

## Policies of the Polaris Principal Herald

### 1 Structure

**1.1** The Polaris Principal Herald is the administrative head of the Northshield College of Heraldry and Scribes, and is warranted jointly by the Crown of Northshield and the Society Herald as a Great Officer of State.

**1.2** The Polaris Principal Herald is responsible for overseeing Heraldic and scribal activities within the Kingdom, and for reporting to the Crown of Northshield and the Society Herald as a Great Officer of State.

**1.3** Polaris's Staff consists of the Keythong Herald, the Minister of Protocol (**title**), the Clerk of Precedence (**title**), and the Northshield Kingdom Signet (**title**) (Kingdom Law V-3300 and V-3305 and I-270), as well as any other Heralds who may be named to Polaris's Staff for such purposes as deemed necessary.

**1.3.1** The *Keythong Herald* is responsible for submissions of names and armory for the Kingdom of Northshield. The Keythong Herald is warranted jointly by the Crown of Northshield and the Polaris Principal Herald as an Officer.

**1.3.2** The (**title**) is the Clerk of the Order of Precedence, and is responsible for the recording of awards given by the Crown of Northshield, and maintaining the Kingdom Order of Precedence. The (**title**) is warranted jointly by the Crown of Northshield and the Polaris Principal Herald as an Officer.

**1.3.3** The (**title**) is the Clerk of the Signet, and is responsible for overseeing the production of scrolls in the Kingdom, as well as any other Kingdom documents that may be requested by the Crown. The (**title**) is warranted jointly by the Crown of Northshield and the Polaris Principal Herald as an Officer.

**1.3.4** The (**title**) is the Minister of Protocol, and is responsible for creating ceremonies at the request of the crown, maintaining them in the Northshield Book of Ceremonies, and helping with processions. The (**title**) is warranted jointly by the Crown of Northshield and the Polaris Principal Herald as an Officer.

**1.4** The Northshield College of Heraldry and Scribes consists of the Polaris Principal Herald, Polaris's Staff, and all warranted Heraldry and scribes in the Kingdom of Northshield. The current structure of the College can be found on the Northshield College of Heraldry website Polaris Officer page (<http://www.northshield.org/Officers/Display.aspx?ID=5> )

## **2 Purpose**

**2.1** The Northshield College of Heraldry and Scribes exists to provide Heraldry and scribal services to the Crown and the people of Northshield; to allow individuals interested in Heraldry and scribal arts to improve their knowledge and skills while serving the Kingdom; and to continue to advance the Kingdom's and the Society's knowledge and practice of Heraldry and scribal arts.

## **3 New Groups**

**3.1** When a new branch is being formed, it is suggested that the group's proposed seneschal or Herald contact the Rede Boke Herald (Research Deputy) at the same time that they contact the Kingdom Seneschal for necessary paperwork. As a new branch needs both a name and a device, Rede Boke will work with the group to generate registerable items.

## **4 Warranting**

**4.1** Each Barony or larger branch in the Kingdom of Northshield must have a warranted Herald as an officer. It is suggested that all branches maintain a warranted, local Herald.

**4.2** To become a warranted Herald in the Kingdom of Northshield, a letter of request should be sent to the Polaris Principal Herald stating an intention to be a warranted Herald. An email letter is acceptable. This letter of request must include the following information:

- Modern name
- SCA name
- Full mailing address
- Telephone number
- Email address
- SCA membership number and expiration date

A short description of any particular interests, skills, or relevant background would be helpful to include.

**4.2.1** SCA Membership is required for all branch Heralds and Polaris Staff Heralds, per Kingdom law (I-230). At-large Heralds are not required to be SCA members, but they are highly encouraged to be.

**4.3** Branch Heralds must submit the appropriate Change of Officer written form in addition to completing the Online Officer Change Notification. The Change of Officer process will not be complete and the incoming Herald will not be warranted as the group Herald until and unless both steps are completed.

**4.4** Polaris may also warrant interested individuals as Heralds-at-large. At-large Heralds are not officers of a branch. This position is intended to serve the populace at-large and such individuals should strongly consider assisting nearby branches without a warranted Heraldic officer as well as at events that occur in their nearby area.

**4.5** Warrants consist of one-year terms that are renewable upon request assuming previous positive representation of the College and SCA Heraldic arts. Warrants of branch Heralds will automatically renew as long as the individual remains in office.

**4.6** Warrants may be removed for just and stated cause by Polaris. The Crown must be consulted if it is deemed necessary to revoke warrants for Officers of State (Keythong, Minister of Protocol, Clerk of Precedence, and Kingdom Signet).

## **5 Quarterly Reports**

**5.1** All warranted Heralds must file quarterly reports to maintain their warrants. Quarterly reports are filed using the form available on the Northshield website, with courtesy copies going to the appropriate branch seneschals, if applicable.

**5.2** Branch Heralds and Heralds-at-Large Reports are due on the following schedule:

### **Quarter    Quarter Covers:    Report Due By:**

1st	Jan 1 - Mar 31	Apr 1
2nd	Apr 1 - Jun 30	Jul 1
3rd	Jul 1 - Sep 30	Oct 1
4th	Oct 1 - Dec 31	Jan 1

**5.3** Regional Deputies and Polaris Staff Heralds Reports are due on the following schedule:

**Quarter Quarter Covers: Report Due By:**

1st	Jan 1 - Mar 31	Apr 7
2nd	Apr 1 - Jun 30	Jul 7
3rd	Jul 1 - Sep 30	Oct 7
4th	Oct 1 - Dec 31	Jan 7

**5.4** The online report form can be found on the Northshield Herald's website (<http://www.northshield.org/Officers/Display.aspx?ID=5> ). If any Herald is unable to use the online form, they should contact Polaris and the Kingdom Webminister directly for instructions and/or assistance.

**5.4** Missing or untimely filing of two reports in a row is considered grounds for removal of warrant.

## **6 The College of Heralds**

**6.1** All warranted Heralds are representatives of the College of Heralds. Branch Heralds are the representatives of the College of Heralds for their branch and the primary point of contact for Heraldic matters at the local level.

**6.2** Branch Heralds or their deputies should attempt to attend local meetings and/or events to be available to answer Heraldic questions and help with local submissions. If the local Herald does not know the answer to the question, they should direct any inquiries to Polaris Staff or Regional Deputies for answers or assistance.

**6.3** When assisting with submissions, branch and at-large Heralds should check forms for completeness. This includes the correct number and type of forms, proper documentation and citations, and the payment of correct fees. If possible, the Herald should also check submissions to make sure they meet all of the Society's requirements such as conflicts with previously registered names or armory and notify the submitter of any potential problems. Responsibility to submit lies with the submitter.

**6.3.1** Polaris staff except Keythong, Branch and at-large Heralds may not handle submissions payments directly. Only Keythong may handle submissions payments. Failure to adhere to this policy is considered grounds for loss of warrant.

**6.3.2** Consulting Heralds may not deny a submission. It is proper to advise a submitter of conditions which may prevent registration but a local or consulting Herald does not have the authority to reject a submission if the client insists on submitting.

## **7 Submission Procedures**

**7.1** All Northshield submissions should be made with the assistance of a warranted Northshield Herald when possible, or from an approved consultation table in order to reduce the number of corrections Keythong must make. There is no requirement for a submitter to utilize the services of a Herald in order to submit.

**7.2** Given the changing nature of submissions requirements as the College of Arms makes better use of current technologies, the most up-to-date Northshield submissions requirements can be found on the Keythong Herald's Web Page at <http://www.northshield.org/Officers/Display.aspx?ID=54>

**7.3** The cost of a submission, which must be included with the submission, is \$5.00 per submission element (name, device, badge, etc.). Submission packages with insufficient monies, with an insufficient number of forms, with illegible forms or forms that are not properly filled out or otherwise completed may be returned to the submitter.

**7.4** No submission is complete without payment of the appropriate fees. Fees may be paid by a check or money order from the submitter made out to "SCA Inc., Northshield College of Heralds." Cash may be accepted directly by Keythong on a case by case basis at their discretion. Only Keythong is authorized to receive submission payments.

**7.5** Heralds may not use their own cash, checks, or money orders to pay for submissions for anyone other than their own immediate family. Incomplete packages may be held until the missing information or payment is received.

## **8 Keythong Herald**

**8.1** Keythong shall be ultimately responsible for processing submissions received from residents of the Kingdom of Northshield, including submissions received at authorized consultation tables held outside the boundaries of the Kingdom (e.g., at Pennsic). This responsibility may not be delegated except with the explicit approval of Polaris.

**8.2** Keythong may maintain whatever staff deemed necessary but will include at minimum the Isendun Herald to manage notifications to submitters in a timely fashion.

**8.3** Keythong will be responsible for coordinating with the Chancellor of the Exchequer assigned to the Northshield College of Heralds to ensure payment for any submissions forwarded to the College of Arms for consideration.

## **9 Processing of Submissions**

**9.1** All submissions received by Keythong shall be included on an Internal Letter of Intent (ILoI), which shall be posted on OSCAR (the Online System for Commentary And Response). The ILoI will be posted on a monthly basis. In no case will more than 60 days elapse between Internal Letters of Intent. Submissions without payment may be held from the ILoI until full payment has been made.

**9.2** After an appropriate period for commentary, Keythong will accept, return or pend each submission from the Internal Letter of Intent based on the commentary received and/or any independent research by Keythong or its staff.

**9.3** Accepted items will be forwarded for consideration to the SCA College of Arms following the current requirements for submissions under the published policies of the Laurel Office. Keythong has discretion to determine if a submission requires commentary at the Kingdom level and has authority to post a submission directly to an External Letter of Intent (LoI).

**9.4** Items will be returned only for specific and unquestionable violations of the Standards for Evaluation of Names and Armory (commonly called SENA), including problems of style, conflict with previously registered items or other issues that Keythong reasonably believes would prevent registration of the submission by the College of Arms.

**9.5** Items may be pended for incomplete paperwork, for clarification of the submitter's intent or for issues that may not be a specific violation of SENA but which Keythong feels might negatively affect the submission when considered by the College of Arms.

**9.6** Official notification of actions taken both in kingdom and by Laurel will be sent by Isendun Herald to each submitter via email using the Online System for Notifications function of OSCAR.

**9.6.1** Isendun will use email, the kingdom e-list, Facebook pages and/or any other reasonable method of communication including US Postal Letters to contact submitters who do not respond to the initial notification e-mail after 31 days.

**9.6.2** Isendun will send US Postal Letters of Notification for any instances when there is no identified electronic transmission option available.

**9.7** Notifications will outline the result of the consideration of their submission at Kingdom and then Laurel. Such Letters of Notification will specify the details of the submission in question and in the case of a return or pend indicate the reason for the action, offer advice and help to address the reasons for the action and specify the period within which the submitter may make a resubmission without payment of further fees.

**9.10** Submitters will have a maximum of 18 months to resubmit a returned submission without fee. Resubmissions that exceed this time frame may be required to pay a submission fee as if the item were an original submission. Keythong shall have discretion to waive the fee on a resubmission in reasonable circumstances.

## **10 OSCAR Commenting**

**10.1** The Polaris Principal Herald and the Keythong Herald, current and past, shall be ex-officio members of both the College of Arms and OSCAR. They are expected to participate by following Northshield submissions and providing support and defense for them and to support other kingdoms, Wreath and Pelican Sovereigns of Arms with commentary equal to the Heralds' skills.

**10.2** Members of Polaris Staff, Keythong staff and all branch Heralds are highly recommended to have an account on OSCAR, to follow Northshield submissions, and provide kingdom commentary equal to the Herald's skills.

**10.3** Since OSCAR participation is such an effective education tool for SCA Heraldry, any warranted Northshield Herald who requests an account on OSCAR will be granted kingdom commenting privileges and Laurel read privileges without any commitment to commentary.

**10.4** Individuals with satisfactory commentary for three months or more in OSCAR may request Laurel commenting privileges which will be granted at the discretion of Polaris.

**10.5** Northshield maintains an “Open Door” philosophy regarding commentary for items posted for consideration on the Northshield ILol. Heralds from other kingdoms with OSCAR accounts are welcome to comment on such items at any time without further approval from Polaris.

**10.6** OSCAR commentary represents both the Kingdom and the College. It is to be kept professional, polite, and relevant to the submissions. Commentary is to be held confidential. Specifics are to be discussed only with others with OSCAR privileges as comments out of context can be confusing and, occasionally, hurtful. Violation of these ideals will be grounds for revocation of commenting privileges.

## **11 Reporting for Official Courts**

**11.1** Official Courts are those courts convened by the Crown or Their Heirs or a designated regent at official SCA events appearing on the kingdom calendar. Official Courts require the presence of a warranted Northshield Herald to be valid (Kingdom Law II-600).

**11.1.1** Courts held by territorial Baronies are also considered Official Courts for reporting purposes and should follow the same guidelines if the Barony has submitted data for inclusion in the Kingdom Order of Precedence. Additional local reporting may be required and is recommended.

**11.1.2** Branch Heralds and at-large Heralds are strongly encouraged to assist with any official court that takes place in their local area. Assistance may be offered by approaching the assigned event Herald-in-Charge or by volunteering to Polaris when a court is announced to be anticipated for an event.

**11.2** The duties of the court Herald are to assist the Crown, Their Heirs, or their Regents with accurate information gathering and dissemination, proper court set up, docket management, providing the voice for court or other Heraldic activities they may be called upon to perform.

**11.3** It is the responsibility of the court Herald to file a report listing all awards/orders bestowed during that court within 72 hours of the event. All reports must be submitted by email to [courtreports@northshield.org](mailto:courtreports@northshield.org). This email will automatically forward to appropriate parties including The Crown, Their Heirs, Polaris, and the Clerk of Precedence (**title**).

**11.3.1** Baronial courts should also be reported as above with additional copies of the report filed with the branch Baron/Baroness and Seneschal. These additional reports must be sent manually and separately from the above 11.3 filing.



**11.3.2** The failure to timely file 2 consecutive court reports is grounds for loss of warrant.

**11.4** Official court reports must include the name(s) of the presiding Crown/Coronet, event name, event date, court time (if multiple courts held), Herald-in-charge's name (or warranted Herald present if the filer is not warranted), signet-in-charge's name, and a chronological listing of awards/orders given with the recipient's SCA name. Reports should also include the name of the scribe for each award.

**11.5** It is recommended, but not required, that court Heralds also prepare a Court Report that lists and/or describes all activities and events that occurred during the court, such as presentations, etc., for public dissemination. Modern names must not be included in this narrative report.

## **12 Reserved for future use**

## **13 The College of Scribes**

**13.1** The College of Scribes is responsible for the production of scrolls or other award media for subjects of Northshield and for other Kingdom documents that the Crown may request under the direction of (title) the Kingdom Signet. (title) is solely responsible for the assignment of scrolls to the College of Scribes.

**13.2** Membership in the SCA is not required for award recipients to receive scrolls or in order to be considered an active scribe.

**13.3** Scribes are expected to maintain valid contact information with the Kingdom Signet (title) or a designated deputy. Inability to locate scribes may result in released assignments or lack of assignments.

**13.5** All scrolls should be inspected and verified by the Kingdom Signet (title) or the designated event Signet-in-Charge before being presented for signature and/or seal by the Crown.

**13.5.1** The accuracy of scrolls not inspected and verified by the Kingdom Signet (title) or the designated event Signet-in-Charge shall be the responsibility of those signing the scrolls.

**13.6** In cases where scrolls are delivered directly to the recipient outside of a Court environment, responsibility for obtaining signature/seal by the Crown falls to the recipient.

**13.7** Until an award is announced in court, the scroll for it is considered an assignment. All assignments are the responsibility of the Kingdom Signet (title), unless otherwise directed by the current Monarchs.

**13.7.1** All scroll assignments and their contents are to remain confidential until the scroll is presented in court.

**13.7.2** Violations of this confidentiality may result in the offending scribe losing the privilege of receiving future advance assignments.

**13.9** All scrolls, once given to the Kingdom Signet (title), the official Court Herald, Signet-in-Charge, or other Royal representative become the property of the Kingdom until they are delivered to the recipient.

**13.10** Private commissions are permitted and encouraged. The Kingdom Signet (title) must be notified of the commission to prevent duplicate assignments. Neither the College of Heralds, College of Scribes nor the Office of the Kingdom Signet (title) has any responsibility or authority to ensure that the commissioned scroll meets current guidelines.

**13.10.1** A privately commissioned scroll is defined as "a scroll production done via an agreement between a scribe and an interested person." This agreement may or may not include direct compensation or exchange of services. Scrolls are commissioned only after an award is announced in court.

## 14 Financial Policies

**14.1** These financial policies are in addition to the Society Financial Policies and Northshield Kingdom policies. This Policy section is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law. This policy may be changed at any time by Polaris Herald to conform to any of the above or to clarify a provision.

**14.1.1** In the event of a conflict between this policy and any polices or laws named in 14.1, those policies or laws shall prevail.

**14.2** The Chancellor of the Exchequer assigned to the College of Heralds will maintain a working knowledge of laws and policies involving the use and control of the College of Heralds assets, both financial and tangible.

**14.2.1** The Chancellor of the Exchequer assigned to the College of Heralds will be jointly warranted by Polaris Herald and the Kingdom Exchequer to serve in that capacity. Serving in this capacity does not automatically result in a warrant as a Herald.

**14.3** The Chancellor of the Exchequer assigned to the Northshield College of Heralds will preserve all records and produce all reports required by Society or Kingdom policy with the assistance of the Kingdom Exchequer where required; and serves as a signatory on the bank account of the Northshield College of Heralds.

**14.4** The College of Heralds will maintain a checking account at an appropriate banking institution. Two signatures will be required on any check. The Kingdom Exchequer, Polaris Principal Herald, The Chancellor of the Exchequer assigned to the Northshield College of Heralds, and Keythong Herald must be signatories on the 14.4 account. Other signatories may be added for the efficient management of the College of Herald's funds at the discretion of Polaris and the Kingdom Exchequer. In accordance with Society and Kingdom financial policy, no two signatories may reside in the same household and no debit or ATM card may be associated with any account.

**14.5** The Chancellor of the Exchequer assigned to the Northshield College of Heralds will report directly to the Kingdom Chancellor of the Exchequer in all financial matters. All reports should be made on the approved quarterly report forms. All required forms must be attached and completed when the form is submitted; this includes copies of all bank statements for that quarter. The Polaris Principal Herald and the College of Heralds Exchequer should sign the report. Signed copies of the report should be sent to the Kingdom Exchequer and the Polaris Principal Herald for retention in their files. A copy should also be sent to Keythong Herald. The Chancellor of the Exchequer assigned to the Northshield College of Heralds should also retain a signed copy of the report as part of the permanent exchequer files.

**14.6** Monthly, Quarterly, and the annual end-of-year (Domesday) reports are due according to the deadlines established by the Kingdom Chancellor of the Exchequer. Extensions may only be granted if the Kingdom Chancellor of the Exchequer is contacted in advance. Failure to report by the due date may result in the suspension of the Chancellor of the Exchequer assigned to the Northshield College of Heralds

**14.6.1** A suspension will cause the Kingdom Chancellor of the Exchequer to contact the Polaris Principal Herald and The Chancellor of the Exchequer assigned to the Northshield College of Heralds to give notice of the suspension and what is required to lift the suspension. Electronic copies of the monthly and quarterly reports may be sent to the Kingdom Chancellor of the Exchequer as proof that the report was completed on time. However, the paper copy of the year-end report must be sent once the appropriate signatures are obtained.

**14.7** The Keythong Herald will maintain a monthly record of all deposits made to include the date of deposit, the modern name of the submitter, the SCA name of the submitter, the address of the submitter, as well as the amount received and the type of submission (names, badges and devices). This information will be forwarded to the Chancellor of the Exchequer assigned to the Northshield College of Heralds on a monthly basis, to be received no later than two weeks after the end of each month. Deposits made by Keythong must be reconciled against bank statements within one week of the receipt of the list from Keythong.

**14.8** Income to the College of Heralds & Scribes is primarily derived from Heraldic submissions received at consultation tables and/or sent to Keythong by submitters. All deposits of submissions fees, event fees, or any other funds received by the College of Heralds & Scribes shall be made in a timely manner.

**14.8.1** Donations may also be received for specified Heraldic purposes, e.g., purchase of books, creation of regalia, etc. Specific donations should be recorded and tracked as special funds if appropriate. Donations valued at or in excess of \$250 must be acknowledged in writing to the donator.

## **15 College of Heralds Sponsored Events**

**15.1** Any proposed event to be sponsored by the College of Heralds shall be presented in writing to Polaris for consideration. The proposal should contain a detailed plan of anticipated activities, a draft budget, and information related to the proposed site. Site selection should be the result of an advertised bid process allowing any Northshield branch to propose hosting the event. Such bid solicitation must be posted in The Northwatch.

**15.1.1** Events desiring to use “Northshield” or “Kingdom” as part of the description will require approval by the Stallari Council after acceptance by Polaris.

**15.1.2** The budget shall be considered to be part of the event bid and may be required prior to event approval. The budget may include provisions to waive gate and feast fees for sitting Monarchs, Their Heirs, and the Event Steward, Head Gatekeeper/Troll and Head Cook.

**15.2** Potential event stewards shall present a final written, itemized draft budget for an event to Polaris at least three months prior to the event date and before any expenditure for the event is made and before the event flyer has been published.

**15.3** The Chancellor of the Exchequer assigned to the Northshield College of Heralds must receive event-related receipts and requests for reimbursement within fourteen days of the event.

**15.4** Event refund requests must be received in writing no later than ten days after the event. Feast refund may be provided if the feast spot was resold to another attendee. All refunds shall be paid by check from the group's checking account. No refund shall be issued until the event books have been closed and all reservation checks have cleared. No funds shall be removed from the cash box except as change for funds received.

**15.5** The event financial reports shall be completed by the event steward and the Chancellor of the Exchequer assigned to the College of Heralds and copied to Polaris after the event books have been closed.

## **16 Miscellaneous Policies**

**16.1** Branch Heralds shall be permitted the style of "(Branch Name) Herald" while they hold office. Baronies are entitled to register a title for use of their branch officer.

**16.2** Design, use, and display of full Heraldic achievements shall not be regulated or limited in any way by the Northshield College of Heralds. Such activity is encouraged by the populace.

### **Approved**

- THL Iohannes Glenfidanus, Polaris Herald – 12/2/2017 (A.S. 52)