

Bylaws of St. Michael's Salle d'Armes

Article I – Identification

St. Michael's Salle d'Armes is a non-profit historical educational guild, dedicated to promoting an appreciation of the techniques and principles of Western European Martial Arts through the study and practice of fencing and fighting systems from the 15th through 17th centuries, with an emphasis on the sword. The term "St. Michael's Guild" or "St. Michael's Salle" shall be considered synonymous with "St. Michael's Salle d'Armes"

Article II – Governance

The Corporation shall have four elected officers, whose duties are listed below. These officers shall constitute the Board of Directors. In addition, there may be any number of non-elected positions which may be held by any member in good standing.

A. Corporate Officers

1. Guildmaster

- a. The Guildmaster shall function as the Chief Executive Officer of the Corporation.
- b. The Guildmaster is responsible for the overall function of the Guild. This shall include:
 - i. liaison with other Guilds and educational groups,
 - ii. interaction with Guest Instructors,
 - iii. any other job not specifically assigned.
- c. The Guildmaster shall have a quarterly meeting of the Officers. All members are invited to attend this meeting.

2. Assistant Guildmaster

- a. The Assistant Guildmaster shall function as the Vice President of the Corporation.
- b. The Assistant Guildmaster shall function as Guildmaster in the event the Guildmaster is unavailable.
- c. The Assistant Guildmaster is responsible for assisting the Guildmaster as requested.
- d. The Assistant Guildmaster shall work to foster contacts with other groups as well as performance venues and events.

3. Secretary

- a. The Secretary is responsible for Corporate recordkeeping, which shall include
 - i. meeting minutes,
 - ii. membership roster, and

- iii. information on past venues and events.
- b. The Secretary is responsible for providing information to Faire Boards and other educational venues upon request. This information may include gate lists or contact information.
- c. The Secretary shall prepare an Annual Report summarizing events of the prior year.
- d. The Secretary shall prepare educational information for distribution to interested members of the public.
- e. The Secretary shall maintain a master list of medical issues, food allergies, & emergency contacts. A copy of this list shall be provided to the Site Coordinator prior to each event.

4. Treasurer

- a. The Treasurer is responsible for Corporate bookkeeping.
- b. The Treasurer shall prepare a quarterly summary and an Annual Report for review.
- c. The Treasurer shall prepare annual tax returns as required by Federal and State law.
- d. The Treasurer shall collect all dues and donations.
- e. The Treasurer shall pay bills as instructed by the Guildmaster and approved by the Board. The Treasurer may, at his or her discretion, pay a cumulative total of \$100 per year without specific approval of the Board.
- f. The Treasurer shall maintain copies of all paid receipts for as long as required by state law.

B. Non-Corporate Officers

1. Quartermaster

- a. The Quartermaster shall be appointed by the Guildmaster for a Faire season.
- b. The Quartermaster is responsible for maintaining a master list of all of the Guild equipment, including personal equipment routinely used by the Guild. This list should include the usual storage location for such an item when not in use.
- c. The Quartermaster shall advise the Guildmaster if equipment is in need of repair or replacement, and may be instructed to repair or replace items.
- d. The Quartermaster shall present quarterly and Annual Reports of inventory and upcoming needs.
- e. The Quartermaster may be called upon to cast a deciding vote if the Corporate Board is deadlocked.

2. Site Coordinator

- a. The Site Coordinator shall be appointed by the Guildmaster for each event.

- b. The Site Coordinator is responsible for overall coordination when the Guild is at any Faire site. The Site Coordinator shall obtain a copy of the Quartermaster's inventory and the Secretary's master *emergency* list prior to arrival at any event site.
- c. The Site Coordinator will assess encampment space and determine the best use of such space. As such, the Site Coordinator will determine the placement of items in the encampment. If the Site Coordinator is not expecting to be one of the first people on site, he or she may delegate another member for initial camp set-up.
- d. The Site Coordinator shall be responsible for ensuring adequate water and other refreshments during an event.

3. Marshal

- a. The Marshal shall be appointed by the Guildmaster for each event.
- b. The Marshal shall maintain the perimeter of the sparring area at all times. The Marshal may request the assistance of any other guild member in this task.
- c. The Marshal shall ensure the safety of all participants.
 - i. The Marshal shall inspect the protective gear worn by any person in the sparring area. The Marshal may refuse to allow participation if such protective gear is absent or inadequate.
 - ii. The Marshal shall not allow participation if the participant appears impaired in any way, i.e., under the influence of alcohol or other drugs.
- d. The Marshal shall, to the best of his ability, oversee the safety of observers by maintaining the perimeter of both the sparring area and the encampment.
- e. If the Marshal (or his designee) calls "HOLD" or "HALT" all activity in the sparring area must stop immediately.
- f. The Marshal shall be responsible for filing an incident report to the Board within 24 hours of any injury requiring medical attention, or any incident she or he deems necessary to review.

C. Elections

- 1. Annual Elections
 - a. Elected officers shall serve a term of one year.
 - b. Annual elections shall be held during the fourth (4th) quarter meeting. Officers shall take office on December 1 or the date of the election, whichever is later.
 - c. All members in good standing may run for office.
 - d. All members in good standing may cast a ballot.
 - e. Ballots may be cast electronically.
 - f. A simple majority is required. If there is no single candidate with 50% +1 votes, then the two candidates with the most votes will proceed to a runoff election.

- g. In the case of only two candidates and a 50:50 vote, ballots will be cast until there is a majority for one candidate.
2. Other votes
 - a. Vacancy: If, during the course of the year, an elected officer steps down for any reason, receives a vote of no confidence, or is expelled under the Grievance Process (see Section III E) the guild shall vote to elect a successor. This vote shall be announced a minimum of 7 days in advance, and shall be held in conjunction with the next regularly scheduled meeting. An Interim Officer may be appointed by the Guildmaster. The elected successor shall take office immediately upon count of the ballots.
 - b. Bylaws: These Bylaws may be revised by 2/3 vote. Proposed Bylaws changes shall be made available in writing to the membership a minimum of 15 days in advance of any election.
 3. No Confidence
 - a. In the event that any member feels that an elected officer is not performing to the standards of their office, they may request a review by the remaining members of the Board. Based upon this review, if a majority of the Board feels that the complaint has merit, they may call for a vote of no-confidence from the members in good-standing. Such a vote shall be announced 15 days in advance and shall require a 2/3 majority of all the eligible voting members to recall the officer.
 - b. If a member still feels that there is a problem, that member may bring it to a quarterly meeting and present it to the membership at large. The members present may vote to review the issue or deny the issue. If the issue is to be reviewed, there will be a vote of no-confidence as described in section a.

Article III – Membership

A. Members

1. Membership will be offered to a person who has
 - a. expressed an interest in learning about and teaching others about European Martial Arts, and
 - b. attended functions as a Guest of St. Michael's, and
 - c. completed a period of provisional membership as described in section 5.
2. Members will attend Renaissance Faires and other educational events while abiding by the Rules of Conduct of St. Michael's Salle d'Armes.
3. Good-standing shall be maintained by
 - a. timely payment of annual dues,
 - b. attendance at 50% of the Guild's annual functions, or other activities as approved by the Board, and
 - c. accordance to the Rules of Conduct

4. Current Members of other Renaissance Guilds are not eligible for Membership in St. Michael's.
5. Provisional Membership: Individuals who have expressed an interest in joining the guild may spend up to one year as provisional members. Such members must meet all of the requirements of good-standing listed in section 3. Dues for provisional members shall be set so that they cover the cost of insurance. Provisional members may not carry a proxy. At the end of one year, if they are still interested in becoming full members, they may apply for full membership. A vote shall be held at the next regularly scheduled meeting; a simple majority shall rule.

B. Guests

1. Guests are people who are not regular members and may include:
 - a. current members of other Renaissance Guilds,
 - b. potential members, or
 - c. instructors (see below)
2. Guests must follow the Rules of Conduct.
3. Guests shall be limited to 3 events per year unless they qualify as instructors.

C. Instructors

Instructors are special guests who are invited to attend an event for the purpose of providing instruction to the guild members as well as demonstrations for both the guild members and the public.

D. Rules of Conduct

1. Members shall be aware of the various risks within and without the Guild site at all times during events. Attempts to minimize risks will be taken at all times.
2. There shall be no smoking within the perimeter of any guild event at any time.
3. There shall be no alcoholic beverages consumed within the perimeter of any guild event during events (i.e. Faire Hours).
4. All participants must abide by the ruling of the Marshal. Complaints will be addressed after hours.
5. Each member shall show respect for other members and their property. They shall not use others equipment without permission.
6. No member shall intimidate, abuse or otherwise harass any other member. Such actions may be grounds for immediate and/or permanent expulsion from the guild.
7. Duties may be assigned by the Site Coordinator or Marshal at an event. Each person is expected to participate in Guild activities, which may include, but are not limited to, setup, teardown, perimeter duty, water and snack duty and cleaning up the encampment. Failure to perform these duties as assigned may be grounds for disciplinary action.
8. Inappropriate or abusive behavior may be grounds for immediate expulsion from a given event and/or removal from the guild after review by the Board.

9. Inappropriate behavior while under the influence of any chemical may be grounds for immediate expulsion from a given event and/or removal from the guild after review by the Board.
10. Those members who are participating in weapons play shall follow the Rules of Engagement as listed in Appendix A.
11. Loaner equipment:
 - a. An item loaned to a St. Michael's guildmember or guest shall be returned in as good or better condition than it was received.
 - b. No St. Michael's property or equipment shall be loaned without approval of the site coordinator and/or quartermaster. The borrower must sign a receipt.
12. St. Michael's members guesting with other guilds or participating in other events who are representing St. Michael's Salle d'Armes will conduct themselves with honor and respect and follow these Rules of Conduct, the Rules of Engagement and all other safety regulations of St. Michael's in addition to any higher safety standards or rules of conduct of the host.
13. Failure to abide by these Rules of Conduct is grounds for disciplinary action, up to and including expulsion from the Guild.
14. A copy of these rules shall be on display in the encampment.

E. Grievance Process

Membership in the Guild is a privilege, not a right. If a Guild member violates the Guild's Rules of Conduct, that individual may be warned, suspended or removed from the Guild.

1. Complaint:
 - a. A guild member (referred to here as "the Filer") brings a complaint of a specific rule violation by another guild member (referred to here as "the member under consideration") before an officer of the Guild.
 - b. The Guild officer records the complaint. The officer is responsible for maintaining the privacy of the Filer, and may refrain from recording personal information about the Filer in the complaint.
 - c. The officer must determine
 - i. whether or not the Filer wishes to remain anonymous,
 - ii. which aspects of the the complaint he or she considers private, and
 - iii. whether or not a warning (as described below *in section ##*) would be an acceptable remedy.
 - d. The Filer shall refrain from discussion of this issue with other members of the Guild.
 - e. The Guild officer originally notified brings the complaint to the attention of the Board within seven (7) days. If the complainant or the member under consideration is a Board member, he or she shall be excluded from all Board functions related to the consideration of the complaint.
 - e. The Board shall decide within seven days of learning of the complaint whether

or not the complaint constitutes an incident (or incidents) worthy of disciplinary action. All members of the board must maintain the confidentiality of the complaint. If the Board determines that there is no legitimate cause for complaint, this process is completed.

- f. If the Board determines that there is cause for complaint, an announcement shall be made indicating that there will be random selection of an “at-large” member of a Grievance Review Board from the general membership. Such an selection shall be done by randomly picking a name, within 72 hours of the determination of cause. The member selected shall be named to the Review Board and informed of such selection immediately.

2. Notification:

The Review Board must inform the member under consideration of the complaint in writing at least two weeks before the next regularly scheduled Board meeting. The Board may, at its discretion, present the member under consideration with a warning according to the Warning Procedure below.

3. Warning:

- a. If the complainant agrees that a warning would be a satisfactory remedy, the Board may choose to present the member under consideration with a warning stating the corrective action necessary to avoid further disciplinary action up to and including expulsion from the Guild.
- b. The warning must be presented in writing. Two board members must attend its presentation in person, or the warning must be sent by certified mail.
- c. The warning document must include the following:
 - i. The rule which the Filer alleges the member under consideration has violated
 - ii. Any specific actions that the member under consideration must take
 - iii. Any specific behaviors that the member under consideration must avoid
 - iv. The date on which the Board will first review the member's compliance with the warning
- d. The warning document shall also include a statement indicating that signing it will not imply an admission of guilt on the part of the member under consideration of the rule violations listed in the warning, but instead constitutes an agreement to avoid these behaviors in the future.
- e. The member under consideration *will* indicate his or her intention to comply by signing the warning. The Review Board will monitor compliance for the time period indicated on the warning.
- f. Within three days of the review date indicated on the warning, the *Review* Board must determine whether or not the member under consideration has complied with the warning. The board must choose among these three alternatives:
 - i. The member under consideration has complied sufficiently with the warning. No further action is necessary. This process is completed.
 - ii. The member under consideration has not complied with the warning. The

- Review Board will determine the appropriate corrective action, up to and including expulsion from the Guild.
- iii. The Board wishes to renew the warning period. The Board sets a new review date.
 - g. The Board must take immediate action to inform the member under consideration of its decision.
4. Expulsion:
- a. Before the next meeting of the Guild, the officers of the Board shall vote on whether or not to expel the member under consideration from the Guild. This vote shall take place by secret ballot. A vote to expel a member must pass by a 2/3 (two-thirds) majority. If the member is not removed from the Guild, this process is completed.
 - b. The Board must take immediate action to inform the member that he or she has been expelled from the Guild.
 - c. The expelled member is still responsible for any dues or debts owed to the guild, and must return immediately any Guild property in his or her possession.
 - d. The Board shall announce the expulsion and the rule violation which occasioned it at the next Guild meeting.
 - e. A member who has been removed from the Guild may not reapply for Guild membership, nor attend Guild functions as a guest, for a period of one year after his or her removal from the Guild.
5. Suspension
- At a Guild event, the Marshal or his/her designee may immediately suspend the membership of a guild member who is not following the Rules of Conduct. The Marshal is responsible for making an immediate complaint to the Board as described above. During this period, the suspended member is still responsible for dues or debts to the guild, but may not take part in any Guild activities or events. This suspension remains in force pending review by the Board
6. Vacancy in Office
- a. Should the suspended or expelled member be a Board member, their office shall be filled as described in Section II Paragraph C Section 2a.
 - b. Should the suspended or expelled member be the Guildmaster, the Assistant Guildmaster shall assume the title and duties immediately.

Article IV – Meetings

- A. Corporate meetings shall be held at least quarterly. These meetings may be held in association with other events, such as Renaissance Faires. All members are invited to attend such a meeting.
- B. The Annual Meeting shall be defined as the meeting at which elections are held. All Annual Reports must be presented at this meeting.

- C. Notice of a Corporate meeting shall be in writing, via e-mail, to all members in good-standing at the time of the meeting. This notice shall be a minimum of 7 days prior to the meeting date. Members may participate in such meetings electronically.
- D. The Guildmaster shall present a review of the prior quarter's events. Other members are invited to comment.
- E. The Treasurer shall present a review of the books at each meeting.
- F. Other business shall be conducted as necessary.
- G. Guildmembers may give proxies to any other member in good-standing. Notice of such a proxy shall be in writing. No member shall hold more than two proxies at the same time.

Article V – Safety

A. Goals

The goal of St. Michael's is to insure that those who wish to practice the historical forms of European martial arts can do so in an honorable and reasonably realistic fashion that stresses safety. It is not the intent of St. Michael's to recreate actual combat. It is impossible to replicate historically authentic personal combat without resorting to actual death or dismemberment.

B. Injury

Injuries will occur, despite the best efforts to avoid them. Injuries are defined as any bodily harm beyond a simple bruise or sprain; for example, lacerations, broken bones, concussion would all be injuries. Injuries occurring at any St. Michael's event, whether or not associated with swordplay, shall be investigated as described below.

See Appendix B for basic First Aid information.

C. Incident Report

If an unusual incident occurs, whether or not an injury is associated with the incident, such incident will be investigated. This investigation shall be done by the Guildmaster or his designee. Such an investigation shall commence immediately upon identification of an incident, and a preliminary report shall be available within 24 hours.

The investigation shall include analysis of contributing factors and ways to prevent similar incidents in the future. A master file of such incidents shall be maintained by the Secretary. Quarterly and Annual trending shall be reviewed at corporate meetings.

Should a violation of the Rules of Conduct (Article III Section D) or the Rules of Engagement (Appendix A) be involved, a guildmember may be sanctioned as delineated in the Grievance Process (Article III Section E).

See Appendix D for the Incident Report form.

D. Rules of Engagement

The Rules of Engagement are specified in Appendix A.

Article VI – Costuming and Characterization

A. Historical Era

We have chosen to play St. Michael's Salle d'Armes in the 15th, 16th and 17th centuries. We represent an elite corps of townsmen and women, who are in a position to support the guild financially. We are based in Ghent, Flanders (Belgium) (we are Flemish), and often travel to England to teach those associated with the Tudor Courts.

B. Characterization

Members within the Guild are not all fencers; various support roles as well as guest roles will exist. For example, a ship's captain could be training with us in trade for our passage to England. Since we do not travel with the Royals, we will be staying at a variety of inns, or within private homes – our hosts will frequently be present in the encampment.

C. Costuming

1. Costumes should represent the character you have chosen to play. For the most part, members of St. Michael's would be middle-class or higher, although not royal. As such, some types of fabrics, colors, and styles will be more appropriate than others.
2. No member of this guild shall have a costume using fabric in neon colors, lamé or other metallic colors or purple.
3. Each member shall present a costume plan to the guild as a whole at a regularly scheduled meeting. The plan shall be reviewed, and approval granted by majority vote. A proctor shall be appointed who shall assist the member in putting the costume together, and verifying that the final costume has followed the approved plan. Deviation from the plan will require repeated guild approval prior to being worn at a guild event. The costume plan shall include intended fabrics, colors and finishing items. It will not include weapons or armor.
4. References can be quite difficult to obtain. Many sources are out of print, or have been reprinted in an abridged format. For our purposes, the basic references will include:
 - a. *Western European Costume* (Iris Brooke/William-Alan Landes)

- b. *The Evolution of Fashion* (Margot Hamilton Hill)
 - c. *Margo's Patterns* (*Elizabethan Lady's Wardrobe, Elizabethan Lady's Underpinnings, Elizabethan Gentleman's Wardrobe, Elizabethan Accessories*) (Margo Anderson, www.margospatterns.com)
5. BASIC EQUIPMENT LIST
- a. Basic costume
 1. Shirt or Chemise (two are suggested)
 2. Doublet or Bodice
 3. Breeches or Skirts (two skirts are optimal)
 4. Hose (two pair are suggested)
 5. Shoes
 6. Hat or other headgear
 7. OPTIONAL: Jerkin or Gown (worn over the Doublet or Bodice)
 8. OPTIONAL: Boots (more for fighting)
 9. OPTIONAL: Cloak
 - b. Mug or cup, bowl or plate and utensils (period and status appropriate)
 - c. Personal weapons (see Section D)
 - d. Sunscreen
 - e. Water
 - f. Prescription and other necessary medications

D. Weapons

Weapons may be considered a part of everyone's costume. Weapons used for fighting must meet the criteria described in Appendix A. During Faire hours, guildmembers shall be considered to be going about their daily business in town. As townsmen and women, nearly everyone would have a belt knife. If carrying any other piece, it would most likely be a rapier, small sword or side sword. Long swords and daggers are seen less commonly. Weapons should be sheathed when not in the encampment.

APPROVED ON 3/13/04 IN FRESNO CALIFORNIA

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