

Kingdom of Ansteorra

College of Scribes Procedure

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Mistress Honor du Bois

1. PURPOSE:

The purpose of this procedure is to define the duties of the Ansteorran Star Signet along with the offices within that scope.

2. SCOPE:

This procedure applies to the prospective and selected Star Signet and all applicable officers.

3. DEFINITIONS:

TRM: Their Royal Majesties
TRH: Their Royal Highnesses
COH: College of Herald
COS: College of Scribes
A&S: Arts and Science

4. RESPONSIBILITY:

Star Signet
College of Scribes
College of Herald

5. RELATED DOCUMENTS:

Scribal Administration (Exhibit 1)
Scribes Guild (Exhibit 2)

6. PROCEDURE:

See Attached

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College of Scribes Procedure

Overview

The College of Scribes (COS) is an informal association of scribes in the Kingdom, including the scribal offices (Star Signet, Sable Scroll and the Regional Deputies), local scribal guilds, and local scribes. The main function of the COS is to provide a network of likeminded people who enjoy learning about and creating scribal artwork. Anyone involved in scribal activities can be a member of the college.

Scribal Administration

Ansteorran Scribal Officers include Star Signet, Sable Scroll, Golden Scroll, & Regional Deputies. Together these officers are responsible for ensuring that all scribal matters in the Kingdom run smoothly. Contact information for the officers can be found in the Black Star (the Kingdom newsletter) or on the Kingdom scribal webpage (<http://scribe.ansteorra.org/>)

Star Signet

The Star Signet, who is a deputy to the Star Principal Herald and head of the COS oversees all scribal activity in the Kingdom. The responsibilities of the Star Signet include:

- Appointing Regional Deputies and other deputies as necessary
- Collecting quarterly reports from the Regional Deputies and Golden Scroll
- Making Quarterly reports to the Star Principal Herald
- Maintaining Master copies of all the Kingdom charters
- Approving new charter designs and retiring out-of-date ones
- Copying and distributing master charters to the Regional Deputies, Sable Scroll, Star Principal Herald and Charter Deputies
- Copying blank charters onto the approved paper and distributing them for painting.
- Assisting the Crown and members of the populace with requests for original Scroll work
- Overseeing the contacts on the Kingdom scribal webpage
- Tracking expenses associated with the office and submitting requests for reimbursement to the Kingdom Treasurer when needed.
- Helping groups get the illumination and calligraphy classes that they may ask for. The Signet does not "have" to teach these classes, but if the Signet cannot teach, they need to help match up teachers and scribes so that they can make proper arrangements.
- Have scribal tables happen at events at least once per quarter in each region. Again, the Signet does not have to run this table entirely by themselves, but is responsible for making certain that they happen and that whoever is in charge has proper supplies and knowledge.

- Make use of their knowledgeable scribes in the region

Regional Deputies

The three Regional Deputies (Central, Northern, and Southern) are deputies to the Star Signet. Their responsibilities include:

- Encouraging scribal activity and education in their region and helping new scribes get started
- Copying blank charters onto the approved paper and distributing them for painting
- Collecting painted Scrolls from scribes in their region.
- Turning painted charters in to Sable Scroll in a timely way.
- Touch up scrolls if needed before passing them up to Sable Scroll.
- Reporting regularly to Star Signet about the scribal activity in their region
- Making award recommendations about scribes in their region to the Crown
- Being in contact with the scribal guilds and guild leads in their region

Sable Scroll

Sable Scroll is a deputy to the Star Signet, but is appointed by the Crown each reign. Duties for Sable Scroll can be handled by a single person, or shared among two or three scribes. The Sable Scroll prepares charters for the award recipient the Crown selects. The responsibilities of the Sable Scroll include:

- Collecting painted Scrolls from local and regional scribes
- Filling in name date and group information on painted charters based on award recipient information provided by the Crown
- Delivering completed charters to the Crown or other presiding noble
- Updating Crown Award List (Varies by reign at the preference of the Crown)
- Meeting with the Crown continually during the reign, supplying charters, and handling field scribing at the Crown's request.
- Arrange for field scribes when unavailable to be at event
- Go to event to distribute and collect charters
- Mail charters if needed
- Keep traveling scribe box stocked
- Keep track of who is painting by whose charters are turned in
- Praise good work to the Star Signet
- Keep Star Signet informed on quality of charters
- Do not hoard charters. There should be a large backlog of beautifully painted charters to hand over to the new office holder.
- Tracking which charters are prepared and which are actually given out, and then preparing and sending cord reports to the Zodiacus (precedence) herald.

The Sable Scroll is given a budget per reign to help with expenses such as having to mail award charters for events that they, the Crown, and /or a personal carrier will not be attending.

Sable Scroll is not responsible for providing Scrolls for Peerages, Lions, Kingdom ceremonial honors (like King's Champion or Premier Bard, or local awards and honors, although he or she might assist the Crown with these or other special scribal projects at their request.

Golden Scroll

Golden Scroll is the deputy to the Star Signet who is responsible for providing replacement charters of Grant level or below to those award recipients who request them. The responsibilities of Golden Scroll include

- Maintaining a supply of painted charters for the purpose of the office
- Maintaining a roster of Crown signatures
- Keeping record of requests from members of the populace for charters
- Verifying that the award for which a charter was requested was actually bestowed
- Approving or rejecting each request and communicating that decision to the requester
- Filing in the name, date and group information on request charters
- Signing the replacement charters with the appropriate Crowns signature or obtaining those signatures directly from the granting Crowns
- Delivering requested charters to the award recipient in a timely manner
- Reporting to the Star Signet as required.

The intent of this office is to help award recipients who did not receive a charter at the time they received their award or whose charter was lost or damaged in extraordinary circumstances such as fire or flood. Golden Scroll may reject any requests that don't fulfill this intent (for instance, if the recipient already has a charter but has since changed their name).

Award Text Deputy

The Award Text Deputy is the person responsible for insuring that the Ansteorran award charter texts are in line with Kingdom and Corpora Laws. This includes the modification of existing texts and the creation of new award texts as the need arises, with the approval of the Star Principal Herald. Note that the Award Text Deputy reports to the Star Principal Herald and is not a deputy of the COS. However, the position works closely with the college to provide up to date texts.

Other Scribal Deputies

Star Signet may create and appoint other scribal deputies as needed. The duties of these offices are defined by the Star Signet at time of appointment. These positions might include, but are not limited to

Web Administrator

The Web minister is responsible for the upkeep and maintenance of the COS website. Duties include but are not limited to:

- Organization of the web page
- Insuring that all information on the web page is accurate and up to date
- Keeping the page accessible and user friendly
- Keeping track of permission / release forms of any art work on the site.

Scroll Projects Deputy

The Scribal Projects Deputy works hand in hand with the Star Signet and is responsible for the maintenance of all images and information in the charter library and original work gallery on the COS website.

Insignia Deputy

The Insignia Deputy educates and encourages the populace in the design and development of quality and quantity insignia for the Crown of Ansteorra to present to worthy recipients receiving awards. Duties range from encouraging classes in the various art mediums used to create insignia (weaving , metal work, etc.) as well as educating the populace on the correct heraldic design used in the designated Kingdom format (medallions, ribbons, etc.). Insignia deputy shall also make minor corrections to insignia as needed, such as adding rings, ribbons, etc. if called for. Completed insignia will continue to be given to Sable Scroll for inclusion with charter awards. The Insignia Deputy also reports to Star Signet once a quarter with details on insignia classes given (where, who, and attendance if you can find that out) and insignia turned in (quantity and type).

Scribal Historian

The Scribal Historian works to preserve the history of the College within Ansteorra, thus enriching the artisans of today with a sense of what has come before. Information from this office is typically stored and shared on the COS webpage.

Regional Charter Deputies

Charter Deputies are three individuals (not acting as Regional Deputies) chosen by the Star Signet that have a set of Charter Masters. Their purpose is to support the Regionals specifically with the copying and distribution of Charters, by being a long-standing available member of the Scribal community that does not change out every two years. Their appointment has no term limit outside their continued

availability and the preferences of Star Signet. They must comply with the COS paper and print requirements. Their paper comes out of standard kingdom paper orders.

Charters

The Star Signet or an appropriate deputy is responsible for the production and distribution of Award Charters as required by the Crown. This will include the creation of a Master for new awards, generation of blanks for painting, distribution and tracking of quantities produced. (All replacement charters requested should be sent to the Golden Scroll). If given completed charters, is the officer's duty to pass them on to the Sable Scroll.

<u>Award</u>	<u>Charter or Original Scroll</u>
<u>Non-Armigerous</u>	
Golden Star	Individual item (chosen by the Crown)
Golden Bridle	Charter
King's Archer	Charter
Order of the Lions of Ansteorra	Original
Order of the Rose	Original
Queen's Rapier	Charter
Rising Star	Charter
Sable Falcon	Charter
Sable Flur	Charter
Sable Sparrow	Charter
<u>Kingdom Champions</u>	
Guardian of the Queen's Hope	Original
King's Blade of Chivalry	Original
King's Champion	Original
Kingdom Artisan	Original
Kingdom Middle Eastern Dance Champion	Original
Premier Bard	Original
Queen's Blade of Honor	Original
Queen's Champion	Original
Royal Huntsman	Original
Royal Lancer	Original
<u>Armigerous</u>	
Award of Arms	Charter
Compass Rose	Charter
King's Gauntlet	Charter
Queen's Glove	Charter
Sable Comet	Charter
Sable Crane	Charter
Sable Talon	Charter
Sable Thistle	Charter
Sable Garland	Original
<u>Baronial Service Awards</u>	
Azure Keystone – Elfsea	
Cotes Anciennes – Eldern Hills	
Dreigiau Bryn – Bryn Gwlad	

Firebrand – Bjornsborg	
Heart of the Sable Storm – Namron	
Lanternarius – Wiesenfeuer	
Lions Paw of Kenmare – Northkeep	
Oak – Steppes	
Raven’s Wing – Ravensfort	
Sodality of the Sentinals – Stargate	
Serpent’s Toils – Loch Soillier	
Silent Trumpet – Bordermarch	
Western Cross – Bonwicke	
<u>Grant of Arms</u>	
Arc d’Or	Charter
Centurion	Charter
Golden Lance	Charter
Grant of Arms	Charter
Iris of Merit	Charter
Star of Merit	Charter
White Scarf	Charter
<u>Court Baronies</u>	
Court Barony (founding Baron/ess in Fief)	
Court Barony (non-founding Baron/ess in Fief)	
Court Barony (simple/non landed)	Charter
<u>Peerage</u>	
Knight	Original
Laurel	Original
Master of Arms	Original
Pelican	Original
Nobility	
Barony in Fief (founding Baronn/ess)	Original
Barony (simple)	Original
County	Original
Duchy	Original

Making Master Charters

A Guide for Star Signets

A repository of original / masters for the various charter forms shall be kept and used to distribute blank charters for painting and later use. Such paperwork should include supporting documentation or examples provided by the original creator of the charter form. A web file has been created to keep track of Master Scrolls, access and updates can be found at on the COS website. Only the Star Signet has the Original Masters. Master Sets can be made by the Star Signet to give to their Regional and Charter Deputies. All Master sets are to be recorded along with contact information, so as to keep track of where all masters are for retrieval, updates or replacements. *Note that only the Star Signet is allowed to print Charter Masters.*

Original Charters are created and obtained through the processes described under "Creating an Original Charter" in the Ansteorra Scribal Handbook.

Layout

- Once Original charter is obtained and approved for use, verify that all pencil lines have been fully erased on the Master art that was sent (if applicable).
- Make certain that all ink is even and black, lines are complete, and unnecessary/unwanted black spots (or places where lines go over their intended end) are whited out.
- Read over the text to make certain that it is written correctly and has room for names to be written in later. (Note: If these are not things that you can fix yourself, speak with the original artist before proceeding further about having them re-do elements).
- Make certain that the Scroll design is the correct size for the type of Scroll. (Refer to Ansteorra Award Scroll Text Size Standards)
- Lay out the charter so that there is the requisite half inch (preferably a full inch) of white space around the edge, and the artwork is centered on the page above the informational text at the bottom.
- Assign the new charter an appropriate code according to the code system and ascending in number order. (refer to Master Charter List on the Star Signet Google Drive attached to the Signet email account.) Make certain to continue going up in numbers. Retired numbers are *not* available for reuse, to avoid confusion in the future.
- Attach the bottom portion of the Scroll (the informational section) with clear tape. Rub it as smooth as possible to minimize copy shadow.
- The dates of revisions of charters are not required to be listed on the charters themselves. It is easier to *not* record them directly on the Scrolls. Otherwise every time a new set of Masters is made, all the old charters would require revisions of the bottom text. This record should be kept in the Star Signet files that can be found on the Star Signet Google Drive attached to the Signet email account.
- Copy the original charter designs on to plain, white paper to create the Charter Master.

DO NOT allow a copy place to digitize and print or plot a Master or a Charter. The digitization process causes pixilation even at very high resolutions, which is most noticeable in a losing of crispness in the calligraphy.

Making Charter Blanks

Copying (For Star Signet, Regionals, and Regional Copy Deputies):

- Use Kingdom approved paper only. This paper is purchased by Star Signet and distributed to all persons with copying privileges.
- Set your copier to the right paper weight. Setting it to allow for heavier paper means the copier allows the ink to set longer on each page, avoiding smearing. (Masters are printed on regular weight white paper, so this is not a problem for them like it is for charters).
- Make certain to clean the glass inside the copier before you begin. Tiny specks of dust can make black spots on your Master or charter.
- Make test copies. You may need to adjust how dark or light you copy in order to make certain the design is dark enough, or lighter to remove remnants of blue graph lines or erased pencil marks.
- When copying, allow the copier to fully release the paper before trying to pick it up. Especially with charters, it pauses to allow the ink to dry longer before letting go. Pulling it too soon can create ink spots or streaks, often at the edge but sometimes also in the text.

DO NOT allow a copy place to digitize and print or plot a Master or a Charter. The digitization process causes pixilation even at very high resolutions, which is most noticeable in a losing of crispness in the calligraphy.

Touching Up Painted Charters

A painted charter needs to be looked over to verify that is compliant to the Kingdom Charter standards.

Is the charter fully painted?

Are all the black lines and calligraphy solid and un-faded?

Are there any accidental paint splotches or paint that is out of the lines?

Is the paper smooth and not creased?

Is the badge painted correctly?

If any of these answers are no, then minor touch up work may be needed. The Star Signet and Sable Scroll can also do this task, but it is best if it is done at the regional or local level prior to getting into the Star or Sable Scroll hands. If the Sable Scroll gets charters that need touch up, these charters need to be separated from the rest of the completed charters so not to get mixed in with the ones to be used.

Crown Scrolls

Star Signet or an appropriate deputy is responsible for contacting the CP's (best if done immediately after Crown tourney) to inquire which Royal Scrolls they would like the College of Scribes to do during their reign. Not all Crown Scrolls are applicable for each reign. For those not specific to a particular Crown, the Star Signet is responsible for finding out which awards will be given during the reign to ensure that Scrolls can be assigned with efficient time for completion. Some Crowns like to personally commission their award Scrolls; this is acceptable, but the Star Signet needs to follow up to make sure the task is completed.

Reign Specific Scrolls

King's Champion	Queen's Champion
King's Blade of Chivalry	Queen's Blade of Honor
Crown Roll of Arms	Guardian of the Queen's Hope

Annual Crown Scrolls

Royal Lancer	Royal Huntsman
Kingdom Artisan	Premier Bard
Kingdom Middle Eastern Dance Champion	

Educational

Star Signet or an appropriate deputy shall ensure that education of the arts of the scribes and illuminators is continued in the Kingdom. The activities need to include education and training of those in the COS and the populace. Education is done at all levels - local, regional, Kingdom and Known World - through various forms such as guilds, A&S classes, and events.

Website

The COS web site is a source of reference for the scribes in Ansteorra. The website at a minimum should include:

- Home page
- Contacts: scribal administration, local guilds, scribes willing to do work
- FAQ's: a quick Q&A section for frequently asked scribal questions.
- Education: "how to" articles on things from design, color/pigments, charters, etc.
- Galleries: samples of completed charters, insignia, and original scrolls

- Links: to the Ansteorra Heraldic Page and Ansteorra Home Page, Other Kingdom Scribal Pages, Historical References, Scribal Supply Locations, Reference materials. Make sure to have permission form of each Scroll from the various artists, have reference materials and English interpretation (where needed).

All original artwork is property of and copyrighted to the artist unless otherwise noted and is used with the artist's permission and can be removed from page upon request. Acceptable digital forms are PDF, JPEG, BMP, EPS, and GIF. Sizes can be up to 5 gigs in size; however, 1 Meg files are preferable. Full size versions are generally displayed at 80 pixels high at a resolution of 72 DPT. Detailed view can be larger and at higher resolutions.

Social Media

Social Media is becoming a staple of the COS community. Pages such as Facebook and group lists are now a place where many scribes go to share ideas, pictures, etc. Maintenance of any social media page directly linked to the COS needs to fall within the guidelines set out by the Kingdom of Ansteorra and cannot be in conflict with any level of Corpora. If the COS wants to link to a social media that does not fall within the purvue of these statutes, then a link from the website needs to notate that these social media sites are not Kingdom supported.

Finances

Doing scribal work can be costly, but it is possible to be reimbursed by the Kingdom for some expenses related to the creation of Kingdom Award Charters. Star Signet, Sable Scroll and Regional Deputies and a few others authorized by Star Signet can be reimbursed for expenses associated with their offices, including mailing, printing, and paper cost. If you are unsure, please check with Star Signet regarding reimbursement eligibility before making a purchase. Expenses for paint can be reimbursed, as long as the paints are used to benefit the Kingdom, rather than for personal purposes. Receipts, which have been approved by the Star Signet by either approved yearly budget or by specific request, should be turned into the Kingdom Treasure, along with the appropriate "request for reimbursement" from, which can be found on the Kingdom Treasurer's webpage. Officers need to be sure to cc the Star Signet on all correspondence with the Kingdom Treasurer

Budget

A budget is generated yearly for the use of the Star Signet Office. This budget is intended to help the costs of the office, such as buying reams of paper and printing blank charters. All expenses need to be approved prior (when possible) to use. Any funds spent without approval or above budget may or may not be reimbursed and will be handled on a case by case basis.

Tracking

Any expenses incurred must have a receipt for proof of expenditure and must be turned in with the appropriate reimbursement or cash advance form.

Reporting

Black Star

Star Signet is responsible for giving the Kingdom Chronicler a small report for the Black Star every month. This letter is due the first day of the month prior to the month being published (e.g. July 1st for the August Black Star). The Black Star report can be used to give a summary of what has happened in the past month, scribal praise, charter/Scroll/insignia requests, promotion of future Scribal events, etc.

Quarterly

The Star Signet/Regional Deputies/Golden Scroll are required to report quarterly. The regionals and Golden Scroll report to the Star Signet by the 20th of the month that Quarterlies are due (February, May, August, and November). The Star Signet report is to be all inclusive of the Regional and Golden Scroll reports as well as their own and is due to the Star Principal Herald no later than the first day of the month the report is due. Quarterly reports are due as follows:

March 1	(for the months of November, December, January)
June 1	(for the months of February, March, April)
September 1	(for the months of May, June, July)
December 1	(for the months of August, September, October)

Have as much of the following as possible:

- How many charters received that have been turned in that quarter (please note if several are in need of further editing/work and if there are any quality issues coming out of a particular group that might need classes)
- Charter distribution and funds (how many charters did you hand out this quarter?)
- Did more blanks need to be made; if so, how many?
- Receipts for reimbursements (or summary of what was turned in for the quarter)
- Individual Groups: what have the scribal guilds and individuals been up to? Anything of note?
- Take a moment to brag about the awesomeness of your region, local group and kingdom

- Scribal tables and classes? (Were tables held? Where there any classes in what groups and what events? Who taught? What was covered? If you know, how many people attended?)
- Everything else: Problems, challenges, trouble with people not turning back in charters after they have been handed out? Questions? Fabulous ideas for new scribal projects? Any and all thoughts are welcomed.

King's Round Table

Twice a year, the Kingdom hosts King's Round Table. The Star Signet or an appropriate Deputy is responsible for hosting a C&I meeting. This meeting should include an update of the COS activities as well as upcoming events, changes, and projects.

<h3>Various</h3>

Whether it is a fellow office or someone within your area of responsibility, if someone contacts you on Signet business, please make sure to respond promptly even if you cannot get them a full and complete answer at the moment.

The Signet should be a face of the scribal community, which means you should get out there and promote scribal activities directly and actively.