

Customary of the Shire of Southmarch

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1. Document Purposes and Limitations

- a. The customs contained in this document represent policies, procedures and best practices intended to aid in the operation of the Shire of Southmarch, a branch of the Society for Creative Anachronism, Inc., a 501(c)(3) incorporation.
- b. All federal, state, and local laws, the Corpora and Governing Documents of the SCA, Inc., the laws of the Kingdom of An Tir and the laws of the Principality of the Summits supersede all guidelines in this document.

2. Definitions

- a. Shire (or The Shire): The Shire of Southmarch
- b. Coronet: The Sovereign and Consort/Inspiration of a Principality, acting jointly. They Reign subject to the overall guidance of the Crown. In this instance the Prince and Princess of the Summits.
- c. Corpora: The document defining those policies governing historical re-creation within the Society, and those policies applicable to the entire Society.
- d. The Crier: An Tir's newsletter.
- e. The Echoes: The Summits' newsletter.
- f. Event Steward: Plans and stages an event or demo
- g. Kingdom: The Kingdom of An Tir.
- h. Member: Paid member of the Society for Creative Anachronism, Inc.
- i. Populace: An active participant with the Shire and lives within or outside of the zip code boundaries given to the Shire.
- j. Principality: A geographical area of the Kingdom which has the right to select a reigning Prince and Princess by armored combat. In this instance the Principality of the Summits.
- k. Quorum: Consists of the Seneschal (or signatory deputy), Exchequer (or signatory deputy), at at least 1 other Officer and 2 other members of the Shire.
- l. Society: The Society for Creative Anachronism, Inc (SCA) a California not-for-Profit Corporation.
- m. Warrantable: Paid Members who meet Corpora, Kingdom and Principality guidelines and wish to serve as an officer or deputy.

3. Group Definition

- a. The Shire of Southmarch encompasses the zip codes ceded to the Shire's use by the Kingdom of An Tir. As of the date of this document, that area includes Klamath & Lake counties, OR.
- b. The Shire shall comply with the requirements of branches smaller than a barony as set forth in Corpora and Kingdom Law, outlined here below.
- c. Branches smaller than a Barony shall have:

- d. At least 5 members as defined by Corpora. At least 3 warrantable Officers acceptable to the Crown, which include: Seneschal, Exchequer, and a third officer that is Marshal, Herald, or Arts and Science Officer.
 - e. A name and device registered with the College of Arms.
 - f. Event requirements and limitations: Place at least one event per calendar year on the Kingdom calendar, with complete event copy appearing in The Crier. Place a maximum of one no-conflict (Level One) events on the Kingdom Calendar.
4. Officer Deputies
- a. General Duties:
 - i. All Officers and deputies are required to be paid members of the Society per Kingdom Law and Corpora.
 - ii. They must be able to access their official SCA email accounts at least once every 3 days as well as access the Kingdom and Principality newsletters as they are published.
 - iii. All Officers and deputies must be warranted if required by Kingdom law.
 - iv. Officers must be aware and understand all Society, Kingdom, and Principality laws that govern their office and strive to stay informed of any changes.
 - v. Society, Kingdom, and Principality Law supersedes all policies in this customary and must be followed if there is a contradiction.
 - b. Reports:
 - i. All Officers will submit monthly reports even if they don't attend the monthly business meeting or if there is no activity to report. These may be submitted electronically or as a hard copy and must be received by 5pm, 3 days before the Business meeting.
 - ii. Synopsys of reports will be given verbally in business meeting and published in the minutes.
 - iii. A copy will be sent to the Seneschal.
 - iv. If an officer is unable to attend the business meeting and does not have a deputy who can attend, they should notify the Seneschal as early as possible.
 - v. All Officers will write quarterly reports. The reports will be sent to the Principality officer specific to their office with copies sent to the Seneschal.
 - vi. Officers should check with their superior for information on their reporting requirements.
 - vii. Lesser Officers who report to a greater officer must do so 2 weeks prior to the quarterly due date.
 - c. Officers will recruit a suitable deputy and as many assistants as they need to fulfill

the duties of their office.

- i. An officer may delegate all duties of their office to deputies or assistants, but remains responsible for those duties and remains personally accountable for any nonperformance issues and any subsequent consequences.
 - ii. Deputies for the Seneschal and Exchequer must be approved by a quorum due to the sensitivity of information available to those roles.
 - d. Officers are required to attend business meetings. If an officer is unable to attend a meeting they are expected to contact the Seneschal prior to the meeting. Missing 6 meetings in their term or 3 meetings in a row they will forfeit their office and it will be opened to new applicants. Extenuating circumstances will be taken into consideration by the Seneschal.
 - e. The length of term for any office shall be two years. A quorum may grant a subsequent term if the officer desires or a shorter extension for an officer to find and train a replacement.
 - f. All Officers are expected to represent the Shire in a professional manner.
 - g. Correspondence should be answered within 72hrs. Officers will write and reply to all correspondence with their Official Shire email for all Shire purposes.
 - h. Contact with the public should always uphold the ideals of the society; honor, chivalry, and courtesy.
 - i. Officers will maintain equipment and files of the office and submit updates of any changes to the exchequer. Any loss of equipment must be reported immediately to the Seneschal and exchequer.
 - j. Officers will act as the primary local resource providing information and encouragement to all interested persons.
 - k. Officers shall contact the primary Event Steward for every upcoming event to determine the level of participation of their office. If an officer cannot attend it is their responsibility to promptly contact the Event Steward and make efforts to assign a suitable replacement.
 - l. Each officer shall perform additional duties as required by their Principality or Kingdom superiors.
5. Greater Officers
- a. Seneschal- A Great Office responsible as the chief administrative officer. Duties include all General Duties above plus:
 - i. Reports quarterly to Principality Seneschal.
 - ii. Acts as the Chair for business meetings. If unable to attend the Seneschal shall ensure that an acceptable chair will be present.
 - iii. Sets the agenda for the business meeting and ensures that the meeting is run in an orderly fashion.

- iv. Monitors and coordinates the other offices as required for the operation of the Shire in compliance with Corpora, Kingdom, and Principality Law.
- v. If no members wish to hold an office, fill vacant offices by appointing an acting officer, or assuming the duties of that office.
- vi. Assists with and acts as the legal representative at all events. Legal responsibilities include signing of all contracts.
- vii. Monitors the files of the office. Maintains an archive of approved and signed monthly Business Meeting minutes and corresponding attendee sign-in sheets.
- viii. Interface with the modern world including media contacts.
- ix. Know the hierarchy of the Society and handle changes in branch status.
- x. Deal with interpersonal conflicts and ensure the grievance procedure is followed.
- xi. Be aware of the resources available within the Shire.
- xii. Ensure the Shire Customary is followed.
- xiii. Coordinate revisions of the Shire customary as needed with the input of the Officers and Shire Populace.
- xiv. Serve as a member of the Finance Committee and is an official signatory on checks.
- xv. Receive copies of the branch financial reports
- xvi. Ensure the Shire's financial books are reviewed annually.
- xvii. Acts as an administrator/moderator on all Official Shire pages/events.
- xviii. Holds passwords to the Shire websites and be password recovery for all Shire Officer e-mail accounts.
- xix. Oversees and conducts any polling per Corpora, Principality, or Kingdom Laws.
- xx. Oversees all Shire Officers.
- xxi. Event Duties:
 - 1. Accepts formal bids and informal proposals for events, assists the primary Event Steward with those events.
 - 2. If the primary Event Steward for the event cannot fulfill their duties the Seneschal will assume all Event Steward duties.
 - 3. Responsible for opening and closing the event bid process.
 - 4. Responsible for forwarding event bids to the Finance Committee.
 - 5. Only person in the Shire allowed to sign contracts on behalf of the Shire.
 - 6. Responsible for reporting and forwarding all waivers from events to the Kingdom Waiver Deputy within 30 days of the event.
- xxii. The Seneschal may:

1. Add other non-required offices as needed, with the consensus of the other Officers.
 2. Expend Shire funds between Business Meetings, not to exceed a total of \$100.00. All such expenditures must be recorded and justified at the next Business Meeting.
 3. In the case of an emergency, Shire funds may be expended as needed with the consent of the exchequer and one other official signatory.
 4. Call for opinions of the populace about an issue/action being considered by the Officers. The ultimate decision is up to the Seneschal.
 5. Leave vacant an unfilled non-required office.
 6. Solicit event bids.
 7. Review any officer's performance after the first 6 months.
 8. Create forms and other tools as needed to assist in the running of the Shire.
- b. Chancellor of the Exchequer (Exchequer)- A Great Office responsible as the chief financial officer. Duties include all General Duties above plus:
- i. Reports monthly to the Seneschal
 - ii. Reports quarterly to the Principality Exchequer with copies to the Shire Seneschal.
 - iii. Maintains physical and digital financial records and files of receipts, bank statements, reports, correspondence, etc. with a retention period of seven years.
 - iv. Maintains gate box, cash boxes, and keys.
 - v. Reconciles the monthly bank statement. A copy must be given to the Seneschal; and a copy signed by the Seneschal must be retained in the Exchequer's records.
 - vi. Maintains the bank account: Obtains new signatories when needed and orders preprinted checks.
 - vii. Reports checking account and ledger balances as well as any Finance Committee decisions at Business Meeting for inclusion in the meeting minutes.
 - viii. Oversees the custody and safekeeping of non-cash assets (inventory, regalia, donated property and general supplies).
 - ix. Recovers bad debts per Society handbook.
 - x. Oversees deposits.
 - xi. Write checks.
 - xii. Provides cash advances for approved purchases to be verified by receipt

- after purchase.
- xiii. Reimburse approved expenses accompanied by receipts and pay bills when received, per procedure laid out in Financial Policy.
 - xiv. Event duties:
 1. Provide cash advance for an Event Steward, including seed cash for Gate and Kitchen cash boxes, per event budget.
 2. Consults with Event Gate Steward for necessary gate sheet styles and waivers, ensuring Gate Box is appropriately prepared before the event.
 3. Ensures cash controls are followed.
 4. Reconciles attendance list to funds collected; and provides event income/expense accounting to the Event Steward and Seneschal.
 5. Collects money at the end of events for Gate and Kitchen to deposit in the bank.
 6. Responsible for the reporting and payment of the Non-Member Surcharges (NMS) to the Kingdom NMS Deputy for surcharges collected at an event within 30 days of the event.
 7. Serves as Chair and sets agendas for the Finance Committee's meetings, provides a copy of the minutes to be uploaded to the website, and retains minutes in records.
 8. Ensures the preparation of the annual budget report, to be compiled and submitted for an Officers' review no later than December's Business Meeting.
 9. Oversees Chamberlain and Gold Key.
 - c. Shire Marshal- A Great Office responsible for all martial combat, practices and tournaments. Duties include all General Duties above plus:
 - i. Reports monthly to the Seneschal
 - ii. Reports Quarterly to the Principality Heavy Marshal, Principality Archery Marshal, if the Shire has any Combat Archery, as well as all other marshal deputy officers whose Shire equivalent is vacant. Copies to be sent to the Seneschal.
 - iii. Oversee the conduct and safety of all martial arts activities for the Shire including Rapier, Archery, Cut and Thrust, Equestrian, and Youth Armored Combat.
 - iv. Maintain at minimum a Junior Marshal status.
 - v. Maintain Heavy Combat loaner equipment.
 - vi. Ensure that an up-to-date copy of The An Tir Book of Combat, the Marshal's Handbook, and addendums are available to the populace if requested. An electronic copy (PDF) is acceptable.

- vii. Ensure the office deputies are qualified persons that perform all the functions of their office.
 - viii. Encourages all types of marshal activity in the Shire Encourages others to become authorized marshals.
 - ix. Encourages new fighters to become authorized.
 - x. Oversees and run regularly scheduled Heavy Fighter, Rapier and/or Target practices.
 - xi. Oversees marshal deputy officers including: Rapier Marshal, Target Marshal, Cut and Thrust Marshal, Equestrian Marshal, and Youth Combat Marshal
 - xii. Be aware of the resources available within the Shire.
 - xiii. Ensures that each fighter at Heavy, Rapier, Archery, and Youth Combat practice signs a waiver. Submits waivers, with waiver reporting form, from every practice to the Kingdom waiver deputy. Waivers are to be submitted quarterly.
 - xiv. Be aware of changes to Corpora, Kingdom, and Principality martial regulations and apply them properly.
 - xv. Event Duties:
 - 1. Coordinate with Event Steward to ensure Marshals in Charge of events are properly authorized.
 - 2. Oversee or coordinate the oversight of martial combat tournaments at all events and report the activities.
 - 3. Ensure there is a Lists person for all tournaments.
 - 4. Provide a report of marshal activities to the Event Steward no later than two weeks after the event.
- d. Minister of Arts & Sciences- A Great Office responsible for encouraging the study of the medieval arts and sciences. Duties include all General Duties above plus:
- i. Report Monthly to the Seneschal.
 - ii. Reports Quarterly to Principality A&S Minister and copies to the Shire Seneschal.
 - iii. Foster and encourage the study and application of all period arts and sciences.
 - iv. Provide information to the populace on Society arts and sciences activities.
 - v. Organize classes and activities in period arts and sciences to be held once per month, if possible.
 - vi. Maintain a resource and referral list of persons with specific skills in the arts and sciences.

- vii. Event Duties:
 1. Work with Event Steward to organize any desired classes.
 2. Provide a report of A&S activities to the Event Steward no later than two weeks after the event.
- e. Herald- A Great Office responsible for the submission of heraldic devices and names, orders of precedence, and ceremonies. Duties include all General Duties above plus:
 - i. Reports monthly to the Seneschal
 - ii. Reports quarterly to the Principality Herald with copies to the Shire Seneschal.
 - iii. Write or rewrite ceremonies as needed.
 - iv. Serve as a resource on heraldry for the Shire. Assist the populace in research, development and submission of names and armory.
 - v. Encourage the practice of Heraldry within the Shire.
 - vi. Event Duties:
 1. Consult with the Event Steward and for any needs of this office for the Event.
 2. Coordinate field, court, and site heraldry at all events and report the activities.
 3. Provide a report of heraldic activities to the Event Steward no later than two weeks after the event.
- f. Chronicler- A Great Office responsible for the publishing of the newsletter and any other publications. Duties include all General Duties above plus:
 - i. Reports monthly to the Seneschal.
 - ii. Reports Quarterly to Principality Chronicler and copies to the Shire Seneschal.
 - iii. Supervise all publishing activities of the Shire.
 - iv. Record and publish the unofficial Business Meeting minutes to meeting attendees and solicit any necessary corrections.
 - v. Publish the official Business Meeting Minutes on the website.
 - vi. Ensure that the Seneschal receives a copy of the Business meeting minutes signed by both the chronicler and Seneschal each month.
- g. Chatelaine- A Great Office responsible for newcomer interaction and introduction. Duties include all General Duties above plus:
 - i. Reports monthly to the Seneschal.
 - ii. Reports Quarterly to Principality Chatelaine and copies the Shire Seneschal.
 - iii. Provide information about the Society to new members and interested persons.

- iv. May arrange for publicity for the Shire with the agreement of the Seneschal.
- v. Be aware of the resources available within the Shire.
- vi. Direct all media contact to the Seneschal, or if unavailable follow the Society media policy.
- vii. Provide education on the conventions of the Known World and the Shire.
- viii. Encourage active participation.
- ix. Coordinate with Gold Key to make period clothing accessible to new Members.
- x. Event Duties:
- xi. Work with Event Steward to ensure Newcomer satchels/gifts are stocked appropriately and available for distribution during the event.

6. Lesser Officers

- a. Social Media Deputy- A Lesser Office responsible for the coordination of all Shire Social Media publications. Duties include all General Duties above plus:
 - i. Reports monthly to the Shire Seneschal. If this office remains vacant the duties of this office revert to the Seneschal.
 - ii. Reports quarterly to the Principality Social Media Deputy with copies to the Shire Seneschal.
 - iii. Be a moderator of all Official Shire pages/event pages Maintain a working knowledge of the Media Relations documents and notify Seneschal of changes
 - iv. In coordination with the Shire Chatelaine, act as liaison to organized news media on behalf of the Shire of Southmarch or regarding Shire sponsored events and activities.
 - v. Create and distribute press materials:
 - vi. Disseminate Society-prepared press materials for Shire use.
 - vii. Author and disseminate or approve event-specific materials, as needed.
- b. Chamberlain- A Lesser Office responsible for maintaining the Shire property inventory. Duties include all General Duties above plus:
 - i. Report to the Exchequer and Seneschal.
 - ii. If this office remains vacant, the duties of this office revert to the Exchequer.
 - iii. Maintain an inventory and location of all property including inventory for sale, regalia, lost-and found, files and reference materials held by Officers.
 - iv. Maintain files of lease forms including written permission to recover Shire property from the homes of Officers and Champions.
 - v. Oversee the transfer of Regalia from one champion to the next, obtaining lease documents from the new champion. Twelve months after an event,

any remaining lost-and-found from the event will be considered a donation to the Shire.

- vi. Dispose of property deemed no longer useable.
 - vii. Keep records of these items and include in monthly report.
 - viii. Oversee maintenance (cleaning, repair or replacement) of all property with the Shire responsible for all costs. All maintenance costs above the budgeted individual expenditure limit must be approved prior to expenditure.
 - ix. Event Duties:
 - 1. Provide a list of available property to Event Stewards at least two weeks prior to the event.
 - 2. Event Stewards must contact the Chamberlain or Exchequer to pick up and return items to its storage location.
 - 3. Coordinate and track the check out and return of Shire property from its storage location.
- c. Rapier Marshal Deputy A Lesser Office responsible for rapier practices and tournaments. Duties include all General Duties above plus:
- i. Reports to the Shire Marshal. If this office remains vacant, the duties of this office revert to the Shire Marshal or shall not occur.
 - ii. Reports Quarterly to Principality Rapier Marshal, Shire Marshal, and the Shire Seneschal.
 - iii. Ensure that an up-to-date copy of The An Tir Book of Rapier Combat and addendums are available to the populace if requested. An electronic copy (PDF) is acceptable.
 - iv. Schedule and run rapier practices.
 - v. Maintain Rapier loaner equipment.
 - vi. Fulfill marshaling requirements and duties per Kingdom Law regarding rapier combat.
 - vii. Event Duties:
 - 1. Oversee or coordinate the oversight of rapier combat tournaments at all events and report the activities.
 - 2. Ensure there is a Lists person for Rapier tournaments.
 - 3. Provide a report of rapier activities to the Event Steward no later than two weeks after the event.
- d. Cut and Thrust Marshal Deputy- A Lesser Office responsible for cut and thrust practices and tournaments. Duties include all General Duties above plus:
- i. Reports to the Shire Marshal. If this office remains vacant, the duties of this office revert to the Shire Marshal or shall not occur.
 - ii. Reports Quarterly to Principality Cut and Thrust Marshal, Shire Marshal,

- and the Shire Seneschal.
- iii. Ensure that an up-to-date copy of The An Tir Cut Thrust ABCs and addendums are available to the populace if requested. An electronic copy (PDF) is acceptable.
 - iv. Schedule and run cut and thrust practices.
 - v. Maintain cut and thrust loaner equipment.
 - vi. Fulfill marshaling requirements and duties per Kingdom Law regarding cut and thrust combat.
 - vii. Event Duties:
 - 1. Oversee or coordinate the oversight of cut and thrust combat tournaments at all events and report the activities.
 - 2. Ensure there is a Lists person for cut and thrust tournaments.
 - 3. Provide a report of cut and thrust activities to the Event Steward no later than two weeks after the event.
- e. Equestrian Marshal Deputy A Lesser Office responsible for all equestrian practices and tournaments. Duties include all General Duties above plus:
- i. Reports to the Shire Marshal. If this office remains vacant, the duties of this office revert to the Shire Marshal or shall not occur.
 - ii. Reports Quarterly to Principality Equestrian Marshal, Shire Marshal, and the Shire Seneschal.
 - iii. Ensure that an up-to-date copy of The An Tir Book of Horse and addendums are available to the populace if requested. An electronic copy (PDF) is acceptable.
 - iv. Instruct people in the rules, restrictions and manner of equestrian activities that occur within the Shire and society.
 - v. Fulfill marshaling requirements and duties per Kingdom Law for equestrian activities.
 - vi. Conduct and oversees equestrian practices in the Shire.
 - vii. Event Duties:
 - 1. Oversee or coordinate the oversight of equestrian tournaments as needed at Shire events and report the activities.
 - 2. Ensure there is a Lists person for Equestrian tournaments.
 - 3. Provide a report of Equestrian activities to the Event Steward no later than two weeks after the event.
- f. Target Marshal Deputy- A Lesser Office responsible for all archery and thrown weapon practices and tournaments. Duties include all General Duties above plus:
- i. Reports to the Shire Marshal. If this office remains vacant, the duties of this office revert to the Shire Marshal or shall not occur.
 - ii. Reports Quarterly to Principality Target Marshal, Shire Marshal, and the

Shire Seneschal.

- iii. Ensure that an up-to-date copy of The An Tir Book of Target and addendums are available to the populace if requested. An electronic copy (PDF) is acceptable.
- iv. Instruct people in the rules, restrictions and techniques of target archery, combat archery and thrown weapons.
- v. Fulfill marshaling requirements and duties per Kingdom Law regarding target archery, combat archery, and thrown weapons. Conduct and oversee archery practices in the Shire.
- vi. Event Duties:
 - 1. Oversee or coordinate the oversight of archery and thrown weapons tournaments at all possible events and report the activities.
 - 2. Ensure there is a Lists person for Archery tournaments.
 - 3. Provide a report of Target activities to the Event Steward no later than two weeks after the event.

g. Web Minister- A Lesser Office responsible for the maintenance of the Shire's website. Duties include all General Duties above plus:

- i. Reports to the Chronicler. If this office remains vacant, the duties of this office revert to the Chronicler.
- ii. Keep the Shire website up to date for events, gatherings, announcements, etc.
- iii. Add new pages to the website as requested by Officers, Event Stewards or populace to enhance the sharing/gathering of information pertaining to the Shire.
- iv. Ensures that the Seneschal, Chronicler and Web minister has all passwords needed to access the website.
- v. Event Duties: Builds and maintains the Event website, with timely submissions from the Event Steward.

7. Changes in Officers

a. New Officers

- i. All offices will be opened to applicants no less than 3 months prior to the end of term of the current officer.
- ii. The office will be listed as open in the newsletter and websites to ensure that all who are interested know to apply.
- iii. Applicants may apply in writing to the Seneschal while the office is open.
- iv. On the 3rd month the attendees of the business meeting will vote in a blind vote process.
- v. If the branch Seneschal has concerns about a member's ability to fulfill the

duties of the office they may bring up concerns with the Principality Seneschal and the Principality officer that oversees the office.

- vi. When a member applies for an office, that member will be presented with the job description by the current officeholder or by the Seneschal.
 - vii. The job description will include the Shire, Principality and Kingdom requirements of the office.
 - viii. Applicant is to obtain a copy of the Shire customary and read it.
 - ix. If you are not the only applicant, a resume may be required, covering your skills and abilities related to the office and what goals you have for the office.
 - x. When a member takes over an office, the member will read and sign the Change of Officer form as an indication they understand the duties and expectations of the office.
 - xi. The member will provide a copy of their current membership card and driver's license or other valid picture ID (when applicable) to the Seneschal.
 - xii. The Seneschal will keep a copy of the signed Job Acceptance form on file and send the original to the corresponding Principality and Kingdom offices.
 - xiii. The member will be titled as "acting officer" until the officially warranted by Kingdom. After you are warranted by Kingdom you will receive the symbol of the office if available.
- b. Removal of Officers
- i. Any member of the Shire may petition the Principality and/or Kingdom offices concerned for removal of an officer with notification to the Shire Seneschal.
 - ii. The subject must be discussed at a Business Meeting and the action approved by a majority of the Officers.
- c. Non-Performance of Officer Duties
- i. If an officer is not performing the duties of their office, the Seneschal will contact the officer and offer an opportunity to resolve the problem within a mutually agreed time limit.
 - ii. If the non-performing officer does not or cannot resolve the problem and does not resign, the Seneschal will write a letter declaring their opinion, bolstered by facts, about the nonperforming officer.
 - 1. This letter will include the signatures of the other Officers of the Shire.
 - 2. The Seneschal will mail copies of this letter to the Principality and/or Kingdom offices concerned the Principality and Kingdom

Seneschals, and the non-performing officer.

3. The grievance procedure will be followed by Shire Officers. While awaiting the decision of the Principality and/or Kingdom office concerned, the Seneschal will repossess all Shire property and files held by the non-performing officer and assume the duties of the office.
- iii. If the Seneschal is the officer in non-performance, the duties of the office revert to the Dept. Seneschal.
- iv. The decision on the matter becomes the responsibility of the Principality and/or Kingdom office concerned.
- v. The non-performing officer may appeal to the Principality and/or Kingdom office concerned.

8. Business Meetings

- a. The Chronicler is responsible for the minutes of all Business Meetings.
 - i. Minutes will include, but are not limited to: Attendance roster, date, time and location of the meeting, what items were put to consensus, results of consensus, funds allocated, and general business conducted at the meeting.
 - ii. The unofficial written minutes from the Business Meeting will be distributed to the attendees of the meeting to solicit for corrections.
 - iii. The official Business Meeting Minutes will be posted on the Shire website.
 - iv. At the following Business Meeting, any necessary revisions/corrections will be made.
 - v. The final version of the minutes will be made.
 - vi. A signed copy of the approved official minutes and corresponding attendee sign-in sheets will be given to the Seneschal by the next Business Meeting.
- b. Business Meetings are convened for the purpose of reviewing policies or other business that pertains to the functioning of the Shire.
- c. A quorum (see Definitions) will be required at a Business Meeting approving event bids, changing Officers, or changing official policies of the Shire.
- d. Officers must be physically present or virtually present for quorum to be reached. Exceptions will be made in extenuating circumstances with Seneschal approval.
- e. Decisions at Business Meetings will be reached by the consensus of Officers, deputies, and members of the populace in attendance.
- f. Attendance at Business Meetings will consist of Officers, their deputies, primary Event Stewards, and interested populace.
 - i. If an officer or primary Event Steward cannot attend, they should take an appropriate action as previously described under the section of General

Duties.

- g. Items for the agenda will be submitted to the Seneschal 48 business hours prior to the meeting and should be submitted in either written or email format.
9. Finance Committee (This is taken directly from the Shire Financial Policy, if changes are made to Financial Policy this must be updated as well)
- a. The Finance Committee's responsibilities are to compile and approve an annual budget and approve any unbudgeted expenditures.
 - b. The Finance Committee shall be composed at a minimum of the Exchequer (as committee chair), Seneschal, and a member of the Shire, (with current society membership).
 - i. The member will be selected at random from volunteers. The member will be held to the same business meeting attendance requirements as an officer.
 - ii. Failure to meet these requirements may result in removal from the financial committee.
 - c. The term of the Exchequer and Seneschal is equal to the term of their office.
 - d. The term member selected at random will be one year with the changeover happening each September. No two members should be related or reside within the same household.
 - e. The Finance Committee must have a minimum of 3 committee members present to make financial decisions. A simple majority of the entire committee is the minimum requirement for approval of all actions.
 - f. Failure of the officer(s) or populace member to attend 2 financial meetings in a year may result in removal from the Finance Committee.
 - g. Finance Committee meetings will be held in the first month of each quarter.
 - h. The Finance Committee may be convened during a scheduled business meeting and the actions taken by the Financial Committee in such a case will be recorded as part of the minutes of the business meeting. Expenditures beyond an approved budget or an approved event bid will require a financial committee vote.
 - i. Additional meetings may be held as the Shire requires.
 - j. Finance Committee decisions may be made by a majority vote via official@antir.org email accounts and announced at the next business meeting.
 - k. Finance Committee meetings will have minutes kept by a committee member designated as recording secretary and will include a list of those present. A copy of meeting minutes with the original signature of the recording secretary will be given to the Seneschal and a copy given to the Exchequer for reporting purposes.

10. Events

- a. Event or Demo Event Steward Qualifications
 - i. For events requiring a formal bid.

1. Be a Sustaining member of the Society.
2. Have verifiable experience as an Event Steward, satisfying one of the following conditions:
 - a. Must have been a primary Event Steward.
 - b. Must have co-Event Stewarded.
3. If there is no Event Steward experience then they must have a co-Event Steward or Deputy Event Steward who has been the Primary Event Steward of an event.
4. Not currently be the primary Event Steward for an upcoming event within the same calendar year.
5. Exceptions can be made at the discretion of the Seneschal.
6. Formal Bid Process Events will be opened to bids the month after the event is closed and will be opened for bid for 3 months.
7. For the primary Event Steward for an event, interested persons must:
 - a. Meet the Event Steward Qualifications as stated above.
 - b. Submit a written formal bid to the Seneschal by the closing date for the event bid.
8. Formal Bids must contain:
 - a. Proposed name of the event.
 - b. Theme of the event (a thorough description).
 - c. Date and duration of the event.
 - d. Location (site) of the event.
 - e. Facilities needed (site requirements).
 - f. Proposed activities (a thorough description).
 - g. Estimated budget of income and expenses.
 - h. Names of the primary Event Steward and supervising or co-Event Steward (if any).
 - i. The Seneschal may require verification on any aspect of the bid.
 - j. The Seneschal may require any potential Event Steward to include a qualified Event Steward to serve as co-Event Steward or require a supervising Event Steward as a condition of awarding the bid.
 - k. If no acceptable formal bid is received, the Seneschal will do one of the following:
 - i. Extend the bidding process by one of the following actions:
 1. Return bids for revision.

2. Solicit additional bids.
 - ii. Redefine the event to meet existing bids.
 - iii. Assume responsibility of Event Stewarding the event.
 - iv. Cancel the event.
- ii. Demo Process
1. For the primary Event Steward for a demo, interested persons must:
 - a. Meet demo Event Steward qualifications as previously described under Event or Demo Event Steward.
 - b. Contact and receive approval from the Demo Deputy to present Society activities.
 - c. Demo Event Steward will submit a written proposal by the next business meeting.
- iii. Event Steward Rules and Responsibilities
1. Event Stewards are considered Officers of the Shire and are under the same rules/requirements as listed in general duties.
 2. The Event Steward reports directly to the Seneschal.
 3. Event Stewards must inform the Seneschal immediately if they cannot perform their duties as Event Steward for the event.
 4. Primary Event Stewards must report monthly at Business Meetings on the status of their event.
 5. Pre-event responsibilities include, but are not limited to:
 - a. Reporting pre-event activities.
 - b. Coordination Site reservation with the Seneschal.
 - c. Planning for portable toilets, dumpsters, etc.
 - d. Submission of paperwork.
 - e. Arranging for any necessary funds from the Exchequer.
 - f. Contacting the Chamberlain well in advance to arrange the transportation of Shire goods to the event, ensure that the Shire inventory sheet is filled out, and Shire property is transported to and from the event and returned in good condition.
 - g. Contacting Officers well in advance of the event to arrange for each necessary office to be adequately represented at the event.
 - h. The primary Event Steward must inform the Seneschal immediately if any difficulties occur in arranging participation of Officers in the event.

- i. Reporting on co-Event Steward(s) and sub-Event Steward(s).
 - j. Publicizing the event within and outside the Shire.
- 6. Event responsibilities include, but are not limited to:
 - a. Attending the entirety of the event.
 - b. Responsibility for all Shire money used and collected at the event.
 - c. Arranging to turn over money to the Exchequer.
- 7. Post-event responsibilities include, but are not limited to:
 - a. An expense/income report for the event is due to the Seneschal at the first Business Meeting following the event or 30 days after the event, whichever is later. The primary Event Steward and the Exchequer will coordinate the preparation of this report.
 - b. A final event report is due verbally at the second Business Meeting following the event. A written copy of the report is due to the Seneschal at this time and must include:
 - i. A total expenditure sheet
 - ii. Results of contests, competitions and activities
 - iii. Discussion of the event.
 - iv. Listing and acknowledging officer and volunteer involvement.
 - v. Recommendations for improvements.
 - c. Compile a lost-and-found list to be submitted to Chronicler for publication on the website and Facebook group. The Chamberlain will take possession of the lost-and found property.

11. Other Policies

a. Minors

- i. All State and Federal Laws will be enforced at all times regarding minors.
- ii. Society Minor policy will be followed.
- iii. All applicable Principality and Kingdom Laws will be enforced.
- iv. Minors 12 and under must be within sight and sound of a parent/designated adult at all times. (Adult means age 18 and above)
- v. If any minor misbehaves, the responsible adult in charge of the minor will be held accountable and will be warned by the Seneschal and the primary Event Steward. If after 1-3 warnings the misconduct continues, at the Event Steward and Seneschal's discretion, the minor and responsible adult may be asked to leave the site.

- b. Illegal Substances - If Principality, Kingdom, or Society policy is violated, the primary Event Steward, Seneschal and any others deemed necessary will be informed. They will confront the person(s) and person(s) to leave the site at once or take other action deemed necessary including, but not limited to, contacting modern authorities.

This Customary has been reviewed and approved by the Seneschal, Officers, and assembled populace of Southmarch on the 8th day of August, Anno Societatis LVII, being 2022 Gregorian.