

# East Kingdom Webministry Policies

## Section I: Kingdom Webministry

### A. Organization

The Kingdom Webministry is led by the Webminister of the East Kingdom. All members of the Webministry report to the Kingdom Webminister, and are overseen by one of the four Deputies that lead the listed Divisions in Section I.B.

### B. Structure and purpose

- Administration (Lead: Kingdom Deputy Webminister)
  - This division oversees all warranted webministers, supporting their efforts through education and assistance when needed.
  - Oversees the warranting and reporting procedures for all Webministers in the Kingdom (regardless of Division)
  - Oversees the websites and warranted webministers for local branches, East Kingdom offices, royal guilds, dedicated event websites, and other authorized East Kingdom websites.
- Services (Lead: Deputy Webminister for Services)
  - The Services division selects and/or determines the development need for software providing services to others, providing documentation, training and support.
  - Oversees:
    - Dedicated applications written to support the East Kingdom
    - The websites and warranted webministers supporting these applications
    - Server administration functions and infrastructure
- Development (Lead: Deputy Webminister for Development)
  - The Development division is responsible for the design, development, and code maintenance of custom software utilities and applications to support the operations of the East Kingdom as determined by the Deputy Webminister for Services.
  - Oversees:
    - The lifecycle of software written by and for the East Kingdom.
    - Licensing and code repositories of said software.
    - The warranted webministers supporting these efforts.
- Support (Lead: Deputy Webminister for Support)
  - The Support division is responsible for supporting the use of East Kingdom systems by the populace.
  - Oversees:
    - The Kingdom Helpdesk service point.

- Resolution of support requests received through the service point.
- Support documentation for services and tools.
- The websites and warranted webministers related to these function

## 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, must 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

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 required to check the email address for their office regularly, and are expected to be responsive to communication.
- All webministers are subject to all reporting requirements in section VI.

### C. Revocation of Warrant

Failure to meet the requirements of office, or violation of the policies in this document, the Society Webminister's Handbook, or other applicable portions of Kingdom Law or Branch Policy, 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 approved 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 available through the Society website.
- 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](http://www.eastkingdom.org).
- Websites must include a list of officers for the Branch or Office, and it must reflect the actual recipients of email sent to the respective office email address.
- Warranted webministers must 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 must not be given to unwarranted individuals. Only warranted webministers may have administrative access. Exceptions can be made by the Kingdom Webminister.

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

- Local branches that have been suspended or dissolved
- 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
- Reigns prior to the most recently stepped down

### 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 may be 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. Vanity addresses are not permitted.
- Email addresses should not imply rank that has not been attained, even if such a rank is part of the office name. e.g. knight@<branch> for Knight Marshal is not permitted, as such office does not convey the rank of Knight.
- Email addresses tied to assigned groups must 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

The following email address requirements have been developed in cooperation with the relevant Kingdom Officers. 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**.
- An address for local branch Seneschals in the format seneschal@<group>.eastkingdom.org **must exist**.

Local offices not otherwise specified should have standard addresses as in the cases above, but are not currently required to do so.

## 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 steward (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 **must** 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”. Kingdom Webministry reserves the right to force a password change if passwords are found to be insecure or compromised.

Holders of accounts **must 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 **must not** be shared with other individuals for any reason.

### C. Emergency access

In a situation where access is needed to an account when the account holder themselves are not able to provide such access, written authorization for emergency access **must** be obtained from the Kingdom Webminister and the Kingdom Officer superior to the Officer whose account is being accessed. Such written authorizations **must** 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 to [helpdesk@eastkingdom.org](mailto:helpdesk@eastkingdom.org) 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.

### Additional Notes:

The terms “must”, “must not”, “shall”, “shall not”, “should”, “should not”, and “may” are used in compliance with RFC 2119 (<https://www.ietf.org/rfc/rfc2119.txt>)

The terms “branch”, “office”, “officer”, “kingdom office”, “kingdom officer”, “guild”, “royal guild”, “event”, etc. are used in compliance with SCA governing documents, Society Seneschal handbook, and East Kingdom Law.

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