

The Kingdom of Atenveldt Cooks Guild Charter

I. Statement of PURPOSE

The Kingdom of Atenveldt Cooks Guild shall be devoted to promoting the practice and enjoyment of both period cookery and feasting within the SCA. The guild should provide a forum for improved communications and the exchange of information between cooks of our kingdom and neighboring kingdoms. It should also actively encourage mutual support and constructive feedback among its membership, so that personal satisfaction, improvements in the quality of feasting and cookery, and the enrichment of the kingdom might all be abetted.

The Main Goals of the Guild are:

- To further the research and study of the cooking of the Middle Ages and the Renaissance (hereby defined as "period") in the Kingdom of Atenveldt.
- Make available an environment where all interested members of the populous can investigate the fine art of cooking.
- Provide recognition for members.
- To encourage and foster the art of period cooking within the Kingdom of Atenveldt.
- To make available information on period cooking and encourage its use.
- To disseminate the truth about period foods and help combat the myths.
- Provide a supportive and enjoyable atmosphere where all are welcome in the love of the art.

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II. On Officers

Below is an outline of Officer positions and duties.

Guild Mistress/Master: (this is a courtesy title and does not imply SCA rank) In many ways, the Guild Mistress/Master plays the role of a Seneschal within a Guild. This position is the administrative head of the Guild. This office can be warranted for a period of no less than 2 years.

Responsibilities include but are not limited to:

- The Guild Mistress/Master acts as a focal point for all guild matters.
- The Guild Mistress/Master reports to the Atenveldt Kingdom Minister of Arts and Sciences.
- Annual Doomsday Reports are required by the MoAS.
 - Monthly reports, while not mandatory are encouraged and, if submitted are due by the fifth of the month.
- The Guild Mistress/Master appoints Educational, Secretary, Regalia, and Historian/Chronicler officers to serve the guild.
 - These are not warranted positions.
 - These positions are also for a period of no less than 2 years.
- Provides both leadership and direction for all Guild projects.
- Calls regular meetings of the Guild assuring that all areas of the Kingdom of Atenveldt are included.
- Responsible for the creation and continuation of the Kingdom of Atenveldt Cooks Guild Charter and Bylaws.
- Oversees all funds and allocation of funds within the Guild. Works with the Regalia Officer to decide upon the needs of the Guild.
- Works to accentuate the visibility of the Kingdom of Atenveldt Cooks Guild at all opportunities.

Lady Linette Marie Genevieve di Addabbo has been chosen for this position as the founding Guild Mistress.

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Educational Officer: This Officer is responsible for promoting ongoing education efforts within the Guild and to all interested gentles within the kingdom. This includes but is not limited to:

- Providing assistance to all gentles interested in furthering knowledge of the art of cooking in the Kingdom of Atenveldt
- Arranging and promoting workshops and classes.
- Developing and organizing collegiums within the Kingdom of Atenveldt.
- Overseeing all aspects of knowledge disbursement to Guild members.
- Provide monthly status reports, not later than the first of the month to the Guild Mistress/Master.

(Deputy) Librarian: This position is responsible for keeping the Guild reference library. This includes but is not limited to:

- Maintaining a compressive list of all Guild owned reference materials that will be available to all members.
- Tracking the loan of materials to guild members.
- Making recommendations for additions to the Guild Library.
- Maintain and verify accuracy of Internet resources available.

Secretary: This Officer is responsible for member interaction records within the Guild. This includes but is not limited to

- Keep a record of members and position in the ranking system.
- All meeting minutes fall under this officer or one of their deputies.
- Provide monthly status reports, not later than the third of the month to the Guild Mistress/Master.
- Responsible for assembling Guild meeting agendas.
- Arrangements for monthly Guild meetings.
- Coordinate announcements in Southwind and any local publications.

(Deputy) Assistant Secretaries: This position assists the office of Secretary. This includes but is not limited to:

- Making sure that all meeting minutes are kept at all official Atenveldt Cooks Guild meetings.
 - An official meeting is defined as: Anywhere an Officer of the guild meets with a member that has been publicly advertised.
- If the Secretary or Assistant Secretary is present it is the responsibility of the Officer to maintain comprehensive notes of the meeting and forward them before the first of the month to the Guild Mistress/Master.

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Regalia Officer: This Officer maintains all Guild resources that exist. Responsibilities include but are not limited to:

- Maintaining an inventory of all regalia items belonging to the Guild.
- Responsible for storage and maintenance of all Guild resources.
- Recommend additions to regalia and procure additional items the Guild needs.
- This Officer is also the fundraiser officer.
- Provide monthly status reports, not later than the first of the month to the Guild Mistress/Master.
- All funds of the Cooks' Guild shall be handled through the office of the Clerk of the Exchequer of Atenveldt.
 - It shall be the responsibility of the Regalia Officer to keep separate records of Guild funds in accordance with the strictures and regulations of the Exchequer.
 - Use of funds by the Guild shall be determined by majority vote of the current active membership in keeping with such strictures.

(Deputy) Fund raising coordinator: This position assists the Regalia Officer in fund raising duties. This includes but is not limited to:

- Planning and coordinating fund raising events with Regalia Officer.
- Assists with the acquisition of Regalia or items after funds have been acquired.

Historian/ Chronicler: This Officer keeps the history and the chronicles of the Guild.

Responsibilities include but are not limited to:

- Maintain the history of the Guild.
- Publish newsletter for all guild members that can be accessed via both hard copy (provided at meetings) and electronic versions.
- Provide monthly status reports, not later than the first of month to the Guild Mistress/Master.

(Deputy) Web Master/Mistress: This position assists the Historian / Chronicler. This includes but is not limited to:

- Maintaining the Guilds' web presence and/or web site.
- The publication of the any electronic newsletters.

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Officer Guidelines

- a.** Officers may appoint deputies whenever appropriate within the scope of their office.
 - a. Officers and their deputies should be present at official meetings.
 - b. While all officers are not required to attend every meeting, officers must attend a minimum of four meetings a year to maintain Officer status.
- b.** Officers should be from a variety of areas in the Kingdom of Atenveldt to facilitate the dissemination of knowledge and skills.
- c.** Any member may be nominated or self nominated for an officer position within the guild. Nominations should be submitted in writing to the Guild Master/Mistress at least sixty days before the office is vacated.
- d.** When the Guild Mistress/Master and three officers consider an officer to be in gross misconduct of his office, and they have exhausted all reasonable efforts to change that officer's conduct, the Guild Mistress/Master shall have the authority to remove that officer from duty and appoint a replacement.
 - a. An officer removed through this process may appeal to the crown if they believe they have been treated unjustly.

III. Provisions for Amendment of this Charter.

- a.** A proposed amendment should be published in the guild newsgroup, website, newsletter and kingdom newsletter, a minimum of thirty days prior to the meeting in which it will be discussed.
- b.** The proposed amendment may be debated at the meeting, and then a vote will be taken of the members represented. Should the proposed amendment receive a two-thirds majority approval, the amendment and a record of the vote will be forwarded to the crown for approval. If approved, the amended section of the charter should then be published in the next kingdom and guild newsletter as well as, guild website and newsgroup.

IV. Enactment