

1. General notes on the shire by-laws

- a. All shire by-laws shall be superseded by the laws of the Society for Creative Anachronism inc. and those of the East Kingdom.
- b. For the purpose of business, active shire members are anyone who resides within the shire boundaries and either have:
 - i. Attended at least 3 shire sponsored activities within the past 12 months
 - ii. A paid member of the Society for Creative Anachronism inc.
- c. Any active member of the shire may propose a new by-law, or a change to an existing one. To make a new by-law or change an existing one:
 - i. They must send a letter to the seneschal, no later than the 31st of March, prior to the AGM, stating their name, address and suggested change or new by-law.
 - ii. The proposal must be available on the shire website, and newsletter where one exists, prior to the Annual General Meeting in May
 - iii. The proposal will be reviewed and voted on at the Annual General Meeting by a 2/3 majority vote.

2. Officers

- a. Any officer can be created as long as there is an East Kingdom equivalent.
- b. All In addition to any kingdom or society requirements, officers:
 - i. must send a copy of their required reports to the shire seneschal.
 - ii. Are responsible for any regalia or property belonging to the shire which is in their care. This includes maintaining an inventory of said items and filing a copy with the seneschal and the exchequer at both the beginning and end of their term.
- c. Selection and Terms
 - i. The standard term for an officer is two years
 - ii. The selection of officers will take place at the annual general meeting (A.G.M.) which takes place every May.
 - iii. Potential candidates are encouraged to send their intent to hold office, in writing, to the seneschal at least one month prior to the A.G.M.
 - iv. Should an office become vacant before the end of an officer's term, the officers deputy (if there is one) may complete what is left of the term until the next A.G.M. If there is no deputy, an acceptable volunteer will be appointed to finish the term by the body of shire officers.
 - v. Should there be more than one application for an officer position; an announcement will be made before the A.G.M. where the officer will be selected through a majority vote by all the shire active members present. (note: selection of the new officers is only official once approval is given by the appropriate kingdom officer)
- d. Decision Process

- i. Executive decisions require the input and vote of at least 5 officers including the seneschal and the exchequer. This includes the approval of all expenditures and the approval of shire events.
- ii. Correspondence through “lyndhaven.eastkingdom.org” email may be considered for official communications. The “lyndhaven_curia@lyndhaven.eastkingdom.org” list may also be used for official communications among officers in conjunction with their official emails.

3. Shire Expenditures

- a. Approval of allowable expenditures and advances, not including specific spending for an event.
 - i. Requests for money should be sent to the seneschal and exchequer in writing.
 - ii. Small expenditures may be decided by the shire’s officers.
 - iii. Requests for large expenditures, \$300 or more, after being approved by the shire’s officers, will be voted on by the shire’s active members at the next meeting.
- b. In order to be reimbursed, all receipts must be received by the exchequer.
- c. Anyone receiving an advance will be held liable for the return of any money advanced for any receipts not received by the exchequer.

4. Meetings

- a. The Seneschal shall run all meetings or appoint someone to run the meeting. (generally this would be the deputy seneschal)
- b. Members may be considered present by attending in person or by phone or video conference.
- c. Meetings may be held in conjunction with other shire events.
- d. A minimum of two weeks’ notice must be given before a meeting is to be held.
- e. There will be at least an Annual General Meeting held sometime in the spring with other meetings being held as needed.

5. Voting

- a. Unless otherwise specified:
 - i. All the active shire members may vote with quorum being at least half the shire membership.
 - ii. Voting will proceed through ballot, recorded by a person chosen by the seneschal.
 - iii. Voting will be by majority vote

6. Shire Events

- a. A shire event is defined as any society event sponsored by the shire.
- b. Prior to planning an event, the potential event organizer (“autocrat”/ “steward”) must submit their intent to procure and event with the seneschal. (this is in the event of

making the “autocrat” a deputy of the seneschal for the purposes of signing contracts and opening up communications about the event)

- c. Bid proposals must be presented to the shire officers by the potential event organizer (“event steward”/“autocrat”...) and should be presented at least 5 months in advance. (this is to allow for time getting the event passed, advertising and allowing for sufficient notice to the population, they can be presented later, however this can badly impact attendance and negatively affect the bid)
 - d. An event bid should at least include the name of the event organizer with contact information, address and membership number and expiry date. It should also contain the date of the event, address for the event site, a simple rundown of activities planned, entry fees (including on/off board fees if any) along with other planned expenses and projected attendance. The event organizer will be contacted by the seneschal if any changes need to be made or any further details are needed.
 - e. Shire events will be approved by the shire officers through a process of deliberation and vote. The shire officers may request important changes to help the bid pass.
7. Demos and media relations
- a. Demos need to be approved by the Chatelaine and the Seneschal
 - b. The Seneschal must be apprised of any planned interaction with the media (such as newspaper, radio and television)
 - c. Informational pamphlets, not already available for print by SCA inc., must be approved through shire officer consensus. The officers may suggest changes before publication will be permitted. (this is to ensure that information being sent out is both permitted and accurate)