

Part I. Concerning the Shire of Quintavia By-Laws

- A. All Shire By-Laws are superseded by Civil, Society, and East Kingdom Law.
- B. All prerequisites and qualifications for officers are addenda to East Kingdom Law.
- C. Any references to 'Shire members' refer both to members of the SCA, Inc, who reside within the shire boundaries as defined by the SCA Inc. zip code list and have attended two out of the past four business meetings.
 - 1. References to SCA members shall be assumed to refer only to those people who possess a paid membership with the Society for Creative Anachronism, Inc
 - 2. If unspecified, a reference to members is assumed to apply to Shire members.
- D. Any references to officers are assumed to include both Great and Minor Officers, excepting Autocrats.
- E. New Shire By-Laws can be created, or existing ones changed, by a 2/3rd -majority vote of the officers, followed by a vote of the membership.
 - a. For the purposes of this vote, officers include all Great Officers and Lesser Officers, but excludes deputized offices and Autocrats.
- F. By-Laws may be waived for a specific duration by a 2/3rd vote of the members present
 - a. Before a By-Law may be waived, a reason for waiving it must be specified.

Part II. Voting

- A. All procedures listed in this Part are superseded by any By-Laws they conflict with.
- B. All Shire members Present are eligible to cast a vote.
- C. When tallying ballots, a vote of 'No Vote' shall be discarded, while an abstention shall go to the majority'
 - a. In the event of a tie, abstentions shall be discarded
- D. All motions are voted on at the meeting in which they are presented unless they are tabled.
 - a. In the event that a motion is passed and not acted upon within a period of 6 months it shall require a revote.
- E. Ballots shall be counted by the Chronicler and Seneschal or persons designated by them, and recorded in the minutes of the meeting.
- F. Proxies must either be sent in writing via e-mail or in hand by the proxy holder to said meeting.
- G. All proxies must have the printed name of the person who cannot attend the meeting, and must be signed and dated by both the person giving and the person receiving the proxy.
- H. Proxies must either specify which issues the person holding it may vote on while representing the absent member, or must specify that the proxy may vote on all issues in lieu of the person not in attendance.
- I. Proxies will be held by the Seneschal for a period of one year.

Part III. Officer Elections

- A. Only paid SCA 'active' shire members may vote in officer elections.
- B. For an officer election to occur, a majority of local SCA 'Active' members must be present

- a. 'Active' Members are defined as paid members who have attended at least 2 out of the past 6 shire sponsored activities i.e. business meetings or practice/guild/or other meetings in person or virtually.
- C. Officer election shall take place at the Shire business meeting at least two months prior to the end of the officer's term.
 - a. These elections must be announced at least two meetings in advance.
 - b. Nominations for these elections shall open two meetings in advance.
 - c. A round of nominations will be held the day of these elections.
- D. Officer elections include all offices except the following:
 - a. The Minister of Dance
 - b. The Bardic Mistress
 - c. The Shire Chamberlain
 - d. The Gold Key is exempt if there is a separate Chatelaine.
- E. For votes where there are two candidates, a written ballot will be used.
- F. If a person will be outside of Shire boundaries for a consecutive period of more than three months, they shall be considered ineligible to hold office unless they plan to have a Drop-Dead Deputy (see Part VIII) who will be within Shire boundaries during the absence.
 - a. This Drop-Dead must meet all other requirements for holding the office.
 - b. If this Drop-Dead will be acting in the capacity of their superior for more than three months, their Regional or Kingdom Officer must be informed.
- G. The results of the elections shall take effect by the end of the office's term.
 - a. It is suggested that the period between elections and the end of the officer's term be used as an officer training Period.

Part IV. Duties of the Shire Office of Chamberlain.

- A. The office of Chamberlain shall exist within the Shire and shall report to the Exchequer and Seneschal and will be considered a Minor Office.
- B. A separate inventory sheet shall be maintained for each Officer holding property, with their SCA name, Mundane name and contact info, along with the items being held. A copy should be given to the Chamberlain for their records.
- C. When an Officer steps down, this inventory will be checked by the Seneschal or Exchequer and both copies signed off; one for the Shire records and one for personal records of outgoing Officer.
- D. The following are the duties of the Chamberlain:
 - a. Provide a secure central storage location for all items given into their keeping by the Shire.
 - b. Maintain an inventory of all items and their origins within the Archives.
 - c. The inventory shall include any items in the care of officers (regalia, etc).
 - d. The inventory must be updated every year and published annually.
 - e. Maintain possession of all Shire items not currently in use by the Shire.
 - f. Supervise the creation, maintenance, and repair of the Shire items.

- i. Any item that is damaged or missing will be repaired or replaced by the person who had held custody of the item.
- g. Be responsible for arranging transportation of Shire items in their custody to and from events as required.

Part V. Officers

- A. Letters of intent for an office will be accepted from any "Shire member", who would like to hold an office, and is a paid member of the SCA. Letters should be submitted in writing to the Seneschal, and may be nothing more than a letter stating one's interest in filling the office, or remaining in office, and must include a copy of the candidate's current SCA membership card.
- B. Requirements for Officers
 - a. Be a paid member of the SCA.
 - b. Read their Kingdom Counterparts reports in the Pikestaff. This is where any changes in office policy will be posted.
 - c. Have access to the Shire newsletter.
 - d. All officers are expected make their best efforts to attend the populous meetings.
 - e. Is required to make a report in writing(e-mail) the Seneschal in advance of any meeting they cannot attend (or in the case of the Seneschal, a report to the Chronicler.)
 - f. Fulfill the duties pertaining to their specific office, as outlined in the East Kingdom and/or Society law and policy.
 - g. Fulfill reporting requirements for that office with a copy of each report going to the local Seneschal
- C. Terms of Office
 - a. A standard officer's term is two years.
- D. Each officer is responsible for any regalia provided to them by the Shire, and must return or replace this regalia at the end of their term.
- E. Inventories maintained by officers shall be taken at the beginning and end of an officer's term and shall be compared with the previous/succeeding officer's inventories.
- F. All Great officers are strongly suggested to have Drop-Dead Deputies.
 - a. It is recommended that all other officers also have Drop-Dead Deputies.
- G. Any office may be considered vacant if:
 - a. The officer steps down.
 - b. The officer is negligent according to Corpora, East Kingdom Law, or the By-Laws of the Shire.
 - c. The officer does not have an address on file within one month of assuming the office.
 - d. The officer leaves the shire for a period assumed to be no less than one month and has made no prior arrangements for the absence (see Part III).
 - e. Neither the officer nor the drop-dead attend four consecutive business meetings.
- H. If an office is vacant Shire members shall vote to either let the officer's drop-dead finish the term, or hold an officer election to appoint someone to finish the term.
- I. Great officers must submit monthly reports to the Chronicle & Seneschal.

- J. It is recommended that other officers also submit their regional quarterly reports to the Seneschal.
- K. Quarterly officer reports shall be published in the Shire newsletter.

Part VI, Emergency Succession of Offices

- A. If both the Seneschal and the Drop-Dead Deputy Seneschal are unavailable, a reasonable amount of power for dealing with immediate crises is bestowed upon, in this order, the Exchequer, the Knight Marshall, and the Minister of Arts and Sciences

Part VII. Deputies

- A. A Drop-Dead Deputy is defined as a deputy who has the power of the office if the holder of the office is not present.
- B. Deputies are appointed by their superior officers.
- C. Deputies should always try to be present at meetings especially if their superior cannot be present.
- D. Drop-Dead Deputies must be announced in a business meeting for the appointment to be considered official

Part VIII. Meetings

- A. Shire Business Meetings shall occur Monthly.
 - a. Business meetings occur on the 2nd Sunday of the month, unless it is a Holiday or a local or Royal Progress event during that weekend. At which time the meeting moves to the 3rd Sunday of the month. (Snow dates when necessary)
- B. Meeting time is at 12 pm unless otherwise stated in the minutes of the previous meeting, Milestone, website or official shire calendar.
- C. For a meeting to take place there must be at least 5 shire Officers or their deputies present and at least 1 great officer as defined by SCA Copora (Seneschal, Exchquer, Herald, Knight Marshal or Minister of Arts & Sciences or deputies).
 - a. Officers may 'virtually' attend meetings via telephone or video conference and be considered 'present'.
- D. If the Seneschal is not present his or her Drop-Dead Deputy shall run the meeting.
 - a. If neither the Seneschal nor their Drop-Dead is present the Exchequer shall run the meeting.
 - b. A meeting cannot be held if neither the Seneschal nor Exchequer, nor their deputies are present
- E. If an officer cannot be present they should make every effort to inform their deputy and the Seneschal.
- F. A record of those present at business meetings shall be maintained by the Chronicler, with special attention given to which officers attended.
- G. At all business meetings the Chronicler will have the minutes for the last business meeting available for Review.

Part IX. Shire Expenditures

- A. If a request for money is \$100 or less it need only be discussed and approved by the Exchequer and the Seneschal.
- B. If a request for money is more , \$100, it must be voted on at a business meeting.
 - a. Only SCA members may vote on expenditures of Shire funds.
- C. Co-signatories on checks shall be the Seneschal and the Exchequer.
- D. All receipts for advance payments WILL BE turned in to the Exchequer and no one else. The receipts must be clearly legible showing date purchased and amount spent NO LATER THAN the first business meeting after the event has ended. A Failure or refusal to provide the receipts, WILL RESULT in the person(s) given the advance, being held liable for the return of the complete amount advanced. Any excess funds left over (Not spent) will be returned to the shire. If more was spent than funded the balance is to be voted on and the person paid for the excess spent. Copies of receipts and internet receipts are acceptable.
- E. Per Kingdom Financial Policy, no one is permitted to remove funds from the cash box (other than to give change and withdraw money for deposit) for any reason at any time. It is suggested that the Autocrat budget a “petty cash” amount that can be used during an event to cover last minute expenditures.
- F. The use of SCA funding to sponsor or the active running of any Event, Regional Practice of any Type or activity to include Demos that in any way Promotes, uses or implies in any way the name of the SCA Inc., East Kingdom or Shire of Quintavia. These are inclusive of the actions or conversation of any person(s) in part or in whole that could be considered to be actions on behalf of the SCA Inc., East Kingdom or the Shire of Quintavia. This is inclusive of the use of or implying the use of any Shire fighter practicing buildings or grounds requiring SCA insurance waiver or the implying of sponsorship in any way by the SCA Inc., East Kingdom or the Shire of Quintavia. All funds or goods received or generated by whatever means are the sole property of the SCA Inc., East kingdom or the Shire of Quintavia, To be accounted for and then disposed of as seen fit by the Shire of Quintavia.
- G. No Household or Clan etc. can request funding or for any strictly household sponsored activity.
- H. Shire Funds Can be used for: SCA Inc., The Shire of Quintavia funds are may only be used for activities that are considered to aid or be in promotion of the SCA Inc., East Kingdom or the Shire of Quintavia. Examples of allowable uses can be found in the Exchequer’s Handbook.
- I. The use of Shire funds is inclusive of but not limited to Officer supplies, Events, Regional Fighter Practices, Regional Equestrian practices or anything that is noted as necessary by vote of the Shire populace in a normally scheduled meeting after the advice of the Shire Exchequer.

Part X. Event Bids

- A. An initial event bid must be presented at least 6 months before the month in which the event will occur.
 - a. An initial event bid should include general information concerning plans for the event.

- B. A final event bid must be presented at least 3 months before the month in which the event will occur.
 - a. Final event bids must include*preliminary budget and cost break down. It is strongly suggested that the Exchequer and Seneschal be consulted.
- C. Final event bids can be voted on at the meeting in which the final bid is presented, but must be voted on no later than the meeting following the meeting in which the bid is presented.
- D. Within one week after an event bid is approved a copy of the event announcement must be approved by the Seneschal & submitted to the East Kingdom web site for publication in the Pikestaff.
- E. Events require the following in attendance to be a legal event. The Autocrat, The Seneschal (or designated representative) and Exchequer (or designated representative).

Part XI. Shire Domesday/Phone List

- A. The Chronicler shall be responsible for creating a telephone list for the Shire.
 - a. This shall be distributed by March 30th of each year or whenever edits are necessary.

Part XII. Shire Policy on Households

Society Definition of "Households: from the Exchequers Handbook

A. HOUSEHOLDS

- a. Other organizations known in the Society but not officially recognized are Households. Households are not an official part of the SCA, Inc. and SCA funds may not be combined with their funds in a non-SCA account. Households are simply groups of people with similar interests, sometimes but not always organized around either specific persons or a specific cause (fighting, archery, dancing, etc.). If you have any questions about whether some group qualifies as a household or about transactions dealing with households, call your superior officer for guidance before doing anything.
- b. Household "rules" quoted from the Exchequers handbook pages 59-60

B. HOUSEHOLD ACTIVITIES AT EVENTS

The SCA, Inc. is not responsible for any household activities. We cannot and will not financially support or absorb liability for any household activities. The SCA, Inc.'s insurance does not cover household activities. Financial support for this purpose is defined as providing funding where all proceeds are not returned to the provider. Example of disallowed financial support: The Shire of Backwater pays all advance money for a local event where a household is responsible for all the ideas and labor involved, and keeps all the profit after the expenses, including the front money from the Shire, have been paid. This situation is not allowed because we are not a lending institution. However, if the Shire ran the event and the household did the feast (through a catering contract), the household would be paid for their services (making a profit after they take care of their own expenses and kitchen rental) and the shire would keep the rest. This second situation is allowable.

Absorbing liability is also disallowed. For example, we cannot absorb liability for a household function at an SCA event where the household is solely responsible for the use of the damaged facility or equipment. This means we cannot rent facilities that will be only used by the household. Allowing household activities to take place at branch events is not considered support, provided the branch does not pay for items used only by the household, and the branch won't be held liable for any damage caused by the household, especially food preparation situations. It is up to the local branch to determine the risk involved in allowing household activities at their events. Separate agreements between the household and the site owner for facilities used are recommended, as are catering contracts which stipulate rates charged and responsibility for collecting fees, any expenses, and liability. Below are a few examples illustrating why we have this policy.

- a. Example Situation 1: The local branch allows the local household to hold an auction at an event, whose proceeds go to benefit some charity, the Royal Travel Fund, or themselves. The auction is advertised properly, the only things used at the event are some tables (which are then used for feast), and some hall time. This scenario is allowable.
- b. Potential problem: The auctioneer stands on a table and it breaks. Who's responsible? The person who broke the table. Who will be blamed? The branch that rented the hall and tables. How to solve it? Have the household supply its own tables.
- c. KINGDOM VARIATIONS
Kingdoms may have additional requirements when dealing with households, such as requiring contracts. Contact your superior officer for your Kingdom's requirements.

C. RECEIVING DONATIONS FROM HOUSEHOLDS

Households may donate funds to the SCA, Inc., but the SCA, Inc. may not donate funds to a household or its members. Branches may sponsor Society events where a household provides all the labor, however, the household may not receive any money from the event out of the Society account except as reimbursements for receipts. If a household hosts an event on its own, the money it collects may be donated to the Society, but it is not required. Households do not get the advantage of the Tax ID and any income must be acknowledged as someone's personal income. This may vary outside the U.S. Any other donation is treated as if it were from anyone in the modern world.

D. MANAGING HOUSEHOLD MONEY IN AN SCA ACCOUNT

It is permissible for a household to have a special fund held within a Society account and managed by the branch Exchequer. However, all activity within that fund must follow Society, Kingdom, and Branch financial policy, up to and including required approval of all expenditures by the branch Financial Committee.