

CALAFIAN RAPIER GUILD CHARTER

I. Mission statement:

The Rapier Guild of the Barony of Calafia has been organized to promote participation in, and enjoyment of, fencing techniques as practiced within the guidelines and traditions of the Society for Creative Anachronism in the Kingdom of Caid. The guild exists to advance rapier fencing within the Barony of Calafia by emphasizing chivalry and honor, period appearance, and service to the Barony, as well as skill in rapier techniques.

II. Guild membership is open to all Calafians who wish to participate in rapier fencing.

- A. A Calafian may become a guild member by attending a Guild meeting and having their contact information added to the Guild roster (see IV.B.1. below).
- B. All Calafians who attend at least one meeting each Reign and have their contact information recorded on the Guild roster are considered members of this guild.

III. Guild meetings:

- A. Rapier Guild business meetings shall be held at 1:00 p.m. on the second Sunday of every month at the site of the Baronial Practice (currently at Allied Gardens Recreational Center, as published in the Serpent's Tongue).
- B. A **quorum** of at least 6 Guild members, including the Guild representative or one of the alternates (see IV.C., below) must be present for any decisions requiring a vote of the Guild membership.
 - 1. Voting decisions not specifically described in this charter will be made by a simple majority of the quorum present.
 - 2. Certain voting decisions described in this charter require a larger majority, including alternative meeting sites (III.C.1.), Guild castellan (IV.D.2.b.), purchases of Guild equipment (V.B.1.), standards for approval for loaning Guild equipment (V.D.1) and changes in the Guild charter (VI.B.3.). The requirements for these decisions are specified in the charter sections listed.
 - 3. A business meeting may proceed with as few as 3 Guild members if there are no voting decisions made.
- C. In case of rain, the Keeper of the Roster will email the membership before 11 a.m. on the day of the business meeting to notify them of an alternative site.
 - 1. The alternative site will be located no more than 5 miles from Allied Gardens Recreational Center unless previously agreed upon by 60% of a quorum of members at a scheduled business meeting.
 - 2. Any Guild member without an active email address must contact the Keeper of the Roster by telephone between 10 a.m. and 11 a.m. on the meeting day for this information.

3. If there is no business pending for the meeting in a given month, that month's business meeting may be cancelled at the discretion of the Keeper of the Roster; the next month's meeting must then be held, regardless of weather. (There may be no fewer than 6 business meetings per year.)

D. Special business meetings may be scheduled by the Keeper of the Roster upon request of at least 4 members of the Guild.

1. The special meetings will be scheduled for a Wednesday night or Sunday afternoon rapier practice at Allied Gardens Recreational Center.
2. The keeper of the roster will notify the Guild membership at least 4 days in advance by email, or by telephone for those who do not have email.

IV. Guild officers:

A. There shall be no official Guildmaster, although members of the Guild will be selected to perform certain services for the guild for designated times.

B. Keeper of the Guild roster.

1. The Calafian Deputy Marshal for Fence will maintain an up-to-date Guild roster of contact information, including email addresses (where possible), telephone numbers and mailing addresses of all members for the duration of his or her term of office.
 - The Keeper of the Roster will deliver a copy of the Guild roster to the Baron and Baroness and the Baronial Seneschal once each Reign.
2. The Deputy Marshal for Fence may propose another guild member for this service at a guild meeting.
 - A simple majority of the quorum of members present at the meeting must ratify the proposed choice of roster keeper.

C. Guild representative to the Baronial Council.

1. The Guild representative or one of the alternate Guild representatives will attend each Baronial council meeting.
 - The representative will report on the Guild activities to the Council, represent the Guild to the Council, and bring information from the Council to the Guild membership.
2. The Calafian Deputy Marshal for Fence will act as the Guild representative unless he or she wishes to designate a different Guild representative for his or her term, or a substantial portion of that term.
 - a. The Deputy Marshal for Fence may propose another guild member as Guild representative for a designated period within, or for the duration of, his or her term of office.
 - b. The Deputy Marshal for Fence must propose the name of the guild member and the time period of their service at a scheduled business meeting.
 - The proposal must be ratified by a simple majority of a quorum of members present at the meeting.

3. Two alternative Guild representatives will be elected at the January meeting each year to be available to attend the occasional meeting the Guild representative is unable to attend.
4. If the Guild representative is unable to attend a particular Council meeting, he or she will notify the alternate representatives at least five (5) days in advance of the council meeting and determine which will attend the meeting.
5. If no Guild representative or alternate is able to attend a particular Council meeting, the Guild representative will notify the Baronial Seneschal no later than the night prior to Council and submit a report by phone or email.

D. Guild castellan.

1. The Rapier Guild castellan will be responsible for the Guild rapier equipment (see specifics under Guild equipment, below).
2. The Calafian Deputy Marshal for Fence will act as the Guild castellan unless he or she wishes to propose a different Guild representative for his or her term, or a substantial portion of that term.
 - a. The Deputy Marshal for Fence may propose another guild member as Guild castellan for a designated period within, or for the duration of, his or her term of office.
 - b. The proposed Guild castellan must:
 - i. Be resident of the Barony of Calafia and member of the SCA in good standing.
 - ii. Have a history of attending Rapier practice frequently over at least 4 months.
 - iii. Be willing to regularly attend Sunday afternoon practice (at least 3 out of 4 weekends a month) and Wednesday night practice (at least 2 out of 4 Wednesdays a month).
 - iv. Be acceptable to the Baron and Baroness of Calafia.
 - v. Be ratified by at least 2/3 of a quorum of guild members at a business meeting.
3. The Guild castellan may temporarily designate a specific alternate to be responsible for the Guild equipment at a particular practice.
 - The proposed temporary castellan must meet the first four qualifications listed above, *and* have the consent of the Baronial Deputy for Fence, and the Baron, Baroness or the Calafian Seneschal.
 - The Guild castellan may obtain pre-approval for a short list of possible alternate castellans from the Baron and Baroness or the Calafian Seneschal; this pre-approval must be renewed once during each Reign for each of the possible alternate Castellans.

V. Guild fencing equipment

- A. The Calafian Rapier Guild will maintain a selected amount of rapier equipment to be used by approved fencers during Rapier practice or at official SCA events at which the Guild castellan is present.

- B. The Rapier Guild will purchase this equipment with Guild funds maintained by the Calafian Exchequer on behalf of the Guild.
1. Specific purchases must be approved 60% of a quorum of Guild members at a business meeting.
 2. Guild members may add to Guild funds through specific fund-raisers, or through designating their volunteer hours at SCA wars to the Rapier Guild of Calafia, Caid.
- C. The Guild castellan will mark each piece of Guild equipment in an easily visible manner, and maintain a written inventory of the Guild equipment.
1. The Guild equipment inventory shall be available for inspection by the Baron, Baroness or Baronial Seneschal at any time.
 2. Each year at the December Baronial Council meeting, the Guild castellan shall provide a copy of the Guild inventory to the Baronial Exchequer for inclusion in the Exchequer's Domesday Report.
- D. At each event or practice attended by the Guild castellan or designated alternate castellan (see IV. D.2. and 3. above), the castellan may loan specific pieces of equipment to approved fencers for a period no longer than the duration of that practice or event.
1. Fencers (of any level of experience) must meet certain standards of approval before they may borrow Guild equipment; these standards will be displayed, in writing, on the inventory/information sheet attached to the Guild equipment bag.
 - a. The current standards of approval instituted by Lady Tegan, Deputy Marshal of Fence, will apply until changed as indicated below.
 - b. Changes in the standards of approval must be agreed upon by at least 60% of a quorum of Guild members at a business meeting.
 - c. Exception for a specific individual to these standards may be made on the specific recommendation of a member of the Order of the White Scarf or of the Baron or Baroness of Calafia.
 2. Each fencer borrowing one or more pieces of Guild equipment shall record his or her contact information and the pieces borrowed on the inventory/information sheet attached to the Guild equipment bag and shall be asked to donate \$1 towards the maintenance of that equipment.
 3. The Guild castellan will collect and inventory the equipment and the maintenance fund at the end of each practice.
- E. The Guild castellan, with the help of such Guild members as he or she may request, will maintain the Guild equipment in a safe and usable condition. The castellan may purchase cleaning materials from the maintenance fund, up to \$10 per month without approval by the Guild.

VI. Stepping Down from Office and Changing the Guild Charter

A. Leaving office: Keeper of the Roster, Guild Representative, Guild Castellan.

1. Stepping down:
 - a. At any time, a Guild officer may choose to step down.
 - b. It is requested that the officer give a 30-day notification at a scheduled business meeting of the Rapier Guild.
2. Removal from office:
 - a. If several members of the Rapier Guild feel that a Guild officer's performance has been remiss enough to warrant removal from office, they shall discuss the matter informally with the Guild membership.
 - b. If at least 5 active members of the Rapier Guild agree with this assessment, an informal warning will be given to the officer in question, preferably in confidence.
 - c. At the first business meeting at least 30 days, but less than 60 days after the warning, the concerned members will discuss with the membership whether or not the officer has come into compliance with the concerns of the Guild membership. The officer in question will be asked to attend this meeting.
 - If a simple majority of the members attending the meeting feel that the officer has resumed meeting his or her obligations to the Guild, the matter will be dropped.
 - If not, the officer will receive a formal warning from the Guild at that time.
 - d. If a formal warning is issued, the officer will be required to attend the following business meeting.
 - If a simple majority of the members attending the meeting (excluding the officer in question) feel that the officer is still not meeting his or her obligations to the Guild, the officer will be removed from office.
 - If not, the matter will be dropped.
 - e. Although the Deputy Marshal for Fence is a Baronial office, the Guild may require a Deputy Marshal for Fence to resign from any or all Guild offices under the procedure outlined above.

B. Changes in the Guild Charter.

1. Changes in the Guild Charter must be proposed at a scheduled business meeting attended by a quorum of members.
2. All members on the roster must be notified that the proposed change will be discussed at the *following* scheduled business meeting.
3. The change must be ratified by 2/3 of a quorum of members at that business meeting.
4. Any Charter change significantly affecting the disposition or maintenance Guild equipment or the finances of the Guild must also be approved by the Baron and Baroness of Calafia.