

- I. **The Costumers' Guild** is a chartered Arts guild of the Kingdom of An Tir, under the jurisdiction of the Kingdom Minister of Arts and Sciences.
- II. **Activities of the Guild:** Shall include but are not limited to holding regular meetings at Crown events, running class workshops and challenges, holding competitions, and encouraging the exchange of information on costuming and textile arts in An Tir.
- III. **Officers of the Guild:** The organization and day-to-day operation of the Guild are the responsibility of the Kingdom Administrator, assisted by appointed officers and others as are deemed necessary.

A. Officer responsibilities and selection process

1. Each office will consist of a term of 2 years. The current Officer may apply to renew this term and will be considered on the same basis as other applicants for a maximum of two consecutive terms (four years). After two consecutive terms the incumbent will only remain in an office if there is no other applicants. Any terms after the first four years will be one year in length in order to seek a successor.
2. Each opening for a new Officer should be published in the Guild Newsletter as well as announced at the Guild meeting, and on the Guild email list at least one, but preferably two, Crown events prior to the end of the term.
3. Applicants for any office should submit their application/resume to the Administrator as soon as possible after the opening has been announced but no later than the Crown event prior to the Officer stepping down.
4. The Administrator will distribute all applications to the current Officers.
5. Selection of new Officers will be decided by the Administrator after consultation and polling of the current Officers.
6. Applicants for Administrator should submit their application/resume to the Kingdom Arts and Sciences Minister and the current Administrator. The Kingdom Arts and Sciences Minister will select the new Administrator after consultation and polling of the current Officers.
7. When assessing applicants, considerations should include their experience, background, abilities pertaining to the office, ideas for the office, and the long term needs of the guild, which include both change and continuity.
8. All Officers are required to report (either in person or in writing) on a timely basis, and to make themselves available as needed.
9. Any Officer may be removed from office for failure to meet the requirements of their office by the Administrator, after consultation with the other Officers.
10. All papers, properties, etc. of the office transfer with the office to the new officer.
11. Prior to every Twelfth Night the properties/etc. of each office will be inventoried, and a copy of the inventory will be given to the Administrator by Twelfth Night.
12. If required the Administrator may appoint an interim Officer until a permanent replacement can be found.
13. Each Officer should have an emergency contact person who can be responsible to getting guild properties back to the Guild.
14. Officers may appoint training and/or special purpose deputies as needed.

- B. **Guild Administrator** - is the deputy in charge of the Guild appointed by the Kingdom Minister of Arts and Sciences, after consultation with the current Administrator and other Guild Officers. The Administrator's duties are as follows:
1. To oversee the running of the Guild at Kingdom level.
 2. To report on activities of the Guild to the Kingdom Minister of Arts and Sciences on a quarterly basis, and to co-ordinate Guild activities with the Office and other groups within the Kingdom.
 3. To coordinate the raising funds for Guild purposes by whatever means applicable.
 4. To carry out and encourage the goals of the Guild and the provisions of its by-laws.
 5. To work in conjunction with the Kingdom Minister of Arts and Sciences and his/her deputies to encourage the historically accurate recreation of all aspects of costuming and textile Arts.
 6. To pass on any complaints and compliments (and other information as needed) in a timely manner to the Officer concerned. If desired, this information may be passed on anonymously.
 7. The Administrator may be removed from office for failure to meet the requirements of this office by the Kingdom Minister of Arts and Sciences after consultation with the other Guild Officers.
- C. **Editor** – whose duties are:
1. To compile and publish a newsletter (From the Skin Out) for members of the Guild and other interested parties, containing such information as is pertinent.
 2. To publish in the FTSO appropriate papers and articles submitted to the Guild.
 3. To report quarterly to the Exchequer and the Administrator on the activities of the Office, as per the requirements of the Kingdom Exchequer and the Kingdom Chronicler.
 4. To communicate with the Kingdom Chronicler regarding rules and copyright policies.
- D. **Exchequer** - is appointed with the concurrence of the Kingdom Exchequer. His/her duties are:
1. To maintain and oversee the financial records of the Guild following the financial policies of the Kingdom and the SCA.
 2. To distribute monies to the various offices as appropriate.
 3. To report quarterly to the Kingdom Exchequer on the finances of the Guild as required.
 4. The Exchequer may be removed for just cause by the Administrator with the concurrence of the Kingdom Exchequer.
 5. To receive and record membership dues.
 6. To maintain the membership mailing list and coordinate with the Editor for FTSO labels.
- E. **Librarian** - whose duties are:
1. To catalog and inventory whatever books, periodicals, papers, print and audio-visual materials as may come into the possession of the Guild. To make available such materials.

2. To act as archivist for the Guild in the collection and storage of such papers and records as are necessary for the well-being of the Guild.
3. To maintain financial records and report quarterly to the Exchequer and the Administrator such as fund-raising, expenses, and updated inventories as occur.

F. Contest Coordinator - whose duties are:

1. To be responsible for planning and running Costumers' Guild competitions held at Crown events. This will include finding contest judges, advance publication of the contest details, arranging for space, supplying judging forms and other supplies, accepting pre-registrations, and answering other contest related correspondence.
2. To announce the winners in the Crier, the FTSO and, if possible, at court.
3. To arrange for appropriate prizes, and to make sure the prizes are delivered to winners and judging forms are distributed to entrants.
4. To perform other duties required for the smooth operation of contests.
5. To present a budget for prizes for discussion and approval on a yearly basis.

G. Education Coordinator – whose duties are:

1. To act as liaison between Costumers' Guild and any Ithras in which the Guild participates. To find and encourage costuming teachers for these Ithras.
2. To be in charge of organizing the Challenges, held a minimum of twice yearly.
3. To maintain copies of and distribute information on the Guild Challenges, including the Guild Challenges System document.
4. To work with other officers to arrange for classes, demos, discussion panels, etc. to be held in conjunction with the meetings at Crown events.

H. PR Representative - deputy to the Guild Administrator whose duties are:

1. To publicize all meetings, contests, symposia and challenges to members and the populace, via email, site handouts, event signs, newsletters etc.
2. To act as list administrator for the Guild email list.
3. To do introductory talks, explaining the Guild's purpose, rankings, symposia, etc. when requested, and other new member outreach.

IV. Guild Membership

- A. A Guild member is a person who is currently paying membership dues.
- B. Participation in Guild activities is open to ANY person who has expressed an interest in some aspect of costuming or textile arts.
- C. In case of dispute, participants of the Guild shall follow the Grievance Procedure as set forth in the Laws of the Kingdom of An Tir.

V. Guild Challenges

In the style of period guilds, the Costumers Guild has a system of challenge levels achieved through testing and evaluation.

1. The various achievement levels are delineated in the "Guild Challenges" document.
2. The goal of the challenges is to provide a benchmark for learning about costuming, training of persons to become costume judges and to encourage involvement in An Tir's Kingdom Costumers' Guild.
3. Guild achievement levels carry no special social honors or status either in the Peerage of the SCA or in the mundane world. They are a recognition of achievement, excellence, and craftsmanship.
4. Determination of the achievement level in the Guild shall be by a committee. It shall be composed of 3 judges with an equivalent or higher level within the guild or those recognized as knowledgeable in the field. The committee may request additional judges as desired.
5. The committee may not waive the requirements of an achievement level as these must be earned by each member no matter what their status outside the guild.

VI. Symbols of the Guild

- A. The symbol of the Guild is 'a distaff Or'. This symbol may be displayed as a pendant, pin or brooch by members of the Guild with augmentation for those who have achieved rank within the Guild.
- B. Augmentation of the Guild symbol are as follows:
 1. Junior student: Rose Quartz
 2. Senior student: Pearl
 3. Journeyman: Malachite
 4. Scholar: Lapis
- C. The symbol of current or past Administrator of the Guild is 'a distaff Or surmounted by a maunche Vert'. This may be displayed as desired by former Administrators, except the banner, which is reserved for the current Administrator.
- D. The Gilded lily:
 1. It shall be a non-armigerous recognition bestowing no privilege or rank within the Guild.

2. It is awarded by members of the Guild to those individuals who appear in costumes displaying exemplary appearance, workmanship and design, not necessarily made by themselves, and by so doing, carry out the basic purpose of the SCA.
3. The Gilded lily can be given multiple times to any recipient.
4. The Gilded lily emblem (generally a white lily of some sort) is distributed by the members of the Guild at Crown events.

VII. Financial Policy

- A. The Guild shall operate in accordance with the An Tir Kingdom Financial Policy.
 1. The financial policies will be reviewed as needed and can be changed at the discretion of the Financial Committee and the Kingdom Exchequer.
 2. The Guild Administrator, Guild Exchequer and the other Guild account signatories are the Financial Committee for the Costumers' Guild. As much as possible they will try to involve the officers and members of the Guild in major financial decisions, which will be defined as any expenditure over \$50.00 US. A quorum will consist of the Guild Administrator, the Guild Exchequer and one other member of the Financial Committee (also an account signatory).
 3. The Guild has no annual budget, however the Guild Exchequer is authorized by the Financial Committee to reimburse officers for routine expenses of an amount up to \$50.00 per occurrence and for the direct cost of printing and mailing the FTSO and contest prizes (within the agreed upon limits) without concurrent approval of the Guild Administrator. The Administrator will review such expenses on a quarterly basis.
 4. Routine expenses are considered to be printing and postage for the newsletter, postage, telephone and copying expenses associated with Guild business. This definition may be expanded with the concurrence of the Financial Committee of the Guild.
 5. Fully documented receipts must be provided to support all expenses. This means that the name of the person to be reimbursed and a brief description of the expenditure must accompany the receipts. This rule applies to anyone expecting reimbursement.
 6. Under exceptional circumstances, an invoice may be submitted in place of receipts, with the approval of the Guild Administrator and the Guild Exchequer. Reimbursement on an invoice will be based on the amount that the Guild normally pays for that type of expense.
 7. signatory on a check may not also be the payee.
- B. In the event of the dissolution of the Guild by the mutual consent of all officers and the concurrence of the Crown, all monies, inventory, and property shall revert to the ownership of the Kingdom Arts and Sciences Office to be distributed and used at the discretion of this office.

VIII. Amending Guild By-laws and Guild Challenges

- IX.** The Guild By-laws and Guild Rankings will be reviewed every four years by a revisions committee. This general review should be scheduled to offset each other by two years, if possible. If they see the need for revisions, the same Revision procedure will be followed for both.
- A. Changes to the Guild By-laws may be proposed at any time by any two guild officers, or any three guild members.
 - B. Revision Procedure:
 - 1. Before the regular four-year review, or whenever changes are proposed, the Revisions Committee consisting of the Administrator, not less than two Officers, and up to five other guild members will be formed. All Guild Officers should be advised and invited to participate in the revision if they desire. Any Guild member may apply to the Administrator to be on the committee. If there are more than 5 applicants, the 5 will be chosen by lottery.
 - 2. The proposed revisions will be published and provided to each guild member, and also publicized on the Guild email list and web page. Included with the proposed revision, should be an invitation to comment on the changes for a period of at least one month.
 - 3. The Revisions Committee will evaluate all comments and make necessary alterations to the proposed By-laws revision.
 - 4. The By-law revision will be considered final when approved by a two thirds majority of the committee, and made public at a kingdom event guild meeting and published in the newsletter.
 - 5. Current copies of the By-laws will be provided to members by the Administrator when requested.