

Canton of Rimsholt By-Laws

These are the By-Laws of the Canton of Rimsholt (hereinafter referred to as “Canton”), In the Barony of Andelcrag, Kingdom of the Middle, being updated 9 April 2013. The Canton of Rimsholt is located in the County of Kent, in the State of Michigan.

1. CONFLICTS WITH SUPERIOR LAW

- A. If there is any conflict between these By-Laws and the laws of the United States, the State of Michigan, local jurisdictions, the Society for Creative Anachronism, Inc. (SCA), the Barony of Andelcrag or the Middle Kingdom, the aforementioned laws will supersede Canton By-Laws.

2. BY-LAW REVIEW

- A. This document shall be reviewed yearly in the month of November.
- B. Amendments can be proposed at any meeting, advertised to the populace via an official channel of communication, and voted on at the next meeting.
- C. Changes to this document shall be approved by 2/3 vote of the attendant populace and at least half of the officers present.
- D. TEMPORARY BYLAW OVERRULE
 - i. A bylaw can be suspended temporarily by a vote of a quorum of officers until such time as the populace can be notified and gathered to vote for its permanent revision.
 - ii. The quorum of officers required to suspend the bylaws of this document is: The seneschal, the exchequer and three other officers, one of which must be one of the following: Marshal, Herald, or Minister of Arts and Sciences.

3. OFFICIAL METHOD OF COMMUNICATION

- A. As of the date of this document’s publishing, those methods are the Canton website (<http://www.midrealm.org/rimsholt>) and the newsletter, the Rimsholt Bolt.
- B. The announcement should be, but is not required to be, announced on the Rimsholt Yahoo! group.
- C. The administration of any forums or social media groups should be done by the webminister and/or their deputy. It is highly suggested that the Seneschal also have administrative access to these groups.

4. MEETINGS

- A. Meetings should be held monthly. The meeting date and location shall be approved by populace discussion, and a vote if necessary. Meetings shall be advertised to the general populace using an official method as defined by the policy set forth in Kingdom Law.
- B. No other Canton activities, or activities utilizing Canton loaner equipment can be held at the same time and a different location from the Canton Populace Meeting.

5. OFFICERS

- A. Offices to be Filled
 - i. Middle Kingdom law sets forth the minimum offices to be filled by a branch.
- B. Requirements
 - i. Any person who satisfies the requirements of the office as enumerated by Kingdom law may apply for an office.
 - ii. Officers must also be 18 years of age.
 - iii. Officers be an active member of the Canton for a minimum of 6 months before assuming an office.
 - iv. A term of office shall be at least two years, but not more than three years.
 - v. By accepting an office, the officer makes a good faith commitment to the position and its responsibilities for at least two years.

- vi. An officer may serve for multiple consecutive terms but must be confirmed by vote each term.
- vii. Officers shall report in the manner required by Kingdom Law, and forward their report to the Seneschal.
- viii. One person cannot hold more than two offices for the Canton except by expressed, majority vote of the Canton.
- ix. The Seneschal and the Exchequer may not be the same person, nor may they reside at the same address.
- x. An officer should give six months notice before stepping down so that there is time to find (and possibly train) a suitable replacement.
- xi. An officer must file a quarterly inventory report, see “Equipment” for details.

6. ELECTIONS.

- A. Voting for officers shall occur at the July meeting.
- B. A secret ballot will be conducted and a minimum of two officers will count the ballots. Two officers who are not on the ballot shall verify the count. A simple majority of the ballots cast determines the new officer, and the ballots should be retained for any member of the populace to review for six months. The seneschal should be responsible for retaining the ballots for future review.

7. REMOVAL OF OFFICERS

- A. Removal of an officer must be approved by at least 2/3 officers and half of the populace members who are present for the vote.
- B. Reasons for removal of an officer may include but are not limited to the following:
 - i. Failure to submit an officer's report for three consecutive quarters is valid grounds for removal from office.
 - ii. Failure to attend six consecutive Canton meetings without having an excused absence agreed upon by the other officers.
 - iii. Failure to contact the Seneschal, either privately or in a meeting, at least every three months.
 - iv. In the case of offices required to be members by Kingdom law, loss of membership.
- C. Reasons for removal of a deputy
 - i. Failure to contact their superior officer at least once every three months.
- D. The vote of removal will be announced at the business meeting & posted in an official method of communication.
- E. In the event that there is not a deputy and the office is not a required one, the position will remain vacant, and the Seneschal will see to the performance of any duties of that office as required by Kingdom Law and Corpora.

8. DEPUTIES

- A. Officers are encouraged, but not required, to have deputies. Deputies are considered to be Officers-in-Training and, if empowered by the Seneschal, can assume the duties of the office on a temporary basis and report to the Populace and its officers. As such, deputies of required offices shall be required to be paid members of the Society.
- B. The Seneschal and the Exchequer must have a deputy within 1 year of assuming the office.
- C. A person desiring to become a deputy will notify the officer, that officer then has the option to approve or reject the request. If they accept, the officer must notify the populace during the next business meeting that they have taken a deputy.
- D. A deputy may choose to step down at any time by informing the officer of his or her desire to step down. Likewise, at any time an officer may choose to dismiss a deputy for any reason the officer deems appropriate.

9. FINANCIAL COMMITTEE

A. The financial committee shall be in accordance with Kingdom Law.

10. FUNDS

11. Yearly budgets for the offices shall be approved by a vote during the November meeting.

A. In the event of an expense that cannot wait until the next meeting, a vote of the financial committee will suffice.

12. AUTOCRATTING AN EVENT

A. Notice of due date for bids cannot be less than 1 month before the due date.

B. Voting on bids must not happen less than 3 weeks after bids have been received.

C. Bids must be accepted at an official Canton meeting and voted on at a populace meeting.

D. Spending for an event is at the discretion of that event's Autocrat, and should comply with the event's proposed budget.

E. If spending must exceed the amount on the bid, it should be discussed at a populace meeting.

F. In an emergency, the financial committee may ok additional expenses by majority vote.

G. THE AUTOCRAT

i. An Autocrat is considered to be the equivalent of an officer of the sponsoring group for the duration of the event, (and as such must be a paid member of the Society.)

ii. The Autocrat must be approved by a majority of the officers.

iii. The Seneschal may serve as Autocrat for an event.

iv. The Exchequer may not Autocrat and event, but may Deputy-Autocrat an event.

v. The Autocrat should keep the Seneschal informed on event progress on a regular basis, but it is suggested that updates be at least monthly. If the Seneschal is the Autocrat of the event, the Seneschal-Autocrat should report to the group every month.

13. EQUIPMENT

A. Each officer that maintains equipment shall do an inventory report quarterly.

B. Equipment that is not maintained by an officer shall be stored with the other Canton Storage.

C. Equipment is to be available for loan by members of the Canton. A sign-out sheet shall be filled out when items are borrowed.

i. If the total value of items to be borrowed is more than \$100, approval for the loaned equipment must be sought from at least three Canton officers.

ii. Equipment must be returned within 7 days after use, unless a longer term of loan is discussed with the group.

D. Equipment may be loaned to SCA members outside of the Canton, or to other groups. The sign-out sheet must be filled out when the items are borrowed.

i. Equipment loan requests must be approved at a Canton meeting.

ii. Equipment must be returned within 7 days. Longer loans must be approved by the Canton at a populace meeting.

iii. The borrower assumes responsibility for excessive damage to Canton property, should the item be damaged beyond further use.

E. General Canton Storage shall be inventoried by the Seneschal or an appointee.