

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 November 8, AS XXXVIII, being 2003 Gregorian.
(Last Update November 8, 2003.)

Maighstir Sebastian Halyburton, OP
Triskele Principal Herald

Deans of the College of Scribes

HL Meleese O'Meara
Chart-Signet Pursuivant

Baroness Melisande Aubrey d'Anjou, OP,OL
Barque-Signet Pursuivant

Finneadan
Dean

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

Baroness Madeleine de Sommerville
Head Tenured Dean

I. 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

II. 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 or his designated representative shall have final approval authority over all decisions which effect the Trimarian College of Scribes and the responsibilities there from 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-Signet or Barque-Signet, 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. Additionally the Head Tenured Dean shall serves as the chairperson for the deans and this position will be for a term of on longer than two (2) years.

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 or his designated representative. 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.

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-Signet Herald, the Barque-Signet 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 scrolls for the Chart-Signet, Barque-Signet, Kingdom Minister of the Arts and Sciences, Crown and commissioned pieces free of charge. All other materials provided to the membership will be done at near cost. Additionally it will be determined that one (1) scroll every other month (either illuminated, calligraphy or both) shall maintain eligibility to receive scribal materials free of charge.

III. Processes of the College of Scribes

A. Scroll Commissioning

1. Commissions from the Chart Signet
 - a) The Chart-Signet shall commission scrolls as needed to maintain the kingdom standard of all original scrolls to be presented in court. Additionally this also applies to maintaining a “no back log” in scrolls.
2. Commissions from the Barque Signet
 - a) The Barque-Signet shall commission scrolls as needed to replace promissory scrolls or for scrolls that were not received.
3. Commissions from the Kingdom Minister of Arts & Sciences
 - a) The Kingdom Minister of Arts and Sciences shall commission scrolls for the various categories as needed for both the summer and winter Arts and Sciences faire.
4. Commissions from other Kingdom Sources
 - a) Commissions from other kingdom sources shall include the Crown and the Peerages. Crown commission shall be of any nature pertaining to the conducting of kingdom business. The

Peerages may only commission scrolls for Peerage elevations.

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

1. The Chart-Signet shall be the sole person responsible for inventory control and distribution due to the nature of his/her office.

IV. 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. The calligraphy be of the hand of the individual calligrapher.
- b) Award Level Armigerous Awards. The calligraphy shall be of the hand of the individual calligrapher.
- c) Grant Level Armigerous Awards. The calligraphy shall be of the hand of the individual calligrapher.
- d) Patent Level Armigerous Awards or Higher. The calligraphy shall be of the hand of the individual calligrapher.

B. Material Standards

- a) Paper: Shall be of the best quality affordable by the College of Scribes budget.
- b) Paints: Shall be of the best quality affordable by the College of Scribes budget (i.e. Winsor-Newton).
- c) Ink: Shall be of the best quality affordable by the College of Scribes budget.

V. 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 scribes within the College who is proficient in one or more calligraphic hands.
- b) Limner. A scribe within the College who is proficient in illumination design and layout..
- c) Illuminator. Those scribes within the College who are proficient in painting scrolls.
- 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: Waiting for Laurel passage.

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/>.