

Official By-Laws for the Canton of Hawkes Reache

February 16, 2020

Name-

This branch of The Society for Creative Anachronism, Inc ("SCA") is hereby known as 'The Canton of Hawkes Reache ("HR"), in the Barony of An Dubhaigeainn ("AnDub"), a member group of the East Kingdom.

Objectives and Purpose-

As a branch of the SCA, HR is a non-profit, educational organization dedicated to the study of the middle ages. Our purpose is the research of the Middle Ages and to share knowledge gained from that research.

Officers-

All officer terms are for two years. At the end of the two-year term officers may volunteer to be elected to the office for another term.

Required Officers

Required officers may not serve more than two consecutive terms in their office. If a required officer is unable to complete their term, their deputy shall assume their duties for the remainder of their term. In the absence of a deputy, HR shall vote at the next scheduled meeting to elect a replacement required officer to fulfill the remaining term.

1. Seneschal –
 - a. HR must always have a Seneschal.
 - b. The Seneschal must be a resident of HR, and must be a current member of the SCA throughout their term of office.
 - c. May appoint a deputy to assist with the execution of their duties who would assume the office should the Seneschal be unable to complete their term
 - d. Duties of the Seneschal –
 - i. In the event that other optional office positions are not currently filled, the Seneschal shall be responsible for those duties.
 - ii. Ensure there are regular business meetings, no less than once per calendar quarter
 - iii. Seneschal runs the business meetings
 - iv. Ensure all HR business is carried out in compliance with East Kingdom and AnDub law
 - v. Ensure the Canton has all necessary officers
 - vi. Make quarterly reports to the regional and/or Kingdom Seneschal
 - vii. Follow all rules set forth in the East Kingdom Seneschal guidelines
 - viii. Monitor official social media communications
2. Exchequer –
 - a. HR must always have an Exchequer.
 - b. The Exchequer must be a resident of HR, and must be a current member of the SCA throughout their term of office.
 - c. May appoint a deputy to assist with the execution of their duties who would assume the office should the Exchequer be unable to complete their term
 - d. Duties of the Exchequer
 - i. Prepare an annual budget for HR
 - ii. Ensure all proposals are within financial guidelines of the East Kingdom and AnDub

- iii. Ensure HR funds are held in an account that is in compliance with East Kingdom and AnDub guidelines
- iv. Send quarterly reports to the regional and/or Kingdom office of the Exchequer
- v. Ensure the proper collection of funds at all HR events
- vi. Run business meetings in the absence of the Seneschal

Optional Officers (HR must have at least a Herald, Knight Marshal or Minister of Arts and Sciences offices filled at all times).

Optional officers may serve more than two consecutive terms in their office. If an optional officer is unable to complete their term, their deputy shall assume their duties for the remainder of their term. In the absence of a deputy, the Seneschal shall assume their duties until a replacement officer volunteers to fulfill the remaining term. If all optional officers vacate their office, HR must elect at least one optional officer at the next HR business meeting.

1. Chatelaine –
 - a. HR Chatelaine must be a resident of AnDub and must be a current member of the SCA throughout their term
 - b. May appoint a deputy to assist with their duties who would assume the office should they be unable to fulfill their duties
 - c. Duties of the Chatelaine
 - i. Act as a liaison for new members
 - ii. Oversee outreach to and recruitment of new members
 - iii. File quarterly reports with regional and/or Kingdom Chatelaine as per East Kingdom guidelines
2. Minister of Arts and Sciences
 - a. HR Minister of Arts and Sciences must be a resident of AnDub and must be a current member of the SCA throughout their term
 - b. May appoint a deputy to assist with their duties who would assume the office should they be unable to fulfill their duties
 - c. Duties of the Minister of Arts and Sciences
 - i. Promote the advancement of period arts and sciences within HR
 - ii. Oversee the planning and organization of period arts and science workshops
 - iii. File quarterly reports with the regional and/or Kingdom Minister of Arts and Sciences
3. Herald
 - a. HR Herald must be a resident of AnDub and must be a current member of the SCA throughout their term
 - b. May appoint a deputy to assist with their duties who would assume the office should they be unable to fulfill their duties
 - c. Duties of the Herald
 - i. Assist HR members with obtaining period personas and associated heraldry
 - ii. Work with AnDub Herald to update order of precedence as required
 - iii. File quarterly reports with the regional and/or Kingdom Herald
4. Knight Marshal
 - a. HR Knight Marshal must be a resident of AnDub and must be a current member of the SCA throughout their term. HR Knight Marshal must be a registered Marshal of the East Kingdom.
 - b. May appoint a deputy to assist with their duties who would assume the office should they be unable to fulfill their duties

- c. Duties of the Knight Marshal
 - i. Promote martial activities within HR
 - ii. Work with AnDub Knight Marshal for practices
 - iii. File quarterly reports with the regional and/or Kingdom Knight Marshal
- 5. Minister of Lists
 - a. HR Minister of Lists must be a resident of AnDub and must be a current member of the SCA throughout their term
 - b. May appoint a deputy to assist with their duties who would assume the office should they be unable to fulfill their duties
 - c. Duties of the Minister of Lists
 - i. Promote martial activities within HR
 - ii. Work with AnDub Minister of Lists for ensuring members have up-to-date authorizations
 - iii. Report results of HR tournaments
 - iv. File quarterly reports with the regional and/or Kingdom Minister of Lists
- 6. Web Minister
 - a. HR Web Minister must be a resident of AnDub and must be a current member of the SCA throughout their term
 - b. May appoint a deputy to assist with their duties who would assume the office should they be unable to fulfill their duties
 - c. Duties of the Web Minister
 - i. Assist HR members with obtaining Kingdom email addresses
 - ii. Maintain the HR web site and calendar of events
 - iii. File quarterly reports with the regional and/or Kingdom Web Minister

Members-

Members of HR are defined as members of the SCA who reside within the borders of Canton of Hawke's Reache.

Meetings-

Business meetings will be conducted on a regular basis, no less than once every calendar quarter. Meetings are open to the public. All members are eligible to attend and vote at meetings either in person or via electronic media. All votes made by members not attending in person must be emailed to seneschal@hawkesreache.eastkingdom.org

Voting-

Financial votes

1. All votes for expenditures of HR are considered financial votes
2. Financial votes include:
 - a. Event bid proposals
 - b. Supplies for projects or workshops
 - c. Other expenditures of HR funds
3. Financial votes require a quorum of officers (At least one of the required officers and at least 50% of the currently serving optional officers) to be in attendance at the meeting (either in person or via electronic media).
4. Financial votes require a simple majority of the HR members attending (either in person or via electronic media) that are over the age of 12.

Election of Officers

1. Election of officers requires 5 members of HR to be in attendance (either in person or via electronic media)

2. Officer elections will be announced at least 30 days prior to the meeting where elections will be held
3. All members of HR who wish to run for an office must send a letter of intent to the current Seneschal no less than 14 days prior to the meeting when the election will be held.
4. The Exchequer will preside over the election of the Seneschal
5. The Seneschal will preside over the election of all other officers

Amendments to the By-laws

1. By-law amendment votes require all sitting officers to be in attendance (either in person or via electronic media)
2. By-law amendments require a 75% majority vote
3. By-law amendments must be in compliance with SCA, East Kingdom, and AnDub guidelines

Announcements-

As the need arises, all pertinent information will be posted on the Canton webpage (hawkesreache.eastkingdom.org), Viaduct Newsletter and/or AnDub and HR electronic mailing lists.