

Bylaws
of
The Shire of Qal al Jafar
2026

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Article I. Defined Arms and Borders of the Shire of Qal al Jafar

Section 1.01 Shire Arms: The Arms of the Shire shall be as registered with the Laurel Sovereign of Arms, here blazoned:

Section 1.02 Territory: The Shire of Qal al Jafar shall hold those lands given to the Shire in fief from the Crown. A list of those lands, designated by modern zip codes, is found on the Middle Kingdom website.

Article II. Shire Policies and Procedures

Section 2.01 Shire Open Council: A Shire Open Council shall be defined as a meeting that is:

- a. Publicly announced and officially published at least 7 days in advance.
- b. Open to anyone as allowed by the SCA, Inc.
- c. Held within the territory of the Shire or through online option.
- d. Having a Quorum of Officers consisting of the Seneschal and three other Officers. Officers may designate deputies to attend for them.

Section 2.02 Procedural Polling: Polling is a way for the Seneschal to assess the opinions of the people. It is not a vote.

Section 2.03 Definition of Officially Published: Any reference in this document where something must be “officially published” means published on the Shire Website or other venue as determined by Shire Open Council that can be made available to anyone as allowed by the SCA, Inc.

Section 2.04 Finance: Monies not exceeding the amount of two hundred and fifty dollars (\$250.00) may be disbursed from Shire funds after a single polling in Shire Open Council. Two Procedural Pollings must be conducted for larger expenditures. Detailed policies and procedures governing the use and management of Shire funds are published in the group’s Financial Policy which is reviewed and updated annually to ensure compliance with Society and Kingdom financial policies. Changes to Financial Policy are currently notated in the Financial Policy.

Article III. Shire Officers

Section 3.01 Officers: The Shire shall maintain, at a minimum, the Officers required by Kingdom Law. Additional officers and deputies may be filled as Shire needs change.

Section 3.02 New Officer Appointment: Officers of the Shire shall be recommended by the Seneschal to the appropriate Regional and Kingdom Officer after consultation with the Office's predecessor if available and in Shire Open Council as described in Article III, Section 2.01.

Recommendations are subject to approval from the appropriate Kingdom Officer. All officers must be warranted by Kingdom, as applicable.

Section 3.03 Selection of Officers: When an office is to be filled the following steps will be followed:

- A. Opening of upcoming officer vacancies must be published at least thirty days prior to the first Shire Open Council where the vacancy will be first polled.
- B. Candidates who wish to be considered shall notify the Seneschal in writing prior to the Shire Open Council where the vacancy will be polled.
- C. In the Shire Open Council, prior to the polling, candidates shall be given the option to present their candidacy and qualifications, and answer questions.
- D. Prior to the polling, any candidates under consideration shall step out of the Shire Open Council until the polling is complete to allow open discussion. All such discussions are confidential.
- E. When the polling is complete, appointment shall follow the process outlined in Section 3.02.

Section 3.04 Removal of Officers: Removal of any Shire Officer must follow Kingdom Law.

Section 3.05 Officers' Duties: Officers' duties are outlined in Kingdom law. Additional information and guidelines are frequently provided by the Kingdom in a Handbook specific to that Office.

Section 3.06 Records: All Officers shall maintain records in accordance with Kingdom Law.

Section 3.07 Expense Budgets: Officers are granted expense budgets as outlined in the Financial Policy. Spending on approved expense budgets does not require additional polling during the year.

Article IV. Shire Events

Section 4.01 Kingdom Calendar Events: Kingdom Calendar Events are ones that are published in the Pale with anticipation of attendance from throughout the Region or Kingdom. Demos, as defined in the Midrealm Demo Policy, are exempted from this definition.

Section 4.02 Local Events: Local events are those which do not meet either the criteria of a Kingdom Calendar Event as defined in Article IV, Section 4.01 or a Demo as defined in the Midrealm Demo Policy.

Section 4.03 Restrictions and Reporting: No Kingdom Calendar Event can be bid with less than three (3) months prior to the event. No local event can be approved with less than sixty (60) days prior to the event for budgets requiring two (2) pollings, or less than thirty (30) days prior to the event for budgets requiring a single polling.

- a. An event bid must include, at minimum, Event Steward, Location, Date, and Budget.
- b. The Event Steward shall submit a written event report to the Seneschal and in Shire Open Council no more than 45 days after the conclusion of the event.

The Event Steward shall submit or cause to be submitted a written financial report on the event budget to the Exchequer and in Shire Open Council no later than 45 days after the conclusion of the event, or as defined by Kingdom reporting procedures, whichever is earlier.

Section 4.04 Reimbursements: All reimbursements for event-related expenses must be approved by the event coordinator and Exchequer.

Section 4.05 Event Staff Requirements: Event staff up to Department Heads are not required to be paid members of the SCA or residents of the Shire. Department Heads are not defaulted to the respective local area officers in the respective activities. If a Department Head is not the local area officer, they will be considered a temporary deputy to the local area officer and will provide copies of reports to the local area officer in addition to Kingdom reporting requirements. Event Stewards will be considered a temporary deputy to the Shire Seneschal and will provide copies of event reports to the Shire Seneschal in addition to Kingdom reporting requirements.