

Terms of Reference



MANDATUM CONSILII



CONSILIUM SENATUS
DE VIA CULTURALI
EUROPEA CONSTITUENDA

SENATE EUROPEAN CULTURAL
ROUTE ESTABLISHMENT COUNCIL

(SECREC)





Version	Date	Description of changes
0.1	July 10, 2779	Finalisation of the first draft before making it public to the initial members of the committee.
0.2	July 25, 2779	Editing the first draft with the suggestions offered by the other members.
0.3	July 26, 2779	Final review before senate presentation. Formatting, naming changes.
1.0	August 30, 2779	Ratified by the senate under Senatus consultum de consilio senatus de via culturali Europea constituendo.



I. NOMEN CONSILII [COUNCIL NAME]

- I.A. **Official Legal Designation.** This formal working committee established under the authority of the Senate of Nova Roma is hereby designated the *Concilium Senatoria ac Routam Culturem Europaeam Constituendam* (The Senatorial European Cultural Route Establishment Committee).
- I.B. **Administrative Acronym.** The official acronym utilized within all Tabularium records, digital indices, and magisterial correspondence shall be SECREC.
- I.C. **Structural Versatility.** The naming convention remains broad and macro-regional. While the initial tactical delivery of this body may be specific and regional, the committee's legal identity is explicitly agnostic. This ensures that the SECREC can, under future senate direction, manage and execute multiple projects across the former territories of the Roman Empire.

II. CAUSA ET PROPOSITUM [BACKGROUND AND PURPOSE]

- II.A. **The Opportunity.** The Res Publica of Nova Roma has historically focused its operations to localized historical reenactment and living-history events, limiting its influence on the broader modern civic society. Concurrently, European-state institutions and international bodies prioritize and fund cross-border initiatives that stimulate regional development, economic growth, and sustainable cultural tourism. As an example, the “Council of Europe’s Cultural Roots” program, or the European Union’s Cultural Europe program.
- II.B. **The SECREC Mandate.** The SECREC is established as an enduring, permanent working body backed by senate decree to capitalise on opportunities that Nova Roma can use to assert itself in civic society. The primary mandate of this committee is to design, map, and organize the foundational network for a cross-border European cultural route.
- II.C. **External Engagement.** To guarantee geopolitical success and effective communication, the SECREC will be required suppress standard Nova Roman reconstructionist rhetoric in its external operations. Typical Latin and Nova Roman naming conventions may not translate to the engagements and operations SECREC will be required to perform with external parties. The project will be pitched to modern institutions through international infrastructure and tourism initiatives focused on economic growth, job creation, and sustainable regional development. Ideological alignment (Romanitas) will remain an internal, secondary phase introduced only after institutional integration is achieved.

III. FINES (OBJECTIVES)

- III.A. **Short-Term Goals.** Short-term goals are defined as the goals which are to be achieved in the following one to two years.
- III.A.i. The first goal of the SECREC is to deliver a comprehensive Project Management Plan (PMP) to the senate. The PMP shall detail the exact process, timeline and any budget that shall be requested by SECREC for the realization of the cultural route project, or any other projects that may be undertaken by the council.
 - III.A.ii. Independent legal entity. The council is to work towards the establishment of a separate legal entity that shall be a legal subsidiary of Nova Roma. This sub organisation is required by the route project and will be used to engage with other European legal entities and to qualify with the Council of Europe Cultural Route program.
 - III.A.iii. Web presence. The council will consider the creation of a public web presence to support the pursuit of the project. It will also consider independent social media accounts and updates for a dedicated Nova Roman Wiki page related to SECREC and its activity.
 - III.A.iv. International networking. The council will seek to secure initial agreements with municipal authorities, local tourism directors, and regional archaeological asset managers across the key nodes of the historical corridor (initially targeting the Via Egnatia footprint across Albania, North Macedonia, Greece, and Turkey).
 - III.A.v. More specific goals may be detailed in the PMP.
- III.B. **Long-term goals.** Long-term goals are defined as the goals which are to be achieved in the following three to five years.
- III.B.i. Cultural Route. The primary goal is the grant of an official title from the Council of Europe for an official Cultural Route sponsored by Nova Roma. This may also integrate a search for financing sources outside of Nova Roma, through international organizations such as the Council of Europe, the European Union, etc., and also with the help of the other, already existing cultural routes.
 - III.B.ii. Academic integration. The council will target prominent universities along the route to establish structured academic programs, field internships, and hands-on excavation opportunities for archaeology, history, and geography students.
 - III.B.iii. More specific goals may be detailed in the PMP.

IV. AMBITUS [SCOPE]

- IV.A. **Within the Committee Remit (delegated autonomy).** The SECREC possesses full authority to engage, correspond with, and negotiate partnerships with external third-party organizations, municipal actors, and academic entities in Nova Roma's name. It is fully empowered to advertise the route, coordinate volunteers, map trail data, and establish the structural framework of the project.
- IV.B. **Outside the Committee Remit (mandatory senate escalation).** The committee is strictly prohibited from executing the following actions without delivering an approved and updated PMP to the senate for formal legislative ratification:
- IV.B.i. The permanent commitment or expenditure of sovereign Nova Roman treasury funds.
- IV.B.ii. The formal incorporation, registration, or legal execution of the separate European NGO entity.
- IV.B.iii. The signing of treaties that legally bind the assets or trademark of Nova Roma, Inc.

V. AUCTORITAS ET SODALES [AUTHORITY AND MEMBERS]

- V.A. **Operational Leadership.** To prevent any structural stagnation, delays, and failures, clear operational and executive command is vested in the position of the Program Director.
- V.B. **Deliberative Suffrage.** The Program Director maintains executive discretion to pass measures via consensus or put them to a formal internal vote. If an internal vote is called, the outcome is binding upon all committee members. Disagreements and split votes among members will be recorded transparently within the official minutes as historical context, without halting executive progress.
- V.C. **Nomenclature.** The following is the list of formalized positions within SECREC. The Latin names shall be used in intra-Nova Roma communications, while the English ones shall be used in interaction with non-Nova Roman and external parties:

SECREC NOMENCLATURE	
LATIN NAME	ENGLISH NAME
Praeses Consilii	Council Chair/Supervising Director
Magister Operum	Program Director, Council Vice-Chair
Scriba Consilii	Council Secretariat
Curator Rerum Publicarum	Engagement and Marketing Manager
Curator Studiorum	History and Research Manager
Sodalis Consilii	Ordinary Council Members

V.D. Praeses Consilii [Council Chair]

V.D.i. **Status.** The Praeses represents the senate within the council in its relation with other higher or equal ranking bodies within Nova Roma.

- (1) The Praeses should be an experienced senator adlected to the senate.
- (2) The position is permanent, though subject to immediate recall or replacement by the senate. The seat cannot sit vacant for more than three (3) consecutive months.

V.D.ii. **Authority and judicial function.** The Praeses holds a strict, protective right of veto over committee decisions to ensure total adherence to Nova Roman law. The Praeses does *not* hold the power to call meetings, make operational proposals, or issue independent executive directives. He or she serves as the supreme judicial arbiter of appeal; any member who is removed from their position in the council may lodge a formal appeal to the Praeses for a final, non-negotiable verdict.

- (1) The Praeses can only make executive decisions for the council if both the Magister Operum and Scriba Consilii are found to be absent or unresponsive after 3 months.
- (2) The Praeses has the obligation to participate in as many formal meetings of the council as possible, and is welcome to support activities and tasks required by the council; however, he or she cannot be tasked directly, only volunteering their effort.

V.D.iii. **Vacancy.** The Praeses has the responsibility to notify the senate in case of his or her resignation. The Magister can also notify the senate of the resignation of the Praeses.

- (1) During the vacancy of the Praeses, the Praefectus Rei Publicae Administradae assumes a provisory Praeses position. During this time, he or she does not have the veto power of the regular Praeses; however, he or she does have all the supervisory obligations.
- (2) In the case three (3) months pass without the appointment of a new Praeses, the council may no longer engage with new external contacts, initiate any new agreements or commence new activities. They may otherwise maintain existing operations.
- (3) The previous Praeses, or any senator which held the position in the past, is eligible to return to the position again with no limit to his tenure.

V.E. Magister Operum (Program Director & Vice-Chair).

V.E.i. **Preliminary appointment.** In recognition of the origin of the council objectives, this *mandatum* formally acknowledges the integral role of the first Magister Operum of the council, Spurius Ulpus Genadius.

V.E.ii. **Changes to the Magister Operum.** The Magister is chosen for a period of five (5) years. After the expiration of the five years, the Praeses may renew their mandate for additional term. If the term is not renewed, the senate is to appoint a new citizen to the position. The Magister position is never to be vacant and the Scriba Consilii assumes the role on an acting basis until a new Magister is appointed by the senate.

- (1) The Scriba Consilii assumes all authority and responsibility in the absence of the Magister. If the position of Scriba Consilii is also vacant, the Curator Studiorum is to assume an acting position if permitted by the Praeses.
- (2) If a new Magister is not selected in the same day of his removal by the senate, then the Scriba Consilii will immediately assume an acting position of the Magister.
- (3) Unless stated otherwise by a senate decision, the same citizen is eligible for reappointment. There is no limit to how many terms one person can have to the position.

V.E.iii. **Scope of Power.** He or she is vested with absolute authority over the project. The Magister may appoint and dismiss all council officers, assistants, and ordinary members (excepting the Praeses). They are the only authority able to call all formal meetings, structure agendas, direct tasks to all officers, and authorize internal votes.

V.F. Scriba Consilii (Council Secretariat).

V.F.i. **Scope.** Accountable directly to the Magister. Responsible for organizing all logistics such as, but not limited to: preparing meetings - both internal or external, tracking meeting action items and fulfilment of tasks, recording the official minutes (compiled in the English language), tracking project actions according to the PMP, and deploying content updates onto the committee-designated Nova Roma Wiki page.

- (1) The Scriba has the responsibility to compile and manage all the documentation of the SECREC in a private archive that can only be accessed the council (also by senators and curator rei informaticae staff on request).
- (2) The Scriba shall be responsible for updating council pages on the Nova Roma Wiki website.

V.G. Curator Rerum Publicarum [Engagement & Marketing Manager].

V.G.i. **Scope.** Responsible for enforcing consistent marketing messaging focused on tourism, funding, regional and sustainable development.

- (1) The Curator shall maintain a database or registry of all external contacts and points of communication. His or her role is to record what was communicated by SECREC members and to whom it was communicated. All other necessary details, such as contact details and organisational information should also be recorded.
- (2) All communications from the council to an external person, party or organisation must be copied or provided to the curator, for record keeping and archiving. These are to also be stored on the private archive managed by the Scriba Consilii.

V.H. Curator Studiorum [History & Research Manager].

V.H.i. **Scope.** Coordinates all research initiatives regarding historical topography, mapping routes, and archaeological site documentation. This Curator is responsible for any scientific and historical documentation needed to establish the cultural route, and coordinating research.

- (1) The Curator is responsible for compiling all the archaeological information of key route locations included in any of the route projects of SECREC. He or she is responsible to develop new and innovative ways in which potential archaeological sites can be utilized.
- (2) The Curator Studiorum factchecks any action within any project undertaken by SECREC, assuring credibility and historical accuracy.
- (3) The Curator Studiorum, working together with Curator Rerum Publicarum, is responsible to identify additional specialists, archaeologists, historians, or other relevant people for the benefit of the cultural route.

V.I. Sodalis Consilii [Ordinary Council Members].

V.I.i. **General duties.** General citizens admitted without formal office to execute supporting work to the council. There is no limit to the number of ordinary council members.

- (1) The Sodales have the ability to vote on decisions put before a meeting.
- (2) The Magister, may assign any number of the ordinary members to carry out duties and tasks under any other appointed council office-holder. Those assigned in this

manner are to follow the direction of their appointed supervisor.

- (3) The Magister can remove or reassign any of the ordinary members from any duty or assignment.

VI. CONVENTUS ET SUFFRAGIA (MEETINGS & VOTING)

- VI.A. **Frequency and Medium.** The SECREC shall convene for a minimum of one (1) formal meeting per quarter (four sessions per annum). Meetings may be held via virtual video conference platforms, physical assembly, or mixed hybrid formats.
- VI.B. **The Nundinum Rule.** An agenda must be compiled and shared with the council exactly one nundinum (8 days) prior to the scheduled meeting.
- VI.C. **Quorum Verification.** A session is legally valid and possesses quorum if there are concurrently present: an authorized host, the Scriba Consilii, and a minimum of 50% of the total active council. Should a quorum not be achieved, the meeting is to be postponed for at least one nundinum (8 days).
- VI.D. **The Attendance Rule.** Any member who accumulates three (3) consecutive unexplained absences from scheduled quarterly meetings is automatically removed from the council roster. To maintain an active seat, formal written notification of absence outlining serious outside duties or health conditions must be lodged with the meeting host.
- VI.D.i. If removed from the council by the Magister, an appeal may be lodged with the Praeses, who will mediate with all parties to make a final determination.
- VI.D.ii. An appeal must be lodged within three (3) nundinae of the automatic removal. An excluded citizen is not permitted to rejoin the council for six (6) months.
- VI.D.iii. Voting matters before the council. A vote on a direction, activity, or decision may be put before a council meeting for all members to vote on. The Magister is not obliged to put decisions before a meeting, but once a vote is cast on a decision, it is binding. A measure passes if a simple majority of those present votes in favour of the motion (>50%).

VII. OPERA ET CURA TABULARUM (DELIVERABLES & DATA MANAGEMENT)

- VII.A. **Project Management Plan (PMP).** The committee is structurally obligated to compile a comprehensive Project Management Plan detailing management and execution of its project mandate, which shall include a

proposed external partner list, and the project implementation timeline. The PMP will be formally delivered to the senate via the Praeses.

VII.A.i. The council will submit the finalised PMP by the end of the current year of its creation. The council may commence activities and planning but cannot engage with external people, parties or organisations until the PMP is approved.

VII.A.ii. The PMP is to document all considerations for a European-based non-profit legal entity that is required for the cultural route. It should detail required documentation, costs, submission timelines and proposals for the senate to consider concerning the management of the new legal entity.

VII.B. **Reporting Pipeline.** The council will deliver a concise, maximum 2-page, progress report to the Senate every six (6) months via the Praeses, ensuring complete transparent alignment with the PMP.

VII.B.i. The first report is due within six (6) months of the approval of the PMP.

VII.B.ii. The report is to be submitted to the senate via the Praeses.

VII.C. **Data Security.** Meeting minutes, risk logs, and the PMP are classified as “Nova Roma Confidential” and are restricted from public distribution. All files are to be securely housed in the council private archive, accessible only to the council members and senators upon request.

VII.C.i. Any unauthorised or unintentional distribution of documents, is to be assessed by the Praeses and referred to Nova Roma authorities as required. The Praeses is the only council member able to make determinations as to the releasability of documents.

VII.C.ii. The *curator rei informaticae* of Nova Roma, and his or her appointed staff are to be granted access to the council private archive upon request.

VIII. EMENDATIONES (AMENDMENTS)

VIII.A. **Review Cycle.** This Terms of Reference document is subject to an obligatory internal evaluation once per calendar year to assess operational shortcomings and implement structural fixes.

VIII.B. **Approval Hierarchy.** Minor corrections relating to editorial formatting or grammatical adjustments may be executed directly on the authority of the Magister with oversight from the Praeses. Major structural updates affecting jurisdictional bounds, authority, or core membership mandates must be endorsed by the Praeses and submitted to the senate for final legislative approval and ratification.