CHARTER OF THE KINGDOM OF AVACAL COLLEGE OF SCRIBES AND ILLUMINATORS

PURPOSE: To foster the scribal arts, cultivate scribal talent and design scrolls for recipients in Avacal.

ACTIVITIES: Administration of the office of the Gules Signet and Deputies, support and organization for educational opportunities, assignment of scroll commissions.

ORGANIZATION:
- Gules Signet - Chief Kingdom Scribe.
- Deputy Scribe – Charters & Charter Archive
- Deputy Scribe – Scribal Backlog
- Deputy Scribe – Education, Workshops & Contests
- Deputy Scribe – Library and Website
- Royal Scribe – by appointment of the Crown
- Branch Scribes
- Scribes

TREASURY: A fund of $50 maximum per reign shall be permitted from the Kingdom treasury for printing costs, postage and replacement of Kingdom scribal supplies as necessary. Receipts shall be regularly submitted to the Kingdom Exchequer for reimbursement. Costs exceeding $50 shall be reviewed by the Crown, together with the Kingdom Seneschal, the Kingdom Exchequer and the Gules Signet for approval prior to disbursement.

BADGE: The badge of the Avacal College of Scribes and Illuminators is in progress

IN THE EVENT OF THE COLLEGE BEING DISBANDED, any and all College money shall revert to the Kingdom, and any College property will be given to the Kingdom or to any group with similar interests within the Kingdom.

Signed this 30 Day of JANUARY, AS 50:

[Signatures]

King Avacal
Queen Avacal

Gules Signet
ORGANIZATION OF THE AVACAL COLLEGE OF SCRIBES AND ILLUMINATORS

Reporting Responsibilities within the College
The Avacal College of Scribes and Illuminators is associated with the Avacal College of Heralds because we work for the same people, and must interact closely with the Heralds to accurately record the words and will of the Crown. The Gules Signet reports Quarterly to the Kingdom Seneschal. All Deputies within the Avacal College of Heralds Scribes report Quarterly to the Avacal Gules Signet. The Royal Scribe reports to the Gules Signet following each event attended by the Crown.

Gules Signet Herald, Duties of the Kingdom Scribe
The Gules Signet is the chief scribe for the Kingdom and is responsible for overseeing all scrolls and charters that are produced within the Kingdom. Gules Signet acts as the principal deputy for assuring the accuracy of scrolls, their timely assignment and completion, and their delivery to the recipients. The Gules Signet is also the holder of the Kingdom Seal.

Gules Signet takes care of the following:
- Promoting the Scribal Arts within the Kingdom
- Managing the production and distribution of Charter Scrolls for the Monarchs in the absence of a designated Charter Deputy or Royal Scribe
- Managing the production and distribution of Original Scrolls to recipients.
- Assisting the College of Heralds as necessary to ensure the accurate and timely completion of scroll commissions.
- Managing such funds as are budgeted and allocated to this office by the Kingdom and this officer’s supervisor, and ensuring their proper disbursement in accordance with the Kingdom of Avacal financial policy.
- Training and supervising such deputies and scribes as are needed to accomplish these duties.

Duties of Deputy Scribes

Appointed as Necessary – roles default to Gules Signet in absence of appointed deputy

- The Deputy in charge of Charters & Charter Archive is responsible for supporting the production of charter scrolls for use by the Crown during their reigns and ensuring designs and unused charters are archived appropriately. They also ensure that replacement charters are issued appropriately when needed.
- The Deputy in charge of Scribal Backlog is responsible for maintaining and updating the scribal backlog records and ensuring that the items on the backlog list are assigned and resolved in a timely fashion.
• The Deputy in charge of Education, Workshops and Contests is responsible for organizing contests, workshops and fostering interest in the scribal arts.
• The Deputy Kingdom Scribe for Library & Website is responsible for maintaining and cataloguing slides and pictures as well as maintaining the website and electronic handbook and updating it at the Kingdom scribe’s request.
• The Royal Scribe is appointed by the Crown and is member of the royal retinue entrusted throughout the reign with ensuring the scribal needs of the reign are met. They are responsible, in cooperation with the Crown, Gules Signet and Deputy Scribe for Charters (when applicable), for the design and printing of charter scrolls for the current reign, for ensuring that each recipient’s name is neatly printed onto the charter. They are also responsible for affixing the Kingdom Seals to the charter scrolls and awards scrolls and for assisting the Crown with the task of signing each charter and scroll. They report to and communicate with Gules Signet if there are any problems and are required to report to Gules Signet following every event regarding the awards presented. They are further charged with coordinating with the event Royal Herald and Royal Court Coordinator in the reporting of the names of recipients to the College of Heralds.
• Each Barony and Shire are encouraged to have a scribe who is responsible for assisting the Gules Signet with producing original scrolls and scribal education in their area. This person is often the head of the local scriptorium and may also have other duties assigned to them by their Barons, Baronesses or Seneschals.
• The only responsibility, as a Scribe in the Kingdom of Avacal, is to share knowledge with others to ensure the continuation of our craft. Since all work within the Kingdom is assigned on a voluntary basis, scribes may participate to any extent they wish.

Policies and Procedures

Definitions

Promissory: A document from the Crown indicating that a scroll or charter is owed to the recipient. Promissories are signed by the Crown, but not sealed.

Scroll: An original document indicating the name, date and award of the recipient. Should include the passed arms and blazon of the recipient (if applicable). Signed and sealed by the awarding Crown. If the arms and blazon are included in the text and artwork, it is also signed and sealed by the Sanguinaris Herald or herald designated by the Sanguinaris Herald.

Charter: A pre-printed, hand finished document indicating the name, date and award of the recipient. Signed and sealed by the awarding Crown. Does not include arms or blazon of the recipient.

The Scroll Commission Process

Each award recipient is entitled to a hand-painted charter or scroll (for AoAs or Grant level awards, at the discretion of the Crown), that is generally given out at the same
time the award is given. Holders of promissories are entitled to a hand-painted scroll. In those rare circumstances where a charter is accidentally destroyed or lost, a one-time replacement may be obtained at no cost.

Each recipient, at his or her option, may elect to have an original scroll commissioned from the College of Scribes. Commissions may be requested by contacting the Gules Signet who places that person on the waiting list and informs them when the commission is complete. The College of Scribes cannot replace original scrolls that are accidentally lost or destroyed free of charge. However, the College will assist recipients with commissioning a replacement privately (at their own cost).

Commissions may also be requested by private arrangement with a scribe. Only those details as described below are regulated by the College of Scribes. Others, such as compensation terms (if any) and time schedules are not controlled or enforced by the College of Scribes. The privately commissioned scribe is responsible for contacting the Gules Signet with the details of the Commission and ensuring that there is no conflict with an existing commission.

If the commission is for a Kingdom level award, the Gules Signet will be the primary contact for the assignment including pre-approval of texts, heraldry usage, and approval for any deviation from the standard minimum 11X14 size scroll (as well as the standard signature and seal requirements). Note that the Sanguinaris Herald must be contacted for pre-approval on texts if heraldry is included and a preview of the intended heraldry usage. All commission must be presented to the Gules Signet for final sign-offs Signing and Sealing.

After completing a commission, scribes will submit the piece to the Gules Signet for Signing and Sealing (as noted above) and for distribution. In the case of private commissions, the College of Scribes is not responsible for meeting any deadlines for the commission, and will distribute the scroll to the recipient at the convenience of the commissioned scribe and the college.

After a scroll has been verified as being accurate, and has been signed and sealed, it will be photographed by the Gules Signet for the College’s records. The scroll will then be distributed to the recipient at the earliest possible opportunity.

Scribe Responsibility and Trust
Occasionally, scribes are entrusted with certain information, such as pending awards. Scribes are considered to be “on-their-honor” to safeguard this information and ensure that is not accidentally or intentionally leaked to the pending recipient. Egregious violations of this policy may result in the Scribes no longer receiving scribal assignments.
**Heraldic Review and the Privy Seals**

No scroll or charter will contain text or images that violate society by-laws, corpora or financial policies.

Any alternate titles or prerogatives granted by a scroll or charter must be in accordance with Society and Kingdom policies, and must be approved by the Gules Signet and Sanguinaris Herald in advance.

Each scroll or charter will be signed and sealed after the Gules Signet and Sanguinaris Herald has reviewed it and found to be accurate. The only individuals who may place the Royal Signature on the scroll or charter are the Crown who bestowed the award or the Gules Signet (with the prior approval of the relevant Crown). The only individuals who may place the Avacal College of Heralds Signature is the Sanguinaris Herald or Herald designate. If any of these people are not available then appointed proxies may affix any signatures that are needed, provided they have been supplied with signature cards supplying a model and have been granted the authority to do so by the appropriate persons.

The seals shall be affixed by the Gules Signet in such a way as to not be easily removed. All appropriate caution and care will be used to ensure that the scroll or charter is not damaged in any way by the affixing of the seal. The seals may only be omitted in cases where they cannot be reasonably or safely affixed. Such omission due to concept and design must be preapproved by the Gules Signet and the Crown.