

The venerable traditions of governance of the very puissant and ancient Desmasne of Dragon's Mist.

PREAMBLE

These guidelines are intended to aid in the smooth governance of the Shire of Dragon's Mist.

Definition of terms.

Changes/Admendments/how done. (put this at the end)

They may be amended or deleted by a vote of the Shire members at a regular business meeting. Changes are to be noted accordingly in these guidelines.

OFFICERS

1. Major officers are: Seneschal, Exchequer, Herald, Minister of Arts & Sciences, Armored Marshal, Constable, Chronicler, Chatelaine, and Chirurgeon. Other offices may be created at the desire of the Shire and are designated as minor offices.
2. All Major officers must be paid members of the Society for Creative Anachronism, Inc.
3. Young people may serve as Shire minor officers, the age of 15 being the recommended minimum. They may not serve as major officers until they are 18 years of age.
4. The usual term of office for major officers is two years. Minor offices are considerably more fluid, with four years being the recommended maximum.
5. Elections for incoming officers must be announced and published for one month prior to elections, including a letter of intent, in The Dragon's Tongue.
6. All shire officers must receive the shire newsletter, The Dragon's Tongue, at their place of residence. In the case of two officers sharing a residence, one must have a subscription to the newsletter.
7. All officers must have their SCA name, modern name, address, and phone number listed in the Curia section of the Shire newsletter. E-mail is desirable but optional.
8. All officers are required to report to the Seneschal on a monthly basis for the Shire business meeting.
9. All officers (major and minor) are required to submit a yearly office budget to the Exchequer at the beginning of the year.
10. All officers are required to have a contingency deputy in case of emergency. This person is not required to take over the office, but must know how to get access to all official records and properties pertaining to that office so that these may be returned to the Shire in a timely manner.
11. All major officers are encouraged to train a deputy who may succeed them in office. They may appoint their deputies at will, and are to notify the Seneschal at the soonest possible business meeting.

VOTING

1. Four great officers are required to conduct business.
2. While we tend to work by consensus, any decision requiring a vote of the populace, including election of officers, shall be decided by a simple majority vote.
3. Any shire member may vote. A shire member is anyone who declares or feels him/herself to be one. Non-shire members may not vote, but are welcome to take part in discussion.
4. Shire members may vote in absentia if the question is posted publicly in advance of a shire meeting via the Dragon's Tongue newsletter and e-mail list. In absentia votes should be sent to the Seneschal prior to the monthly business meeting or presented to the seneschal in writing at the monthly business meeting.

AUTOCRATS

1. Autocrats are required to submit an event budget as part of their event proposal. the proposal needs to include the date, name/theme of the event, prospective sites, event activities which are being considered.
2. Autocrats must report monthly at the shire business meeting from the time their event is approved until such time as the event is officially closed. They may report in absentia, via email, or send a representative if needed, except as noted below.
3. Autocrats or their deputy must be present at the two business meetings immediately preceding the event, and at the first business meeting following the event.
4. The autocrat is responsible for monies paid and received in for their event until such time as these are turned over to the Exchequer. Receipts for expenditures must be given to the Exchequer for reimbursement within 30 days of the event. The autocrat must report on all event income and expenditures by the second shire business meeting following the event.

MONEY CONCERNS

1. Event expenditures must be approved by vote at a shire business meeting.
2. Extraordinary expenditures, which exceed any officer's normal budget, must be voted on at a shire business meeting.
3. Officers and autocrats are required to submit receipts to the Exchequer for reimbursement of their respective office or event expenses.
4. The Shire treasury shall go through a yearly audit prior to submitting the Domesday Report. The audit committee shall consist of the Seneschal, the Exchequer, and two other paid shire members.
5. The Shire treasury shall go through an audit prior to the Exchequer's office changing hands. The audit committee shall consist of the Seneschal, the outgoing Exchequer, the incoming Exchequer, two other paid shire members, and a society member with exchequer experienced outside the shire.
6. All expenditures of \$150.00 or more must be published in the Dragon's Tongue newsletter. Non-event items must appear in the DT before they may be voted upon.