

By-Laws of the Shire of Beau Fort

I. Mission Statement

The Shire of Beau Fort is an affiliate member of the, Society for Creative Anachronism Inc., a 501(c)(3), non-profit organization dedicated to research and education in the field of pre-17th-century Western Culture. As such, the Shire of Beau Fort engages in tournaments, jousts, wars, fairs, dances, classes and demos to re-create the environment of said era.

II. Code of Conduct

The Society for Creative Anachronism is founded on the principles of honor, courtesy, chivalry and service to others. Therefore, members of the Shire of Beau Fort are expected to conduct themselves in a manner consistent with the highest ideals of these principals.

III. Membership

- A. **Definition of Membership:** Any individual who so desires, may obtain General membership in the Shire of Beau Fort by filling out and signing a Member Data Sheet and submitting it to the group Seneschal.
- 1) A General member may attain Voting Member status by attending one (1) official Shire business meeting, and participating in two (2) additional Shire activities within the first six months after joining the Shire. Official Shire activities are defined to be Shire business meetings, Shire A&S classes, Shire fighter practices, Shire demos or any Shire sponsored or co-sponsored event. The Web Minister, with the assistance of the Shire Herald and Chronicler, will maintain the official roster and update it by May 1 and November 1 of each year.
 - 2) All General members will be considered Voting Members and will remain so for six months from the date of ratification of the By-Laws. Within the six months following ratification and in each subsequent six month period, all members must meet the above requirements to maintain Voting Member status.
- B. **SCA Membership:** With the exception of Shire Officers and replacement deputies, Shire members are not required to hold membership in the SCA, Inc. However, membership in the SCA is strongly encouraged. Kingdom Law, requires all individuals receiving awards which carry with them armigerous status (award, grant or patent) to be paid members of the Society in good standing.
- C. **Joint Membership:** No member of the Shire of Beau Fort may jointly hold membership in any other official SCA group. Kingdom office, peerage orders, polling orders, guilds and households are excluded from this restriction.

- D. **Official Roster:** The Official Roster is defined to be the Voting Member portion of the Shire Telephone List.

IV. Rights and Privileges of Membership

- A. All members of the Shire of Beau Fort are entitled to have their name placed on the General member list, access the group discussion forum, access the group website, and receive a copy of the Shire newsletter.
- B) Non-members of the Shire of Beau Fort may receive a copy of the Shire newsletter by contacting the Shire Chronicler.

V. Votes and Pollings

- A. **Official Votes and Pollings:** Official votes and pollings are defined as any binding Shire business that involves the commitment of Shire funds or resources, or any business calling for an official sense of the populace. Official votes and pollings may take place ONLY at official meetings.
- B. **Official Meetings:** In order for a meeting to be official, the Seneschal, Reeve and one additional group officer must be present. In addition, 20% of all **Voting** members must be present either in person or by proxy.
- C. **Voting member:** Only **Voting Members**, at least 16 years of age, may take part in official Shire votes and pollings.
- D. **Proxy:**
- 1) Any **Voting Member** of the Shire may vote by submitting a proxy vote. The proxy vote may be submitted in writing or by e-mail.
 - 2) Proxy votes submitted in writing will be accepted by the Shire Seneschal up until a vote is taken, provided the proxy is delivered in a sealed envelope. Any Shire member may deliver a proxy to the Seneschal on behalf of another member. However, only the Seneschal may cast the proxy vote.
 - 3) Proxy votes submitted by e-mail must be received by the Seneschal at least 24 hours before the start of the business meeting where a scheduled vote is taken and must be verified by the Seneschal before the vote is cast.
 - 4) Proxy votes shall contain clear instructions on how the proxy vote will be cast. A proxy may not grant the proxy holder unlimited discretion in casting the proxy vote.
 - 5) If a vote is postponed, for any reason, a new proxy must be submitted for the rescheduled vote.

- 6) Proxy votes received after a vote has been taken will not be counted.
- E. **Quorum:** A quorum is defined as a simple majority of 50% + 1 person of all **Voting Members** present, either in person or by proxy. A quorum is required for all official votes.
- F. **Official Notification:** All members of the Shire will be notified in writing, either by e-mail or by USPS, at least one month before official votes or pollings. Verbal communication is not considered a form of official notification.

VI. Officers

A. **Shire Offices:**

1) Seneschal(e)	Historian	Web Minister
Reeve	Chatelaine	Waterbearer
Herald	Constable	Youth Combat Marshal
Art & Science	Minister of Children	Quartermaster
Knight Marshal	Chirurgion	Demo Officer
	Chronicler	

- 2) Kingdom Law requires that the Shire shall have the offices of Seneschal, Reeve, and one of either A&S Officer, Herald or Knight Marshal filled at all times.
- 3) Per Kingdom Law, the Seneschal and Reeve may not be related by blood or marriage, or reside in the same residence.

B. **Terms of Office:** It is suggested that officers serve no more than 2 years. However, the term of office will be determined by the needs of the Shire and the will of the populace.

C. **Eligibility to Hold Office:** Per Corpora, all officers and their deputies must have a current sustaining or family membership in the SCA, Inc., during their entire term of office.

D. **Replacement Deputies:** Shire officers are expected to recruit a replacement deputy at least 1 yr before their term expires.

E. **Duties and Responsibilities of Office:**

- 1) The duties and responsibilities of each office are spelled out in Kingdom Law and the corresponding officer handbook.
- 2) All Shire officers are expected to attend at least 50% of all Business Meetings and Officers Meetings during their term of office.

VII. Polling Orders

- A. The polling orders of the Shire of Beau Fort are as follows:

Order of the Golden Lily
Lumiere du Li
Lion of Beau Fort

- B. The rules and regulations for these orders will be determined by the members of each order, independent of the By-Laws of the Shire.

VIII. Amendments to By-Laws

- A. Proposed amendments to the by-laws must be presented in writing to the Group Seneschal. The Seneschal will then select a committee of five members, from a list of volunteers, to review and make a recommendation. Proposed amendments to the by-laws will not be presented for a vote unless approved by the committee.
- B. In addition to official written notification as defined in V(E) above, proposed amendments to the by-laws shall be read at 3 business meetings before a vote is scheduled.
- C. Proposed amendments to the by-laws shall be voted on at the first business meeting after the third reading.
- D. Ratification of amendments to the by-laws requires a 2/3 majority of the active members present, in person or by proxy.
- E. Every three years from the date of ratification of these by-laws, the Seneschal shall appoint a committee of five (5) Shire members to review the by-laws and suggest changes, if needed.
- F. SCA Corpora and Kingdom Law of Meridies will take precedence over these By-Laws.