

# Knowne bylaws of Northpass

## Section I - What is Northpass?

- A. Northpass currently functions as a Canton of the Crown Province of Østgarðr within the Kingdom of the East. We are a local chapter of The Society of Creative Anachronism Inc. which is an educational 501(c)(3) nonprofit organization.
- B. All rules included herein are subordinate to those of the Society and the Kingdom as well as all relevant US Federal and NY State Law.
- C. The current area includes the Counties of Westchester and Putnam in the State of New York.

## Section II – Required Officer Positions of Northpass

- A. Seneschal - The Northpass Seneschal is "president" of the local group. His or her responsibilities include chairing Chapter business meetings, ensuring that local and SCA rules are followed, and providing a "business head" to the outside world. This office reports to the kingdom and Provincial Seneschal. This officer will chair all Northpass business meetings. He or she will also represent the group to the Province. It is best if this officer serves no longer than three years to allow for continuous energy to be given to this role. In the case of emergency he /she can name his deputy as "acting" in his stead until the next scheduled business meeting.
- B. The Northpass Exchequer, or "treasurer" is responsible for all finances and reporting thereof of the group. His or her responsibilities include accounting for our assets and spending to our group as well as reporting for us to the Kingdom and Corporation. This officer reports to the Kingdom and is responsible for knowing and maintaining compliance with all financial reporting requirements. This includes disbursement of authorized funds as well as ensuring that all event related transactions are in accordance with all relevant financial policies. It is expected that this officer will attend most business meetings and make timely reimbursements and payments on behalf of Northpass.
- C. The Chatelaine / Chatelain can be known as "Hospitaller" or "Newcomer's officer". The primary role of the Chatelaine is to make sure all are welcome at Northpass gatherings and events. He /she should help those new to the SCA find the activities they seek as they start in the SCA. This gentle will help run group sponsored Demos within Northpass. If this office is vacant it can be held by another group officer with the expectation that it be filled as soon as reasonably possible.
- D. The Arts & Sciences Officer (MoAS) is responsible for supporting and sharing Arts and Sciences. This officer is responsible for coordinating and promoting

appropriate activities. If this office is vacant it should be filled at the next available Business meeting.

- E. The Knight Marshal supervises combat activities (Rattan, Fencing, Archery and Thrown Weapons) for the group. This officer has primary responsibility in all concerns regarding safety with any martial activity .
- F. Autocrat / Event Steward – From when an event is approved until all reports are filed this officer is an equal to all other officeholders and is chiefly responsible for that event. He or she is required to share with the group at meetings and by email all progress and issues as they come up. There may be more than one Autocrat /Steward named per event but one MUST be from Northpass proper and will hold final responsibility for that event. This person has final say over any issue at that event with the exception that the Seneschal can overrule in an emergency. In that case the Seneschal will become the acting Event Steward /Autocrat.
- G. Chronicler – This officer is responsible for creation and maintenance of meeting records. Once approved by the Seneschal these minutes are “official” records and shall be kept by both the Chronicler and the Seneschal. This officer also has the right and responsibility to create a newsletter for the group that will contain (at a minimum) contact details of the officers, a list of upcoming events, and the minutes as recorded. The format could be online or printed as decided by the officer. Ideally said publications will be at a minimum once per quarter (as in every 3 months.)
- H. Webminister – This officer is subordinate to the Seneschal and will maintain the group`s official web presence and official email functions. This officer has no authority over non kingdom lists or social media. The website is often the first way people learn about Northpass and the SCA. For this reason it is important that it is up to date and contain a good description of what we do.
- I. Constable – This officer reports to the Seneschal and has responsibility for the sites where we gather. They also help maintain order at events and help maintain good relationships with current and potential event and practice sites. They may name deputies for the duration of gatherings. If the seneschal does not have a deputy he or she is also the effective Seneschal deputy (aka Drop Dead Deputy.)
- J. Herald - This officer is in charge of heraldic activities. He or she shares knowledge and efforts aiding in creating persona names and devices, in addition to submitting them for approval. Currently the Herald had no role as a “Court Herald” for Northpass since there is no nobility related to our lands. They may work with the Province in this regard if desired.

- K. Thrown Weapons Marshal – This officer will be a resource for Thrown weapons for those seeking knowledge of such and for providing tournaments and practices as needed by the group.
- L. Archery Marshal - This officer will be a resource for Archery for those seeking knowledge of such and for providing tournaments and practices as needed by the group.
- M. Fencing Marshal - This officer will be a resource for Fencing for those seeking knowledge of such and for providing tournaments and practices as needed by the group.
- N. Minister of the Lists - This officer will be a resource for those seeking to be authorized for Rattan and for providing armored combat tournaments and practices as needed by the group.
- O. Chamberlain – This officer is responsible to keep inventory of group owned possessions. A list of what and who is holding them is to be maintained. He or she will report to the Exchequer but will make the current location and status known to any officer or non-officer making a request. A loan of Northpass property should only be for a particular activity at a time and place. The person who borrows items is responsible for timely return after use.
- P. Brewmeister – This will be the recognized authority on brewing, cordialing, and vintning for the group. He or she is expected to run activities to share and grow the knowledge of the group. He or she will report to the A&S officer.
- Q. Dance Master – This officer will organize and run dance and music at practices and events. He or she will report to the A&S officer.

### Section III – Officer Policies

- A. All officers must be approved by a majority of the group at a business meeting and be approved (if appropriate) by their kingdom superior before assuming office. This vote should take place only when a minimum of 2/3 of the officers are in attendance and all from Northpass who are present (as in not just officers) have the right to vote. All office holders must be eligible to hold that office by kingdom law and policy.
- B. Officers are required to know and follow all kingdom rules for their office including reporting requirements.
- C. It is good for officers to take on deputies. For this to occur, the agreement of the Seneschal and an affirmative vote of the group at large are needed. This clause is currently awaiting wording of an active amendment.
- D. Gentles may hold more than one office, but not more than one EK law required one. With votes of officers it is one vote per person and not one vote per office.

- E. All votes for office will be voice vote unless secret ballot is requested. If anyone requests secret ballot then the votes will be tallied by a committee of the Seneschal and Exchequer. If one of those offices is being voted on then that person should not count votes but should designate someone in his or her stead.
- F. If there is anyone in Northpass that believes an officer has a serious enough failing that he or she should be removed from office then this should be raised at the next commons meeting. The Seneschal should be asked to add this to the meeting agenda and a discussion will be made on the merits. If the situation is unresolved, a vote will be taken with a simple majority needed to remove the officer in question.
- G. At least once per year all officers should offer to step down and if not otherwise offered this shall be at the December meeting. If there is someone who would wish to take that office a vote will be held.
- H. If an office becomes vacant due to resignation or by the office holder not fulfilling the requirements for that office, it may be filled temporarily by the Seneschal subject to a vote at the next business meeting. This can include cases where timely reports are not filed or officers have not attended three or more successive meetings.

## Section IV – Financial Policies

- A. The Financial Committee shall consist of the Seneschal and Exchequer, along with one deputy of each. If either or both do not have deputies their predecessors in that office will be on this committee. The Seneschal and Exchequer will jointly name the fifth member. If additional vacancies occur with available deputies or former office holders available the Seneschal and Exchequer will chose additional members of this committee to bring it up to 5 members. All members of the Committee shall be signatories on the Canton bank accounts.
- B. Any member of Northpass can see all financial records with reasonable notice.
- C. All expenditure requests must be presented for approval at an open business meeting before funds are spent, with the approval requiring both a majority of the financial committee AND a majority of all present. Event proposals will require approved budgets.
- D. In order for a reimbursement to be made, a receipt clearly showing the items to be reimbursed for must be presented to the Exchequer. Exceptions require a unanimous vote of the finance committee with a minimum quorum of three.
- E. For events, all receipts should be submitted within one week of the event. For other purchases, receipts should be submitted within one month of the expenditure.

## Section V - Events

- A. Proposals – All events will start as a proposal with those wishing to run an event bringing to the group the following detail.
- Event Description with proposed name, date and location.
  - Names of staff for all pivotal activities (including kitchen if relevant) at the event.
  - A full proposed budget with expected attendance, income and expenses.
- B. Approval – Proposals need to be approved by a vote at commons before events can move forward. If there is more than one person or team wishing to run a recurring event, the Seneschal should attempt to work with them to see if the proposals can be combined. If this cannot be done the group should vote between the competing proposals. Those approved to run the event (or the one from Northpass in the case of partnering with someone beyond our group) are officers from this point until the successful completion of the event. After the proposal is approved by Northpass the following should be done:
- Confirm with the province that there is no conflict or concerns with moving forward.
  - If event is Kingdom Bid, proceed with Seneschal to make the bid.
  - If necessary reconfirm staff, site and date suitability.
  - Share a description of the event on the EK site and start publicizing the event as appropriate.
  - Request funds from Exchequer for site, insurance or advances as detailed in Budget.
  - Request Seneschal sign agreements as needed by site.
- C. Staffing – Events need staff. Preference should be given, when possible, to locals. A list of those who are running activities including (if applicable) the kitchen, Gate /Troll/Reservations, and any event activities should be kept and maintained. There should be a plan for any needed cleanup ahead of time. If there is significant involvement with a guild, household or other group these details should be spelled out clearly.
- D. Attendance – As the event nears, Northpass must be told if there are any changes regarding expected attendance that may cause a loss.
- E. Problems leading up to event - Any issues with staff, site or any other critical issues must be shared to the group or Seneschal as they come up. Problems happen but most items can be fixed if shared in advance. There must be a plan for all needed equipment (feast gear, archery or TW targets / List barriers, Court equipment, etc.) to reach the event.
- F. Event day – Event Steward /Autocrat has full control on site of the event as needed with the exception of legal issues. Those should be reported to the Seneschal immediately.

G. Gate /Troll – This needs to be manned at all times by previously designated people, known to be reliable to the Event Steward as well as both the Seneschal and Exchequer.

- All needed waivers and forms need to be available.
- A list of all who are reserved and those to be comped must be available.
- Sufficient cash to make change should be available when needed.
- Information of schedule and locations of event activity should be available.
- All moneys should be secured at all times and confirmed with the Exchequer at Gate close. Gate reports and cash /checks should be reconciled at that time.
- Gate money must all be deposited after the event. Expenses must be paid by a check from the Northpass account.

H. Reimbursements – The payment for funds spent in the budget does not need any further approval. All such reimbursements should be made immediately upon delivery of receipts. If there is no one to deliver or cosign checks available payment must be made at the soonest possible time.

- Unbudgeted expenses – Reimbursement in this case will require approval from the financial committee. Generally emergency expenses (such as for ice when refrigeration fails) should be approved without question. There should not be overspending beyond budgets without reason.
- Expenses without receipts – are only approved as appropriate by the exchequer in accordance to policy. Generally one needs proof of expenditure to be repaid.

I. Post Event Tasks – The event is not “complete” until all post event tasks are completed.

- All reimbursements need to be made.
- All deposits from gate should be made by exchequer or event steward as soon as reasonably practical.
- NMS report along with payment should be completed.
- Event report completed.
- Waivers mailed to Kingdom.
- Thanks to staff made.
- Refund requests should be considered on a case by case basis and refunds made where appropriate. In the case an event loses money the financial committee or the group as a whole should approve any refunds.
- Verbal or written report made to group about the event including lessons learned or outstanding issues to be solved

- Ideally the above should be completed in the first two weeks after the event. Not all could or should be done by the Event Steward but he /she should track and push where needed.

## Section VI - Meetings and Decisions

- A. Commons meeting – These monthly gatherings are both business meeting and a chance to gather socially as a group. This is a chance to share and plan informally as well as to meet and discuss.
- B. Seneschal shall chair the meeting with agenda ideally shared in advance. At a minimum, upcoming and past events should be discussed, along with officer concerns, and issues of general interest.
- C. Anyone with a topic to raise or a question to ask should be given the chance.
- D. For issues requiring voting (except than where other law or policy states otherwise) all in attendance from Northpass are granted a vote. All may speak on any issue regardless of where they reside.
- E. Commons should be held in various parts of Northpass in order to make it easier for all to attend. Generally the date will be on the evening of first Tuesday of the month but can be changed by either a vote of a prior meeting or a decision of the seneschal when necessary.
- F. Practices, socials and any other gatherings should be shared at commons so they can be “official” gatherings of the group. After being shared the webminister should post details to the website. Gatherings not shared at commons and not on the Nothpass website will not be regarded as an “official” gathering of the group.

## Section VII – Ratification or Amendment

- A. These bylaws will take effect immediately after a majority of officers and a majority of all from Northpass in attendance at a commons meeting vote to ratify.
- B. Any provisions that are at odds to Kingdom, SCA or modern law can be removed from this document after it is noted at a commons. If there is a dispute regarding removal a vote should be taken.
- C. A 2/3 majority is required to amend these bylaws. All amendments should be shared in the Commons meeting prior to the vote.