

Grimwithshire Charter

Preamble

To inculcate the principals of Chivalry, Justice and Honor; To promote good fellowship and trust among its members; To promote and enhance the enjoyment of all members; To uphold and further the great and noble ideals of the Kingdom of An Tir and the stated aims and purpose of the Society for Creative Anachronism, Inc., does the branch known as Grimwithshire ordain this, their Great Charter, as the governing document for the use of the Branch.

Be it known to all who read these presents: A document of this nature succeeds only insofar as those who are to be governed by it do accept and abide by its precepts and are so willing to be bound by their honor to follow its dictates.

“Discere Servire”

Set forth this 20th day of the Third month, Anno Societatus XLI

From the Society Seneschals Handbook quoting Corpora:

If they find it useful to codify their customs, branches, and organizations such as orders, guilds, et cetera are permitted to create charters. Charters are primarily administrative tools that can help the group to define structure and procedures. Unless written into Kingdom or Principality law, organizational charters do not have the force of law. Branch charters may not be written into law.

Reference for the above section: [Corpora, I.A](http://www.sca.org/docs/SocSenHandbook-200510.pdf)
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Therefore; In all instances of question this document shall be superseded by Corpora, Kingdom Law and all governing documents of the SCA, Inc. and by the word of the Sable Thrones of the Kingdom of An Tir.

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This Charter is specific to the branch for which it is written. It is not an official publication of The Society for Creative Anachronism, Inc., and does not delineate SCA, Inc. policy.

Officers and Members of The Society for Creative Anachronism, Inc., may use this document as a template or for reference in writing similar charters and express permission is hereby given for such use.

The Articles:

Article I. Supreme Authority:

I.A Grimwithshire, pursuant to applicable laws and provisions of The Society for Creative Anachronism, Inc. (SCA) and of the Kingdom of An Tir does hereby determine that the following shall constitute in its entirety, allowing for future duly authorized amendment, the Charter for Grimwithshire.

Article II. Name and Arms:

II.A This branch of the Society for Creative Anachronism, Inc., under provision of the SCA, Inc. and as recognized by the Kingdom of An Tir shall be known as Grimwith. In keeping with period naming practices of the 10th Century Yorkshire Dales of Great Britain whereby the name source derives it shall be appended as Grimwithshire until such time as branch status changes.

II.B This name in its appended form of "Grimwithshire" was accepted and approved by the Laurel College of Arms of the SCA, Inc. A.S. XXXIX

II.C The proposed Arms of Grimwithshire are in submission as follows: "Argent, a tree blasted and eradicated sable and on a chief embattled gules three laurel wreaths Or" (As of 2/20/2007 these Arms are in submission and pending Lions Blood approval)

Article III. Membership:

III.A Current dues paying members of the SCA, Inc. living within the jurisdiction of the shire or who have been taken under the protection of the shire.

III.B In keeping with the SCA, Inc. policy of not requiring membership to participate in Society activities, in no circumstance shall lack of paid membership be used as a reason for exclusion of any person from activities of the Branch with the exception of holding an official office, for which membership is required per Corpora and Kingdom Law.

Article IV. Sessions:

IV.A While it is recognized that the spirit of the Society for Creative Anachronism is essentially a medieval feudal society, and keeping in mind that "The Crown's Word is Law," the voluntary nature of its membership makes it essential that the support of the populace be obtained for the successful and active workings of the Shire.

IV.B All parliamentary practices in conduction of the business of the Shire not specially provided for in this document shall, pursuant to the practice of the Society for Creative

Anachronism, follow the guidelines set forth in “Robert’s Rules of Order, Revised”, a copy of which shall be maintained in the Shire library.

IV.C Therefore; it is ordained that decisions governing the operation and well-being of the Shire are to be voted upon by the Shire Council in accordance with the procedures for meetings and sessions as set forth herein:

Section I. Business Sessions:

- A. In order to carry out work and pass legislation a quorum must be present.
 - 1. Quorum shall be defined as the Seneschal or their designated representative and a minimum of two other officers.
 - 2. A Full Shire Council will be all officers.
- B. Business sessions of the shire shall be held on a monthly basis, unless special provision is made.
- C. The time and place of business meetings shall be announced at the previous meeting and shall be published in the shire newsletter, and posted to the shire website.
- D. Should necessity or majority convenience require the regular session to be moved to another day, place or time after it has been set, notice of said change should be afforded to the populace by the Seneschal allowing at least three days advance notice.
- E. It is intended that all meetings are open to all those who wish to attend, and all present are encouraged to participate and take part in discussions and committee work.

Section II. Special Sessions:

- A. Should the needs of the shire require it, additional meetings may be called. The process of special sessions is to be discouraged, however; should necessity dictate a special session to make and pass on policy, it may be called at the request of the Seneschal or at the request of three of the officers or at the request of a delegation of 35% of the populace - said populace request to be submitted in writing with the required number of signatures to an officer of their choice.
- B. Special sessions shall be for the consideration of one or more matters of vital importance which must be brought to the attention of the populace, but which cannot be delayed until the next regular meeting.
- C. Each member of the Shire must receive notice of the date, time, place and purpose of the special session. The statement of purpose must include a program of the items of business to be considered at the meeting.
- D. No item not on the published agenda may be raised or voted upon at a special session.
- E. Every attempt must be made to ensure that notice of a special meeting reaches the membership at least two days in advance of it’s stated meeting time.

Section III: Contingency Session:

- A. In the event that pressing business must be acted upon and it is not possible to hold a business meeting, the Seneschal may act for the good of the Shire after all required officers have been polled and a simple majority agreement has been obtained. Such polling may be done by telephone.
- B. In the event an officer cannot be reached, the officer's deputy or designated representative may be polled in their place. In any event any action so taken must be brought before the full session at the next regularly scheduled business meeting for discussion.

Section IV: Events:

- A. Events (to include Revels, Feasts, Tournaments, Wars, Demos, etc.) may be held in accordance with the accepted traditions of the Kingdom of An Tir, and upon receiving approval at regular Shire Council meeting as to the dates and organization of the event. The conduct of these shall be characterized by true chivalrous decorum and no vulgar, profane, indiscreet or illegal conduct shall be permitted under penalty of disciplinary action in accordance with Kingdom Law to offenders. The Autocrat and the Seneschal of the Shire shall be held responsible for the proper conduct of the event.
- B. Unless specifically stated otherwise in event copy it is expected that an attempt at appropriate period attire will be made by all those in attendance at Events. Corpora states: An event is a gathering where attendees can observe or participate in activities which evoke the atmosphere of pre-17th century European Middle Ages and Renaissance.
- C. Any Shire member may propose any event (including Demo's) to the Shire Council. The decision to hold said event will rest with Shire Council. The Seneschal will insure that the Autocrat has all required forms and that such are filled out and submitted properly.
- D. An event shall be termed official and receive sanction when it is registered with the Branch Seneschal, publicized and conducted according to SCA, Inc. rules.
- E. The Autocrat (or Steward) of an official event maintains the ultimate responsibility for all functions and activities of said event. It is their right to delegate as appropriate or to choose not to delegate certain duties. At no time will delegation of duties release the Autocrat of ultimate responsibility for that event.
- F. In the event of a Demo, it will be undertaken by a committee formed for such and shall be conducted in accordance with SCA, Inc. guidelines. The committee should, if possible, include the Branch Chatelaine. No demo shall be conducted without prior approval of the Shire Council.

Section V: Committees:

- A. Committees shall be formed as deemed necessary by the Shire Council at regularly scheduled sessions. No action by a committee is official unless voted upon by the Shire Council. Committee's shall submit regular reports to the Shire Council.

- B. Financial committees must include as members the Exchequer and Seneschal.

Article V. Officers:

Section I:

- A. Officers shall serve a term of two years at which time the office becomes available for others to apply including the incumbent officer.
- B. No officer is automatically required to either maintain, nor to relinquish their office at the end of their term except as stated. In no instance may an officer hold the same office for more than two consecutive terms.
- C. An officer desiring to relinquish their office should submit written notice at Council at least two months prior to their resignation.

Section II: All Officers shall:

- A. Be paid members of the Society and have access to *the Crier* at their place of residence.
- B. Be at least eighteen (18) years of age.
- C. Execute the lawful commands of the Crown and abide by Kingdom law.
- D. Carry out additional duties as are appropriate to their office and/or as directed by the Crown.
- E. Agree to allow personal access information to be published in applicable newsletters and on appropriate websites.

Section III: Officers of the Shire shall be as follows:

Seneschal (Required)
Minister of the Exchequer (Required)
Minister of Arts and Sciences
Master of Stables (Required*)
Herald
Chatelaine

** Ordinarily the MoS and A&S are interchangeable, however the MoS is designated required here because the branch engages in extensive combat activities regularly.*

Section IV: Other offices:

Those various other offices common within the SCA, Inc. may be filled as befits the needs of the shire and have popular support of the Shire Council.

Section V: Deputies:

- A) The Seneschal and the Exchequer will each have a Contingency Deputy capable of maintaining the continuity and integrity of their office should the need arise.
- B) Other officers are encouraged to have suitable deputies as well.
- C) Though officers may have more than one deputy, no officer shall have more than one Contingency Deputy.

Section V: Duties of Officers:

- A) The duties of all officers are as set down by Corpora and Kingdom Law.
- B) Pursuant to the Laws of the Society for Creative Anachronism, Inc. Section VI, B2, a, III the Shire Seneschal shall serve as the legal representative of the Society for Creative Anachronism, Inc. in the confines of the Shire (modern area of Stevens County and Pend Oreille County, WA). As such, only the Seneschal is empowered to sign contracts or otherwise make binding agreements for the branch.
Note: From the Seneschals Handbook, Service to the Membership, Article IV.B:
"No seneschal can commit higher levels of the SCA to do anything. The main limit on delegated contracting authority is that the Seneschal may only sign a contract for his or her branch."
- C) Reports shall be submitted in writing on a monthly basis, on the approved form for the office if one exists. The practice of oral reporting at council should not be considered a substitute for the written report.
- D) Quarterly Reports must be submitted as required by Kingdom Law:
 - 1. The calendar year is divided into the following reporting quarters:
 - a) First Quarter = January, February, March Due April 15th
 - b) Second Quarter = April, May, June Due July 15th
 - c) Third Quarter = July, August, September Due October 15th
 - d) Fourth Quarter = October, November, December Due January 15th
- E) A copy of each report shall be provided to the branch seneschal, and the Royal Patrons of the branch.

Section VII: Replacement of Officers:

- A) It shall be the duty of each officer when they desire to step down from their office to recommend to the Seneschal a suitable replacement as determined by Article V. Section I Paragraph A. The replacement should have served as a deputy to that officer and have a working knowledge of the duties required. In the normal course of such a change no polling is required, however before the actual change a commentary period is provided to allow time for the populace to make their opinions known if they desire. This period shall be the time between the announcement by the officer at council and the next council meeting. The chair will ask and if no objections are raised the change will be final at that meeting.
- B) In the event of a vacant office if there is more than one candidate desirous of said office, each candidate shall be asked to submit a Letter of Intent and Resume. These letters shall be published

in the Shire newsletter and/or on the Shire website. A polling of members present at the next regular Council meeting following such publication shall determine which candidate shall be recommended to hold the position.

C) If a required office should fall vacant, for whatever reason, it shall be the responsibility of the Seneschal to see that the duties of the office are fulfilled on a temporary basis until a suitable replacement can be chosen by Council.

D) In the event that the two signature holders on the Shire bank account are involved (i.e.: The Exchequer quits and the Seneschal is filling that office temporarily) All funds disbursements must be approved in writing by a minimum of three of the other officers.

E) Should the office of Seneschal fall vacant without a suitable successor being named, the office shall be filled by the deputy seneschal or, if no deputy, it shall be the duty of the remaining officers to meet and appoint an acting Seneschal to serve until either the appointment is confirmed or a replacement is selected by the Shire Council.

F) Upon vacating an office, all effects and regalia of said office shall be handed over to the successor in as timely a fashion as possible.

Section VII: Recall of Officers:

A) In accordance with Kingdom Law grounds for dismissal shall include the following:

B) The officer has demonstrated a substantial failure to perform the duties of the office after having been given notice of the nature of the failed duties and having been given a reasonable opportunity to correct said failures.

C) The effectiveness of the officer has been impaired to a degree due to personal reasons or a breakdown in the officer's ability to deal with the Crown, the officer's superior, the officer's deputies and subordinates.

D) The officer has willfully abused the office by using it to hinder or annoy others, or to advance some purpose inconsistent with the trust of that office.

E) Officer has performed the office at an unacceptably low level for an unacceptably long period of time.

F) The officer has demonstrated a continuing inability to work with the Crown.

G) The officer has demonstrated a failure to abide by Kingdom Law.

H) The advice and counsel of the Kingdom Seneschallate, the Crown and the Kingdom Grievance Procedure should at all times be utilized when necessary.

I) Should it become necessary any officer can face removal from office by a vote of the Shire Council if the following conditions are met:

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- 1) The officer in question has been sent written notice signed by all the other officers of the Shire at least one month in advance of the regularly scheduled Council meeting where the vote is to be taken. (Certified mail, return receipt is advised)
- 2) Intention of such vote is published in the shire newsletter and/or on shire website at least one month in advance.
- 3) The vote is taken at an open meeting and the officer in question is allowed an opportunity to present their side of the issue.
- 4) A vote of not less than 60% of those present and voting favor the officers removal. This shall be a written vote conducted by secret ballot.
- 5) Should the removal pass by the requisite majority the office shall immediately be declared vacant by the seneschal and the usual procedures for filling it are to be followed.

Article VI: Expenditures:

From the An Tir Exchequers Handbook:

V. EXPENSE AUTHORIZATION POLICY

Branches and entities must have a written expense authorization policy on file with their Regional and Kingdom Exchequers. Any change to this policy must also be submitted to the Exchequer's Superior.

Thus, the following constitutes the Financial Policy for Grimwithshire:

Section I:

- A) All known upcoming expenditures and event budgets must be approved by the Shire Council. Notice of such expenditures must be submitted in writing to Council at least thirty days in advance of the date needed or at a minimum at the meeting preceding the expected date for which payment is needed.
- B) Minors under age 15 may not serve as Head Gatekeeper/Troll/Reservationist /etc. for an event. Such minors may assist at the gate with forms, etc., However they must have adult supervision and may not handle funds. *
- C) A paid member of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA. *

* From [SCA, Inc. Financial Policy Documents](http://www.sca.org/docs/finpolicies/SocietyFinancialPolicy.pdf).

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Section II:

A) Expenditures incurred without prior shire council approval or in excess of those amounts approved may be submitted to the Council after the fact; However, such expenditures are undertaken at personal risk and approval for reimbursement may only be received upon presentation of original receipts and approval of the expense by the Shire Council at a regular session.

Section III:

A) No member should expect recompense for work performed.

Section IV:

A) The Exchequer and Seneschal shall be authorized to sign on the Shire bank account.

B) Under no circumstance shall the two signers be related by blood, marriage or other close modern affiliation.

Section V:

A) Original receipts must be presented for all expenditures expectant of recompense. No member shall expect recompense for an unverifiable expense. Exceptions may be made on a case by case basis by the full Shire Council.

Article IX: Guilds:

A) This Article shall encompass all Guilds within the confines of the Shire. A Guild not conforming to these standards shall be considered unofficial and no expenses incurred by such shall be considered for compensation of expenses by the Shire.

B) All guilds, except the Kingdom Charter Guilds, must be chartered at the local level by the Shire Council and must submit regular reports to the Exchequer and their appropriate superior officer. The guilds must have on file with the Seneschal a copy of their charter and any changes in said charter must be approved by the Shire Council. Newly formed guilds shall have 60 days to provide a charter to Council for ratification by a quorum.

C) Each guild shall select one person from their ranks to act as spokesperson for the guild.

D) Under no circumstances shall any guild be recompensed for any expenses incurred which have not been previously approved by Shire Council and for which receipts are not available.

E) Under no circumstance shall any guild engage in, sponsor or promote any activity or product which is contraindicated by modern mundane State or Federal law, or which is in violation of the aims and purposes of the SCA, Inc.

F) It is not the purpose of this article to discourage the formation of guilds; on the contrary, guilds are deemed to be valuable and necessary to further the aims and educational purpose of the Shire and are therefore greatly encouraged.

Article X: Amendments:

Section 1.

Amendments may be made to this Charter by submitting the same in writing to the populace one month prior to the date they are to be voted upon at a regular session Shire Council meeting.

Section 2.

A two thirds affirmative vote of the populace is required to pass any amendment to this Charter.

This document is to be considered the full and binding Charter of the Branch of the Society for Creative Anachronism known as Grimwithshire, encompassing the modern Counties of Stevens and Pend Oreille in the State of Washington as of March 2007. Previous editions are obsolete.

In the event it is found that any portion of this document is in conflict with either SCA, Inc. Corporate policy or the Law's of the Kingdom of An Tir, the applicable corporate policy or Kingdom Law shall take precedence and immediate steps should be taken to amend this Charter accordingly to bring it into compliance with said policy or law.

This Document shall be considered ratified upon the attachment of the signatures of all the current officers and three fourths of the current membership.