Eternal Glades Bylaws

v1.0, 6/8/2023

Change Log

- **6/9** Added chancellor responsibility: receipt tracking. Fixed typo in Winter Schedule (Monarchy should be Monarch). McKrunch.

Officers

Qualifications for Office

To hold an office at Eternal Glades, certain requirements must be met. Below, the qualifications are broken down by office.

To encourage participation while the park is still a Shire, most test-based requirements only take effect when the Holding is at Barony level or above. These are marked with “Barony+ Only”.

Monarch Requirements

1. **Active Member:** Must be a Dues Paid, Active member.
2. **Testing (Barony+ Only):** Candidates must pass the current kingdom corpora test, as well as a Holding Bylaws test.
    a. **Tester:** These tests shall be administered by the holding Chancellor.
    b. **Replacement Tester:** If there is no current holding Chancellor, a tester may be appointed to administer the test. The appointed tester should be familiar with the holding bylaws and may be any member of the holding except those being tested.

Chancellor Requirements

1. **Active Member:** Must be a Dues Paid, Active member.
2. **Testing (Barony+ Only):** Candidates must pass the current kingdom corpora test, as well as a Holding Bylaws test.
    c. **Tester:** These tests shall be administered by the holding Monarch.
    d. **Replacement Tester:** If there is no current holding Monarch, a tester may be appointed to administer the test. The appointed tester should be familiar with the holding bylaws and may be any member of the holding except those being tested.

Champion Requirements

1. **Active Member:** Must be a Dues Paid, Active member.
2. **Testing (Barony+ Only):** Candidates must be Reeve Certified.
    a. If the Holding is a Shire, instead of Reeve Certification, candidates must instead pass a weapon-safety practical administered by the Monarch.

Regent Requirements

1. **Active Member:** Must be a Dues Paid, Active member.

Officer Responsibilities

What follows is the expectations and separation of responsibilities for each office. This is intended to be a rough guide for prospective officers, as well as a standard to which officers should be held accountable.

Sharing of Duties: There may be times when an officer is unable to perform some or all of their duties, or when it otherwise makes sense for the Monarchy to share duties in an unusual way. In these cases, it is the officer's responsibility to arrange coverage. If the officer does not arrange coverage, responsibility always falls to the Monarch.

Monarch

1. **Elections for Chancellors**, including all requirements for office as outlined in Chancellor Requirements.
2. **Oversight:** The Monarch oversees all the offices and is ultimately responsible for ensuring that their functions are carried out.
3. **Schedule Creation:** Responsible for planning the park schedule and working with the other officers to schedule their mandatory events, and any additional official events they want to run.
4. **Website Calendar:** The Monarch is responsible for updating the calendar on the Website.

Chancellor

1. **Elections for Monarch, Champion, and Regent**, as outlined in Qualifications for Office.
2. **Sign Ins:** Responsible for tracking and entering sign-ins in the Ork.

3. **Waivers:** Responsible for ensuring players are waivered, and tracking all waivers in the Chancellor Binder.
4. **Budget Reporting:** At least once per reign, but ideally more often, the Chancellor must provide a report to the Monarchy about the financial status of the holding.
5. **Expenditure Approval:** Responsible for approving expenditures as outlined in Financial Expenditures.
6. **Receipt Tracking:** Responsible for tracking receipts as outlined in Financial Expenditures.
7. **Dues:** Responsible for collecting dues, and paying the required portion to the Kingdom. Dues are currently $20, and half ($10) goes to the Kingdom.
8. **Updating Park Information:** Responsible for updating various services with current officers, park locations, and schedule. See Official Communication for details.

Champion

1. **Fighting Tournament:** The Champion, or a delegate appointed by the Monarch, shall run at least one fighting tournament per reign.
    a. It is recommended that at least one tournament be open to all fighting levels.
    b. It is recommended that at least one tournament follows the standard melee tournament convention laid forth in the Kingdom Constitution. Consisting of: Single Short, Two Shorts, Short and up to Medium Shield, and Open. Any additional brackets may be added as deemed fit by the event runner.
2. **Battlegames:** The Champion runs weekly battlegames.
3. **Safety and Weapon Checks:** All officers should be mindful of safety, however weapons checks are the Champion's responsibility.
4. **Teach New Players:** Teaching new players the basic rules.

Regent

1. **Arts and Science Tournament:** The Regent, or a delegate appointed by the Monarch, shall run at least one Arts and Science tournament per reign similar to the dragon master set forth in the Kingdom Corpora.
    a. It is recommended that at least one tournament should allow all the different crafting paths as laid out by the Serpent Belt Path. That being: Dragon, Owl, and Garber.

Holding Operations

Official Communication

These mechanisms must be kept up to date with officers, weekly schedules and park locations. All official communication must be posted here.

1. **Facebook** is the official forum of communication for Amtgard.
    a. Our Facebook group is: https://www.facebook.com/groups/1982989225320564
2. **Discord** is also an official form of communication for Eternal Glades.
    a. The Eternal Glades Discord server is to be owned by the current Monarch and administered by the monarchy team. Additional Admins may be delegated or removed at the Monarch's discretion.
    b. The discord ID is: 1282797111519346872
    c. Should this need to change for any reason it must be brought to an Althing to vote to make it official. The discord should only change in an emergency such as losing ownership

Additional Sites

These sites don't have a mechanism for posting official communication, but they must also be kept up to date with officer details, park location, and weekly schedule details. Note that the Website also has a calendar of events that must be maintained.

1. **EG Website**
    a. Link: https://eg.blackspire.org/
    b. This contains officers, park location details, schedule, and a calendar of events.
3. **The Ork** (Online Record Keeper)
    a. Link: https://ork.amtgard.com/orkui/index.php?Route=Park/index/789
    b. This contains park location details and schedule.

Updating Park Information

When Monarchy changes, the park location changes, or when the weekly schedule changes, **Discord, Facebook, the Ork, and the Website** must be updated with park relevant information within one week.

Park Schedule

Winter Schedule

The Monarch may, with the agreement of the Chancellor, move the Holding to Winter Schedule without an Althing. Safety, quality of park days due to weather, and amount of daylight are factors to consider.

The Chanceller must perform an informal poll of the populace to inform this process, and announce the results via all Official Channels.

During Winter Schedule

1. The park shall meet on a modified schedule determined by the Monarchy, at least once per month, but typically twice per month.
2. At the end of each month of Winter Schedule, the Chancellor shall run another informal poll of the populace regarding their desire to end Winter Schedule and return to the normal cadence. This poll must be announced via all official channels.
3. The Monarch ultimately decides whether to end Winter Schedule. The agreement of the Chancellor is required.

Safety Override by Althing

If it is determined that the Monarchy is behaving irresponsibly with regards to Winter Schedule, an emergency Althing may be triggered by any officer with three days notice, with the handling of Winter Schedule set forth as an automatic topic. This Althing must be announced via all official channels. The outcome of this Althing supersedes the Winter Schedule rules for the remainder of the current winter season.

Financial Expenditures

The Monarch should direct the Holding's funds towards facilitating growth and enhancing the Amtgard experience, within reason, with oversight, and with transparency.

The Approved Expenditures List and Expenditure Process exist as a method to safely fast-track reasonable park operations. This is an alternative to the Althing process, which tends to lead to parks hoarding money indefinitely, with negative downstream consequences.

Expenditure Process

1. **Expenditure Request:** The Monarch may request any expenditure on the Expenditure List by making a written request (Expenditure Request) to the Chancellor. The request should include: Reason, Amount, Date, and Signature.
2. **Chancellor Approval:** The Chancellor **must always** approve the expenditure unless:
    a. **Not Allowed:** The request is not on the Approved Expenditures List.
    b. **Too Costly:** Expenditures over $125, or a combined total of $250 in expenditures during a single term in office, always require Althing approval.
    c. **No Funding:** The park does not have the funds, or the funds that are already committed elsewhere.
    d. **Conflict of Interest / Corruption:** Corruption is any proposed expenditure that diverts park funds to the personal benefit of the Monarch, another park officer, their immediate household, or any organization in which they hold a financial interest, except where (a) the benefit is incidental and shared equally by all members, and (b) the expenditure is made at fair-market value from an unrelated vendor.
        i. **Triggers an immediate emergency Althing with the topic of removing the Monarch and beginning a new Monarch election. This must be announced on all public channels with seven days' notice. Removal requires a 2/3rd majority.**
3. **Rejection:** Rejected expenditures can be promoted to an Althing at the discretion of the Monarch.
4. **Transparency:** The Chancellor **must** publicly announce all expenditure requests, regardless of outcome, as well as the result via all approved communication channels.
5. **Receipt Tracking:** It is the Monarch's responsibility to acquire a receipt, and it is the Chancellor's responsibility to collect and maintain them along with the Expenditure Request. If no receipt is received, the Chancellor should create a record of the lack of receipt instead. That can be as simple as a handwritten note on the Expenditure Request saying: "No receipt provided".

Approved Expenditures List

1. Food.
2. Advertisement including social media ads, posters, flyers, business cards.
3. Equipment such as weapons and shields.
4. Materials for crafting.

Bylaws Changes

1. Grammatically incorrect or other clerical errors in this document may be edited with approval of the officers internally by simple majority.
2. Major changes such as action items repealed or similar major edits must be approved at Holding Althing following simple majority rule.
3. Changes made to this document are the Chancellor's responsibility. If the Chancellor is unable to fulfill this responsibility it will fall to the Monarch, or a party the Monarch delegates.
4. Should this document ever impinge upon the sponsoring kingdom’s Corpora, bylaws, or Policies, the Amtgard Rules of play (RoP), or mundane laws, it is to be proposed and changed in such a way that it does not. This change must be voted on at a Holding Althing.
5. The latest version of this document should be available via all Official Channels.
6. **Notification:** Changes to this document must be announced via all Official Channels.