



Governance Document for the Shire of Mountain Edge

January 2019 Update

Approved at the Shire business meeting Jan. 18, 2019

This is the governing document for the Shire of Mountain Edge, an official branch of the Society for Creative Anachronism, Inc. This document denotes branch policies only and is subject to Principality Law, Kingdom Law, Corpora, local, state and federal laws.

The Shire of Mountain Edge Being Yamhill County Oregon.

Zip Codes: 97101, 97127, 97132, 97115, 97111, 97114, 97378, 97148, 97128, 97396

I. OFFICERS

1. Offices

(a) Major Officers:

- Seneschal
- Exchequer
- Chatelaine
- Herald
- Armored Marshal (Knight Marshal)
- Minister of Arts & Sciences
- Chronicler

- (b) Minor Officers: Other Offices may be created at the desire of the Shire and are designated as Minor Offices. Minor offices report through an appropriate Major Officer, for example military activities report through the Knight Marshal, Webminister through the Chronicler, and Gold Key through the Chatelaine.

2. Officer Requirements

- (a) Membership: All Major Officers must be paid members of the Society for Creative Anachronism, Inc. and warranted. All Minor Officers who are responsible for military activities (e.g., archery, rapier, equestrian, thrown weapons) must be paid members of the Society for Creative Anachronism, Inc. and warranted. Associate membership is sufficient for all these roles.

- (b) Background Checks: All Offices requiring an SCA performance background check (Family Activities, Youth Armored Combat) must have individuals in that Office with a current background check. The Seneschal shall provide the justification to Kingdom for new or renewal background checks. Background checks must be renewed every two years.
- (c) Age: Major Officers must be at least 18 years of age. Minor Officers should be no younger than 15 years of age. Other age limitations may apply for military activities.

3. **Term of Office**

- (a) Major Officers: The usual term of office for Major Officers is two years. Major Offices may be extended one year at a time, with four years being the recommended maximum.
 - (b) Minor Officers: Four years is the recommended maximum term for Minor Officers.
 - (c) Extenuating Circumstance: There may be good reasons for longer terms for both types of Offices (e.g., no other volunteers, other trained volunteers with temporary conflicts such as Kingdom office or military service). If the Shire Council votes that these extended terms are acceptable, then the Shire should graciously accept this volunteer service. This vote should be reflected in the Council meeting notes.
4. **Contact Information**: All officers must have their SCA name, modern name, antir.org Officer email address listed in the officer section of the Shire website. If the officer does not have an antir.org email (Minor Officers may not) a personal email should be listed with the Officer's approval.
5. **Monthly Reports**: All Officers are required to report to the Seneschal on a monthly basis for input to the Shire monthly business meeting. This requirement is waived if the Office is temporarily suspended due to modern obligations (e.g., maternity leave or military service). The Seneschal will report for vacant or suspended Offices.

6. **Deputies**

- (a) Contingency Deputies:
 - i. All Officers are requested to have a contingency deputy in case of emergency. This person is not required to take over the Office, but must know how to get access to all Official records and properties pertaining to that office so that these may be returned to the Shire in a timely manner.
 - ii. In the absence of a contingency deputy, should an Officer be incapacitated, another individual who can gain access (a relative, for example) may be designated by the Shire Council as responsible for providing the records.
- (b) Other Deputies: All Major Officers are encouraged to train a deputy to succeed them.
- (c) Appointment: Major Officers may appoint their deputies at will, and are to notify the Seneschal at the soonest possible business meeting. Deputies to the Major Offices and to

Minor Offices requiring special qualifications (background checks, martial activities) should be warranted at the next possible business meeting.

II. SHIRE BUSINESS MEETINGS

1. **Frequency:** Shire business meetings shall be held once a month, unless otherwise approved.
2. **Quorum:** Three Major Officers are required to conduct official business. The Shire Council consists of everyone attending the business meeting, officers and populace.
3. **Notice:** The date of the Shire meeting shall be published on the Shire website at least two weeks prior to the meeting. It should also be advertised by other means, including (but not limited to) message board and social media accounts moderated/administered by Shire officers.
4. **Voting:** Any decision requiring a vote of the populace, including election of Officers, shall be decided by a simple majority vote. Such decisions include, but are not limited to, joining another branch, making a major change in a traditional activity, i.e. anything that would affect the entire populace of the Shire and therefore require their opinion on the matter.
 - (a) Who May Vote: Any Shire member may vote. A Shire member is anyone who declares themselves to be one. As traditional in SCA, it is not necessary to be physically within the Shire boundaries to declare that one is a Shire member and to participate and even serve as an officer. Non-Shire members may not vote, but are welcome to take part in discussion. All officers may vote even if they do not physically reside in the Shire.
 - (b) Voting in Absentia: Shire members may vote in absentia if the question is posted publicly on the Shire website in advance of a Shire meeting. In absentia votes should be:
 - i. Sent to the antir.org Seneschal email at least 24 hours prior to the business meeting, or
 - ii. Presented to the Seneschal in writing at the Shire business meeting.
5. **Polling**
 - (a) Online Polling: The use of online polling may be used to gain populace input on topics under consideration by the Shire. Where the poll is to be posted shall be approved at the Shire business meeting.
 - (b) Formal Polling: Formal (written) polling may be required at the determination of the Society, Kingdom, or Principality. In those situations, an online poll should be attempted first to ascertain if the SCA expense of the formal poll is justified.

III. EVENT STEWARDS

1. **Proposal Requirements:** Event Stewards are required to submit event proposal. The proposal must include:
 - Preliminary Event budget
 - Date and name/theme of the event
 - Prospective sites
 - Proposed event activities
2. **Reports**
 - (a) Event Stewards must report monthly at the Shire business meeting from the time their event is approved until such time as the event is officially closed. They may report in absentia, via email, or send a representative if needed, except as noted below.
 - (b) Event Stewards or their deputy must be present at the two business meetings immediately preceding the event, and at the first business meeting following the event.
 - (c) The Event Steward and Exchequer must report on all event income and expenditures by the second Shire business meeting following the event.
3. **Event Monies and Event Related Contracts**
 - (a) The Event Steward is responsible for monies paid and received for their event until such time as these are turned over to the Exchequer.
 - (b) Receipts for expenditures must be given to the Exchequer for reimbursement within 30 days of the event.
 - (c) Contracts related to the event shall be reviewed by the Seneschal and Exchequer, and if appropriate discussed at a Council meeting. The Seneschal is the legal signature for the branch, and must co-sign with the event steward once the site or other contract has been approved by all parties. The Seneschal will assist the Event Steward in obtaining further SCA review of the contract if needed and in obtaining evidence of insurance if the contract requires seeing that before signing.
 - (d) No contracts will be signed that contain a performance bond (examples would be guaranteeing x number of rooms at a hotel in return for conference room use, or guaranteeing x number of attendees for an event).

VI. MONEY CONCERNS

1. **Budgets**
 - (a) Annual Shire Budget: This shall include Officers' budgets, and shall be approved by vote at a Shire business meeting. It is not necessary for an office to have an annual budget.

- (b) **Event Budgets:** Budgets and expenditures must be approved by vote at a Shire business meeting. A preliminary budget may be approved pending final site selection and quotes from suppliers for larger budget items (such as portable toilets), after which time a final event budget should be presented and approved.
- 2. **Extraordinary Expenditures:** Expenditures which exceed any Officer's normal budget must be approved by vote at a Shire business meeting.
- 3. **Reimbursement:** Officers and event stewards are required to submit a Kingdom Cheque Request form accompanied by original receipts to the Exchequer for reimbursement of their respective office or event expenses. Original receipts can include an email receipt such as are issued by the SCA office for insurance certificate purchases online.
- 4. **Audits:** An audit is to be conducted by the Audit Committee prior to the Exchequer's office changing hands. The Shire Financial Committee consists of the Seneschal, the Exchequer, one other Major Officer, and all other Shire members in attendance.
- 5. **Review of Books:** A Review of Books shall be conducted as recommended by the Exchequer's Handbook.