

Bylaws of the Shire of Kings Crossing

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I. Kingdom and Corpora Law

1. The Shire of Kings Crossing will follow all requirements, laws, and procedures as stated in the SCA, Inc. Laws and Policies, "Corpora Law", and Aethelmearc Kingdom Law, and Shire By Laws.

II. Officers

1. Minimum offices: Seneschal, Exchequer, and one of the following: a Herald, a Marshal, or a Minister of Arts and Sciences.

2. Term of office will be two years. If no "Letter of Intent" is received for a replacement, the current officer can be Re Elected in the position by passing a "Vote of Confidence".

3. Deputy and Shire positions may be added later.

4. Deputies/Shire positions are not considered Shire officers.

III. Elections

1. Elections for Seneschal, Arts & Sciences, Chronicler, and Herald will be in the even years.

- A. Elections for Seneschal will be in February.
 - 1. Announcement for letter of intent in October.
- B. Elections for Arts & Sciences will be in May.
 - 1. Announcement for letter of intent in January.
- C. Elections for Herald will be in September.
 - 1. Announcement for letter of intent in May.
- D. Elections for Chronicler will be in June.
 - 1. Announcement for letter of intent in February.

2. Elections for Exchequer, Marshall, and Chatelaine will be in the odd years.

- A. Elections for Exchequer will be in February.
 - 1. Announcement for letter of intent in October.
- B. Elections for Marshall will be in May.
 - 1. Announcement for letter of intent in January.
- C. Elections for Chatelaine will be in September.
 - 1. Announcement for letter of intent in May.

3. A vote will be taken at the regular monthly Shire business meeting.

4. Official votes will be by “zip code” members.

- A. Official votes are:
 - 1. Officers- elections/recalls
 - 2. Bylaws- changes/additions

B. Group consensus votes will be by all group members present at the time of polling.

5. Proxy votes are not permitted.

6. Nominations: Officers will call for a “Letter of Intent” no later than four months prior to the end of their term.

- A. Those seeking an office shall submit their “Letter of Intent” to the current officer, and another officer three months prior to the end of term.

B. Officers can self-nominate. Self-nominating officers still need to submit a “Letter of Intent” and will have to be re-elected.

7. **Step-Down and Officer Replacement:** In the event an office becomes vacant before the end of term

A. The Deputy of the office will step-up and replace the departing officer, or the Seneschal, or next ranking officer will be appointed as interim replacement.

1. The ranking of the shire officers are:

- a.) Seneschal
- b.) Knight Marshall
- c.) Chatelaine
- d.) Exchequer
- e.) Herald
- f.) MOAS

B. The Deputy/Interim Replacement will take over the duties of the office, and solicit “Letters of Intent” for a successor at the next monthly meeting with elections the following month.

C. The newly elected officer will hold that office until the end of the normal term.

8. **Transfer of Office:** All out going or step-down officers will transfer all files, records, money and property of their position to the new officer immediately.

9. **Recall of an Officer:** In the event the Shire members are dissatisfied with an officer.

A. A petition signed by 10% of the members (or a minimum of five members) will be sent to the Seneschal (or if the Seneschal is in question, to the Deputy Seneschal or next ranking officer).

B. At the next scheduled business meeting a “vote of no confidence” will be held, and a decision made by a majority vote of the members present.

10. All votes pertaining to officers are official votes.

IV. Finances

1. Financial Committee:

Composition of the Financial Committee is as follows:

- Seneschal
- Minister Arts and Science
- Exchequer
- Knight Marshall
- Active member appointed at a Business Meeting

2. Terms of the Financial Committee:

The active committee will serve as defined by the term of their office

3. Timeframe of meetings:

Quarterly meetings will be held prior to the Business Meeting. Emergency meetings will be held as needed.

4. Timeframe of Action approval:

As needed.

5. Reporting requirements and schedule for reports:

Decisions of the financial committee will be kept with the financial records for the group. Quarterly financial reports and end of year reports will be completed and provided to the Kingdom and made available upon request.

6. Method of controlling cash receipts: A receipt must be obtained for every check or reimbursement. All expenses over \$50.00 must be approved by the Financial Committee prior to expenditure. Every check must have a dual signature. Separate deposits must be maintained.

7. Event Policy:

Event bid must have autocrat, food coordinator, (if event is not pot luck) and any other supplemental positions. A written bid must be presented to the Shire, and approval made at a Shire Business Meeting with a minimum of 4 months prior to the Event. The Financial Committee will have the final say. Bid should cover the following:

- Site cost, food cost and other budgeted expenses.
- Site fees, need breakdown of on board, off board lunch & feast fees.
- It should also list expected attendance and breakeven point.
- A bid must list name and address of site, date of event, time site opens and closes, Autocrat, Food Coordinator, Troll and type of meal planned must be listed.
- The Reservation Clerk must be listed because they will be handling finances.

- Positions such as Marshal in Charge, Master/Mistress of the List must also be listed if required at event.
- We will provide complimentary passes to sitting Aethelmearc Kingdom Royalty.

8. Refund Policy:

No refunds will be given. Any cancellation or no show at an event will be considered as a donation. This must be included in every event announcement. This must also be listed on the Website and at the Event.

V. Events

1. Shire events will be held according to "Corpora Law" and Kingdom Law.
2. An event bid must be presented to the group a minimum of four(4) months before the event for approval.
3. An event bid must have a required staff of autocrat, feastocrat, head of site cleanup and any other supplemental positions.
4. An event bid presented to the group must include a budget which mandates site cost, feast cost, and any supplemental costs.
5. An event bid will be voted on for approval at the business meeting when presented and will be a group consensus vote.

VI. Local Activities

1. It is the responsibility of Shire members to contact each other if a local activity is cancelled.

VII. Policy Reviews

1. Any Shire member may recommend changes to these bylaws to any officer.
2. Changes to the bylaws must be approved by a majority vote at the next business meeting and is considered an official vote.