

The Officer Handbook of the Principality of the Summits



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Introduction

This handbook is a living document. As changes to its contents are needed, the Summits seneschal with the concurrence of the Summits Prince and Princess will publish such changes in the Summits newsletter and at the next Summits Coronet level event. At such time, changes will be incorporated into this handbook. The handbook will be available on the Summits website.

The purpose of this handbook is to set forth and clarify the specific duties and responsibilities of each Summits officer. Also included in this handbook are possible deputies of an office and the duties and responsibilities of those deputies. Deputies listed are not required nor are they the only deputies that an officer can have.

This is the current version of the Summits Officers Handbook and all earlier versions are repealed. This Summits Officers Handbook is incorporated by reference in the Laws of the Principality of the Summits and shall be acknowledged as though it is part of Principality Law.

Article I. OFFICER RESPONSIBILITIES

ARTICLE I.A Responsibilities and Duties in common

- 1.) The responsibilities and duties that cover all Officers of Court and State can be found in the Summits Law, Article III A.

Article II. OFFICERS OF COURT – PRINCIPALITY CHAMPIONS

ARTICLE II.A Responsibilities and Duties in common

- 1.) The responsibilities and duties that cover all Officers of Court, Principality Champions, are found in the Summits Law Article III B.

ARTICLE II.B Defender of the Summits – Summits Heavy Champion

- 1.) The combatant who is victorious in the Summits Heavy Championship Tournament shall bear the title of Defender of The Summits.
- 2.) The Tournament will be held in conjunction with June Investiture and shall end with the installation of the new Defender of the Summits.
- 3.) The duties and privileges of the Defender of the Summits shall be:
 - a.) Accompany and defend the Coronet in times of war.
 - b.) Act as bearer of the Summits' Sword of State.
 - c.) Promote and encourage honour, chivalry, and martial prowess throughout the Principality.
 - d.) Act as Regent as defined in Article II.I of the Summits Law.

ARTICLE II.C Alpine Scholar – Summits Arts and Sciences Champion

- 1.) The individual who is judged victorious in the Summits Arts and Sciences Championship Competition shall bear the title Alpine Scholar.
- 2.) The Competition will be held at a Principality event between Winter Investiture and March Coronet and shall end with the installation of the new Alpine Scholar.
- 3.) The Competition shall be of a kind that promotes a broad range of knowledge in two or more areas in the arts and sciences rather than expertise in one discipline.

4.) The duties and privileges of the Alpine Scholar shall be to promote and encourage arts and sciences throughout the Principality and to work with the Principality Minister of Arts and Sciences to plan, organize and conduct the ARTists' Showcases at Coronet events.

ARTICLE II.D Captain of Eagles – Summits Archery Champion

- 1.) The individual who is judged victorious in the Summits Archery Championship Tournament shall bear the title Captain of Eagles.
- 2.) The Tournament will be held in conjunction with a suitable event occurring in July or August and shall end with the installation of the new Captain of Eagles.
- 3.) The Tournament shall be of a kind that promotes a broad range of knowledge in various forms of archery skills
- 4.) The duties and privileges of the Captain of Eagles shall be to promote and encourage the art and science of archery throughout the Principality:

ARTICLE II.E Captain of Cats – Summits Rapier Champion

- 1.) The individual who is judged victorious in the Summits Rapier Championship Tournament shall bear the title Captain of Cats.
- 2.) The Tournament will be held in conjunction with 11th Night Winter Investiture and shall end with the installation of the new Captain of Cats.
- 3.) The Tournament shall be of a kind that promotes a broad range of knowledge in various forms of rapier skills.
- 4.) The duties of the Captain of Cats shall be to promote and encourage the art and science of rapier combat throughout the Principality.

ARTICLE II.F Outrider of the Summits – Summits Equestrian Champion

- 1.) The individual who is judged victorious in the Summits Equestrian Championship Tournament shall bear the title Outrider of the Summits.
- 2.) The Tournament will be held in conjunction with a suitable event between May and August and shall end with the installation of the new Outrider of the Summits.
- 3.) The Tournament shall be of a kind that promotes a broad range of knowledge in various forms of equestrian skills.
- 4.) The duties of the Outrider of the Summits shall be to promote and encourage the equestrian arts and sciences throughout the Principality.

ARTICLE II.G Bard of the Summits – Summits Bardic Champion

- 1.) The individual who is judged victorious in the Summits Bardic Championship Competition shall bear the title Bard of the Summits.
- 2.) The Competition will take place in conjunction with Fall Coronet and shall end with the installation of the new Bardic Champion.
- 3.) The Competition shall be of a kind that promotes a broad range of knowledge in the bardic arts.
- 4.) The duties of the Bard of the Summits shall be to promote and encourage the art of bardic entertainment throughout the Principality.

ARTICLE II.H Kapitan Serebra of Tigrā – Summits Princess’ Cut and Thrust Champion

- 1.) The individual who is judged victorious in the Summits Princess’ Cut and Thrust Championship Tournament shall bear the title Kapitan Serebra Tigrā (Captain of the Argent Tiger).
- 2.) The Tournament will take place in conjunction with March Coronet and shall end with the installation of the new Princess’ Cut and Thrust Champion.
- 3.) The Tournament shall be of a kind that promotes a broad range of knowledge in various forms of cut and thrust skills.
- 4.) The duties of the Kapitan Serebra Tigrā shall be to promote and encourage the art and science of cut and thrust combat throughout the Principality.

Article III. OFFICERS OF STATE

ARTICLE III.A Responsibilities and Duties in common

- 1.) The responsibilities, duties and other information that cover all Officers of State are found in the Summits Law Article III C. Specific duties, job descriptions, for each Officer of State are listed below. Deputies are listed with the appropriate superior officer.

ARTICLE III.B The Seneschal

- 1.) The Principality Seneschal is the chief executive officer of the Principality and the legal representative of the Society within the Principality.
- 2.) The Principality Seneschal shall:
 - a.) Pass a background check as required by Society and Kingdom policy.
 - b.) Assist the Coronet in matters of Corpora, Kingdom and Principality law and policy.

- c.) Administer the branches of the Principality through Branch Seneschals.
- d.) Receive copies of all reports to the Crown and/or Coronet, generated from Principality greater and lesser officers of state, and Branch officers.
- e.) Hold regularly scheduled Moot at Coronet Events.
- f.) Be in regular communication with the Crown and Coronet.
- g.) Be responsible for supervising Coronet and Principality events.
- h.) Serve as a member of the Principality Council of the Exchequer.
- i.) Be a signatory on all Principality bank accounts.
- j.) Provide each Coronet Heir and Consort with a current copy of the Laws of the Kingdom of An Tir and the Laws of the Principality of the Summits before Their Investiture.

3.) Deputies of the Principality Seneschal (if there is no deputy, the Seneschal shall take on the duties listed for the deputy):

- a.) The Principality Calendar Deputy shall
 - i.) Maintain the Principality Calendar of Events.
 - ii.) Ensure that all events advertised in the Crier and the Echoes meet the criteria for official events as outlined in Corpora.
 - iii.) Compile and maintain the Calendar Policy, which shall contain a current list of branch reserved dates.
- b.) The Principality New Seneschal Training Deputy shall:
 - i.) Ensure that officers of the Principality understand their reporting responsibilities. This includes their deadlines, format, and who to report to.
 - ii.) Arrange for training of individual officers in the policies and procedures of their office.
 - iii.) Assist in the arrangement of annual Administrative Retreats.
- c.) Event Stewards of Coronet and Principality events shall:
 - i.) Provide a report at Moot and a written report prior to Moot as stated in Principality Law.

ii.) Adhere to Principality Event Policy and follow the Principality Event Handbook.

iii.) Should an Event Steward of a Coronet or Principality event not comply with the Event Policy or Summits Law, the Principality Seneschal shall have the right to remove said Event Steward and appoint a new Event Steward with the concurrence of the Coronet.

ARTICLE III.C The Chancellor of the Exchequer

1.) The Chancellor of the Exchequer is the Chief Financial Officer of the Principality.

2.) The Chancellor of the Exchequer shall:

- a.) Maintain the Principality's financial records.
- b.) Receive and verify the accuracy of reports from branch exchequers and other entities.
- c.) Serve as a member of the Council of the Exchequer.
- d.) Be a signatory on all Principality and branch bank accounts.
- e.) Advise the Coronet on matters of finance.
- f.) Oversee the procedures of Branch Exchequers.
- g.) Provide counsel and advice on financial matters relating to the Society.
- h.) Maintain and update Principality Financial Policy with the concurrence of the Council of the Exchequer.
- i.) Relate and enforce Society, Kingdom and Principality Financial Policy.
- j.) Deputies of the Chancellor of the Exchequer (if there is no deputy, the Exchequer shall take on the duties listed for the deputy).
- k.) The Principality Chamberlain shall:
 - i.) Maintain and inventory the Royal Regalia.
 - ii.) Conduct an inventory at each Coronet Investiture. The inventory list shall be confirmed and signed by the Principality Chamberlain, the Principality Seneschal, the Coronet and the Coronets Heirs.
 - iii.) Maintain the principality regalia trailer.

iv.) Order and maintain medallions and other tokens bestowed by the Coronet.

v.) Solicit bids for the creation of new regalia and for the repair or replacement of existing regalia.

ARTICLE III.D The Bleu Grael Herald

1.) The Bleu Grael Herald is the Chief Heraldic Officer of the Principality and the head of the Summits College of Heralds.

2.) The Bleu Grael Herald shall:

- a.) Act as the Coronet's chief advisor in all heraldic matters.
- b.) Act as the Voice of the Coronet in coordination with the Royal Herald.
- c.) Facilitate the registration of the names and badges of Principality orders and awards.
- d.) Facilitate registration of the names, arms and badges of the populace.
- e.) Advise the Coronet and populace on matters of ceremony and protocol.
- f.) Encourage the practice of and provide opportunities for education in the art of heraldry.
- g.) Be responsible for official announcements at Principality events; with the exception of those that must be handled specifically by the Principality Seneschal.

3.) Deputies of the Bleu Grael Herald (if there is no deputy, the Herald shall take on the duties listed for the deputy):

- a.) Order of Precedence Herald
 - i.) Work with the Court Coordinator and/or Royal Herald to ensure that the Court Reports are submitted to the Kingdom Dexter Gauntlet.
 - ii.) Work with the Kingdom Dexter Gauntlet to maintain the Order of Precedence for the Principality.

ARTICLE III.E The Earl Marshal

1.) The Earl Marshal is the Chief Martial Officer of the Principality.

2.) The Earl Marshal shall:

- a.) Supervise combatants on the field of honour.
- b.) Maintain and enforce the An Tir Book of Combat.
- c.) Facilitate the education and development of period heavy weapons combat with the aim of encouraging authentic, safe, honourable and chivalric combat.

3.) Deputies of the Earl Marshal:

- a.) The Armored Combat Marshal shall:
 - i.) Encourage the development of period heavy weapons combat.
 - ii.) Maintain and enforce the An Tir Book of Combat.
 - iii.) Ensure equipment and safety standards for period heavy weapons combat.
- b.) The Archery Marshal shall:
 - i.) Encourage the development of period archery and missile weapons.
 - ii.) Maintain and enforce the An Tir Book of Target
- c.) The Rapier Marshal shall:
 - i.) Encourage the development of period rapier combat.
 - ii.) Maintain and enforce the An Tir Book of Fence
- d.) The Warlord of The Summits shall:
 - i.) Be the chief training officer and organizer of the Armies of The Summits.
 - ii.) Be appointed by the Coronet of the Summits.
 - iii.) Inspire and carry the confidence of the Captains of the Armies of the Summits
 - iv.) Effectively lead The Summits' Army and all of her troops.
 - v.) Carry the banner of the Principality of the Summits in times of war and peace.
 - vi.) Create and engage in teaching opportunities for the Armies of the Summits.

- vii.) Attend, assist and participate in the Kingdom events focusing on war.
 - viii.) Coordinate with the Captains of the Armies and households to encourage participation with and to strengthen the Armies of The Summits.
 - ix.) Attend and assist the Coronet with general meetings at war councils.
 - x.) May serve a second and final two-year term of office contingent upon a successful confidence polling of the War Captains of the Summits and with the concurrence of the Coronet. The confidence polling is simply a tool and the Coronet of the Summits shall have the final decision in who will serve as the Warlord of the Summits.
- e.) The Youth Armoured Combat Officer shall:
- i.) Be the chief organizer and educator of Youth Combat Arts
 - ii.) Pass a background check as administered by the Kingdom Seneschal's office.
 - iii.) Maintain and enforce the An Tir Book of Youth Armored Combat.
 - iv.) Encourage and promote Youth Combat Arts throughout the Principality
 - v.) Establish and maintain an authorization system for youth combatants and marshals.
- f.) The Minister of the Lists shall:
- i.) Organize and coordinate lists as directed by the Coronet.
 - ii.) Establish and maintain an authorization system for combatants and marshals.
 - iii.) Coordinate with the Blue Grael Herald and Marshals to ensure the smooth running of Coronet and Championship tournaments.
 - iv.) Work in cooperation with the Principality Seneschal to verify membership of combatants and consorts who wish to enter Coronet and Championship Lists.
- g.) The Equestrian Marshal shall:
- i.) Encourage the research and development of period animal activities including equestrian, canine and falconry.

- ii.) ii. Maintain and enforce the An Tir Book of Horse.
- iii.) iii. Maintain and enforce Society, Kingdom and Principality Policies and Rules governing canine and falconry activities.
- iv.) iv. Establish and maintain an authorization system for riders and equestrian marshals.

ARTICLE III.F The Minister of Arts and Sciences

- 1.) The Minister of Arts and Sciences is the chief artistic and scientific officer of the Principality.
- 2.) The Minister of Arts and Sciences shall:
 - a.) Encourage the research and development of historically accurate period art forms, technologies and philosophies.

ARTICLE III.G The Chronicler

- 1.) The Principality Chronicler is the Chief Record Keeper for the Principality and is responsible for all official publications within the Principality.
- 2.) The Principality Chronicler shall:
 - a.) Coordinate with the Webminister and Social Media Deputy to maintain and oversee official communication through electronic media, web pages and email.
 - b.) Encourage publication of the results of research by any member of the populace of the Principality.
 - c.) Keep the official minutes at Moot Meetings.
 - d.) Provide a copy of all minutes recorded at Moot, within fourteen working days of all Coronet Events, to the Coronet, Coronet Heirs (as applicable), Principality Seneschal and Principality Officers for corrections and approval before publishing.
 - e.) Maintain a roster of warranted branch Chroniclers.
 - f.) Advise and assist branch Chroniclers in matters relating to newsletter publishing in the Society.
- 3.) Deputies of the Principality Chronicler (if there is no deputy, the Chronicler shall take on the duties listed for the deputy):
 - a.) The Echoes Deputy Editor-In-Chief shall:

- i.) Accept submissions for, compile and publish The Echoes, no less than quarterly.
- ii.) Publish official announcements of the Coronet in The Echoes.
- iii.) Publish amendments to Principality Law in The Echoes as directed by the Seneschal.
- iv.) Publish Principality Law annually in a special edition of The Echoes as stated in Summits Law Article I D.

ARTICLE III.H The Chatelaine

- 1.) The Principality Chatelaine is the Chief Welcome Officer of the Principality.
- 2.) The Principality Chatelaine shall:
 - a.) Introduce new and prospective members to appropriate branches and current members.
 - b.) Provide education on the history and customs of the Current Middle Ages, Kingdom and Principality.
 - c.) Encourage active participation and period behavior.
 - d.) Coordinate with branch Gold Key officers to provide new members and visitors with period clothing to be utilized during an event.
 - e.) Represent the Society in a professional manner.
 - f.) Provide continental breakfast at Moot for each Coronet event.

ARTICLE III.I The Family Activities Coordinator

- 1.) The Family Activities Coordinator is the chief officer in charge of encouraging opportunities for the education, entertainment and participation of families.
- 2.) The Family Activities Coordinator shall:
 - a.) Take office only after having successfully passed a background check as required by Society.
 - b.) Establish guidelines and coordinate activities for families at Principality events pursuant to Society Law and Policy.
 - c.) Serve as an information officer for safety issues affecting families at events.
 - d.) Promote the ideals of service and chivalry among the families.

- e.) Educate children under eighteen and their families on age-appropriate aspects of our historical period of study and of the Society.
- 3.) Deputies of the Family Activities Coordinator:
- a.) The Preceptor of Pages shall establish guidelines, coordinate activities and encourage opportunities for the education, entertainment and participation of children ages twelve to seventeen.

ARTICLE III.J The Gryphon Scribe

- 1.) The Gryphon Scribe is the Chief Scribe of the principality.
- 2.) The Gryphon Scribe shall:
 - a.) Serve as the administrative head of the Scribes of the Summits.
 - b.) Maintain the Great Seal of State of the Principality of the Summits; surrendering the Great Seal to the Coronet in time of need and upon occasions of State.
 - c.) Maintain and administer the Backlog Scroll and Charter Roster for the Principality.
 - d.) Coordinate with the scribes of the Summits to ensure the timely completion of the scrolls and charters from the roster.
 - e.) Ensure, through coordination with Bleu Grael Herald, the accuracy and suitability of original scrolls containing registered heraldry.
 - f.) Ensure, in cooperation with the Royal Scribe, that all charters and scrolls for the current reign are completed to the satisfaction of the Coronet.
 - g.) Maintain a supply of impressions of the Great Seal, furnishing these to the Coronet and/or Royal Scribe, as needed.

ARTICLE III.K Webminister

- 1.) The Principality Webminister supervises all web-publishing activities of the principality on the official Summits website. The webminister is responsible for maintaining a professional and functional web site.
- 2.) The Webminister shall:
 - a.) Supervise all web-publishing activities of the Principality.

- b.) Provide updates to the Principality website within 72 hours of receipt of a request from the Coronet, Principality Seneschal or Principality Chronicler.
- c.) Provide updates to the Principality website within one week of receipt of a general request, once approved by the Coronet, Principality Seneschal or Principality Chronicler.
- d.) Ensure all local branch websites meet the standards set forth by the Society Webminister.

