

CROFT Bylaws

CELTIC REENACTMENT ORGANIZATION FOR FELLOWSHIP AND TRADES

Approved 7/11/26

ARTICLE I: NAME AND OBJECTIVE

Section I: The name of the Organization shall be the Celtic Reenactment Organization for Fellowship and Trades, known as CROFT, an Arizona Domestic Non-Profit Corporation.

Section II: The Objective of the Organization shall be:

- A. To promote and publicize the culture, trades, and handicrafts of the Celtic Peoples from 400 BCE thru 1746 CE (Bronze Age thru Battle of Culloden)
- B. To conduct public educational demonstrations and other events to further the objective of CROFT.

ARTICLE II: OFFICIAL COMMUNICATIONS TO MEMBERS

Section I: All official notices will be emailed to members via the email address they list on their membership form

- A. Members can update their email address by notifying the Secretary (Scribe) and Keeper of the Member Data Base (Clark) in writing via email or letter at a CROFT meeting

Section II: In Addition: All official notices will be posted to the official CROFT website

ARTICLE III: ORGANIZATION / CORPORATE VS CALENDAR / FISCAL YEAR

- A. Organization / Corporate Year – Shall begin on the 1 (first) day of June and end on the last day of May.
- B. Calendar / Fiscal Year – Shall begin on the 1 (first) day of January and end on the last day of December.

ARTICLE IV: OFFICERS AND DIRECTORS

Section I: Elected Officers

A. *President - Laird/Lady*

- 1) Immediately upon taking office shall
 - i. Give the Treasurer all information required to be added to the Arizona Corporation Commission Paperwork
 - ii. Coordinate with the Secretary and Treasurer to be added as a signature to the CROFT bank account
 - iii. Is authorized to sign approved checks drawn on the Organization funds if needed
- 2) Shall preside at all meetings/events and shall have the duties and powers normally afforded to the office of the President.
- 3) Shall be an ex-officio member of all committees.
- 4) Shall be the official representative of the Organization at all events
 - i. Can appoint a representative as needed
- 5) Shall follow Section VI of this Article if given a letter of resignation by any officer.
- 6) Shall review the financial records, along with one qualified person appointed by the Board of Directors (BOD), by November 30 and April 30 of each year

B. Secretary - Scribe

- 1) Immediately upon taking office shall
 - i. Give the Treasurer all information required to be added to the Arizona Corporation Commission Paperwork
 - ii. Coordinate with the President and Treasurer to be added as a signatory to the CROFT bank account
 - iii. Is authorized to sign approved checks drawn on the Organization funds if needed
- 2) Shall keep a record of all meetings and of all other matters for which an official record shall be ordered by the BOD
- 3) Shall have charge of CROFT correspondence as delegate by the President.
- 4) Shall add any new members to the contact list when receiving copies of membership forms from the Treasurer or Keeper of the Membership Data Base.
- 5) Shall notify the membership of hour and place of general meetings at **least (7) calendar days** prior to the meeting date per process outlined in Article II.
- 6) Shall maintain a Rules and Policies File Book and shall record every rule and policy that is established by the BOD
- 7) Prior to the Organization Annual Meeting, the Secretary shall coordinate with the Web Crier to ensure that all rules and policies currently in effect are updated on the website.
 - i. Shall announce at the Annual Meeting information on accessing the content.
 - ii. Shall distribute a notice to all members, per process outlined in Article II, on accessing the content.
- 8) During the election portion of the April General Meeting the Secretary shall:
 - i. Read duties and requirements of each office.
 - ii. Read any previously submitted written nominations.
 - iii. Open the meeting for nominations to participating members.
 - iv. Shall notify all members, within 7 (seven) days, the names of the candidates nominated, per process outlined in Article II.
- 9) Shall perform duties as listed under Article XII in the event of Discipline Issues.
- 10) Shall perform duties as listed under Section VI of this Article if given a letter of resignation by any officer.

C. Treasurer – Factor

- 1) Shall receive all money due the Organization and keep a proper record of the same.
 - i. Shall issue a written receipt for transactions as requested.
- 2) Shall give a copy of any membership forms received to the Keeper of the Membership Database and the Secretary.
- 3) Shall pay all demands when duly authorized by the Organization and shall report on the financial condition at each meeting.
- 4) Shall sign the authorized checks drawn on the Organization funds.
- 5) Shall update required Arizona Corporate Commission paperwork in May
 - i. Ensure information for offices of President and Secretary of Organization is accurate.

- 6) Shall present the financial records for review as listed below
 - i. Records shall be reviewed by the President, along with one qualified person appointed by the Board of Directors, by November 30 and April 30 of each year.
 - ii. An outside review may be done yearly but shall be done at least every three years by a CPA.

D. Directors at Large

- 1) Shall be added at the rate of 1 (one) per 25 (twenty-five) members.
- 2) Serves on the Board of Directors as the “Voice of the Membership” and has voting privileges

E. Most Recent Past President - Over Laird/Lady

- 1) May run the meetings if for any reason the President is not in attendance.
- 2) Shall only vote in a BOD meeting in order to break a tie.

Section II: The Board of Directors (BOD) – The Council

- A. Shall be comprised of the Elected Officers of the Organization
- B. The Most Recent Past President shall only vote in order to break a tie.
- C. The general management of the Organization's affairs shall be entrusted to the BOD

Section III: Terms Of Offices

- A. No elected officer may serve for more than 2 (two) consecutive terms in the same office.
 - 1) The term of office is 1 (one) year for all offices, with the exception of the Treasurer
 - 2) The term of office for the Treasurer is 2 (two) years
 - i. Additional consecutive terms can be served if approved by majority of the members voting during the regular election process as listed in Article IX
 - a. **And** the Treasurer being considered is agreeable to extending his/her term

Section IV: The Elders Council

- A. Requirements to sit on The Elders council:
 - 1) Must be a paid member, in good standing, for at least 2 years prior to joining the council
 - 2) Must have attended at least 4 meetings in the last 12 (twelve) months
 - 3) Must not be a current member of the BOD
- B. Membership of the Council consists of up to 4 (four) appointed members.
- C. Appointment of Elders
 - 1) The founding members were appointed by the BOD.
 - 2) Thereafter, if an appointed member is no longer able to serve, no longer meets the requirements, or wishes to step down, The Elders themselves would appoint a replacement.
 - i. Any changes would be registered with the Scribe at the next available BOD meeting
- D. They are welcome to attend and speak at all BOD meetings to offer counsel in an advisory capacity, but do not have voting rights.

Section V: Appointed Officers – As needed and approved by majority vote of the BOD

A. *Sergeant at Arms* - Fiann

- 1) Maintains order at all meetings of the Organization by enforcing Robert's Rules of Order.

B. *Web Editor* – Crier

- 1) Maintains the Organization's website and updates, or adds, any new articles or information to the website as needed.

C. *Keeper of the Membership Data Base* - Clark

- 1) Responsible for compiling and updating the Organization's Data Base of all members, their addresses and phone numbers, and generating such information as necessary
- 2) Shall give a copy of any membership applications received to the Treasurer and Secretary

D. *Event Liaison*

- 1) Appointed by the President as their representative to work with an Event representative for a specific event when CROFT will be demonstrating at a non-CROFT event.
- 2) Will help coordinate those CROFT members that sign up to demonstrate.
- 3) Attends BOD and General meetings to present updates leading up to the event
- 4) Submits a final report at the BOD and General meeting after the event concludes.
- 5) Serves for a specific event only and is not part of the BOD
- 6) Can be appointed for future events as needed by the President.

Section VI: Removal from Office

A. BOD members are subject to removal from office as provided for by the following procedures:

- 1) By a 2/3 (two-thirds) vote of the voting membership present at a Special Gathering called under the provisions of Article VII, Section III.
- 2) Officer resigns in writing to the President or Secretary.

Section VII: Vacancies

A. If any vacancy occurs on the BOD, the vacancy shall be temporarily filled for the unexpired term of office by a majority vote of the remaining members of the BOD present at its first meeting following the vacancy.

- 1) If the BOD is unable to reach a consensus, the normal nomination and election process, as outlined in Article IX, shall be used.

B. A Special Meeting (called under Article VII, Section III) will be held within 14 calendar days to ratify or veto any appointment by a simple majority of the voting members present.

- 1) If ratified, the appointed Officer will remain for the unexpired term of office.
- 2) If vetoed, or if there is no simple majority, the normal nomination and election process, as outlined in Article IX shall be used.

ARTICLE V: CORPORATE vs ORGANIZATIONAL BUSINESS

- A. Corporate Business - Corporate Business is any business of a legal nature.
 - 1) All paid members 18 (eighteen) years of age or older, in good standing, shall be entitled to vote on all Corporate Business.
- B. Organizational Business - Organizational Business is any business of a non-legal nature.
 - 1) All paid members, regardless of age, in good standing, shall be entitled to vote on Organizational Business.
- C. The BOD has final decision as to whether any item is Corporate or Organizational Business.

ARTICLE VI: MEMBERSHIP

Section I: Membership – General Information

- A. Membership is open to all persons whose views are consistent with the objectives of the Organization.
- B. Membership dues shall be assessed as set forth in Section III, B of this Article.
- C. All Memberships include:
 - 1) Access to all Organizational documents on the official CROFT website.
 - 2) Invitations to all special events and lectures
 - 3) Admittance fees to all lectures, workshops, classes, and events at member rates

Section II: Types of Membership

A. Individual Membership:

- 1) Only the individual registered
- 2) Includes the right to 1 (one) vote per membership on all Organizational and Corporate business.

B. Household Membership:

- 1) Includes all immediate family members residing in the same house
- 2) Includes the right of 1 (one) vote per “demonstrating” individual for Organizational / Corporate business as appropriate

C. Associate Membership:

- 1) Persons under the age of 18 years old who are not living in the same household as another CROFT member.
 - i. Requires written permission from the member’s legal guardian and sponsorship by an adult member of CROFT.
- 2) Non active members who are interested in supporting the Organization
- 3) No voting privileges for Corporate business
- 4) 1 (one) vote for all Organizational business.

Section III: Annual Dues

- A. Membership dues are payable upon joining and are renewable on December 1st each year.
- B. Fees shall be as follows:
 - 1) Individual Membership - \$15.00
 - 2) Household Membership - \$25.00
 - 3) Associate Membership - \$10.00
- C. Fees can be changed by a 2/3 (two-thirds) majority of the voting members present a Special Meeting called under the provisions of Article VII, Section III.

Section IV: Application for Membership

- A. Application for membership must be made on a form provided by the Organization.
- B. A current year's dues, as provided in Section III, B of this Article, must accompany said application.
- C. Applications and dues shall be submitted as per instructions on the Membership Form
- D. All new members shall receive a copy of these Bylaws per process outlined in Article II.
- E. Those interested in demonstrating must contact the Newcomers Guild.

Section V: Membership Shall be Terminated By

- A. Resignation in writing.
- B. Lapsing dues - nonpayment within thirty (30) days of annual renewal date
- C. Expulsion as designated under Article XII Section III.
- D. The Organization reserves the right to refuse or revoke membership to anyone if :
 - 1) for any reason, the BOD feel their views are not consistent with the Organization **AND**
 - 2) 2/3 (two thirds) majority of the voting members present at a Special Meeting called per Article VI, Section III.

ARTICLE VII: MEETINGS

Section I: General Meetings

- A. Shall be held monthly, except for months CROFT is demonstrating at the Arizona Renaissance Festival, or other month-long events.
- B. Secretary shall notify the membership of hour and place of meetings at **least seven (7) days** prior to per the process outlined in Article II.
- C. The Quorum of members for such meeting shall be:
 - 1) Ten percent (10%) of the membership **AND**
 - 2) A simple majority of the BOD.
- D. In the event that a Quorum is not met, all voting issues will be deferred until a Special Meeting can be called or until the next General Meeting.

Section II: General Meetings Related to Elections

- A. The following General Meetings will also include Officer Elections as outlined in Article IX.
 - 1) April – Nominations
 - 2) May – Voting
 - 3) June – Installing New Officers

Section III: Special Meetings

- A. May be called by any of the BOD as needed.
- B. May also be called by the Secretary upon receipt of a petition signed by a simple majority of the members of the Organization.
- C. All members shall be notified, as per Article II, of all Special Meetings at least 7 (seven) days, and not more than ten (10) days, prior to.
 - 1) Said notice shall state the purpose of the meeting and no other Organizational business shall be transacted
- D. The quorum shall be 10% (ten percent) of the membership of the Organization and shall also have a simple majority of the BOD present.
 - 1) No voting shall take place with less than a quorum present.

Section IV: General Board of Directors (BOD) Meeting

- A. Shall be held prior to, or subsequent to, the regular monthly meeting.
- B. The quorum for such shall be a simple majority of the Officers.
- C. May be held by phone, internet, or in person at such place and hour as may be designated by the person authorized to call such a meeting.
- D. To ensure BOD can get through their agenda efficiently, all members are welcome to attend to **listen only unless called upon by a member of the BOD**.
 - 1) They are welcome to provide feedback or ask questions by either:
 - i. Approaching a BOD Officer after the meeting and requesting to talk to them or
 - ii. Bringing up the issue at the next General Meeting.

Section V: Special Meetings of the BOD

- A. May be called by the President at his/her discretion, or by the Secretary upon receipt of a written request signed by a simple majority of the BOD.
- B. May be held by phone, internet, or in person at such place and hour as may be designated by the person authorized to call such a meeting.
- C. All BOD Officers shall be notified by voice or writing. The notice shall state the purpose of the meeting and no other business shall be transacted there at.
- D. A quorum shall be a simple majority of the BOD Officers.
- E. All decisions made shall be reported in full at the next General Meeting.

Section VI: Organization Annual Meeting

- A. Shall be held in the month of June
- B. The BOD Officers elected under Article IX for the ensuing year shall take office at the beginning of the meeting.
- C. The Secretary shall announce that information on all rules and policies currently in effect shall be distributed to all members as per the process via Article II

ARTICLE VIII: RULES AND POLICIES

Section I: Purpose

- A. From time to time the CROFT membership or BOD will establish policies or rules associated with the conduct of CROFT business.
- B. To ensure that the policies and rules are well communicated and understood, the Rules and Policies file book is established and will be maintained by the Secretary.

Section II: Rules and Policies

- A. A rule or policy is established by a 2/3 (two-thirds) majority of the voting members present at a lawful meeting.
- B. Rules and policies may be abolished or amended by a 2/3 (two-thirds) majority of the voting members present at a lawful meeting.
- C. No rule or policy may contradict the Bylaws.
- D. Bylaws may be amended as specified by Article XIII

Section III: Rules and Policies File Book

- A. The Secretary shall maintain a Rules and Policies File Book and shall record every rule and policy that is established.
- B. Each rule or policy shall be numbered and shall indicate:
 - 1) The date of adoption
 - 2) Type (Organization or Elder)
 - 3) Any amendment or abolition
 - 4) For example: 10/99 Organization, amended 11/99
- C. Prior to the Organization Annual Meeting, the Secretary shall coordinate with the Web Crier to ensure that all rules and policies currently in effect are updated on the website.
 - 1) Shall announce at the Annual Meeting information on accessing the content.
 - 2) Shall distribute a notice to all members, per process outlined in Article II, on accessing the content.

ARTICLE IX: OFFICER ELECTIONS

Section I: Nominations

- A. During the April General Gathering, the Scribe shall:
 - 1) Read duties and requirements of each office.
 - 2) Read any previously submitted written nominations.
 - 3) Call for nominations from the members present.
- B. The attending membership may nominate one or more candidates for each office.
 - 1) Those nominated must meet the qualifications set forth in F of this section.
- C. The Scribe shall notify all members of the candidates nominated, as per Article II, within 7 days.
- D. Additional nominations may be made from the floor at the May Gathering, prior to any voting, with each such additional nominee signifying his/her willingness to be a candidate for the office.
- E. No write-in candidates will be eligible for office.
- F. To be eligible for an office, the candidate must:
 - 1) Be a paid individual / household member for at least 1 (one) year
 - 2) Be over 18 years of age
 - 3) Must have attended at least 4 (four) General Meetings during the prior Organization year.

Section II: Voting

- A. Voting is to take place during the May General Meeting via verbal vote unless secret ballot is requested by the BOD or a simple majority of the voting members present.
 - 1) If a secret ballot is requested, the votes will be tallied by 2 existing BOD members that are not running for the office in question.
- B. The nominated candidate receiving a simple majority vote of the voting members present shall be declared "Elected".
- C. If an election results in a tie, the incumbent BOD shall declare a method for breaking the tie.
- D. All officers shall retain their current positions until new ones take office in June.

Section III: Installing Newly Elected Officers

- A. The new officers are installed during the Annual Gathering in June.
 - 1) Outgoing officers are to transfer all equipment, documents, passwords, etc. pertaining to the intellectual property of the office to the incoming officer.

ARTICLE X: COMMITTEES

- A. There are no standing committees.
- B. The BOD shall appoint committees, as necessary.
 - 1) Any appointed committees active at the Organizational Yearly Meeting in June shall be reviewed and reaffirmed by the BOD at the next regular BOD meeting following the Organizational Yearly Meeting.

ARTICLE XI: EXPENDITURES

- A. The Treasurer or President may draw on the Organization's funds to cover Organization expenditures, based on the following procedures:
 - 1) Administrative expenditures related to the routine business of the Organization may be drawn at any time, upon presentation of either a bill or receipt for the amount not to exceed \$50 (fifty dollars) per bill or receipt.
 - 2) Recurring Organization expenses (such as post office box) may be authorized subject to a monthly limit set by the BOD.
 - 3) The BOD must approve all other expenditures of \$200 (two hundred dollars) or less.
 - 4) Any expenditure not authorized under those listed above must be approved by a 2/3 (two-thirds) approval of the voting members present at a General or Special Gathering.
- B. No signer on the account may sign a check made payable to themselves.

ARTICLE XII: DISCIPLINE

Section I: Grievances

- A. Any member may file grievances against a member for alleged misconduct within 30 (thirty) calendar days from the date of the alleged act.
- B. Grievances must first be brought before the BOD for review.
 - 1) If the BOD recommends proceeding then grievances must be documented, with full details, and must be filed with the Secretary within 14 (fourteen) calendar days of the BOD's recommendation.
 - 2) The BOD shall fix a date for a Hearing within the following 6 (six) weeks thereafter and notify the Secretary of the hearing date within 7 (seven) calendar days of determining the date.
 - 3) The Secretary shall send one copy of the grievances to the accused member, together with a notice of the hearing, and an assurance that the defendant may personally appear in his/her own defense within 7 (seven) calendar days of receiving the grievance documentation.

Section II: BOD Hearing

- A. Both complainant and defendant shall be treated uniformly.
- B. Should the grievances be sustained / defendant found guilty:
 - 1) After hearing all the evidence and testimony presented by the complainant and defendant, the BOD may, by majority vote of those present, suspend the defendant from all privileges and functions of the Organization for not more than 6 (six) months from the date of the hearing.
 - i. A suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing meeting that considers the BOD's recommendations.
 - 2) If suspension is deemed insufficient, the BOD may recommend expulsion to the membership. See Section III of this Article for further details.
- C. The complainant or defendant shall have the right to appeal the decision of the BOD at a General or Special meeting within 60 (sixty) days but not less than 30 (thirty) days after the BOD's decision.
 - 1) The membership can supersede the BOD's decision by a 2/3 (two-thirds) majority of voting members present.
- D. A complete transcript must be put in writing and filed with the Secretary within 14 (fourteen) calendar days of the final decision.

Section III: Expulsion

- A. Expulsion of a member from the Organization may be accomplished only at a meeting following a BOD hearing and upon the BOD's recommendation as provided in Section II of this Article.
- B. Such proceedings may occur at any meeting held within 60 (sixty) days but not less than 30 (thirty) days after the date of the BOD's decision.
- C. The defendant shall be permitted, if present, to speak on his/her own behalf.
- D. The voting members present shall vote by secret, written ballot, on the proposed expulsion.
 - 1) The votes shall be tallied by the President and Secretary and confirmed by 1 neutral party.
- E. A 2/3 (two-thirds) vote of those voting members present shall be necessary for expulsion.
 - 1) If expulsion is not so voted, the BOD's suspension shall stand.

ARTICLE XIII: BYLAW AMENDMENTS

- A. These Bylaws can only be amended via a Special Meeting called as per Article VI, Section III.
- B. 2/3 (two-thirds) vote of the voting members present is needed to pass the proposed Bylaws.

ARTICLE XIV: DISSOLUTION

Section I: Voting to Dissolve

- A. The Organization may be dissolved at any time by the written consent of not less than 2/3 (two-thirds) of the entire paid membership

Section II: Distribution of Assets

- A. All debts of the Organization are to be met first.
- B. Remaining property and assets shall be donated to a nonprofit charity selected by a 2/3 (two-thirds) vote of the entire paid membership.

ARTICLE XV: ORDER OF BUSINESS

Section I: General Meetings

- A. The order of business, so far as the character and nature of the meeting may permit, may be as follows:
 - 1) Call to order for Organization Business
 - 2) Introduction of Guests and New Members
 - 3) **June** - Installation of New Officers
 - 4) Report of the Keeper of the Membership Data Base
 - i. To include if Quorum has been met for the meeting (Article VII, Section I, C)
 - 5) Minutes of last Meeting
 - i. Can be skipped if approved by simple majority verbal vote of those present
 - 6) Report of BOD
 - 7) Report of President
 - 8) Report of Secretary
 - 9) Report of Treasurer
 - 10) **April** - Nomination of New Officers
 - 11) **May** - Election of Officers
 - 12) Unfinished Business
 - 13) New Business
 - 14) Announcements
 - 15) Adjournment of Organization Business
 - 16) Classes / Demos Commence

Section II: BOD Meetings

A. The order of business, unless otherwise directed by majority vote present, shall be as follows:

- 1) Minutes of last Gathering of BOD
- 2) Report of the Keeper of the Membership Data Base
 - i. To include if Quorum has been met for the meeting (Article VII, Section IV, B)
- 3) Report of the President
- 4) Report of the Secretary
- 5) Report of the Treasurer
- 6) Unfinished Business
- 7) Old Business
- 8) New Business
- 9) Adjournment

ARTICLE XVI: ROBERT'S RULES OF ORDER

Robert's Rules of Order shall be used in at all Gatherings.

ARTICLE XVII: ACKNOWLEDGMENTS

Date Approved per Special Meeting called via Article XIII: _____

CROFT President:

Printed: _____

Signature: _____

CROFT Secretary:

Printed: _____

Signature: _____

Date Approved Copy Filed with CROFT Secretary: _____