

East Kingdom Webminister Policies v 07012014

- I. Webminister's Office
 - a. Kingdom Webminister
 - b. Deputy Webminister(s)
 - c. Server Administrator
 - d. Online Polling Deputy
 - e. UI Auditor
 - f. Tir Mara Crown Principality Deputy
 - g. Local Branch/Group Webminister and Webministers at Large
 - h. Guilds, Webministers for Kingdom offices, WordPress Deputies and other official groups
- II. Requirements
 - a. Recognized Website
 - b. Hosted sites
 - c. Warranting
 - d. Appointment, Suspension, Removal and Resignation
 - e. Reporting
 - f. Content
 - i. Disclaimer
 - ii. Links
 - iii. Forbidden or inappropriate material
 - iv. Privacy
 - v. Accessibility
 - vi. Reprinting material from other sources
 - vii. Storage, file sharing and peer to peer distribution of copyrighted materials
- III. Financial Responsibilities

I. Webminister's Office

a. Kingdom Webminister

- i. The Kingdom Webminister is responsible for the maintenance of the Kingdom website, determining web policy for the Kingdom, and overseeing local branch/group websites for accuracy and appropriateness for the SCA as well as SCA L&P compliance. The Kingdom Webminister may also submit nominations for the annual Master William Blackfox Web Awards.
- ii. The Kingdom Webminister reports to the Society Webminister and Crown as requested. The Kingdom Webminister will maintain open lines of communication with the Kingdom Chronicler as publication policies evolve.

b. Deputy Webminister(s)

- i. The Kingdom Webminister may designate deputies as needed to help maintain the Kingdom's web presence and/or oversee local branch websites.

c. Server Administrator

- i. The Server Administrator is responsible for the day to day running of the online/web systems, electronic list servers, user permissions/access rights and email services.

d. Online Polling Deputy

- i. The Online Polling Deputy is responsible for the system administration of electronic software and online polling. Is also responsible for assisting the Royals with setting up a schedule for polling's and providing the result's to the Royal's.

1. The Online Polling Deputy is also ethically bound to not discuss past or current gentles on polling's and results unless informed to do so by the current Majesty's and / or Kingdom Seneschal.

e. UI Auditor

- i. The UI Auditor is responsible for the administration of periodic audits of site standards and policy (Society and Kingdom) compliancy

f. Tir Mara Crown Principality Deputy

- i. The Tir Mara is responsible for the maintenance of the Principality website and overseeing local branch/group websites for SCA L&P compliance. Maintains email accounts/access for Tir Mara accounts.

g. Local Branch/Group Webminister and Webministers at Large

- i. The local branch Webminister is the warranted Webminister for a local branch. The local branch Webminister reports to the Group Seneschal as appropriate, as well as the Kingdom Webminister.
- ii. Webministers are, by Kingdom Law, a Greater Office, and should therefore be considered an officer of the group in all ways, subject to the group's policies regarding election/selection processes, term lengths, and any other privileges and responsibilities afforded officers of that local branch.

- h. Guilds, Webministers for Kingdom offices, WordPress Deputies and other official groups
 - i. Guilds, universities, kingdom offices, and other official groups being hosted on Kingdom resources (domain.eastkingdom.org) are bound by all Society and Kingdom policies.
 - ii. This includes copyright, protected materials, peer to peer distribution, accessibility and permissions.
- II. Requirements
 - a. Recognized Website
 - i. A recognized website must represent an established branch of the Society/Kingdom and must have a warranted Webminister responsible for its content.
 - b. Hosted sites
 - i. The East Kingdom service provider maintains the server environment on which your site is stored. Hosting is available free of charge on the eastkingdom.org server for recognized local groups and all Kingdom Offices. This free hosting includes a sub-domain name appropriate to your local group as group.eastkingdom.org or office as office.eastkingdom.org, direct FTP access, and a mail administration interface to moderate officer email accounts. For free hosting on the eastkingdom.org server, please open a Service Center ticket under "Request Webspace" to contact the Kingdom Webminister.
 - ii. It is required that recognized SCA websites be hosted on the East Kingdom server. This will ensure that a recognized website does not go down without notice or go stale should an individual member move or quit the group. This also allows the Office of the Webminister to assist in the support of the group website as needed. Administrative passwords for SCA Internet sites should never be kept by a single person. At a minimum, passwords should be accessible and/or maintained by the Kingdom Webminister and Kingdom Seneschal.
 - iii. The use of "vanity" website addresses will be allowed only if it re-directs/points to the official East Kingdom hosted site on the East Kingdom server. No duplicate information or storage off server can be allowed for ease of website support and legal reasons.
 - iv. Only recognized websites will be linked from the local groups' page on the eastkingdom.org website (<http://www.eastkingdom.org/branches.html>). Local groups that do not have a recognized website will not be linked.
 - v. Households are not considered recognized entities under SCA, Inc. or East Kingdom Law and will not be hosted on the East Kingdom server.
 - vi. The website will also be backed up on a time line basis, meeting the requirement of perpetual accessibility should a failure in hardware, software or access happen to any site.

c. Warranting

- i. Once a local group has selected a Webminister that is acceptable to the group, the Webminister must apply to the Kingdom Webminister for a warrant. All local group Webministers with an official website must be warranted. Webministers at Large, Webministers for Kingdom Offices, Guilds hosted on the EK server and Royalty Webministers must also become warranted.
- ii. Guilds not hosted on the East Kingdom server and Household Webministers do not have to be warranted, but can be for record keeping. Warrant does not grant access to the EK Server for off server sites.
- iii. Local group seneschal needs to send an email to the Kingdom Webminister confirming the appointment of a new Webminister, complete with that webministers SCA name and email address.
- iv. The new Webminister must send the following information to the Kingdom Webminister:
 - SCA Name
 - Mundane
 - | Name
 - | Local group you are representing
 - Email
 - Full mailing address
 - Phone Number
 - Digital scan of EITHER their SCA membership card OR Pikestaff mailing label
- v. Responsibilities of a warranted Webminister
 1. A warranted webminister is responsible for ensuring the local group website complies with all the Society and Kingdom laws and policies as pertain to their office, is responsible for the content of that site, and overseeing its regular maintenance.
 2. The ability to create and maintain web sites, or a deputy/individual appointed to create/maintain the branch site under direction. Content and updates however, will remain the responsibility of the warranted Webminister.
 3. Local webministers must be paid members of the SCA, Inc and must have regular access to Pikestaff. As per Kingdom Law, policy updates will be published in the Pikestaff. Therefore, it is the responsibility of all webministers to read the Pikestaff and ensure they familiarize themselves with any changes to policies pertaining to their office.

4. If a local branch webministers membership expires before the annual reporting date, the local Webminister must send a photocopy/digital scan of their new membership card as soon as it is renewed. Failure to maintain and provide proof of valid membership is reason for suspension of your warrant. This does NOT void your requirement to send an annual report on January 1st.
 5. Local webministers will maintain a familiarization with the policies of the Society Webminister, Society Chronicler, Kingdom Webminister and Kingdom Chronicler.
- d. Appointment, Suspension, Removal and Resignation
- i. Appointment
 - ii. When a local group needs a new Webminister, they should follow whatever selection process they are comfortable with locally. Once they have selected a volunteer who is acceptable to the local group, that person may request to be added to the roster of warranted Webministers.
 - iii. Suspension
 1. A local Webminister may be put on suspension for the following reasons:
 - Failure to keep membership current
 - Failure to submit yearly report by January 1.
 - Violation of Kingdom or Society web policies.
 2. This is not an exclusive list. Other valid reasons for removal may exist depending on circumstances. Prior to suspension, the Webminister will be given a warning via email and a 30 day notice of compliance. This notice will be copied to the Local Branch Seneschal. If the 30 day deadline has passed with no resolution, a final notice will be sent to the Webminister, Branch Seneschal, and Kingdom Seneschal. Failure to resolve the issue will result in the local Webminister being removed from office and the local group losing "official group" status.

iv. Removal

1. The final authority to appoint and remove local webministers rests with the Kingdom Webminister. Local seneschals may make recommendations, which will usually be followed; however they do not have the authority to take unilateral action regarding the appointment or removal of a local Webminister.
2. Should a local group be unhappy with its Webminister, they have the option of requesting a resignation from that Webminister. The Webminister is free to decline. Should they be unable to come to a mutually agreeable resolution of the situation, they may then request the Kingdom Webminister remove the local officer.

Acceptable reasons for removal of a local Webminister include:

Non-performance of their duties

Repeated inclusion of inappropriate material, as defined by the corporate publications policy.

3. Repeated omission of required information, as defined by the Corporate publications policy.
4. This is not an exclusive list. Other valid reasons for removal may exist depending on circumstances. However, removal is a last resort. The first resort should always be discussing the situation between the involved parties. All complaints in which that have not happened before bringing it to the attention of the Kingdom Webminister will be rejected until that has happened.
5. No local Webminister will be removed from office without first being warned that there is a problem and given an opportunity to either explain why the situation that appears to be a problem isn't really one, or fix the problem.
6. All removal requests must be made in writing.

7. Any warranted webminister that believes they should not be placed on suspension / removal may appeal the process at any time to the Society Webminister / Kingdom Webminister.

v. Resignation

1. Local Webminister may resign at any time. It is expected that they will give sufficient notice (30-90 days) and attempt to find a replacement before leaving the position (circumstances permitting).
2. Outgoing Webministers are required to turn over all files (paper and electronic); financial records; login names and passwords and other supplies promptly and in good order to their successors.

e. Reporting

- i. All local branch webministers / webministers at large as well as any regional deputies need to report. If a local branch has an official website but does not currently have a Webminister filling that officer's role, the seneschal should send a report on behalf of that office to the Kingdom
- ii. Annual reports are due by January 1.
- iii. The base minimum requirement for reporting is:

SCA Name

Mundane

Name

Local group you are representing

Email

Full mailing address

Phone Number

Digital scan of EITHER your SCA membership card OR Pikestaff mailing label

You may also include any information about regular updates and/or changes you are working on for your local group website, although this is not required.

f. Content

i. Disclaimer

1. An SCA webpage maintained by a warranted Webminister MUST include the following disclaimer:

“This is the recognized web site for the <branch name> of the Society for Creative Anachronism, Inc. and is maintained by <Modern and/or SCA name of Webminister>. This site may contain electronic versions of the group's governing documents. Any discrepancies between the electronic version of any information on this site and the printed version that is available from the originating office will be decided in favor of the printed version. For information on using photographs, articles, or artwork from this web site, please contact the Webminister at <Webminister's email address>. He or she will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.

Copyright © <Year> <branch name>. The original contributors retain the copyright of certain portions of this site.”

2. The copyright must be clearly visible, in easy to read type, accessible on every page. This information may be kept on a separate page accessible via a dedicated copyright link.

ii. Links

1. All recognized websites must have a link to www.sca.org
2. Webministers should make every effort to ensure links are up to date.
3. Links to non-recognized websites are permitted provided the following disclaimer as stated:

“All external links are not part of the <group name> website. Inclusion of a page or site here is neither implicit nor explicit endorsement of the site. Further, SCA, Inc. is not responsible for content outside of <website address>.”

This disclaimer may be included once on a page of disclaimers, or on the main page of the site.

iii. Forbidden or inappropriate material

1. The webpage shall not contain any material that is forbidden or inappropriate in printed newsletters, as listed in section I.B.14.a of the Corporate Publications policy.

2. Politicizing the Office

- a. Kingdom and branch web sites announce events and provide information to their members. Philosophical discussions of the way a Kingdom or a branch works are not out of place, but they need to be handled very carefully. Articles that cause anger and divert people from study and re-creation are not acceptable. This is not an issue of freedom of the press -- Webministers have a responsibility to see that their web sites do not further the political aims of any one faction within a Kingdom, and that a website is not used to provide a platform for any one view in preference to another. Personal attacks may not be published in the name of the SCA or any of its branches, or paid for with money that will have to be reported to the IRS as spent in the furtherance of our educational purpose. Webministers have a further responsibility not to take sides in a political dispute in print. Use of the website to further personal political aims is grounds for removal from office.

iv. Privacy

1. The webpage should include contact information for local officers. Local branch webministers must follow the corporate privacy policy approved at the April 2000 meeting of the Board of Directors. This policy states:

“Personal information will not be published on any SCA-recognized Internet site without first gaining permission from the individuals involved. Permission must be received in writing”

2. Publication Permission for Personal Information

- a. Personal information will not be published on any SCA-recognized Internet site unless permission first is obtained from the specific individual. Permission must be received in writing or in electronic format; an e-mail from the person giving permission is acceptable. Such e-mail notifications should be archived, stored and treated the same way written releases are treated. Permission to electronically publish the contact information of an individual is in effect until that same individual revokes permission.
 - i. Personal Information Includes:
 - ii. Modern name
 - iii. Home or work address
 - iv. Phone numbers
 - v. Personal e-mail address

3. It is permissible to list a person's Society name in connection with any office they hold without specific consent, i.e. – “Branch Seneschal: Lord Robert the Volunteer”; as well as official office e-mail addresses such as webminister@sca.org . If permission to publish a private email address is given by email, the permission must originate from that private email address.

4. Quality of Content

a. Editorial Material

- i. All contact information listed on a website needs to be easily understandable and easily accessible for participants viewing / using the website.
- ii. All editorial material, both text and images, must conform to the goals and objectives of the Society, and portray the Society and the Kingdom in a positive light. No content, including official Kingdom announcements, is exempt from this requirement. There is no way to anticipate all the types of material that may be objectionable; what follows is a representative list:
 1. Personal attacks on individuals or groups
 2. Harsh criticism of the behavior of individuals or groups
 3. Copyrighted material used without permission
 4. Use of racial or religious stereotypes
 5. Offensive words, phrases, or images

- b. It should be noted that, per Corpora, banishment or sanction announcements may not state why the individual is being banished or sanctioned. If there is any concern that specific material may be questionable, consult with the Society Webminister.

5. The Board of Directors has indicated that an email exchange asking for permission and receiving an affirmative response back is considered “written” for the purpose of this policy. It is recommended that you keep this proof of permission on file for at least 6 months after the individuals information has been removed from the site. It is permissible to list a person’s SCA/Society name in connection with any office they hold without permission, ie. Group Seneschal, Lord Robert the Volunteer. In addition, you may also publish official office email addresses (such as seneschal@branchname.com) without the aforementioned permission.
6. Local Group address books should only be made available on the web if all persons whose information is listed have given their permission. Individual webministers are free to implement more restrictive policies in regards to privacy of personal information, but must meet the minimum standards laid out here.

v. Accessibility

1. As a non-profit educational organization, the Society for Creative Anachronism should be concerned that its electronic publications are as accessible as possible to persons with disabilities. This policy sets the minimum accessibility guidelines for SCA-recognized Internet sites.

CSS- Style sheets should contain relative/varying font sizes and should allow for browser level control to set size and font face. Pages should be relatively stable in presentation if CSS is turned off at the browser level.

Forms- Should have a tab set order for easy keyboard commands.

Alt and title tags- All images need to be tagged with alt and title tags containing descriptive text.

2. Web Accessibility standards are currently being addressed by the World Wide Web Consortium (W3C). Their Web Content Accessibility Guidelines 1.0 should be reviewed (<http://www.w3.org/TR/WCAG10/>). All SCA recognized websites should strive to meet level A conformance. Higher levels of conformance are encouraged. It is the Kingdom Webminister's prerogative to check the web sites of local branches for non-conformance.

vi. Reprinting material from other sources

1. Placing copyrighted material on your local group's site without permission is a very serious matter. Reprinting material without permission could result in very serious legal charges, both against the offending local officer and the SCA itself. Local webministers will receive only one warning, should copyrighted material appear on your group website without the appropriate permission from the author. A second infraction will result in an immediate suspension of your warrant and your group will be asked to select a replacement.

2. The following should be added to your site disclaimers page if you are including photos, articles or artwork from other sources:

"For information on using photographs, articles, or artwork from this website, please contact the Webminister at <Webminister's email address>. They will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors."

vii. Storage, file sharing and peer to peer distribution of copyrighted materials

1. Storage, file sharing and peer to peer distribution of copyrighted materials on EK servers is not allowed, unless the local Webminister has on file a copy of written or electronic release form to use said materials. This includes any book, publication, pdf, image, audio file or other forms of electronically distributed materials.
2. Local Webministers who violate this policy will receive a 30 day notice to provide a copy of the release forms for electronic media or remove the media from the servers. Further mis-use of Kingdom resources will result in the Webminister being removed from office and may be subject to further sanctions.

III. Financial Responsibilities

- a. If there are any expenses associated with the existence of a webpage maintained by a warranted Webminister, they should be handled by the local exchequer in accordance with the financial policies of the East Kingdom and the SCA, Inc.
- b. Kingdom domain names are purchased and maintained by SCA, Inc. corporate office.
- c. Kingdom domain names should be registered to the SCA, Inc. corporate office and not to the Kingdom itself or any officer therein.
- d. The East Kingdom Webminister requires local groups and Kingdom Offices to use the free hosting services available at eastkingdom.org. This free hosting includes a sub-domain name appropriate to your local group as group.eastkingdom.org or office as office.eastkingdom.org, direct FTP access, and a mail administration interface to moderate officer email accounts.
- e. To set up your hosting at eastkingdom.org, please open a Support Center ticket under "Request Webspace" to contact the East Kingdom Webminister.
- f. Any software purchased using SCA funds means that software is the property of SCA, Inc. Copies of SCA, Inc. purchased software may not be kept for personal use after the Webminister steps down.