

**GUIDELINES FOR THE PROVINCE OF MALAGENTIA (SCA, INC)**  
November 2005

**PROVINCE**

A Province is defined in East Kingdom Law Section IV as:

**G. Provinces**

A Province is a branch of at least twenty-five Society members in a geographically contiguous area that is of equivalent status to a Barony, but which has no ceremonial head.

1. A Province may contain subordinate Colleges, Strongholds, Ports, and Ridings.
2. A Province may hold funds for its Colleges, Strongholds, Ports, and Ridings.
3. A Province may as act as a sponsor branch for incipient Shires, Colleges, Strongholds, Ports, and Ridings.
4. Provinces are required to have, at minimum, the following Officers (in order of seniority):
  - a. Seneschal
  - b. Herald
  - c. Knight Marshal
  - d. Chancellor of the Exchequer
  - e. Chronicler
  - f. Minister of Arts and Sciences
  - g. Minister of Lists
  - h. Chatelaine
5. A Province, because it has no ceremonial head, may give no awards, but may bestow Provincial honors.

**I. PROVINCIAL OFFICES**

**A. GENERAL INFORMATION**

- 1.) All officers must conform to the specifications outlined in the Policies of the kingdom officers listed in East Kingdom Law (EKL) Section IV.F. Gentles interested in assuming office must be paid members of The Society for Creative Anachronism (SCA), Inc. prior to assuming office and during their complete term of office.
- 2.) If an office requires a specialized skill or Kingdom authorization, the prospective officer must fulfill those requirements within six (6) months of assuming office.
- 3.) There is no limit to the number of consecutive terms an officer may be elected.

## **B. GREATER OFFICES**

- 1.) Greater Offices shall be defined as those offices required for a Province by EKL Section VII G
- 2.) As stated in EKL Section IV G, at this size of Branch (Province), doubling (holding two or more greater offices simultaneously) should not be necessary, however a gentle may hold as many lesser offices as they wish.

## **C. LESSER OFFICES**

- 1.) The Lesser Offices are as follows:
  - a) Archery Captain
  - b) Provincial Fencing Marshal
- 2.) Local offices are nonvoting and are as follows:
  - a) Autocrat: Deputy of the Seneschal for the preparation and execution of an event.
  - b) Deputy Seneschal: Deputy of and reports to the Seneschal.
  - c) Quartermaster: Deputy to the Exchequer for inventory.
  - d) Web Minister: Deputy of and reports to the Seneschal

## **D. REPORTING**

- 1.) All officers must file reports as required by the East Kingdom Law and Policies. Upon election to the office, the outgoing officer, the officer-elect, and the Seneschal should immediately contact the corresponding Kingdom officer and inform him/her of the changeover.
- 2.) When requested by the Seneschal or Deputy Seneschal, all officers should be able to give brief reports, oral or written, of their activities so that these activities might be included in the Seneschal's report.

## **E. DEPUTIES**

- 1.) Officers are encouraged to appoint deputies wherever possible. A deputy is selected according to his/her interest, willingness to serve, and ability to work effectively with the corresponding officer. In keeping with the spirit of East Kingdom Law and Policy, a gentle holding a Greater Office should not agree to serve as deputy for another Greater Office.
- 2.) The Deputy position is designed as a training position to prepare a gentle to hold the respective office. The deputy can and is expected to represent their superior officer in meetings they are unable to attend. In the event that the elected officer cannot complete his/her term of office, the deputy is expected to fill the elected term of office until an officer pro tem is appointed as defined in the Malagentia Guidelines.
- 3.) Should an officer choose to appoint a deputy, both the officer and the deputy are required to notify the Provincial Seneschal in writing of the identity of their deputy and the willingness of the deputy to serve, and to notify the Seneschal in writing whenever a change in deputies is made.

- 4.) Officers are not prohibited from appointing more than one Deputy, if they so desire.

## **ELECTIONS**

### **A. TERMS OF OFFICE**

- 1.) Terms of office last for two years.

### **B. NOMINATION PROCEDURES**

- 1.) Nominations shall take place at the Province meeting one month before the election. The nomination process requires one nomination and a second. A nominee may refuse the nomination at any time. If there are no nominees for a given office, the write-in candidate with the greatest number of votes will be elected, provided the candidate is willing to perform the duties of the office.
- 2.) Nominees must show proof of membership to the Seneschal two (2) weeks prior to the election.

### **C. ELECTION PROCEDURES**

- 1.) Elections are to be held at the December Province meeting in odd numbered years.
- 2.) The Province Chronicler shall post notice of the election date and the nominees to all current paid SCA members residing in Malagentia via the Malagentia Website, Malagentia List and the Moonstone.
- 3.) The Chronicler is responsible for printing, distributing, and collecting ballots.
- 4.) Absentee ballots will be accepted up to 24 hours prior to the time of the election. Gentles voting in this fashion are responsible for seeing that their ballots will reach the Chronicler in time.
- 5.) If necessary, the Chronicler is empowered to request verification that any voter is a paid member of the SCA, Inc., and a resident of the Province of Malagentia aged 14 years and above. Such verification may be a membership card or label from a Pikestaff or other Kingdom or Society level publication and an official mundane ID.
- 6.) Ballots will be counted and verified by the Chronicler and two gentles not running for office. Any ballots received after the start of the ballot counting will not be included in the final total.

- 7.) A simple majority of votes of paid members is required for election to office.

#### D. SPECIAL ELECTIONS

- 1.) In the event an officer leaves office, the Deputy for that officer shall fill in until an officer pro tem can be appointed. An officer pro tem will be appointed by majority vote of a quorum of the voting officers of the province. The officer pro tem may be the Deputy or another gentle. Within 3 months of the vacancy, a special election shall be held to fill the office. The new officer will then complete the original term of office.

#### REMOVAL OF OFFICERS

##### A. RESIGNATION (Voluntary)

- 1.) Any Provincial officer may resign from his/her office at any time, without prejudice, by informing the Provincial Seneschal in writing of his/her intent to resign.

##### B. REMOVAL (Involuntary)

- 1.) A Kingdom officer may remove a Provincial officer as outlined in East Kingdom Law and Kingdom Officer policies.
- 2.) If a Province member has a grievance with an officer, the grievance will be presented to the Seneschal. If the grievance is with the Seneschal, it shall be presented to the Regional Seneschal.
  - a) The Seneschal will consult with the officer to resolve the grievance. If the grievance is not resolved, further action may consist of mediation or referral to the officers Kingdom superior.
  - b) Mediation shall consist of the affected parties, a moderator who must be agreed to by both affected parties, and one advocate for each of the affected parties. If mediation fails to reach a consensus:
    1. In the event the officer is a warranted officer, the grievance shall be referred to the subject officer's Regional or Kingdom superior for further action.
    2. In the event the officer is an unwarranted or deputy officer, then a direct majority general vote of the populace on removal shall follow within a reasonable time period.

## **MEETINGS**

### **OFFICER MEETINGS**

Officer meetings will be held at least quarterly. All officers shall be present or be represented by their deputy.

### **PROVINCE MEETINGS**

Province Meeting shall be held on a regular basis, no less often than once every two months. The Seneschal shall be responsible for the scheduling of and arrangement of space for said meeting.

1. Meeting dates and times will be announced at the previous months Province meeting, via the Moonstone when possible and via the Email list.
2. The Province Meeting shall be administered by the Seneschal, or if unable to attend, by the Herald. All officers shall endeavor to attend at least every other Province meeting. If an officer is unable to attend, the Seneschal or the Officer's chosen deputy shall read the written report submitted by the Officer in his or her stead.
3. The Province Meeting shall include (in no particular order):
  - a. Officers Reports and Issues
  - b. Up coming events
  - c. Old Business (non-votes)
  - d. New Business
  - e. Debate on Issues and Vote (on previous meeting's properly nominated and seconded issues).
4. The Chronicler shall be responsible for writing down the issues properly moved and seconded that will be brought to vote at the next meeting, as well as all issues voted on and whether or not they passed. If the Chronicler cannot attend the meeting he or she shall be responsible for making sure that someone attending the meeting is responsible for recording this information and let the Seneschal know of this prior to the meeting. No minutes of the meeting or specific counts will be required. This information shall be presented to the Seneschal, or chosen deputy, in electronic format no more than four days after the Province Meeting and posted to the e-mail list and Province website no less than one week after the Province Meeting, along with the time and place of the next scheduled meeting. Any individuals who would like paper copies of this information shall provide self-addressed, stamped envelopes to the Seneschal. If timely, such information may also be published in the Moonstone.

## **GENERAL PRACTICES**

1. Voting
  - a. Procedures for voting as follows:
    - i. Item for vote is presented to populace at a meeting. Must be moved and seconded.
    - ii. Vote on item occurs at the next meeting.
    - iii. Gentles eligible to vote must be:
      1. Paid members of the SCA, Inc. aged 14 years and older.
      2. Residents of the Province of Malagentia
2. Budget meeting
  - a. Budgets run from March to March.
  - b. The Budget meeting will be scheduled to occur after the yearend but before the February Province Meeting.
    - i. Attendees will be the Elected officers and any interested Province member.
    - ii. The Budget will be accepted on a majority vote of the voting officers present (must be a quorum of the voting officers).
  - c. The Seneschal will present the Proposed Budget to the populace during the February Province meeting.
  - d. Vote will occur during the March Province meeting for immediate implementation.
3. Purchase of goods.
  - a. All purchases of goods (non event) valued over \$150.00 must be voted on.
  - b. Event purchases:
    - i. All non-mandatory purchases over \$150.00 by an Autocrat or their deputies for an event must be pre-approved by the Seneschal.
    - ii. All purchases under \$150.00 for an event must be pre-approved by the Autocrat of the event.
4. Event proposals:
  - a. Proposals for an event will be presented in writing to the Seneschal with the following information:
    - i. Event name
    - ii. Autocrat
    - iii. Date(s)
    - iv. Location
    - v. Theme
    - vi. Proposed event budget
  - b. The Seneschal will present the proposal to the populace for vote at the Province meeting.
5. Use of Province gear
  - a. Province gear may only be used for official Malagentian activities.

## **DISCLAIMERS**

These guidelines aim to be comprehensive, but are subordinate to all Kingdom and Corpora Law. To the extent these guidelines are contradicted by Kingdom or Corpora Law the Kingdom or Corpora Law overrides.

Conflict of individual portions of these guidelines with Kingdom or Corpora Law invalidates that guideline, but does not invalidate any other portion of these guidelines. Guidelines must be active 6 months before they may be changed except where they conflict with Kingdom, Corporate or mundane laws.