Kingdom of Meridies

Arts & Sciences Officers Handbook



Updated July 2023 by Duchess Thorkatla Herjolfsdottir, OP, OL

**Table of Contents**

[I. Purpose of the Arts & Sciences Office 4](#_Toc139544096)

[A. Encouragement 4](#_Toc139544097)

[B. Communication 4](#_Toc139544098)

[C. Recognition 4](#_Toc139544099)

[D. Resources 5](#_Toc139544100)

[II. Organization of A&S Officers 5](#_Toc139544101)

[A. Kingdom Minister of Arts & Sciences 5](#_Toc139544102)

[1. Requirements 5](#_Toc139544103)

[2. Responsibilities 5](#_Toc139544104)

[3. Special Deputies 6](#_Toc139544105)

[4. Leaving KMoAS Office 6](#_Toc139544106)

[B. Local Minister of Arts & Sciences 6](#_Toc139544107)

[1. Requirements 6](#_Toc139544108)

[2. Responsibilities 7](#_Toc139544109)

[3. Leaving Local A&S Office 7](#_Toc139544110)

[C. Arts & Sciences Reporting 7](#_Toc139544111)

[1. Reporting Hierarchy 7](#_Toc139544112)

[2. Submitting Quarterly Reports 8](#_Toc139544113)

[III. Kingdom Guilds 8](#_Toc139544114)

[A. Guild Qualifications 8](#_Toc139544115)

[B. Starting a Guild 8](#_Toc139544116)

[C. Requirements 9](#_Toc139544117)

[IV. Faires and Competitions 9](#_Toc139544118)

[A. A&S Faire and Competition Rules 9](#_Toc139544119)

[B. KMoAS A&S Faire Responsibilities 10](#_Toc139544120)

[C. Local Competitions 10](#_Toc139544121)

[D. Regional Faires 10](#_Toc139544122)

[E. Stella Nova 10](#_Toc139544123)

[F. Kingdom Arts & Sciences Faire 11](#_Toc139544124)

[G. Inter-Kingdom Faires, Competitions, and Opens 11](#_Toc139544125)

[1. Gulf Wars Champions 11](#_Toc139544126)

[2. Gulf Wars Open 11](#_Toc139544127)

[3. Pennsic Champions 12](#_Toc139544128)

# Purpose of the Arts & Sciences Office

“Minister of Arts and Sciences is responsible for fostering the study of period culture and technology, and methods for producing historically accurate artifacts and performances” (https://www.sca.org/resources/arts-and-sciences/). Through encouragement, communication, recognition, reporting, and providing resources, this office enhances the overall experience in the SCA. Nothing drives the imagination more than people wearing beautiful clothing surrounded by colorful banners wafting the gentle breeze while feasting on period dishes and watching fighters sporting armored feats of honor.

## Encouragement

As the Arts & Sciences minister, it is important to encourage people to be comfortable doing art.

1. Ideas
2. Success comes from focusing on their personal interests.
3. Items made during hands-on workshops strongly encourage participation.
4. Whether working with novices or experienced artists, praising their work and efforts produces happy results.
5. Photographed projects on digital platforms with recruiting efforts.
6. Ensure that projects are properly attributed (with permission).

## Communication

Communication is vital by providing the dates, time, and the location of various local and kingdom classes, workshops, and faires.

 Ideas

1. Announce upcoming events at in-person or virtual meetings.
2. Send announcements to hardcopy or virtual newsletters or social media platforms. Consider cross-posting on other locations for maximum marketing.
	1. i.e., post armor classes on marshal sites.
3. Connect artists with others who can answer questions and make suggestions.

## Recognition

Recognizing people’s efforts positively encourages them.

 Ideas

1. Write recommendations for artisans to the Crown and (if applicable) the Baron/Baroness for their impressive projects and/or service to the arts community.
2. At local meetings, actively mention creative people and their projects.

## Resources

A&S officers help connect people, places, and materials with artists to aid them in researching and making projects.

 Ideas

1. Reach out to the secretaries of the Order of the Laurel and Order of the Velvet Owl secretaries.
2. Reach out to neighboring group ministers to develop a list of subject matter experts who can teach either in person or virtually.
3. Seek out community craftspeople who may teach techniques and material use.
4. Create and maintain a list of libraries and museums—both local and virtual—for primary and secondary sources.
5. Maintain a directory of sources for tools, materials, and various supplies that artisans may need to create their projects.

# Organization of A&S Officers

## Kingdom Minister of Arts & Sciences

The Kingdom Minister of Arts & Sciences (KMoAS) is responsible for encouraging and organizing the arts in Meridies.

### Requirements

Must be a current member of the SCA.

Must read and understand Corpora.

Must read and understand Meridies Kingdom Law.

Office is warranted for twenty-four months from the start date.

### Responsibilities

1. Maintain digital files of all quarterly local groups’ reports.
2. Maintain all correspondence through the kingdom office email address.
3. Maintain Kingdom A&S Faire and Regional A&S Faires registration entries.
4. Appoint, supervise, and remove any deputies.
5. Organize and oversee the Kingdom A&S and all regional faires.
	1. If the KMoAS is unable to attend, they must secure a person to oversee the faire.
6. Secure and train a deputy to take over the position after stepping down by six months of stepping down as KMoAS.

### Special Deputies

1. Requirements
	1. Must be a current member of the SCA.
	2. Must have read and understood Corpora.
	3. Must have read and understood Meridies Kingdom Law.
	4. Send all files to the KMoAS email address.
	5. Office is a limited appointment for a specific project.

### Leaving KMoAS Office

1. Resigning
2. Email the Crown to appoint the replacement officer and office change date.
3. Email the Kingdom Seneschal with the name of the proposed replacement officer.
4. Email the Society Minister A&S with the replacement KMoAS name, their membership number and expiration date, and the date of the office change.
5. Email the Kingdom Web Minister to set the email address transfer date.
6. Causes for Removal from Office
7. Membership lapse.
8. Failure to report to society MoAS.
9. Failure to carry out responsibilities efficiently and timely.

## Local Minister of Arts & Sciences

Groups below the baronial level, Corpora states that a local group A&S officer is not required so long as there is either a marshal or herald in the group. However, when there is an Arts and Sciences officer, they are responsible for promoting the arts.

### Requirements

Must be a current member of the SCA.

Must read and understand Corpora.

Must read and understand Meridies Kingdom Law.

Must read and understand the A&S Handbook

Handbook is available on the kingdom website.

Local group seneschal must send a letter of introduction to the Web Minister for the A&S officer requesting access to the A&S email address on behalf of the new officer.

All A&S correspondence must happen through the official email address. No alternative email addresses are official.

Office tenure is for twenty-four months.

### Responsibilities

1. Use the official kingdom email address for all office correspondence.
	1. Submit the local group’s quarterly report on time.
	2. Maintain the quarterly report.
	3. Send a copy of the quarterly report to the local seneschal.
	4. To ensure office continuity, all official correspondence in the local group A&S office email must be preserved.
2. Encourage arts and science activities in their local group.
3. Organize classes and workshops in their local group.
4. Provide opportunities for A&S displays and Faires.
5. Secure and train a replacement deputy who will take over the position.

### Leaving Local A&S Office

1. Resigning
2. Email the Kingdom A&S Officer with replacement officer.
3. Email the Kingdom Web Minister to set the email address transfer date.
4. Causes for Removal from Office
5. Membership lapse.
6. Failure to report.
7. Failure to carry out responsibilities efficiently and timely.

## Arts & Sciences Reporting

The Arts & Science office solidifies the SCA’s nonprofit status as an educational organization devoted to the study of the Middle Ages and Renaissance. Because local officers inform the Kingdom Minister of Arts and Sciences (KMoAS) of the populace’s interests, it helps in organizing classes, activities, and events. Therefore, the Society requires timely, quarterly reporting.

### Reporting Hierarchy

KMoAS officer reports directly to the Society MoAS.

Shire and baronial officers report directly to the KMoAS.

Canton A&S officers may either report directly to the KMoAS or to their baronial officer.

If reporting to the baronial officer, then the baronial officer must keep the report in their records.

Because of their nature, Colleges frequently experience periods of inactivity. Prior to a sabbatical, the local MoAS must send the KMoAS an email with the sabbatical’s start and end date. The quarterly reports requirement will be renewed at the next deadline.

### Submitting Reports

Submitting the A&S reports underscores the SCA’s legitimacy. Reports submitted on time are required.

1. Report forms are available on the kingdom website.
2. Guild reports are due on July 1.
3. Local groups quarterly reports submission deadline dates:
4. 1st Quarter (Nov-Jan) due Mar 1
5. 2nd Quarter (Feb-Apr) due Jun 1
6. 3rd Quarter (May-Jul) due Sep 1
7. 4th Quarter (Aug-Oct) due Dec 1
8. Local groups late reports
9. First missed report, the KMoAS will send an email to the seneschal. The local MoAS will then have 10 days from the deadline to submit the missed report.
10. Second missed report, the KMoAS will send an email to the local and kingdom seneschals requesting suspension of the group until the missed reports are submitted.

# Kingdom Guilds

Official Guilds of Meridies consist of people who share a common interest in a specific field or craft. They share and promote their interest with the kingdom through events, displays, and workshops.

## Guild Qualifications

1. Create a charter stating the guild’s purpose.
	1. The charter must be available on the kingdom website.
2. Appoint an official guild leader to serve as the nascent guild’s point of contact.
3. Present the guild’s interest to the kingdom in some manner.

## Starting a Guild

1. Choose a guild leader.
2. Email the KMoAS of the prospective Guild Leader’s modern and SCA names and a valid email address.
3. Create a charter that describes the new guild’s interests and how it will enhance the kingdom’s arts community.
4. Work with the KMoAS and Kingdom Law Clerk (KLC) to develop the guild’s membership policy and procedures.
5. Once approved by KMoAS and KLC, present a copy of the charter to the Crown for Their signature.
6. Send the approved, signed charter to the Web Minister to have it uploaded to the kingdom website’s A&S page.
7. Guilds are allowed to fundraise for their activities.
8. Consult with the kingdom Exchequer for proper financing procedures.

## Requirements

Once a year, all guilds are to communicate with the KMoAS by July 1.

1. Report the guild’s statis and activities from the previous twelve months.
2. Include any events and/or activities planned for the next twelve months.
3. Suggested activities based on the guild’s interests:
4. Service ideas:
	1. Hold fundraisers to benefit the kingdom.
	2. Present items to the Royalty to use as largess or gifts.
	3. Sponsor events.
5. Education ideas:
	1. Present opportunities for lectures.
	2. Arrange for teachers to hold classes.
	3. Arrange for hands-on workshops.
6. Communication ideas:
	1. Produce articles for print or digital newsletters.
	2. Maintain a digital footprint.

# Faires and Competitions

## A&S Faire and Competition Rules

1. All entries are encouraged—but are not required—to register in advance of the competition.
2. Entry forms will be available on official social media platforms and kingdom website.
3. All entries should be categorized into either static (do not move), paper (research, super documentation, creative writing, scientific reports), consumables (brewing, cooking, vinting), performance/live (movement), or youth (under 18).
4. For group entries, all the participants receive the same score.
5. The judging area(s) will be unavailable to the general populace.
6. Performance entries are limited to 15 minutes.
7. For regional and kingdom faires, written documentation must accompany the entry. The entrant is encouraged to submit it early so the judges will have time to read it thoroughly.
8. Displays and local faires require only basic information. A 3x5 card will suffice with the entry’s name, time, and place.
9. Each entry is judged on its own merit and will not be compared to any other entry.
10. No entry may be submitted to more than one KA&S Faire.
11. No entry may be submitted beyond twelve months from its inaugural entry.
12. Entries are judged face-to-face with the artist.
13. Absentee entries are permitted but discouraged. It is the responsibility of the entrant to trust their representative to take care of their project.
14. Entrants and judges in Brewing, Vinting, or Cordials must be of legal drinking age (21+).
15. Written papers entries must be submitted a week prior to the Faire.

## KMoAS A&S Faire Responsibilities

1. Prior to the Faire
2. Create and make available the entrant registration form at least six weeks before the event.
3. Create and make available the judges' registration form at least four weeks before the event.
4. Provide necessary office supplies for judges and staff.
5. Invite members of the Order of the Laurel, Order of the Velvet Owl, and out-of-kingdom high order of merit equivalent to judge the entries.
6. Assign the judging times for all early registered entries.
7. Email any documentation and paper entries it to the assigned judges.
8. Prepare the cover and judging sheets.
9. Day of Faire.
10. Assign the 15-30 minutes judging slots. The length of time depends on the number of entries and what space is available.
11. Judges write their comments on the judging sheet.
12. Write the total on the Judging Cover Sheet.
13. Return the judging sheets to the artist.
14. Return the cover sheet to the KMoAS.
15. KMoAS enters the scores in the entries tracking sheet used for champions’ consideration.

## Local Competitions

Local competitions are managed by local MoAS. Information, faire registrations, and judging are the purview of the local MoAS. These faires may be judged by popular vote. It is the responsibility of the local MoAS to communicate the rules and theme (if any).

## Regional Faires

Regional Faires are held at various events throughout the kingdom of Meridies. The KMoAS is responsible for organizing, advertising, collecting entrants’ registrations, and arranging for judges. If the KMoAS cannot attend the event, a representative may work the Faire in their stead.

1. Menhir Shire of Rising Stone (mid-January)
2. MidWinter A&S in Barony of South Downs (early February)
3. Iris Faire Barony of Glaedenfeld (early April)
4. Gatalop Barony of the Osprey (last Saturday of October).
	1. Traditional Regional A&S Faire.
	2. The Athanor A&S Faire, entrants judge each other.
5. Magna Faire Barony of Iron Mountain (early December)
6. Traditional Regional A&S Faire.
7. The Magna Faire, entrants judge each other.

## Stella Nova

Stella Nova is a dedicated process fostering confidence for people new to Arts and Sciences (A&S) competition. Once the new session is announced, a mentoring Laurel is assigned to each artist to help guide them in their project’s scope, documentation, and presentation.

1. Stella Nova arrangements.
2. Allow the novice artists time to research, document, and create their project. A 9-month lead is desirable.
3. KMoAS will arrange to have a group host a session of Stella Nova at their local event.
4. Locations are to rotate around the kingdom as allowable with availability.
5. Novice artist.
6. A novice artist requests (or arranges) for a mentoring Laurel.
7. Complete and submit a form available on the kingdom website.
8. Open to anyone without an art related grant or patent of arms.
9. A novice may not have entered an A&S competition.
10. Novice need not be an apprentice to the mentoring Laurel.
11. Novice may not participate in more than three Stella Nova sessions.

## Kingdom Arts & Sciences Faire

The KA&S is held every year on the Saturday of Memorial Day weekend. It is the largest Faire in Meridies’ calendar and brings out the best in entrants and judges. The KMoAS is responsible for organizing, advertising, collecting entrants’ registrations, and arranging for judges. If the KMoAS cannot attend the event, a representative may work the Faire in their stead.

## Inter-Kingdom Faires, Competitions, and Opens

### Gulf Wars Champions

1. Champions suggested by the Order of the Laurel.
2. Champions appointed by the Crown.
3. Five (5) Meridies artists
4. Two (2) Alternates
5. Artists are not required to attend.
	1. They must secure someone to take responsibility for set-up and take-down of the display.
6. Display space is generally 4’x4’ and the presentation is a key component in the overall judging.
7. Meridies must provide ten (10) judges from the Order of the Laurel.

### Gulf Wars Open

1. Sponsored by Meridies and Gleann Abhann.
	1. Odd years Meridies sets-up and cleans-up the Open.
	2. Even years Meridies provides snacks and drinks for the judges and entrants.
2. Open to all artisans from any kingdom.
3. Bead voting:
	1. Populace
	2. Order of the Laurel
	3. Order of the Pelican
	4. Order of the Velvet Owl
	5. Order of Silver Bell

### Pennsic Champions

1. Must be in attendance to qualify for consideration.
2. Number of champions based on allied negotiations.