

These are the policies for the Shire of Noiregarde, in the Kingdom of Northshield, a branch of the Society for Creative Anachronism, Inc., herein referred to as the "SCA". They are subordinate to Kingdom Law & Policy, Corpora, and civil law. In no way are they to be considered laws, nor are they unchangeable. This is not an official publication of the SCA, Inc.

I. General Guidelines

A. Overall: These guidelines are fluid and may be modified by the seneschal as situations and conditions warrant.

B. Voting: Paid members (as defined by Corpora) who are 14 years old or older may vote on all motions which come before the Shire. Paid SCA members living outside of the Shire have no voting rights if they are active in another Shire. Non-paid members have no voting rights.

C. Official Communication: All official communications should be made at a meeting and/or over the email list. Additional notifications may be posted on Facebook and the website.

II. Meetings

A. Shire Meetings: shall be held monthly at a regularly scheduled time and place. Meetings may be designated as business, arts and science, or other as needed. The Seneschal may call additional meetings at his/her discretion. Any change in the time, place, or purpose shall be made known by email, phone, Facebook and/or at a meeting.

B. Meeting Procedure: shall follow Robert's Rules of Order. A link to the online resource will be provided.

III. Officers

A. Requirements

1. All officers shall meet the requirements of Kingdom Law and Policy, or Corpora, and be at least 18 years old.
2. Officers shall become familiar with Kingdom requirements for the specific office and fulfill their duties as defined by Northshield Law and their kingdom officer.
3. All officers must provide the seneschal a copy of all reports submitted to Kingdom or Regional officers.
4. All officers will maintain files, reports and equipment as needed by their office and will turn over all files, equipment, and supplies pertaining to the office to their successor in a timely manner.
5. Required officers are 1) Seneschal 2) Exchequer, and 3) one of the following: Herald, Minister of Arts and Sciences, or Marshal. It is preferred that any required officer have an emergency replacement, ("drop dead" deputy), who is qualified to assume the office.
6. Other officers within the Shire are Chatelaine, Chronicler, Minister of Youths, and Webminister. Autocrat(s) of events is a special deputy of the Seneschal. It is recommended these officers have an emergency deputy.
7. Any problems should be reported to the seneschal. In particular, any conflicts between an officer and a deputy or obstacles to fulfilling duties.
8. For specific officer duties see job descriptions on northshield.org & sca.org.

B. Selection of Officers:

1. A pool of candidates consists of volunteers and nominees. Nominations will be privately sent to the officer seeking a deputy or successor. The officer will approach nominees. Those expressing an interest will be added to the pool.
2. The list of candidates will be provided to the populace via email, website, Facebook and/or at meeting. One month after the list is published the candidates will be voted on at a Shire meeting. The candidate receiving the majority vote will have their name forwarded to the appropriate Kingdom Officer and the Crown for final approval.
3. Proxy votes are allowed. An officer will be designated to receive the proxy votes. All proxy votes must be received in writing or electronically beginning one week prior to the meeting at which the voting will be held.
4. In the absence of a "drop dead" deputy, an emergency vote may be held.

C. Terms of Officers:

1. All Offices have a two-year term, with the option to extend for a third year with agreement from the other required officers.
2. In the event of a vacancy of an office, a deputy or volunteer may fulfill the remaining current term of office with a vote of confidence from the majority of paid members present at the next regularly scheduled business meeting.

D. Removal of Officers:

1. Any officer is who is non-participating for a period of two months without a reasonable attempt to have responsibilities covered is eligible for removal from office. Participation is defined as attending meetings, events, or demos, constructive contributions to email or other discussions, and activities specific to his/her office.
2. If a concern is raised, the duty of the seneschal is to voice concerns to the officer in question. The goal is to determine if the person is interested in maintaining the office, requires assistance, identify any removable obstacles and facilitate a positive resolution. The officer in question has a reasonable period to meet participation standards. If the officer in question is the seneschal, another officer can be chosen.
3. If there is a motion for an officer removal, a majority vote of paid members of the Shire present is required to call for a vote of confidence of an officer. A vote then must be held at the next business meeting. A notice of the vote will be posted on the Announcements page of the website, over the email list, by phone, Facebook and/or at meeting.
4. Proxy votes are allowed in a vote of confidence. An officer will be designated to receive the proxy votes. All proxy votes must be received in writing or electronically beginning one week prior to the meeting at which the vote of confidence will be held.
5. A two-thirds majority vote in the negative is required to contact the kingdom officer for intervention.

IV. Financial Policies

A. General Policies

1. The financial health of the Shire is responsibility of the Branch Seneschal and Exchequer. The Seneschal, Exchequer and all adult paid members constitute Noiregarde's financial committee. Discussion and voting on financial matters will be part of general business meetings.
2. An annual budget will be prepared by the Seneschal and Exchequer by January 31, to be approved by the Populace at the first business meeting in February.
3. Documentation is required for all reimbursements. A vote is required for any expenses not included in the budget, or which exceed the budgeted amount.
4. Gate Starter cash is the only approved advance of funds. No other advance is allowed under any circumstances.

B. Dedicated Funds

1. The Shire will keep separate records of its dedicated funds.
2. New dedicated funds can only be created after a proposal of purpose is presented at one scheduled meeting to be voted upon at the next meeting following a discussion period.
3. Expenditures from these funds are considered regular expenditures (see Section C).
4. Chatelaine Fund: This fund is dedicated to the purchase of loaner fighting equipment, feast gear and other items to aid in the recruitment and orientation of new members and/or the materials necessary to construct such. Primary source for funds will be fundraisers and donations. All unused funds will revert to the General Fund in the event there is no activity in the Chatelaine Fund for a period of 5 years.
5. Arts & Sciences Fund: This fund is dedicated to cover the expenses of materials, classes and other resources for A&S projects and research as chosen by the Shire. Primary source for funds will be fundraisers and donations. All unused funds will revert to the General Fund in the event there is no activity in the Arts & Science Fund for 5 years.
6. Storage Fund: This fund is dedicated to cover the expenses incurred in the storage of shire and event property. Primary source for funds will be fundraisers and donations. All unused funds will revert to the General Fund in the event there is no activity in the Storage Fund for 5 years.

C. Expenditures:

1. All expenditures must be consistent with the Shire budget and Kingdom and Society Financial Policies.
2. Expenditures must be approved by a majority vote of members present at a regularly scheduled business meeting. Approved expenses will be documented in the meeting minutes.
3. Reimbursement for expenses requires that a receipt be provided to the Exchequer or Seneschal. A reimbursement form is required with all receipts.
4. Expenditures concerning events that are time sensitive are exempt from the meeting approval requirement. Event expenses may be approved by agreement of the Autocrat, Exchequer and Seneschal when necessary.
5. Any other emergency expenditures may be authorized by the Branch Seneschal, Exchequer and one other Shire Officer.
6. No officer of any level has the power to authorize payments that do not support the Society's tax-exempt purpose. Overall guidelines for classes of expenses are delineated in the Society Chancellor of the Exchequer Officer's Handbook. If the reasonableness of an expense is uncertain, the Kingdom Chancellor of the Exchequer must be consulted prior to any commitment.

D. Troll Procedures

1. The Autocrat and Troll Steward should determine a strategic location for Troll prior to the beginning of the event. Unless otherwise designated, the Exchequer is the Troll Steward.
2. Troll starter cash should be obtained by the troll steward or autocrat (if the exchequer is acting as troll steward) by requesting an advance of funds in writing at least one week prior to the event. It is incumbent on the requestor to make arrangements to receive the advancement check.
3. The Exchequer is responsible for the preparedness of the Troll Steward and shift volunteers. He or she should be available both before and during the event to answer any questions that arise.
4. The Troll Steward and cashiers, volunteers who handle money, must be paid members.
5. The cash box should not be left unattended. The cashier sitting a specific shift is responsible for safety of the cash box.
6. Each shift cashier must initial the registrar slips and any checks received.
7. No I.O.U.'s are acceptable.
8. At no time should change be made for any non-troll transaction.
9. A reference guide shall be available to any Troll Stewards. See Appendix I.

V. Events

A. Local Events:

1. The decision on autocrat(s) for an event should be made and announced five months prior to the month in which the event falls. The term of office for the Autocrat is through the duration of the event.
2. The Autocrat is responsible for all aspects of planning, running, and reporting on said event. An event budget should be presented to the Exchequer to confirm it is consistent with the shire budget no later than 2 months prior to the event, to be voted on by the financial committee.
3. The Autocrat will report to the Seneschal and the populace on a regular basis on the ongoing event preparations. This shall be done at Shire business meetings or other Shire gatherings.
4. The Autocrat and Exchequer are responsible for the NMS and event reports to be completed per Kingdom guidelines. A copy of both should be kept in the financial file.

B. Northern Realms War:

1. Autocrats should be chosen as soon as possible following the previous year's event. The term of the office for the Autocrat is through the duration of the event.
2. A detailed budget should be presented to the Shire Exchequer, and that of any other group participating in the funding of NRW, to confirm it is consistent with the shire budget no later than 6 months prior to the event. Compromises to best fit all Host Groups should be documented.

3. Until such time as the event grows to require a separate financial committee, event expenditures will follow the policies defined above.

4. The Autocrat and Exchequer are responsible for the NMS and event reports to be completed per Kingdom guidelines. A copy of both should be kept in the financial file.

VI. Changes in Policies

Shire policies should be reviewed every five years to maintain relevance and consistency with Kingdom and Society changes. In the event for a practical need for changes in the interim, changes may be proposed by the Seneschal and approved by majority vote of the populace.

Appendix I: Troll/Gate Reference Guide

Before Event

- Select Troll Steward
 - Troll Steward must be a paid member over the age of 15.
 - The Exchequer, Autocrat, and Troll Steward should have several meetings to ensure all parties understand each other's role.
- Arrange for volunteers
 - Number of volunteers and number of stations should be determined based on projected attendance.
 - Roles include registrars, cashiers and optional concierge.
 - Cashiers must be paid members.
- Coordinate supplies including cash box and change, writing instruments, and printing registrar slips and forms.
 - Gate Forms can be downloaded from <http://www.northshield.org/Officers/Display.aspx?ID=4>
 - Waivers can be downloaded from <http://www.sca.org/docs/waivers.html>

During Event

- Each troll shift should be staffed by two types of volunteers: the cashier, who handles the money, and registrars, who take care of the waiver paperwork.
 - The number of registrars should be determined by the projected size of the event.
 - The cashier may also act as registrar if doing so does not cause a bottleneck.
- All attendees' names should appear on the gate forms, even if they are not paying a site fee.
- The cash box should not be left unattended. The cashier sitting a specific shift is responsible for safety of the cash box.
- Each shift cashier must initial the registrar slips and any checks received.
- No I.O.U.'s are acceptable.
- Change cannot be made for a non-gate transaction.
- The Troll Steward and Autocrat should arrange for a private place to count the cash box and prepare deposits at the end of the day.
 - The cash box should be counted by two paid members not residing in the same household, generally selected from the Troll Steward, Autocrat, Exchequer and Seneschal.

After Event

- Deposit monies as soon as possible.
- Send NMS to kingdom.
- Send gate form and waivers to minister of waivers.
- Complete the event report.

Sample Registrar Slips

Excel Template available from the Exchequer or Seneschal.

Registration Summary			
Event Name			Date
Qty	Type	Rate	Total
#	Adult	\$	\$
#	Student	\$	\$
#	Child	\$	\$
#	Family Cap	\$	\$
#	Day Trip	\$	\$
#	Lunch	\$	\$
#	Feast	\$	\$
#	Camping	\$	\$
#	NMS	\$	\$
Total Amount Due			\$
Cash	Check #	#	Initial

Registration Summary			
Northern Realms War			6/19/2015
Qty	Type	Rate	Total
<i>3</i>	Adult	10	<i>30</i>
	Child	8	
	Open house Parking	5	
<i>3</i>	Adult Camping	20	<i>60</i>
	Child Camping	5	
	Child Camping Cap	20	
<i>3</i>	Feast	7	<i>21</i>
<i>1</i>	NMS	5	<i>5</i>
Total Amount Due			<i>116</i>
Cash	Check #	#	<i>1008 FRL</i>