

Society for Creative Anachronism Pennsylvania, Inc. – Barony of Bhakail

Bylaws

SCA PA, Inc., Barony of Bhakail Bylaws Ratified 2013-June-05, last amended 2016-May-10

The Barony of Bhakail hereby establishes the following Bylaws for their internal governance. These Bylaws replace any previously adopted by the Barony.

I. Definitions

- A. The Barony of Bhakail is a territorial subdivision of the Society for Creative Anachronism, Inc. (SCA), an educational non-profit corporation. The Barony reports to the SCA Laurel Kingdom of the East.
- B. The Territory of Bhakail is defined by a list of U.S. Postal Service Zip Codes maintained in the SCA Registry by the Society Steward.
- C. Higher Law includes: (i) the laws of the United States, the Commonwealth of Pennsylvania, and the counties and townships and other governmental jurisdictions in the Territory of Bhakail; (ii) the laws and policies of the SCA; and (iii) the laws and policies of the Laurel Kingdom of the East. Higher Law always supersedes these Bylaws. Wherever these Bylaws are silent or conflict with Higher Law, Higher Law controls.
- D. The Populace includes any paid SCA member and any other participant in the activities of the SCA who resides within the Territory of Bhakail.
- E. The Voting Members are those members of the Populace who are paid members of the SCA and at least fourteen (14) years of age. Baronial Officers are Voting Members, regardless of residency.
- F. The term Published means that an item of information is made available for inspection by the Populace through the official Bhakail newsletter, The Salamander. The publication of each edition of The Salamander will be Announced, and the latest edition will be Archived.
- G. The term Archived means that at least the most recent version of an item of information is made available for inspection by the Populace by remaining viewable through the official Bhakail website.
- H. The term Announced means that an item of information is made available for inspection by the Populace by electronic channels.
- I. A Subordinate Group is a separate SCA territorial subdivision operating within the Territory of Bhakail. Subordinate Groups are independent entities controlled by Higher Law. They are not controlled by Bhakail. Except for the current right under Higher Law for the Baronial Seneschal in extreme cases to pull sanction at any event or activity held out to be an official SCA event or activity within the Territory of Bhakail, the Barony of Bhakail has no authority over the Subordinate Groups. These Bylaws do not apply to the governance of the Subordinate Groups.

## II. Events & Activities

- A. An Event is a single occasion officially sponsored by the Barony. To be recognized as a Baronial Event, the occasion must:
1. have a budget approved by the Council of the Exchequer;
  2. be approved by a simple majority in an Operational Polling at a Barony Meeting, with such approval including
    - a) the appointment of a Steward, who serves as a Temporary Officer of the Barony until all dealings relating to the Event are concluded, and
    - b) the approval of the Steward's budget and general plans for the Event (in addition to approval by the Council of the Exchequer)
  3. be generally open to attendance by the public, subject to any applicable site fee, waiver, age or other reasonable conditions based upon the nature of the event;
  4. be Published at a minimum.
  5. at the discretion of the Baronial Seneschal, additionally announced in the Kingdom newsletter The Pikestaff; and
  6. conform to all requirements of Higher Law, e.g., those for health and safety requirements, the protection of minors, the oversight of martial sports by one or more warranted marshals, and the reasonable attempt by all attendees to wear pre-17th century clothing.
- B. An Activity is an ongoing series of meetings officially sponsored by the Barony. To be recognized as a Baronial activity, the meetings must:
1. be generally open to attendance by the Populace at a minimum, subject to any applicable site fee, waiver, age or other reasonable conditions based on the nature of the activity;
  2. be approved by the appropriate Baronial Officer;
  3. be published; and
  4. conform to all requirements of higher law, e.g., those for health and safety requirements, the protection of minors, the oversight of martial sports by one or more warranted marshals.
  5. The general requirement for all attendees to make a reasonable attempt to wear pre-17th century clothing may be waived for an Activity by the Officer approving the Activity.

## III. Officers

- A. The Coronet means the Baron and/or Baroness appointed by Their Royal Majesties of the Laurel Kingdom of the East. For purposes of these Bylaws, the Coronet is a single office.
- B. The Great Officers include: (i) those required by Higher Law for a Barony, and (ii) the Coronet. As of January 1, 2013, the Great Officers are:
1. Baronial Seneschal (President, Chief Executive Officer);
  2. Chancellor of the Exchequer (Treasurer, Chief Financial Officer);
  3. Chronicler (Secretary);

4. Coronet;
  5. Salamander Pursuivant (Herald);
  6. Knight Marshal (Sergeant at Arms);
  7. Minister of Arts & Sciences
  8. Minister of the Lists; and
  9. Chatelain(e).
- C. Lesser Officers may include, but are not limited to: (i) the stewards of any ongoing activity; (ii) coordinators of matters in an area of interest, e.g., martial activities, service, and the arts and sciences; and (iii) any seneschal of a Subordinate Group who personally chooses to serve as a Lesser Officer of the Barony.
- D. Temporary Officers may include, but are not limited to (i) anyone providing a special service to the Barony, and (ii) the steward of any planned or ongoing Event.
- E. The Baronial Officers include: (i) The Great Officers, with the exception of the Coronet; and (ii) the Lesser Officers.
- F. The Baronial Council includes (i) the Great Officers and (ii) any seneschal of a Subordinate Group who personally chooses to server on the Baronial Council.
- G. The rosters of Great Officers and Lesser Officers will be Published and Archived.

#### IV. Polling

- A. A Kingdom Polling is conducted by Kingdom officers according to Higher Law. For example, currently a Kingdom Polling is conducted to determine the opinions of the Populace prior to the appointment by the Crown of the Coronet.
- B. A Formal Polling determines the will of the Voting Members.
1. The tallying of a Formal Polling occurs at a Business Meeting.
  2. The Seneschal must approve an anonymous Ballot Form for use in each Formal Polling. The form will state the issue and available choices.
  3. The Ballot Form and Notice of the Formal Polling must be (i) Published and Announced at least ten (10) days before the Formal Polling and (ii) available on the web site for at least ten (10) days preceding the Formal Polling.
  4. Each voting member is allowed to cast one and only one ballot.
  5. Only ballots cast by verified Voting Members will be counted.
  6. Absentee ballots are permitted.
  7. Proxy ballots are not permitted.
  8. A list of SCA names of those who submitted valid ballots will be Published promptly.
- C. An Operational Polling determines the advice of those Voting Members present at a Business Meeting by a show of hands. The presiding officer may call for an Operational Polling at any time during a Business Meeting on any issue. The results of each Operational Polling will be Published.

- D. A Committee Polling determines the advice of a committee. Committees may establish any reasonable polling method, including, but not limited to, via electronic communications or web surveys.
- V. Term & Succession of the Coronet
  - A. The Coronet serves at the pleasure of the Crown.
  - B. The Coronet is a volunteer and may retire from office at any time by giving fair notice to the Baronial Seneschal.
  - C. The Coronet serves an Initial Term of four (4) years.
  - D. The Coronet may request to serve one and only one Extension Term as follows:
    - 1. At least nine (9) months prior to the end of the Initial Term, the Coronet may submit a Letter of Intent to the Baronial Seneschal (i) stating the desire for an Extension Term and (ii) specifying whether that Extension Term would last either one (1) or two (2) years.
    - 2. The Voting Members determine whether to grant the Extension Term by a simple majority in a Formal Polling.
  - E. The Coronet may not serve more than six (6) years consecutively.
  - F. At least nine (9) months prior to the end of the current Coronet's ultimate term, on in the case that the Coronet becomes vacant during the term, the Baronial Seneschal will announce the vacancy and call for Letters of Intent at the next Baronial Business Meeting. The vacancy will be Published and Announced.
  - G. Any persons interested in this position will submit a written Letter of Intent to the Baronial Seneschal to be read at a Baronial Business Meeting.
  - H. Such Letters of Intent will be accepted from the time of the announcement of the vacancy until the end of the second Baronial Business Meeting following the announcement of the vacancy.
  - I. The polling of the Populace and selection of the new Coronet are controlled by Higher Law.
- VI. Term & Succession of Baronial Officers
  - A. Each Baronial Officer serves at the pleasure of his or her respective Kingdom officer and the Kingdom Seneschal as prescribed by Higher Law.
  - B. The Baronial Officers are volunteers and may retire from office at any time by giving fair notice to the Baronial Seneschal.
  - C. Baronial Officers normally serve an initial term of three (3) years. Initial terms of less than three (3) years may be established by a Baronial Policy to stagger the terms of officers.
  - D. The expiration dates of the term of each Baronial Officer will be Archived.
  - E. At least two (2) months prior to the end of an officer's term, or in the case that the office becomes vacant during the term, the Baronial Seneschal will announce the vacancy at a Business Meeting and call for Letters of Intent to be due at the following Business Meeting. The vacancy will then be tabled until that following Business Meeting. The vacancy will be Published & Announced.

- F. Any East Kingdom Subject who is reasonably qualified for a Baronial Office may offer his or her candidacy to fill a vacancy. This includes the Baronial Officer whose term is expiring, who may submit intent to renew his or her office.
- G. To be a candidate, the Voting Member must either (i) submit a written Letter of Intent to the Baronial Seneschal no later than the next Business Meeting after the Publication of the vacancy, or (ii) make a Statement of Intent in person at that Business Meeting.
- H. Should two (2) or more candidates submit their intent, and no amicable solution be reached among the candidates, the decision will go to a Formal Vote. The candidate who obtains the most ballots becomes the officer, subject to approval and warranting by his or her respective Kingdom officer as required under Higher Law.
- I. Should only one (1) candidate submit his or her intent, he or she can be confirmed by a simple majority in an Operational Polling, subject to approval and warranting by his or her respective Kingdom officer as required under Higher Law.
- J. If the confirmed candidate was a Baronial Officer who submitted an intent to renew his or her Office, his or her new term will be two (2) years. If a new candidate is confirmed, he or she serves an initial term of three (3) years, unless a shorter initial term is specified in the Baronial Policy for that Office.
- K. There is no limit on how many years a Baronial Officer may serve consecutively.

#### VII. Duties of Baronial Officers

- A. Officers are expected to train deputies to be capable of succeeding them in their Office.
- B. Officers are expected to attend Baronial Business Meetings to report to the Populace. Should any Officer fail to report, either in person or in writing, at three (3) consecutive Baronial Business Meetings, the Baronial Seneschal may (i) commence a Removal Proceeding and (ii) act as the Mediator therein.
- C. Officers are expected to be reasonably familiar with Higher Law pertaining to their office, as well as these Bylaws and Baronial Policies. Officers are similarly expected to conduct the affairs of their office in a reasonably prompt and responsible manner. Any Voting Member may bring a Grievance against an Officer for failure to comply with these expectations.

#### VIII. Grievances

- A. Those with grievances are expected to make all reasonable efforts to resolve the issue themselves. Face-to-face discussion is encouraged as the first step to resolving the grievance. The preferred second step is for the person with the grievance to ask an intermediary – not necessarily a Baronial Officer, but ideally someone respected by and comfortable with both parties – to assist the person with a grievance to approach the person against whom the grievance is held.
- B. If the grievance remains unresolved, a Grievance Proceeding should be followed before the grievance is taken out of the Barony. This procedure may not be invoked for interpersonal disputes, affairs of the heart, violations of the Rules of

the Lists, or alleged violations of modern law, or any matter for which the modern authorities were or reasonably should have been called.

IX. Grievance Proceeding

- A. The Grievance Proceeding is administered by a Mediator. The Baronial Seneschal will serve as Mediator unless he or she is one of the parties to the grievance. In such case, the Coronet will serve as Mediator, unless the Coronet is also a party to the grievance. If both the Baronial Seneschal and the Coronet are parties to the grievance, then the Mediator will be selected by those members of the Baronial Council who are not parties to the grievance by a simple majority in a Committee Polling.
- B. A summary of the grievance will be submitted in writing to the Mediator. The Mediator will then conduct reasonable fact-finding.
- C. The Mediator will attempt to mediate between the parties to find a common solution to the grievance.
- D. Should no resolution be satisfactory to both parties, the Mediator will then render a formal decision as arbitrator.
- E. In the case that one (1) or more officers is a party to the grievance and the Mediator deems necessary, the Mediator may institute a Removal Proceeding against any such officer.
- F. Any party to the grievance may request a review of the Mediator's decision by the Baronial Council.
- G. A review by the Baronial Council will be the last review of the grievance at the Baronial level.

X. Removal Proceeding

- A. A Removal Proceeding is a formal action by the Baronial Council undertaken to remove an officer who has failed to perform his or her duties either through action or inaction.
- B. The Removal Proceeding should not be used until the underlying grievance has been properly addressed through attempts at mediation through a Grievance Proceeding by a Mediator.
- C. To initiate the Removal Proceeding, the Mediator will inform the parties to the grievance and the Baronial Council of his or her intent to seek removal of an officer. The matter will be heard at a special meeting of the Baronial Council.
- D. All reasonable efforts will be made to ensure that all parties to the grievance will be able to attend. The date, time, location, and agenda of the Baronial Council Meeting will be Published at least ten (10) days prior to the Meeting. Any interested parties may attend.
- E. After reviewing the issue at the Baronial Council Meeting, if a majority of the Baronial Council members present who are not parties to the grievance agree that the Officer should be removed, then the Mediator will write the respective Kingdom officer and request the removal of the Officer. The Officer whose performance is at issue will receive a copy of this letter.

XI. Replacement of an Unavailable Baronial Seneschal

- A. The office of Baronial Seneschal will be properly attended at all times.
- B. If the Baronial Seneschal resigns before presiding over the polling of a successor, is delinquent in his or her duties, or is unavailable to communicate with his or her fellow officers for a period of forty-five (45) days, the drop-dead deputy of the Baronial Seneschal will notify the Baronial Council and the Kingdom Seneschal that the appointment of a new Baronial Seneschal is required.
- C. If the Baronial Seneschal is either delinquent in his or her duties or unavailable to communicate with his or her fellow officers for a period of forty-five (45) days, and the drop-dead deputy of the Baronial Seneschal fails to notify the Kingdom Seneschal that the appointment of a new Seneschal is required, the Coronet will notify the Kingdom Seneschal that the appointment of a new Baronial Seneschal is required upon confirming such a finding by a simple majority of the Baronial Council in a Committee Polling.
- D. In such cases, obtaining the consent of the Kingdom Seneschal, the Coronet will then act in place of the Baronial Seneschal to conduct a Formal polling to identify a new Baronial Seneschal for warranting by the Kingdom Seneschal. Such duties include:
  - 1. Accepting Letters of Intent
  - 2. Approving a Ballot
  - 3. Appointing Ballot Counters.

## XII. Business Meetings

- A. At least quarterly, at the discretion of the Baronial Council, the Baronial Seneschal or his or her designee will conduct and preside over regular Business Meetings to be held in the Territory of Bhakail.
- B. The time and place of such Business Meetings will be Published and Announced at least ten (10) days in advance.
- C. All Business Meetings are open to the public.
- D. Each Business Meeting will be conducted in accordance with the principles of Robert's Rules of Order whereby each attendee will be afforded a fair chance to voice his or her opinions and concerns.
- E. A quorum consisting of a simple majority of the members of the Baronial Council, or their pre-appointed representatives, is required to conduct a Business Meeting. If a member of the Baronial Council is unable to attend, he or she may appoint a deputy or other representative to take their place at the Business Meeting by notifying the Baronial Seneschal in writing in advance of the meeting for purposes of establishing a quorum. If the Baronial Seneschal or his or her designee is not available to chair proceedings, the Baronial Council members present will select a chair for that meeting by a Committee Polling.
- F. The Business Meeting is the proper forum for: (i) final approval of events and activities sponsored by the Barony; (ii) final approval of significant expenditures; (iii) final approval of Baronial Policies; (iv) the creation or dissolution of Lesser Offices; (v) establishment, alteration, or abolishment of Populace Committees;

(vi) announcement of office vacancies and selection of candidates to fill vacancies; and (vii) discussing highlights of Officer and Committee reports.

- G. The use of audio and video recording equipment is forbidden at Business Meetings unless a motion to use the same is approved unanimously by everyone present. Pursuant to the laws of Pennsylvania, no one is to be recorded without his or her consent.
- H. The presiding officer may table until the next Business Meeting any subject or debate which, in his or her judgment, has taken on a personal, un-chivalrous, or unproductive nature.
- I. The Knight Marshal shall serve as Sergeant at Arms. When requested by the presiding officer, the Sergeant at Arms will peacefully escort a person from the Business Meeting.

### XIII. Baronial Policies

- A. Whenever it is necessary for a Baronial Officer, Council, or Committee to establish or later modify a Policy or procedure at the Baronial level in addition to those policies and procedures found in Higher Law, such policy or procedure will be:
  - 1. committed to writing by the Baronial Officer responsible for its execution or enforcement;
  - 2. Published and Announced for review by the Populace in draft form at least ten (10) days prior to a Business Meeting.
  - 3. debated and, at the option of the sponsor, amended at that Business Meeting;
  - 4. polled for adoption, in original or amended form, through an Operational Polling at that Business Meeting.
  - 5. deemed ratified when approved by a simple majority in that Operational Polling; and
  - 6. if ratified, will be recognized as Baronial Policy.
- B. New Baronial Policies and any changes to a Baronial Policy will be Published, Announced, and Archived.
- C. The Seneschal will maintain a Baronial Policy setting out the general order of business for Business Meetings.

### XIV. Coronet Policies

- A. The Coronet will, at a minimum, maintain a Coronet Policy defining the Baronial Awards and how the recipients are determined. Such policy is at the sole discretion of the Coronet. This policy will be Archived. Any changes to this policy will be Published.

### XV. Baronial Council

- A. The Seneschal will ensure that the Baronial Council convenes at least quarterly at a Baronial Council Meeting to discuss such matters as the Barony's (i) financial and legal affairs; (ii) operations, procedures, and policies; (iii) events and activities; (iv) members and resources; and (v) any relevant concern raised by any Officer of the Barony.



- B. Generally, Baronial Council Meetings are closed to all but the Baronial Council. As such, they are not Business Meetings, and cannot be used to conclude business for which Business Meetings are the proper forum.

XVI. Council of the Exchequer

- A. The Council of the Exchequer serves as the financial committee of the Barony. In accordance with Higher Law, the Council of the Exchequer is responsible for approving (i) budgets for events and (ii) all expenditures. Approval is deemed granted by assent of a simple majority of all members in a Committee Polling.
- B. The Council of the Exchequer is comprised of: (i) the Chancellor of the Exchequer; (ii) the Baronial Seneschal; (iii) the Coronet; and (iv) two or more At-large Members.
- C. The At-large members are Lesser Officers. Each must be at least eighteen (18) years of age.
- D. At least two (2) of the At-large Members must be persons who are not serving as Great Officers. At-large Members may serve an initial term of one (1) to three (3) years. The number of At-large Members and the length of their initial terms will be set in the Baronial Policy of the Chancellor of the Exchequer.
- E. The Council of the Exchequer has seven (7) days to respond to any final request by the Baronial Seneschal for approval of a budget or expenditure.
- F. The Chancellor of the Exchequer serves as the chair of the Council of the Exchequer. The chair is responsible for seeing that decisions of the Council of the Exchequer are Published.
- G. The Council of the Exchequer may not withhold approval of budgets or expenditures without good cause. In the case that a budget or expenditure is not approved, the detailed reasons for withholding approval must be Published.

XVII. Populace Committees

- A. A Populace Committee is an advisory team gathered to assist the Barony in arriving at a decision, executing a plan, or otherwise conducting business of the Barony. Membership will be determined by the Baronial Seneschal, or his or her designee. Membership may include any member of the Populace or other persons living in or outside the Territory of Bhakail as required.
- B. The Barony may establish, alter, or abolish any Populace Committee it deems necessary through a simple majority in an Operational Polling.
- C. Populace Committees have no authority. Their role is to make recommendations to the Populace and/or execute the will of the Populace as confirmed by an Operational Polling.

XVIII. Amendments

- A. Any proposed Amendment to these Bylaws must be motioned and seconded at a first Business Meeting. The proposed Amendment will then be Published at least ten (10) days prior to a second Business Meeting, which will be the next Business Meeting. Note that majority approval is not required to move the proposed Amendment forward to be Published.

- B. The proposed Amendment will be debated at the second Business Meeting. Optionally, the language of the Amendment may be modified by its sponsor at that Business Meeting.
- C. If a simple majority in an Operational Polling at that meeting approves language for a proposed Amendment at the second Business Meeting, the approved language and a ballot form for a Formal Polling will then be Published at least ten (10) days prior to the next (third) Business Meeting. Note that majority approval is required to move the proposed Amendment forward to a Formal Polling.
- D. A Formal Polling will be tallied at the third Business Meeting. An Amendment will be deemed adopted when the language approved in the Operational Polling at the second Business Meeting is ratified by a two-thirds (2/3) majority of the valid ballots tallied in the Formal Polling.