

The Canton of Westmere Charter

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The Canton of Westmere Charter

Definitions

Charter Terminology

The Society for Creative Anachronism, a non-profit educational organization, will hereafter be referred to as the "SCA".

The Canton of Westmere, a branch of the SCA, made up of the counties of Van Buren and Berrien in southwest Michigan, USA, will hereafter be referred to as "Westmere" or the "Canton."

All terms describing people will be considered of universal gender and terms such as "he" or "she" may be used interchangeably with no specific gender intended.

Quorums

A quorum, or minimum voting body, is required at any meeting for a vote to be taken.

A quorum will consist of the seneschal and exchequer and at least two other officers, and 6 members of the Canton gathered at a monthly meeting or special meeting.

If quorum is not present discussion may occur but all decisions made without a quorum must be approved at a regular meeting.

The term "responsible" is used in this Charter to mean that the person responsible for a task is expected to ensure that the task is done on time but is not necessarily expected to do the task themselves.

Limits of Charter

No policy in this Charter may, or is intended to, take precedence over the rules and bylaws of the Middle Kingdom

No policy in this Charter may, or is intended to, take precedence over the rules and bylaw of SCA National.

Any topic not covered by this Charter will be dealt with according to Robert's Rules of Order, latest edition.

Philosophy of Charter

The goal of this document is to clarify the functions of the Canton in a document that will be available to all members. The advantages of this clarification include to inform members of what is expected of them and of others and to provide equal opportunities to all members of the Canton.

Westmere's Goals, Geography and Membership

Mission Statements and Canton Goals

It is decreed that the primary focus of the Canton of Westmere is for the enjoyment of its members. Meetings, events, demonstrations, practices, and parties shall all be to foster a sense of camaraderie within the Canton and a feeling of welcome to all members, both new and old.

The Canton shall always endeavor to encourage new members, and make them welcome and assist newcomers in learning of life within the SCA, the Midrealm, and the Barony of Andelcrag.

Courtesy shall be observed between all members at all times. Where disputes exist, they may be mediated by an outside party, preferably an officer of the Canton.

Precedence as recognized within the SCA will not be granted special status within the Canton. All members are considered equal and of good standing, and experience and ability shall be considered of importance.

Geographical Definitions

The lands of Westmere shall consist of the counties of Van Buren and Berrien in southwestern Michigan.

If the county of Berrien and the members therein decide to separate to form their own chapter, the name of Westmere shall remain with the Van Buren chapter. It is further agreed that such a separation shall be treated with respect and goodwill by all members.

The lands of Westmere shall ever be considered a part of the Barony of Andelcrag, save that a majority vote of the Canton change this status, or that the barony itself is divided at some future date.

Membership

Canton membership is comprised of, but not limited to SCA members residing in the counties of Van Burren and Berrien.

Membership may be extended to invited SCA members from outside these counties.

Committees

Committee Guidelines

Any member of the Canton, 18 or older, may serve on a committee.

Committees must report to the officers in charge.

Elected Committee Chairmen will serve a term of two (years)

Elected Committee Chairmen may be removed by Canton vote.

Committee Chairmen will report at monthly meetings.

Committees may meet at the Chairman's discretion, but are for convenience urged to meet at monthly gatherings outside of the business meetings.

Standing Committees (3 Members)

Charter Committee

Purpose- To evaluate proposed amendments to the Charter and make recommendations on these proposals to the Canton. Chairman and members of Committee.

Selected by Canton

Finance Committee

Purpose- To evaluate proposed expenses and make recommendations on these proposals to the Canton

Chairman- Canton Exchequer

Other members of Committee- selected by Exchequer

Event Committee

Purpose- To evaluate proposed events and make recommendations on these proposals to the Canton

Chairman and members of Committee- selected by Canton

Demo Committee

Purpose- To evaluate proposed demos and make recommendations on these proposals to the Canton

Chairman and members of Committee- selected by Canton

A demo (“demonstration”) is an organized educational effort to teach and/or display activities of medieval interest in general, and SCA interest in particular, to the general public - SCA.org.

Temporary Committees

Purpose- To meet the special needs of the Canton that may arise from time to time

Membership of Committee - the number of members in the special committee is flexible but one Chairman and two other members are recommended.

Temporary Committees also follow the Committee Guidelines as described in Section 3.01.

Officers

General Provisions

Any Member over the age of 18 may serve as an officer

Duties of Officers are as defined as in each officer's manual, most of which are available online at <http://www.midrealm.org>

Officers shall serve for a period no longer than two years, save by approval of the Canton of Westmere and the regional and/or kingdom superiors.

All officers will file reports to their regional and kingdom superiors in the specified time frame.

Failure to do so can result in the removal of the officer by a vote of the Canton at a Canton meeting.

Election of Officers

Any member of the Canton can serve in an office within the Canton, providing they meet the requirements defined by Kingdom and SCA laws.

Any office to be filled shall be offered to the Canton to fill. In the event of two or more candidates, the Canton will decide by vote at a Canton meeting.

The Ballot for Election of Officers must be available for review at the November Meeting.

Election of Officers will occur at the December Meeting. Newly elected Officers will assume their duties at the January meeting.

When required, outgoing and incoming officers work together to finish yearly reports.

Elected Officers

Seneschal, Duties and Powers

Chairing Canton meetings

Mediating disputes

Maintaining the overall regular functioning of the Canton

The Seneschal is considered a member without voting privileges of all committees and may sit in on any committee meeting

Legal representative of the Canton- Seneschal's Handbook.

Responsible for meeting minutes.

Exchequer, Duties and Powers

Responsible for maintaining the Inventory of Canton equipment.

Responsible for maintaining Canton finances and reporting same to Regional.

Head of Finance Committee

Herald, Duties and Powers

Responsible for maintaining the Canton order of Precedence.

Assist Canton members in filing names and devices

Chronicler, Duties and Powers

Responsible for the production, printing, and mailing of the Canton newsletter

Marshall (heavy), Duties and Powers

Responsible for the safety of participants around the List.

Responsible for maintaining loaner fighting equipment.

Marshall (light), Duties and Powers

Responsible for the safety of participants around the List.

Responsible for maintaining loaner fencing equipment.

Minister of Arts and Sciences, Duties and Powers

Making available to members information regarding arts and sciences.

Web Minister, Duties and Powers

To maintain up-to-date information on Canton activities and functions

Creating and/or maintaining an online Canton presence that will be maintained in a timely fashion, defined as a period of 1 month. All graphics, text, and layout should be copyright-free, in the public domain, or otherwise legal to use.

Event Web Pages- These pages are the responsibility of the Autocrat. The web minister will offer assistance as requested by the Autocrat.

Westmere web account information including login access and password information will be shared by seneschal, exchequer, herald, chronicler, and marshal.

Web Site Expenses- A report shall be given no less than one calendar month before the fees come due. Currently the fees are due for renewal in December.

Chatelaine, Duties and Powers

Responsible for maintaining loaner garb.

Responsible for providing assistance for new members

Sheriff, Duties and Powers

Call to order and dismiss Canton meetings

Can Chair meetings in absence of Seneschal

Responsible for security, assisting with troll, and lost and found.

Meetings

Meeting Activities

A business meeting is defined as a regularly scheduled monthly meeting or a special meeting as defined.

The Canton will hold all discussions of substance strictly at Canton business meetings, save in the event of an emergency, or where said authority is granted to a member or members beforehand.

Matters of substance include budget expenditures, meeting times and dates, events and all aspects therein, officer changes, and policy changes.

Special Meetings

Purpose- to deal with situations that are considered too pressing to wait for the next regular meeting
Special meetings may be called by the Seneschal and require enough attendees to constitute a Quorum for any decision to be made.

Notification of special meetings may be accomplished by electronic means or telephone.

Order of Business

The Order of Business at monthly meetings will consist of:

Call to order –Time recorded

Acceptance of the last meeting's minutes

Officer's Reports

Committee Reports

Unfinished Business and retrieving tabled motions for consideration from previous meetings.

New Business

Announcement of the location of the next monthly Meeting

Adjournment –Time recorded

Annual Meeting Tasks

January- Scheduling of Vineyard Raids Event date, Newly elected officers assume duties

May- Deadline for Selection of Vineyard Raid Autocrat

September- Vineyard Raid Business

October - Charter Committee begins annual review of Charter

November - Web site expenses are reviewed and approved and the Charter is reviewed and approved

December- Election of officers as needed.

Voting

One Month Voting Delay

Rationale- Most decisions do not need to be hurried. Section 6.01.2 is intended to avoid hasty and uninformed voting and to encourage planning on the part of the Canton.

With the exception of routine business matters and Special Meetings, any proposal requiring a vote will be presented at a meeting one (1) month prior to the vote.

May be waved in special circumstances by a vote of the Canton.

Voting

Any Member 16 and older may vote on Canton decisions.

Voting begins with a member making a motion for a vote on a proposal.

A member must second the motion for a vote.

The Seneschal then conducts the vote.

A simple majority of the members present, assuming a quorum, at a meeting will carry the vote.

Canton Equipment

Cooking Equipment

The exchequer is responsible for Canton cooking equipment.

Heavy Combat

The marshal is responsible for Canton fighting equipment.

Charter Review and Amendments

Charter Review

The entire Charter shall be discussed and voted upon every November by Canton members. All members of the Canton of Westmere shall have a voice in these proceedings.

Amending the Charter

Any proposed amendments are presented to the Charter Committee for review.

Charter Committee will present the proposed amendment(s) at the following business meeting.

Voting on proposed amendment(s) will take place one month after presentation.

Publications

Definition of Publications

Periodic newsletter, currently called The Mirror on the Mere (6/27/07)

Web site, currently housed at <http://www.westmere.us/> (6/27/07)

Other publications such demo advertisements as needed

Periodic Newsletter

Publication dates are at the discretion of the Chronicler but the newsletter is currently printed on a quarterly schedule.

Funds for publication of the newsletter are currently donated to the Canton so no financial reporting is required.

Demos

A demo (“demonstration”) is an organized educational effort to teach and/or display activities of medieval interest in general, and SCA interest in particular, to the general public - SCA.org.

Events

Definitions

A Canton Event is one that is sponsored by the Canton of Westmere

The Event Autocrat Duties and Restrictions

Have total responsibility and control for all publicity related to the event including, but not limited to, the event flier and the event Web Page

Will have a deputy who can assist and be able to take over in case of emergency

Select and Coordinate Event Staff

The Autocrat or their representative will report at each monthly meeting on the current status of the event including expenditures

Not fulfilling these duties may result in the removal of the Autocrat by the Canton

Determining Autocrats

All aspiring autocrats will present a written proposal (see Section 11.04) at a monthly Canton meeting.

Canton voting on the proposal and the aspiring autocrat will take place at the monthly meeting following the presentation of the event proposal

All proposals will be submitted at least 4 months before the event in question to the Finance Committee and the Event Committee

Autocrat Proposals

Are considered tentative, but fairly accurate, and should include:

Event site details: costs (site rental, etc.), times, details and restrictions of site, and expected attendance

Costs to guests: site fee, feast ticket price, etc.

A tentative event flier that includes: activities (fighting, fencing, classes, etc.), services offered (lunch taverns, child care, etc.) and a Schedule of Activities.

Feast Proposal, if planned, includes: size (planned number of people to be served), feast cost to be charged to guests, estimated expenses, tentative menu, and planned cooking prep days

Any other anticipated expenses

Event Staff Roster with names (all positions optional except autocrat, depending on event) that will include autocrat, and may include feastocrat, marshal, fencing marshal, merchant Liaison, A&S coordinator, royal liaison, etc.