

East Kingdom Ministry of Arts and Sciences Handbook



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–Lady Bronwen Rose of Greyling called Brose.

“The SCA [Society for Creative Anachronism] is an international organization dedicated to researching and re-creating the arts and skills of pre-17th-century Europe. Our “Known World” consists of 19 kingdoms, with over 30,000 members residing in countries around the world. Members, dressed in clothing of the Middle Ages and Renaissance, attend events which feature tournaments, royal courts, feasts, dancing, various classes & workshops, and more.” www.sca.org

Ministry of Arts and Sciences: Purpose:

Arts and Sciences are at the core of the SCA’s mission. All of the elements of SCA re-creation are the products of A&S efforts: garb, armored combat, music, feast cookery, dance, furnishings, and all the trappings of courtly pageantry. These creative endeavors are the works of ordinary folks attempting to re-create medieval artifacts and experiences with modern materials. To make even the simplest medieval re-creation or adaptation, the artisan must be concerned with some issues of period taste and cultural viewpoint (art) along with some knowledge of period materials and techniques (science). SCA artisans use both Arts & Sciences.

The Society’s Corpora states: “The Minister of Arts and Sciences is responsible for fostering the study of period culture and technology, and of methods for producing historically accurate artifacts and performances. Duties include coordinating the efforts of kingdom officers in the field (regardless of whether or not the functions related to “Arts” and “Sciences” are combined in one job or kept separate); promoting the dissemination of accurate information about the fields under study; and assisting the Chronicler of the Society and the editors of the corporate publications in confirming the validity of research presented to the membership.”
<http://www.sca.org/docs/pdf/govdocs.pdf> (page 26)

Arts & Sciences Ministers (MoAS): As a local MoAS your role is to encourage enjoyment and participation in the Arts and Sciences. You are an essential component of the SCA mission. You can assist the populace to expand and develop their Arts and Sciences skills. You can encourage investigation into period techniques and artifacts. You’re expected to HELP organize A&S activities: i.e. classes, workshops, competitions, demonstrations, guilds, publications. You can suggest ideas to enhance A&S interests: contests, displays, and making prizes so the group’s populace can practice their skills and demonstrate their artistry.

Getting people started in new-to-them arts and investigation is very rewarding. As MoAS wearing your facilitator hat, you can connect local people with teachers and help arrange learning opportunities. Artisans and teachers can use administrative help to get an activity up and running. Without a location, a date, facilities, materials, teacher/leader and students, a “class” is just a good idea that hasn’t happened yet. Try to keep A&S activities focused on period items, processes, beliefs, preferences, and culture. Guide people toward using period themes and examples even when they are using modern tools and techniques to create their works. (Full East Kingdom Policy concerning local MoASs on page 20 of this handbook)

“There are a wide variety of activities that fall under “Arts and Sciences” and a great many people involved in these activities. It would be impossible for us to provide specific information on them all. Below you’ll find some links to guilds and other groups within the kingdom practicing various specific arts. If there’s something else you’re interested in, your local Arts and Sciences officer [MoAS] may be able to help you.”
<http://www.eastkingdom.org/Arts.html>

Keep in mind that this is a volunteer organization, and no one expects the office of A&S Minister to be your full-time job. Be indulgent with yourself when things are not working as you had hoped. Remember: You are not alone: Society is our first name. Talk to other current and past MoASs and be open to asking for support from local, regional, Kingdom MoASs and their deputies.

The Life Cycle of an A&S Minister

Duties of the Minister of Arts and Sciences “Support the Arts and Sciences according to the wishes of the local group's populace and Officers and submit quarterly reports.” (per Policies of A&S office see pg 20 this handbook.) Responsibilities include working with your group's officers, populace and other MoASs to enhance and support Arts and Sciences in and around your home group. A local MoAS is also expected to relay and interpret information from the Kingdom Officers to your group, and from your group to the Kingdom Officers about A&S participation, safety, legality, publicity, and policy concerns. Tips, thoughts and info about these duties are included in this handbook

How to Become a Minister of Arts and Sciences (MoAS):

A Minister of A&S (MoAS) is also known as A&S Minister, Master or Mistress of Arts and Sciences or an A&S Officer—all titles are used interchangeably. East Kingdom law requires all baronies, provinces and principalities must have an A&S Officer (MoAS). Shires must have either a Knight Marshal or MoAS (1 of the 2). Cantons, Ridings, Colleges, Strongholds and Ports are required to have a Herald or Knight Marshal or MoAS (only 1 of the 3). Below are the procedural requirements to become a warranted MoAS.

1. The group must select a person willing to do the job of MoAS officer. The choice must be made according to the group's bylaws and traditions. The outgoing MoAS may recommend someone, but cannot single-handedly decide who will fill the office. If questions or problems arise, contact your regional deputy or Kingdom MoAS for help.
2. The MoAS (as with all kingdom and local group officers) must be a paid-up SCA member with current membership number (& receipt or card) or must be willing to join upon selection. The MoASs SCA membership must be renewed so it remains valid throughout the term of office.
3. Once chosen, the group's seneschal must contact the Kingdom MoAS requesting confirmation of the MoAS candidate. E-mail to (moas@eastkingdom.org) is fine. (A written signature, or the valid SCA membership number and expiration date serves to formally identify the seneschal in this communication.)
4. The candidate should contact the Kingdom and regional deputy MoASs and pass along the following information: name of your group; your SCA name; your legal name, address, phone number & e-mail address, and the method(s) you'd prefer them to use to contact you, the date you were selected, the date your term ends, your SCA membership card number and expiration date. Any other information you'd like to include about yourself would be very welcome.
5. The Kingdom MoAS reserves the right to refuse a local MoAS candidate for any reason. Should a local MoAS candidate be denied, the Kingdom MoAS shall advise the candidate, in writing, of the reasons why they were refused. A new local MoAS will be warranted only after lawful selection and confirmation by the Kingdom MoAS.
6. Between selection and confirmation, the candidate is called “acting MoAS” and can perform all of the group's MoAS duties

Getting Started

Whew! Congratulations. Thanks for volunteering. Welcome aboard!

And now, here's some information about your new office before we get to the fun stuff.

Badge of Office

As a Minister of Arts and Sciences, you have the right to bear the badge of the office: *Azure, a candle enflamed within an arch stooped argent* as a medallion, pin, tabard, cloak, belt favor etc.



Predecessor's Files:

Ask your predecessor or Seneschal for any fairly recent pertinent A&S files and any group-owned materials. Don't panic if there aren't any. Sometimes there wasn't anything important enough to save or pass along.

Electronic Mail

If it is reasonably possible for you to do so, use e-mail to communicate with your regional deputy & Kingdom MoAS. Paper letters via the postal service is also acceptable. Mailing addresses for regional & Kingdom MoAS published in every Pikestaff. E-mail is the quickest, easiest way to get an answer. Always feel free to contact your regional deputy or Kingdom MoAS with questions, issues, comments. Let them know about problems and frustrations so you remember you're not in this alone. When you have time, sign on to the East Kingdom MoAS mailing list EKMOAS@yahoogroups.com (You'd need a Yahoo account). Info relevant to your office will be posted there. You can share ideas with your fellow officers and it has some useful stuff in the files section. A general A&S discussion group is EK_AnS@yahoogroups.com. There are many other more SCA-specific interest groups on Yahoo and Facebook. Be mindful that these electronic groups are semi-public and are viewed by other volunteers who, like you, are there to have fun. As a matter of etiquette, messages should be kept courteous, tempers kept cool and replies mild. When in doubt, err on the side of kindness. Any hiccups or Yahoo group problems can be discussed with a regional deputy or Kingdom MoAS.

Paper and Electronic Documents

Information posted on electronic lists is helpful, but it is not official. The only place official information regarding the Arts and Sciences can be found is in official SCA publications (Pikestaff, East Kingdom Law, Corpora, and SCA and Kingdom Officers' Handbooks.) In the event of conflict, the paper version is the definitive one.

Monthly Local Officers' Meetings:

It is important to be active within your local group and to try to attend the business meetings. If you are unable to attend, ask your seneschal or your A&S deputy to read your brief report into the meeting's minutes. This will keep your group aware of A&S activities and is your chance to relay any information from the regional or Kingdom MoAS. You can remind members of upcoming activities and events. It is also a good time to make the group aware of an award someone has received, a competition they have entered, or notable projects or progress made by an individual.

Quarterly Reports

A&S quarterly reports are an important part of the MoAS's job. Kingdom MoAS and Regional MoAS use them to find out what A&S activity is going on around the Kingdom. You can submit reports via electronic mail to your regional deputy, Kingdom MoAS, your **Seneschal**, your group's titled **leaders** and you should keep a copy for your **files**. The report must be e-mailed on or before the **March 1st**, **June 1st**, **September 1st** and **December 1st**. The MoAS Yahoo group's files section has some edited 2nd and 3rd quarter 2103 reports so you can see what other groups are doing. You'll see varying styles and levels of activity.

A copy of the required report form is found on page 22 of this handbook and in the files section of EKMOAS@yahoo.com called: [EK MoAS report form.docx](#). Each report must include identifying info: SCA name and legal name of the MoAS, email or phone number, group's name, quarter being reported upon. The report should discuss what your group has been doing that touches on A&S during the quarter: what has enhanced, promoted, stunted or delayed such activities. Brag if you can. Report on projects by individuals, groups, households, local guilds and your group. Discuss suggestions, problems or questions about your office. The report doesn't have to be lengthy or elaborate, but chatty ones are more fun to read.

Finances:

Financial transactions must go through the Exchequer. As soon as you can after taking office, talk with your exchequer and seneschal. Ask if there is a financial committee (as defined by the group's bylaws/financial policy) and if an annual budget has been approved. If there is an approved budget, ask if money has been budgeted for A&S activities, the timing of the fiscal year and if money remains for A&S this fiscal year. If no funds are budgeted for A&S (or if the budgeted amount was exceeded) the MoAS may ask for their financial committee's or group's permission-in-advance to spend (or contract to spend) additional money. This is usually done at a business or steering committee meeting in accord with group bylaws. Expenses that are approved by the group (or its financial committee) are paid out by the Exchequer. The MoAS is not permitted to possess money belonging to their local group for longer than it takes to complete an authorized transaction.

Discuss potential expenses with your Exchequer to be sure you both know what expenses are allowable under IRS, SCA and East Kingdom policies. Save all receipts and give them to the Exchequer for reimbursement. . Include identifying info i.e. your name, date and brief description of the activity on the receipt. An MoAS may submit an estimate of expected costs and request advance payment. Eventually receipts must be submitted totaling the actual cost of purchases, then the exchequer makes adjustments for actual costs. It's never a bad idea to keep your own copy of the receipts until the reimbursement transaction is completed.

Teachers may charge a materials fee to each class participant. It should cover the cost of materials and/or supplies consumed in the activity, but it should not compensate the teacher for time and skill needed to teach the class. This transaction does not need to go through the exchequer's office. Info on the amount of any such class fee should be mentioned in the activity's announcement each time it is announced.

Local Events:

The group's MoAS is not required to run the arts and sciences activities at local events, but should make a tall effort to see that others are encouraged to organize A&S displays, classes &/or competitions at these events. The MoAS should encourage people to attend the event (perhaps A&S artisans can volunteer to make prizes) and to support the Event Steward, Kitchener and assist the Site Clean-up crew. Advice is available if an A&S competition is planned. Contact your regional deputy MoAS or the Kingdom MoAS or deputies for any assistance you feel would be helpful to the event or contest staff.

Deputies

As MoAS, you may find that you need assistance in your duties. Locate a deputy or two and ask them to consider what sort of workshops and projects they'd like to see in your local group. Enlist them to help plan and organize some activities. Listen to them and keep them informed. A deputy can take over for you in case of emergency and is well-positioned to become your successor when you step down.

The Arts & Sciences Files

Ideally, the A&S officer maintains some A&S files for ~5 years to provide a history of what has worked with the group. Files may be paper, electronic or a combination. Don't be surprised if your predecessor's files are sketchy or absent. Don't make your files too complicated (or you'll hate keeping them current.) Just do the best you can to make it easier for your successor to figure out what was going on.

Files *should* include:

- Copies of reports to the Kingdom MoAS.
- Copies of correspondence relating to the office, especially about any ongoing issues.
- Current copy of group's membership directory, "Domesday" (any survey results if pertinent to A&S)
- List of local officers and their contact information.
- List of group-owned A&S materials and tools (if any) and where they're stored.

Files *might* also include:

- Copies of any Arts and Science newsletters that was locally published.
- List of local contacts or other useful links that you'd care to pass along to help your successor.
- Event information, reports and/or documents not already in the Exchequer or Seneschal's files.
(i.e. categories and rules for an A&S contest, blank score sheet, a list of winners etc.).

Length of Term:

Although term limits are not currently required for a local MoAS, it is recommended that a local MoAS serve for two years. If the MoAS wants to serve another term, it must be in accordance with local group bylaws. When thinking about serving additional terms, MoASs can consider switching roles with another officer and letting the deputy MoAS have all the fun for a while. Try not to burn yourself out in this job.

Resigning the MoAS Office:

When the time comes for you to step down, you should send a note (or an e-mail) to the Kingdom MoAS and your regional deputy and advise your Seneschal to start to search for a new group MoAS. As outgoing MoAS you may recommend a candidate, but the final selection must be in accord with the group's bylaws. Collect your group's A&S files and gather any group-owned materials to be given to your successor. If the MoAS must be replaced unexpectedly, the Kingdom MoAS may appoint a replacement.

Termination:

If there is a serious problem with the local MoAS (i.e. not doing the job, using the job for financial gain, or clearly unethical behavior, etc.) the Seneschal should contact the regional deputy and/or Kingdom MoAS for assistance in dealing with the problem. If circumstances warrant, the Kingdom MoAS has the right to replace local and regional deputy MoASs. While this is rare, it can occur if the MoAS misses three consecutive quarterly reports, abuses the office, or behaves in a financially or socially unethical fashion. If a local MoAS misses two consecutive quarterly reports, the regional deputy MoAS has the right to assume the office is vacant and should contact the local seneschal to find out what is happening and assist in finding a replacement MoAS or a temporary deputy to assist the local group's MoAS.

Working with Fellow Officers:

The MoAS is part of the team of officers responsible for the administrative functions of the group. The MoAS can consider how each office might enhance or be enhanced by A&S activities. Cooperation goes a long way, so we try to support the team effort with an A&S perspective. Below are some ideas for working with other local officers. At first, just check in with them and see if they'd like you to collaborate with you on a project. Don't try to do all of these suggestions or you'll hate the job and go away from your hobby exhausted instead of happy, satisfied and refreshed.

Speak to the Seneschal. Your seneschal is your go-to person for questions about SCA policies, custom, and all legal/insurance matters. If there is any sort of problem, let the seneschal know as soon as you can. Copy the seneschal on quarterly reports so they can stay informed. Let them know about anticipated changes in regulations or policies that you find out about by way of your office. Check with your seneschal to see if memberships or discounts are available for group purchases (Restaurant Depot, Sam's Club etc.).

Check with the Exchequer to see if funds have been budgeted for Arts & Sciences expenses and how much remains until the next budget year. Know your budget and stay within it for the fiscal year. If more is needed, you must ask for and receive approval for additional funds (usually voted upon at a business or financial committee meeting). Know what are allowable expenses under IRS, SCA and EK policy. Ask for clarification if you are unsure. Give all receipts to your exchequer with a brief explanation of the expense for reimbursement and accounting records. Be prepared to recommend an amount for next year's A&S budget.

Solicit the participation of your group's titled head(s) if your group has 'em (i.e. Baron/Baroness, Prince/Princess). Invite these nobles to teach and take part in A&S activities. Ask them to issue A&S challenges at events or to preside over and judge a special category in A&S competitions called something like "Baron's Choice". Ask them to commission artisans to make prizes for contests and to appropriately recognize those artisans who made prizes.

Communicate with the Chronicler. Announce details of upcoming A&S activities so they can be published in the local calendar and newsletter. Report on past activities and provide photos of A&S workshops' participants and results. Check with the chronicler about photo releases if applicable. Ask local artisans to submit articles about their current work and research into period areas of interest.

Work with the Webminister. Subscribe to your group's e-mail list. It's a convenient place to ask for group input on dates/topics of activities and to announce important details of A&S activities (i.e. time, place, topic). After a workshop, class or event, it is a good place to post thank-you(s) and publish date(s) and topic(s) of upcoming A&S activity. Ask teachers for permission to post project plans, or handouts from their class or workshop. Then ask your web-minister to post this info on the group's website for future reference.

Coordinate with your Chatelaine. Assist in arranging for A&S displays of artisans at work and the works of artisans at group demos. Brainstorm with your chatelaine about how new folks can be encouraged in and connected with A&S activities. Try to facilitate other local display opportunities (public library, community center, senior center) as part of community outreach.

Talk to the Herald about encouraging the display of heraldry by the populace. Discuss doing a joint A&S workshop built around a heraldic topic (i.e. banners, flags or shield painting). Offer to assist the herald in organizing projects affecting the local group and the Kingdom. Ask the herald what education in heraldry could benefit the group and what A&S resources could be offered? Scribal Arts is a major branch of A&S, so consider if workshops can be developed to introduce new people to Calligraphy and Illumination.

If your group has a warranted Chancellor Minor, get in touch and see what kinds of A&S activities can be geared to younger members. A tunic or tabard-making workshop or a shield painting workshop in place of a regular youth fighter practice can be fun and successful. Enlist your youth fighters in making banners or decorations for the list fields.

Make friends with the Marshals, all those representing Heavy list, Rapier, Combat Archery, Siege weapons, and Youth combat. If a martial group is organizing an armor and/or weapons-making workshop, could they use help from the A&S artisans in the group? Ask the marshals what kinds of field heraldry s/he would like to see. Show the fighters that they can be creative as well as crafty. Try to get fighters/fencers/archers and youth fighters to work with those mainly interested in A&S efforts to produce cool stuff. The Captain of Archers may be able to assist in arranging a period arrow-making or other archery-related workshop.

Ask Event Stewards if they need anything from you as MoAS. Make sure the event steward has considered A&S activities and see if s/he would like some help in organizing and publicizing an A&S display or competition as a part of a larger event. Help put out flyers, posters, or e-mail announcements about interesting A&S activities at demos and other SCA-related events. Check with Hall Steward to see if they'd want decorations for the hall or tables made at a joint A&S-Heraldry workshop or event-based workshop. Ask the Kitchener if serving materials or subtleties could be made by A&S participants at a workshop a few weeks before the event.

Assisting the Populace:

First: anyone may attend A&S activities. No one needs to be a paid SCA member to participate. Many activities can be regarded as A&S opportunities including workshops, classes, competitions, demos, displays, bardic circles, dance practice, and projects in support of local or Kingdom needs. You can help in the creation of local guilds, sewing circles, events. The level and focus of interests will fluctuate. What works this year will depend on the activity and interests of your group. Below are some examples of things that can be done. It is NOT an exhaustive list. Lastly, remember: you are not responsible for running them, just for suggesting, encouraging, facilitating and reporting on their progress to your regional deputy and Kingdom MoAS.

A&S Gatherings: Many local groups hold informal gatherings weekly to monthly for Arts and Sciences activities. These can be as simple as a meeting at a private home, or during a fighting/fencing practice or in a library meeting room. Artisans can work on individual or group projects. A&S gatherings can have a theme, such as costume or armoring night, or calligraphy & illumination circle. Some larger groups may have a number of weekly or monthly A&S activities—like weekly stitchery groups. A&S gatherings are a great way to work on group projects, like banners, shields, awards, or East Kingdom projects such as Queen's favors or award scrolls/blanks.

A&S Workshops usually need more planning and longer blocks of time to learn a new skill or polishing a rusty one. (See A&S and Safety below.) Workshops may be set up as a demonstration of a complex skill (arrowhead forging) or as a lecture (medieval gardens), or as a hands-on class providing materials and allowing time for instruction so participants can make an item or learn a technique. Workshop projects vary (spoon-making, fire-pit cookery, soap-making, etc.) and so will participation. Arranging for workshop leaders, scheduling, and sites is usually the job of the MoAS and/or deputy MoAS. Workshop leaders/teachers may be local folk or may be recruited from nearby groups or visiting scholars. Remember: it is perfectly OK for a workshop leader to charge workshop participants a materials fee to cover the reasonable costs of supplies and consumables used in a workshop. (A teacher does NOT have to go through the Exchequer's office for this.)

Scholas: A schola is an event featuring many classes. A schola can cover a variety of topics or can be limited in scope such as a novice schola, costuming schola or a Norse culture schola. Scholas can include roundtable discussions, hands-on classes, and traditional lecture classes. Such an event is a wonderful way to introduce members of your group to new ideas. If your group wants a specific class, you can contact your regional deputy MoAS to help you find a teacher.

East Kingdom University: “The mission of the East Kingdom University is to promote scholarship and learning throughout the East Kingdom by supporting educational events held by local groups & by providing opportunities for the populace of the kingdom to teach and learn from each other.” They are strongly supportive of teachers and are very good at helping novice teachers to be confident, effective. Resources about teaching are on the EKU website: <http://eku.eastkingdom.org/cms/?q=node/13> .

Arts and Sciences Competitions: These can be organized in several ways, from locally-judged contests to select the group’s A&S Champion to Kingdom-level competitions competition drawing entrants from every region. Some competitions feature face-to-face judging. Competitions may require entries in several categories (i.e. pentathlon) or a range of works from early to recent works. Rules and scoring will vary. Specialized contests within a larger competition such as Populace Choice occur as well as Peer &/or Artisans’ challenges. Finding gentles who are willing to score entries is one of the biggest tasks of contest organizers. Don’t forget to invite your deputy to share the load. If you would like any help with organizing an A&S competition, contact your regional or Kingdom MoAS.

Inter-Group Contests: A challenge can be issued among landed groups to compete with each other. This can take the form of an A&S Faire where the scores are counted towards a group total. The group with the largest total becomes the Arts and Sciences Champions of the area and receives bragging rights along with the honor of hosting the next year’s A&S Faire. Another option is to choose a few categories and ask artisans to compete using these limited categories.

Arts and Sciences Displays: There are various forms of A&S display adding color and interest to a larger event. These include general displays such as works by members of the populace, a traveling display of works sponsored by a private household, works by members of the Order of the Laurel (ranging from beginning to master works), works by members of a guild, etc. No judging is needed. Display space can be provided for artisans to be near their works to answer any questions during some of the display time.

Guilds: A guild is a collection of people who share related interests and meet periodically to learn, discuss and promote that interest. Their primary purpose is to advance knowledge topic and spread that information. Creating a local guild is easy. People with similar interest can decide to create a guild. They choose a name and write a charter. Only Royal Guilds (charter approved by the crown) must report quarterly. Activities of local guilds should be in the MoAS’s quarterly reports. Athena’s Thimble, EK College of Performers, EK Brewers’) are looking for friends to join their pursuit of knowledge, skill, fun and companionship. A list is on the EK website <http://www.eastkingdom.org/Arts.html>.

Resources and Peers: The more you know about the interests and areas of expertise of your local artisans and peers the easier it is to serve them. An MoAS can offer them opportunities to use their knowledge to encourage and educate others of their community. A recently compiled EK University Teacher Database lists many people willing to teach and their areas of expertise. It’s a good place to find people who may be willing to lead workshops of special interest to your group or to judge A&S competitions. It is accessible at <http://eku.eastkingdom.org/cms/?q=content/teacher-database> .

Populace Development: As with other SCA endeavors, A&S activities further 3 ambitions for the populace:
 to grow in knowledge and confidence,
 to connect with congenial people sharing similar interests and
 to conduct investigations into period practices.

In support of these aims the MoAS can :

Invite local artisans to teach or lead workshops in familiar settings among friends. As artisans gain confidence in their teaching skill, they can move easily into teaching classes at scholas, EKUs and inter-kingdom events like Pennsic. These educational bonanzas would disappear if it weren't for ordinary people who are willing to organize and present information about their areas of interest. The EKU staff is strongly supportive and interested in helping novice teachers become confident and effective. And there is nothing like preparing to teach a class to show you where the holes are in your own knowledge and get you to plug them. Teaching a successful class gives a terrific feeling of accomplishment. (It's like parachute jumping.) Useful resources about teaching are found on the East Kingdom University's site: <http://eku.eastkingdom.org/cms/?q=node/13> .

Connect artisans with others sharing similar interests by supporting and recommending guilds and special-interest groups. The internet makes finding artisans with related interests easier than it has ever been. Yahoo groups exist for many arts and skills such as: SCA_Scribes_and_Illumination, SCA-garb, SCA-Spinning, Authentic_SCA, and medievalsawdust. Several Facebook groups are aimed at helping artisans, including Ask the Laurels, SCA Library of Alexandria, and the Artisan Support Network (which has a help-desk about how to write documentation). As MoAS, you can advise artisans that setting up a project blog or website is one good way to get the word out about their A&S adventures, projects, and discoveries so others can enjoy, connect and comment.

Encourage investigation into period materials and techniques by individuals and groups. Suggest reproducing a period item as an individual or group project. Fortunately, historical research is easier than ever:

- **Electronic searches** (Google, Bing,) for images of period examples & resources are fast and powerful. Specialized search tools like Google Scholar can narrow down results closer to what you really need.
- **Wikipedia** is a fine place to START. Access the entry's sources and they'll lead you to other resources.
- **Museum websites** often have search-the-collection features that let you find and copy high-resolution images of medieval artifacts with detailed descriptions, dimensions, history & analysis. (British Museum, V&A, Metropolitan have excellent collection computer access.) Translations are available for some sites.
- Out of print **exhibition catalogs and proceedings of symposia** ones now available as pdf files that can be accessed free (Metropolitan Museum of Art's <http://www.metmuseum.org/research/metpublications>.)
- **Web Gallery of Art** is a searchable museum of European art 11-19th centuries <http://www.wga.hu/index1.html>
- **Google Books** and **Project Gutenberg** (www.gutenberg.org/) have a huge amount of text free to the public from out of copyright and out of print books. Some things can be read via Amazon's *look-inside* feature.
- **Karen Larsdatter** has assembled a profoundly useful website for investigators of medieval material culture at <http://larsdatter.com/>. It has links to period images of everyday objects and other fun stuff.
- **Stefan's Florilegium** is a collection of very useful e-mail discussion threads going back many years and cleverly sorted by topic at: <http://www.florilegium.org> Updated monthly, it can be very useful.
- **Articles published prior to 1923 in J-STOR** (a repository of articles for history scholars) now free to the public instead of through subscription via university and museum libraries. http://archive.org/details/jstor_ejc
- Your friendly local **librarians** may be able to help you. The SCA has some fine academic and research librarians in its ranks. They can help! Find them. Ask them. Thank them. Buy them a drink. Feed them.

Recommending People

An MoAS is in an excellent position to see many people's work as artisans, teachers, organizers, helpers. When you see a knowledgeable, capable, courteous, hard-working person who appears to be a suitable candidate for an honor or award, discuss it with others and consider writing a recommendation. Anyone, whether SCA member or non-member, can submit a letter or electronic recommendation for any Local or Kingdom order, honor, or award. An excellent guide is Anarra Karlsdottir's "How to Write a Recommendation" <http://www.greydragon.org/library/recommendation.html>

Local group's awards may be described on the group's website, or you can ask the group's leader or seneschal for details about traditions and honors. Not all groups give awards. Some groups honor outside-their-borders helpers as well as their local populace's achievements for service, martial arts, and A&S accomplishment. Send letters of recommendation to the group's leader(s) (i.e. Baron/Baroness, Prince/Princess) or to the Seneschal.

East Kingdom has complete descriptions of awards & honors at <http://seneschal.eastkingdom.org/docs/EKLAW.pdf> pages 22-27. Images of award emblems & brief descriptions can be found at <http://www.sca.org/awards/east.html> Several East Kingdom honors and awards are of particular interest to A&S artisans: **Golden Kinder** (East's children under-18 who perform or display A&S), Order of the **Tyger's Cub** (service, under 18s), **Gift of the Golden Lyre** (individuals or groups displaying A&S at a RP), **King's Order of Excellence** (at King's choice for authenticity of garb, demeanor, camp), **Order of Terpsichore** (dance), **Order of the Troubador** (bardic arts), **Order of the Maunche** (A&S order of high merit), **Order of the Laurel** (A&S peerage).

Recommendations need to honestly and concretely illustrate the candidate's accomplishments and qualities so readers can draw their own conclusions. Flowery language is nice but don't let it get in the way of clarity. Keep to the topic of the candidate's SCA activities and avoid describing their mundane interests (Nascar fan, Volunteer Fireman, LARP-ist). A letter of recommendation to an Order should courteously call the attention of the Crown and the Order to the candidate for their consideration of his/her fitness to become a companion of the Order. Be sure to include explicit examples of the person's activities that made you decide to recommend them.

A recommender needs an understanding of the award so it's wise to re-read the award's description and gather relevant information about the candidate. A link to a candidate's photo, project blog, or East KingdomWiki entry (http://www.eastkingdom.org/mediawiki/index.php/Main_Page) helps readers connect the candidate's name, face and works. Avoid recommending someone for an award they already have, so check the SCA name in the alphabetical list of recipients-&-awards at **East Kingdom's Order of Precedence** site: <http://op.eastkingdom.org/>

East Kingdom awards recommendations can be made through the eastkingdom.org website by clicking on the quicklink "**Recommend an award**" or directly via: https://2way.webhrlink.com/IIS5_CGI/2w5AX6/2WAY.html It is much easier to look over the form, then write the recommendation offline and fill in the form from the offline draft.

Working With Neighboring Groups:

As an MoAS, it's helpful to contact the MoASs of neighboring groups to exchange information about activities, expertise and special interests in your groups. Organizing common workshops, events, or group road trips to museums or events can be fun. See how it goes. An annual Regional A&S Faire gathering artisans from all over your region is strongly encouraged. It could be planned as a schola, a collection of Challenges, or other A&S contest. Find out if your group might be interested in hosting such an event alone or in conjunction with a neighbor-group. Cold weather is a great time for A&S-themed events.

Kingdom Resources and Opportunities:

Use your resources! Contact your Regional or Kingdom MoASs with questions or to ask for help, advice, clarification or encouragement, on any topic or situation, no matter how obscure or obvious.

Keep your local community informed of Kingdom events that could be of interest to them. Encourage artisans to participate in East Kingdom A&S displays at events, competitions, East Kingdom University, local and non-local opportunities. Also be aware of Inter-kingdom events like Known World Costuming Symposium, and Metalsmith's Symposium that move around the country and may be held nearby some year.

Invite artisans to compete, judge, or attend the annual **King's and Queen's A&S Championships** for the fun of it and for the honor of competing in such a championship. This event is held different regions in the late winter of each year and draws artisans and judges from all over. Check with your group and see if they might be interested in hosting this East Kingdom event. It typically draws about 175 attendees with ~40 artisans competing & displaying. It is an excellent event for smaller groups who want to try hosting a Kingdom event. The current King's & Queen's Champions design the next contest, so rules of the contest change each year.

“The King's and Queen's Arts and Sciences Champions will have the following duties:

- a. Defend the honor of The Crown.*
 - b. Advise and assist The Crown in the organization of the tournaments to choose their successors.*
 - c. Further the practice of their arts throughout the East Kingdom.*
 - d. Serve as members of the Royal Household, and attend The Crown in court.*
 - e. Have the right to bear the regalia associated with their positions.*
 - f. Provide to the Kingdom Chancellor of the Exchequer a written estimate of costs uniquely related to the organization of the tourney to choose their successor.*
- [Champions] Will maintain their positions until the next tournament to choose their successors. Champions may not succeed themselves.”—EK Law pg 13*

As a group of medieval enthusiasts, we are thinly spread around the world, so we keep in touch with our interests and find new ones by reading. Somebody has to write and photograph those fantastic for us to enjoy—so it might as well be you or some of your artisan friends. Consider encouraging your populace to prepare an article for one of these SCA publications where artisans share their A&S adventures:

- Your local group's newsletter. Check with you chronicler about how to submit an article and about electronic text and photo formats. This is a great way to organize the documentation you've assembled in support of a research project or in preparing a class to amaze and amuse you friends.
- **Ars Scientia Orientalis**, the East Kingdom Magazine of Arts and Sciences is published electronically at <http://aso.eastkingdom.org/> It's definitely worth reading. Encourage local artisans to submit inquiries or completed articles about their period projects and research interests to the Editor, Mistress Annetje Van Woerden (editor_as@eastkingdom.org).
- **Tournaments Illuminated (TI)** Society-wide magazine features kingdom news, a humor column, war reports, museums exhibits of interest, medieval destinations, book reviews, and listings of major SCA events. Article topics cover how to thrive in the SCA, as well as works of research on pre-seventeenth-century Western culture. Articles of general SCA interest may be submitted to **Editor** - Dar'C O'Neal | *Magister Riordan MacGregor*; teditor@sca.org
- **Compleat Anachronist (CA)** usually devotes each issue to one medieval topic, so lengthier articles and ideas for new issues may be discussed with the Interim Editor: Jennifer Heise • Jadwiga Zajaczkowa, OL caeditor@sca.org A list of Compleat Anachronist issues is available at: <http://www.sca.org/ca/issues.html>

A&S and Safety:

Doing something new increases the risk of mishap because not all the hazards of an activity are known to the participants. So, it is everyone's job to be aware of safety concerns during classes, gatherings, workshops and events. Activity leaders can remind participants about suitable safety precautions, encourage the appropriate use of protective gear and keep participants aware of safety concerns while they are working.

If you as a participant see something you think is hazardous, speak up and help correct it.

The MoAS can suggest A&S activity leaders think about safety issues that could occur during their planned activity by asking themselves the following questions:

- Does anything require protective equipment? (gloves, glasses, ventilation, etc.) If so, will you provide protective equipment or will you ask participants to bring their own?
- Are hazardous or toxic materials used or created during the activity? How will you alert participants about avoiding injury from these materials? How will you dispose of such materials?
- What do participants need to know about safe operation of unfamiliar equipment? (lathe, kiln)
- Are there electrical safety hazards to be considered?
- Is there an unusual risk of fire? Do you know where a handy fire extinguisher is and how to use it?
- Are there food safety considerations that need to be discussed with students? What do participants need to know to store and prepare raw materials and finished foodstuffs safely?

It is helpful to discuss your class/workshop with another artisan or teacher so they can help you plan for a safe & successful activity.

SCA and East Kingdom Law and policy do not require a trained first-aider or warranted churgeon at any events, including A&S workshops, gatherings, classes, scholas and universities. You are not expected to be a trained emergency worker. Do what you can as a concerned helper and don't become a part of the problem.

Some tips for dealing with an accident or injury:

- In the event of an accident or injury take a deep breath. (Pilots are told: "Wind your watch." Quick action is quick, not instant. Make sure you have an understanding of the situation before you act.)
- Listen to the injured person and try to comply with their wishes. (They're injured, not stupid.)
- Use your best judgment and help the person as you would want to be helped.
- Arrange prompt transportation to a nearby urgent care or hospital Emergency Department if the person has a minor (not life-threatening) injury that they feel needs medical care.
- For serious problems, contact Emergency Services by calling 911 as soon as possible. If unsure, call 911.
- Explain the problem to the 911 dispatcher. Comply with the dispatcher's instructions.
- Cooperate with emergency workers when they arrive.
- Try to stay with the injured person. Avoid becoming a part of the problem.
- Secure the site. Call in help or emergency workers as needed to prevent injuries &/or property damage.
- Notify your Seneschal of the details of the incident as soon as you can reasonably do so.

A&S and Alcohol? *(A summary with extracts of pertinent SCA rules below)*

First: know and obey your federal, state, and local laws.

The US has a uniform age of 21 for legal *purchase* of alcohol throughout the country. Laws concerning age and circumstances for legal *consumption* of alcohol vary with state and municipality.

In **Canada's eastern provinces**, the legal age to *purchase* alcohol is 19, except in Quebec, where it is 18.

SCA rules state that throughout the East Kingdom (and may also apply elsewhere):

- SCA group funds can be used to purchase alcohol for use in cooking.
- SCA group funds can be used to purchase **equipment & ingredients** for study and re-creation of alcoholic beverages such as wine, ale, mead etc. (A brewing workshop is legal & can be supported by group funds.)
- Homemade alcohol-containing items may be displayed & judged at SCA events in accordance with site rules and local laws provided no SCA groups' funds were used to purchase ingredients in the entry.
- SCA group funds **cannot** be used to purchase alcohol (or use donated alcohol) for gifts, or to be served or sold in "taverns", "inns", or "bars".
- Individuals may consume, share, or bestow alcohol-containing items upon other individuals at SCA events in accordance with site rules and local laws.
- Distilling fermented liquids into alcoholic spirits for recreational purposes or personal use (deemed *consumption*) is illegal throughout the US and Canada. Permits are available in the US to allow distilling for fuel use. Distilling essential oils from plants in small stills (< 1 gallon) is not illegal in the US.

SCA Corpora reads: "VIII. **POLICY ON ALCOHOL**

Manufacturing, distributing, selling, serving, or furnishing of alcoholic beverages by the SCA or its branches or subdivisions is prohibited within the United States and its territories. The use of any SCA funds for the purchase of potable alcohol, except for such quantities as may be necessary for cooking, is prohibited in the United States and its territories. Officers are not prohibited from serving alcohol; however, it must be done as individuals, and not as part of their official duties as officers. Officers are not prohibited from giving gifts of alcohol; however, it must be done as individuals, and not as part of their official duties as officers. Giving or receiving gifts of alcohol in court is not considered to be part of an officer's official duties."---Excerpted from SCA By-Laws and Corporate Policy, 6/11/2009 revision pg 14. <http://www.sca.org/docs/pdf/govdocs.pdf> (pdf pg 60) accessed 6/26/2013

SCA Seneschal's Handbook reports on Alcohol and Liability Insurance coverage in "Host Liquor Coverage

Our General Liability policy provides coverage for claims relating to the incidental use of alcohol at events, but not if we go into the business of selling or serving alcohol. Specifically (and these are the "five deadly sins"), the SCA cannot manufacture, distribute, sell, serve, or furnish alcoholic beverages. Hence, SCA-sponsored taverns are prohibited. Further, SCA funds may not be used for the purchase of potable alcohol, except for that needed for use in cooking. Reference for the above section: Corporate Policies " --excerpted from the SCA Seneschal's handbook 10/ 2005 pg 23 (pdf pg 27). <http://www.sca.org/docs/pdf/SocSenHandbook-200510.pdf>

The East Kingdom Brewers' Guild at published an official handbook that interprets SCA policy <http://ekbg.eastkingdom.org/wp-content/uploads/EK-Brewers-Guild-Handbook-2012B.pdf>.

It says: "SCA Policy on alcohol: SCA, INC--As per SCA Policy, it is prohibited to use any SCA funds for the purchase of alcohol; this includes the USA and Canada. This includes [*using SCA funds to purchase*] the following: 1. For use as Prizes in tournaments or raffles 2. As gifts; 3. For re-sale at Taverns, Bar's or Inn's 4. Or given away at a Tavern, Bar or Inn Any donated alcoholic item for any of the above reasons is also prohibited.

SCA Funds are permitted for the following: Alcohol purchased for use in cooking. The purchase of equipment / ingredients by Guilds for the study and recreation of alcoholic recipes, as long as it does not fall under one of the four reasons listed above.

Failure to adhere to this policy will cause the SCA Insurance Policy to become null and void at an event. This only applies to the USA and all its territories.

It is prohibited under the Insurance Policy for the SCA to participate in any of the following: 1. The Manufacturing of Alcohol; 2. The Distribution of Alcohol; 3. The Selling of Alcohol; 4. The Serving of Alcohol 5. The Furnishing of Alcohol

The Manufacturing of alcohol for an A&S Competition is permitted as long as the following applies: A. No SCA Funds were used B. The competition is being judged by persons qualified in that field C. Competition is held in a controlled area; D. Always, Modern Laws apply regarding minors with alcohol"

If you think a situation needs further clarification, contact your Seneschal.

A&S and Minors: Regarding Minors Attending Arts & Sciences Activities and Classes

For the purposes of the SCA activities, a **minor child is anyone under the age of 18 years**. Children are the future of the SCA. Planning A&S activities to interest and include them is really fun and is strongly encouraged, however, a little extra thought and care must be exercised to protect the activity leaders as well as the children. When in doubt, speak to the Chancellor Minor (chancellor-minor@eastkingdom.org) or check the Chancellor Minor Handbook (http://eastkingdom.org/Law/chan_minor_handbook.pdf).

Current EK policy concerning children at A&S activities is summarized here. EK Policy is included below.

For A&S activities taking place in public spaces (not private camps) the following rules apply:

- If classes are labeled Adult Only, no one under the age of 18 is allowed to attend.
- Minor children between the ages of 12 and 17 are allowed to attend any general class they want. They do not need an escort or written permission. They are expected to be courteous during the class. If they are disruptive, the teacher may ask them to leave class and check in with their onsite adult contact. However, should any unaccompanied minor attend a class, it is required that there be AT LEAST 2 unrelated adults be present at all times. At no time should a non guardian adult be alone with a minor. (This rule is for the protection of both the minor and the adult.)
- Minor children under 12 need an adult (18 and up) or a responsible teenager (12-17 & acting responsible) to keep them company in classes. Classes may be aimed especially at children under 12, but under-12s need to bring an adult or responsible teenager with them to class unless a Warranted Chancellor Minor plus another adult are both present for the whole duration of the activity. The description of child-oriented class should include the fact that kids of all ages are welcome and that kids-under-12 need to bring a parent or a responsible teenager to enjoy the class with them. (An escort is allowed to supervise more than one child.)

If a class is held in a PRIVATE camp, minors (under 18 years old) MUST be accompanied by a parent or adult guardian or responsible adult, not a minor teenager.

EK Policy: The information below was communicated by the East Kingdom Chancellor Minor on 6/10/2011 and confirmed with the current EK Chancellor Minor via e-mail 6/19/2013. (ARL)

"The minor waiver should suffice as notification of parental responsibility. If an A&S class is listed as 18+ only, then no minors may attend. If the class is listed as "for youth/children" it must have a Warranted CM present (6/2103 note: a Warranted CM has had a background check and is approved by the Kingdom Chancellor Minor), 2 deep (2 adults present at all times), and parents present in accordance to the already existing rules.

If it is an event like EKU, or Pennsic University, I feel the minors attending classes (i.e. by themselves) should do so in accordance with site rules. In essence, 12 and over may attend at will (as they can walk around without parents in attendance) and "Children under the age of 12 must be within voice range or in sight of a responsible adult or teenager at all times." As from the Pennsic rules themselves.

As I said, the minor waiver covers parental responsibility. Should a minor attend a class that the parent does not approve, yet is clearly a class that anyone can attend (say a class on witchcraft, that a parent objects to due to religious reasons) then it was the parents' responsibility for their child not to attend. It should never be the SCA's responsibility to judge what is acceptable for a minor to attend in non-adult themed classes. Minors attending classes not in the University Tents, i.e. a private camp, must be accompanied by a parent/guardian or responsible adult, not a minor teenager."

When is an A&S activity a SCA-sanctioned event?

An A&S activity is an SCA-sanctioned event if it is

- hosted by the local SCA-group, (not an informal group such as a household, ship, or clan)
- published in the SCA-group's official newsletter, e-mail list, website, or calendar, and
- if one paid-up SCAMember appointed by the sponsoring branch (officer) is in attendance.

All 3 of the above conditions must be met.

Supporting info from the relevant documents is below:

SCA Organizational Handbook 6/11/2009 revision Corpora pg 4 (pdf pg 14) <http://www.sca.org/docs/pdf/govdocs.pdf>

"II EVENTS

A. Society Events Defined

The term "Society event" refers to tournaments, feasts, and other activities whereby participants can display the results of their researches into the culture and technology of the period in an environment which evokes the atmosphere of the pre-17th century European Middle Ages and Renaissance. It also refers to educational activities involving either one-time classes or ongoing Society university organizations, and meetings where participants share skills or discuss the business of the group. All Society events must be sponsored by branches of the Society, registered with the Seneschal of the sponsoring branch, publicized at least to the members of that branch, and conducted according to Society rules.

B. Requirements for Participants at Society events Anyone may attend Society events provided he or she wears an attempt at pre-17th century clothing, conforms to the provisions in Corpora, and complies with any other requirements (such as site fees or waivers) which may be imposed. At business meetings and informal classes, the requirement to wear pre-17th century dress may be waived. All participants are expected to behave as ladies or gentlemen.

C. Business Requiring Prior Announcement

Formal actions and announcements with long-term impact on the Society may occur only at Society events for which a full announcement including date, time, and place has been published in advance in the appropriate corporate publication. These actions include Crown and Coronet Tournaments, Coronations and Investitures, appointment of officers, presentation of awards and titles, proclamation of law, and the establishment or advancement of branches. However, deputy officers and officers below principality level need not be appointed at published events.

D. Individuals in Charge of Events

Each Society event must have one Society member appointed by the sponsoring branch in attendance and responsible for the general conduct of the event. Where an event involves only one type of Society activity, the responsible member is the appropriate branch officer, or someone designated by that officer (usually called an Autocrat or Event Steward). Where an event includes a variety of activities, the responsible member is the branch Seneschal or someone designated by the branch Seneschal (usually called an Autocrat or Event Steward). Events including Society combat or combat-related activities must have at least one warranted marshal, designated by the Marshal of the sponsoring branch, in attendance and responsible for those activities." -Excerpted from 6/11/ 2009 revision of Corpora pg 4-5 (pdf pg)14-15 <http://www.sca.org/docs/pdf/govdocs.pdf>

* * *

"E. Seneschals are reminded that all SCA events must be sponsored by an official branch of the SCA. Unofficial special interest groups wishing to host events, such as households, ships, guilds, or clans, should obtain the sponsorship of an official branch before proceeding. Reference for this section: Corpora, I.E "

--SCA Seneschals' Handbook 10/2005 pg 19 <http://www.sca.org/docs/pdf/SocSenHandbook-200510.pdf> (pdf p23)

Information about SCA's liability **insurance** concerning event sites, participants, non-participants, & officers can be found at: SCA Seneschal's Handbook October 2005 pg 22-23. (pdf pages 26-27) <http://www.sca.org/docs/pdf/SocSenHandbook-200510.pdf> Accessed 6/26/2013.

If you feel a situation needs further clarification, contact your Seneschal.

Excerpts from SCA Policies and Laws that may be pertinent to A&S activities are included below. Please check with your Seneschal if any questions arise concerning SCA or East Kingdom Law and policies.

IX. POLICY ON FIRST AID AT EVENTS While organized first aid services are desirable at events, the Society and its branches may not be placed in the position of promising to provide these services. Therefore, while branches are encouraged to have qualified volunteer first aid personnel available, they are specifically prohibited from requiring the presence of a medical officer at events, and from in any way implying that the Society's sponsorship of an event depends upon the presence of organized first aid services.

Information about liability **insurance** concerning sites, participants, passers-by and officers can be found at: SCA Seneschal's Handbook October 2005 document pg 22-23.
<http://www.sca.org/docs/pdf/SocSenHandbook-200510.pdf> (pdf pages 26-27) Accessed 6/26/2013.

X. POLICY ON ELECTRONIC COMMUNICATIONS

A. Electronic Publication of SCA Documents

When official corporate documents are published electronically on a site not sponsored by the SCA, Inc., the original copyright notice for the document must be provided along with the text. The following addition should be made to the copyright notice: "In cases of conflict, the governing version of this document is (title of document), copyright (date) by the Society for Creative Anachronism, Inc., and obtainable imprinted from from the SCA Stock Clerk, P.O. Box 360789, Milpitas CA 95036. Disputes over the contents of this document will be decided in favor of the printed version available from the SCA, Inc."

B. Participation of SCA Officials in Electronic Communications Media

1. Unless otherwise stated as a prerequisite of office, electronic communication is not required of any officer. Traditional paper correspondence is always acceptable, and is the default means for official correspondence.
2. The SCA, Inc. neither prohibits nor requires members' or officers' participation in electronic communications media such as newsgroups or mailing lists.

--Excerpted from SCA By-Laws and Corporate Policy, June 11, 2009 revision pg 14. accessed 6/26/2013
<http://www.sca.org/docs/pdf/qovdocs.pdf> (pdf pg 60)

East Kingdom Arts & Sciences Office Staff as of 7/2013

East Kingdom Arts and Sciences website: <http://moas.eastkingdom.org/>

Officers:

Kingdom Minister of Arts and Sciences: Lady Gabriella de Bas Serra	moas@eastkingdom.org
Webminister: Lady Isabel Chamberlaine	web_moas@eastkingdom.org
Novice & Youth Deputy: Baroness Rainillt de Bello Marisco	moas.youth@eastkingdom.org
Deputy MoAS: Lady Rosette de Rhiems	moas.deputy@eastkingdom.org
Tir Mara Crown Principality Deputy: Mistress Bess Darnley	moas@tirmara.eastkingdom.org
Northern Regional Deputy: Baroness Mylisant Grey	moas.north@eastkingdom.org
Central Regional Deputy: Lady Bronwen Rose of Greyling	moas.central@eastkingdom.org
Southern Regional Deputy: Lady Creatura Christi of Oaks	moas.south@eastkingdom.org
Deputy of Martial Studies: Master Galleron de Cressy	moas.martial@eastkingdom.org
A&S Competition Advisory Deputy: <i>in process</i>	
Editor for the Ars Scientia Orientalis : Mistress Annetje Van Woerden	editor_as@eastkingdom.org

Contact information for the MoAS of each local group is published in every issue of the **Pikestaff**.

East Kingdom University Staff as of 7/2013

“The mission of the East Kingdom University is to promote scholarship and learning throughout the East Kingdom by supporting educational events held by local groups & by providing opportunities for the populace of the kingdom to teach and learn from each other.” They are strongly supportive of teachers and are very good at helping novice teachers to be confident and effective. There are useful resources about teaching on the EKU website: <http://eku.eastkingdom.org/cms/?q=node/13> .

East Kingdom University website can be found at: <http://eku.eastkingdom.org/cms/?q=node/12> .

East Kingdom University Chancellor:

The Honorable Lady Isabelle de Montreuil sur Mer	eku@eastkingdom.org
Deputy EKU Chancellor: Lady Elysabeth Underhill	eku.deputy@eastkingdom.org
EKU Webminister: Norana Cantrell	NoranaC@gmail.com

Regional Deputies for EKU

Northern Region Deputy: Lady Muirgheall O'Riein	eku.north@eastkingdom.org
Central Region Deputy: Lady Elysabeth Underhill	eku.deputy@eastkingdom.org
Southern Region Deputy- Dom. Galefridus Peregrinus	eku.south@eastkingdom.org
Tirmara Deputy- Lady Zelina Silverfox	eku@tirmara.eastkingdom.org

Policies of the East Kingdom Arts and Sciences Office *(reformatted)**(dated 10/13/2011) accessed 6/26/2013 at <http://forums.eastkingdom.org/archive/index.php/t-6.html>***Responsibilities of the Kingdom MoAS**

- Act as advisor in all matters pertaining to the Arts and Sciences within the Kingdom to the Crown and subjects of the Kingdom, and supports study in those areas.
- Supervise the Lesser Office of Chancellor of the East Kingdom University.
- At the request of the Crown, work with the Kingdom Chamberlain to coordinate and supervise the creation of regalia.
- Maintain a list of current Local MoAS.
- Accept reports from Local MoAS.
- Accept Royal Guilds' reports from the Guildmaster/Guildmistress, or another gentle designated by each Guild
- Report on Kingdom Arts & Sciences trends to the Society MoAS

Responsibilities of the Drop-Dead Deputy MoAS:

- Assist the Kingdom A&S Officer and understand current activities so that job functions could be transferred at any time
- In the event the Kingdom A&S Officer is unable to fulfill these duties, fill in for the Kingdom MoAS.

Responsibilities of Regional Deputies

- Collect reports from Local A&S Officers
- Report on Regional trends to the Kingdom A&S Officer
- Follow up on the status of Local A&S Officers at the request of the Kingdom A&S Officer

Warranting of Local A&S Officer's

- Per East Kingdom law, all baronies, provinces and principalities are required to have an warranted MoAS. Shires are required to have either a Knight Marshall or MoAS (1 is required). Cantons, Ridings, Colleges, Strongholds and Ports are required to have Herald and/or Knight Marshal and/or MoAS (1 of the 3 required).
- MoAS generally have a two-year term, renewable
- The Seneschal and MoAS of the local group should send a letter to the Kingdom MoAS at the beginning of the local MoAS's term. The letter should contain:
 - The SCA and Mundane names of both the Seneschal and Local A&S Officer
 - EITHER a legal signature or the SCA membership number of both the Seneschal and Local MoAS
 - The start and end dates of the Local A&S Officers term

Responsibilities of Local MoAS

- Support the Arts and Sciences according to the wishes of the local group's populace and Officers.
- Report to their Regional Deputy and Kingdom Officer quarterly, no later than the first calendar day of March, June, September, and December.

A report from a local group MoAS should consist of at least:

Date and the quarter being reported on.

The local group name and region

The mundane name of the person doing the reporting and their office (especially if the person reporting is not the group's MoAS).

Their MoAS term end date if applicable.

Their SCA name, membership number and expiration date

Some affirmation that A&S activities are happening in the local group and/or that they are still interested in encouraging A&S activities in the local group.

Other useful information could include specific activities and the dates upon which they happen, names of people and the arts they are currently practicing, wish-lists of what local members would like to learn from members outside of their group, etc.

It is permissible to complain about the fact that one has to report as part of the report and/or give suggestions on how A&S could be better run at the Kingdom level

From East Kingdom Law pp 10 and 11

6. The Kingdom Minister of Arts and Sciences

- a. Acts as advisor in all matters pertaining to the Arts and Sciences within the Kingdom to The Crown and subjects of the Kingdom, and supports study in those areas.
- b. Supervises the Lesser Office of Chancellor of the East Kingdom University.
- c. At the request of The Crown, works with the Kingdom Chamberlain to coordinate and supervise the creation of regalia

....

12. The Chancellor of the East Kingdom University

- a. Coordinates and supervises the East Kingdom University.
- b. Disseminates to the populace information concerning the East Kingdom University.
- c. Maintains a repository of course and teacher information.

Is responsible to the Kingdom Minister of Arts and Sciences.

East Kingdom Office of Arts and Sciences Quarterly Report Form

Report is due March 1st, June 1st, September 1st, December 1st.

Copies to be sent to Kingdom MoAS (moas@eastkingdom.org), your regional deputy MoAS,* your seneschal, your nobility, and your files.

Identifying info (required) Please!

Date of this report:	Group
Reporting MoAS: :	Region:
Mundane (legal) Name	MoAS term end date:
Membership # :	Membership expiration date:
Contact information (e-mail or phone, whichever works best to contact you):	

Fill in only fields that apply to your group's situation

Events held by your group in this reporting period:

Demos held by your group during this period:

Workshops, Guilds and/or Special Interest Group activities:

Personal projects and interesting initiatives from members of your group:

Positive aspects/Problems in your group/office:

Questions or new information about your office:

Suggestions:

Other:

*Regional deputies' e-mail addresses:

Tir Mara Crown Principality Deputy: Mistress Bess Darnley

moas@tirmara.eastkingdom.org

Northern Regional Deputy: Baroness Mylisant Grey

moas.north@eastkingdom.org

Central Regional Deputy: Lady Bronwen Rose of Greyling

moas.central@eastkingdom.org

Southern Regional Deputy: Lady Creatura Christi of Oaks

moas.south@eastkingdom.org