SHIRE OF SILFREN MERE BY-LAWS
Last updated October 21, 2026

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. Officers are expected to read and understand both the Society & Kingdom handbooks & policies for their office, as well as these by-laws.
7. Quarterly and Domesday reports must be submitted by each Shire officer, to their appropriate Kingdom officer; they should also keep a copy in their own files.
8. Officers should report to the Shire monthly. If an officer is unable to attend a Monthly Business Meeting, they must either give their report to the Seneschal, post it to the group's Facebook page, or give it to someone who can appear at the meeting in their place.
9. 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 said 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 by participation 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 a majority vote of paid SCA members in attendance at the meeting where they are brought to the Shire for a vote.

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 before it is

submitted for the Kingdom Calendar.

3. Bid should cover the following:
    a. Site cost, food cost, and other budgeted expenses.
    b. Site, lunch, and/or feast fees.
    c. Anticipated attendance and break even point.
    d. A bid must list name and address of proposed site, date of event, time site opens and closes, and name(s) of proposed 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, Facebook, and similar media.
    f. Positions such as Marshal in Charge must also be listed if required at event.
4. An event bid will be voted on for approval at the business meeting when presented, and will passed only by a majority vote.
5. Autocrats are considered Shire officers when in charge of planning and running an event. As such, event autocrats must have a paid membership, and adhere to the same laws as all other 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

Last updated: October 21, 2026

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

1. Composition of the Financial Committee
    a. The Financial Committee for the Shire of Silfren Mere will consist of 3-5 paid members of the Shire. The Exchequer, Seneschal and any other signatories on the Shire bank account are defacto members. Other paid members of the Shire can join the Financial Committee with Shire Member approval.
    b. A quorum of the Financial Committee is defined as the Seneschal, the Exchequer, and at least 1 other member of the Financial Committee.
2. Terms of Financial Committee members
    a. The Exchequer and Seneschal are bound by the term limits set by the Branch for those offices; 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. Committee membership can be renewed with a vote of confidence by the Shire, as long as each committee member maintains their SCA membership.
3. Timeframes and methods for Financial Committee meetings
    a. The Financial Committee will meet in October or November to discuss the upcoming year's budget. This meeting will be scheduled by the Shire Exchequer.
    b. Additional meetings may be called on an as-needed basis, as the business of the group dictates. These meeting can be called by any member of the Financial Committee.
    c. Attendance at meetings may be in person or electronic (telephone, Zoom, etc.).
4. Timeframes and methods for Committee action approval
    a. The Financial Committee must approve annual budget plans in advance of a business meeting where they would be presented to the general membership of the Shire.
        i. Annual budgets will be suggested, amended, and approved at an Annual Financial Committee meeting. Afterwards, they will be brought for approval to the Shire members present at the next Shire business meeting.
        ii. Event budgets throughout the year must be approved by the Shire membership present at a monthly business meeting, before any expenditure can be made (including site deposits and/or signing of contracts).

    b. The Shire membership at a business meeting must further approve any previously unbudgeted expenditures, whether related to the general Shire Annual Budget, or to individual Event Budgets.
5. Expenditures and Reimbursements
    a. Every reimbursable expense must have its own receipt: clearly separated from other purchases made at the time. These should be turned in to the Exchequer within 30 days of the expenditure for the sake of straightforward and timely reporting.
        i. Receipts can be turned in physically (in person, or via USPS) or by sending it electronically (e.g., take a picture or scan the receipt and email/text it to the exchequer). The Cash Reimbursement Request form should accompany all such requests. (https://northshield.org/wp-content/uploads/2025/02/CashReimbursmentRequest.xls)
    b. All expenses over $50.00 must have been approved by the Shire membership at a meeting, prior to reimbursement by a Shire account.
        i. Exception: In the case that an unbudgeted expense must be approved before the next general business meeting, a vote may be taken via electronic media.
    c. Site fees and site deposits should be paid with separate checks, each of which will still require two account signatories.
    d. Budget and expense approvals shall take place at the regularly scheduled meetings. A simple majority vote is necessary to approve the budget/expense.
6. Reporting
    a. All financial reports - whether quarterly, Domesday or event reports, are to be turned in on the schedule, and in the manner, provided by the Kingdom of Northshield Financial Policy.
    b. A copy of every Exchequer report must be printed off in signed hard copies as well, to be kept with the printed files of the Shire Exchequer office, as required by Kingdom and Society Financial Policies.
    c. The Shire Exchequer will also maintain electronic copies of all reports on a “jump drive” or other portable memory device, arranged by year, month, and event.
    d. The Shire Exchequer can expect to be required to provide both these hard copies and electronic copies of all reports, at an Exchequer Records Review/Audit, at least every three (3) years.
    e. As of the time of this financial policy update in October of 2026, the Exchequer is also expected to keep both an electronic and paper copy of the monthly Business Meeting minutes, with the Shire financial files.
7. 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. On the Shire website and via the Shire Google Group email list.
    ii. At the next business meeting.
    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).

8. 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.
9. Event Admission Charges and Complimentary Passes
    a. The Shire of Silfren Mere follows Kingdom and Society Financial Policies. For example, event gate fees must include a surcharge for attendees who can not prove paid SCA membership ($10 as of Oct 2026).
    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 Royalty along with one retainer of each Royal Couple in attendance (E.g., King, Queen, and one retainer). This includes Northshield Royals and Royals visiting from other Kingdoms.

Appendix:

Other Policies

1. Event bids should be brought to the shire at least four months in advance whenever possible.
2. Event stewards should provide the event bid and any additional information about the event to the Shire Webminister as soon as the event bid is approved by the Shire.