



## **Section I: Guidelines/Procedures**

- A. All Shire by-laws are superseded by civil, society and East Kingdom Law.
- B. “Shire members” refer to those who reside within the Nordenfjord boundaries as defined by the zip code list maintained by the East Kingdom.
- C. “Shire members” refer to paid members, regardless of activity status, OR unpaid, but active members. Unpaid members are welcome to all events and meetings, but are not permitted to vote.
- D. By-laws will be publicly posted to the Shire website, and a hard copy will be filed with the Seneschal’s Shire documents.
- E. All amendments to these by-laws must be put to formal vote, as outlined below.

## **Section II: Meetings**

- A. Business Meetings are to be held quarterly, at minimum
  - a. Either Seneschal OR their deputy are to be present for the meeting to be official

## **Section III: Voting**

- A. Formal Voting: Officer elections, event proposals, status changes, by-law amendments, expenses over \$200
  - a. Subject of vote/motion to be published a minimum of ten (10) days prior to Business Meeting for member review
  - b. Voting takes place at Shire business meetings
  - c. Voters must be Shire members of fourteen (14) years of age or older
  - d. A two-thirds (2/3) quorum majority of votes passes the motion, per Kingdom Law
  - e. Absentee and proxy votes not allowed, but call-in at time of voting are accepted
- B. Informal Voting: Are not defined as being controlled by Society, Kingdom or these bylaws.
  - a. Votes tallied by show of hands
  - b. Not required to be published beforehand



C. Election of Officers

- a. Elections will occur at the September business meeting
  - i. Every odd calendar year for Seneschal
  - ii. Every even calendar year for Exchequer
- b. Nominations are:
  - i. Contested nominations are subject to a formal vote
  - ii. Uncontested nominations are subject to an informal vote
- c. Letters of intent must be submitted in writing no later than the July business meeting, and are to include
  - i. Statement of interest in particular office
  - ii. Candidates legal and SCA names
  - iii. SCA valid proof of membership
- d. Election reminders will be published on the website a minimum of one month before the vote
- e. New officers will take office beginning at the 1<sup>st</sup> of October immediately following the election.

## **Section IV: Officer Requirements and Responsibilities**

A. Requirements

- a. All officers must be current SCA members
- b. Meet the specific requirements of the office per East Kingdom Law
- c. Be warranted by the appropriate Kingdom Level Officer, if applicable

B. Officer terms are two (2) years, with an optional two (2) year renewal, unless otherwise specified by Kingdom Law.

C. Any officer wishing to relinquish their office will do so to the Shire Seneschal, who will announce their intent at a business meeting or on the Shire Officer Facebook group

D. Officer Reports are to be filed per East Kingdom deadlines

- a. Non-reporting: Any officer non-reporting for a period of two (2) consecutive reports will be removed from their office, and the office shall be considered vacant. If the office is a required office, the deputy of that office may step in until such time as a nominee has been formally voted upon (per Section II-B).
- b. Deputies



- c. All deputies are appointed by the individual officer, no vote required
- d. Seneschal must have a deputy. All other offices encouraged, but not required.
- e. The deputy position does not guarantee any succession to the respective office.

## **Section V: Financial Policy**

- A. Refer to East Kingdom Law