

Trimarian College of Heralds

Administrative Policies

What follows are a compilation of the Administrative Policies as stipulated by Maighstir Sebastian Halyburton, OP, by warrant of the Laurel Sovereign-at-Arms and the will of Their Majesties Trimaris, Triskele Principal Herald.

These policies are effective beginning on September 1, AS XXXVII, being 2002 Gregorian.
(Last Update November 01, AS XXXVII, being 2002 Gregorian.)

Sebastian Halyburton
Triskele Principal Herald

I. The Trimarian College of Herald.

The Trimarian College of Herald consists of the Triskele Principal Herald, the various deputies warranted by the Triskele, and all local pursuivants.

- A. The Triskele Principal Herald - The Triskele Herald is the Principal Herald of the Kingdom, and therefore is the head of the Trimarian College of Herald. The responsibilities of the Triskele Herald are defined in the Corpora for the SCA Inc. (Section VI.C.2.b), the CoA Administrative Handbook (Section X), and the Kingdom Law of Trimaris (Section VII.B). The Triskele Herald may establish as many deputies as s/he feels necessary to accomplish the tasks of the Trimarian College of Herald. Further, the Triskele may delegate any duties or responsibilities to these deputies as s/he sees fit. This delegation does not relieve the Triskele of the responsibility to see that the tasks get done.
- B. Deputies of the College of Herald. All deputies are required to submit quarterly reports containing the information defined in Section II.B, 'Deputies Quarterly Reporting'. The reports are due to Triskele by the 15th of July, October, January, and April and shall cover the activities of their office over the preceding quarter. Reports may be made by regular post or by electronic mail. (See Section II.D, Policy on E-mail and Official Communications.) Other reports may be required on an as needed basis. The following is a list of all deputy positions and their additional responsibilities.
- C. Elevation ceremony for Triskele Principal Herald and deputies see enclosure (1).
 1. Jack Herald- The successor deputy for the Triskele Principal Herald. When the Triskele Herald completes his/her term in office and steps down, and with the Crown's and Laurel Sovereign's approval, this herald will step up into the position. Generally, the holder of this office will perform various tasks as assigned by the Triskele in preparation for taking the top office. Traditionally, this office has handled the local heralds and their reports.
 2. Seacat Herald - Secretary to the Triskele Herald.
 3. Lymphad Herald – The deputy responsible for processing name, device, and badge submissions within the Trimarian College of Herald. The Lymphad is part of the SCA's College of Arms and is expected to provide commentary on all External Letters-of-Intent. (Also see Section III, Name and Device Submission Policies.)
 4. Sextant Herald - The deputy responsible for maintaining the Order of Precedence for the Kingdom of Trimaris. The Sextant shall be the primary recipient of all Court Reports (see the other recipients Section II.C.4, Court Reports) and shall on quarterly basis forward copies of all court reports to the Kingdom Chronicler and the Kingdom Historian.
 5. Chart Signet Pursuivant - The deputy responsible for providing all award scrolls for the Courts of their Majesties, Trimaris.
 6. Barque Signet Pursuivant - This deputy provides permanent scrolls to those members of the populace who received a promissory scroll, or otherwise failed to receive a scroll, in court.
 7. Caravel Herald (Court herald) - The deputy responsible for include ensuring that the Crown has a Herald for each court, attending court preparation meetings, checking proposed award recipients for membership and prior awards, and if they are attending the current event.

8. Sea Panther Herald - The deputy responsible for ensuring proper protocol is adhered to, and that the traditions of Trimaris are properly documented.
9. Coracle Herald - The education deputy responsible for overseeing the education of heralds throughout the Kingdom. The Coracle organizes classes and arranges opportunities for the heralds to take the Pursuivant Placement and Pursuivant Tests. The Coracle maintains the list of who are Pursuivants and Pursuivants-at-Arms/Herald at Arms. The Coracle also coordinates the Heraldic Road Show.
10. Trireme Herald (Lyst Herald)- The lyst deputy is responsible for overseeing the Lyst Heraldry of the Kingdom, especially at Kingdom Events and Crown Lyst.
11. Sundial Herald - The deputy is responsible for overseeing the Kingdom Heraldry website.
12. Ensign Herald – The deputy responsible for providing both internal and external name commentary and consultation. The Ensign Herald is a commenting member of the College of Arms of the SCA and the College of Heralds of Trimaris. The Ensign Herald is not responsible for documenting a submitter's desired name, but should assist the submitter in any way possible.
13. Archive Herald – This commenting deputy provides commentary to the SCA College of Arms on Society-wide device/badge submission as well as internal. This position is comparable in its duties to that of the Ensign Herald.
14. Dhow Herald (Award Tokens)- This deputy is responsible for arranging for the award tokens for the Kingdom, and for distributing these tokens to those gentles who may have received an award without the accompanying token. In addition, the Token Herald assists the Crown and Kingdom Herald(s) in designing and submitting for approval all new Kingdom tokens.
15. Hulk Herald - This title is used by the immediate past Lymphad Herald who shall serve as a drop-dead deputy until such time as another is selected by the current Lymphad.
16. Mast Herald – The deputy responsible for liaison between the Chart-Signet and the Crown for award scrolls.
17. Keel Herald – The moderator of CoHTrimaris egroup.

C. The Local Pursuivant. This herald serves as the CoH's representative to the local group, be it a Barony, Shire, Canton, or other established group within the borders of Trimaris.

1. Qualifications for Office. Each Local Pursuivant must meet the following requirements in order to become permanently warranted in their local office.
 - a) All general requirements to hold an office as stipulated in the Corpora for the SCA, Inc. and the Trimarian Kingdom Law.
 - b) Baronial pursuivants must take and pass the Pursuivant-at-Arms Test. (Contact the Coracle to

arrange to take the test.)

c) All other local pursuivants must take, and pass, the Pursuivants Test. (Contact the Coracle to arrange to take the test.)

d) Must be acceptable to the Local Seneschal. (Submit a Letter of Introduction to Triskele with the Local Seneschal's concurrence.)

2. Responsibilities of the Local, Non-Baronial (i.e. Shire, Canton, etc.) Herald

a) Find and train a deputy as a replacement.

b) Submit monthly reports, as per Section II.A below, to the Triskele Herald. Reports for one month are due to the Triskele by the 15th of the following month. Reports may be submitted via regular post or by electronic mail. (See Section II.D, Policy on E-mail and Official Communications.)

c) Provide armorial consulting services to the local members to assist in their selection of appropriate names and the design of appropriate devices and badges.

d) Process name, device, and badge submissions at the local level, submitting all appropriate paperwork, including forms, copies, and fees, to Lymphad. (See Section III, Name and Device Submissions.)

e) Provide support for all heraldic activities at both local and non-local events. These activities include, but are not limited to, providing field heraldry, court heraldry, site heraldry support, commentary, etc. (Training in all of these and other areas is available. See the Coracle Pursuivant.)

f) Update and maintain the local files.

g) There is no limit to the number of deputies a Local Herald may have.

3. Responsibilities of the Local, Baronial Herald

a) All Responsibilities as delineated under Section I.C.2.1, paragraphs a) through g), above.

b) Baronial heralds shall provide all heraldic services as delineated in Section I.D, Regional Herald, below, when groups whose borders are coincident with the baronies and there is no local heralds available.

c) All baronial heralds are encouraged to establish a local College of Heraldry.

E. Regional Herald. This herald serves as the CoH's representative to a geographical area and is responsible for providing all heraldic services provided by the local herald to those groups in the region when there is no local pursuivant. Regional Heraldry will be warranted on an as needed basis.

1. Qualifications for Office. Each regional pursuivant must meet the same requirements as the baronial pursuivant in order to become permanently warranted in their office.
2. Responsibilities
 - a) Provide all heraldic services provided by the local pursuivant to the local groups when there is no local pursuivant.
 - b) To assist the local seneschal in finding a herald to fill the local position.

F. Herald-at-Large. Heraldry-at-Large are currently unwarranted and therefore, are not considered members of the College of Heraldry. Despite this, the Triskele Herald shall maintain a list of Heraldry-at-Large. All gentles that have passed either of the pursuivant's tests are automatically considered a Heraldry-at-Large and may be called upon to provide assistance with any aspect of heraldry within the Kingdom. Any Heraldry-at-Large may request that his/her name be removed from the list at any time. All other folk who wish to be listed with the College of Heraldry as a Heraldry-at-Large should see the Triskele Herald.

G. Additionally the College of Heraldry shall meet twice yearly (January and July) for training and dissemination of information related to the college, deputies and local heraldry.

H. Reports due to the SCA College of Arms.

1. The Triskele Herald shall provide quarterly reports and an annual report to the Laurel Sovereign as per the CoA Administrative Handbook (Section X).
2. The Lymphad shall submit name and device submissions to the Laurel Sovereign of Arms as per the CoA Administrative Handbook. (Section V)
3. The Lymphad may provide commentary on all External Letters of Intent as per the CoA Administrative Handbook (Section VII)
4. The Lymphad shall provide Letters of Response to commentary received against the Trimarian LoIs.
5. The Ensign and Archive heraldry submit commentary on the External Letters of Intent to the Laurel Sovereign of Arms as per the CoA Administrative Handbook. (Section VII)

I. Warranting. All heraldry of the College shall be warranted by joint warrant of their Majesties, Trimaris and the Triskele Herald. The warranting shall be done by roster, signed by the Crown and the Triskele Herald. Said Roster Warrant will be kept on file in the Triskele's files. An individual warrant signed and sealed by the Triskele may, upon the request of any officer, be provided to that officer. There are two types of warrant that will be issued.

1. Permanent Warrant - Local heraldry who have passed the Pursuivant Test and the CoH deputies shall receive a permanent warrant with a term of twelve months.

2. Temporary Warrant - Local heralds who have not passed the appropriate Pursuivant's Test shall receive a temporary warrant with a term of three months. There is no limit to the number of times this warrant may be renewed.

J. Internal Processes. Except for the reporting requirements called out in this document and the procedures defined within Corpora and the CoA Administrative Handbook, all procedures used by members of the Trimarian College of Herald's shall be determined by the deputy/officer in charge. Such processes are subject to review and approval by the Triskele Principal Herald. Documenting of such processes is encouraged.

II. Reporting

A. Local and Regional Herald's Monthly Reporting. The report shall include the following information:

- Date of the report.
- Name of the local group. (i.e. Wyvernwood, Ruins, Southern Region, etc.)
- The reporting herald's name. (Both SCA and Legal.)
- A list of all submissions sent to Lymphad, including the submitter's name (both SCA and legal) and what type of submission it was (i.e. Name, Badge, etc.).
- A list of all currently pending (at Lymphad or Laurel) submissions.
- A list of submissions listed on the latest LoAR. (If the data is available to the local office.)
- A list of all awards received by the local members that month.
- A list of all heraldic activities performed during the month. (i.e. Herald's Meetings, served as Court Herald at an event, site herald, etc.)
- Special information as requested by the Triskele Herald.
- Other information the Local wishes to pass on to the Triskele.

B. Deputies Quarterly Reporting. The information included in the deputies reports varies by the office but all reports shall contain as a minimum the date of the report, the deputies name (SCA and Legal), address (postal and e-mail), and phone number. Below is defined the additional reporting requirements for each deputy:

1. The Jack Herald shall provide a quarterly status on all assigned tasks. Specifics to be reported shall be worked out on a case-by-case basis.
2. Due to the nature of the Seacat Herald's job, Seacat is not required to submit a quarterly report to Triskele.
3. The Lymphad Herald shall provide a report listing the following items for the previous quarter:
 - Total number of items, by type, submitted to Lymphad.
 - Total number of submissions, by type, pending at Lymphad.
 - Total number of submission, by type, that were returned by Lymphad.
 - Total number, and dates, of Submission Packages sent to Laurel.
 - Total number of submissions included in those packages.
 - Total fees collected. (Submission fees.)
 - Total fees expended. (Office, copy, postage, and submission expenses.)
4. The Sextant Herald shall provide a report listing the following items for the previous quarter:

- List all Court Reports submitted.
 - Total expenses. (Copying, office supplies, postage, etc.)
5. Chart Signet shall provide a report listing the following items for the previous quarter:
 - Number of scrolls, by award, on hand.
 - Number of scrolls, by award, provided to the Crown.
 - Total expenses. (Office supplies, postage, etc.)
 6. Barque Signet shall provide a report listing the following items for the previous quarter:
 - A list of all scrolls currently on request.
 - A list of all scrolls completed and waiting delivery.
 - A list of all scrolls delivered.
 - Total expenses. (Office supplies, postage, etc.)
 7. Caravel Herald shall provide a report listing the following items for the previous quarter:
 - List all courts held, by event, including the name of the Court Herald. This will include all royal courts as well as baronial courts.
 - Total expenses, if any.
 8. Coracle Herald shall provide a report listing the following items for the previous quarter:
 - List all events where heraldic classes were taught.
 - List all pursuivant cadets and pursuivants that took the pursuivants Tests, and what the results were of those tests.
 - Total expenses. (Office supplies, copying, postage, etc.)
 9. Due to the nature of the Trireme Herald's job, the Trireme is not required to submit a quarterly report to the Triskele.
 10. Ensign Herald shall provide a report listing the following items for the previous quarter:
 - A list of all External Letters of Intent reviewed and responded to.
 - A list of all Internal Letters of Intent reviewed and responded to.
 - Total expenses. (Office supplies, postage, etc.)
 11. Archive Herald shall provide a report listing the following items for the previous quarter:
 - A list of all External Letters of Intent reviewed and responded to.
 - A list of all Internal Letters of Intent reviewed and responded to.
 - A list of all College of Heraldry Documents Archived during the past quarter.
 - Total expenses. (Office supplies, postage, etc.)
 12. Dhow Herald shall provide a report listing the following items for the previous quarter:
 - A current inventory of tokens by type.
 - The number of tokens, by type, given to the Crown.
 - The number of tokens, by type, given to individuals. (New or Replacement)
 - A list of current sources for tokens.
 - Tokens added to inventory, by source.
 - Total fees taken in. (Replacement tokens.)

- Total expenses. (New tokens)

13. Heraldry at Large are not required to submit reports unless they have accepted a task assignment from the Triskele Herald. In this event a quarterly report shall be submitted, the contents of which shall be determined on a case-by-case basis.

C. Other Reports

1. CoH Newsletter shall be published on a quarterly basis and shall be mailed to the warranted members of the College of Heraldry. Heraldry at Large who wish to receive the newsletter may contact the Triskele to have their name added to the distribution list. Publication dates will coincide with Coronation and Crown Lyst.

2. Letter of Intent. Name and Device submission packages shall be processed as per the CoA Administrative Handbook.

3. Order of Precedence. The latest order of Precedence shall be distributed at each Crown Lyst and each Coronation. Copies shall be given to the Crown, the Triskele Herald, all other Greater Kingdom Officers, the Triskele's deputies, and all local heralds.

4. Court Reports. Court reports shall be submitted to the Triskele, Sextant, Chart, and Vox Maris Sum heralds within ten days of the subject court. Failure to submit reports in a timely manner will be considered cause for removal of warrant with a recommendation to the Crown that the court herald no longer be used in court.

5. The Sextant Herald shall submit a copy of all submitted court reports to the Kingdom Historian. On a quarterly basis, a summary of all awards given shall be submitted to the Kingdom Chronicler.

6. Crown Lyst Report. The Trireme Herald shall, in coordination with the Kingdom Minister of the Lysts, submit a Crown Lyst Report to the Triskele Herald and to the Kingdom Chronicler within 30 days of Crown Lyst.

7. The Archive Herald shall provide on an annual basis an index of all archived CoH Documents.

D. Policy on E-Mail and Official Communications. E-mail correspondence will be allowed for unofficial communication only. All official communications shall be done by regular post. The exception to this rule will be for the various reports to Triskele. The procedure for using e-mail to submit reports to Triskele are as follows:

1. Send electronic copy of the report to triskele@trimaris.org.
 - a) Include the identifier '[CoH Report]' in the subject line.
 - b) Reports may be sent as included text or as an attached file in RTF, MS Word, WordPerfect, or other format, but the format must be identified in the body of the e-mail message.
 - c) If translation by the Triskele into a native file format becomes a problem, retransmission of the original report may be required.

2. If an acknowledgement is not received within five days, resend the report.
3. If an acknowledgement to the second message is not received within five days, assume that e-mail has failed and send in the report via regular post.
4. Deputies are encouraged, but not required, to allow e-mail reporting.
5. The recipient must acknowledge e-mail reports before the reports are considered delivered. Any report that is not acknowledged should be assumed undelivered.

III. Name and Device Registration

A. Letter of Intent

1. The local herald begins the submission process by consulting with the client and putting together the initial submission package that is then sent to Lymphad.

a) Each individual submission sent to the Lymphad shall contain the following as applicable :

(1) Individual and Branch Name Forms.

(a) *3 copies of each form being submitted.*

(b) 3 copies of all documentation including pages with specific date references and the title page of all documentation sources which show the title, author, publisher, and publishing date of the book.

(2) Device and Badge Forms

(a) 3 color copies of each form being submitted. (Note: Lymphad recommends the Crayola™ Classic markers be used.)

(b) 3 black and white copies with line drawings only.

(3) Applicable Fees.

(a) \$10.00 for each new item to be registered.

(b) Checks shall be made payable to 'SCA, Inc. dba The Kingdom of Trimaris'.

b) The Local herald shall keep one additional copy of each form (Name, color device, black and white device, etc.) and one additional copy of all documentation for the local file.

c) The Local herald shall give one additional copy of each form (Name, color device, black and white device, etc.) and one additional copy of all documentation to the submitter.

2. The Lymphad Herald.

- a) Logs all submissions from the local heralds.
- b) Fees are logged and are then immediately forwarded to the Kingdom Exchequer.
- c) The Lymphad may issue an Internal Letter of Intent to process in kingdom submissions.
- d) A complete submission package, as per the CoA Administrative Handbook, is compiled.
- e) Appropriate funds are issued (by check) by the Kingdom Exchequer to cover new submissions.
- f) Lymphad sends the completed submission package to the Laurel Sovereign at Arms as per the CoA Administrative Handbook.

B. Letter of Acceptance and Returns

1. Upon receipt of the Letter of Acceptance and Return, the Lymphad Herald shall publish the results for the Kingdom of Trimaris immediately in Talewinds.

IV. Heraldic Ranks and Education

A. Heraldic Ranks/Titles.

1. Pursuivant Cadet - All beginning heralds use the heraldic title Pursuivant Cadet to signify their status as beginning students of heraldry. The Pursuivant Cadets are not members of the Pursuivant's Court, though they may be members of the Trimarian College of Heraldry.
2. Pursuivant. Those heralds who have passed the Pursuivant Qualifications Test (See Section IV.D.1). These individuals are not part of the Pursuivant's Court though they may be members of the Trimarian College of Heraldry. Upon the recommendation of any member of the Pursuivant's Court, and with the approval of the Triskele Principle Herald, the Pursuivant Qualifications Test may be waived. The procedure for such a recommendation is explained in section IV.D.2 below.
3. Pursuivant-at-Arms. Those heralds who have met the requirements below shall be advanced to the rank of Pursuivant-at-Arms, with all rights and privileges set forth in this document. These heralds are members of the Pursuivant's Court and are not warranted as members of the Trimarian College of Heraldry, though they can hold any warranted position, which they are otherwise qualified for.
 - a) The heralds must pass the Pursuivant Placement Test (See Section IV.D.3) with a score of 70% to 89%.
 - b) The herald must have met the Oral Certification requirement.
 - c) Served for two (2) years as a local pursuivant or as a kingdom deputy (Sextant, Coracle, Lymphad, etc, etc.)
 - d) Elevation ceremony for see enclosure (2).

4. Herald-at-Arms. Those heralds who have met the requirements below shall be advanced to the rank of Herald-at-Arms, with all rights and privileges set forth in this document. These heralds are members of the Pursuivant's Court and are not warranted as members of the Trimarian College of Heraldry, though they can hold any warranted position, which they are otherwise qualified for.

- a) The heralds must pass the Pursuivant Placement Test (See Section IV.D.3) with a score of 90% or greater.
- b) The herald must have met the Oral Certification requirement.
- c) Served for two (2) years as a local pursuivant or as a kingdom deputy (Sextant, Coracle, Lymphad, etc, etc.)
- d) The herald must have been acknowledged by the all currently active Herald-at-Arms as well as the Triskele Principal Herald.
- e) Elevation ceremony for see enclosure (3).

5. Herald-at-Arms - Heraldry who have been granted a permanent Heraldic Title (i.e. Argonaut, Sun Burst, etc.) may also style themselves as Heraldry-at-Arms with all rights and privileges as set forth in this document. These heraldry are members of the Pursuivant's Court and are not warranted as members of the Trimarian College of Heraldry, though they can hold any warranted position, which they are otherwise qualified for.

6. Extraordinaire – This title indicates that the herald is not currently warranted within the Trimarian College of Heraldry.

B. Pursuivants Court. The Pursuivant's Court consists of the Triskele Principal Herald and those heraldry who have achieved the Heraldry Rank of Pursuivant-at-Arms (section IV.A.3) or Heraldry-at-Arms (sections IV.A.4 and IV.A.5). The Pursuivant's Court serves as a source of guidance and experience from which the Triskele Herald and the Trimarian College of Heraldry can draw upon

C. Heraldry Regalia.

1. The Tabard. Two fabric panels sewn together at the shoulders and emblazoned Vert, two straight trumpets in saltire, bells to chief Or. Alternatively, the tabard may be blazoned with the arms of the group represented on both the front and the back. Ladies may choose to wear a sideless surcoat, the bodice Vert with the trumpets on the front and back and the skirt being either Vert or Or. The Pursuivant Cadet and the Pursuivant bear a simple straight tabard without sleeves.

- a) The Pursuivant-at-Arms bears a simple tabard with sleeves tied to the shoulders.
- b) Heraldry Extraordinaire and the Triskele Herald may bear a cloak of Office that is emblazoned on the back as: Vert with Trumpets in Saltire, bells to chief Or. Optionally, a branch badge may be worn on the right breast.
- c) Companions of the Heralde's Tressure Trimaris may bear the Order's badge upon their tabard sleeves: a tressure triskelé argent.

2. **Badge of Office.** Titled Pursuivants and Heraldry may wear their Badge of Office about their neck on a chain.
3. **Staff of Office.** The heraldry staff is approximately the same height as the bearer and is colored Vert and Or spiraled with Vert and Or ribbons attached to the top. Alternatively, you may use the colors used by the group represented.
4. **White Baton.** TBD

D. Advancement

1. **Pursuivant Qualifications Test:** A score of 70% or higher is a passing score on this test and causes a Pursuivant Cadet to advance to the rank of Pursuivant (Section IV.A.2), with all rights and responsibilities as laid out in this document.
2. **Pursuivant Qualifications Test Waiver:** Any member of the Pursuivant Court (i.e. A Pursuivant-at-Arms or Herald-at-Arms) may provide a Letter of Recommendation, wherein is set the reasons for which waiving of the Pursuivant Qualifications Test is being requested. The letter must contain the full SCA and Legal name of the subject and shall include all pertinent experience of the nominee in the field of heraldry.
3. **Pursuivant Placement Test:** This test consists of five sections, each of which must be passed with a score of 70% or greater to pass. The actual score will determine the rank conferred upon the herald with the highest scores required in order to achieve the rank of Herald-at-Arms.
4. **Oral Certification:** Oral certification is required to demonstrate the heraldry's proficiency in the areas of court and field heraldry. Any Pursuivant-at-Arms, Herald-at-Arms or the Triskele Principal Herald may sign off this requirement through observing the tester's ability to perform in these areas.
5. **The Pursuivant Qualifications and Placement tests** may be retaken as many times as is required to pass the exams. However, due to the complex nature of the Pursuivant Placement Test, a period of six (6) months is required before a total reexamination is allowed. Any section may be retaken in hopes of obtaining a higher score, though the highest rank achievable under these circumstances is Pursuivant-at-Arms.
6. **Personal Heraldic Title:** The Triskele Principal Herald may grant a personal heraldic title to any herald who has served the College of Heraldry for many years and with great distinction. The process through which these titles are granted is as follows:
 - a) An appropriate Heraldic Title is researched and registered to the Kingdom through the standard procedure. The proposed recipient should be given the opportunity to approve the title submitted and may be asked to perform the required research.
 - b) Upon approval of the title by the College of Arms, and with permission from the Crown, the Triskele will submit the following to the College of Arms:
 - (1) A Letter of Intent transferring the Title to the herald in question

(2) A Letter of Acceptance from the Herald in question

c) Arraignments are made to induct the new Herald-at-Arms into the Pursuivants Court, if s/he is not already a member, or to recognize the new title through the appropriate court ceremony.

E. Resources for Learning

The Herald's Handbook is the College of Heraldry resource for how the Trimarian College of Heraldry performs their duties. Other resources include www.trimaris.org and www.sca.org.

V. College of Scribes

Trimarian College of Scribes

Administrative Policies

What follows are a compilation of the Administrative Policies as stipulated by the Deans of the Trimarian College of Scribes and approved by the Triskele Principal Herald Trimaris

These policies are effective beginning on September 1, AS XXXVII, being 2002 Gregorian.
(Last Update June 15, 2001.)

Maighstir Sebastian Halyburton, OP
Triskele Principal Herald

Deans of the College of Scribes

Baron Maredudd ap Cynan, OP
Tenured Dean

Honorable Lady Sapphira Vedreyana von Tiber
Barque-Signet Pursuivant

Lady Melesse O'Meara
Tenured Dean

Baron Iefan Colledig ap Dynfwal Abertawe, OL,
OP., Tenured Dean

VI. Introduction

- A. Purpose. This document established the policies under which the Trimarian College of Scribes, herein referred to as ‘The College’, shall operate. This document is also intended to be a work in progress and may be modified as often as needed. The latest approved version shall be maintained by the Triskele Principal Herald.
- B. Applicability. This document and the policies contained herein apply only to those scribes performing work for the Kingdom of Trimaris, through the auspices of the Chart Signet and Barque Signet offices. These policies do not apply to scribes who are working outside of the College.
- C. Modifications. This document may be modified at any time with the Triskele Principal Herald providing the final approval of all changes. Though any college member may suggest changes to these policies at any time, it is encouraged to pass these changes through the Deans of the College who will review and recommend

VII. The Trimarian College of Scribes.

- A. The College is a semi-autonomous division of the Trimarian College of Heraldry that is dedicated to providing a nurturing environment for the scribes of Trimaris with the goal of enriching the scribal arts within the Kingdom.
- B. College Membership. The Trimarian College of Scribes consists of the following members:
1. The Triskele Principal Herald. As the head of the Trimarian College of Heraldry, the Triskele shall oversee the administrative functions of the College of Scribes and shall have final approval authority over all decisions which effect the Trimarian College of Heraldry and the responsibilities therefrom derived.
 2. Deans of the College. There shall be five deans to the College, two appointed and three tenured, who shall establish long term goals and strategies for implementing the policies set forth by this document. The deans shall gather as often as necessary to ensure the successful operation of the College. All decisions made, and policies established, are subject to review by the Triskele Principal Herald.
 - a) Appointed Deans. These positions are held by the current Chart Signet and Barque Signet, and are warranted deputies of the Triskele Principal Herald. When a new deputy steps into the office of Chart or Barque, the outgoing deputy ceases to serve as a dean of the College.
 - b) Tenured Deans. These positions are held as long as the current holder wishes. When a tenured dean’s position is vacated, all deans, including the outgoing dean, may submit candidates for consideration. Upon the unanimous agreement of the Deans, an acceptable candidate’s name is forwarded to the Triskele for final approval. In the absence of such an agreement, the deans shall submit opinions on each of the candidates to the Triskele for arbitration and final decision. All members of the College are eligible to become Tenured Deans.
 - c) Responsibilities of the Deans. The Deans shall:
 - (1) Review and recommend such changes, as are required, to the policies contained herein to the

Triskele. For more detail on changing these policies, see Section V of the Administrative Guidelines for the Trimarian College of Heraldry.

(2) The Deans shall ensure that all lesser offices have been filled and will review the processes and procedures established by those officers. (Section I.B.3. below.)

(3) The Deans shall appoint sub-committees as necessary.

(4) TBD

3. Lesser Offices of the College.

a) Each Officer shall establish the internal processes through which they accomplish their job. These processes shall be documented and are subject to review by the Deans of the College.

b) The following lesser offices support the College in its day to day operations.

(1) Registrar. The Registrar is responsible for maintaining the Roster of Scribes. The information to be obtained shall include, but not be limited to, SCA and legal name, telephone number, mailing address, e-mail address, and a list of each scribal arts area in which the member feels they are experienced and/or are interested in learning more about. The Registrar shall also work with the Sundial herald to ensure that the College web site is up to date. The Registrar shall also ensure that the Sundial receives all proper release forms for those members who have agreed to the posting of their personal contact information (i.e. E-mail Address, etc) on the College web site.

(2) Quartermaster. The Quartermaster is responsible for managing the inventory of scribal supplies, including procurement of standard materials as well as preferred materials, storage of the same, and sales of these materials to the membership. The quartermaster will also encourage and promote all special fund raising efforts for the College and shall serve as the College's special representative to the Kingdom Exchequer to ensure College Special Funds are maintained. Funds raised for the College should be processed through the Quartermasters office with appropriate receipts given and received by both the donating organization/individual and the Kingdom Exchequer.

(3) Curriculum Coordinator. The Curriculum Coordinator should work with the Chancellor for the Trimarian Royal University to ensure that TRU's Scribal Arts curriculum is complete. This officer shall work with autocrat staff throughout the Kingdom to maximize the educational opportunities for the College membership.

(4) Librarian. The Librarian shall maintain the library for the College. This includes, but is not limited to, researching which books the College should acquire, oversee the acquisition, whether through outright procurement or through solicitation for donations, provide the appropriate environmentally controlled storage for the collection, and ensure the libraries availability at the appropriate events. Books may be made available for checkout to the membership.

(5) Sundial herald. The Sundial, though not a member of the College of Scribes directly, shall be responsible for maintaining the official Trimarian College of Scribes web site.

4. General Members. The general membership consists of all those who wish to learn or practice the scribal arts. There are no other special requirements to become a member.

C. Responsibilities of Membership

1. Members shall submit a completed membership form to the Registrar.
2. Members shall be asked to volunteer their services as scribe for the Kingdom through the support of the Chart Herald, the Barque Herald, and the Minister of Arts and Sciences by providing scrolls as appropriate to those officers and through serving as Court Scribe for Their Majesties when possible.

D. Benefits of Membership

1. Scribal Materials. The College shall provide selected materials to those members who are working on commissioned pieces free of charge. All other materials provided to the membership will be done at near cost.
2. TBD
3. TBD

VIII. Processes of the College of Scribes

A. Scroll Commissioning

1. Commissions from the Chart Signet
 - a)
2. Commissions from the Barque Signet
 - a)
3. Commissions from the Kingdom Minister of Arts & Sciences
 - a)
4. Commissions from other Kingdom Sources
 - a)

B. Compensation for scribal services provided.

1. Scribes taking commissions from sources listed above may receive standard materials and supplies (i.e. paper, paint, etc.) for use in the production of this work. No other form of compensation shall be provided.
2. Scribes are free to take private commissions (i.e. Sources not listed above.) and may receive compensation as provided by negotiation between the Scribe and his/her client.

C. Scroll Production

1. Receive Commission
2. Delivery

D. Inventory Control and Distribution

IX. Standards for Production of Scrolls

A. Calligraphic and Illumination Style Standards.

1. Scribes who are not producing both the calligraphy and the illumination should on a scroll should coordinate with all other scribes providing assistance to ensure compatible calligraphic and illumination styles are used.
2. Target Complexity for Illumination.
 - a) Non-Armigerous Awards and all Promissory Scrolls. The illumination included should provide approximately 10% cover for the working surface of the scroll. An example of this level of complexity would be an illuminated capital and a simple border on one or more sides of the scroll.
 - b) Award Level Armigerous Awards. The illumination included should provide approximately 20% cover for the working surface of the scroll. An example of this level of complexity would be a more elaborate illuminated capital and a border on one or more sides of the scroll.
 - c) Grant Level Armigerous Awards. The illumination included should provide approximately 30% cover for the working surface of the scroll. An example of this level of complexity would be an elaborate illuminated capital and a border on two or more sides of the scroll.
 - d) Patent Level Armigerous Awards or Higher. The illumination included should provide approximately 40% cover for the working surface of the scroll. An example of this level of complexity would be an elaborate illuminated capital, borders on three or more sides of the scroll, and the inclusion of miniatures and scenes as appropriate.
3. Target Complexity for Calligraphy
 - a) Non-Armigerous Awards and all Promissory Scrolls. [TBD]

- b) Award Level Armigerous Awards. [TBD]
- c) Grant Level Armigerous Awards. [TBD]
- d) Patent Level Armigerous Awards or Higher. [TBD]

B. Material Standards

1. Minimum Standard

- a) Paper. [TBD]
- b) Paints. [TBD]
- c) Ink. [TBD]

2. Preferred Standard

- a) Paper. [TBD]
- b) Paints. [TBD]
- c) Ink. [TBD]

X. Scribal Classifications, Ranks, and Education

A. Classification. The term 'Scribe' shall be used for all gentles that practice any form of the scribal arts, whether or not they are part of the College. Members of the College of Scribes shall be classified as follows:

1. Classifications

- a) Calligrapher. A scribe within the College who is proficient in one or more calligraphic hands. The scribe may be certified at one of four levels (Section IV.B.) in this class.
- b) Limner. A scribe within the College who is proficient in illumination design and layout. The scribe may be certified at one of four levels (Section IV.B.) in this class.
- c) Painter. Those scribes within the College who are proficient in painting scrolls. The scribe may be certified at one of four levels (Section IV.B.) in this class.
- d) Scholar. A scribe within the College who, though s/he does not otherwise practice the scribal arts, contributes to, and enhances, the scribal arts within Trimaris by providing original research and by teaching others the history of technique and practice of the scribal arts, including those sciences that support scribal arts.

2. Scribes may fall within more than one category.

B. Scribal Titles and Regalia

- a) Scriptor Emeritus. This title is an honorary Title given to those who have served the College of Scribes of Trimaris, its predecessor the Scribes Guild of Trimaris and the scribal arts of Trimaris in general, with distinction.
- b) The badge for the College shall be:

C. Resources for Learning

1. College of Scribes Handbook
2. Trimarian Royal University
3. Heraldic and Scribal Collegiums
4. College of Scribes Web Site. The College of Scribes Web Site can be found at <http://www.trimaris.org/triskele/scribes/>.

See College of Scribe's Administrative Policies.