

Shire of Hartwood Customary

Revised February 16, 2014

This Customary establishes policies, procedures, rules and laws to better order the affairs of the Shire of Hartwood.

1. The Lands of the Shire

A. We declare these lands are held as the Shire of Hartwood, within the Society for Creative Anachronism, Inc. (hereafter referred to as SCA), in fiefdom to Their Majesties of the Kingdom of An Tir in the Principality of Tir Righ. It includes but is not limited to the following modern jurisdictions: Ladysmith, Nanaimo, Qualicum Beach, Parksville, Courtenay, Comox, Campbell River, and Port Alberni, BC.

2. The Arms of the Shire

Vert, on a roundel argent within a laurel wreath Or a hart's head erased sable.

3. Customary Supremacy

A. This Customary is superseded by Federal, Provincial and local Laws and Ordinances, the Governing Documents of the SCA, the Laws of the Kingdom of An Tir, and the Laws of the Principality of Tir Righ.

B. This Customary and its contents will remain in force and can be modified with the following procedures providing the changes do not conflict with section 3.A.

- (i) Any amendment must be publicized to members in all of the official Shire publications
- (ii) Notice on the amendment must be published at least 21 days in advance of any vote.
- (iii) At the next meeting of the General Council the vote on the amendment will be held.
- (iv) The amendment will require a two-thirds majority of paid members who are present to pass.

4. Shire Officers

A. All Shire Officers and deputies shall comply with Corpora and Kingdom and Principality Laws regarding their office.

B. All Shire Officers must have access to a reliable internet and a permanent phone number. All Officers of the Shire will be expected to respond to communications in a timely manner.

C. Shire Officers are expected to meet, to communicate, and to give training as necessary to new officers.

D. All Shire Officers will send a copy of their reports to the relevant superior officers, including the Shire Seneschal.

5. Shire Council

A. General Council shall meet a minimum of once every quarter barring unforeseen circumstances and emergencies. Every effort will be made to give sufficient notice to changes.

B General Council shall include all members of the shire.

- (i) Voting members shall all be paid SCA members.
- (ii) Executive Council shall consist of warranted and/or acting officers which include, but are not limited to, the Seneschal, Herald, Master of Stables, Arts and Sciences, Chatelaine, Chronicler, and Exchequer.

- C. (i) Quorum for Executive Council is at least 3 Greater Officers.
- (ii) Quorum for General Council shall consist of 5 paid members; 3 must be Greater Officers.

D. Officers missing three consecutive Council meetings shall be considered as having tendered a resignation without prejudice unless the Shire Seneschal is otherwise informed.

E. Minutes shall be kept by the Shire Chronicler or another designated person. All minutes shall be distributed to council

members in a timely manner.

F. Executive Council meetings may take place behind closed doors (in cabinet) if required. All decisions made by an Executive Council meeting must be ratified at the next General Council meeting.

G. Emergency Executive Council meetings may be called if needed. All decisions made by an Emergency Executive Council meeting must be ratified at the next General Council meeting.

H. Decision Process of the General Council is as follows:

(i) All shire members present at the General Council meeting may participate in the discussions; however, only paid members may vote. A vote may be taken by a show of proof of membership. If a show of proof of membership is not appropriate, such as officer selection of a contested office, a secret ballot may be used.

(ii) Votes will be counted by the Seneschal and Exchequer. If either the Seneschal or Exchequer is being selected, then another Greater Officer will stand in to count votes for the contested office. Results will be announced immediately. In the case of a secret ballot, the result will be announced as a simple yes/no; the count will not be announced.

(iii) Any decisions that are financial in nature shall be done by the Financial Committee as outlined in the Financial Policy.

6. Officer Changeover

A. Shire Officers wishing to resign or change office must announce their intention to the Seneschal and the position will be published as vacant in the official Shire publications.

B. Individuals wishing to apply for a Shire Office are required to submit an application in writing to the Shire Seneschal, with copies to the appropriate Shire Officer.

(i) Application letters must include the following: SCA and Modern names; contact information including home address, phone and email addresses; proof of membership; and an outline of previous experience as well as qualifications and other information pertaining to the Office that they are applying for.

C. Deputies are not automatically granted the office to which they were deputy, but must apply as all other individuals for a vacant office.

D. Removal from office is pursuant to Kingdom Law. Anyone who believes that an officer is not fulfilling their office may contact that officer's superiors and lodge a complaint.

D. Removal from office is pursuant to Kingdom Law, and the SCA Grievance Procedure.
(http://antir.sca.org/Pubs/Laws/Laws2013/AnTir_Law_July2013.pdf; Article VIII.B Grievance Procedure)

7. Shire Territories

Given the large geographical area of the shire any location within a local telephone calling area, having more than 8 people, may request a deputy Chatelaine to help with local PR. The deputy Chatelaine must be an paid SCA member.

8. Definition of Official Shire of Hartwood Publications

Official Shire publications include the Hartwood email list, Hartwood website (hartwood.tirrih.org) and the Facebook group "Shire of Hartwood".

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