

Charter of Hartshorn-dale-Revision in 2020, completed sections:

I. Statement of Purpose

- A.** This is the Charter of the Shire of Hartshorn-dale. These guidelines are an unofficial publication of Hartshorn-dale of the Society for Creative Anachronism, Inc. It is not a corporate publication of the SCA, Inc., and does not delineate SCA policies. Moreover, in any case where this Charter conflicts with East Kingdom Law and Policies or with Corpora, those higher laws take precedence.
- B.** This Charter will be reviewed by the members of Hartshorn-dale every two years to ensure that it still reflects the practice and intent of the group. The review will consist of distributing a copy of the Charter and inviting commentary from the populace for discussion. Any changes must be approved by the membership.
- C.** At the time of the writing of this Charter, business meetings are conducted monthly. Timeframes for officer selection and any decisions are based on this once per month meeting timeframe.

II. Membership

- A.** Membership requirements for the SCA are clearly delineated in Corpora; privileges pertaining to that membership are not the business of Hartshorn-dale.
- B.** For Hartshorn-dale business unrelated to official pollings, any SCA member who resides within the boundaries of Hartshorn-dale, or anyone who actively participates within the group, is considered a member of the group. Any member 14 years old or older may vote in elections and on proposals.

III. Business Meetings

- A.** In order for an official business meeting to take place, the Seneschal or a representative, needs to be in attendance and at least four other Group members, two of whom must be officers or their representatives. If circumstances occur that would prevent a large number of members from attending, the meeting should be rescheduled by the Seneschal.
- B.** The date, time and location of all business meetings must be announced with as much advance notice as possible in order to ensure that any member who wants to attend is aware of the meeting.
- C.** Additional meetings may be held for decision making purposes, with as much advance notice as possible, utilizing a venue that does not prevent participation due to financial reasons.

IV. Decision Making Process

- A.** Any decision on a proposal or agenda item that requires approval from the Group membership can only take place at a business meeting.
- B.** All Hartshorn-dale members present at the meeting may participate in the decision process. In most cases, a majority consensus shall be taken by a simple

hand vote. If a hand vote is not appropriate, such as officer selections for a contested office, a "blind vote" (names in hat or similar method) will be used.

- C. Votes will be counted by the Seneschal and Exchequer. If either Seneschal or Exchequer is being voted on, then another officer will fill in for the officer being voted on. Results will be announced immediately. In the case of a blind vote, the result will be announced as a simple yes/no; the count will not be announced.
- D. Small expenditures, local demos, local events not published in Kingdom newsletter, and small Hartshorn-dale projects should be approved by a simple consensus at the business meeting in which they are raised.
- E. Officer selection, event approval (including budget), and large expenditures, will be discussed at the business meeting in which they are raised. Final approval to be granted at a subsequent business meeting.
- F. Any decisions that are financial in nature shall be done by the Financial Committee as outlined in the Exchequer Policies of Hartshorn-dale.
- G. We recognize that emergencies can come up and officers may act accordingly.

V. Officers

- A. Officers should attend a majority of business meetings. If an officer or a representative cannot attend a meeting, the officer must contact the Seneschal with an officer's report.
- B. Any problem with an officer's performance that cannot be dealt with on a local level will be escalated to the kingdom level.
- C. Officers filing regularly scheduled reports with the Kingdom superior officer, must also copy the information to the Hartshorn-dale seneschal.

VI. Officer Requirements

- A. The purpose of these requirements is to ensure that as a representative of Hartshorn-dale and the SCA, an officer is familiar with the ideals and customs of the group and the SCA. In addition to any Kingdom or Society requirements, to hold an office in Hartshorn-dale a person must meet the following requirements:
 - 1. Have been participating in the SCA for at least one year.
 - 2. For the offices of seneschal and exchequer, the candidate must have been a deputy or served in another office for the period of one year. Service in other SCA groups will also count for this requirement.
- B. However, on a case by case basis, the group may consider a person for an office even if the additional requirements are not met.

VII. Officer Selection

- A. Officer positions will include Seneschal, Chancellor of the Exchequer, Knight Marshal, Chronicler, Herald, Minister of Arts and Sciences, Minister of the List, Chatelaine, and Webminister.
 - 1. Vacancies are permitted in offices which are not required by higher law.

- B.** Auxiliary officers are needed for optimal functioning of the group. These officers may be appointed or accepted by the officer on whose staff they will serve, as long as they meet any other requirements for the position. Other positions may be proposed and added as necessary.
1. Seneschal staff should include Deputy Seneschal, and may include Accessibility Porter, Chancellor Minor, Social Media Deputy, and Event Stewards.
 2. Exchequer staff should include Deputy Exchequer, and may include Chamberlain.
 3. Chatelaine staff may include Deputy Chatelaine and Demo Coordinator
 4. Heraldic staff may include Deputy Heralds, Court Heralds, Field Heralds and Consulting Heralds.
 5. Chronicler staff may include Deputy Chronicler and the Secretarie.
 6. Webminister staff may include Deputy Webminister and Domesday Editor.
 7. Minister of Arts and Sciences staff may include MoAS deputy, regional deputies, and officers for Dancing, Cooking, and other special interests in the Arts and Sciences.
 - a. The officers for these activities will be chosen by those participating in that activity. These officers will report to the MoAS and/or any regional or Kingdom officer requiring their information.
 8. Knight Marshal Staff may include, but is not limited to Hartshorn-dale Marshals for Fencing, Thrown Weapons, Heavy Weapons, and Archery.
 - a. The Hartshorn-dale marshal for each marshal style will be chosen by those participating in that activity. The candidate must be eligible to serve as a marshal, being already warranted. The local seneschal and regional kingdom deputy marshal must be notified and confirm the placement of a new Hartshorn-dale Marshal.
- C.** Officer selection each year for these offices:
1. In odd numbered years: **Seneschal; Knight-Marshal; Minister of Arts and Sciences; and Chatelaine.**
 2. In even numbered years: **Exchequer; Herald; Chronicler; Webminister; and Minister of Lists.**
- D.** Schedule for Selection Process:
1. In September (Reminder): A list of officer positions that are up for selection should be announced.
 2. In October (Nomination): Potential candidates must submit a Letter of Intent to the seneschal prior to the business meeting. The letter should include your modern and SCA names, your membership number and expiration, and your email address (preferably an East Kingdom Members email address).
 3. In November (Selection): At the business meeting, candidates may make a presentation, followed by questions. Afterwards, the candidate(s) should

leave the meeting so members may discuss freely. After the discussion is over, selection will follow the normal decision making process.

- E. Selection of a new Officer shall be official only with the final approval of the appropriate Kingdom Officer.
- F. The officer-elect will work with the current officer, and will assume the office in February, after the end of year report is submitted (if applicable).
- G. If a required officer is unable to finish the term of office, a replacement should be nominated at a regular business meeting, with selection to take place the following month. If the officer is unable to fulfill the duties of the office until a replacement can be selected, and has no deputy, a person should be appointed by the seneschal until the selection process is finished.
 - 1. Offices that are filled mid-term will expire according the regular schedule noted above.

VIII. Communications

- A. Official communication occurs via the following sources:
 - 1. Communications, decisions, and announcements that take place at business meetings are official communication.
 - 2. The website maintained by Hartshorn-dale, including meeting minutes, and the calendar are official.
- B. The main email list for Hartshorn-dale is a useful and appropriate means to notify the populace of upcoming meetings, upcoming decisions, to disseminate messages from the East Kingdom or SCA Inc and their officers, as well information from within Hartshorn-dale.
 - 1. The email list is not to be used for making decisions.
 - 2. Discussions on the email list are not considered official. Informal discussions are welcome.
- C. Hartshorn-dale officers will have an East Kingdom email account, through which the email for that officer will be forwarded. Acceptance of the officer email account will signify acceptance of email as a means of official communication.
- D. Social media sites are not considered official communication, but are encouraged to be used to disseminate information.
- E. Cancellations of meetings, practices, or other gatherings should be announced everywhere that the original announcement was made.

1. For emergency cancellations, occurring within hours of the activity, priority should be given to communicating via email and social media, then placed on the website and/or calendar.

F. Communications regarding activities, events, meetings, practices, et al:

1. Should be placed on the calendar on the website as far in advance as possible.
2. Email the Hartshorn-dale main list.
3. Social media should be utilized.
4. It is appropriate to verify expected attendance for an activity via email and/or social media.
5. The decision to cancel an activity is the responsibility of the activity leader.

IX. Events

A. An event is one that is sponsored and/or funded by Hartshorn-dale.

B. An event shall be proposed and decided on by a bidding process:

1. A bid proposal must be presented at a business meeting by the potential autocrat of the event, or a representative.
2. The bid should specify the: Autocrat, Head Cook, Reservation contact, site, date (and possible alternate date), theme, activities planned, and proposed budget.
3. The budget should have: planned expenses, charges for all attendees, and expected attendance, and a calculated 'break even' point (how many attendees are needed for the event to 'break even'.)
4. Any additional information the bidding Autocrat can make available will aid in the decision process.
5. A proposal for a potential event maybe presented with incomplete information, in order to request assistance from the group in securing staff, creating a budget, finding a site, etc. The bid must be completed with sufficient time to place in the Kingdom Newsletter.

C. If an event is to be announced in the Kingdom newsletter, there should be at least two months of publication. To ensure this, the timeline for bids will be as follows:

1. No less than 6 months in advance of the event, bids need to be presented for discussion and suggestions at a business meeting.
2. No less than 5 months in advance of the event, the Autocrat shall present at a business meeting the finalized bid, including a draft event announcement, for review and approval. If approved, the Autocrat will be allocated funds.
3. Upon final approval of the event, the site may be secured and the event announcement submitted to the kingdom newsletter.
4. Submission to the kingdom newsletter needs to be completed before the end of the month in which it was approved.

- D. If the event does not need to be announced in the Kingdom newsletter, the Autocrat should present the bid far enough in advance for Hartshorn-dale's support.
- E. The Autocrat shall determine and allocate the event budget. The Autocrat shall require staff to request approval for any increase in the monies allotted to them. The Autocrat should try to stay within the proposed budget and should keep a running tab of expenditures to aid in doing so.
- F. Expenditures in excess of the approved budget may be reimbursed at Hartshorn-dale's discretion.
- G. The Autocrat or a representative should report at each business meeting on the current status of the event.
- H. Exceptions to any of the above are permissible with group approval per section IV above.

X. Group Property

- A. The office of Chamberlain is responsible for keeping track of the Group's property and supplies in accordance with the Society Exchequer policies. If the office of the Chamberlain is vacant, the responsibility will fall to the Exchequer.
- B. The Chamberlain will maintain an inventory of all items and their locations. Periodic reviews will be conducted.
- C. Items used for events or activities will be checked out and checked back in with the chamberlain.
- D. Anyone storing Hartshorn-dale property is holding it in the Group's name and is responsible for storing the property safely and accessibly. Property must be relinquished when the person is no longer an active member of Hartshorn-dale.
- E. Any property that is damaged, lost, etc., should be reported to the Chamberlain. Anyone in possession of property is responsible for damage or loss due to negligence or misuse and will be expected to reimburse Hartshorn-dale appropriately.
- F. Items that are "lost and found" after Hartshorn-dale's activities and events shall be itemized by the autocrat or officer in charge of that activity and turned over to the Chamberlain. The itemized list shall be appropriately published. Any items unclaimed after 12 months become the property of Hartshorn-dale. Anyone with a rightful claim to an item after this point will have the item(s) returned if it remains in inventory.
- G. Property which is deemed no longer needed may be disposed of by any method agreeable to the Group.

XI. Coronet [this section to become active upon status change to barony]

- A. The term 'Coronet' is here used to designate the Baron, Baroness, or Baronial pair, as the case may be.
- B. Timeline for selection of new Coronet:

1. **One year** prior to the proposed Investiture date: decide month for Investiture; determine current EK Law regarding polling and Coronet selection; then contact Crown and Heirs regarding proposed date.
2. **Nine** months prior to Investiture: Seneschal or their designee will call for nominations.
3. **Seven** months prior to Investiture: Ballot format will be chosen at a business meeting. (Contact Kingdom Polling Deputy for available templates such as single choice, or ranked multiple choice ballots).
4. No later than **Six** months prior to Investiture: Nominations close; and Seneschal or designee will finalize ballot form, with names of nominees and send to the Kingdom Polling Deputy for approval.
5. No later than **Four** months prior to Investiture: Ballots mailed per EK Law to eligible members of Hartshorn-dale

C. The Coronet:

1. Candidates may be individuals, or may be two people jointly.
2. Candidates will nominate themselves, no third-party nominations.
3. Nomination will be via letter of intent, which contains proof of eligibility, delivered to the seneschal. The format of the letter will be determined by the seneschal.
4. Term of reign begins with Investiture.
5. If the Coronet needs to resign before the end of term, whether both members of a pair, the individual coronet, or one member of a pair serving jointly, the Hartshorn-dale seneschal and exchequer and the Crown must be informed before the information becomes public.
6. If a Coronet serving alone wishes a second coronet to join them, it will be up to the existing coronet to request a polling be done for a second person to join them. Polling will be according to EK Law.

D. Eligibility: All eligibility requirements in EK Law must be met, additionally:

1. Residency of 2 years within Hartshorn-dale, and:
2. Two of the following three must be met:
 - a. Served as an officer in Hartshorn-dale for a required office.
 - b. Participates and assists in the Kingdom and/or the SCA beyond Hartshorn-dale's events and activities.

- c. Served in a leadership role in activities or events within Hartshorn-dale. These include but are not limited to: Autocrat of an event, or coordinating a weekly practice.

E. Term limits:

1. Initial term of 3 years.
2. Possibility of 2-year extension with vote of confidence from Hartshorn-dale Officers per EK Law. Coronet will notify Seneschal of desire to extend reign at least one year prior to the scheduled end of the reign.