

***The Shire of  
Fjordland  
Customary***

*As passed by consensus at  
Shire Council May 27, 2019*

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## Section I: The Customary

### Definition

- I. The Shire of Fjordland, which includes Officers, and the people (also known as the populace), wish to clarify and codify the procedures by which our Shire operates. To this end, we have written this Customary, specifying the methods which we employ to govern ourselves.
- II. In all cases, this Constitution shall be consistent with Society of Creative Anachronism Inc. (SCA) governing documents and policies (which includes Corpora) as well as the Laws of the Kingdom of An Tir and the Laws of the Principality of Tir Righ. If such conditions should ever arise where there may be conflict, those documents shall supersede this Customary and the Customary shall be amended to conform to either modern, Corpora, Kingdom or Principality law.

For reference:

- The An Tir Kingdom Law and Governing Documents of the SCA can be found here:  
<https://www.antir.org/library/>
- The Principality of Tir Righ Law can be found here:  
<http://tirrigh.org/downloads/seneschal/Tir%20Righ%20Law%20Sept%202018.pdf>

### Changes to the Customary

- I. The Customary can be amended or altered by the Shire of Fjordland at any time, provided:
  - i. All proposed changes to the Customary are to be published on the official Shire website and the official Shire of Fjordland Facebook page at least one month prior to the Council meeting during which they will be discussed and/or agreed upon by consensus.
  - ii. No changes are to be made or acted upon without the approval of the Shire Council
- II. Approved changes take effect the day after the Council meeting at which they are approved.
- III. Approved changes must be published on the Shire of Fjordland website and the official Shire of Fjordland Facebook page within seven (7) calendar days.

## Section II: Definitions

SCA: Society For Creative Anachronism, Inc

Corporate: Society For Creative Anachronism, Inc

Kingdom: An Tir

Principality: Tir Righ

Shire: Fjordland

Populace: All SCA members and non-members living within the geographic boundaries of the Shire of Fjordland, as recognized by the SCA Inc.

## Section III: The Shire

### Function

- I. There are two aspects to Shire of Fjordland:
  - i. **Modern** -The Shire is a non-profit organization run by a volunteer Council of Officers. The modern aspect deals with all modern matters of operation.
  - ii. **Society for Creative Anachronism (SCA)** -The Coronets of Tir Righ deal with all ceremonial matters.
- II. Any ceremonial or unofficial groups such as, but not limited to, households, guilds or companies, who are within the geographical boundaries, shall be considered part of the Shire of Fjordland.
- III. The Shire of Fjordland is located on the Sunshine Coast of BC, encompassing all areas from Port Mellon to Earl's Cove, and includes Keats Island and Gambier Island.

### Heraldry

The official arms of the Shire: Azure, a sun argent within a laurel wreath Or, a base engrailed argent.

## Section IV: The Shire Officers

### Definition

- i. The Greater Officers of Fjordland have duties which vary according to office. Each of the Lesser Officers report directly to a Greater Officer. All Officers report to the Shire Council and their Principality and/or Kingdom superiors.
- ii. All Officers have the right and Greater Officers are encouraged, to take deputies as the need arises.
- iii. Deputies will not automatically step up to their superior's Shire office when it becomes vacant.
- iv. A "Contingency Deputy" should be designated and serve as a temporary replacement in case of emergency or as replacement for Council reporting purposes.
- v. Branch requirements are Seneschal, Exchequer, and Branch Marshal or if there are no marshal activities one of the following: Herald, or Minister of Arts and Sciences
- vi. The Greater Officers of Fjordland shall be:
  - a. Seneschal
  - b. Exchequer
  - c. Branch Marshal
  - d. Chronicler
  - e. Minister of Arts and Sciences
  - f. Chatelaine
  - g. Web Minister
  - h. Herald
- vii. The Lesser Officers of Fjordland could include but are not limited to:
  - a. Youth and Family Activity Coordinator, deputy to Seneschal
  - b. Social Media, deputy to Seneschal
  - c. Chamberlain, deputy to Exchequer
  - d. Archery marshal, deputy to Branch Marshal
  - e. Thrown Weapons marshal, deputy to Branch Marshal
  - f. Rapier marshal, deputy to Branch Marshal
  - g. Youth combat marshal, deputy to Branch Marshal

### General Duties of Greater and Lesser Officers

- I. All Officers must have reached the age of majority in the Province of British Columbia and maintain a current membership with SCA while in office.
- II. All Officers must reside within the boundaries of the Shire of Fjordland to maintain accessibility for Council and Shire matters.
- III. Term of office for all Shire Officers shall be two (2) years, with an extension of no greater than one (1) year at a time. The extension will only be granted if requested by the Officer by completion of extension of warrant form and agreed upon by Council, and Principality and/or Kingdom superiors.
- IV. All Officers shall support Event Stewards and events with regards to their offices as defined in Section V.

## **Selection of Shire Officers**

- I. The opening of a Shire office shall be made public by announcement at a scheduled council meeting, through written announcement on the official Shire website, official Shire Facebook page and through any other medium deemed appropriate.
- II. Outgoing Officers are to make the announcement five months prior to the end of their term. The announcement shall include a description of their duties & responsibilities, reporting requirements and an application deadline.
- III. Applications must be made in writing to the outgoing officer and the Shire Seneschal. This declaration should include proof of SCA membership or upon approval of office that member will immediately obtain a membership.
- IV. The selection of Shire officers shall be made by consensus as outlined in the Fjordland Shire Officer selection process – Appendix I
- V. All documents (including official correspondence), loaner equipment, and regalia accruing to any Officer are the property of the Shire and must be maintained in good condition.
- VI. All outgoing Officers are responsible for returning all Shire properties to the Exchequer's office before the next council meeting.
- VII. Incoming Officers shall receive such property upon return of such properties and fill out the appropriate paperwork with the Exchequer which will include an accounting of such properties.

## **Reporting**

- I. All officers shall endeavour to report in person at each council meeting or send representation by way of their deputy or other such officer.
- II. Written reports for council must be sent to the Seneschal no less 4 days prior to the council meeting or other such earlier deadline as communicated to Officers in advance.
- III. All Greater Officers shall report on the state of their offices at each council meeting.
- IV. Lesser Officers can choose to report through the Greater Officer they are associated with or directly at Council but should still attend council whenever possible.
- V. All officers shall report to their Principality and/or Kingdom superiors as required, with a copy of the report going to the Seneschal.

## **Specific Duties of Greater and Lesser Officers**

### **A. Seneschal**

- I. Seneschal is responsible for the coordination of the Society activities in the Shire. The Seneschal does not supervise the other officers; they merely aid their cooperative efforts. The Seneschal serves as the principal legal representative of the Shire and helps to protect the Shire's legal interests and reputation. This person signs all contracts to make sure that the Society's legal interests are protected.
- II. Event Stewards and practice coordinators shall be considered deputies to the Seneschal at the events/practices they are responsible for.
  - i. Lesser Office - Minister of Family Activities: Minister of Family Activities is responsible for organizing activities at events for children under the age of twelve (12). The Minister of Family Activities is not a babysitting service and should always have another adult present for activities.
  - ii. Lesser Office - Social Media:

### **B. Exchequer**

- I. The Exchequer is responsible for maintaining the financial records of the Shire. The Exchequer must maintain permanent, detailed books and records of all financial activity. All records must be retained for at least seven (7) years (or as required by modern law). The Exchequer has considerable input into, but does not control, how the funds are spent. They are to encourage prudent use of funds which further the Society's non-profit purpose. The Exchequer also leads the Financial Committee (see Financial Policy).
- II. Special Reporting Requirements: In addition to the quarterly reports, the Exchequer must file an annual Doomsday Report for the reporting period of January 1 through December 31, due on February 1 of each year. All reports must be reviewed and signed by the Seneschal prior to being submitted to the Principality Exchequer.
- III. The Exchequer is expected to send a report quarterly as required by the Principality Exchequer and should include a simple consolidated income/expense breakdown and quarterly copies of bank statements/passbooks.
- IV. The Exchequer also needs to show to the Principality/Regional Exchequer that they are reporting to the appropriate agencies within Canada.
  - i. Lesser Office – Chamberlain: The Chamberlain is responsible for inventory, storage and maintenance of all Shire properties. The Chamberlain is responsible for the care and tracking (signing in and out) of any items loaned out from the Shire stores.
  - ii. With regards to any Officer's regalia, the Chamberlain is responsible for the tracking of these items (signing in and out)

### **C. Branch Marshal (Master of Stables)**

- I. Marshals are responsible for making sure that all SCA combat is conducted safely. The Shire Marshal oversees the administration of the marshallate in the Shire. Their specific duties include:
  - i. Ensuring information is made available to all fighters on armor standards, conventions of combat, rules of the lists, and any other information they are directed to distribute;
  - ii. Ensuring that the local branch has trained marshals present, as required, at events and practice;
  - iii. Ensuring that fighters and marshals in the Shire receive proper training;
  - iv. Supervising marshalling activities at events and practices;
  - v. Assisting in the authorization of new fighters; and,
  - vi. Making sure that equipment conforms to the required minimums of Kingdom regulations.
- II. Within six (6) months of being appointed, the Shire Marshal shall either attain the level of Junior Marshal in one of the following disciplines: armoured combat, rapier, archery or thrown weapons; or appoint an appropriate Junior Marshal as a deputy.
- III. Lesser Offices
  - i. Archery - The Shire Archery Deputy is responsible for promoting and teaching archery within the Shire. Archery in the SCA includes both target and combat archery.
  - ii. Rapier - The Shire Rapier Deputy is responsible for promoting and teaching rapier within the Shire.
  - iii. Thrown Weapons - The Thrown Weapons Deputy is responsible for promoting thrown weapons in the Shire.
  - iv. Youth Combat – The Youth Combat Deputy is responsible for promoting youth combat activities in the Shire.

### **D. Chronicler**

- I. The Chronicler is responsible for keeping and publishing minutes of the Council meetings, agendas and keeping a history of the branch. The Chronicler should have access to the official Shire website and Facebook pages to upload minutes, postings, event information, etc.
- II. The Office of the Chronicler is responsible for keeping recorded minutes of all post event debriefings.

### **E. Arts and Sciences**

- I. The Arts and Sciences Officer assists members in their artistic and scientific endeavours. They do this by being a resource, arranging to have classes taught on diverse subjects, holding competitions and finding other ways to inspire interest in the arts and sciences.

## **F. Chatelaine**

- I. The Chatelaine is responsible for providing an introduction to the SCA to new or prospective members, for advising newcomers of the conventions of the Society, Kingdom, Principality and Barony, and for encouraging participation in the Society.
- II. The Chatelaine maintains a collection of clothing that the Shire keeps on hand to loan out at events.
- III. The Chatelaine serves as a contact person for the Shire to receive any demo requests. While the Chatelaine is not specifically required to run demos, it is their responsibility to ensure that volunteers are in place to coordinate any demo that is requested on a case-by-case basis.

## **G. Web Minister**

- I. The Shire Web Minister is responsible for the Shire website. This includes ensuring the site content is kept up to date and ensuring that the servers and internet registration for the website is maintained.
- II. The Web Minister and the Seneschal shall both have access to the Shire website. The Web Minister controls and oversees any changes to be made by the Seneschal.

## **H. Herald**

- I. The Herald is responsible for coordinating field and court heraldry at events sponsored by the Shire. The Herald also assists individuals with heraldic submissions (i.e. research and conflict checking).
- II. The Herald should report quarterly to Silver Yale Principality Herald, with copies to Shire Seneschal and to Heraldic files. The Herald should also maintain files of reports and correspondence.
- III. The Herald should maintain an archive of heraldic submission copies.

## Conditions for Removal from Office

- I. Any Officer who does not fulfill the duties of his office may be removed if it is deemed in the best interest of the Shire. If an Officer's membership lapses the position is considered vacant, the Officer may be reinstated without an officer change over form if agreed upon by Shire Council.
- II. If any Officer does not either attend meeting or submit reports for a period of three (3) consecutive council meetings, they may be removed from office if it is deemed in the best interest of the Shire.
- III. If for any reason an officer must be absent from the Shire of Fjordland for a continuous period exceeding sixty (60) days, their position will be reviewed at Council to determine if it is in the best interest of the Shire for them to relinquish their position.
- IV. The Seneschal shall meet with the person subject to the review. If the Seneschal is the subject of the review, the Seneschal Contingency Deputy shall meet with the Seneschal.
- V. If the Shire has reached a consensus to recommend a subject for removal from office, then notice shall be forwarded to the appropriate Principality superiors to begin the process.
- VI. The removal of any Officer shall be made public at Council.
- VII. In accordance with Corpora, Kingdom Law and Principality Law, only Kingdom and Principality superiors have the ability to remove an Officer from Council.

## Section V: The Shire Council

### Definition

- a) Shire Council is the regularly scheduled meeting of its officers and populace. These meetings are held for the administration and governance of the Shire of Fjordland.
- b) Shire Council is presided over by the Shire Seneschal. In the absence of the Seneschal, the primary deputy or a designated representative will chair the council meeting.
- c) The members of the Shire Council shall consist of all the populace of the Shire in attendance at the meeting.
- d) All business and non-ceremonial operations within the Shire will fall within the purview of the Shire Council

### Process

- a) Meetings of the Shire Council shall be called as follows:
  - i. Meetings shall be held at least once per month and the date, time and place shall be made public, at least 4 days prior to the meeting
  - ii. New business, when possible, should be received by the Seneschal prior to the meeting
  - iii. All members of the populace are invited to attend Shire Council meetings
- b) A quorum to do business at Council shall consist of a minimum of five (5) people, three (3) of whom must be Greater Officers, or their deputies, and must include the Seneschal or their deputy. Without a quorum, business decisions cannot be conducted. However, a meeting can still take place with discussion and the results and input can be ratified at the next meeting.
  - i. Voting at council meetings will be restricted to financial matters only and only members holding current SCA membership are eligible to vote.
  - ii. Non-financial matters that require a decision shall be agreed upon by following the branch consensus decision making policy as outlined in Appendix II
- c) The Seneschal has the right to final judgment on council business where decisions must be made in accordance to Corpora, Kingdom and Principality and/or modern laws.
- d) The Exchequer has the right to final judgment on council business where decisions must be made concerning financial matters.
- e) For the purposes of conducting council business, SCA titles and ranks do not apply. Everyone is equal during meetings.

## Section VI: Shire Events

1. Groups or individuals wishing to host a Shire event should submit a written proposal with a budget to the Shire Council six (6) months prior to the event. Proposals submitted less than six (6) months prior to the event date shall be considered on a case-by-case basis.
2. Events shall be run by an Event Steward Team or Event Steward.
  - a. All Event Stewards must hold a valid SCA membership through to after the date of the event.
  - b. The Event Steward shall be considered a deputy of the Seneschal for the duration of the event.
  - c. The Event Steward, working with the Seneschal, shall be responsible for meeting all modern requirements including any permits for the site and activities during the event.
  - d. The Event Steward is responsible for distributing the event copy to the populous at the same time it is sent to the Kingdom Newsletter.
  - e. After the bid has been accepted, the Event Steward/Team must send representation or a report to each Council meeting until the event. The Event Steward/Team shall hold regular pre-event meetings up to the event date.
3. Post event reports must be submitted to the Seneschal within thirty (30) days to be presented at the next scheduled Council meeting. Finalized financial statements must be submitted to the Exchequer within thirty (30) days to be presented at the next scheduled Council meeting. NMR must be submitted within ten (10) days
4. Post event debriefing should take place with the Event Steward Team at the next scheduled Council meeting. A copy of the minutes of this meeting shall be provided to the Chronicler (or Seneschal if position is vacant) for archival purposes.

# Appendix I

## Shire of Fjordland Officer Selection

Selection of Shire Officers will be made using Fjordland's accepted Consensus Based Officer selection procedure at a regular monthly meeting or at a special meeting called by the Seneschal for that specific purpose.

Two types of tests for consensus may be used.

The first type will test for unanimous agreement following an open and collaborative discussion by the council of attending populace.

In the event that unanimous agreement cannot be achieved following the identification and discussion of all concerns and objections a second test for consensus using a super majority of 75% acceptance can take place.

This is not a vote to determine numbers of "for or against". Instead the count will determine a level of acceptance, which may or may not be in favour, but is not opposed.

### There are no Proxies

One must be present to receive the information as it has developed in the process in order to make an informed decision.

### Consensus Based Officer Selection Procedure.

#### 1. Identification of Applicants

Any paid Member of the SCA residing in Fjordland may apply for consideration as a Shire Officer. The Seneschal and the outgoing Officer will determine the timing of the process.

#### 2. Applicant Statements

Applicants may make a statement of their goals, qualifications and considerations regarding their application.

#### 3. Discussion with Applicants

Council attendees will have the opportunity to engage the applicant to address any questions or concerns.

#### 4. Table Go-round

Council attendees will have the opportunity to make a statement of reservations, support or any information that may be useful to the Seneschal and Outgoing Officer.

#### 5. Applicant Negotiation

Applicants will have the opportunity to negotiate their positions with each other in order to decide if they want to proceed or withdraw.

6. Selection of Candidate

The Seneschal and Outgoing Officer will select a candidate from the applicants based on the information they received from the applicants and populace during the process.

7. Test for Consensus

Call for concerns or objections regarding acceptance of the Candidate. If none are raised then Consensus has been achieved.

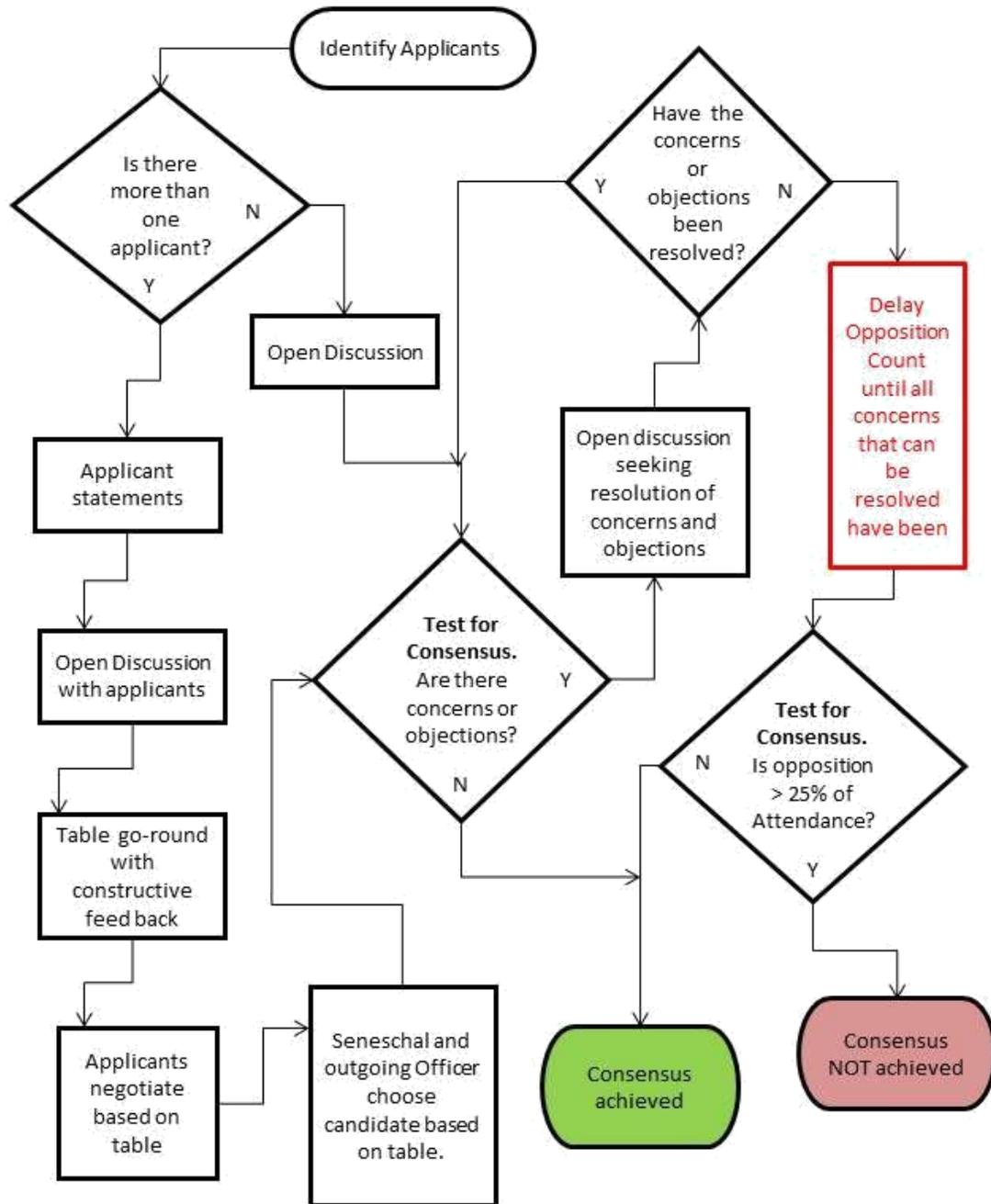
8. Resolution Discussion

If concerns or objections are present they will be given respectful consideration in an open discussion seeking to address and resolve them.

9. Test for Consensus

If all attempts at resolution of concerns or objection have failed to yield unanimous agreement of the council then the Chair will call for an opposition count. If greater than Twenty-five percent (25%) of the populace in attendance are opposed to the proposed candidate then consensus has failed to be achieved.

## Consensus Based Officer Selection Process



## **Appendix II**

### **Shire of Fjordland Decision Making Policy**

All decisions related to the governance and finances of the Shire will be made using Fjordland's accepted Consensus Based decision Making Procedure at a monthly meeting or at a special meeting called by the Seneschal for that specific purpose. Any member of the populace may bring a proposal to the council for discussion and consideration.

Two types of tests for consensus may be used. The first type will test for unanimous agreement following an open and collaborative discussion by the council of attending populace. In the event that unanimous agreement cannot be achieved following the identification and discussion of all concerns and objections a second test for consensus using a super majority of 75% acceptance can take place.

This is not a vote to determine numbers of "for or against". Instead the count will determine a level of acceptance, which may or may not be in favour, but is not opposed.

#### **There are no Proxies**

Consensus requires participation in the form of consideration, collaboration and negotiation. One must be present to understand how the process has resulted in revisions and improvements to any proposal.

#### **Consensus Based Decision Making Procedure**

##### **1. Introduction**

The proposal or topic having been included or added to the meeting agenda is introduced by the appropriate member.

##### **2. Collaborative Discussion**

Open discussion seeking to:

- a. Identify goals, intents, limitations and concerns.
- b. Refine the proposal to address concerns and optimize success.

##### **3. Test for Consensus**

Call for unresolved concerns or objections. If none are raised then Consensus has been achieved.

##### **4. Resolution Discussion**

If concerns or objections are present they will be given respectful consideration in an open discussion seeking to address and resolve them.

##### **5. Test for Consensus**

If all attempts at resolution of concerns or objection have failed to yield unanimous agreement of the council then the Chair will call for an opposition count. If greater than Twenty-five percent (25%) of the populace in attendance are opposed to the proposal then consensus has failed to be achieved.

# Consensus Based Decision Making Process

