

SHIRE OF SILFREN MERE BY-LAWS

Ratified October 2, 2018

I. Kingdom and Corpora Law

The Shire of Silfren Mere will follow all requirements, laws, and procedures as stated in the SCA, Inc. Laws and Policies, Corpora, Northshield Kingdom Law, and shire by-laws.

II. Officers

1. Minimum offices: Seneschal, Exchequer, and one of the following: Herald, Marshal, or Minister of Arts and Sciences.
2. Term of office will be two years. Current officers can be re-elected in the position by passing a "Vote of Confidence".
3. Proxy votes are not allowed.
4. Deputy and Shire positions may be added later.
5. Deputies/Shire positions are not considered Shire officers.
6. Quarterly and Domesday reports must be submitted to the appropriate officer, with a copy to the Shire's Seneschal and Chronicler, along with a copy for their own files.
7. Officers should report to the shire monthly. If an officer is unable to attend a meeting, they must either give their report to the Seneschal, or to their deputy, who can appear at the meeting in their place.
8. If an officer feels that they need to step down from their office, they must make their intentions known to the group at least one meeting before they step down. At that time, nominations will be taken for that position, and the vacancy will be posted on a public forum.

III. Shire Membership

1. The populace of the Shire shall consist of all those who are participating or have participated in Shire activities, and who remain in good contact with the Shire, regardless of residency or Society membership status.
 - a. "Active" membership is defined as participating in Shire meetings, events, practices, Guilds, and/or social activities.
 - b. Membership and residency requirements for holding office or fighter/marshal authorization shall follow Society and Kingdom policy.
 - c. Financial decisions are to be made by majority vote by all paid SCA members in attendance of the meeting they are brought forward in.

IV. Events

1. Shire events will be held according to Corpora and Kingdom Law.
2. An event bid must be presented to the group for approval.
3. Bid should cover the following:
 - a. Site cost, food cost and other budgeted expenses.
 - b. Site, lunch and/or feast fees.
 - c. Expected attendance and break even point.

- d. A bid must list name and address of site, date of event, time site opens and closes, Autocrat, Food Coordinator, Head of Gate, Royalty Liaison and any other supplemental positions.
 - e. A communication plan needs to be part of the bid packet. This should include a timeline of when information will be posted to our website, to Facebook and similar media.
 - f. Positions such as Marshal in Charge must also be listed if required at event.
 - g. We will provide complimentary site and lunch/feast fees to current Kingdom Royalty.
4. An event bid will be voted on for approval at the business meeting when presented and will pass with a vote by a majority vote.
 5. Autocrats are in charge at the event, but the Seneschal is responsible (only person able to sign contracts). Autocrats, until the end of their event, are officers and as such, must have a paid membership, and adhere to the same laws as all officers.
 6. Required event information to appear on the website should be submitted to the Webminister in a timely manner. Updates will be posted as they come up.

Financial Policy for the Shire of Silfren Mere Kingdom of Northshield in the Society for Creative Anachronism

Approval date: 10/2/2018

Effective date: 10/2/2018

These financial policies exist as an addendum to the Society Financial Policy, and the Kingdom of Northshield Financial Policy.

1. Composition of the Financial Committee
 - a. The financial committee for the Shire of Silfre Mere will consist of 3-5 paid members of the Branch. The Branch Exchequer, Seneschal and any other signatories on the shire bank account will always be a part of the Financial Committee. The rest of the Financial Committee can include other paid shire members.
 - b. A quorum of the Financial Committee is defined as the Branch Seneschal, the Branch Exchequer, and at least 1 other member of the Financial Committee.
2. Terms of Financial Committee members
 - a. The Branch Exchequer and Branch Seneschal will be limited to the term limits set by the Branch for those offices, and membership on the Financial Committee ends when the officer position changes over and they are removed from the bank account.
 - b. Non-officer financial committee members have a two-year limit, with the possibility to renew with a vote of confidence by the shire as long as each member maintains current membership.
3. Timeframes and methods for meetings
 - a. The financial committee will meet quarterly in the months of January, April, July and October.
 - b. Additional meetings may be called on an as needed basis, as the business of the group dictates.
 - c. Attendance at meetings may be in person or electronically (telephone, email, skype, etc...).
4. Timeframes and methods for action approval
 - a. The Financial Committee must approve annual budgets in advance.
 - i. Annual budgets will be presented and approved at the October Financial Committee meeting. It will be reported on at the shire at the next shire business meeting.
 - ii. Event budgets must be approved by the shire before any expenditure can be made (including site deposits and contracts).
 - b. The shire must approve any unbudgeted expenditures.
 - c. A receipt must be obtained for every check or reimbursement. All expenses over \$50.00 must be approved by the shire prior to reimbursement. Every check must have a dual signature. Separate deposits must be maintained.
 - d. Budget and expense approvals shall take place at the regularly scheduled meetings.

- i. A quorum of Financial Committee members must be present.
 - ii. A simple majority vote is needed to approve the budget/expense.
 - e. In the case that approval is needed before the next meeting, a vote may be made via electronic media.
- 5. Reporting
 - a. Reports are turned in on the schedule provided by the Kingdom of Northshield Financial Policy.
 - b. A copy of all exchequer reports are provided to the Branch Seneschal for their records.
- 6. Financial Policy Review and Revisions
 - a. These policies will be reviewed by the Financial Committee at least every 2 years.
 - b. Any policy changes shall be announced:
 - i. in the group's newsletter.
 - ii. At the next business meetings.
 - iii. In the business meeting minutes.
 - c. These policies may be changed at the discretion of the Branch Exchequer of the Shire of Silfren Mere, with the approval of the Branch Financial Committee, when necessary to avoid conflicts with Northshield Kingdom Law or Financial Policy, and the Policies and Directives established by the Board of Directors of the Society for Creative Anachronism, Inc. (SCA, Inc).
- 7. Controlling Cash Receipts
 - a. Control of cash receipts follows the Kingdom and Society Financial Policies.
 - b. The Shire of Silfren Mere gate procedures are followed for handling money at events.
 - c. Receipts need to be turned in to the Shire Exchequer within 14 days of the expense in order to be reimbursed. This can be done either physically handing it in or sending it electronically (i.e. take a picture and email/text it to the exchequer).
- 8. Event Admission Charges and Complimentary Passes
 - a. The Shire of Silfren Mere follows Kingdom and Society Financial Policies.
 - b. No non-member may receive a complimentary pass, per Society Financial Policy.
 - c. We will provide complimentary site and lunch/feast fees to current Kingdom Royalty.

Appendix:

Other Policies

1. Event bids should be brought to the shire at least four months in advance whenever possible.
2. Event stewards should get the webminister information as soon as possible to allow for the event website to be created. It is strongly recommended that this happen at least four months before the event.
3. Complimentary site fees can be offered to one attendant of each set of Royals attending a Silfren Mere hosted event.