East Kingdom

Office of the Webminister

Policies

Handbook

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Disclaimer: This is the recognized Policy Handbook for the Webministry of the East Kingdom of the Society for Creative Anachronism, Inc. The document is a living form and updates happen as needed. Any discrepancies between the electronic version of any information in this document and any printed version that was available from this office will be decided in favor of this electronic version. Always check the Webminister website to verify the latest version of the document.

I.   Webminister's Office – Definitions & Responsibilities

A.   Kingdom Office Hours

1.   The Office of the Webministry will be actively working to support the East Kingdom between Monday and Thursday every week, excluding Pennsic and other posted times.

> a)   Most SCA events are held on weekends and the Officers, being active SCA members, reserve the weekend to enjoy the Dream we all share.

> b)   Any emergencies will be handled as quickly as possible, with the caveat of network accessibility and non-Society requirements.

2.   We continue to strive to support the East Kingdom virtual (Ætherial) realms at or above the quality that we have so long come to expect from the Office of the Webminister.

3.   Local branch, Kingdom Office and Royal Guild Webministers are free to designate their own Office Hours, but may use the Kingdom Office of the Webminister as a guideline.

B.   Divisions of Labor

1.   **System Administrators**

> a)   The support of each individual website and specific use of all services falls to the System Administrators of the Office of the Webminister.

> b)   Every System Administrator must be warranted using the Webminister Warrant form, including the information about their assigned website(s).

2.   **Server Administrators**

> a)   The support of the East Kingdom Server which hosts the websites and all services offered falls to the Server Administrators of the Office of the Webminister.

> b)   Every Server Administrator must be warranted under the Minister of Æther Warrant form. This does **not** include specific website assignments.

C. Structure

East Kingdom Webministry			
Kingdom Officer		**Modern Equivalent**	
East Kingdom Webminister		Lead: Information Technology, Eastern Region, SCA, Inc.	
East Kingdom Webminister Deputy		Deputy: Information Technology, Eastern Region, SCA, Inc.	
Systems Deputies		**Server Deputies**	
Sr. System Admins	**Modern Equivalent**	**Sr. Server Admins**	**Modern Equivalent**
Regional Deputy	Deputy: Information Technology, Region	Minister of Æther	Lead: Server Admin
		Minister of Æther Deputy	Senior Server Admin
Jr. System Admins	**Modern Equivalent**	**Jr. Server Admins**	**Modern Equivalent**
Tir Mara Translator Deputy	French Translator Deputy		
Webminister-At-Large Coordinator Deputy	Webmaster, Special Projects Coordinator	Minister of Æther Deputy, Special Projects	Junior Server Admin
Social Media Deputy	Social Media Deputy	Calendar Deputy	Junior Server Admin
Website Quality & Usability Deputy	Quality Assurance Deputy	Online Polling Deputy	Junior Server Admin
Administrator of the Polling Order E-Mail List	Mailing List Administrator		
Order of Precedence Deputy	Award Records Deputy		
Local branch, Kingdom Office and Guild Assignments			
Webminister	Local branch Webmaster		
Webminister-At-Large	Webmaster, Special Projects (assigned to a non-Local branch Website)		

D.   Kingdom Webminister

1.   Modern Equivalent: The Kingdom Webminister is known as the **Lead: Information Technology, Eastern Region** for the SCA, Inc.

   a)   This Officer is considered both a **Senior System Administrator** and a **Senior Server Administrator**.

   b)   All other Officers in the Office of the Webminister report to the Kingdom Webminister.

2.   The Kingdom Webminister is responsible for:

   a)   All directives listed under the Society Webminister Handbook document hosted at http://www.sca.org/officers/webminister/WebministerHandbook.pdf

      (1)   B. Warranting and Chain of Command

      (2)   C. Requirements for Webministers

   b)   All directives listed under the EK Law document hosted at http://seneschal.eastkingdom.org/docs/EKLAW.pdf

      (1)   Section IV. Kingdom Officers,

      (2)   F. Individual Duties of the Kingdom Officers,

      (3)   12. The Kingdom Webminister

3.   The Kingdom Webminister will maintain open lines of communication with the Kingdom Chronicler as publication policies evolve.

4.   The Kingdom Webminister may designate Deputies as needed to help maintain the Kingdom's web presence and/or oversee Local branch websites.

E.   Kingdom Webminister Deputy

1.   Modern Equivalent: The Kingdom Webminister Deputy is known as the **Deputy: Information Technology, Eastern Region** for the SCA, Inc.

    a)   This Officer is considered both a **Senior System Administrator** and a **Senior Server Administrator**.

2.   The Kingdom Webminister Deputy is responsible for:

    a)   All directives listed under the Society Webminister Handbook document hosted at http://www.sca.org/officers/webminister/WebministerHandbook.pdf

        (1)   B. Warranting and Chain of Command

        (2)   C. Requirements for Webministers

    b)   All directives listed under the EK Law document hosted at http://seneschal.eastkingdom.org/docs/EKLAW.pdf

        (1)   Section IV. Kingdom Officers,

        (2)   F. Individual Duties of the Kingdom Officers,

        (3)   12. The Kingdom Webminister

    c)   In the event of the Kingdom Webminister being unavailable for an extended period of time, the Kingdom Webminister Deputy should be able to access and authorize access for all server systems and services.

    d)   The Kingdom Webminister Deputy will be assigned duties as determined by the Kingdom Webminister.

3.   In order to keep the accessibility, security, safety and usability of the East Kingdom server and contained services available, the Kingdom Webminister Deputy is commonly considered the person being trained to take over the Kingdom Webminister seat once the current Officer decides to or must step down from their Office.

F. Regional Webminister Deputy

1.   Modern Equivalent: A Regional Webminister Deputy is the equivalent of a **Deputy: Information Technology, Region** for the SCA, Inc.

    a)   This Officer is considered a **Senior System Administrator**.

2.   The Regional Webminister Deputy is responsible for:

    a)   The maintenance of the Regional website (if any).

    b)   Overseeing local branch/regional group websites within the Region.

    c)   Maintains email accounts/access for the Region (if any).

3.   The Regional Webminister Deputy will be assigned duties as determined by the Kingdom Webminister.

G. Tir Mara Regional Deputy

1.   Modern Equivalent: The Tir Mara Regional Deputy is the **Deputy: Information Technology, Tir Mara Region** in the East Kingdom for SCA, Inc.

    a)   This Officer is considered a **Senior System Administrator and a Senior Server Administrator**.

2.   The Tir Mara Regional Deputy is responsible for:

    a)   The maintenance of the Regional website.

    b)   Overseeing local branch/group websites within the Region.

    c)   Maintains email accounts/access for the Tir Mara Region.

3.   The Tir Mara Regional Deputy will be assigned duties as determined by the Kingdom Webminister.

H. Tir Mara Translator Deputy

1.   Modern Equivalent: The Tir Mara Translator Deputy is the **Deputy: Information Technology, French Translations** for SCA, Inc.

    a)   This Officer is considered a **Junior System Administrator**.

2.   The Tir Mara Crown Principality Deputy is responsible for:

    a)   The translations of emails from the Kingdom Webminister to the Tir Mara Region.

3.   The Tir Mara Translator Deputy does not have access to the East Kingdom Server, and therefore does not need to be warranted.

I. Webminister-At-Large Coordinator Deputy (Formerly WAL Admin)

1. Modern Equivalent: Webmaster, Special Projects Coordinator

   a) This Officer is considered a **Junior System Administrator**.

2. The Webminister-At-Large Coordinator Deputy is the point of contact for the East Kingdom's Webministers that are not working on their own Local branch website.

   a) This includes all Kingdom Office and Guild websites.

   b) The Webminister-At-Large does not need to Warrant for additional website assignments.

   c) The Webminister-At-Large must report on each website individually.

   d) Local branch Webministers are considered a WAL as well if they are also working on websites outside of their Local branch.

3. The Webminister-At-Large Deputy manages the assignments and receives feedback from the Local branch Seneschal, Kingdom Officer or Guild Head regarding the need for a WAL or the work done by the assigned WAL.

4. The Webminister-At-Large Deputy will receive requests from the East Kingdom Webminister to place a WAL in an assignment, or remove them from a current assignment.

5. The Webminister-At-Large Deputy will report to the East Kingdom Webminister on any issues coming from Local branches, Kingdom Officer or Guild Head regarding the WAL assigned to their website.

6. The Webminister-At-Large Deputy will be assigned additional duties as determined by the Kingdom Webminister.

J.   Social Media Deputy

1.   Modern Equivalent: There is no translation needed for the Social Media Deputy.

   a)   This Officer is considered a **Junior System Administrator**.

2.   The Social Media Deputy Webminister will

   a)   Review the East Kingdom's Media Sites for issues that should be brought to the attention of the Webministry.

   b)   Follow posts on Facebook regarding official East Kingdom websites that have not been submitted for review through the Support Center site.

   c)   Follow posts on G+ regarding official East Kingdom websites that have not been submitted for review through the Support Center site.

   d)   Follow posts on Twitter regarding official East Kingdom websites that have not been submitted for review through the Support Center site.

   e)   Follow posts on any other suggested Media Site regarding official East Kingdom websites that have not been submitted for review through the Support Center site.

   f)   Report to the East Kingdom Webminister on any issues coming from the Media Sites that are in regards to the actual East Kingdom services, or open a ticket for the contact from any Media Site with as much detail as possible.

3.   The Social Media Deputy Webminister will ***NOT***

   a)   Moderate content found on the Media Sites or Social Media Webpages.

   b)   Be required to report any obscene threads found on the Media Sites or Social Media Webpages.

   c)   These are unofficial outlets and not part of the East Kingdom Webministry.

   d)   The threads should have Administrators through their own logins of the Social Media Site, and it falls to them to moderate if necessary.

K.   Website Quality & Usability Deputy (Formerly the UI Auditor)

1.   Modern Equivalent: Quality Assurance Deputy.

   a)   This Officer is considered a **Junior System Administrator**.

2.   The Website Quality & Usability Deputy is responsible for

   a)   The administration of periodic audits of site standards.

   b)   The verification of policy (Society and Kingdom) compliance.

3.   The Website Quality & Usability Deputy will also perform the unbiased grading of websites to be able to spotlight the areas that a website may need updates and/or expansion, if any.

   a)   These audits will be performed Quarterly in the following manner to cover a once a year reviews & grading cycle:

      (1)   1st Quarter – Kingdom Greater Offices & Tir Mara

      (2)   2nd Quarter – Kingdom Lesser Offices & Northern Region

      (3)   3rd Quarter – Central Region & Royal Guilds

      (4)   4th Quarter – Southern Region, Western Region & Specialty Websites

   b)   If a website receives a grade of **D** or lower, the Webminister will be contacted (emailed through a Support Ticket that was opened) with the results and given **30** days to update the website to fix the issues discovered during the review. The Website Quality & Usability Deputy will then check that website again to re-grade the site.

   c)   A second grade of **D** or lower will be reviewed by the East Kingdom Webminister.

   d)   The Website Quality & Usability Deputy reports to the East Kingdom Webminister the results of the audits and website grading after each Quarter review is completed on the 15th of the month following the end of the Quarter:

      (1)   1st - April 15

      (2)   2nd - July 15

      (3)   3rd - November 15

      (4)   4th - January 15

L.   Administrator of the Polling Order E-Mail List

1.   Modern Equivalent: Mailing List Administrator.

2.   The Administrator of the Polling Order E-Mail List is responsible for:

a)   All directives listed under the EK Law document hosted at http://seneschal.eastkingdom.org/docs/EKLAW.pdf

(1)   Section IV. Kingdom Officers

(2)   F. Individual Duties of the Kingdom Officers

(3)   25. The Administrators of the Polling Order E-Mail Lists

b)   The Administrators are listed individually under:

(1)   Section IV. Kingdom Officers

(2)   A. Composition

(3)   2. The Lesser Officers

(4)   m. The Administrators of the Polling Order E-Mail Lists

M.   Order of Precedence Deputy

1.   Modern Equivalent: Award Records Deputy

a)   This Officer is considered a **Junior System Administrator**.

2.   The Order of Precedence Deputy is the Webministry liaison with the Shepherd's Crook Herald of the Office of the Brigantia Herald in regards to the Order of Precedence website.

a)   They handle the access to the Web Server and perform the updates to the website found at http://op.eastkingdom.org and all underlying pages.

N.   The Clerk of the Polling Lists

1.   Modern Equivalent: No translation needed for this Officer.

a)   The Clerk of the Polling Lists reports to the Office of the Brigantia Herald, not the Office of the Webminister.

b)   The Clerk of the Polling Lists is not a Warranted Webminister and does not have any direct login access to the server.

2.   The Clerk of the Polling Lists is the Administrator of all East Kingdom Polling Lists found at http://lists.eastkingdom.org/EmailLists

a)   Polling Lists can only be posted to by the Clerk of the Polling Lists.

b)   There are Discussion Lists set up for communication between members of each Polling Order.

3.   Working with the Online Polling Deputy the Clerk of the Polling Lists requests polls to be set up and then announces the requested polling to the Polling Lists once the polling has been set up.

4.   Once the polling is complete the Online Polling Deputy compiles the results and submits them to the Clerk of the Polling Lists for the review of the current Royals.

O.   Minister of Æther

1.   Modern Equivalent: The Minister of Æther is the **Lead: Server Administrator** for the East Kingdom of the SCA, Inc.

2.   The Minister of Æther is responsible for:

a)   responding to all emails in a timely manner

b)   the day to day running of the online/web systems (General Linux Server Admin abilities - Linux, MySQL, Apache, Mail, DNS)

c)   keeping the Server Up-to-Date with installed component upgrades (Experience with Virtualmin helpful.)

d)   Kingdom electronic list servers

e)   user permissions/access rights

f)   Kingdom email services

g)   monitoring the Help Desk tickets for Server Issues

h)   work with the Core Team of the Office to design, test and implement all upgrades and expansions for the services we provide the Kingdom

3.   The Minister of Æther may designate deputies as needed to help maintain the Kingdom's web presence and/or oversee specific services offered.

P.   Minister of Æther Deputy

1.   Modern Equivalent: A Minister of Æther Deputy is a **Deputy: Senior Server Administrator** for the East Kingdom of the SCA, Inc.

2.   A Minister of Æther Deputy will be assigned duties as determined by the Kingdom Minister of Æther, or the Kingdom Webminister.

Q.   Minister of Æther Deputy, Special Projects

1.   Modern Equivalent: A Minister of Æther Deputy, Special Projects is a **Junior Server Administrator** for the East Kingdom.

2.   A Minister of Æther Deputy, Special Projects will be assigned duties as determined by the Kingdom Minister of Æther or the Kingdom Webminister for specific projects that require a certain set of talents and abilities.

3.   These assignments are considered per-diem, and access to the server is granted only as needed to complete the project.

R. Calendar Deputy (Former Ginger Admin)

1.   Modern Equivalent: No translation for this Officer.

2.   The Calendar Deputy is assigned specifically to work with the **East Kingdom Calendar**.

      a)   This Officer is considered a **Junior Server Administrator**, and an example of a Minister of Æther Deputy, Special Projects Officer.

3.   The Calendar Deputy is responsible for:

      a)   Support of the East Kingdom Calendar online service.

      b)   Working with the Office of the Chronicler to verify Events.

4.   GINGER, historically meant **Generated Internal Notification - Group Electronic Reports**.

S. Online Polling Deputy

1.   Modern Equivalent: There is no translation needed for the Online Polling Deputy.

      a)   This Officer is considered a **Junior Server Administrator** assigned specifically to work with the **GNU Mailman Listserv** Service.

2.   The Online Polling Deputy is responsible for:

      a)   the system administration of electronic software

      b)   the Team Lead for the Administrators of the Polling Order E-Mail Lists of the East Kingdom

      c)   Assisting the Royals with setting up a schedule for polling and providing the results to the Royals.

      d)   Working closely with the Clerk of the Polling Lists to format, distribute and collect each Polling as requested by the Royals.

3.   The Online Polling Deputy has full access to the East Kingdom Form System in order to create, modify and administer the requested polling and surveys from the Royals.

4.   The Online Polling Deputy is ethically bound to not discuss past or current gentles on any polling and/or the polling results unless informed to do so by the current Royals and /or Kingdom Seneschal.

II. Local branch Webminister and Webminister-at-Large (WAL) – Definition and Responsibilities

A. All Webministers

1. A Webminister is, by Kingdom Law, a Greater Officer, and should therefore be considered an officer of their local group in all ways, subject to the local group's policies regarding election/selection processes, term lengths, and any other privileges and responsibilities afforded officers of that local branch.

2. A Warranted Webminister is responsible for:

   a) ensuring their assigned website complies with all the Society and Kingdom laws and policies as pertain to their office

   b) the content of that site

   c) overseeing its regular maintenance

3. A Warranted Webminister has the ability to create and maintain web sites, or a Deputy appointed to create/maintain the branch site under direction. Content and updates however, will remain the responsibility of the Warranted Webminister.

4. All Webministers must be paid members of the SCA, Inc. and must have regular access to Pikestaff.

   a) 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.

B.   Local branch Webminister

1.   Modern Equivalent: The Local branch Webminister is the Local branch Webmaster.

      a)   This Warrant or title does not impart any modern certification of any sort upon the Officer.

2.   The Local branch Webminister is the Warranted Webminister for a Local branch.

3.   The Local branch Webminister reports to their Local branch Seneschal as appropriate, as well as the Kingdom Webminister.

4.   The Local branch Webminister may designate Deputies as needed to help maintain the Local branch web presence and/or oversee specific services offered.

      a)   A Deputy is usually assigned when the current Webminister is planning to step down from their position and is training their Successor.

      b)   Deputies must also be Warranted through the Office of the Webminister.

C.   Webminister-At-Large (WAL)

1.   Modern Equivalent: The Webminister-At-Large (WAL) is a Webmaster that is recognized and has been warranted by the Office of the Webminister; however they are not associated with their Local branch website.

2.   Any Local branch Webminister may also be a Webminister-At-Large without issue.

3.   Other websites that are assigned to a Webminister-At-Large:

      a)   Kingdom Offices

      b)   Royal Guilds

      c)   Kingdom Universities

      d)   Royalty Websites

      e)   Other Official Groups

4. The Webminister-At-Large would work directly with:

    a) the Seneschal of the Local branch that they are assigned to, and take direction from that authority

        (1) Since the WAL is not a member of the Local branch, they do not get an official vote as per Society and Kingdom Law, however it is hopeful that the WAL's ideas and thoughts on the reflection of the website be taken into account through a positive working relationship with the Local branch involved.

        (2) It would be the Seneschal who would voice the thoughts of the WAL to their Local branch, and then provide feedback to the WAL, if the WAL cannot be at the meeting themselves in some way.

        (3) The WAL should be willing and able to mentor a Local branch Webminister within the group in the hopes they could take on those duties in the future.

    b) The Kingdom Officer or their designated Deputy that they are assigned to, and take direction from that authority.

    c) The Guild Head or their designated Member that they are assigned to, and take direction from that authority.

    d) It is up to the individual relationship built between the WAL and the Local branch as to how much creative license is allowed, while content is of course focused on for the Local branch.

5. Kingdom Offices, Royal Guilds, Kingdom Universities and Other Official Groups being hosted on Kingdom resources (domain.eastkingdom.org) are bound by:

    a) All Society and Kingdom policies.

    b) This includes copyright, protected materials, peer to peer distribution, accessibility and permissions.

    c) Will be reviewed by the Website Quality & Usability Auditor yearly.

6. The Webminister-At-Large reports to the Webminister-At-Large Coordinator Deputy (WALAdmin) and assigned branch Seneschal or Equivalent Officer as appropriate, as well as the Kingdom Webminister.

D.   WordPress or Other System Specialties

1.   Specialization in WordPress, any other CMS or specific coding language does not classify the Warranted Webminister outside of the recognized 'Local' or 'At-Large' designations.

2.   To better serve the Kingdom, these specialties will be associated with the Webminister and referred to for proper assignments of strengths per individual.

E.   Webminister Core Team

1.   The Office of the Webminister Core Team consists of The East Kingdom Webminister; East Kingdom Deputy Webminister; Minister of Æther; Deputy Minister of Æther; Deputy Minister of Æther, Special Projects and Regional Webministers.

2.   Additional Webministers can be selected to join the Core Team as necessary.

F.   Reporting

1.   All Webministers must send in an inclusive Yearly Webminister Warrant Renewal Report by January 1ˢᵗ of the New Year for all details of the previous Year.

    a)   An annual report will not be accepted prior to December 1st of the year being reported.

    b)   This includes the Webminister-At-Large, Deputy and all Administrator positions.

    c)   For Officers that are reporting for more than one website, each website must be reported on individually.

    d)   No Local branch should be without a Warranted Webminister.

        (1)   If a local branch does not have a Webminister filling that Office role, the Seneschal should send a report on behalf of that Office to the Kingdom and request a WAL to be assigned to their site.

2.   The base minimum requirement for the annual report is:

    a)   SCA Name

    b)   Mundane Name

    c)   All Websites you are supporting (Local branch, Kingdom Office, Royal Guild, Other Official Sites)

    d)   Email

    e)   Full mailing address

    f)   Phone Number

    g)   Digital scan of your SCA membership card

    h)   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.

3.   All Webministers will also send in Quarterly reports under the following time frame - February 10th, May 10th, August 10th, and November 10ᵗʰ in order to help assist with any ongoing Webministry issues throughout the year.

4.   There is an online form on the East Kingdom Survey website at http://surveys.eastkingdom.org/index.php/713838?lang=en which will satisfy these report requirements.

III. Webminister Appointment, Warranting & Term Limits

A. East Kingdom Website, Service and Server Access

1.   To preserve the integrity and security of the East Kingdom Server and the Services that it hosts, only authorized access can and will be granted to the following Members by the Office of the Webminister:

B. All Webministers

1.   Only a current member of the SCA who has offered their service to the Office of the Webminister and is listed as active on the Warranted Webminister Roster will be given the access logins to the East Kingdom Server.

      a)   Deputies chosen by the Warranted Webminister must also be warranted by the Office of the Webminister.

2.   All Webministers will be required to understand and acknowledge Society and East Kingdom Webministry Polices on a yearly basis.

3.   All Webministers will maintain a familiarization with the policies of the Society Chronicler and Kingdom Chronicler.

4.   To be Warranted the Webminister must send the following information to the Kingdom Webminister:

      a)   SCA Name

      b)   Modern Name

      c)   Local branch Represented

      d)   Email (Same supplied by the Seneschal)

      e)   Full Mailing Address

      f)   Phone Number

      g)   Digital scan of the SCA Membership Card (We no longer accept the Pikestaff Mailing Label as it does not show expiration date of the Membership.)

5.   Warrants can be submitted through

      a)   The East Kingdom Survey website located at http://surveys .eastkingdom.org and choose The Webminister Survey.

      b)   The required yearly Warrant Renewal Survey Form (Between December 1st and January 15th).

6.   The final authority to appoint a Webminister rests with the Kingdom Webminister.

>   a)   Local Seneschals may make recommendations, which will usually be followed; however they do not have the authority to take unilateral action regarding the appointment of a local Webminister.

>   b)   Kingdom Officers and Guild Heads may make recommendations, which will usually be followed; however they do not have the authority to take unilateral action regarding the appointment of a Webminister-At-Large.

C.   Local branch Webminister

1.   All Local branch Webministers must be warranted.

2.   When a Local branch needs a new Webminister, they should follow whatever selection process they are comfortable with locally.

3.   Once a Local branch has selected a Webminister that is acceptable to the group:

>   a)   the Local branch Seneschal needs to send an email to the Kingdom Webminister confirming the appointment of a new Webminister, complete with that Webminister's SCA Name and email address.

>   b)   the newly appointed Webminister must apply to the Kingdom Webminister for a Warrant following the guidelines listed under III. A., above.

4.   When a Webminister is not available to the Local branch from the body of the group, a request to the Office of the Webminister through the Support Center website for the appointment of a Webminister-At-Large can be made by the Seneschal .

>   a)   The WAL Deputy will review the request from the Local branch and determine the allocation of the WAL who best serves their needs.

D.   Webminister-At-Large

1.   Webminister-At-Large, including the Webminister for Kingdom Offices, Royal Guilds and Royalty Webministers must also become warranted.

2.   When a Kingdom Office or Royal Guild needs a new Webminister, the Officer or Head of the Guild should follow whatever selection process they are comfortable with for their Office or Guild.

3.   Once a volunteer who is acceptable to their Office or Guild has been selected:

>   a)   The Officer or Guild Head needs to send an email to the Kingdom Webminister confirming the appointment of a new Webminister, complete with that Webminister's SCA Name and email address.

b)   The newly appointed Webminister must apply to the Kingdom Webminister for a Warrant following the guidelines listed under III. A., above.

4.   Unrecognized Guilds and Household Webministers do not have to be Warranted, but can be for record keeping.

a)   Warrant does not grant access to the East Kingdom Server for off server sites.

b)   Warrant does not allow for East Kingdom emails or email forwarding.

c)   Warrant allows the East Kingdom Webministry to offer a non-binding yearly review of the website for common compliance of internet standards and Society policies.

(1)   Yearly Review does not give any SCA, Inc. or Kingdom recognition, approval or insurance protection to off server sites.

E.   Warrant and Term Limits

1.   A Warrant lasts one year, being renewed January 1st through the Yearly Report submission.

2.   A Webminister Office Term lasts 2 years, with the ability to remain in Office with the approval of:

a)   the Local branch following local customs

b)   the Approval of the Kingdom Officer the Webminister reports to

c)   the Approval of the Guild Head the Webminister reports to

d)   and the Approval of the Kingdom Webminister

IV.   Webminister Suspension and Removal, or Resignation

A.   Suspension

1.   Any Webminister may be put on suspension for the following reasons:

a)   Membership Expiration (Failure to keep membership current)

(1)   If a Webminister's membership expires before the annual reporting date, the Webminister must send a photocopy/digital scan of their new membership card as soon as it is renewed.

(2)   Failure to maintain and provide proof of a valid membership is reason for suspension of the Warrant.

(3)   This does NOT void the requirement to send an annual report.

b)   Failure to submit yearly report.

c)   Violation of Kingdom or Society Webministry policies.

d)   Giving out login information to the East Kingdom Server to any person that is not Warranted or otherwise approved by the Office of the Webminister.

e)   This is not an exclusive list. Other valid reasons for suspension may exist depending on circumstances and will be reviewed on a case by case basis.

2.   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, Kingdom Officer or Guild Head.

a)   If the 30 day deadline has passed with no resolution, a final notice will be sent to the Webminister, Local branch Seneschal and Kingdom Seneschal, or Kingdom Officer or Guild Head and the Kingdom Seneschal .

b)   Failure to resolve the issue will result in the Webminister being removed per the guidelines below.

c)   Note that copyright infringement will not be held to the 30 day process. Please review section **G. Reprinting Material from Other Sources**, for additional information regarding this.

d)   Note that security breaches will not be held to the 30 day process.

3.   Any Warranted Webminister that believes they should not be placed on suspension may appeal the process at any time to the Kingdom Webminister.

   a)   Appeals may also go to the Society Webminister after the appeal with the Kingdom Webminister is completed.

B.   Removal

1.   Should a Local branch be unhappy with its Webminister, they have the option of requesting a resignation from that Webminister.

   a)   All removal requests must be made in writing.

   b)   The Webminister is free to decline.

2.   Should they be unable to come to a mutually agreeable resolution of the situation, the Local branch may then request the Kingdom Webminister to remove the Local branch Officer. (See **Step 3** below before proceeding with this request.)

   a)   Acceptable reasons for removal of a Webminister include:

      (1)   Non-performance of their duties.

      (2)   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)   Use of the website to further personal political aims.

      (5)   This is not an exclusive list. Other valid reasons for suspension may exist depending on circumstances and will be reviewed on a case by case basis.

3. Removal is a last resort.

a) The first step should always be discussing the situation between the involved parties.

(1) All complaints in which that step has not happened before bringing it to the attention of the Kingdom Webminister will be rejected until that has happened.

b) No 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.

c) Any Warranted Webminister that believes they should not be removed may appeal the process at any time to the Kingdom Webminister.

(1) Appeals may also go to the Society Webminister after the appeal with the Kingdom Webminister is completed.

4. The final authority to remove Webministers rests with the Kingdom Webminister.

a) Local Seneschals may make recommendations, which will usually be followed; however they do not have the authority to take unilateral action regarding the removal of a local Webminister.

b) Kingdom Officers and Guild Heads may make recommendations, which will usually be followed; however they do not have the authority to take unilateral action regarding the removal of a Webminister-At-Large.

C. Resignation

1. A Warranted Webminister may resign at any time.

a) 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 promptly and in good order to their successors:

a) turn over all files (paper and electronic)

b) financial records

c) login names and passwords

d) any other supplies

V. Website Requirements & Use

A. East Kingdom Server Policy

1.   Remote root logins are <u>disabled</u>; Admins should log on as a non-privileged user and then sudo only when necessary.

2.   Our policy is that **no** Local branch or individual Society member needs SSH access. It's a security and accountability issue; while individuals may be more or less experienced in Linux Administration, the more people who have access, the less secure the system is. We're just not equipped to have everyone's skills vetted, either, so best to err on the side of caution.

3.   The primary purpose of the server is not to cater to individual needs, but rather to be there for *everyone*. We have a very limited staff and 100+ subdomains have to share limited resources on the server. Limiting what is available and limiting what is allowable is not intended to be restrictive in a malicious way, but to make **everything** more supportable and predictable given our own limitations.

4.   The default answer for deviating from the standard offering is "No"; We'd *like* to accommodate everyone, but if we start customizing things, giving out shell access, etc. for one, we have to make it available for all, and at the end of the day, the server's stability and security rests on **us**, not everyone else. Again, it's not to be malicious, it's to serve everyone *else*, not just individual requests.

5.   Anything anyone asks for cannot just be maintainable by the person requesting it: It **has** to be maintainable by those who come after them. One-off, custom or niche programming languages/services/frameworks/etc. should not be encouraged.

B. Recognized Website

1.   A Recognized Website must comply with the following - http://www.sca.org/officers/webminister/WebministerHandbook.pdf

      a)   D. General Guidelines for Recognized Web Sites

      b)   1. Recognized Web Sites

2.   Only recognized websites will be linked from the local groups' page on the eastkingdom.org website (http://www.eastkingdom.org/LocalGroups.php). Local groups that do not have a recognized website will not be linked.

3.   Households are not considered recognized entities under SCA, Inc. or East Kingdom Law and will not be hosted on the East Kingdom server.

C.   Hosting

1.   The East Kingdom service provider maintains the server environment on which all East Kingdom websites are stored.

2.   It is required that recognized East Kingdom websites be hosted on the East Kingdom server.

   a)   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.

   b)   This also allows the Office of the Webminister to assist in the support of the group website as needed.

   c)   Administrative passwords for East Kingdom internet sites should never be kept by a single person.

      (1)   At a minimum, passwords should be accessible and/or maintained by the Kingdom Webminister and Kingdom Seneschal.

3.   Hosting is available free of charge on the eastkingdom.org server for recognized Local branches, all Royal Guilds and all Kingdom Offices.

4.   This free hosting includes:

   a)   Website Structure: A sub-domain name appropriate to your

      (1)   Local branch as branch.eastkingdom.org

      (2)   Office as office.eastkingdom.org

      (3)   Guild as guild.eastkingdom.org

   b)   Direct FTP access to the group directory.

   c)   Access to the Virtualmin login which allows Administration of

      (1)   Mailman interface to moderate Officer Email accounts.

      (2)   Access any databases required for offered services.

      (3)   Other configurations as offered by the East Kingdom Server listed under VI. East Kingdom Webministry Services.

5.   The use of "vanity" website addresses will be allowed only if such address re-directs/points to the official East Kingdom hosted site on the East Kingdom server.

   a)   No duplicate information or storage off server can be allowed for ease of website support and legal reasons.

6.   The hosted 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.

7.   For free hosting on the eastkingdom.org server, please open a Service Center ticket under "Request Webspace" to contact the Kingdom Webminister.

D.   Content

1.   All Websites - Mandatory Information

   a)   Disclaimer & Copyright

      (1)   An East Kingdom webpage maintained by a Warranted Webminister MUST include the following disclaimer http://www.sca.org/officers/webminister/WebministerHandbook.pdf

         (a)   D. General Guidelines for Recognized Web Sites

         (b)   8. Statement of Ownership

      (2)   Copyright

         (a)   The copyright must be clearly visible, in easy to read type, accessible on every page.

2.   The Disclaimer information should be kept on a separate page accessible via dedicated disclaimer links.

3. Links

    a)   All recognized websites must have a link to http://www.sca.org

    b)   Warranted Webministers should make every effort to ensure links are up to date.

    c)   Links to non-recognized websites are permitted provided the following disclaimer is stated:

        (1)   http://www.sca.org/officers/webminister/WebministerHandbook.pdf

            (a)   D. General Guidelines for Recognized Web Sites

            (b)   1. Recognized Web Sites

4. Forbidden or Inappropriate Material

    a)   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.

5. Politicizing the Office

    a)   http://www.sca.org/officers/webminister/WebministerHandbook.pdf

        (1)   D. General Guidelines for Recognized Web Sites
        (2)   7. Politicizing the Office

E.   Privacy

1.   The webpage should include contact information for Officers.

2.   Webministers must follow the Corporate privacy policy approved at the April 2000 meeting of the Board of Directors.

    a)   http://www.sca.org/officers/webminister/WebministerHandbook.pdf

        (1)   D. General Guidelines for Recognized Web Sites

        (2)   2. Publication Permission for Personal Information

3.   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.

> a)   It is recommended that you keep this proof of permission on file for at least 6 months after the individual's information has been removed from the site.

4.   Local branch address books should only be made available on the web if all persons whose information is listed have given their permission.

5.   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.

F.   Quality of Content

1.   http://www.sca.org/officers/webminister/WebministerHandbook.pdf

> a)   D. General Guidelines for Recognized Web Sites

> b)   10. Quality of Content

2.   Additionally, all contact information listed on a website needs to be easily understandable and easily accessible for participants viewing and using the website.

G.   Accessibility

1.   http://www.sca.org/officers/webminister/WebministerHandbook.pdf

> a)   D. General Guidelines for Recognized Web Sites

> b)   3. Web Publication Standards

> c)   a. Accessibility

2.   This policy sets the minimum accessibility guidelines for East Kingdom recognized Internet sites.

3.   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.

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

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

H. Reprinting Material from Other Sources

1.   Placing copyrighted material on a Local branch, Kingdom or Associated site without permission is a very serious matter.

   a)   Reprinting material without permission could result in very serious legal charges, both against the offending local Officer and the SCA itself.

   b)   Local Webministers will receive only one warning, should copyrighted material appear on a website they are assigned without the appropriate permission from the author.

   c)   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 Disclaimer Page if you are including photos, articles or artwork from other sources:

   a)   "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."

I. Storage, File Sharing and Peer-to-Peer Distribution of Copyrighted Materials

1.   Storage, file sharing and peer-to-peer distribution of copyrighted materials on East Kingdom Servers is not allowed, unless the Webminister has on file a copy of written or electronic release form to use said materials.

   a)   This includes any book, publication, pdf, image, audio file or other forms of electronically distributed materials.

2.   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.

   a)   Further mis-use of Kingdom resources will result in the Webminister being removed from office and may be subject to further sanctions.

J. Official Communications

1. There is no East Kingdom Policy for Official Communications or Social Media Use. There are 4 separate policies already in place.

2. Reference Documents for those attempting to rule on Social Media:

   a) In the **Society Webminister Handbook** the following can be found:

   (1) http://www.sca.org/officers/webminister/WebministerHandbook.pdf

       (a) G. Additional Policies

           (i) 1. Electronic Mailing Lists

   (2) Please note that the East Kingdom server supports and offers official email mailing lists.

   b) Under **Society Seneschal Handbook**:

   (1) http://socsen.sca.org/wp-content/uploads/2014/04/Seneschals-Handbook-041214.pdf

       (a) V. REPORTING AND COMMUNICATIONS

           (i) H. ELECTRONIC COMMUNICATIONS POLICY

           (ii) 7. No messages posted to social media sites, general email lists, or other public electronic forums can be considered official communications.

       (b) I. WEBSITES AND SOCIAL NETWORKING SITES (INCLUDING FACEBOOK)

           (i) 1. For a digital site to be recognized by the SCA, it must represent an established branch of the Society and must have a warranted web minister responsible for its content.

           (ii) 7. See the Corporate Social Media Policy for more details.

c)   Under the **Society Social Media Policy**:

         (1)   http://sca.org/docs/pdf/SCASocialMediaPolicy.pdf

             (a)   2. Core Principles of the Social Media Policy

                 (i)   e. Social media is not an approved method of distributing official information. However, groups may redistribute information already disseminated according to other applicable policies.

             (b)   5. Conduct in the Social Media Sphere

                 (i)   c. Society and Branch Officers

                     (a)   Society officers shall recognize that social media is a public forum, but not a venue for official announcements or policy statements as required by Governing Documents and Officer policies.

                     (b)   iii. not be used to announce or communicate official policy or statements that have not otherwise been announced or publicized through required official channels (publication for event status, official sanction, changes to Kingdom Law, etc)

d)   Under the **East Kingdom Law** document:

         (1)   http://seneschal.eastkingdom.org/docs/EKLAW.pdf

             (a)   Section X. Rights of Subjects

                 (i)   J. Expectation of Confidentiality

VI. East Kingdom Webministry Services

A. Server Access for non-Webministers

1. The Local branch Seneschal

   a) It is strongly suggested that a Seneschal should not also be a Local branch Webminister as that makes one person the holder of Two Greater Offices in the Local branch.

   (1) Depending on local custom, that would give an unequal advantage to a single interest in regards to voting.

   (2) Even if they do not have the ability to cast 2 votes, the lack of an additional voice regarding the needs of the Local branch may give the combined position excessive influence.

   b) To avoid a single point of failure the Office of the Webminister will supply the Local branch Seneschal duplicate login credentials so that loss of access to the Local branch Website is avoided for any reason.

   (1) The Seneschal does not need to be warranted by the Office of the Webminister as Warrant for Office is covered by their tenure under the Office of the Seneschal.

   (2) In instances where the Seneschal is also "Acting As" the Local branch's Webminister, the Seneschal must follow the requirements as if they are a Warranted Webminister (Yearly report for the Website, and any other requirements for the Office of the Webminister.)

   (3) Since the Seneschal is not the actual Webminister, they cannot take on a Deputy Webminister.

   (a) The person that would be designated as a Deputy Webminister, should be the actual Webminister.

   c) If the Seneschal does not wish to Warrant under "Acting As" as the Local Webminister, a Webminister At Large will be assigned to the Local branch Website if a Local branch Webminister is unavailable for any reason.

2. The Office of the Chronicler

a) It is strongly suggested that a Local branch Chronicler should not also be a Local branch Webminister as that makes one person the holder of Two Greater Offices in the Local branch.

(1) Depending on local custom, that would give an unequal advantage to a single interest in regards to voting.

(2) Even if they do not have the ability to cast 2 votes, the lack of an additional voice regarding the needs of the Local branch may give the combined position excessive influence.

(3) The branch Chronicler may be granted FTP server access as needed for their local newsletter, if for some reason the Webminister is unable to assist them in a timely fashion.

(4) Warrant is not required as they are not acting Webministers or WALs and are covered by their Warrant as Chronicler.

b) The Kingdom Office of the Chronicler requires access to the server by FTP in order to publish the Pikestaff monthly newsletter.

(1) This access includes

(a) The Deputy Chronicler.

(b) The Pikestaff Editor.

(2) Warrant is not required as they are not acting Webministers or WALs and are covered by their Warrant as Chronicler.

3. Guild Leadership

a) To avoid a single point of failure the Office of the Webminister will supply the Guild Master/Mistress duplicate login credentials so that loss of access to the Guild Website is avoided for any reason only if the Guild Master Warrants as a Webminister At Large.

b) If the Head of a Guild does not wish to Warrant as a Webminister At Large, a Webminister At Large will be assigned to the Guild Website if the Guild Webminister is unavailable for any reason.

B.   Content Management Systems

1.   The use of Content Management Systems is encouraged to be able to support all aspects of the internet and provide the best experience to new and established members alike.

2.   All CMS must have an Administrative Level login for the East Kingdom Webminister called **ekwebadmin**, linked to webmaster@eastkingdom.org and supply a password for access.

a)   This will only be used in instances where there is an emergency and the Local, Guild or Office Webminister is unable to be contacted for any reason.

3.   WordPress

a)   This is the preferred CMS for the Kingdom.

b)   There are many WALs that have WP experience that can be assigned to a site for support.

c)   The Plugin **JetPack** will be installed and activated under the webmaster@eastkingdom.org email address to provide monitoring of website uptime.

4.   Joomla!

a)   Another popular CMS that can be hosted on the East Kingdom Server.

b)   There is no specific support for this CMS.

5.   Drupal

a)   Another popular CMS that can be hosted on the East Kingdom Server.

b)   There is no specific support for this CMS.

6.   Concrete 5

a)   A simple CMS that can be supported by the East Kingdom Server.

b)   There is no specific support for this CMS.

7.   Other

a)   Before a CMS will be approved to be installed on the East Kingdom Server, the Minister of Æther will need to review and approve the CMS.

b)   There will be no specific support for these CMSes.

C.   E-mail Forwards & Mailboxes

1.   E-mail Forwards are not allowed to send communications to a non-Kingdom email address.

2.   The East Kingdom supports a fully in house hosted E-mail Service for use by all Officers and Royalty.

    a)   Please review http://seneschal.eastkingdom.org/docs/EKLAW.pdf under Section X. Rights of Subjects, J. Expectation of Confidentiality for details regarding the use of email.

    b)   The Email Use Policy for the East Kingdom can be found at:

3.   This service is not open to the Populace of the East Kingdom or other Members of the Society at this time.

4.   There is backup service set up for the E-mails being sent through the office@localbranch.eastkingdom.org service.

    a)   Whenever any Office is passed along, the current E-mails will be available for the Successor to review.

D.   GNU Mailman Listserv Mailing Lists

1.   The East Kingdom offers an E-Mail List Server to each Local branch and Guild of the East Kingdom.

2.   lists.eastkingdom.org hosts all of the Kingdom Mailing Lists, including

    a)   Polling Order Mailing Lists

    b)   Polling Order Discussion Lists

    c)   Kingdom Office Mailing Lists

3.   TRH and TRM E-Mails are on all Discussion Lists so that they may read and post to the discussions about any upcoming candidates for Their Polling Orders.

E.   Denyhosts

1.   The East Kingdom uses the service denyhosts to prevent unauthorized access (hacking) of the Server.

2.   We have this daemon running to help protect the site against hackers. This process may occasionally block a legitimate user from accessing the host via FTP if they have tried to logon via SSH (which we don't allow) or it can potentially also block someone if their home computer(s) were compromised. Likewise, someone who should legitimately be able to access the system via SSH (East Kingdom Webminister, System Administrators, etc.) can find themselves blocked if they mistype a password three or so times.

3.   Any blocked IP address can be removed from the /etc/hosts.deny file to restore access. Once someone has successfully logged on, they'll be cleared of any failed password attempts.

4.   Instructions on how to configure and use denyhosts can be found in man pages on the East Kingdom Server or at http://denyhosts.sourceforge.net/

VII. East Kingdom Webministry Special Services Websites

A. Surveys Website

1. http://surveys.eastkingdom.org

2. Is running the LimeSurvey server and is an offered service to the East Kingdom for Forms, Reports and Surveys.

3. All Local branches, Kingdom Offices and Royal Guilds may have forms hosted on this server.

4. Examples of Available Reports, Forms & Surveys

    a) Award Recommendation

        (1) http://surveys.eastkingdom.org/index.php/945932/lang-en

    b) Ask a Herald Request

        (1) http://surveys.eastkingdom.org/index.php/474427/lang-en

B. Scribal Gallery Website

1. http://gallery.eastkingdom.org

2. Is running the PiWiGo server and is currently hosting the collected works of the Office of the Tyger Clerk of the Signet.

C. Royal Websites

1. The official Royal website has the designation of First Initial for the Crown and First Initial for the Consort.

    a) Example: Maragorn and Adrienne, the first Royals of the East would have the website ma.eastkingdom.org designation.

    b) If the same Royals ascend the Throne again, they retain this designation.

    c) If another set of Royals ascend the Throne that would have the same initials of a prior couple, best judgement is made for simplicity.

    d) Example: Aonghais & Alyson would have had aa.eastkingdom.org when Aelfwine & Arastorm became Heirs. Instead of changing the previous website designation, a new website aea.eastkingdom.org could be created to represent the couple.

2. http:// trh.eastkingdom.org

   a) The trh designation is a forward link to the actual Royal website.

   b) There is a default index.html webpage for when there are no Heirs to the throne.

   c) The Crown Tourney entrant form includes email addresses for Heir and Consort to be used for contact.

   d) Official proclamation/mailing to the Kingdom Officers announcing who are the new Heirs and their correct name spelling comes from the Brigantia Principal Herald.

   e) The Royal portrait will come from Their Highnesses and whomever they choose as the Royal photographer. It is best to check with them directly as to who needs to be contacted for the picture.

3. http:// trm.eastkingdom.org

   a) The trm designation is a forward link to the actual Royal website. When the Heirs ascend the Throne, the forward link is updated to their Royal site.

D. Order of Precedence Website

1. http://op.eastkingdom.org

   a) Is supported by the Order of Precedence Webminister Deputy along with the Shepherd's Crook Herald.

   b) [Work In Progress]

E. Kingdom Officer Webmail Login Website

1. http://mail.eastkingdom.org

   a) Is using the RoundCube Email Server to host the service.

   b) The Usermin Portal backend can be found at: https://eastkingdom.org:20000/

   c) The following plugins are active on the server:

      (1) New Message Notification

      (2) Mark As Junk

      (3) Filters

      (4) Password Reset

F.　Webminister Support Center Website

　　1.　http://helpdesk.eastkingdom.org

　　　　a)　Is using the osTicket server to host this service.

　　　　b)　All Local branch, Kingdom Office and Royal Guild Webministers have a login to this service to be able to access the tickets assigned to them.

G.　Event Websites

　　1.　http://event.eastkingdom.org is not a regular defined designation for the East Kingdom Server.

　　2.　Event websites should be listed under their Local branch, instead of being their own website.

VIII. Financial Responsibilities

A. Expenses

1. If there are any expenses associated with the existence of a webpage maintained by a Warranted Webminister, they should be handled by the Local branch Exchequer in accordance with the financial policies of the East Kingdom and the SCA, Inc.

B. Domain Names

1. Kingdom Domain Names

    a) are purchased and maintained by SCA, Inc. corporate office.

    b) should be registered to the SCA, Inc. corporate office and not to the Kingdom itself or any Officer therein.

2. Local branch Domain Names, Royal Guild Domain Names

    a) are purchased and maintained by the East Kingdom Webminister office.

    b) should be registered to the East Kingdom Webminister office and not to the Kingdom itself or any Officer therein.

3. Use of non-standard website names, or 'vanity' addresses.

    a) localbranch.org is allowed as a vanity website address, as long as:

        (1) The website address is an alternate for the official website.

        (2) is only a pointer to the actual address.

        (3) the address is owned by the Local branch, or East Kingdom.

            (a) Owner should be the Seneschal

            (b) Technical Contact should be the Webminister

            (c) Billing Contact should be the Exchequer

    b) The following are also bound by these requirements:

        (1) vanityname.org, vanityname.net, vanityname.[xxx]

        (2) If the website name is not part of the Local branch name, yet represents a Sanctioned group of the East Kingdom.

        c)   the policy for Website Address ownership can be found at:

        (1)   [Work In Progress] Pending Office of the Exchequer

C.   Hosting

1.   The East Kingdom Webminister requires Local branches, Royal Guilds and Kingdom Offices to use the free hosting services available at eastkingdom.org.

        a)   This free hosting includes:

        (1)   a sub-domain name appropriate to the Local branch as localbranch.eastkingdom.org or Office as office.eastkingdom.org

        (2)   direct FTP access

        (3)   a mail administration interface to moderate Officer Email accounts

        b)   To set up your hosting at eastkingdom.org, please open a Support Center ticket under "Request Webspace" to contact the East Kingdom Webminister.

D.   Software

1.   Any software purchased using Society, East Kingdom, or Local branch funds means that software is the property of SCA, Inc.

        a)   Copies of SCA, Inc. purchased software may not be kept for personal use after the Webminister steps down.

        b)   This includes any plugins for WordPress or any other CMS installed for the Local branch, Royal Guild, Royalty or Kingdom Office use.

IX. Warrant Forms

A. Webminister Warrant

1. Yearly Warrant Survey

    a) This Warrant Survey will be opened on December 1st of the year for the review to be done by the Warrant Renewal date of January 1st of the next year.

    b) It will be found at http://surveys.eastkingdom.org/ on the available Surveys Listing, until February 1st of the following year.

2. New Webminister Warrant

    a) http://helpdesk.eastkingdom.org/open.php

    b) Help Topic: Request / Webminister New Warrant or Renew

3. Webminister Renewal

    a) http://helpdesk.eastkingdom.org/open.php

    b) Help Topic: Request / Webminister New Warrant or Renew

B. Minister of Æther Warrant

1. Yearly Minister of Æther Warrant Survey

    a) http://surveys.eastkingdom.org/index.php/643516?lang=en

2. New Minister of Æther Warrant

    a) [Work In Progress]

3. Minister of Æther Warrant Renewal

    a) [Work In Progress]

C. Website Review

1. Website Yearly Review

    a) Will be performed online once a year by the Website Quality & Usability Deputy (Former UI Auditor)

    b) [Work In Progress]