

Policies of the Shire of Steltonwald

I. Policies

A. The Shire's policies will be available by request and posted online once every two years. When published online they will supersede all former Shire policies. Changes or additions to these legal policies become official upon their publication online. Shire policy is subordinate to Kingdom Law & Policy, Corpora, and Civil Law.

B. Shire Policies may be created or changed by the Officers. Proposed additions or changes to Shire policies must appear on the agenda of the Shire business meeting at which they are ratified. In this circumstance, the agenda shall be published online or via print for the populace at least 48 hours before the meeting.

II. Officers

A. The Officers of the Shire of Steltonwald are those required by Kingdom Law and others required for the efficient running of the Shire as decided by the members of the Shire at Shire business meetings.

B. Unless otherwise stated, decisions of the officers are by consensus of the people attending a scheduled Shire Meeting at which a majority of the Officers are present. Officers may be represented by proxy.

C. Officers serve for a term of twenty-four months from the Shire business meeting at which their appointment was approved. Notification of an Officer's Intent to renew or resign must include solicitation for letters of intent for a successor. Letters of intent must be sent to the Officer in question, as well as the Shire Seneschal; if the officer is the seneschalate, the letter must be sent to the Shire at a Shire business meeting. Whether an officer decides to serve another term or a successor takes office, either choice must be ratified by the officers. If no acceptable candidates are set forward, the Office shall remain vacant, if allowed by Kingdom Law.

D. If an Office becomes vacant midterm, the Drop-Dead Deputy will temporarily assume the duties of the office. The Drop-Dead Deputy may choose to serve out the Officer's term, or solicit letters of intent for a successor. If they choose to serve out the term, they must be ratified by the Officers at the next Shire business meeting.

E. A two-thirds majority of Officers may petition his/her Kingdom Superior to remove any officer, though a proposal to do so must appear on the Shire business meeting agenda, and the Officer must be informed of the proposal in writing. In this circumstance, the agenda shall be published via print or electronically for the populace at least 48 hours before the meeting. If an Officer is absent and not represented at three consecutive Shire business meetings, and does not respond to inquiries within a reasonable time, they will be considered to have resigned.

III. Positions and Deputies

A. Officers may create or dissolve Shire Positions as needed by majority vote at the Shire business meeting. Each Officer may create deputies as needed, and report the appointment at the next

Shire business meeting.

B. Positions and Deputies do not have term limits. When a position holder or deputy wishes to step down, they are responsible for recommending a replacement to the Officer to whom the position/deputy reports, and that Officer appoints a replacement if needed. New Position holders must be ratified by the Officers at the next Shire business meeting. Shire Deputies and Positions should be listed on the Shire website.

C. Unless prohibited by Kingdom Law or Policy, Position holders may be removed by a majority vote of the Officers. A proposal to do so must appear on the Shire business meeting agenda, and the Position holder must be informed of the proposal in writing. Unless prohibited by Kingdom Law or Policy, deputies may be removed by their Officer in charge, and the removal must be reported at the next Shire business meeting. If the Kingdom Law of Policy requires that a Position holder or Deputy only be removed by a Kingdom Official, then the Shire Officer in charge of that Position or Deputy may petition the Kingdom official for removal. Position holders or Deputies who fail to report or respond to inquiries for six months will be considered to have resigned.

IV. General Finance

A. Loans and Financial Obligations: No Member or Officer may take out a loan or incur any financial obligation through a financial institution in the name of the group without the explicit and documented approval of the membership as a whole.

B. Expenditures greater than \$25.00 must be approved by the Officers. Expenditures of \$25 or less annually may be authorized jointly by each Shire Officer and the Exchequer. Such expenditures must be reported at the following Shire business meeting.

C. The Shire will not approve expenditures for proposed events unless they are presented with a written event bid which contains, at a minimum, the names of the autocrat and the head cook, a site, a date, a budget, and a break-even analysis. Inexperienced autocrats must also identify an experienced autocrat as a mentor.

D. The Shire reserved the right to accept or refuse any donation. Non-monetary donations (e.g., equipment, supplies, items for resale) with a value over \$100.00 require the approval of the Exchequer, who will issue the receipt. The donor is solely responsible for setting the value of the donation. No non-monetary item should be accepted prior to seeing the item.

E. Event refunds requested before the event report is completed will be considered, but not guaranteed. Refunds requested after the event report is completed will not be issued

V. Events

A. Event bids must be submitted by a member of the Shire who wishes to autocrat an event. Event bids must be presented at the Shire business meeting in order to be approved. Ideally, all event bids should be submitted at least six to twelve months in advance. All event bids must include a completed Shire event bid form or equivalent and proof of SCA membership for the autocrat (must prove that membership will still be current at the time of the proposed event). If an event bid is

declined at the Kingdom or Society level, the event bid is void.

B. The autocrat of an event may require any person behaving disruptively to leave the event. If a minor is behaving disruptively at an event, the autocrat may require the adult(s) responsible for the minor to leave the event as well.

C. AEthelmearc War Practice:

1. The event should be approved at the June meeting, the year prior to the event. It needs to be placed on the kingdom calendar within a week of the June meeting.

2. To autocrat the event, a person must spend a minimum of one year shadowing an experienced War Practice autocrat. (It is recommended that they also spend a year running troll at War Practice.)

3. To drive the golf carts at the event, the golf cart rules must be read, and the golf cart agreement must be signed off.

VI. Shire Property

A. Shire property includes any physical item that was bought by or was donated to the Shire of Steltonwald, including but not limited to Gold Key, Iron Key, other loaner gear, regalia, and larder items.

B. Anyone who holds, stores, or maintains Shire property, not to include files, must inventory it at least once per calendar year. The report should be given to the Exchequer during the first two weeks of November. The report shall contain at a minimum: the name of the item(s), quantity on hand, a statement about the condition of the item(s), and the location where the item(s) are being stored.

C. If a holder of Shire property does not hold Office or Position, he or she will provide full legal and SCA name, and full contact information to the Exchequer.

D. Loaner gear (Gold Key, Iron Key, etc.) is generally meant to be loaned out and returned within the same day, at a Shire meeting, practice, or event. However, the holder of loaner gear may, at their sole discretion, choose to loan items out for a longer period of time. In that case, the holder will record the borrower's full legal and SCA names, full contact information, and the date of return.

E. Whenever an Officer or position changes hands, the outgoing Officer is responsible for transferring all files and Shire property related to the office to his or her successor in a timely fashion. An inventory report must be filed with the Exchequer at this time so the change of property can be verified. In the event of a vacant office, the Officers shall determine which Shire member shall temporarily take possession of the files and property of the vacant Office