

Section I: Kingdom Webministry

A. Organization

The Kingdom Webministry is lead by the Webminister of the East Kingdom. All members of the Webministry report to the Kingdom Webminister, as well as to one of the three Deputies that lead the listed Divisions in Section I.B.

B. Structure and purpose

- **Administration**
 - This is the division covering all warranted webministers, supporting their efforts through education and assistance when needed.
 - Headed by the Kingdom Deputy Webminister.
 - Oversees the warranting and reporting procedures for all Webministers in the Kingdom (regardless of Division)
 - Oversees the websites and warranted webministers for:
 - Local branches
 - Kingdom offices
 - Royal guilds
 - Dedicated event websites
- **Services**
 - The Services division selects and/or writes software providing services to others, providing documentation, training and support.
 - Headed by the Deputy Webminister for Services.
 - Oversees:
 - Dedicated applications written to support the East Kingdom
 - The websites and warranted webministers supporting these applications
 - Server administration functions and infrastructure
- **Design**
 - This division is responsible for the visual and logical design of Kingdom websites, and supports the design of other websites, including making themes/templates/etc. for use by other webministers.
 - Headed by the Deputy Webminister for Design.
 - Oversees:
 - Design of themes/templates for supported website frameworks?
 - Nomination of websites for the William Blackfox award.
- **Polling Order E-Mail List Administrators**
 - The Administrators of the Polling Order E-Mail Lists, while under the supervision of the Kingdom Webministry, have their responsibilities defined in Kingdom Law, and as such are outside the scope of these policies except as they apply to general email usage.

Section II: Webministers

A. Requirements

- Nomination
 - Local branch Webministers must be nominated as per local branch policies
 - Webministers for Kingdom Officer websites must be nominated by the Kingdom Officer whom the site represents
 - Webministers for Royal Guild websites must be nominated through a process acceptable to the Guild, and in keeping with the Guild's charter
 - Webministers for Event websites must be nominated as per the policies of the branch sponsoring the event
 - Webministers who are working directly for the Kingdom Webministry, including the three administrative Divisions, shall be nominated by an already warranted Webminister who is working as part of the Kingdom Webministry
- All nominated Webministers must be approved and warranted through the Kingdom Webministry for the duration of their term
- All Webministers must be eligible to hold office in the East Kingdom. In the case of local branch Webministers, they must be eligible to hold office for the branch in question.
 - Warranted webministers who are providing assistance to other branches where they do not reside may request a waiver from this specific requirement on a case by case basis. Such approval is subject to both the policies of the local branch and decision of the Kingdom Webminister (or their designate)
- Warrant terms are 2 years unless local policy is less.
 - Webministers are responsible to ensure that all required information is kept up to date on the warrant form, even if it changes while a warrant is active.

B. Duties and authorities

When a Webminister is warranted for a given branch, Kingdom Office, etc., that entity is referred to as the "assigned group" for convenience.

All webministers are required to ensure that the website and email configurations for their assigned group conform to the policies detailed in Sections III and IV, respectively.

All webministers are subject to all reporting requirements in section VI.

C. Revocation of Warrant

Failure to meet the requirements of office or conform to the policies in this document is grounds for immediate revocation of warrant and removal from office as a Webminister.

Section III: Website requirements/policies

The Kingdom Webministry provides hosting for the recognized websites of local branches, Kingdom Offices, and other entities in the East Kingdom. All such websites are subject to the requirements below.

- All Webministers are required to ensure that their websites comply with the relevant requirements in the Society Webminister's Handbook (<http://www.sca.org/officers/webminister/WebministerHandbook.pdf>)
- In addition to what is required by the Society Webminister's policies, all recognized websites in the East Kingdom are required to include a link back to www.eastkingdom.org.
- Warranted webministers shall ensure that all website/application software is kept up to date and ensure there is routinely updated content.
- Access may be provided to others - e.g. deputies or other local officers - to contribute content.
- Administrative access may not be given to unwarranted individuals. Only warranted webministers will have access.

The Webministry will not guarantee the maintenance of websites for the following groups:

- Local branches that have been suspended or folded
- Kingdom Offices that no longer exist
- Guilds that were formerly Royal Guilds and have since lost their status
- One-time Events that have occurred in the past
- Other sites or groups that are no longer active

Section IV: Email requirements/policies

The Kingdom Webministry provides email services for local branches, Kingdom Offices, and other entities in the East Kingdom. Any account used to access these email services is subject to the policies in Section V: East Kingdom Accounts.

A. Naming Guidelines

The following policies apply to the configuration of email addresses for a Webminister's assigned group:

- All email configurations must be done through centralized tools provided by the Webministry
- Email addresses for local branches, Events, Guilds, and most other purposes must conform to the format <RoleName>@<group>.eastkingdom.org
 - Kingdom Offices are permitted to use email addresses in the format <RoleName>@eastkingdom.org or <RoleName>@<office>.eastkingdom.org
- Email addresses tied to assigned groups **must** have a clear purpose to the operation of the group.
 - This means that you are not permitted to create vanity addresses such as lancelot@mybarony.eastkingdom.org for Sir Lancelot.
- Email addresses may not imply rank that has not been attained, even if such a rank is part of the office name.
 - Example: knight@<branch> for Knight Marshal is not permitted, as such office does not convey the rank of Knight.
- Email addresses tied to assigned groups may not be "vacant" - if the email address exists, it must go to at least one person or be removed.

B. Specific Requirements for Email Addresses

In cooperation with the other Kingdom Officers, the following email address requirements have been developed. Requirements for addresses can be met via the primary address or an alias, but they cannot be ignored:

- An address for Webministers in the format webminister@<group>.eastkingdom.org **must exist** (exceptions may be made in the case of Webministers working with Kingdom Officers)
- An address for local Seneschals in the format seneschal@<group>.eastkingdom.org **must exist**

Additional requirements for specific offices may be developed in the future.

C. Webminister Responsibilities

Webministers are responsible for ensuring that:

- Email addresses for Officers and other representatives are assigned to the appropriate people. Working with their local Seneschal, the Kingdom Officer of their assigned group, Guild head, or event autocrat (or other persons, as appropriate), ensure that only the duly appointed and authorized individuals have access to the email addresses associated with their assigned group.
- Mailing lists tied to the domain name of their assigned group are owned and managed by current SCA members residing in the East Kingdom.

The Webministry will not guarantee the maintenance of email addresses for the following groups:

- Local branches that have been suspended or folded
- Kingdom Offices that no longer exist
- Guilds that were formerly Royal Guilds and have since lost their status
- One-time Events that have occurred in the past
- Other sites or groups that are no longer active

Section V: East Kingdom Accounts

A. Account creation

The Kingdom Webministry bears responsibility for creation of accounts relating to email, any other centrally-managed accounts, and those necessary for direct access to the East Kingdom server(s). All accounts on East Kingdom servers are subject to the requirements in this section, regardless of their origin.

Acquiring and maintaining an East Kingdom account of any sort requires an active SCA membership and residence within the Kingdom. Failure to meet these two requirements will result in the refusal of account creation or disabling of existing accounts.

B. Account usage

Holders of accounts **shall** use passwords that are a minimum of 8 characters in length, and **should** (are highly encouraged to) use passwords that are longer. Passwords **should** be easy to remember, and memorability and length is more important than artificial “complexity”.

Holders of accounts **shall not** use Kingdom provided services for personal or commercial use, or for purposes that would be contrary to the Society’s Educational Not-For-Profit status.

Credentials (i.e. passwords) for accounts **shall not** be shared with other individuals for any reason.

C. Emergency access

In a situation where access is needed to an Officer’s account when they themselves are not able to provide such access, written authorization for emergency access SHALL be required from the Kingdom Webminister and the Kingdom Officer superior to the Officer whose account is being accessed. Such written authorizations SHALL be maintained until the end of the Officer’s term of Office. In the event that such a superior Kingdom Officer does not exist, such authorizations must be sought from the Kingdom Seneschal.

Section VI: Reporting/escalation requirements

A. Regular Reporting

Quarterly reports **must** be filed with the Kingdom Webminister, using the published form.

B. Ad-Hoc Required Reporting

The following occurrences **must** be reported to the Kingdom Webministry should they be discovered:

- Unauthorized access
- Security breach
- Account compromise

The above should be reported immediately upon discovery so that the necessary steps can be taken to protect the affected accounts/systems. Where possible, the discovering Webminister should also attempt to disable access from the offending source, but in many cases, this will not be possible.