

Bylaws of the Shire of Drakenmere

**Kingdom of Meridies
Society for Creative Anachronism**



**Statesboro, Georgia
2020**

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Article I: Identity and Location of the Organization

The name of this organization shall be the Shire of Drakenmere. The Shire is a subsidiary branch of the Society for Creative Anachronism, henceforth named the SCA, and the Kingdom of Meridies, hereafter referred to as Meridies. The SCA and thus Meridies and the Shire of Drakenmere are nonprofit educational organizations as defined under section 501(3)c of the United States tax code. SCA Corpora and Meridian Law supersede this document.

Drakenmere is considered to be the greater Statesboro area in the state of Georgia. Towns included in this territory are found in the counties of Jefferson, Burke, Screven, Jenkins, Emanuel, Bulloch, Evans, Montgomery, and Candler. (See Appendix A)

Article II: Definitions Used in the Bylaws

Corpora—The policies governing historical re-creation within the SCA, and those policies applicable to the entire SCA.

Crown—The Sovereign and Consort of Meridies, acting jointly.

Event—An activity publicized in the official Kingdom newsletter, “Popular Chivalry”.

Kingdom—The Kingdom of Meridies

Non-voting member—a person who by wish or circumstance is not eligible to vote in matters of Shire business.

Notice—information, announcements, and proclamations made by Shire Officers and other voting members.

Officer—A SCA member serving in an appointed office as defined in Corpora, or as an appointed deputy in such an office, or in another office as may be defined by Kingdom Law, at any level of the SCA, or in the role of organizer of a SCA event (commonly referred to as an “Autocrat” or “Steward”).

Period—The era used by the SCA as the base for its re-creation activities. The SCA is based on the life and culture of the landed nobility of pre-17th century Western Europe, focusing on the Middle Ages and the Renaissance.

Proxy—a document giving the authority or power to act as a substitute for one individual to another individual.

Quorum—five or more voting members of which one must be the seneschal or designated deputy.

SCA, Inc. or SCA—The Society for Creative Anachronism, Inc., a California not-for-profit corporation.

Shire—The Shire of Drakenmere; local branch of the SCA reporting directly to a Kingdom or Principality

Society—The entirety of the Society for Creative Anachronism (a worldwide group of affiliated organizations).

Subscribing Member—a member of the SCA who has an individual sustaining or a family membership which provides the member a copy of the Kingdom newsletter.

Voting Member—a member of the Shire who has publicly declared his or her intent and desire to be a member of the Shire, has been recorded on the quarterly Shire roster of voting members, and has participated in the minimum required six (6) Shire activities and attended a minimum of one (1) business meeting per quarter.

Article III: Mission and Purpose

The Shire is a local affiliate branch of the SCA. Most of its activities take place in the context of a social structure adapted from the forms of the European Middle Ages, which allows participants to take a first-hand look at various aspects of the life, culture and technology of the times under study. As a living history group, the Society provides an environment in which members can recreate various aspects of the culture and technology of the period, as well as doing more traditional historical research. We sponsor events such as tournaments and feasts where members dress in clothing styles worn in the Middle Ages and Renaissance, and participate in activities based on the civil and martial skills of the period. These activities recreate aspects of the life and culture of the landed nobility in Europe prior to 1600 CE. The dress, pastimes, and above all the chivalric ideals of the period serve to unify our events and activities. For Society members, most of the world, and all of the centuries prior to the 17th, can serve as a source for personal research.

Article IV: Voting and Non-voting Members

Section 1: Characteristics

Membership in the Shire shall be open to all individuals within Shire territory and/or those who wish to associate themselves with the Shire. Paid membership within the SCA is not a requirement to participate in Shire activities or to be a voting member. However, paid membership at the subscribing member level is a requirement for holding any office or acting as a deputy for any office. Voting members may hold Shire offices even if they do not reside within the official borders of the Shires. A voting member of the Shire cannot be a voting member of another group simultaneously.

Persons who desire to be considered a voting member of the Shire are required to participate in and contribute to official Shire events (business meetings, fighter practices, demonstrations, workshops, community service, Shire encampments, and

hosted events). These persons should also publicly state, at an official Shire business meeting, that they consider themselves voting members. The minimum number of events to attain membership is six (6) per year, and one (1) business meeting per quarter as part of the six (6) events is required to maintain voting membership. The individual's name and information will be recorded in the quarterly roster of voting members maintained by the Deputy Seneschal.

A non-voting member is a person who by personal desire or circumstance is not eligible to be a voting member, but still associates himself or herself with the Shire. Wish or circumstance might include any or all of the following: under age sixteen (16), not having participated in six (6) Shire activities or events per year, or one (1) business meeting per quarter, or a desire to not participate in voting.

Section 2: Voting by Proxy

Only Shire voting members may participate in official Shire votes by sending a proxy vote. The proxy vote must be in writing either as a hard copy or electronic copy. It must clearly state the intentions either "yes or yay" or "no or nay", be dated, and have the signature or electronic identity of the owner. The proxy must be delivered to the Seneschal or designated Officer by the business meeting in which the vote is taken. The proxy vote counts towards the total number of voting members needed for a quorum, as if the person sending the proxy were physically present during the voting.

Section 3: Voting Timeline, Procedures, and Quorums

Major Votes are event bids, bylaw changes, officer appointments, and expenditure of funds exceeding two hundred and fifty dollars (\$250) for a single expense or a series of expenditures of funds exceeding three hundred and fifty dollars (\$350) in aggregate per meeting. A quorum is necessary for Major Votes.

For Major Votes, the vote must be announced thirty (30) days to the date of the vote to allow for proper notification of Shire members. At the discretion of the Seneschal, a call for "Major Votes" may be called for the next scheduled business meeting occurring between fourteen (14) and twenty-nine (29) days after the announcement of the Major Vote. This condition must be agreed upon by three (3) of five (5) officers of which two (2) must be major officers. If a vote is required prior to fourteen (14) days due to exceptional circumstances beyond the control of the Shire, a vote may be called in less than fourteen (14) days if all three (3) major officers and two (2) minor officers concur with a call for vote.

For votes pertaining to the "Major Votes" category, a two thirds (2/3) majority vote of members present and proxied votes is required to pass the vote. For all other votes announced in the business meeting agenda (e.g. expenditures of minor funds, routine operations decisions, etc...), a simple majority of members present and proxied is required. For items of business requiring a vote that is not identified in the business agenda and are not Major Votes, a two thirds (2/3) majority vote of voting members present is required.

Article V: Official Correspondence

Section 1: Form of Communication

Any official communication to, from, or within the Kingdom of Meridies shall be in writing and signed by the appropriate person(s); otherwise, it shall be considered rumor and therefore, unofficial. Electronic communication in the form of electronic mail may be held as an acceptable form of communication with proper authenticity by sender and recipient. The email must include the names of sender(s) and recipient(s) visible in the header of the email.

Section 2: Official Correspondence

Official Shire communication may come from the approved Shire webpage and social media accounts. (See Appendix B). The definition of official correspondence includes the Shire newsletter, bylaw amendment proposals, event bids, reports and communications to outside agencies, including the Kingdom, the SCA and its official branches, and their appointed officers. Activity announcements and communications not publicized in the official Shire webpage and official social media outlets are not considered official. Such communications are for information purposes only. The use of unofficial communications does not indicate unofficial activities; the notice, however, remains unofficial.

Article VI: Officers and Governance

A shire must have at least 5 members with at least 3 officers, including a Seneschal, an Exchequer, and one of the following: a Herald, a Marshal, or a Minister of Arts and Sciences. A shire must also have a name registered with the College of Arms.

Section 1: Responsibilities of all Officers

Subsection a: Terms of Office and Warranting

All officers are required to be current subscribing members of the SCA and to be warranted through the pertinent Kingdom Officer and confirmed by a signature from the appropriate superior officer and the Crown, on the standard Society warrant form. The term of office is generally two years; however, the term may be lengthened or shortened depending on a number of factors, including desire of the current officer to continue to hold or resign the office, expressions of voting members of the Shire on the performance of the officer and the availability of a qualified replacement.

Subsection b: Election and Appointment of Vacant Offices

In the majority of cases, vacant offices are filled by a vote by the Shire voting members for candidates who have expressed a desire to fill the office in accordance with the guidelines in Section 3 of Article IV.

Should it become necessary to appoint an officer, for all local offices, except for the Seneschal(e), the appointment of any officer is usually done by the next superior officer above the local officer, and confirmed by Royalty, according to Kingdom law and

custom. Local officers must not be substantively opposed by voting members of the Shire, but the final decision remains with the superior officer and Royalty.

Subsection c: Removal from Office

Should it become necessary due to dereliction of duties or illegal activities on the part of an officer to remove that officer from their office, the removal is done by the immediate Kingdom superior officer. The Seneschal is responsible for notifying the immediate Kingdom superior officer as to the issues of concern. The Kingdom Officer in consultation with other superior officers as appropriate will make any decisions about the removal.

Should it become necessary to remove a local seneschal, the deputy seneschal in consultation with the Shire officers will notify the Kingdom seneschal who will make the investigation of the concerns. A petition must be made by Shire voting members to the seneschal(e)'s superior officer to pursue removal of the Shire seneschal(e). For the petition to go forth in an official capacity, two thirds of the names and signatures of Shire voting members must be on the list. Royalty along with the Kingdom Seneschal will make the final decision as to the removal of the Seneschal.

The seneschal(e) shall remain in office until suspended by the appropriate superior officer, in which case the Shire deputy seneschal(e) shall automatically assume the duties of the office and shall continue fulfilling said duties until the suspension is terminated. If no designated successor exists for the post, the Royalty and superior officers shall reach an agreement as to how to carry out the duties of the post.

Subsection d: Resignation of Office

Each officer shall give notice to the Shire voting members and the Seneschal(e) no less than 60 days, barring special circumstances, before his or her intended resignation. At the next business meeting following the notice, Shire voting members shall have the opportunity to ask questions of the officer and/or their deputy and their intent and qualifications to take the office. Shire voting members may express an interest in assuming the office. Voting to determine the new officer will follow the guidelines in Section 3 of Article IV.

Subsection e: Common Duties and Responsibilities of an Officer

Officers are expected to submit their Kingdom reports to the appropriate Kingdom Officer on the approved schedule. The Seneschal(e) must be given either an electronic or hard copy of the Kingdom report.

Officers are expected to attend the majority of business meetings and make a verbal report to the gathered populace. If the officer cannot be present, the Seneschal should be notified before the meeting and sent an electronic or hard copy of their report to the Shire.

Officers are expected to maintain the required files as referenced in the appropriate Kingdom Officer Handbooks (see Bibliography). Officers are expected to maintain their status as Shire populace and voting members.

Section 2: Seneschal(e)

The Seneschal(e) is the chief administrative officer of the Shire and the Shire's direct representative to the Kingdom and the Kingdom Seneschal(e) and is subject to Kingdom Law, the By-Laws of the Society, the Rules of the List, the written directives of the Board of Directors, Corpora, and the directives of the Kingdom Seneschal(e). The title is equivalent to that of president.

For legal reasons, the seneschal(e) and the exchequer may not be related by blood or marriage, or reside in the same residence because when a SCA group's bank account is established, the account requires two signatures of two unrelated parties who do not reside at the same residence. The seneschal(e) should have and maintain a current copy of the Meridies Seneschal(e)'s Handbook. This is a required office for the group to exist in an official SCA capacity.

The seneschal(e) shall, in addition, have the right to require such reports from other officers and members of the Shire as deemed necessary to secure the proper functioning of the Shire. The seneschal(e) must have a working telephone number at his or her residence to facilitate group business, and this number must be published in the Kingdom newsletter. The seneschal(e), with the assistance of the chronicler, shall publish quarterly, under the guidelines of **Section 1 of Article IV**, a roster of voting members of the Shire, with updates made accordingly.

Branch seneschals have the right to recommend a replacement for any branch officer to the appropriate kingdom officer. The Crown and the kingdom officer make the ultimate decision on the replacement officer. The Shire Seneschal(e) shall have the right to recommend to the appropriate Kingdom Officer the removal of any officer within the local group who is not fulfilling the duties of said office. Such removal(s) shall be ultimately decided by the Crown and Kingdom Officer involved, with the advice of the Kingdom Seneschal(e). The Shire seneschal(e) may also register complaints if it is felt that a potential officer candidate is not suitable to the local group.

Subsection a: General Duties

The seneschal is the legal representative of the Shire and is responsible for assuring that the Shire complies with real-world law, Corpora, and Meridian Kingdom Law either by reference to the documents or in consultation with the Kingdom Seneschal and is also the public spokes-person for the group. The Seneschal is responsible for running or arranging the running of group activities in the manner that meets the needs of the populace and the SCA.

The Seneschal is required to submit office reports on a timely basis and is also required to monitor the receipts of copies of the reports that are sent by the other local officers to their Kingdom superiors in order to be aware of whether the responsibilities of their offices are being fulfilled. The Seneschal's reports are due on May 10, August 10, November 10, and February 10.

The Seneschal is required to be part of the Shire financial committee. Also, the Seneschal is required to fulfill the duties of any vacant offices, including submitting their reports as required.

The Seneschal is required to join the Meridies Yahoo Group or other methods of bulk communication as required by the Kingdom Seneschal.

The Seneschal has the responsibility of overseeing conflict and dispute resolution when the issues can be resolved at the local level.

The Seneschal is responsible for maintaining files and reference handbooks related to the Seneschal's office.

Subsection b: Legal Representative

The Seneschal is the only person authorized by the SCA, Inc. to act as a legal representative for the branch which would obligate the Society at the local level. The Seneschal is the only one allowed to sign contracts. Under extreme circumstances it may become necessary to pull the SCA Sanction from an event. Only the ranking Seneschal at an event can do so and must report as quickly as possible to their superior Kingdom officer. The Seneschal is responsible for ensuring non-SCA paperwork (i.e. scheduling meeting room, etc.) is done.

Subsection c: Events

This includes overseeing and scheduling events. The Seneschal must contact the Kingdom Calendar Deputy to confirm the event and reserve the date on the Kingdom calendar. It is the local Seneschal's responsibility to submit the event flyer and website and any social media links to the Kingdom Chronicler for publication in "**Popular Chivalry**" and to the Kingdom Calendar deputy.

Section 3: Exchequer (Reeve)

The office of Exchequer is equivalent to that of a treasurer. The Exchequer oversees the financial accounts and assets of the Shire. The Exchequer (also known as Reeve) of the Shire must be a subscribing member of the SCA and must be 18 years or older. He or she must also be a voting member of the Shire. Skills with arithmetic, finance management, and careful bookkeeping are assets in a holder of this office. This is a required office for the group to exist in an official SCA capacity.

For legal reasons, the seneschal(e) and the Exchequer may not be related by blood or marriage, or reside in the same residence because when a group's bank account is established, the account requires two signatures of two unrelated parties who do not reside at the same residence. The Exchequer also may not be Guild Principal unless a written variance is obtained from the Kingdom. Royalty and Landed Baron/ess may not be a Shire Exchequer.

Subsection a: Responsibilities

The Exchequer maintains records of the assets and finances of the Shire (monetary and non-monetary), and among his or her most important duties is managing the accounts of a Shire event. The Exchequer manages the payment of event fees by the populace and maintains accounting records of moneys disbursed and reimbursed for the event by event staff. All financial event reports are due to the Kingdom Exchequer within 30 days from the date of the event. The Nonmember

Registration, with transfer form, is also due within 10 days after the event date to the Kingdom Exchequer. Copies of both the report and the transfer form are due to the reporting deputies at the same time.

Typically, the Exchequer will be responsible for Pre-registration duties for Shire events, unless this responsibility is delegated otherwise by the Seneschal and/or Autocrat. Funds received in cash for pre-registration (and/or other cash deposits) must be deposited within 14 days if over \$50 and within 30 days if under \$50. All checks must be deposited within 14 days when received by the Exchequer. A list of all checks with names, amount, and check number will be generated. Petty Cash accounts are not allowed unless authorized in writing from Kingdom or Society.

The Exchequer, at their earliest convenience, should attend the Paypal/Epay Class that is routinely offered by members of the Kingdom. In order for the Shire to have and maintain a Paypal account, the Shire must have an appropriately trained officer for such purposes. This may be delegated to a warranted Deputy Exchequer to maintain compliance.

Waivers that are collected at Shire events, demos, or other Shire functions (other than martial related activities such as Fighter Practices) will be submitted by the Exchequer to the Kingdom Waiver Deputy or by the Autocrat of an event. A copy of the waivers will be retained for file and a copy will be provided to the Seneschal.

The Exchequer is required to maintain a Property List for all Inventory, Regalia, and Depreciated Items, in accordance with Kingdom and Society policies. Although certain assets will be managed by the Chatelaine (e.g. Gold Key items), the aforementioned items are ultimately the responsibility of the Exchequer.

Each Business Meeting, or upon request by the Shire Seneschal, the Exchequer shall submit a summary of the current finances to the Shire. This summary will include at a minimum: Current Balance; Ledger of Debits; Ledger of Deposits; Ledger of Outstanding Debts/Deposits; current status of Quarterly Report to the Kingdom.

For payments to individuals/business entities in excess of \$600 (in single payment or aggregate total for the fiscal year), the Exchequer must obtain the appropriate 1099 Form that is submitted to the Kingdom for the appropriate quarterly report.

The Exchequer is responsible for providing receipts for qualifying charitable contributions to the Shire. Charitable contributions of \$250 or more must be documented by a written acknowledgement from the SCA in order to be deductible. Cancelled checks are NOT sufficient for this requirement. The \$250 threshold is NOT in aggregate. It is the responsibility of the donating individual/entity to obtain this proof. Required information for these receipts will include: date; recipient of donation; donor's name and address; if cash, the total amount; if item, the description of the item; benefits received from the donation; name, address, and signature of the person issuing the receipt (should be the Exchequer or Deputy). For items donated, the donor is responsible for providing the value of any non-cash donations.

The Exchequer will maintain a copy of the SCA, Inc. tax Id Number assigned by the Internal Revenue Service. The Tax ID Number is 94-1698556 and is shared by ALL Shires/Branches of the SCA.

During the 4th Quarter, the Exchequer, in consultation with the Seneschal will prepare an Annual Operational Budget for the upcoming Fiscal Year. This budget will be presented to the voting members of the Shire for discussion and approval. Once approved, the budget will be published as part of the Business Meeting Minutes. The Proposed Operational Budget should include the following: Anticipated Income (from planned fundraisers, events, etc.); Expenses (events, Shire office requirements, approved travel, etc...); and Planned Purchases of equipment (e.g. martial activities, A&S supplies maintained by the Shire, materials for fund-raising, public outreach, etc...).

The Exchequer is required to maintain the following items in the permanent Exchequer File for the Shire: Transaction Records; Reimbursed Receipts; Copies of Filed Reports; Bank Statements; Financial Committee Meeting Minutes or Notes; and Correspondence. Electronic copies of these records shall also be maintained at a separate location from the original/paper and/or electronic locations (e.g. back up hard drive in possession of the Seneschal or designated Officer/Deputy, secure online storage, etc.).

All records must be maintained for a minimum of 7 years. Copies of any Transfer Forms should be kept at a minimum for previous and current year. Although records are to be maintained for a minimum of 7 years, the Shire anticipates maintaining at a minimum, electronic copies of all records older than 7 years until directed otherwise by the Society or the Kingdom (the exception being any personally identifiable information after 7 years). Any disposal of records will be notated and this document of action maintained in the permanent archive for the Shire. Disposal of any records will be done in accordance with usual and customary practice of document destruction (e.g. shredded, burned, physical destruction of electronic media, etc...). If Bank Accounts are changed, unused checks and deposit slips will be destroyed as appropriate. Items that will be maintained more than 7 years (i.e. not destroyed or simply electronically archived) are receipts from Reported Items (Depreciable Equipment and Regalia) and Documentation regarding Sanctions. Original copies will be maintained in perpetuity unless otherwise directed by Kingdom or Society.

Subsection b: Review of Financial Records

A review of the Shire's financial records is required whenever there is a change in Shire Exchequer Office and every 2 years. See the Kingdom Exchequer Handbook for requirements.

Subsection c: Financial Committee

The purpose of the Financial Committee is set the Shire's financial policy and approve all financial activities. The Exchequer's role is to review actions of the Financial Committee for compliance with appropriate Law or Policy. The Exchequer must carry

out the approved action decided by the Financial Committee, unless in direct violation of Law or Policy.

The Shire Financial Committee is comprised of a minimum of three paid members of the SCA and MUST include the Warranted Exchequer and the Warranted Seneschal and at least one other member. All paid voting members present at an announced business meeting are considered part of the financial committee. All members may be signatories on the Shire Bank Account but only the Seneschal(e) and Exchequer are required to be signatories.

The Kingdom Exchequer has the ability to overrule the Shire Financial Committee if it violates SCA Financial Policy (including but not limited to Kingdom, Society, and IRS regulations).

All decisions made by the Financial Committee shall be made public in the appropriate Meeting Minutes, available to members of the Shire.

Any changes to the Financial Policy must be discussed with the Kingdom Exchequer prior to implementation. Any proposed changes to the Shire Financial Policy will be distributed to active members of the Shire so they will have an opportunity to provide comment/input. Once changes have been approved, a copy of the revised policy along with signatures or emailed responses of approval of the Committee Members shall be sent to the Kingdom Exchequer for approval. The approved revised Financial Policy will be made available on the official Shire webpage and published in the Shire newsletter (if active).

Any active member of the Shire may present recommendations to the Shire Financial Committee. All proposed financial activities that are "Not Contradictory to Our Purpose" (i.e. education and re-creation of medieval and renaissance European culture), will be considered for discussion. The Exchequer may veto any item that is deemed "not allowable" per Kingdom or Society Law or Policy.

The Exchequer must ensure that at least three people are listed on the Bank Signature Card (the Exchequer, the Seneschal, and the Kingdom Exchequer). Others may also be added to the Bank Signature card (e.g. Deputy Exchequer and Deputy Seneschal).

Subsection d: Heraldic Submissions

An individual may mail their submissions directly to the Kingdom herald's office, but if that individual desires the local herald to mail the material, a fee of \$2 for handling and postage will be charged in addition to the fee (\$10 per action) charged by the Kingdom. The Exchequer and Herald will maintain records of these charges. The money will be reported as income on the Exchequer's financial report.

Subsection e: Dissolution

Should the Shire cease operations, the Shire assets must stay within the Society or be given to another U.S. 501(c)(3) organization. Authorization of a Dissolved Shire's funds is required from the Society Exchequer before Shire funds can be dispersed and a Year-End Report is submitted.

Subsection f: Reporting Requirements

The Exchequer shall file reports with his or her superior officer as required by Kingdom law. For failure to report in a timely manner, the Shire may be put on suspension by the Kingdom, thereby cancelling ALL scheduled events by the Shire which will be removed from the Kingdom Calendar. This suspension will last until the completed reports are correctly filed. Upon second suspension caused by the same Officer, a new Exchequer MUST be recommended in writing by the Shire before the suspension is lifted.

In addition to the quarterly reports to the Kingdom, the Exchequer is required to submit a monthly report to the Kingdom Exchequer Reporting Deputy by the 10th of each month. This report is a copy of Monthly Bank statements, a copy of all checks cleared, and a copy of the bank ledger. The Monthly Bank Statement and the copy of cleared Checks are to be signed by both the Exchequer and the Seneschal.

The Exchequer is required to submit a quarterly report to the Kingdom Exchequer Reporting Deputy on the following schedule: 1st Quarter = 30 April; 2nd Quarter = July 30; 3rd Quarter = October 30; and 4th Quarter = January 30. All quarterly reports are cumulative reports for the Fiscal Year (January 1 - December 31). The 4th Quarter report is the final report for the Fiscal Year. Copies of the previously mentioned Monthly Reports are to be submitted (again) along with the Quarterly Report.

At other times throughout the year, the Kingdom or Society may require additional reports. As with all reports, copies of these submissions will be provided to the Shire Seneschal.

Section 4: Herald

Subsection a: Qualifications

Knowledge of and interest in medieval heraldry is a prime requirement for this office. Skills with record keeping and research are additional assets in a person holding the office of herald. This is a one of three possible required offices for the group to exist in an official SCA capacity in addition to Seneschal and Exchequer.

Subsection b: Responsibilities

The Shire Herald has two key duties. The first is the processing of original heraldic submissions on behalf of Shire members. He or she should assist said members in researching, designing, and properly completing forms, including financial forms, for original heraldic submissions of names, arms, badges, and related items. The second key duty is ceremonial. Local Heralds are generally responsible for the conduct of ceremonies as decreed by kingdom law and custom or the policies of the Meridian Principal Herald.

Subsection c: Reporting Requirements

The Herald shall file reports with his or her superior officer as required by Kingdom law. Reports are due by the 7th of each month to the Kingdom. They are considered late if not received by the Kingdom Officer by the 10th.

Section 5: Minister of Arts & Sciences

Subsection a: Qualifications

Interest in one or more specific Arts and Sciences, willingness to advocate teaching and research in the arts and sciences, and general promotion of the arts and sciences are standard qualifications of the office. This is one of three possible required offices for the group to exist in an official SCA capacity in addition to Seneschal and Exchequer.

Subsection b: Responsibilities

The Shire Arts and Sciences officer should seek to promote and encourage practice of the arts and sciences within the Shire. Such promotion may include, but is not limited to, sponsoring arts and sciences competitions, arranging for classes, alerting the populace to mundane arts and sciences events of interest, and encouraging Shire members to attend regional and kingdom arts and sciences specialty events, such as the annual Kingdom Arts and Sciences Faire and the Royal University of Meridies. The officer should also maintain information about the arts and sciences interests and skills of members of the Shire, for purposes of reference and sharing of information.

Subsection c: Reporting Responsibilities

Kingdom reports are submitted quarterly by April 21, July 21, October 21, and January 21.

The Kingdom Office of Arts & Sciences has defined penalties for late-filing of reports. For the first report missed, the Group's name will appear in "**Popular Chivalry**". If a second report is missed, the Regional Reporting Deputy (RRD) will send a written letter to the Local Minister of Arts and Sciences (LMOAS) and local seneschal saying that the missing reports are due before the next reporting period. If a third report is missed, the RRD will inform the Kingdom Minister of Arts & Sciences that the LMOAS needs to be removed due to lack of reporting. The KMOAS will inform the local seneschal in writing that: The LMOAS has been removed. The removed LMOAS and the seneschal should work together to transfer the office files to the seneschal. The seneschal is responsible for sending in the missing reports and any future reports until a new LMOAS is installed. If a fourth report is missed, the KMOAS will request that the Kingdom Seneschal pull the Society sanction from the group. A group without sanction cannot hold events, fighter practices or meetings.

Section 6: Knight Marshal

Subsection a: Qualifications

The group Knight Marshal must be an authorized fighter and armored combat marshal. This is one of three possible offices required in addition to that of Seneschal and Exchequer for the group to exist in an official SCA capacity.

Subsection b: Responsibilities

The group Knight Marshal (GKM) has the responsibility of training new fighters and/or ensuring that qualified, experienced individuals are found to take over these

duties. The GKM and the Deputy Knight Marshall supervise local fighter practices. The GKM supervises all official fighting events and demos hosted by the group and submits all required reports to his or her appropriate superior officers.

Subsection c: Reporting Requirements

Current Kingdom Law requires quarterly reporting on the following due dates: 1st Quarter = 15 February; 2nd Quarter = 15 May; 3rd Quarter = 15 August; and 4th Quarter = 15 November. A copy of this Quarterly Report shall also be sent to the Shire Seneschal. Reports to the Kingdom will be considered late if received after the 25th and will result in cessation of armored martial activities. Missing two reports in a row may be cause for removal from office by the Kingdom. Each Quarterly Report must contain a Roster of Active Fighters (i.e. those that have attended practice within the previous 6 months). The report must also include the number of practices held, any tournaments or demos held, and any Safety incidents (including Near-Misses).

The GKM must submit an Event Report for any Shire event in which fighting occurred. Current Kingdom Law dictates that the Event Report is due within 10 days after the event and is considered "missed" if submitted thereafter. Failure to submit timely Event Reports may result in suspension of the Shire and/or removal from Office. Standard Event Forms are available on www.meridies.org for the Marshall's Office. A copy of the Event Report must also be submitted to the Seneschal and the Autocrat of the associated event.

The GKM must submit a separate Injury Report for each injury occurrence at any Fighter Practice, Event, or Demo. The Injury Report must be filed by the GKM within three days of the injury. The injury report does not need to be submitted to the Kingdom Marshall Reporting Officer immediately unless the injury required transport to an off-site medical facility. In that case, the Injury Report must be completed and submitted within one day of the injury and submitted to the Kingdom Marshal Reporting Deputy. If the conditions of the injury do not require off-site medical attention, the Injury Report is to be submitted as part of the Event/Demo Report or the upcoming Quarterly Report, as appropriate. A copy of the Injury Report must also be submitted to the Shire Seneschal.

Subsection d: Marshal Duties at Official Shire Events

The Marshal-in-Charge (MiC) of an official event must be a fully warranted marshal. The Marshal-in-Charge is responsible for all the marshaling activities at an official event where there are armored combat or armored combat-related activities and for preparing (or delegating the preparation of) all reports required. This person is usually the GKM unless the GKM is unable to fulfill this requirement (e.g. unavailable to attend, other duties preclude, etc...). In that case or other special cases the Marshal-in-Charge must be a fully warranted marshal acceptable to the GKM and the group seneschal(e).

Subsection e: Specific Rules on Deputy Knight Marshal(s)

The Deputy GKM is a special case. This individual is a rostered officer of the local marshalate and is warranted by the Earl Marshal as an officer of the Shire. However, the deputy knight marshal of the Shire may not authorize new fighters or serve as Marshal-in-Charge of fighting events. He or she may supervise local fighter practices and assist in armor inspection and marshaling at events. The Shire may have more than one Deputy GKM.

At Practices and Demos, the GKM must ensure that all participating fighters either have a current Blue Membership card (i.e. signature on file with SCA) or have signed the appropriate Waiver Form for martial activities. A Fighter need not be authorized to fight during Practice but must hold a current Armored Combat Authorization to participate in a Demo. Waivers must be sent to the Waiver Deputy at the end of each month when martial activities occur.

When authorizations occur at an event, the MIC is required to complete the appropriate Authorization Form and give it to the authorizing Fighter before the end of the event. As such, the GKM should always have Authorization Forms available at each event. The remainder of the Authorization is the responsibility of the to-be-authorized Fighter. The GKM simply provides the initial paperwork and fills out the appropriate information.

The GKM is responsible for maintaining the Shire's Loaner Armor, a duty which may be delegated to the Deputy GKM. Loaner gear will not be loaned outside of practice unless the transaction is confirmed and approved in writing (text, email, or written) notating who, when, and where the items will be used. Generally, loaner armor will only be loaned to current voting Shire Members to be used at Demos, Regional Practices, and/or Events and only sparingly. The intent is not to outfit an entire Fighter for each Event but rather to provide supplemental armor if the requesting Fighter is repairing/acquiring individual components of their armor. The inventory of Shire Loaner Armor will be provided to the Deputy Chatelaine/Quartermaster (or Chatelaine if no Quartermaster is assigned) as part of the Gold Key Inventory. A copy of this inventory will be provided to the Seneschal for their records.

SECTION 7: RAPIER MARSHALL

Subsection a: Qualifications

The Group Rapier Marshal (GRM) must be an authorized rapier fighter and an authorized Rapier Marshal (or Rapier Marshal in Training with permission from the Kingdom Rapier Marshal).

Subsection b: Responsibilities

The GRM has the responsibility of training new fighters and/or ensuring that qualified, experienced individuals are found to take over these duties. The GRM and the Deputy Rapier Marshal (DRM) supervise local fighter practices. The GRM supervises all official rapier fighting events and demos hosted by the group and submits all required reports to the GRM and is responsible for the inspection of armor, weapons, and the field for safety.

Subsection c: Reporting Requirements

The GRM shall file reports with his or her superior officer as required by Kingdom law. Current Kingdom Law requires quarterly reporting on the following due dates: 1st Quarter = 10 April; 2nd Quarter = July 10; 3rd Quarter = October 10; and 4th Quarter = 10 January. A copy of this Quarterly Report shall also be sent to the Shire Seneschal. Reports to the Kingdom will be considered late if received after the 20th and may result in cessation of ALL martial activities (including armored). Missing 2 reports in a row may be cause for removal from office by the Kingdom and/or suspension of the Shire. Each Quarterly Report must contain a Roster of Active Fighters (i.e. those that have attended practice within the past 6 months). The report must also include the number of practices held, any tournaments or demos held, and any Safety incidents (including Near-Misses).

Subsection d: Marshal Duties at Official Shire Events

The Marshal-in-Charge (MiC) of an official event must be a fully warranted marshal. The Marshal-in-Charge is responsible for all the marshaling activities at an official event where there are rapier combat-related activities and for preparing (or delegating the preparation of) all reports required. This person is usually the GRM unless the GRM is unable to provide this requirement (e.g. unavailable to attend, other duties preclude, etc...). In that case or other special cases the Marshal-in-Charge must be a fully warranted marshal acceptable to the GRM and the group Seneschal(e).

At Practices and Demos, the GRM must ensure that all participating fighters either have a current Blue Membership card (i.e. signature on file with SCA) or have signed the appropriate Waiver Form for martial activities. A Fighter need not be authorized to fight during Practice but must be authorized to participate in a Demo. Waivers must be sent to the Waiver Deputy at the end of each month when martial activities occur.

When authorizations occur at an event, the MIC is required to complete the appropriate Authorization Form and give it to the authorizing Fighter before the end of the event. As such, the GRM should always have Authorization Forms available at each event. The remainder of the Authorization is the responsibility of the to-be-authorized Fighter. The GRM simply provides the initial paperwork and fills out the appropriate information.

The GRM is responsible for maintaining the Shire's Loaner Rapier Equipment, a duty which may be delegated to the Deputy GRM. Loaner gear will not be loaned outside of practice unless the transaction is confirmed and approved in writing (text, email, or written) notating who, when, and where the items will be used. Generally, loaner armor will only be loaned to current voting Shire Members to be used at Demos, Regional Practices, and/or Events and only sparingly. The intent is not to outfit an entire Fighter for each Event but rather provide supplemental armor if the requesting Fighter is repairing/acquiring individual components of their armor. The inventory of Shire Loaner Rapier equipment will be provided to the Deputy Chatelaine/Quartermaster (or Chatelaine if no Quartermaster is assigned) as part of the

Gold Key Inventory. A copy of this inventory will be provided to the Seneschal for their records.

Subsection e: Specific Rules on Deputy Rapier Marshal(s)

The Deputy GRM is a special case. This individual is a rostered officer of the local marshalate and is warranted by the Earl Marshal as an officer of the Shire. However, the Deputy Rapier Marshal of the Shire may not authorize new fighters or serve as Marshal-in-Charge of fighting events. He or she may supervise local fighter practices and assist in armor inspection and marshaling at events. The Shire may have more than one Deputy GRM.

Subsection f: Cut & Thrust (C&T) Marshal

The Cut & Thrust Marshal is a separate authorization within the Rapier Marshalate by the Kingdom. The Group C&T Marshall will typically be either the GRM or a DRM. Reporting requirements for C&T are conducted through the general GRM reporting requirements. Otherwise, the C&T Marshall's roles and responsibilities parallel the GRM's roles and responsibilities outlined in the Shire Bylaws.

Section 8: Live Weapons Marshal

Subsection a: Qualifications

The Group Live Weapons Marshal (GLWM) of the Shire must be authorized in Live Weapons and a warranted Live Weapons Marshal by the Kingdom. The Office of Live Weapons includes archery and thrown weapons (e.g. axes, spears, knives, atlatls and other related live weapons approved by the Kingdom).

Subsection b: Responsibilities

The GLWM has the responsibility of training individuals in the safe use of live weapons and/or ensuring that qualified, experienced individuals are found to take over these duties. The GLWM and the Deputy GLWM supervise local Live Weapons practices. The GLWM supervises all Live Weapon activities and demos hosted by the group and submits all required reports to his or her appropriate superior officer.

Subsection c: Reporting Requirements

The GLWM shall file reports with his or her superior officer as required by Kingdom law. Current Kingdom Law requires quarterly reporting on the following due dates: 1st Quarter = 15 February; 2nd Quarter = 15 May; 3rd Quarter = 15 August; and 4th Quarter = 15 November. A copy of this Quarterly Report shall also be sent to the Shire Seneschal. Reports to the Kingdom will be considered late if received after the 25th and will result in cessation of armored martial activities. Missing two reports in a row may be cause for removal of office by the Kingdom. Each Quarterly Report must contain a Roster of Active Live Weapon participants (i.e. those that have attended practice within 6 months). The report must also include the number of practices held, any tournaments or demos held, and any Safety incidents (including Near-Misses).

The GLWM must submit an Event Report for any Shire event in which Live Weapons occurred. Current Kingdom Law dictates that the Event Report is due within 10 days of the event and is considered "missed" if submitted thereafter. Failure to submit timely Event Reports may result in suspension of the Shire and/or removal from Office. Standard Event Forms are available on www.meridies.org for the Marshall's Office. A copy of the Event Report must also be submitted to the Seneschal and the Autocrat of the associated event.

The GLWM must submit a separate Injury Report for each injury occurrence at any Fighter Practice, Event, or Demo. The Injury Report must be filed by the GLWM within 3 days of the injury. The injury report does not need to be submitted to the Kingdom Marshall Reporting Officer immediately unless the injury required transport to an off-site medical facility. In that case, the Injury Report must be completed and submitted within one day of the injury and submitted to the Kingdom Marshall Reporting Deputy. If the conditions of the injury do not require off-site medical attention, the Injury Report must be submitted as part of the Event/Demo Report or the upcoming Quarterly Report, as appropriate. A copy of the Injury Report must also be submitted to the Shire Seneschal.

Subsection d: Marshal Duties at Official Shire Events

The Marshal-in-Charge (MiC) of an official event must be a fully warranted marshal. The Marshal-in-Charge is responsible for all the marshaling activities at an official event where there are Live Weapons related activities and for preparing (or delegating the preparation of) all reports required. This person is usually the GLWM unless the GLWM is unable to provide this requirement (e.g. unavailable to attend, other duties preclude, etc...). In that case or other special cases the Marshal-in-Charge must be a fully warranted marshal acceptable to the GLWM and the group Seneschal(e).

Subsection e: Specific Rules on Deputy Live Weapons Marshal(s)

The Deputy GLWM is a special case. This individual is a rostered officer of the local marshalate and is warranted by the Earl Marshal as an officer of the Shire. However, the deputy LWM of the Shire may not serve as Marshal-in-Charge of Live Weapon activities. He or she may supervise local Live Weapons practices and assist in inspection and marshaling at events. The Shire may have more than one Deputy GLWM.

At Practices and Demos, the GLWM must ensure that all participants either have a current Blue Membership card (i.e. signature on file with SCA) or have signed the appropriate Waiver Form for martial activities. Waivers must be sent to the Waiver Deputy at the end of each month when martial activities occur.

The GWLM is responsible for maintaining the Shire's Live Weapons equipment, a duty which may be delegated to the Deputy GLWM. Equipment will not be loaned outside of practice unless the transaction is confirmed and approved in writing (text, email, or written) notating who, when, and where the items will be used. Generally, equipment will only be loaned to current voting Shire Members to be used at Demos, Regional Practices, and/or Events and only sparingly. The inventory of Shire Live Weapons equipment will be provided to the Deputy Chatelaine/Quartermaster (or

Chatelaine if no Quartermaster is assigned) as part of the Shire Inventory. A copy of this inventory will be provided to the Seneschal for their records.

Section 9: Youth Combat Marshall (Armored and/or Rapier)

Subsection a: Qualifications

The Group Youth Combat Marshal (GYCM) may be required to be authorized in the appropriate Marshal Activity, if required by Kingdom. In all instances, they must be authorized as a Youth Combat Marshall under a separate warrant for either Youth Armored Combat or Youth Rapier Combat from the Kingdom. Youth Combat Marshals are also required to meet all qualifications for general Youth Activities, as applicable to SCA and Kingdom Law (e.g. favorable background check by Kingdom, "Two Deep Policy", etc...).

Subsection b: Responsibilities

The GYCM has the responsibility of training youths (i.e, individuals aged 6-17) in the safe use of Armored and Rapier weapons and/or ensuring that qualified, experienced individuals are found to take over these duties. The GYCM and the Deputy GYCM supervise local Youth Combat practices. The GYCM supervises all Youth Combat activities and demos hosted by the group and submits all required reports to his or her appropriate superior officers.

Subsection c: Reporting Requirements

The GYCM shall file reports with his or her superior officer as required by Kingdom law. Current Kingdom Law requires quarterly reporting on the following due dates: 1st Quarter = 15 February; 2nd Quarter = 15 May; 3rd Quarter = 15 August; and 4th Quarter = 15 November. A copy of this Quarterly Report shall also be sent to the Shire Seneschal. Reports to the Kingdom will be considered late if received after the 25th and will result in cessation of armored martial activities. Missing two reports in a row may be cause for removal of office by the Kingdom. Each Quarterly Report must contain a Roster of Active Youth Combat participants (i.e. those that have attended practice within 6 months). The report must also include the number of practices held, any tournaments or demos held, and any Safety incidents (including Near-Misses).

The GYCM must submit an Event Report in which Youth Combat occurred. Current Kingdom Law dictates that the Event Report is due within 10 days of the event and is considered "missed" if submitted thereafter. Failure to submit timely Event Reports may result in suspension of the Shire and/or removal from Office. Standard Event Forms are available on www.meridies.org for the Marshall's Office. A copy of the Event Report must also be submitted to the Seneschal and the Autocrat of the associated event.

The GYCM must submit a separate Injury Report for each injury occurrence at any Fighter Practice, Event, or Demo. The Injury Report must be filed by the GYCM within three days of the injury. The injury report does not need to be submitted to the Kingdom Marshall Reporting Officer immediately unless the injury required transport to an off-site medical facility. In that case, the Injury Report must be completed and

submitted within 1 day of the injury and submitted to the Kingdom Marshall Reporting Deputy. If the conditions of the injury do not require off-site medical attention, the Injury Report must be submitted as part of the Event/Demo Report or the upcoming Quarterly Report, as appropriate. A copy of the Injury Report must also to be submitted to the Shire Seneschal.

Subsection d: Marshal Duties at Official Shire Events

The Marshal-in-Charge (MiC) of an official event must be a fully warranted marshal. The Marshal-in-Charge is responsible for all the marshaling activities at an official event where there are Youth Combat related activities and for preparing (or delegating the preparation of) all reports required. This person is usually the GYCM unless the GYCM is unable to provide this requirement (e.g. unavailable to attend, other duties preclude, etc...). In that case or other special cases the Marshal-in-Charge must be a fully warranted marshal acceptable to the GYCM and the group seneschal(e).

Subsection e: Specific Rules on Deputy Youth Combat Marshal(s)

The Deputy GLWM is a special case. This individual is a rostered officer of the local marshalate and is warranted by the Earl Marshal as an officer of the Shire. However, the deputy YCM of the Shire may not serve as Marshal-in-Charge of Youth Combat activities. He or she may supervise local Youth Combat practices and assist in inspection and marshaling at events. The Shire may have more than one Deputy GYCM.

At Practices and Demos, the GYCM must ensure that all participants either have a current Blue Membership card (i.e. signature on file with SCA) or have appropriate parental signed Waiver Forms for youth martial activities. Waivers must be sent to the Waiver Deputy at the end of each month when martial activities occur.

The GYCM is responsible for maintaining the Shire's Youth Combat equipment, a duty that may be delegated to the Deputy GYCM. Equipment will not be loaned outside of practice unless the transaction is confirmed and approved in writing (text, email, or written) notating who, when, and where the items will be used. Generally, equipment will only be loaned to current voting Shire Members to be used at Demos, Regional Practices, and/or Events and only sparingly. The inventory of Shire Youth Combat equipment will be provided to the Deputy Chatelaine/Quartermaster (or Chatelaine if no Quartermaster is assigned) as part of the Shire Inventory. A copy of this inventory will be provided to the Seneschal for their records.

Youth Combat activities must either have a parent present at the event/activity or a properly executed "Medical Authorization Form for Minors" and the responsible adult must be in possession of a waiver signed by the parent. Neither the parent nor the child must be a member of the SCA but rather the parent's permission to participate is the minimum requirement.

As with all Youth Related Activities, Youth Combat Activities must be conducted using the "Two Deep" Policy (i.e. all activities involving youths must have AT LEAST one other non-related adult to the Youth Combat Marshall). For additional requirements, the Marshall must be adhere to all Youth-related activity requirements set forth by the SCA, Inc. and the Kingdom.

Section 10: Chronicler

Subsection a: Qualifications

Skills with writing effectively, using standard rules of English, and desktop publishing are desirable qualities for this officer.

Subsection b: Responsibilities

The Shire Chronicler's main duty is the recording and publication of an official Shire business meeting minutes. These minutes should be distributed to the voting members of the Shire within two weeks of the business meeting.

The Chronicler should strive to publish a newsletter for the Shire, on whatever set schedule and format is considered appropriate by the Shire chronicler, in consultation with the Shire Seneschal(e). The newsletter should follow all policies outlined by the Kingdom Chronicler for local group publications, including the receipt of "permission to publish" forms.

Quarterly, the Seneschal(e), with the assistance of the Chronicler, shall publish under the guidelines of **Article IV** a roster of voting members of the Shire, with updates made accordingly.

Subsection c: Reporting Requirements

The chronicler shall file reports with his or her superior officer as required by Kingdom law. Current Kingdom law requires one annual report to be received by the Kingdom Reporting Deputy by December 31.

Section 11: Chatelain(e)

Subsection a: Qualifications

Knowledge of basic SCA activities and protocol, good people skills, and willingness to help others are prime requisites for the office. Other titles for the Chatelaine are used around the SCA, all deriving from this same medieval office: Hospitaller, Castellan, or Gold Key Officer.

Subsection b: Responsibilities

The Chatelaine is the Shire officer in charge of recruiting, greeting, and helping newcomers. At a minimum, the Chatelaine is responsible for assisting newcomers to learn about the SCA, so that they will feel comfortable enough to join and become active, contributing members. The Chatelaine is also customarily responsible for loaner garb and feast gear for newcomers and coordinating public demonstrations. Every organization requires a steady stream of new members to bring in fresh ideas and enthusiasm, and to replace lost members who move away or are no longer able to participate. This simple fact makes the task of the Chatelaine very important to the health and future survival of the local group and the Society for Creative Anachronism as a whole.

Subsection c: Reporting Requirements

The chatelaine shall file reports with his or her superior officer as required by Kingdom law.

The Society Seneschal's Policy, Media Relations and External Publicity handbook, requires that Local Chatelaines report within seven days a media interaction to the Kingdom Chatelaine, Kingdom Media Officer and Kingdom Seneschal whenever one or more of the following is true: 1) Outside media venue requests material for a story. 2) Outside media venue arrives unannounced at an SCA event or activity. 3) Outside media venue contacts the SCA regarding an ongoing news item. 4) A story—positive or negative—regarding the SCA appears in an outside media publication. This reporting may be handled by the local Seneschal or the local Chatelaine, at the local Seneschal's discretion. A courtesy copy of any resulting media (story in a newspaper, epublication, etc.) should be provided to the Kingdom Chatelaine and the Kingdom Media Officer.

Local Chatelaines are expected to provide quarterly reports to the Kingdom Chatelaine on a schedule to support the Kingdom Chatelaine's requirement in item IV-204(F) of Kingdom Law to report to the Crown and Kingdom Seneschal on the state of the office. Reports are due April 10, July 10, October 10 and January 10. A reminder is sent out on the approved platform prior to the due date.

If the report to the Kingdom is not received by the 20th day of the reporting month, the officer will receive a personal email reminding the officer to send in the report. After 5 days, a late notice will be sent to the Shire Seneschal. If the Kingdom report has still not been received by the end of the reporting month, the Shire will be listed as non-reporting in the Kingdom Chatelaine's quarterly report to the Crown and the Kingdom Seneschal.

Section 12: Minister of Children

Subsection a: Qualifications

The prime requirement of the office is that this individual must enjoy children and like working with them in a positive and pleasant manner, with an emphasis on age-appropriate education and activities. The Minister of Children should be aware of all necessary waivers required for the participation of children in Shire activities. It is necessary to pass a criminal background search by mundane legal authorities in order to hold the office of Minister of Children.

Subsection b: Responsibilities

This Minister's main goals are to work with children ages 5-16 and integrate them into Shire activities. The Minister of Children should not be a babysitting service; foremost, he or she needs to give the children a sense of belonging as part of a larger family, namely, the SCA. At Shire events, the Minister of Children should plan a series of specific activities, with starting and ending times, that will engage the children into the greater whole of the SCA. Numerous resources exist within the SCA and in the mundane educational world to help the Minister plan and carry out such age-appropriate activities. Younger children may participate in Shire children's activities;

however, a parent or appointed guardian must remain with them for the duration of the activities.

Sensitive legal issues surround the care and teaching of minors. The Shire Minister of Children should carefully review the Kingdom's policies and procedures before taking on the responsibilities of this office. He or she should also be familiar with all legal and SCA forms required for children and their parents.

The Minister of Children should recruit adult assistants, so that at least two adults are present and in charge at all times during children's activities. If there are more than eight children, additional help is suggested. The two adults in charge should be unrelated, not reside in the same home, and should not be involved in a personal relationship with one another.

Subsection c: Reporting Requirements

The minister of children shall file reports with his or her superior officer as required by Kingdom law.

Reports are due quarterly to the Kingdom Minister of Children (KMoC). Currently, the due dates are Feb. 10, May 10, August 10, and November 10. Reports are considered to be late if not received by the 20th. The Year-End Report is due January 1 and is considered late by the 10th.

Reports are also due following events, within two weeks following the final day of that event.

Section 13: Webminister

Subsection a: Qualifications

The Webminister should have a basic understanding of how to create and upload web pages, including how to use either HTML or a program that creates HTML. Knowledge of good web page design is also a useful skill for this office.

Subsection b: Responsibilities

The prime function of the Webminister is to create and keep updated the Shire's official webpage. The page should include basic information about the Shire, officer contact information (with permission forms from the officers delineating what information they wish to be made available on a public forum), useful links, and other information as deemed necessary by the officers of the Shire. Posting Shire event flyers and reminders is another important aspect of maintaining the office. The Webminister is also responsible for knowing passwords necessary for making changes to the webpage and keeping those passwords confidential.

All local groups must have a Social Media Officer or a Webminister (or their deputy) who acts in that capacity.

Subsection c: Reporting Requirements

The Webminister shall file reports with his or her superior officer as required by Kingdom law. All local branches must submit quarterly reports that are due on March 5th, June 5th, Sept 5th, and Dec 5th.

Subsection d: Kingdom website policy

All local groups must be hosted by the Kingdom. Websites will be provided for local groups.

The Kingdom Webminister will set up a WordPress site for you and give you the login information. All websites associated with Meridies will be under the purview of the Kingdom Webminister. Websites that are a part of the Meridies information system must be hosted on the Kingdom Host. All local group websites must maintain an accurate and up to date calendar of activities on their website. All websites associated with the Kingdom of Meridies must be mobile-friendly. Accessibility is also suggested.

Contact information for the Seneschal, Chatelaine, and Webminister must be available at all times. The Webminister's email address must be present in the copyright. Addresses may be those given with the hosting plan. All websites, local and otherwise, must follow Social media policy (both Society and Kingdom) with regards to materials, images, and trademarks. Social media policy can be found on the meridies.org website. i

All local activities on the website calendar and FaceBook page must be the same. Local activities should be posted on the FaceBook page weekly as part of the Webminister team's duties. Please check with Social Media or the Kingdom Webminister for photo and material releases. If one is required, you will be informed.

Section 14: Office of Social Media

Currently this office is being developed by the Kingdom of Meridies.

Subsection a: Qualifications

The ability to work with a partner since the Office of Social Media (OSM) requires two officers of which one must be either the Seneschal or the Webminister. The Office requires knowledge of various social media platforms and the ability to use them effectively.

Subsection b: Responsibilities

The OSM shall manage the Shire's social media accounts in accordance with Kingdom Policy.

Subsection c: Reporting Requirements

Reports will be filed in accordance with Kingdom policy.

Article VII: Meetings

Section 1: Official Business Meetings

Regular business meetings of the Shire are typically held the first Sunday of each month. Regular meetings will address all old business and scheduled new business at a minimum. All meetings will be chaired by the Seneschal or a designated substitute. If a meeting date or time needs to be changed, the Seneschal shall make an announcement regarding the change via the official correspondence no later than seven (7) days before the change in the meeting.

Meetings will follow an agenda that shall be distributed no less than seven (7) days prior to the meeting date. Members may request to add topics to the agenda. Time permitting, unannounced or unscheduled topics may be discussed at meetings provided a two thirds (2/3) majority vote of voting members present at an official meeting either by physical presence or accepted proxy present agree to discussion of the new topic.

Business meetings will be conducted according to Robert's Rules of Order which outline basic parliamentary procedure. Motions, for example, must be proposed and seconded before votes can be taken.

Section 2: Special Meetings

Special meetings may be held, when deemed necessary, at the request of the Seneschal, based on recommendations from voting members. An example of a special meeting might be one requested by the autocrat of an upcoming event for planning and preparation.

Section 3: Recording of Minutes

Minutes of all meetings will be recorded and then presented to the Shire voting members within fourteen (14) days of the meeting, via a public forum. If amendments are necessary, they may be proposed and voted upon by any voting members of the Shire. A two thirds (2/3) majority vote of voting members present at an official meeting either by physical presence or accepted proxy will carry the vote.

The Chronicler or his or her designated representative shall record the meeting minutes and present them as noted in this section.

Article VIII: Management of Funds

Section 1: Advance of Funds for Expenses

For autocrats and feasterats of approved Shire events (see Article X), a reasonable advance of funds to cover site deposits, foodstuffs, and other items necessary to purchase before an event is an acceptable request. The limit on an advance of funds shall be \$750. Request for an advancement of funds must be made at least 30 days prior to the time the funds are needed. See Article X for requirements about financial requests and budgets on event proposals. Checks made out to a third party, such as a state park requiring a site deposit, are not considered an advance and thus do not require a request for advancement of funds.

For those not serving as autocrats or feasterats of events, no advancement of any funds will take place without prior approval from voting members of the shire. A request

for such advancement of funds must take place no less than 30 days before the funds are needed.

The autocrat may be given a check made out to the site authority in the amount on the contract for the balance due. A deposit for the rental of a site for the following year should be made at the time the site authority is paid for the remainder of one event.

Section 2: Reimbursement Procedures

For autocrats, feastcrats, and other Shire voting members involved in assisting with Shire events, reimbursement for legitimate expenses may be requested from the Shire reeve. An expense must be pre-approved by the Shire reeve and Seneschal(e) under the guidelines of Notice (Article VI). To receive reimbursement, expenses must be directly incurred for the event. A **legible receipt that has been signed and dated** is required, along with an attached note describing the reason for the expenditure, and the mundane name, address, and phone number of the person to receive reimbursement. These receipts must be presented to the Exchequer no later than 14 days after the Shire event. The Exchequer may approve reimbursement of 10% over budget on his/her own authority. Between 10-25% requires the Seneschal(e)'s approval as well. More than 25% over budget requires a vote by the voting members of the Shire. Generally, only expenses pre-approved by the group may be reimbursed (see above, Section 1).

If necessary, reimbursements may be delayed to a later time (for example, if a check has already been cut for the original amount). If the excess amount is not approved, the purchaser can consider the extra amount spent and not reimbursed a tax-deductible donation to the group.

Section 3: Fiscal Year

The Shire fiscal year runs from January 1 to December 31.

Article IX: Event Proposal Guidelines

Voting members of the Shire are encouraged to put forth proposals for Shire events. The Shire must vote whether or not to hold the event before the proposals are given. The process for proposing a Shire event is as follows:

Section 1: Deadlines

No more than ten (10) months nor less than six (6) months before the proposed event, the voting members organizing the proposal, or his or her designated representative, will present in person at an official business meeting their official event proposal, using the form available on the official Shire webpage. The proposal should give at minimum the name(s) of the autocrat(s) and co-autocrat(s), the name(s) of the feastcrat(s), a tentative working budget, a general theme or organizing concept for the event, the event date, and a proposed site for the event. If an advance of funds will be needed, this information shall be noted within the event proposal, abiding by the limits delineated in **Article VIII, section 1**. Positions for the event, such as autocrat, feastcrat, marshal in charge, and so forth, should be filled first with Shire members. Moreover, the event organizers or their designated representatives need to provide the

Shire with updates at every monthly business meeting, at minimum. More frequent communication via official channels (**Article V, section 2**) should be provided as the time for the event draws nigh.

Section 2: Bid Format

The form/proposal shall be disseminated to the group via written or electronic media at least seven days before the official business meeting for review.

Section 3: Site Availability

The organizer of the proposal should have, before the proposal is made, researched a date for the event and ensured its availability both on the Kingdom calendar and at the proposed site. The Seneschal is responsible for reserving the date on the Kingdom calendar. Tentative location of a secondary “back up” site is also recommended, but not required.

Section 4: Presentation

At the official business meeting, any persons present who wish to participate shall discuss the event proposal; thus, discussion is not limited only to Shire voting members, in order to reflect input from guests or visitors who may have constructive ideas to offer. The organizer of the proposal or a designated representative shall be at the meeting to answer questions, address concerns, and in general advocate for the proposed event. Otherwise discussion cannot ensue, and a vote cannot be taken, therefore rendering the event proposal null and void until such times as dates can be adjusted to meet the requirements set forth in **Sections 1 and 2 of this article IX**.

Section 5: Voting

When discussion is complete, a motion must be made for a vote, and seconded, both by Shire voting members. A vote will be taken of all Shire voting members present or proxied at the meeting. A two-thirds (2/3) majority vote of voting members present at an official business meeting either by physical presence or accepted proxy will decide the vote.

Section 6: Cancellation

If the event proposal is not accepted, the Seneschal shall contact the appropriate Kingdom-level officer to have the event removed from the Kingdom calendar. He or she shall also contact any event site(s) being held in reserve to cancel the reservation.

Article X: Shire Champions and Awards

The word “Champion” refers to all titled competitions including but not limited to Arts and Sciences, Bardic, Martial, and Service. Ideally, organization of the process of Champion selection shall be handled by the appropriate officer (i.e., the group knight marshal shall organize the selection of a martial champion). Shire Champions will be selected by a two thirds (2/3) majority vote of voting members present at an official meeting either by physical presence or by accepted proxy in a matter determined by the organizing officer (i.e. beads in a cup, etc.).

Individuals seeking to earn Championships must demonstrate their virtues to the Shire. A Shire Champion must be a voting member. Additionally, prospective Champions must write a letter of intent to be presented to the populace and confirm the letter in person at an official Shire business meeting. The Champion shall serve for a period of one calendar year, at which time selection of a new Champion shall take place.

The Shire may develop awards to reward and encourage our members for their accomplishments. Any such award shall carry no rank or precedence outside the Shire. Any voting member of the Shire may propose creation of an award via written or electronic medium. The proposal must be placed on the agenda of the next official business meeting according to guidelines in **Article IV, section 3 and Article VII, section 1**. Acceptance of the proposed award will be made by a two thirds 2/3 majority of voting members present either physically or by accepted proxy at an official business meeting.

Section 1: The Order of the Dragon’s Flame

A. Within the Shire of Drakenmere, hereafter referred to as the Shire, there will be an Order to which the order members may elect those persons who have served and enriched the Shire through significant contributions, above and beyond normal expectations from Shire members, and who have consistently displayed courtesy and chivalry in an exemplary manner. This order shall be called the Order of the Dragon’s Flame, hereinafter referred to as the Order.

B. The Order is non-armigerous and shall carry no precedence outside the Shire.

C. The power of election into the Order shall rest with the Companions of the Order. The populace of the Shire has the right of recommendations of those individuals they feel merit election unto the Order.

D. Members: The number of members shall not be limited. Members of the Order shall remain within the Order despite any subsequent change in the residence outside the Shire.

E. The Principals of the Order shall be the active Companions of the Order who first received the Order.

F. The Order shall adopt such guidelines for internal governance as Companions of the Order find needful. Such rules shall include, but are not limited to, the following:

1. The Order shall select a secretary to record its business.
2. The secretary shall maintain a mailing/contact list of the members of the order.
3. The Order shall hold meetings of its members upon any occasion.

G. The Companions of the Order shall devise a suitable badge, with consultation from the Shire herald.

H. Companions of the Order who wish shall also devise appropriate streamers to be displayed on their banners to represent the intense flame burning in their hearts that is such a powerful influence within Drakenmere.

I. The Voting of new Companions into the Order shall be done by the existing Companions of the Order who are active in the Shire of Drakenmere who shall decide and elect by simple majority any new members into the Order based on recommendations from within the Order and from the populace of the Shire.

Article XI: Amendment of Bylaws Process

These bylaws may be amended in whole or in part. Amendment of the bylaws is a major vote. For Major Votes, the vote must be announced no less than thirty (30) days prior to the date of the vote to allow for proper notification of Shire members. For votes pertaining to the “Major Votes” category, a two thirds (2/3) majority vote of members present and accepted proxy votes is required to pass the vote. An amendment proposal may be brought forth by any voting member of the Shire.

**Appendix A: Table of Zipcodes, Towns, and Counties in the
Shire of Drakenmere**

Postal Zipcode	Town	County
30401	Swainsboro	Emanuel
30415	Brooklet	Bulloch
30417	Claxton	Evans
30425	Garfield	Emanuel
30434	Louisville	Jefferson
30439	Metter	Candler
30442	Millen	Jenkins
30446	Newington	Screven
30450	Portal	Bulloch
30451	Pulaski	Candler
30452	Register	Bulloch
30455	Rocky Ford	Screven
30456	Sardis	Burke
30458	Statesboro	Bulloch
30459	Statesboro	Bulloch
30460	Statesboro	Bulloch
30461	Statesboro	Bulloch
30464	Stillmore	Emanuel
30467	Sylvania	Screven
30471	Twin City	Emanuel
30473	Uvalda	Montgomery
30822	Perkins	Jenkins
30830	Waynesboro	Burke

Appendix B: List of Approved Websites and Social Media Outlets

1. Shire of Drakenmere Website: drakenmere.meridies.org
2. Facebook Page: <https://www.facebook.com/groups/283539758986254/>
3. Twitter account: Shiredrakenmere
4. Instagram account: Shire_drakenmere

Appendix C: Order of the Dragon's Flame

In July, 2006, the Order of the Dragon's Flame was added to the Bylaws. The Principals of the Order were chosen by the voting members of the Shire.

Principals: Dianora di Cellini (Kathy Whitaker)
Sibella (Barbara Tenbroek)
Theodora Doukaina (Teresa Ervin)

Companions: Sofia di Cellini (Beth White)
Brian mac Griogair mhic Eoin
Elijah Cameron of the Black Isles (Eric Whitaker)

Appendix D: BIBLIOGRAPHY

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