

**COMMITTEE OF ANCIENT AND MIDDLE AGES INTERPRETATION**

Living History Association  
P.O. Box 1389  
Wilmington, VT 05363

**LIST OF START UP OFFICERS**

**Minister Maximus**

Dennis G. W. Seavey  
45 Old Wakefield Road  
Rochester, NH 03868-0727  
(603) 652-7732

**Minister Minimus**

Jay Frasier  
1 Mill St. # 215  
Dover, NH 03820  
(603) 743-3476

**Minister of the Treasury**

Charles Puffer  
4 Gaita Dr.  
Derry, NH 03038  
(603) 434-9822

**Minister of the Chronicle**

Sam Thompson  
241 High St.  
Hampton, NH 03842  
(603) 926-2827

**Chancellor Marshal**

Charles Puffer  
ibid

Other positions as yet unfilled

**COMMITTEE OF ANCIENT AND MIDDLE AGES INTERPRETATION**  
**Charter of Operations**

**I) General Statement of Operations**

The Committee of Ancient and Middle Ages Interpretation is a division of the Living History Association Incorporated and as such will use and abide by the rules, regulations, by-laws and policies as set forth in the Living History Association By-Laws and Policy Book, as generally stated for the administration of the overall organization and as directly refers to the Committee of Ancient and Middle Ages Interpretation.

**II) Statement of Intent**

The purpose of this committee, its officers and members shall be as follows:

1) To promote the study and honor the spirit, lifestyles and memory of the people and events of the pre-renaissance historical period through re-enactments, scholarship, discussion, contemporary application and living history related activities.

2) To promote better communication, coordination and respect among different units, organizations and individuals within the ancient and middle ages historical period community.

3) To present pre-renaissance period interpretations, encampments, vignettes, social events, re-enactments, etc. as safely and with as much authenticity as possible.

4) To organize events and activities within this period and to present them in a fashion to maximize the educational content and enjoyment of all the re-enactors and spectators involved.

**III) Membership**

All paying members of the Living History Association Incorporated to include: living history enthusiasts, re-enactors, educators and affiliated authentic interpretive areas, publications, museums, historical sites, organizations and discussion groups representing the pre-renaissance historical period.

**IV) Committee Representation**

Each pre-renaissance period paying unit, organization, site, museum, publication or individual shall receive one vote each to decide department issues. Non-member organizations, individuals, etc. of the pre-renaissance historical period community are strongly encouraged to attend meetings, attend events, maintain communication with the committee and join in discussion without voting privileges. Only with constructive input from the entire

ancient and middle ages historical period community can the activities and events promoted by this committee become a strong, beneficial force for the study, understanding and interpretation of the pre-renaissance historical period. Individual members of dues paying organizations must take out an associate membership under their organization's master membership before they are eligible for voting privileges as an individual.

#### V) Meetings

Any meetings of the committee officers will be announced in Living History Association Incorporated publications as well in advance as practical under their respective publication schedules. Emergency meetings may be called without prior publication notice on an as needed basis. A two thirds majority of the elected and appointed officers shall establish a quorum for an official meeting.

#### VI) Officers of the Committee

Officers for the Committee of Ancient and Middle Ages Interpretation will either be elected or appointed. A complete listing and description of these positions will be described later in this section.

A charter board of officers will be submitted to the Board of Directors of the Living History Association Incorporated for approval of appointment. This charter board will carry out the function of the elected officials until such time as the first election can be held at which time the membership, as described in the section describing membership, shall elect and install a board of officers as described in this section. Nominations for this first election will be held at the first annual general membership meeting of the Living History Association Incorporated, held in November, which is practical following their appointment. Elections are to be accomplished by ballot in December.

Elected officers will be elected to serve for a nominal period of two (2) years. At the end of the term a call shall be put out to the membership for a motion to hold elections. This call shall be made well enough in advance such that nominations can be accepted at the following annual general membership meeting of the Living History Association Incorporated. Should no motion be forthcoming the officials' terms shall be considered to be extended until such time as a motion to hold elections is made from within anywhere in the membership, or from a recommendation by the Board of Directors of the Living History Association Incorporated. Should a motion to hold elections be brought before the committee the committee shall: solicit nominations for the elected officers at the next general membership meeting, appoint a chancellor of the poll to run the election and tabulate the results, receive the results of the election and install the elected officials by the end of January and, outgoing officials shall make themselves available in an advisory capacity for a

term not to exceed sixty (60) days following the installation of any new official. In the event of the resignation of an elected official the officers of the committee may, at their discretion, opt to appoint or call for election the replacement for the remainder of the previous official's term.

Appointed officials are appointed by the committee's board of elected officials at the annual general membership meeting of the Living History Association Incorporated. Appointments are reviewed for renewal annually at this meeting.

The elected officers of the committee and their duties are described as follows:

1) Minister Maximus: to control the conduct of the meetings and to provide leadership in support of the goals of the committee. The minister maximus will act as a liaison to the Living History Association Incorporated Board of Directors.

2) Minister Minimus: to substitute for the minister maximus in the event of his/her absence and to perform such duties as directed by the minister maximus.

3) Minister of the Chronicle: to keep the minutes of the meetings, maintain the historical and organizational files and records and, to conduct correspondence on behalf of the committee as directed by the minister maximus.

4) Minister of the Treasury: to maintain professional accounting records of funds raised, current resources and funds paid out on behalf of the committee and to correlate the same with the Living History Association Incorporated Headquarters.

The appointed officials and their duties are described as follows:

1) Chancellor Marshal: acts as advisor to the committee in all matters pertaining to combat and combat related activities and safety procedures. Makes recommendations to the committee for weapons, armour, and safety standards and is responsible for enforcing compliance with safety standards and chivalrous behavior within the combat lists. Keeps an accurate record of registered and qualified fighters within the membership and reports to the minister maximus. May appoint deputy marshals of cavalry, fencing, heavy list, light list, archery, scouts, medicine and a keeper of the roster to advise in specific areas of marshal activities and to assist the chancellor in the performance of their duties.

2) Chancellor of the Arts and Sciences: acts as an advisor to the committee in all matters pertaining to the period arts, crafts and sciences and their relationship to authenticity, persona development, and historical interpretation. Makes recommendations to the committee concerning authenticity

standards and the further development of period arts, crafts and sciences within the membership. Maintains a resource list of individuals and organizations that can provide assistance to anyone seeking information about period arts, crafts, sciences, educational programs, persona development and historical interpretation and reports to the minister maximus. Enforces authenticity standards and makes on site suggestions to improve historical interpretation. The chancellor may appoint deputy guild masters of the various arts, crafts and sciences to give counsel in the different disciplines, event sheriffs and magistrates to assist the chancellor in maintaining authenticity and order at events and, a keeper of the list to assist the chancellor in the performance of their duties.

3) Chancellor Chamberlain: assumes responsibility for the care, maintenance, storage and transportation of any equipment, educational materials, regalia and promotional materials acquired by the committee. Must establish and maintain an accurate inventory of these same materials and make recommendations to the committee concerning additions, deletions or required maintenance of this inventory. Will report to the minister of the treasury.

4) Chancellor of the Minors: acts as an advisor to the committee in all matters concerning any and all activities targeted towards children. Will endeavor to develop and maintain a strong educational program. Will work with event organizers to ensure an adequate and appropriate level of youth related activities. Will work closely with the chancellor chamberlain in the coordination of educational activities and materials. Will report to the minister of the chronicle.

Any and all adult members of the committee are eligible for any elected office except: members who have been removed or otherwise sanctioned as an officer of any department, board or committee of the Living History Association Incorporated, members who are currently serving in another elected position of this committee or in any position within any other department, board or committee within the Living History Association Incorporated for which a conflict of interest exists or, members currently under disciplinary action over which this committee has sanction. The imposition of disciplinary sanctions by this committee, failure to faithfully and competently discharge the duties of office or, behavior not appropriate to officers of this committee or the Living History Association Incorporated could result in removal from office. Such removal would require a consensus vote of one hundred percent (100%) of a quorum of the remaining elected and appointed officers of the committee and may contain either a term limit or permanent sanction against the individual's eligibility to hold an office in this committee. Any and all appeals of a removal from office shall be made to the Board of Directors of the Living History Association Incorporated in accordance with its charter of operations.

## **VII) Sub-committees:**

Due to the large size of the period and number of cultures involved various sub-committees shall be formed on an as needed basis to handle the specifics of more definite time periods and cultures within the larger period represented by this committee. The primary function of each sub-committee shall be to define and enforce the authenticity standards as they pertain to the sub-committee's particular period and geographical cultural representation. This responsibility extends to defining appropriate combat conventions for the represented period although no standards shall be accepted that are in opposition with the stated conventions, purposes and standards of the Committee of Ancient and Middle Ages Interpretation or the Living History Association Incorporated. The secondary function of each sub-committee shall be to promote, educate and provide a resource base for the particular era of representation.

Sub-committees may be formed by any members of the committee wishing to define a particular era in greater detail provided their exists sufficient numbers to successfully operate a sub-committee. Members of the committee wishing to form a sub-committee must submit a proposed name for the sub-committee, a list of officers determined necessary to operate the sub-committee and, specific authenticity and safety standards to be treated as addenda to the committee's manual of arms and manual of authentic historical interpretation. Once approved the sub-committee shall act as the sole representative of the committee in the represented era of interpretation. Officers of the sub-committee shall answer to the corresponding officer of the committee and regular reports shall be made to the officers of the committee concerning the activities of the sub-committee.

## **VIII) Responsibilities of the Committee**

1) To ensure safe, sane and quality authentic activities of the pre-renaissance historical period.

2) To generate growth in membership for the committee and the Living History Association Incorporated.

3) To seek and generate funds by way of grants, donations, fund raisers, etc. from corporate, organizational, site and individual sponsors and the administration thereof any and all funds collected.

## **IX) Events and Re-enactments**

Officers of this committee will suggest, create, coordinate and/or otherwise consult for any events concerning the pre-renaissance historical period. The general administrative procedure for this committee to coordinate and execute events is outlined as follows.

1) The committee will coordinate with units, organizations and event sponsors to determine the best dates and ways to cooperate on the scheduling of events and activities. If possible commitments of available units and organizations will be cross referenced to maximize the attendance and quality of units and individuals.

2) A major determining factor of scheduling events and activities will be the support of Living History Association Incorporated goals and activities.

3) The committee will determine the scheduling of event activities after consultation with site and event managers. Activities will be scheduled for the utility and enjoyment of the historical interpreter and any spectators within the confines of site regulations and public law.

4) The committee officers and their appointees will be the sole judge of the admission of units or individuals at events sanctioned by the Committee of Ancient and Middle Ages Interpretation.

5) Post event reports, including any incident reports, will be submitted to the Administration Department and Board of Directors of the Living History Association Incorporated, site managers and event managers.

#### **X) Correspondence and Communications**

All correspondence and communications either directly or indirectly pertaining to this committee will be exclusively generated by or responded to by this committee.

Any correspondence received by any department, committee, board or office of the Living History Association Incorporated which either directly or indirectly pertains to this committee will immediately to the minister maximus of this committee.

Only duly elected or appointed officials are authorized to correspond or transmit information on behalf of the committee. No other individual, department, committee or board is authorized to correspond in any form on behalf of this committee without the expressed consent of the officers of this committee.

#### **XI) Financial Responsibilities**

1) Membership funds are accredited to the membership account of the Living History Association Incorporated so as to pay for the publications and administration that services that services the membership.

2) The Living History Association Incorporated will receive ten percent (10%) of any and all monies received as the result of any fund raising activities by this committee.

3) Monies acquired by the committee on behalf of its activities will go to and be administered by the committee with a percentage going to the Administrative Department of the Living History Association Incorporated to defray the costs incurred by that department in support of this committee's activities. This percentage will not be less than ten percent (10%) or greater than ninety percent (90%).

4) Monitoring of this committee's events and financial resources will be the responsibility of the minister maximus, the minister of the treasury and the executive director of the Living History Association Incorporated.

## **XII) Safety and Authenticity Standards**

Safety regulations and authenticity standards shall be set by the following addenda to this document: Manual of Arms for the Committee of Ancient and Middle Ages Interpretation of the Living History Association Incorporated and Manual for Authentic Historical Interpretation of the Pre-renaissance Period. As appropriate these addenda shall attempt to make use of and reference to any existing standards publications of the Living History Association Incorporated deemed appropriate for the period. Appropriate sections of the Manual of Arms shall be submitted to the Board of Directors of the Living History Association Incorporated for inclusion in the LHA Safety Manual. Only the most current versions of these addenda will be in effect and recognized by any committee, department, board, individual or office of the Living History Association Incorporated.

## **XIII) Awards of Excellence**

In order to promote morale and encourage excellence in interpretation this committee will grant recognition to those individuals, units, organizations, sites, etc. that demonstrate a quality of historically authentic interpretation, craftsmanship, presentation, behavior and/or commitment within the pre-renaissance historical period on a consistent basis. These awards shall be granted only on an as warranted basis. The general administrative procedure for the granting of these awards will be as follows.

1) A nomination shall be presented to the board of officers of the committee by another officer of the committee. This nomination can be the result of personal observations on the part of the nominating officer or in verified response to letters of recommendation received by the committee by the membership or the Board of Directors of the Living History Association Incorporated describing the note worthy behavior to be considered. This nomination should preferentially come from the officer whose office presides over the particular activity of note, ie the chancellor of the arts and sciences should make the nomination for anyone being considered for an award in craftsmanship, the



chancellor of the marshalette should make the nomination for any award for combat ability, etc.. Any letters of recommendation received by any other committee officer or referred to the committee by any other department, board, committee or office of the Living History Association Incorporated should be referred to the appropriate officer for action.

2) The nomination shall be considered by a quorum meeting of the elected and appointed officers. Should one of the officers be the subject of the nomination this quorum shall not include that officer.

3) The quorum may make use of any reasonable means to verify the evidence in the case for excellence, such as soliciting the counsel of an outside authority should there be no such authority available within the committee.

4) Upon hearing the case on behalf of the award the quorum may elect, at its discretion, to call the vote immediately or to delay the vote one time for a period of not more than ninety days to solicit counsel or verify evidence of the quality of the acts in question.

5) Granting of the award of excellence shall be made only by a one hundred percent (100%) consensus vote of the quorum.

6) A certificate of the award shall be drawn up and shall contain an accurate description of the reasons that the award was granted. This certificate shall be presented with appropriate ceremony at the next practical committee sanctioned event or meeting.

7) Should a consensus not be reached the award nomination will be declined for recognition by award. A list of reasons for rejection shall be prepared and presented to the nominating officer and shall be available to any member of the committee upon request.

8) Should a nomination be declined for recognition by award a new nomination for the same award can be submitted for consideration anytime after six months from the date when the vote was taken.

Lesser event specific awards for excellence at a particular event will be solicited and encouraged to be presented by the event coordinators by this committee. These awards may or may not carry a token of the award. As with the committee awards these would be awarded on an as warranted basis.

#### XIV) Courts of Sanction

Sanctions may be levied against any individual, organization, unit, site, museum, event sponsor or coordinator

who is in serious or repeated violation of the safety or authenticity standards set forth by this committee or for unethical behavior. Specific event sanctions may be imposed at an event under the sole authority of the elected and appointed officers of this committee and their appointees. The committee shall be notified in writing of any and all such sanctions imposed and shall keep a record of such sanctions for a reasonable period of time for the purposes of determining long term problems. Longer term sanctions shall require action from a court of sanction to be called from a quorum of the elected and appointed officers of the committee. The general administrative procedure for a court of sanction shall be the same as that for resolving a nomination for an award save for the following.

1) Fair notice in writing be given to the individual(s) charged at least thirty (30) days prior to the scheduling of the court of sanction and the charged party(s) allowed to respond.

2) If it appears that the matter can be resolved successfully without a court of sanction then an additional thirty (30) days will be allowed before scheduling a court of sanction. Should the matter be resolved the petition for a court of sanction will be denied due to resolution.

3) Prior to a scheduled court of sanction both sides of the matter must submit to the officer in charge of the court in writing a list of the evidence, including witnesses, that they intend to bring forth to support their case. Should the evidence appear to be insufficient for a full court of sanction the officer in charge of the court may, at their discretion, opt to deny a full hearing on the grounds of insufficient evidence, with or without issuing a letter of warning to the charged party(s).

Failure to offer a defense does not automatically imply that the petition for sanction will be found justified and granted. Sanctions are to be imposed only if the evidence shows clearly that such action is warranted.

4) The ranking officer of the court will submit the decision of the court of sanction, including the grounds and specific terms of any sanctions imposed, in writing to the parties involved within ten (10) days following the court of sanction. In the event that sanctions are imposed the board of directors of the Living History Association Incorporated will also be notified in writing at the same time.

5) Appeals may be requested in writing by the sanctioned party(s) within fourteen (14) days following the notification date on procedural matters only.

6) Appeals shall be processed by the appropriate safety or authenticity officer of the board of directors of the Living History Association Incorporated.

8) All appeals shall be processed by the board of directors of the Living History Association in accordance with their charter of operation. The outcome of this appeal is final.