III, Section C.
2. All candidates must submit a Letter of Intent to the Seneschal and the Chronicler at least one (1) month prior to the meeting where an election will be held. This requirement will apply to special elections to fill a vacant office, as well as for the regular election of officers at Annual Meetings.
3. Letters of Intent must include the following information:
 - a. Mundane and Society name of the candidate.
 - b. Membership number and expiration date.
 - c. A short description of why the individual is seeking an office.
4. The Chronicler shall post all Letters of Intent to the Appropriate Electronic Media as soon as possible after they are received, but no less than three (3) weeks prior to the election meeting.
5. The Chronicler will also bring a copy of each Letter of Intent to the election meeting.

Section B: Terms of Office

1. The election of all officers shall occur at the Annual Meeting held in odd-numbered years.
2. The term of an elected office is two (2) years from the date of election.
 - a. A newly elected officer shall assume office at the start of the meeting following the one at which he or she is elected.
 - b. Accepting the office is a commitment for holding the office for the full term.
3. Each officer may only be re-elected once to a single additional two-year term. Any person may submit his or her name for re-election to a previously held office after taking one (1) term off.
4. A person elected to a newly created office, as described in Article IV, Sections C and D, shall serve a term lasting until the next regular election of officers.

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5. The newly elected officer may be re-elected for one (1) additional term. If the new officer has served one (1) year or less before the regular election, he or she may be re-elected for a second successive term.
6. A person elected to replace an existing officer, as described in Sections C and E, shall be said to be completing that officer's term, rather than starting a new term. A replacement officer who has held office for more than one (1) year may only be re-elected to that office for one (1) additional term.

Section C: Voting Procedures

1. Election of Officers will be in the following order (for those offices to be filled):
 - a. Seneschal.
 - b. Chancellor of the Exchequer.
 - c. Chronicler.
 - d. Herald.
 - e. Knight Marshal.
 - f. Minister of Arts and Sciences.
 - g. Chatelaine.
 - h. Minister of the Lists.
2. All Resident SCA Members of Voting Age are eligible to vote.
3. A quorum, as defined in Article V, Section A.8, shall be necessary for a vote to be valid.
4. Separate ballots for each office shall be prepared in advance by the Chronicler and distributed at the meeting.
5. At the start of the election, those eligible to vote shall select one (1) person to count the votes and an additional two (2) persons to verify the count.
6. If there is only one (1) candidate for an office, a motion may be made to elect that candidate by acclamation. This motion may be settled by a show of hands.
7. If there are more than one (1) candidate for an office, or if a motion to elect by acclamation has failed, the three (3) persons serving as vote counter and verifiers shall distribute ballots to all those eligible to vote. Persons holding a proxy, as described in Article V Section F, shall receive an additional ballot for each proxy he or she holds.
8. After the ballots have been marked, they will be collected by the vote counter and verifiers, who will go to a separate area to count the ballots and to verify the count.
9. The winner of an election is the person receiving a plurality of the votes cast. If there are two (2) or more candidates, and the vote is a tie, the candidates shall determine the new office holder by the throw of dice or some other method of random selection.
10. The record of the meeting shall include only the name of the winning candidate for each office, not the votes for each person running.

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11. After the vote for each office is completed, the vote counter and verifiers will turn the ballots over to the Chronicler who will destroy them.
12. Following the meeting, the Seneschal in office during the election shall submit letters to the appropriate Kingdom Officers, notifying each of the mundane name, society name, address, phone number, e-mail address, membership number, and expiration date of the newly elected local officer.
13. Those Shire Officers who must be approved by a counterpart Kingdom Officer shall be considered the “Acting” Officer until the Kingdom Officer has approved of the Shire’s selection for that Office.

Section D: Creation of New Officers

1. If the Shire decides to fill an office which has previously not been filled, the election for that office shall take place at the next Regular or Annual Business Meeting that would allow all of the procedures, described in Article IV, Section A, regarding a Letter of Intent, to be followed.
2. All candidates for the Office must submit a Letter of Intent, as described in Article IV, Section A.
3. Voting and the procedures following the voting shall be as described in Article IV, Section C.

Section E: Replacement of Officers

1. If an officer wishes to resign or is no longer capable of performing the duties of his or her Office, the Officer shall, if possible, tender a resignation in writing to the Seneschal and his or her Kingdom Superior. If the Officer is not able to tender a resignation, such a formal resignation shall be made by the Shire Seneschal (or by the Chronicler, if the Seneschal is the Officer leaving office).
2. Until an election can be held, the previous Officer’s deputy will serve in his or her place. If there is no deputy, the Seneschal will appoint a person to serve. If the Officer had more than one (1) deputy, these persons shall decide among themselves which of them will serve.
3. The Shire populace will be notified of the resignation by Appropriate Electronic Media as soon as is possible.
4. The departing officer is free to recommend a person to serve as his or her successor. That person shall file a Letter of Intent, as described, in Article IV, Section A, stating his or her reasons and qualifications for serving, including the recommendation of the departing Officer.
5. Any other eligible person wishing to serve as the successor must also submit a Letter of Intent, as described in Article IV, Section A.
6. An election to determine the replacement shall be held at the next Regular or Annual Business Meeting whose timing would allow the process described in Article IV, Section A and Article IV, Section C.

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Section F: Removal of Officers

1. A proposal to remove an Officer may be made by any of the following:
 - a. A minimum of two-thirds (2/3) of the Officers.
 - b. A minimum of one-third (1/3) of the Resident SCA Members of Voting Age.
 - c. As a result of the grievance process, as described in Article IX.
 - d. A recommendation for removal by the Officer's Kingdom level superior.
2. Any proposal for the removal of an Officer must be in writing and must be presented to the Seneschal and the Chronicler. The proposal must state the reasons why removal is proposed or recommended.
3. This proposal must be posted on the Appropriate Electronic Media within two (2) days of being presented.
4. The meeting to discuss and vote on the possible removal of the Officer shall be a Special Meeting, as described in Article V, Section D.
5. The Seneschal or Chronicler shall also bring a copy of the proposal for the removal of the Officer to the Special Meeting.
6. The vote for the removal of an Officer requires a Quorum, as defined in Article V, Section A.8.
7. This vote shall be conducted by written ballot.
 - a. Only Resident SCA Members of Voting Age shall be eligible to vote.
 - b. The presiding officer at the meeting shall select three (3) persons to count the ballots in secret.
 - c. The question being voted on shall be, "Shall Person X be removed from his or her office?" Only "Yes" or "No" votes shall be counted.
 - d. A simple majority is required to settle the question.
 - e. The persons counting the votes shall simply announce how the question was determined.
 - f. The presiding officer will destroy the ballots immediately after the meeting.
8. If the Officer is removed, his or her deputy shall assume that office as "Acting" Officer until an election can be held following the procedure described in Article IV, Section D. The Officer removed may not be a candidate.
9. The Seneschal or Acting Seneschal shall notify the appropriate Kingdom Officer of the removal of the previous Office holder.

Article V – Meetings

Section A: General Meetings

1. The term "Meeting" applies to all gatherings sponsored by the Shire for the purpose of the functioning of the Shire or for the organizing of some sponsored Shire activity.

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2. The term “Appropriate Electronic Media” refers to those electronic bulletin boards, social media, electronic forums, electronic calendars, and websites that are currently in use for the benefit of the Populace of the Shire.
3. All Meetings of the Shire shall be open to the general Populace.
4. If the Seneschal and his/her deputy are not able to attend a Meeting, the Seneschal or his/her deputy shall use Appropriate Electronic Media at least two (2) hours prior to the Meeting to notify the Populace which Member shall run the meeting.
5. Only Resident SCA Members of Voting Age may make or second a motion, or vote.
6. Any Member of the Populace may participate in the discussions prior to any vote or motion.
7. The section on proxies shall apply to all Meetings where voting occurs.
8. Quorum:
 - a. A quorum for any Business Meeting shall consist of three (3) officers or their deputies and at least any other two (2) Resident SCA Members of Voting Age.
 - b. In the absence of a quorum, a majority of the Resident SCA Members of Voting Age who are present shall adjourn until the next scheduled meeting, or reschedule the current meeting to another place or time.
 - c. The announcement of any rescheduled Meeting must be announced following the rules for Meeting notification described in Article V, Section B.2.
9. The agenda of all Business Meetings shall be posted on Appropriate Electronic Media at least one (1) week prior to the Meeting in question.

Section B: Regular Business Meetings

1. There shall be a minimum of eight (8) Regular Business Meetings, with at least one (1) per quarter.
2. All dates, times, and locations shall be stated at the previous Regular or Annual Business Meeting. This information shall also be posted to the Appropriate Electronic Media at least one (1) month prior.
3. Meeting postponements and cancellations:
 - a. In the event of emergency conditions, a Meeting may be postponed or canceled as late as the scheduled day of the meeting, but not less than two (2) hours prior to the published time.
 - b. Postponement or cancellation of the Meeting must be announced to the Appropriate Electronic Media.
 - c. If the Meeting is postponed, the Seneschal or his/her deputy must announce the new date, time and place in the same manner as in Article V, Section B.2.
 - d. If the Meeting is cancelled, the posted agenda will be incorporated into the agenda of the next Regular or Annual Business Meeting at the discretion of the Seneschal.

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4. The use of electronic devices at Meetings:
 - a. Audio or video recording at Meetings is strictly forbidden, unless a motion is passed at the specific Meeting.
 - b. At the Seneschal's discretion, the Chatelaine may use social media to update the populace in real-time on the progress of the Meeting.
 - c. If the Chatelaine is unable to do so, this service to the Populace may be administered by the Web Minister or the Chronicler.
5. The order of business for Meetings is as follows:
 - a. Call to Order
 - b. Roll Call and Assignment of Proxies (if any)
 - c. Approval of Previous Meeting Minutes
 - d. Seneschal Report
 - e. Other Officer Reports
 - f. Martial Activities Reports
 - g. Committee Reports (if any)
 - h. Old Business
 - i. New Business
 - j. Announcements
 - k. Adjournment
6. Procedures for items of business:
 - a. Agenda items will be discussed and, if possible, approved at that Business Meeting.
 - b. All votes will be taken by a voice vote or a show of hands, except for the election of Officers. Election of Officers will take place according to the procedures described in Article IV.
 - c. Proposals involving Shire funds shall be dealt with following the procedures described in Article VIII, Section C: Handling of Financial Resources.

Section C: Annual Business Meeting

1. The Shire will have its Annual Business Meeting in December. This meeting will also serve as that month's Regular Business Meeting.
2. The order of business for the Annual Business Meeting is as follows:
 - a. Call to Order
 - b. Roll Call and Assignment of Proxies (if any)
 - c. Approval of Previous Meeting Minutes
 - d. Seneschal Annual Report
 - e. Other Officers Annual Reports
 - f. Martial Activities Annual Reports
 - g. Election of Officers Whose Terms Have Ended (as appropriate)
 - h. Committee Reports (if any)
 - i. Old Business
 - j. New Business

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- k. Announcements
- l. Adjournment
- 3. The Annual Reports of the Officers are local in nature and should not be confused with the Officer's reports required by Kingdom.
- 4. Other items of business may be carried on while election votes are tabulated.
- 5. All pertinent portions of Articles V.A., V.B., and V.F. shall apply to the Annual Business Meeting.

Section D: Special Business Meetings

- 1. A Special Business Meeting shall be held:
 - a. Whenever circumstances require that the Shire make a major decision, such as approving the sponsorship of an Event or the dispersal of a large sum of money, within a time period that does not include a previously scheduled Regular Business Meeting.
 - b. To discuss and vote on the sanction or removal of an Officer, as described in Article IV.
- 2. Such a meeting may be called by the Seneschal or by any other three (3) Officers.
- 3. The reason(s) for the meeting, the agenda, and the time and location of the meeting shall be posted to the Appropriate Electronic Media at least one (1) week prior to the date of the Special Business Meeting. Only business items on the posted agenda shall be conducted at the Special Business Meeting.
- 4. If the Seneschal is the reason for the meeting being called, neither he or she nor his or her deputy shall preside. Instead, a vote of those Resident SCA Members of Voting Age in attendance shall determine who is to run the Special Business Meeting. This provision will supercede Article V.A.4.
- 5. All pertinent portions of Articles V.A, V.B., and V.F. shall apply to any Special Business Meeting.

Section E: Other Meetings

- 1. Officers' Meetings
 - a. An Officers' Meeting will be held at the discretion of the Seneschal.
 - b. Any other three (3) officers may request that an Officers' Meeting be held.
- 2. Committees
 - a. An Event or Demo Autocrat is automatically the Chair of the Event or Demo Committee.
 - b. Committee meetings will be held at the discretion of the Committee Chair.
 - c. A Committee Chair may set up sub-committees dealing with particular aspects of the Committee's charge, and these are free to hold their own meetings as they deem necessary.

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Section F: Proxies

1. Any Resident SCA Member of Voting Age who is unable to attend a Business Meeting may assign his or her proxy to another Resident SCA Member of Voting Age.
2. Proxies must be assigned in writing or by e-mail.
 - a. If a proxy is assigned by e-mail, notification must be sent at least twenty-four hours prior to the Meeting to both the Seneschal and the Chronicler to allow time for verification.
 - b. A written proxy must be dated and signed by the person assigning it.
3. All persons holding a proxy must make this known to the Seneschal and Chronicler at the Roll Call at the beginning of the meeting. No proxies will be accepted after Roll Call.
4. No person may hold more than three (3) proxies.
5. Persons assigning proxy votes and the persons holding those proxies must be recorded in the Roll Call.
6. The proxy may include specific instructions which are to be followed by the person holding it. For matters for which a proxy contains no instructions, the holder of the proxy is free to vote as he or she wishes.
7. Proxies do not count towards the quorum required for a meeting.
8. If vote tallies are recorded, the number of aye, nay, and abstention votes of persons present and of proxy votes must be recorded.

Article VI – Committees

Section A: Committee Types

At any given time the Shire may choose to form a Committee to investigate in detail topics of interest or to perform a specific function or activity. This will be done by a vote of Shire members at a Business Meeting. There are three types of Committees:

1. Activity Committees established for a specific activity, an event, or a demo.
2. Ad Hoc Committees established for a short time and a specific purpose; e.g., the By-Laws Committee. This includes Committees created to address some emergency situation.
3. Standing Committees which are permanent Committees established to facilitate an on-going Shire function; for example, a Committee to work with the Chatelaine to recruit new members.

Section B: Committee Creation

1. Any Member of the Populace may propose the creation of a Committee.
2. Proposals to create a Committee must be submitted in writing to the Seneschal and the Chronicler at least two (2) weeks prior to a Regular or Annual Meeting. If the need to create a Committee arises during a Meeting, the proposal to create the Committee shall

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- be submitted in the same way at least two (2) weeks prior to the next Regular or Annual Business Meeting.
3. This proposal must be posted by the Chronicler on the Appropriate Electronic Media within four (4) days of being submitted.
 4. The proposal to create a Committee shall include:
 - a. The objective or scope of the Committee;
 - b. Which Officer's jurisdiction the Committee will fall under, as defined in Article VI, Section C.1;
 - c. The estimated length of time needed, or, if the Committee is intended to run an Event or Demo, the proposed date of such Event or Demo;
 - d. A list of supplies, money, and/or other resources needed;
 - e. A list of personnel, including the name of the potential Chair, who have already agreed to serve; and
 - f. Any additional requirements required for the proposal for an Event or Demo according to Article VII.
 5. Committee creation is approved by the normal method of motions and voting at a Regular or Annual Business Meeting. During the discussion of the proposal, the Shire can modify the proposal, including naming a different Chair.
 6. A Committee may also be created at a Special Business Meeting related to the circumstances for which the meeting was called.
 - a. At this Special Meeting, the Shire shall create the Committee by selecting a Chair and determining which Officer's jurisdiction this Committee shall be under and the objective and scope of the Committee.
 - b. The Chair and this Officer shall have three (3) days to develop a Charter for the Committee, which shall include those items required in a Committee proposal as stated in Article VI, Section C.4. This Charter is for the purpose of providing information about the Committee to the Populace.
 - c. This Charter must be submitted to the Chronicler, who shall have four (4) days to post it to the Appropriate Electronic Media.

Section C: Committee Structure

1. All Committees shall be under the direction of the appropriate Shire Officer, who shall be an ex-officio member of the Committee.
 - a. The Seneschal shall serve in this capacity for all Committees formed to hold a Shire Event.
 - b. The Officer under whose jurisdiction the Committee falls shall also serve as the Committee's drop-dead deputy.
2. The Chair should name a deputy chair at or before the first Committee meeting and report this at the next Shire Regular or Annual Business Meeting.

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3. Any Member of the Populace can be a Committee member or Chair unless prohibited by Kingdom Law or elsewhere in this document.
4. Recruitment of Committee members is the responsibility of the Chair.
5. The Chair has sole discretion of placement, acceptance, and removal of Committee members.
6. Chairs can create subcommittees at their discretion. Creation of subcommittees and their activities will be part of the Committee report at the Regular and Annual Business Meetings.

Section D: Committee Reports

1. All Committees must report at every Regular and Annual Business Meeting. These reports should consist of the following:
 - a. The name of the Chair's deputy as soon as he or she is selected;
 - b. Any Committee meetings held and what was accomplished at that meeting;
 - c. Any other progress toward the objective;
 - d. Any problems that may have arisen and proposed solutions;
 - e. The creation of any sub-committees and the name(s) of the sub-committee chair(s), and the reason for the creation of the sub-committee(s); and
 - f. Sub-committee meetings and other activities.
2. The Committee Chair will make the report.
 - a. If the Chair is unable to attend the Meeting, he or she shall designate a Committee member to make the report.
 - b. The Chair will also submit written or electronic copies of the report to the Officer under whose jurisdiction the committee falls and to the Chronicler.

Section E: Replacement of the Chair

1. If the Chair decides at any time that he or she is unwilling or unable to fulfill his or her duties, the Chair shall submit a written and/or electronic resignation to the Officer under whose jurisdiction the Committee falls and to the Seneschal and the Chronicler.
 - a. The deputy chair will assume the duties of the Chair until the next Regular or Annual Business Meeting or Special Business Meeting called according to Article VI, Section E.3.
 - b. The Chronicler shall post the resignation to the Appropriate Electronic Media within four (4) days of receipt.
2. If the Officer under whose jurisdiction the Committee falls determines that the Chair is unable to fulfill his or her duties, that Officer shall notify the current Chair (if possible), the Seneschal, and the Chronicler of his or her intent to replace the current Chair.
 - a. The notification must be in writing.

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- b. The Officer shall include his reasons for wanting to replace the current Chair in this notification.
 - c. If necessary, the deputy chair will assume the duties of the Chair until the next Regular or Annual Business Meeting or Special Business Meeting called according to Article VI, Section E.3.
 - d. The Chronicler shall post notice of the Officer's intent to replace the current Chair to the Appropriate Electronic Media within four (4) days of receipt.
3. At the next Regular or Annual Business Meeting or Special Business Meeting called for this purpose, the Shire will discuss the Chair's resignation or the Officer's proposal to replace the current Chair.
- a. The current Chair will have the right to explain his or her resignation or to respond to the Officer's proposal to replace him or her.
 - b. The Shire will vote to accept the Chair's resignation or the Officer's proposal to replace the current Chair. If the vote is in the affirmative, the Shire should select the new Chair at that Meeting.
 - c. If the Shire does not select a new Chair, the deputy Chair will serve as Chair until the next Meeting, when the new Chair must be selected. If no other person is selected as Chair, the deputy shall become the Committee Chair.

Section F: Dissolution of a Committee

1. A Committee will be dissolved when the Chair reports the completion of its objective at a Regular or Annual Business meeting.
 - a. This final report of the Chair will be made as the regular report at a Regular or Annual Business Meeting.
 - b. Those attending this meeting will be allowed to question the Committee chair.
 - c. The Shire must vote to accept this report, and by this vote, dissolve the Committee.
2. Any Member of the Populace may propose the dissolution of a Committee at any time.
 - a. Proposals to dissolve a Committee must be submitted in writing to the Officer under whose jurisdiction the Committee falls, the Committee Chair, and the Chronicler, at least two (2) weeks prior to a Regular or Annual Business Meeting. If the need to dissolve a Committee arises during a Meeting, the proposal to dissolve the Committee shall be submitted in the same way at least two (2) weeks prior to the next Regular or Annual Business Meeting or Special Business Meeting called for this purpose,
 - b. This proposal must be posted on the Appropriate Electronic Media by the Chronicler within four (4) days of being submitted.
 - c. The proposal to dissolve a Committee shall include the reason(s) for dissolution of the Committee. Possible valid reasons for dissolution are:
 - i. The objective for the Committee no longer exists or has become irrelevant;
 - ii. The Committee needs funds or other resources that are not available;

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- iii. The Committee has become dysfunctional; or
 - iv. There is a lack of participation by Shire members.
- d. Once the dissolution is properly on the agenda, it will be discussed and voted upon using the normal methods. During the discussion, the proposal may be changed to one of continuing the Committee with a new Chair; a change in membership, a change in the assigned roles of members or in Committee/Sub-Committee structure; and/or a change in the purpose of the Committee.

Article VII – Shire-Sponsored Activities

Section A: Definitions and General Requirements

1. The Corpora of the Society for Creative Anachronism (August 7, 2015) considers any gathering of Members of the Society as an Event. There are five (5) types of Shire-sponsored Events:
 - a. *Meeting*: short duration gathering to conduct the business of the Shire or of one of its committees. In this document, Regular, Annual, and Special Business Meetings are described in Article V: Meetings. Committees and committee meetings are described in Article VI: Committees.
 - b. *Formal Event*: gathering usually of, at least, one (1) day's duration held to display the results of research into the culture and technology of the period, to evoke the atmosphere of the pre-17th century European Middle Ages and Renaissance, and/or to offer educational activities involving one-time classes. For the remainder of this Article, the term "Event" will refer solely to Formal Events.
 - c. *Demo*: short duration, usually one-time gathering, held to demonstrate SCA skills and/or lifestyle to non-members for purposes of education and/or recruitment.
 - d. *Practice*: short duration gathering, often on a regular schedule, held to refine existing skills and/or impart new skills to interested Members of the Populace.
 - e. *Work Session*: short duration gathering for the purpose of completing some project to create useful or desirable items.

Section B: Autocrat Requirements and Responsibilities

1. The individual in charge of a Formal Event or Demo is hereafter referred to as the "Autocrat." This person:
 - a. Must be a Resident SCA Member of Voting Age.
 - b. Must be eligible to be an Officer of the Shire.
 - c. Must provide his or her full legal name, address, phone number, and e-mail address (if any) to all Shire Officers upon selection as Autocrat.
2. The Autocrat of a Formal Event may not be the Shire Seneschal, who is ineligible to be an Autocrat at any time during his or her term as Seneschal. Except that if both the Autocrat and the Deputy are unable to perform the Autocrat duties, those duties will fall to the Seneschal until a replacement is appointed or until the Event or Demo is cancelled.

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3. No person who has been involuntarily removed from office as described in Article IV, Section F, within the previous two (2) years is eligible to autocrat a Formal Event or a Demo.
4. The Autocrat is to be considered an Officer of Blak Rose for the period of time between the Shire's acceptance of the Formal Event or Demo proposal and the completion of the Event or Demo.
 - a. The Autocrat will not be counted towards the Officer requirement for a meeting quorum.
 - b. The Autocrat may be removed from this position using the process described in Article IV, Section F.
 - c. If the position of Autocrat is open due to resignation or removal of the existing Autocrat, the position will be filled using the process described in Article IV, Section E.
5. The Autocrat is responsible to perform the following duties:
 - a. Create and submit a Formal Event or Demo proposal as described in Article VII, Section C or D as appropriate.
 - b. Assign a Deputy Autocrat and maintain regular contact with this Deputy concerning the event planning.
 - c. Give a report at each Regular or Annual Business Meeting from the time the proposal is accepted until the Final Event Report is made following the Event. Should an Autocrat fail to report either in person, through his or her Deputy, or via written report, for three (3) consecutive meetings, the Seneschal may choose to commence removal of office as outlined in Article IV.
 - d. Give a Final Event Report as defined in Article VII, Section C, D, E or F, as appropriate.
 - e. Respond to all requests for information from the Seneschal within two (2) days.

Section C: Events

1. Any Member of the Populace may propose the sponsoring of an Event. The Shire may also consider an invitation to participate in an Event with one or more other SCA chapters or a request from the East Kingdom to sponsor a Kingdom Event.
 - a. The proposal shall follow the procedure for creation of a Committee as described in Article VI, Section B, except as follows:
 - i. An Event proposal must be submitted at a Regular, Special or Annual Business Meeting at least four (4) months prior to the Event date and must be voted on at a Regular, Special, or Annual Business Meeting at least three (3) months prior to the Event date.
 - ii. A proposal to sponsor a Kingdom Event must be submitted to the Blak Rose Board at a Regular, Special, or Annual Business Meeting at least two (2) months before the deadline date for submitting a bid for that particular Event, as described

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- in Kingdom Law, and voted on at a Regular, Special, or Annual Meeting at least one (1) month prior to that deadline.
- b. The Event shall be under the jurisdiction of the Seneschal, as described in Article VI, Section B, although the Seneschal may not, in fact, be the Autocrat of the Event.
 - c. The initial proposal need not include all of the information required at the time the proposal is to be voted on by the Shire.
2. If the proposed Event shall have a budget of more than \$100:
- a. The Financial Committee shall meet, in person or electronically, to review the proposal and to decide upon its recommendation to approve, modify, or disapprove of the proposal, prior to the next Business Meeting, as described in Article VIII, Section C.4.
 - b. If such a preliminary meeting of the Financial Committee is necessary, the first point of discussion of the proposal at the Business Meeting shall be the Financial Committee's recommendation to approve, modify, or disapprove the proposal.
3. At the time that the proposal is voted on, it must include:
- a. A general description of the theme and activities of the Event.
 - b. Proposed date and location of the Event.
 - c. The name of the persons who will serve as the Autocrat and Deputy Autocrat.
 - d. The name of the persons who will serve as the chief cook for the Event, if food will be served.
 - e. Other pertinent personnel; e.g., the marshal for heavy weapons fighting or the director of classes for a schola, as well as the Event registrar.
 - f. For tournaments, the type of tournament and how the winner will be determined.
 - g. The degree to which alcohol and smoking are permitted.
 - h. Duration of the Event; that is, part of a day, a single day, a weekend, or longer.
 - i. Any possibility of income that may be earned at the Event.
 - i. Gate fees for non-member adults, member adults, teens, and children.
 - ii. Feast fees for adults, teens, children, and any family rate.
 - iii. Camping fees for camping and/or cabin space.
 - iv. Any additional fees, such as a fee for merchants.
 - j. A breakdown of any expenses that might be incurred for this Event.
 - i. Overall site fee.
 - ii. Additional site fees for kitchen use, sleeping cabins, equipment, etc.
 - iii. Separate food costs for dayboard, feast, and any additional meals, such as a Sunday breakfast.

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- iv. Equipment costs.
- v. Prizes.
- vi. Site Tokens.
- vii. Miscellaneous Expenses (\$50 or 10 percent of other costs, whichever is greater).
- k. Additional financial information:
 - i. Anticipated attendance for non-member adults, member adults, teens, and children.
 - ii. Per person costs for non-member adults, member adults, teens, and children.
 - iii. The break-even point for the Event; that is, the number of attendees necessary to prevent a financial loss based on the information for Article VII, Section C.3.h and C.3.i.
- 4. Review of the proposal at the Business Meeting shall follow the procedures described in Article VI, Section B.5.
- 5. If there are to be any expenses to the Shire, the Exchequer shall serve as ex-officio member of the Event Committee providing whatever oversight he or she deems appropriate.
- 6. The Event Committee shall be bound by Article VI, Sections E and F, regarding replacement of the Chair and the Dissolution of the Committee/Cancellation of the Event.
- 7. The following deadlines shall be met for any Event which includes classes as a main feature, e.g., a schola:
 - a. By two (2) months before the Event, the general outline of class times must be included; e.g., two classes before dayboard and three classes after; and 50 percent of teachers must be confirmed, with names and contact data.
 - b. By one (1) month before the event, all teachers must be confirmed, with names and contact data.
 - c. Failure to meet this requirement may be used as grounds for cancelling the event.
- 8. The Event Autocrat is responsible for the posting of the date, time, and place of the Event to the Appropriate Electronic Media within one (1) week after the final approval of the Event. This notice will include directions to the Event, a method of contacting the Event Autocrat, and the information as described in Paragraphs 3.a through 3.i above. The Kingdom Event Listing is a required Electronic Media for a Formal Event.
- 9. The Event Autocrat shall meet the regular Committee reporting requirements described in Article VI, Section D. In addition, the Event Autocrat shall make a final report at the first Regular or Annual Business Meeting following the date of the Event. This report will include:
 - a. The number of people who attended,
 - b. Any significant changes to the original theme or planned activities,
 - c. The results of any tournaments held,

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- d. A full financial report, with expenses and income, and
- e. Recommendations such as:
 - i. For any regularly scheduled Event, should we continue the Event.
 - ii. If there were any problems, suggestions for avoiding them.
 - iii. Any ways the Event can be improved.
- f. If the next scheduled Regular, Annual, or Special Meeting falls within seven (7) days of the event, the Autocrat may request an extension to the next successive meeting.
- g. The Event Autocrat shall also complete and submit any reports and monies required by Kingdom within thirty (30) days of the close of the Event. Copies of those reports will be submitted immediately to the Seneschal and the Exchequer. These reports will be presented at the next Regular or Annual Business Meeting following the date of the Event.

Section D: Demonstrations

- 1. A proposal for a Demonstration (hereafter, "Demo") can be made by any Member of the Populace. The Shire may also consider requests from outside of the Shire. Outside requests shall be proposed by the Shire Chatelaine.
 - a. Whoever is making the proposal, it shall follow the procedure for creation of a Committee as described in Article VI, Section B.
 - b. A proposal for a Demo must be made at least four (4) weeks prior to the Demo. If no Business Meeting is scheduled within that time, a Special Business Meeting may be requested according to Article V, Section D.
 - c. All Demos shall be under the jurisdiction of the Chatelaine who may be the Autocrat of the Demo or who may appoint a deputy to be the Autocrat.
- 2. The proposal must include:
 - a. Proposed date(s), starting time(s), and duration of the Demo.
 - b. Proposed location for the Demo, including the name, address, and contact information for the proposed site, as well as the name, address, and contact information of the outside group requesting the Demo (if there is one).
 - c. The name of the persons who will serve as the Autocrat and Deputy Autocrat.
 - d. Any possibility of income that may be earned at the Demo, including but not limited to any payment that this outside group has offered the Shire for doing the Demo.
 - e. A general description of the theme and activities of the Demo, the minimum required number of people to staff the Demo, and a list of supplies or items required or requested for the Demo.
 - f. A list of any expenses that might be incurred for this Demo.
- 3. If the proposed Demo shall have a budget of more than \$100:

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- a. The Financial Committee shall meet, in person or electronically, to review the proposal and to decide upon its recommendation to approve, modify, or disapprove of the proposal, prior to the next Business Meeting, as described in Article VIII, Section C.4.
- b. If such a preliminary meeting of the Financial Committee is necessary, the first point of discussion of the proposal at the Business Meeting shall be the Financial Committee's recommendation to approve, modify, or disapprove the proposal.
- c. The Exchequer shall serve as ex-officio member of the Demo committee providing whatever oversight he or she deems appropriate.
4. Review of the proposal at the Business Meeting shall follow the procedures described in Article VI, Section B.5.
5. The Demo Autocrat is responsible for the posting of the date, time, and place of the Demo to the Appropriate Electronic Media at least two (2) weeks prior to the date of the Demo. This notice will include directions to the Demo, a method of contacting the Demo Autocrat, and the information as described in Paragraph 2.e above.
6. The Demo Autocrat shall meet the regular Committee reporting requirements described in Article VI, Section D. In addition, the Demo Autocrat shall make a final report at the first Regular or Annual Business Meeting following the date of the Demo. This report will include:
 - a. The number of people who staffed,
 - b. The approximate number of new contacts made,
 - c. General activities done,
 - d. A full financial report, with expenses and income, and
 - e. Recommendations such as:
 - i. For any regularly scheduled Demo, should we continue to participate.
 - ii. If there were any problems, suggestions for avoiding them.
 - iii. Any ways the Demo can be improved.
7. The Demo committee shall be bound by Article VI, Sections E and F, regarding replacement of the Chair and the Dissolution of the Committee/Cancellation of the Demo.

Section E: Practices

1. The Knight Marshal or any of his or her Functionaries or any kingdom-warranted marshal may plan and be in charge of a martial arts Practice.
 - a. There is no need to get approval at a Business Meeting for such a Practice.
 - b. For such Practices at least one (1) warranted marshal MUST BE present.

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2. An Arts and Sciences Practice will be scheduled by the Arts and Sciences Minister, his or her deputy, a Functionary or a Committee Chair in charge of that activity, a guild leader, or a group leader.
 - a. Any Member of the Populace may request that the person who would supervise such a Practice schedule the activity. Such a request may be made at a Regular or Annual Business Meeting.
 - b. For all such Practices, the person scheduling the Practice does not have to be present, but must declare some one (1) person to be in charge at the Practice.
 - c. There is no need to get approval at a business meeting for such a Practice.
3. The person supervising the Practice is responsible for the posting of the date, time, and place of that Practice to the Appropriate Electronic Media at least two (2) weeks prior to the date of the Practice. This will include directions to the site if needed.
4. On-going, regularly scheduled Practices only have to be announced once, although periodic reminders are encouraged.
5. If there is sufficient time, the person supervising the Practice will also announce the date, time, and place at a Regular or Annual Business meeting.
6. At the next Regular or Annual Business Meeting following the Practice, the person supervising the Practice or a person acting as his or her Deputy shall report on the Practice, stating, at least, that it was held and who attended. For on-going Practices, a report shall be made at every Regular or Annual Business Meeting during the course of the Practices.

Section F: Work Sessions

1. A Work Session will be scheduled by the Committee Chair or Shire Officer supervising the project.
2. The person supervising the Work Session is responsible for the posting of the date, time, and place of that Work Session to the Appropriate Electronic Media at least two (2) weeks prior to the date of the Work Session. This will include directions to the site if needed.
3. If there is sufficient time, the person supervising the Work Session will also announce the date, time, and place at a Regular or Annual Business Meeting.
4. At the next Regular or Annual Business Meeting following the Work Session, the person supervising the Work Session or a person acting as his or her Deputy shall report on the Work Session, stating, at least, that it was held, who attended, and on the progress made at the Work Session.

Article VIII – Financial Resources

Section A: Intent

The purpose of this Article is to discuss:

1. Who shall be members of the Financial Committee,

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2. How the financial resources of the Shire shall be handled, and
3. How the Financial Committee shall keep the Populace apprised of the status of these resources and any problems that may exist regarding these assets.

Section B: Financial Committee

1. The financial resources of the Shire shall be managed by the members of the Financial Committee, which shall serve as a standing committee.
 - a. The members of the Financial Committee shall be the Chancellor of the Exchequer, the Seneschal, and the Deputy Chancellor of the Exchequer.
 - b. The Chancellor of the Exchequer shall serve as Chair of the Financial Committee.
 - c. These three (3) persons shall be the Shire's signatories to the Shire bank accounts.
2. Additional members may be added to the Financial Committee to address specific needs or issues.
 - a. These additional members shall serve for terms of six (6) months.
 - b. The term of additional members may be extended for an additional six (6) months by a majority vote of the Resident SCA Members of Voting Age at a Regular, Special, or Annual Business Meeting.
 - c. Any Resident SCA Member of Voting Age may propose that an additional member or members be added to the Financial Committee.
 - d. Proposals to add an additional member or members to the Financial Committee must be submitted in writing to the Seneschal and the Chronicler at least two (2) weeks prior to a Regular or Annual Meeting. If the need to add an additional member or members to the Financial Committee arises during a Meeting, the proposal shall be submitted in the same way at least two (2) weeks prior to the next Regular or Annual Meeting.
 - e. This proposal must be posted on the Appropriate Electronic Media by the Chronicler within four (4) days of being submitted.
 - f. The proposal to add an additional member or members to the Financial Committee shall include:
 - i. The need or issue that is to be addressed by the additional member(s) of the Financial Committee.
 - ii. The name(s) of those proposed to be added to the Financial Committee.
 - iii. Any additional requirements required for the Financial Committee to address the need or issue for which the additional member(s) are being added.
 - g. The addition of members to the Financial Committee is approved by the normal method of motions and voting at a Regular or Annual Business Meeting.

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Section C: Handling of Financial Resources

1. The Shire fiscal year will extend from March 1 to February 28 of the following year (February 29 in Leap Years).
2. The Financial Committee shall prepare a proposed Shire operating budget by January 15.
 - a. This proposed budget shall include:
 - i. The funds for ongoing Shire activities and operations, such as room rental fees, web fees, funds for ongoing committees or projects (including planned-for demos), etc.
 - ii. A twenty percent (20%) of budget (or \$200, whichever is higher) contingency line item to cover unforeseen expenses.
 - iii. A discretionary fund of up to \$50 each for the Herald, Chatelaine, Minister of Arts and Sciences, and the Knight Marshal to spend for the acquisition of materials or equipment for the use of the Shire. This money need not be spent, and the amounts may be reduced or eliminated based on the availability of Shire funds.
 - b. The proposed budget shall not include the moneys required for new Demos or Events that the Shire may choose to run or participate in during the year. The budget for such Events shall be approved as part of the process described in Article VII: Shire Events and Demos.
 - c. The proposed budget must be posted on the Appropriate Electronic Media by the Chronicler or by the Exchequer within four (4) days of being prepared.
 - d. The proposed budget shall be approved by the normal method of motions and voting at the February Regular Business Meeting or at a Special Business Meeting convened during the month of February for the purpose of considering the budget.
 - e. During the discussion of the proposed budget, the Shire can modify the proposal based on the Financial Committee's recommendation and its own discussion of the proposal.
 - f. If no budget is in place by the end of February, the line items and amounts in the previous fiscal year's operating budget shall serve until a new budget is approved.
3. Proposals to spend \$100 or less from funds in the contingency line item of the operating budget may be made, discussed, and voted upon at a single Business Meeting.
4. Proposals for spending more than \$100 from funds in the contingency line item of the operating budget must be sent to the Chronicler and the members of the Financial Committee at least two (2) weeks prior to the next scheduled Business Meeting or a Special Meeting called for the purpose.
 - a. Such proposals must include:
 - i. An itemized account of the amount to be spent,
 - ii. Any time frames or deadlines involved, and
 - iii. The reason(s) for making the expenditure.

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- b. The Chronicler must post the proposal on the Appropriate Electronic Media within four (4) days of being prepared.
- c. The Financial Committee shall meet, in person or electronically, to review the proposal and to decide upon its recommendation to approve, modify, or disapprove of the proposal.
- d. The proposal shall be approved by the normal method of motions and voting at the Regular, Annual, or Special Business Meeting.
 - i. The first point of discussion shall be the Financial Committee's recommendation to approve, modify, or disapprove the proposal.
 - ii. During the discussion of the proposal, the Shire can modify the proposal based on the Financial Committee's recommendation and its own discussion of the proposal.
5. At any time during the fiscal year, proposals to modify the operating budget by adding additional funds to any existing line item or to add a new line item shall be made and be considered following the same procedures as described in Article VIII, Section C.4 for proposals to spend more than \$100 from existing contingency funds.

Section D: Handling of Physical Resources

The following Functions shall exist under the Chancellor of the Exchequer for the storage, supervision, and maintenance of the physical property of the Shire:

1. The Knight Marshal shall serve the Function of Quartermaster to store and maintain all martial-related properties, such as targets, shield blanks, repair items, etc., as well as the Iron Key; that is, all loaner weapons, armor, targets and other martial items owned by the Shire and made available to Members of the Populace.
2. The Marshal of Fence, Archery Marshal, Thrown Weapons Marshal, and/or Youth Knight Marshal have the same Quartermaster responsibilities as the Knight Marshal within their own Functions.
3. The Function of Librarian is described in Article III, Section C.11.
4. The Function of the Archivist is to work with the Seneschal and the Chancellor of the Exchequer to store and maintain the records of the Shire.
5. The Function of Gold Key deals with the garb and feast gear made available to the Populace.
6. The Function of Chamberlain sees to the storage and maintenance all of the physical property of the Shire not included in the Functions of the Quartermaster, Librarian, Archivist, or Gold Key.

Section E:

1. At each Regular Business Meeting, the Chancellor of the Exchequer shall report on the financial status of the Shire, as described in Article V, Section B.5.e. This report shall include, at minimum, the following:
 - a. Expected payments, if any;

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- b. Payments made, if any;
 - c. Payments (debts, bills, etc.) due but not yet made;
 - d. The filing status of the most recently due Kingdom Quarterly report;
 - e. Any other financial matters;
 - f. Current financial assets:
 - i. Amount in checking account,
 - ii. Any checks received but not deposited,
 - iii. Any cash received but not deposited,
 - iv. Any other financial assets, including petty cash.
2. At each Annual Business Meeting the Chancellor of the Exchequer shall report on the financial status of the Shire, as described in Article V, Section C.5.e. This report shall include, at minimum, the following:
- a. Expected payments, if any;
 - b. Payments made, if any;
 - c. Payments (debts, bills, etc.) due but not yet made;
 - d. The filing status of the most recently due Kingdom Quarterly report;
 - e. Any other financial matters;
 - f. Current financial assets:
 - i. Amount in checking account,
 - ii. Any checks received but not deposited,
 - iii. Any cash received but not deposited,
 - iv. Any other financial assets, including petty cash;
 - g. Shire Annual Income Statement:
 - i. Shire Annual Income Statement,
 - ii. Total Shire expenses for the year,
 - iii. Net Shire income for the year.

Article IX – Grievances

Section A: Intent

1. This process is designed to handle concerns of Members of the Populace as it relates to (a) the working relationships between Members of the Populace, (b) Shire activities, and/or (c) the performance of Shire Officers, Functionaries, or Committee Chairs.
2. The stated policy of the Society for Creative Anachronism is that grievances be settled at the local level wherever possible. If a grievance cannot be settled locally or if a decision

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regarding the resolution of the grievance is not acceptable to all those involved, the grievance may be passed upward in accordance with East Kingdom Law and/or the SCA Corpora.

Section B: Types of Grievance

There are five (5) different categories of grievance:

1. Procedural Grievances are those that may arise from the ongoing functioning of the Shire. These grievances include, but are not limited to: violation of these by-laws, ballot tampering, and the falsifying of records.
2. Officerial Grievances are those related to the duties of an Officer, Functionary, or Committee Chair. These grievances include, but are not limited to: not filing required reports; misuse of the powers and/or resources of an office, function or committee; misrepresentation of the Shire; and the failure to attend Business Meetings.
3. Personal Grievances are of three types: affairs of the heart or loins, financial disputes which do not involve Shire or other SCA funds, and inappropriate behavior or grievances between individuals which can adversely impact on the continued and ongoing activities of the Shire and/or the continued participation of the person or persons involved.
4. Grievances of the List relate to inappropriate behavior of an individual or individuals during any of the martial arts engaged in by members of the Shire.
5. Legal Grievances are related to the violation of mundane Civil or Criminal Law.

Section C: Handling of Procedural and Officerial Greivances

1. Initiation of Grievances
 - a. Any individual, or group of individuals, who are either directly involved in or witnessed the incident(s) (hereinafter referred to as "Complainant(s)") may file a grievance. The Complainant(s) and all individuals against whom the grievance is filed (hereinafter referred to as "Respondent(s)") must be legal adults.
 - b. Officerial grievances may also be initiated by the Kingdom Seneschal or by the Kingdom Officer charged with overseeing a Shire Officer or Functionary. In that case, the Kingdom Seneschal or other Kingdom Officer or his or her designated representative shall be the Complainant.
 - c. Grievances resulting from a single incident must be registered within thirty (30) days of the incident. Grievances resulting from a series of incidents must be filed within thirty (30) days from the last cited incident.
 - d. Complainant(s) must submit a written grievance to the Seneschal, with a second written copy submitted to the Chronicler. The grievance must contain the following items:
 - i. Legal name and Society name, address, telephone number (if available) and email address (if available) of the Complainant(s) and the Respondent(s);
 - ii. Complete description of the grievance;
 - iii. Any written responses received by the Complainant(s) from the Respondent(s);

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- iv. Any written reports from eyewitnesses or supporting individuals, with full legal name and Society name of the eyewitness or supporting individuals and their complete modern address, telephone number, and email address (if available); and
 - v. Any supporting documentation such as e-mails, correspondence, documents, etc.
 - e. The grievance must be posted on the Appropriate Electronic Media within two (2) days of being presented.
 - f. Complainant(s) may withdraw the grievance at any point.
2. Consideration of the Grievance
- a. The meeting to discuss the grievance shall be a Special Business Meeting, as described in Article V, Section D. This Meeting must be held within thirty (30) days of the receipt of the complaint.
 - b. The Seneschal or Chronicler shall bring a copy of the grievance to the Special Business Meeting.
 - c. The Seneschal shall preside at the Meeting. However, if the Seneschal is involved in the grievance as Complainant, Respondent, or witness, those present shall select another Shire Officer to preside.
 - d. The Chronicler will keep a detailed account of the Meeting, beyond what would normally be kept for Minutes, and including the Shire's decision in the matter.
 - i. If the Chronicler is involved in the grievance as Complainant, Respondent, or witness, another person shall keep this account.
 - ii. Copies of the record shall be made available to Complainant and Respondent, should either party choose to appeal the Shire's decision to Kingdom or Corpora, or in the event that action at the Kingdom or Corpora level is required.
 - iii. If the grievance is Officerial, a copy of the record shall be sent to the appropriate Kingdom Officer.
 - e. The Complainant(s) will present his or her complaint first. The Respondent(s) will then present his or her defense. Rebuttal arguments may only be made if requested by the presiding officer.
 - i. The Respondent is permitted to bring in his or her own witnesses and/or documentation.
 - ii. If there are witnesses for either side, their testimony will be taken in order set by the presiding officer.
 - iii. At any time during the proceeding, the presiding officer may ask relevant questions of the Complainant(s), Respondent(s) and/or witnesses.
 - f. Following the statements by the Complainant, the Respondent, and any witnesses, these persons will be asked to leave the meeting room. The remaining Resident SCA Members of Voting Age will discuss the question and decide what is to be done. The decision must be by a majority vote.

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- g. The Complainant, Respondent, and witnesses will be brought back into the meeting room, and the presiding officer will report the Shire's decision. Both parties will be asked if they agree.
 - i. If both parties agree, and no further action is required, the matter is considered settled.
 - ii. The Chronicler (or whoever kept the record) will submit a summary of the grievance and the response, the decision, and any further action being taken as the Minutes of this Special Business Meeting.
 - iii. If action is required at the Kingdom or Corporate level, the presiding officer will initiate the request for such action.
 - iv. If either party chooses to appeal to Kingdom or Corporate level, that party will be responsible for such an appeal.
 - v. If the Shire decision is that a person must be removed from office, the presiding officer will initiate the process for removal of an Officer as described in Article IV, Section F of these Bylaws. The Special Business Meeting for such a purpose may be held as a continuation of the current Meeting, or it may be held as a separate Meeting, which shall be held within thirty (30) days of the current Meeting.

Section D: Handling of Personal Grievances

1. General

- a. While the Society is devoted to courtesy, trustworthiness, and personal responsibility, tensions and disputes do arise.
- b. Affairs of the heart or the loins and financial disputes which do not involve Shire or other SCA funds should be handled outside the SCA as much as possible.
- c. Attempts to resolve other interpersonal grievances may be initiated by any of the persons involved or by other Shire members who are concerned that the grievance is impacting negatively on the ongoing activities of the Shire. However, mediation of grievances cannot be forced.

2. Principles for Settling a Personal Grievance

- a. Be understanding of the other party(s). There are many valid approaches to Society activity. Members should make room for each other to explore anything that supports the Society's goals, abides by its rules, is legal and does not actively interfere with the environment it attempts to create. Communication is the key to finding common ground.
- b. Look for common ground. It may be possible to find compromise by taking up both alternatives, either together or at different times.
- c. Keep a sense of perspective. There are always two sides to an issue. Make an effort to listen to the arguments of the other side with good will and honesty, and look for a solution everyone can live with.

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- d. Avoid the temptation to be aggressive to the people you've asked for help if they don't seem to be moving fast enough to suit you. Remember we are a volunteer society.
3. Procedures for Settling a Personal Grievance
 - a. All Members of the Populace with grievances are expected to take all appropriate actions to resolve the issue themselves. A face-to-face interaction is the preferred manner to resolve any interpersonal grievances. The procedures for the one-on-one grievances described in Article X, Section B.2.a. through Section B.2.c. of the Corpora (as revised January 18, 2014) should be followed.
 - b. An acceptable secondary solution is the parties to the grievance to enlist a mutually agreed upon intermediary (not necessarily a Shire Officer).
 - i. A summary of the grievance shall be submitted to the intermediary for review and fact-finding. This may include attempts to mediate and/or interview the involved parties.
 - ii. The intermediary shall recommend a solution, but if all involved parties find no resolution satisfactory, the grievance may be taken to the Kingdom level for adjudication as described in East Kingdom law.
 - c. If there is concern that some person or persons' grievance is impacting negatively on the operations of the Shire, another Shire member, not necessarily an officer, can suggest mediation. If this is acceptable to both parties, they shall select a mutually agreed upon Shire member, not necessarily an officer, to act as adjudicator, who shall proceed as described in Article IX, Section D.3.b of these Bylaws.

Section E: Handling of Grievances of the List

1. The procedure for filing a grievance shall follow those described in Article IX, Section C.1 of these Bylaws, with the following exceptions:
 - a. Only an individual, or group of individuals, who are either directly involved in or witnessed the incident(s) (hereinafter referred to as "Complainant(s)") may file a grievance.
 - b. The grievance shall be filed with the Knight Marshal, the Functionary for that weapon form (if there is one), and the Chronicler.
2. The grievance will be heard in a local Court of Chivalry. This will be considered an Ad Hoc Committee Meeting, but it will be open to all.
 - a. The meeting will be chaired by the Knight Marshal.
 - i. If the Knight Marshal is one of the parties to the grievance, it will be chaired by the Functionary for that weapon form (if there is one) or by the deputy Knight Marshal.
 - ii. If these persons are all parties to the grievance, another fighter in that weapon form, who is not a party to the grievance, will preside.

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- b. The grievance will be heard and decided by a three-person panel consisting of the presiding officer and two other fighters in that weapon form, who are also not party to this grievance.
- c. The procedure for hearing the grievance shall be as described in Article IX, Sections C.2.d and C.2.e of these Bylaws, except that any member of the panel may ask questions.
- d. Once the grievance is heard, the panel will retire to make their decision in private.
- e. The decision will be announced and the results will follow as described in Article IX, Section C.2.g of these By-Laws. The Knight Marshal shall also report the results at the next Regular or Annual Business Meeting. No minutes will be reported.

Section F: Handling of Legal Grievances

- 1. There are two types of legal grievances:
 - a. Incidents where mundane legal charges are filed against a Shire member, and
 - b. Incidents where the Shire may need to file mundane legal charges against some person(s) or organization(s).
- 2. If the mundane legal charges filed against a Shire member are civil, no action will be taken by the Shire. If the mundane legal charges are criminal, and the member is an Officer, Functionary, or Committee Chair, the Member will be suspended from that position until the matter is resolved.
- 3. If the Shire member is found guilty of some criminal offense, a Special Business Meeting will be held in accord with Article IV, Section F: Removal of Officers.
- 4. Incidents where the Shire may need to file mundane legal charges against a Shire Member or an outside individual or organization will result in the holding of a Special Business Meeting, as described in Article IX, Section C: Handling of Procedural and Officerial Grievances.
 - a. If the grievance is against an individual or organization who is not a Member of the Shire, there will be no Respondent. The purpose of the Meeting shall be to determine what course of action the Shire will take, and if it will file mundane charges.
 - b. If the Special Business Meeting determines that mundane legal action is required, the presiding officer and the Chronicler or other record keeper will initiate such action as the designated representatives of the Shire.
 - c. The Chronicler or other record keeper shall turn all appropriate materials over to the mundane authorities as part of initiating the action.
 - d. If an Officer, Functionary, or Committee Chair are removed from that position as a result of the Special Business Meeting, the Shire shall begin the process for replacing the officer or functionary as described in Article IV, Section E: Replacement of Officers.

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Article X – Amendments

- A. Any amendments to the By-Laws must be made at a Regular or Annual Business Meeting.
- B. All amendments require both a mover and a seconder.
- C. Following discussion, the topic will be deemed tabled until the next Regular Business Meeting.
- D. The proposed Amendment will then be posted to Appropriate Electronic Media in order to allow a public forum for discussion and critique.
- E. At the Regular Business Meeting, the Seneschal may choose to take the amendment off the table before moving to a vote.
- F. Following any further discussion, the amendment will be put to a vote and will require a two-thirds (2/3) majority of the present Resident SCA Members of Voting Age for passage.

Article XI – Replacement of Previous By-Laws

These By-Laws, as amended, shall supersede and replace any previous By-Laws and other governing documents for the Shire.

Article XII – Dissolution of Shire

- A. Upon the dissolution of the Shire, monetary assets shall be given to the SCA, Inc., Kingdom of the East.
- B. Upon the same dissolution of the said Shire, physical assets shall be distributed to the shires of the East Kingdom in the same region as the Shire of Blak Rose.
- C. These assets shall be applied by the recipients for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, for a public purpose.
- D. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Shire is then located, exclusively to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

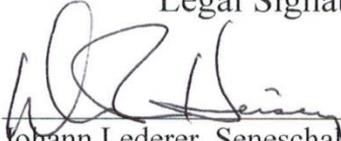
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IN TESTIMONY WHERE OF, the Officers of the Shire of Blak Rose have signed these By-Laws to be effective on the 8th day of January, 2017.

Legal Signature

Date



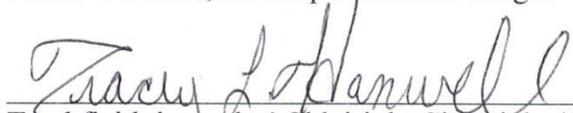
Johann Lederer, Seneschal/Dennis Heisey

3/12/17



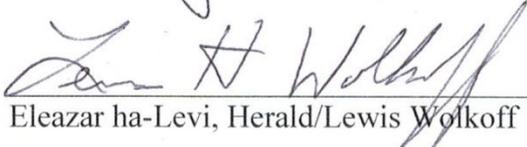
Alana O'Keeve, Exchequer/Rachel Wright

3/12/17



Tuathflaith ingen hui Chleirigh, Chronicler/Tracey Hanwell

3/12/17



Eleazar ha-Levi, Herald/Lewis Wolkoff

3/12/17
