

## **Glen Rathlin Shire Conventions**

1. These conventions are to be used at all times except when overruled by:
  - a) Mundane Law
  - b) Corpora
  - c) Drachenwald Law
  - d) Principality Law
  
2. There will be three types of meetings held:
  - a) The Annual General Meeting (AGM)
  - b) An Extraordinary General Meeting (EGM)
  - c) Officers Meeting

### **3. The AGM**

- 3.1. The AGM should occur at the general practice in October each year unless circumstances do not permit it. In which case the Seneschal will call it as soon as possible thereafter.
- 3.2. The seneschal will announce the date of the meeting one month beforehand and will call for any agenda points for inclusion.
- 3.3. There will be a deadline of two weeks from the announcement for all agenda points to be with the seneschal. The seneschal will then publish the agenda one week thereafter.
- 3.4. All members of SCA Inc. resident within the lands of Glen Rathlin are eligible to vote.
- 3.5. The first motion (Motion 1) of the meeting will be the vote to allow active non-SCA Inc. members to vote at the meeting.
  - 3.5.1. Active is defined as having attended at least two practices and/or events in the preceding six months.
- 3.6. The format of the agenda will be as follows:
  - 3.6.1. Apologies
  - 3.6.2. Motion 1
  - 3.6.3. Officer Reports
    - 3.6.3.1. Web Minister
    - 3.6.3.2. Chronicler
    - 3.6.3.3. Captain of Archers
    - 3.6.3.4. Marshal of Defence
    - 3.6.3.5. Knight Marshal
    - 3.6.3.6. Minister of Arts and Sciences (MoAS)
    - 3.6.3.7. Pursuivant
    - 3.6.3.8. Exchequer
    - 3.6.3.9. Seneschal
  - 3.6.4. Officer Elections for the following year (February on)
  - 3.6.5. Other Business (Agenda points raised)
  - 3.6.6. Any Other Business
- 3.7. Minutes of the AGM will be published in the next available newsletter (available online or in hardcopy by request from the Chronicler) and on the Glen Rathlin Mailing List.
- 3.8. If any officer cannot attend the meeting their apologies and a written report on their activities should be sent to the Seneschal in good time before the

meeting.

### **3.9. Voting Procedures**

Any post requiring elections will be declared within the Meeting announcement.

- 3.9.1. All candidates will be listed within the meeting agenda.
- 3.9.2. Voting will be by secret ballot by all SCA members and active non-SCA members if Motion 1 was passed.
- 3.9.3. Proxies are to be sent to the Seneschal and one other person. They can be by e-mail (received 24 hrs before the meeting) or by sealed envelope delivered on the day.
- 3.9.4. A vote must be carried out even if there is only one candidate for election.
- 3.9.5. The format of the vote will be as follows;
  - 3.9.5.1.Candidate A
  - 3.9.5.2.Candidate B
  - 3.9.5.3.....
  - 3.9.5.4.Candidate Z
  - 3.9.5.5.None of the Above
  - 3.9.5.6.Abstain
- 3.9.6. Attendees may not vote by proxy.
- 3.9.7. All votes marked ABSTAIN will not count towards the 50% majority.
- 3.9.8. A vote for NONE OF THE ABOVE is treated as a separate candidate.
- 3.9.9. The votes will be counted by the Seneschal (unless a candidate) and another non-candidate.
- 3.9.10. The elected candidate will be the one polling more than 50% of the voting populace.
- 3.10. In the event of a required officer position not being elected, further elections will be held at subsequent practices.
  - 3.10.1. Required officers are as follows
    - 3.10.1.1. Seneschal
    - 3.10.1.2. Exchequer
    - 3.10.1.3. Pursuivant or Knight Marshal or MoAS
  - 3.10.2. If by the end of the January practice a required officer position remains vacant, the Seneschal will then suspend the normal election procedures and call an Officer Meeting to resolve this issue. There will be no proxies.

### **4. The EGM**

- 4.1.The EGM will have the same procedures as above, except that due to the unexpected nature of such, the following changes will apply:
  - 4.1.1. The announcement will be given within two weeks of the date of the EGM.
  - 4.1.2. Only the point(s) that raised the EGM in the first place will be discussed at said meeting.
  - 4.1.3. There will be no agenda, as the announcement will state the reason for the EGM.
  - 4.1.4. The first order of business will be Motion 1

- 4.1.5. No officer reports will be required, however apologies for non-attendance will be expected.
- 4.2. The EGM will be called on the discretion of the seneschal subject to a request from the populace.

## **5. Officers Meetings**

- 5.1. All officers must attend officer meetings where at all possible. The populace may attend if they wish to do so.
- 5.2. The meetings will be held at least once a quarter (before reports are due with Principality/Kingdom) or more frequently if needed.
- 5.3. The seneschal will call the meeting but must give at least two weeks notice of it on the Glen Rathlin Mailing List.
- 5.4. The populace and/or the officers should put any points to be raised to the seneschal at least one week beforehand and they will be included in the agenda.
- 5.5. The agenda will be published on the Glen Rathlin Mailing List five days before the meeting is to take place.
- 5.6. All decisions will be made by a majority of the officers.
- 5.7. The populace opinion must be polled before any decisions are made regarding matters discussed. The populace should pass their opinions on the matter to be voted upon to an officer. The officers vote cannot go against the will of the populace.
- 5.8. The minutes will be published on the Glen Rathlin Mailing List one week post meeting.

## **6. Officers**

- 6.1. The term of office will run from February to February.
- 6.2. The maximum time in office is as per Drachenwald Kingdom law.
- 6.3. Each officer must submit a short report to the Chronicler for inclusion in each newsletter.
- 6.4. Each officer's quarterly reports will be placed onto the website. Confidential or controversial information should be omitted.
- 6.5. If a member of the populace feels that an officer has been derelict in his or her duties they should contact that officer and try to resolve the issue. If the person is still unsatisfied they should then contact the seneschal with their concerns who will try to resolve the situation at a local level. If this fails the seneschal will then contact the relevant principality or kingdom officer.

## **7. Practice Site Fees**

- 7.1. The practice site fee shall be £3.50
- 7.2. The first time someone attends a practice the site fee and all loaner fees shall be waived.
- 7.3. Use of the shire loaner gear will be charged for at practices to garner funds for replacement/further equipment for the activity concerned.
- 7.4. The shire loaner gear will be charged as follows
  - 7.4.1. Heavy Helm £1.00 per day
  - 7.4.2. Fencing Mask £1.00 per day
  - 7.4.3. Archery Target fees £0.50 per day
  - 7.4.4. Bow and Arrow use £0.50 per day

- 7.4.5. Other loaner gear to be decided
  - 7.5. Fees are levied to individuals at practices for their use.
  - 7.6. If a shire member uses shire loaner gear to participate at events outside the shire they must pay the relevant fees for the length of the event.
  - 7.7. When the shire loaner gear is being used at a shire event, the event must pay the required amount for one person's use of the equipment over the days of the event (e.g. for a weekend event three times the practice rate). This will cover usage by all attendees at the event and the autocrat should ensure that it is available.
  - 7.8. If another shire wishes to use our equipment at an event of their own, they must ask the seneschal and relevant officer (e.g. for archery, Captain of Archers, for fencing Marshal of Defence). They will not be charged for the use of such equipment but any donation will be accepted.
  - 7.9. The officer dealing with that activity or the seneschal in the lack of said officer will administer the fund(s) with approval by the Financial Committee.
8. The Financial Committee will be made up by:
- 8.1. Seneschal
  - 8.2. Exchequer
  - 8.3. Another member of the populace.
  - 8.4. None of the above can live at the same address or be related by blood or marriage.
9. Amendments to this document can only be made at an officer meeting by a majority vote of the officers.