

SILVER BUCCLE HERALD

I SUBMISSIONS

A. Armoury: All armoury submissions (devices, badges, resubmissions, appeals) must include three color copies and one black-and-white copy. Black-and-white copies should not be photocopies of color copies. They should be copies made before anything is colored. If documentation is needed, please include three copies of all substantiating documentation, including book title pages. All submissions should be signed by a rostered herald.

B. Names: All name submissions (new, resubmissions, and appeals) must include two copies of the original form and two copies of all substantiating documentation, including book title pages.

C. Payment information: Each submission (a name, device, or badge) costs \$7.00. Resubmissions are free for up to one year following notification of the submitter of the return of the original submission. Checks should be written to "SCA, INC. - ÆTHELMEARC COLLEGE OF HERALDS." The Silver Buccle office prefers not to accept cash --checks or money orders are strongly encouraged.

D. Handling cash: If a herald must accept cash for a submission, he or she must provide the submitter with a written receipt, dated and signed.

E. Branch names and armoury: All branch name and armoury submissions must follow the policies outlined above. Submissions involving the name or arms of an active branch must include evidence of support for the action on the part of a majority of the active members of the branch. In the case of branches with no ruling noble, this support may be demonstrated by a petition of a majority of the populace and officers or by a petition of the seneschal and at least three-quarters of the other local officers. In the case of branches with ruling nobles, such petitions must also include a statement of support from the ruling noble. Evidence of support is not required for award names, branch badges, or guild names. Groups are expected to pay for heraldic submissions out of the group account, not from a member's personal funds.

II HANDLING OF SUBMISSIONS

A. Timeliness of transfer to Garnet Herald: Heralds will make every effort to process submissions in a timely manner. Submissions should be in the hands of the Garnet Herald within 14 days of payment.

B. Internal letters of intent: Submissions will appear on the next Internal Letter of Intent published after their receipt by the Garnet Herald. Letters of Intent will be published at least every two months; every effort will be made to publish them on a monthly basis.

C. Client notification: The Garnet Herald will inform the client via letter when decisions are made regarding the submission at Kingdom and Laurel level.

III FINANCES

A. Silver Buccle checking account

Silver Buccle Herald is responsible for the maintenance of the Silver Buccle checking account. In the maintenance of the account, Silver Buccle Herald will adhere to the policies of the Kingdom Chancellor of the Exchequer. Per Kingdom financial policy, no

herald except the Silver Buccle Herald may maintain a separate account for submission monies.

B. Financial reporting: Heralds who accept submission funds must report these funds to the Silver Buccle Herald as part of their bi-annual reports (see section VI). All heralds who channel submission funds through their local group bank account or receive reimbursement for submission-related expenses must provide a quarterly accounting of funds to their local exchequers. The Silver Buccle Herald must provide an accounting of money in accordance with Kingdom financial policy.

IV STAFF

A. Appointing staff: Silver Buccle Herald may appoint such staff as he or she feels necessary for the operation of the office.

B. Silver Buccle staff titles: The following titles are available for use by the Silver Buccle office: Silver Buccle Herald, Sycamore Herald, Golden Alce Herald, Keystone Herald, Cornelian Herald, Garnet Herald, Fleur of Æthelmearc Herald, Millrind Herald, Scarlet Guard Herald, Gage Herald, Seedling Herald, Jewel of Æthelmearc Herald, Sigil Herald, Silver Alce Herald, Golden Stirrup Herald and White Horn Herald.

V TERMS OF OFFICE

A. Membership requirements: All members of the Æthelmearc College of Heralds must be paid members of the SCA in good standing, as per Corpora.

B. Term for Silver Buccle and staff: Silver Buccle's term of office is per Kingdom Law. All Silver Buccle staff members' terms of office correspond to Silver Buccle's term; Silver Buccle may, however, choose to replace any staff member at any time.

C. Term for branch pursuivants and pursuivants-at-large: All branch pursuivants and pursuivants-at-large are rostered by the Silver Buccle office. Terms of local pursuivants are per their local group's policy. Local pursuivants must notify Silver Buccle when they acquire or step down from a local pursuivant position.

VI REPORTS

A. Quarterly Reports: All members of the senior staff, including regional deputies, must report on a quarterly basis: on the 15th of March, June, September, and December. Report forms are available, but need not be used. Reports should include a summary of all heraldic activities happening within their purview, and a list of their own personal activities. Reports may be submitted on paper, or via email, assuming Silver Buccle Herald has email.

B. Biannual Reports: All local pursuivants and pursuivants-at-large must report twice a year (on June 15 and December 15) to their regional herald. Report forms are available, but need not be used. Reports should include a list of all submissions accepted (including submission money), a list of courts held within the branch, and a brief summary of other heraldic activities (such as classes, consulting, and demos). Reports may be submitted on paper, or via email, assuming Silver Buccle Herald has email.

C. Court Reports: Royal Court reports must be sent to the Silver Buccle Herald within 14 days after the court. Silver Buccle will distribute courtesy copies to the Crown, Sylvan Signet, Keeper of the Polling Lists, Kingdom Chronicler, Golden Alce Herald, and the Kingdom announcement listserv. Baronial Court reports should also be sent to the Silver

Bucclle Herald, who will distribute them to the above as necessary. Court report forms are available, but need not be used. Court reports must include the following information: date, location, and event name; presiding Royalty/Baronage; SCA name of presiding and reporting herald; order of awards; the SCA name of each recipient; award given; whether a scroll was received; and the name of the scribe. Court reports may be submitted on paper or via email, assuming that the Silver Bucclle Herald has an email account.

VII ORDER OF PRECEDENCE

The Silver Bucclle Office will maintain an up-to-date Kingdom Order of Precedence. The OP will be kept primarily in a digital format, and may be viewed through the Kingdom's web page. Printed copies of the Order of Precedence will be made available to local Seneschals upon request to the Silver Bucclle Herald.

VIII REGIONAL LIBRARIES

Each Region shall have a library of resource materials for name and heraldry research, owned by the Æthelmearc College of Heralds.

A. Each Regional Deputy is responsible for:

1. Maintaining the contents of the library.
2. Providing Silver Bucclle with a yearly inventory of the Library, including: standard bibliographical information, condition of documents (ie. —new|| , —missing cover|| , —photocopy in binder||), an accounting of items lost /missing since the previous report.
3. Providing the populace and local heralds with access to the contents of the library.
4. Expanding on the library by making purchases as appropriate per policy, with College funds as available. Donations from individuals may also be accepted.

B. Funding for Regional Libraries is at the discretion of the Silver Bucclle in consultation with the College Exchequer and Garnet Submissions Herald.

C. Purchasing guidelines:

1. Only designated Regional Deputy Heralds are authorized to make purchases on behalf of the College for their Regional Library.
2. Regional Deputies should make purchasing decisions based on the particular cultural interests /needs of the populace residing within the region.
3. Receipts for purchased new/used books or photocopies of out-of-print books must be provided to the College Exchequer prior to reimbursement. No funds will be issued without a receipt.
4. Standard bibliographical information and a description of the condition of each acquisition should be sent to Silver Bucclle, Garnet and the College Exchequer within 30 days.
5. New/ used books or photocopies of out-of-print books on the Laurel College of Arms —no photocopy|| list are always acceptable.

IX DISCLAIMER

No policy of this office supersedes, or will be assumed or interpreted to supersede, the Administrative Guidelines of the Laurel Sovereign of Arms and College of Arms or Corpora.