

Let it be known that these By-Laws are set forth by and for the inhabitants of the Riding of Ravensbridge, in the Society for Creative Anachronism (SCA)

Many words within this document appear in *italics*. Appendix A provides a Glossary of these words.

I. A *By-Law* will require a *Greater Majority* of the *Voters* in order to institute or modify it. 100% of the required *Officers* must vote, in person or by *Absentee Ballot*, on anything involving the *By-Laws*. The proposed change or addition must be announced in the Riding Newsletter or via any other means acceptable under East Kingdom and Society policies a minimum of one business meeting prior to any vote on the change or addition. A new or revised *By-Law* will take effect at the next meeting, activity, or *Event*.

II. Voting

- A. Voters will lose their right to vote if they fail to maintain current paid membership in the SCA or move outside the designated geographical area of the Riding.
- B. Any vote may be tabled by a *Voter*, however no vote may be tabled more than two times.
- C. All votes will be presumed to be by a show of hands unless a voter requests a secret ballot. When needed, the Chronicler (or designated *Deputy*) plus one other *Voter* (not running for office, if applicable) will tally the ballots after they are passed in.
- D. If any vote results in a tie, the two positions or officers receiving the most votes will be allowed to attempt to persuade everyone to his or her side. Time limits may be set as appropriate by a *Quorum* vote. A second Vote will then be taken. If it is still a tie, the matter will be tabled until the next meeting. When the third and final vote is taken at the next meeting, the Seneschal will only vote in the event of another tie. Any vote requiring a *Greater Majority* is considered defeated if there is a tie.
- E. *Abstentions* and *Absentee Ballots* are allowed. *Officers* may only abstain in the event of a conflict of interest.

III. Officers and Deputies

- A. Any *Voter* may volunteer to hold any *Officer* position within the Riding.
- B. The *Officers* required for status as a Riding are the Seneschal, Exchequer and Herald **OR** Knight Marshal **OR** Arts & Sciences Minister. Required *Officers* must have a Drop-dead *Deputy*.
- C. A *Voter* who holds one of the five positions listed in Part B above may not hold any other *Officer* position at the same time. Those who hold other *Officer* positions may hold a maximum of two *Officer* positions at once.
- D. The Seneschal will be elected by the *Voters* via a *Quorum*. If no candidate achieves a majority of the votes, then there will be a run-off vote between the two who received the most votes.
- E. If only one person desires an *Officer* position when it becomes open, that *Voter* may be appointed by the Seneschal without a vote. If two or more *Voters* desire the same *Officer* position, a *Voter* will be selected by means of a *Quorum* vote at the next meeting of the Riding. The chronicler will publicize the opening by announcing it in the Riding Newsletter or via any other means acceptable under East Kingdom and Society policies. The exception to this will be: an *Officer's* Drop-dead *Deputy* immediately assumes the duties of the *Officer* should that *Officer* no longer maintain membership in the SCA or become unable to perform the duties required of him/her. This *Deputy* will serve no longer than the remainder of the *Officer's* term at which point a new *Officer* will be selected via the appropriate process. The *Deputy* may seek the office as part of the election

process as long as it does not violate any East Kingdom term-limit policies. [NOTE: The Drop-dead *Deputy* must be a paid member of the SCA in order to assume the duties of the *Officer* they are replacing.]

- F. The Seneschal will be responsible for notifying the appropriate Regional and Kingdom Officers of any changes at the Riding level to ensure that any new *Officer* is properly warranted.
- G. There are no term limits for any *Officer* position other than those set forth in East Kingdom Policies. It is the responsibility of the Seneschal to ensure familiarity with Kingdom Officer policies and to ensure each office is limited, if required.
- H. Any *Gentle* in the Riding may approach an *Officer* and request to be their *Deputy* and serve in that capacity for any length of time. There are no limits on the number of *Deputy* positions, provided the person is capable of performing the duties of all offices they have assumed. The exceptions to this will be the Seneschal and Exchequer who are not permitted to hold any *Deputy* positions due to their duties and responsibilities. Any *Officer* or *Deputy*, including the Seneschal and Exchequer, may be a Warranted Marshal in addition to their other duties.

IV. A Call for a Vote of No Confidence against an *Officer* may be initiated by any *Voter* and MUST be seconded by at least one other *Voter*. A *Greater Majority* vote will be held at the next meeting following the Call. The chronicler will announce the Call in the Riding newsletter and via any other means acceptable under East Kingdom and Society policies. Prior to the actual vote, a Quorum vote will be taken to determine time limits for any speaker, if appropriate. The first speaker will be the *Voter* initiating the Call, who is required to present substantiation for their claim. The *Officer* will then present their defense. A vote by secret ballot will then take place. If a *Greater Majority* of all *Voters* agree with the Call, that *Officer* is removed from their position and their Drop-dead *Deputy*, if any, assumes the responsibilities immediately. If there is no *Deputy* to assume the position, a new *Officer* will be selected using the process outlined in these *By-laws*. Alternately, a *Voter* may contact the *Officer's* superior(s) at the Regional or Kingdom level and present their complaint with substantiation if they feel that the issue should not or cannot be resolved internally.

V. The *Host* has the right to impose *House Rules* with regard to that which is allowed or not allowed while *Gentles* are utilizing their property or dwelling. These might include such things as smoking, drinking alcohol, help with cleanup, not placing cups or bottles on their favorite coffee table, no swearing, and any others rules the *Host* might feel strongly about. *House Rules* will also bind *Guests* and it is the responsibility of the *Sponsor* to ensure they are understood. The *Officers* reserve the right to set down *House Rules* when meetings or *Events* occur in a place that does not belong to any *Voter*.

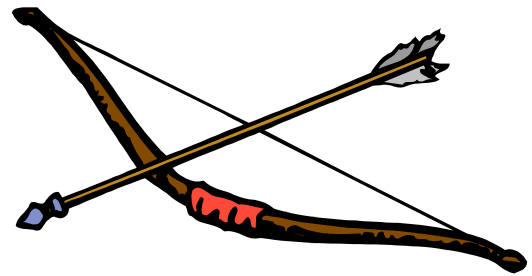
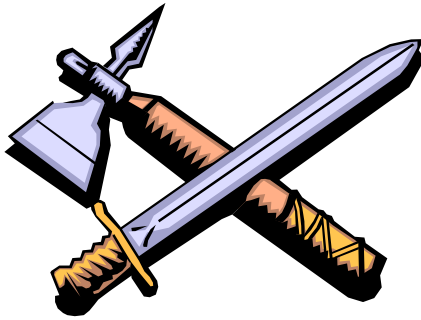
VI. Parents are required to ensure their children (under 18 years of age) behave appropriately during meetings, activities, or *Events* and that they abide by any *House Rules* set down by the *Host* for that location.

VII. At any *Event* held by the Riding of Ravensbridge, or sponsored within its' boundaries, the *Gentle* designated as *Autocrat* will be the Final Authority on all decisions having to do with that *Event* the planning stages and while it is in progress. If that decision involves the duties of any required *Officer* (e.g. Seneschal or Exchequer), that *Officer* may override the decision to prevent a violation of Kingdom Law, civil law, and/or other requirement.

VIII. Financial Policy

- A. The Riding will follow the Financial Policies of the East Kingdom and the SCA. This will include, but is not limited to, a requirement that no less than two paid members of the SCA must be signatories on the Riding's financial accounts and that all checks issued must have two signatures on them to be considered valid and authorized within this Policy. The Seneschal and Exchequer must be signatories. **NOTE:** it is strictly forbidden for any two signatories to reside in the same dwelling or to be directly related by blood.

- B. In addition to those within the Riding, any additional signatories deemed necessary by the Kingdom Exchequer will be added to the account and therefore authorized to sign checks as well.
- C. The Riding will also maintain a Financial Committee to make decisions regarding those funds in the Riding's account. This Committee will consist of at least the Seneschal, Exchequer, and at least one other *Voter*. The committee will meet a minimum of every six months in November and May to discuss budgetary matters. Any budgets resulting from these meetings will be presented to the Riding at the next business meeting.
- D. Any expense up to \$300 may be discussed and voted upon at any meeting of the Riding provided that there are sufficient *Voters* present to assemble the Financial Committee. Approval of any amount over \$300 may be discussed however the vote will automatically be tabled once discussion is completed. The expenditure will then be announced through the Riding Newsletter and any other means acceptable under East Kingdom and Society policies.



Appendix A: Glossary

▣ **Absentee Ballot:** An *Absentee Ballot* is when a *Voter* signs over their vote to another specific *Voter* on paper. The people tallying the ballots for that vote will verify all signatures. Emailed ballots sent to the Chronicler's and Seneschal's accounts from a clearly identifiable *Voter's* account will be acceptable. To ensure the e-mail address is identifiable, the *Voter* may provide their e-mail address in advance of the vote to the Chronicler and Seneschal by a means other than e-mail. Any ballot, whether on paper or electronic, must contain the following:

- The *Voter's* legal name (printed) and their signature (eSignatures are allowed)
- The *Voter's* proof of membership in the SCA (membership number and expiration at a minimum)
- The *Voter's* zip code (to prove residency in the Riding)
- The date
- Wording which specifically identifies the *Voter's* intent on one or more specific issues that will be addressed at a specific date or meeting
- Any other requirements in East Kingdom Law, Section VII, subsection C, paragraph 3-b

If there is any doubt, the Chronicler and/or Seneschal will attempt to contact the *Voter* by phone to confirm their vote. Failing contact, the vote will be discounted unless it is the deciding vote. In this case a second attempt will be made to confirm the *Voter's* intent before the ballot is discounted. An *Absentee Ballot* does NOT count as being present however it does add one to the *Vote Count* for the purpose of determining percentages for the *Vote Types*.

▣ **Abstention:** This is equivalent to an absence and does not affect the vote count.

▣ **Autocrat:** The *Gentle* responsible for running an *Event* (note: this person must be a paid member of the SCA)

▣ **By-Law:** A rule put in place by the *Voters* of the Riding in order to maintain the peace and harmony of meetings, activities, and *Events*. The by-laws may not conflict with East Kingdom or mundane laws.

▣ **Deputy:** A *Gentle* who assists an office holder and is willing (and capable) of replacing that office- holder should the need arise. All *Officers* may have *Deputies*.

▣ **Event:** An officially sponsored activity as a Riding of the SCA (feast, competition, etc.) as defined in East Kingdom Law.

▣ **Garb:** As defined by the SCA, *Garb* is clothing which at least makes an attempt to appear as pre-Seventeenth Century clothing would have appeared from a distance of 10 feet away.

▣ **Gentle:** A person who has participated in at least one meeting, activity, or event within the SCA.

▣ **Guest:** A person who is not a *Voter* that attends a meeting or activity. A *Guest* must be a legal adult OR be accompanied by a parent or legal guardian who assumes responsibility for their actions. *Guests* may not vote.

▣ **Host:** The *Gentle* who allows the use of their dwelling or property for a Riding meeting, activity, practice, or *Event*. The *Officers* will be considered the *Host* for all areas that do not otherwise have a *Host* (libraries, restaurants, the Ice Vault, etc.)

▣ **House Rules:** Rules put in place by the *Host* for their dwelling or property. See Section V for more complete details.

▣ **Officer:** Any *Voter* who holds one of the following positions: Seneschal, Herald, Exchequer, Minister of Arts & Sciences, Knight Marshal, Chronicler, Chatelaine, Web Minister, and any others deemed necessary by the *Voters*. Each must be a current paid member of the SCA if there is an equivalent position at the regional and/or Kingdom level of the SCA.

▣ **Sponsor:** The *Gentle* who brings a *Guest* to a meeting, activity, or *Event*.

▣ **Vote Count:** The number of *Voters* casting votes in the current decision. This number will include *Absentee Ballots*.

▣ **Vote Types:**

- **Greater Majority:** A vote where at least two-thirds of the *Vote Count* approve the matter.
- **Quorum:** A vote where more than half (50% + 1) of the *Vote Count* approve the matter.

▣ **Voter Types:**

- **Officer:** A *Gentle* who is otherwise a *Voter* but currently holds one of the positions that fit the definition of an *Officer*.

➤ **Voter:** A non-officer *Gentle* who is a paid member of the SCA residing within the geographical area of the Riding