



Middle Kingdom Webminister's Policies



Anno Societatis XLV

(2011)

Edition

Middle Kingdom Webminister's Policies

Office of the Webminister

Kingdom Webminister

The Kingdom Webminister is responsible for maintaining the Kingdom web site, determining web policy for the Kingdom, working with Group Webministers to ensure pages are accurate and appropriate for the SCA, and making nominations for the annual Master William Blackfox Web Awards prize. The Kingdom Webminister reports to the Society Webminister, the Kingdom Chronicler and the Crown as requested. The Kingdom Webminister shall maintain open lines of communication with the Kingdom Chronicler so that both may be kept up-to-date as publication policies evolve and so that issues may be elevated through that Office as appropriate. The Kingdom Webminister is a Lesser Officer of State.

Deputy Webminister(s)

The Kingdom Webminister may designate deputies as needed to help maintain the Kingdom's web presence. The System Administrator(s) for midrealm.org are Deputies to the Kingdom Webminister and are required to inform the Kingdom Webminister 48 hours prior to making any changes or upgrades to the server (software, hardware, etc.).

Group Webminister

The Group Webminister is the warranted Webminister for a local group, Kingdom office, guild, or other recognized entity, and is responsible for the Group's web site. The Group Webminister reports to the Baronial Webminister (where appropriate), Regional Webminister, Kingdom Webminister and Group Seneschal, Officer or Principal as appropriate. The Group Webminister is to be considered an officer of the group in all ways, and is thus subject to the group's policies regarding elections/selection processes, term lengths, and any other privileges and responsibilities outlined.

Webminister(s)-at-Large

The Webminister-at-Large is any Webminister who regularly updates (and reports) for any website/webpage other than a Local Group, Barony or Region. This includes all Web Deputies of Kingdom Officers (including Their Royal Majesties and Their Royal Highnesses), maintainers of the various non-Peerage award Orders, Guilds, etc. Webministers-at-Large must follow the policies and requirements as laid out for Group Webministers. Stand alone or database driven web applications used to support groups or functions shall be maintained by the Kingdom Webminister or a designated deputy. Individuals charged with data input or updating of these applications are not required to be Webministers-at-large.

Structure of the Middle Kingdom Web Presence

Kingdom Web Site Content

The Kingdom Webminister is responsible for maintaining the following information on the web site:

1. Names and contact information for the current Royalty
2. A list of Great Officers and their Deputies
3. An online version of Middle Kingdom Law & Policies.
4. An online version of the Kingdom Event Calendar.
5. An online version of documents requested by the Seneschal or Great Officers.
6. A list of all local groups within the Kingdom.

The Kingdom Webminister may use his/her discretion to include additional information as long as it adheres to Kingdom and Society web policy standards.

Kingdom Officer Pages

The Kingdom may host web pages or sites for officers or the individual officers may host them. Regardless, all officers' pages must adhere to Society and Kingdom web policy. The Officer will designate which page is their official page.

Local Group pages

The Kingdom may host web pages or sites for groups or the individual groups may host them. Regardless, all groups' pages must adhere to Society and Kingdom web policy, as outlined in the Society Webminister's Handbook and this document respectively. The local Seneschal will designate which page is their group's official recognized page.

Guild pages

The Kingdom may host web pages or sites for Kingdom guilds or the individual guilds may host them. Local groups may host web pages or sites for local guilds or the individual guilds may host them. Regardless, all guilds' pages must adhere to Society and Kingdom web policy. Guild Principles will designate which page is their official page.

Event pages

Local groups may host web pages or sites for events that they are running or such pages may be hosted independently. Regardless, all event pages must adhere to Society and Kingdom web policy. Autocrats will designate which page is their official page.

Other Pages

Other web pages or sites may be hosted or listed at the discretion of the Kingdom Webminister as long as they follow Society and Kingdom web policy. The maintainers of these "special interest" pages will be warranted as Webministers-at-Large and the pages they maintain will be linked from the Midrealm site so long as the maintainers follow the requirements for Webministers-at-Large.

Group/Branch Webministers

1. All Group/Branch Webministers must be warranted by the Kingdom Webminister. The individual will present a letter of recommendation from the group's Seneschal, and if possible the group's former Webminister. This letter of recommendation should attest to the suitability of the individual to be a Webminister. In lieu of the "Letter of Recommendation" the individual will present a completed Change of Office form.
2. All Webministers must have a current, paid membership in the SCA, Inc.
3. All Webministers must provide a photocopy or digital scan of their membership card. Digital scans must be 300 DPI or greater.
4. All Webministers must receive The Pale at their residence.
5. All Webministers are encouraged to reside in the group they maintain a web site for.
6. All Webministers are encouraged to have reliable Internet access.
7. All Webministers are encouraged to have a reliable and valid email address.
8. All Webministers are encouraged to demonstrate knowledge of HTML.
9. The Kingdom Webminister may revoke warrants at any time. All Webministers must provide the appropriate contact information in the event that they move. Additionally, Webministers must provide the Kingdom Webminister with updated membership information each time their membership is renewed.
10. Failure to comply with the above policies and any additional Society requirements may result in suspension or revocation of a Webminister's warrant.

Group/Branch Web Pages

Group/Branch web sites must meet the following criteria:

1. All group/branch web sites must have a warranted Webminister.
2. All group/branch web sites must be for the group.
3. All group/branch web sites must *not* be for a household.
4. All group/branch web sites must meet the mandatory web publication standards as set forth in the Society Webminister Policies available at <http://www.sca.org/officers/webminister/>
5. All group/branch web sites must have a link to the Society Web Site. <http://www.sca.org>
6. All group/branch web sites must have a link to the Kingdom Web Site. <http://www.midrealm.org>
7. All group/branch web sites must have a link to all sub groups (for example a Canton or College) of the group.
8. All group/branch web sites must have the disclaimer detailed in the Middle Kingdom Disclaimer section of these policies.
9. Failure to comply with the above policies and any additional Society requirements may result in suspension or revocation of a Webminister's warrant.

Group/Branch web sites are encouraged to meet the following additional criteria

1. Minimally, a list of officers necessary for their branch level per Corpora. A complete officer list is encouraged.
2. Have dates and locations of business meetings.
3. Have their estimated boundaries (counties and / or cities).
4. Have basic information or a link to basic information for people unfamiliar with the SCA.
5. Be accessible as possible to persons with disabilities by meeting at least W3C Level A conformance. <http://www.w3.org/tr/wai-webcontent/>
6. Fulfill the suggested web publication standards as set forth in the Society Webminister Policies available at <http://www.sca.org/officers/webminister/>
7. Have detailed information about events the group is holding.

8. List all practices and guild meetings.
9. Have a copy of the group policies or by-laws.
10. Have information for obtaining the group newsletter.
11. Have information for joining the group email discussion list.
12. All documents available for download must be provided in PDF format as well as any other format the Webminister chooses.

Group/Branch web sites must not contain

1. Advertising, unless it is part of the agreement with the hosting company (i.e. banner ads on free hosting sites).
2. Links or references to obscene, lewd, or illegal material including pirated software.
3. Links or references to slanderous or libelous material.
4. Links or references to information that is disparaging to the SCA or is in conflict with official activities that promotes the SCA.
5. Copyrighted material without express written permission.

Event Web Pages

Websites devoted to specific events have been gaining in prevalence and due to their nature are handled slightly differently.

The Webminister of an event website, if different from the Group's Webminister, is to be considered a Deputy to the Group Webminister in all ways, including reporting to said officer for the duration of the site's existence.

If the event website is maintained as a part of the Group's official website, or even on the same domain as the Group's official website, no additional procedures need be observed. Standard compliance policies, as outlined above, should be observed as normal.

If the event website has its own domain name, is maintained on an individual's personal website (such as that of the autocrat or similar), a household website, or any other site not already official recognized by the Middle Kingdom then the site must meet all compliance points as if for a group web page, with the following exceptions:

1. The Event Webminister may not be warranted as they are considered a Deputy as defined above.
2. The website must be specifically for the event. There may be no unrelated content or links included.
3. **A link to the Group/Branch hosting the event must be present.**
4. The official Midrealm disclaimer may be modified by replacing "<Group Name>" with "<Event Name> hosted by <Group Name>".

These points will be considered before a link will be activated on the Kingdom website.

Middle Kingdom Disclaimer

The Middle Kingdom disclaimer must be on the main page or linked to the main page of every certified site. Refer to the list after the disclaimer to match the letters with the appropriate information for your particular type of page.

"This is the recognized Web site for the <Group Name>, Middle Kingdom (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."

"Copyright © <Modern Year> <Group Name>. The original contributors retain the copyright of certain portions of this site. "

"For information on using photographs, articles, or artwork from this web site, 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. "

"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>."

Editorial Content

Editorial comments and articles should be clearly marked as such. Webministers should take great care in making sure that the content of the Editorial material is not libelous and is in keeping with the spirit of the SCA and its goals.

Financial Activities

Hosting

It is required that recognized SCA websites be hosted on an account to which more than one person has access, rather than a personal website owned by one of the members. This will ensure that a recognized website does not go down or go stale should an individual member move or quit the group. Administrative passwords for SCA Internet sites should never be kept by a single person. At a minimum, passwords should be maintained by the Group Webminister and Group Seneschal, Officer or Principal as appropriate.

It should be noted that no-cost, ad-free hosting is available in the Middle Kingdom. Contact the Kingdom Webminister if you require further information.

All payments for web expenses should be made by the Group Exchequer with the Webminister acting as liaison.

Domain Names

Any domain names related to the group should be owned by that group, either by being paid for with group funds or by being officially donated to the group. Contact your group exchequer to discuss either process. Domain names associated with SCA groups should never be owned by an individual.

Software

If you use SCA funds to purchase software, this property belongs to the SCA, Inc. Copies of SCA, Inc. purchased software may not be kept for personal use after the Webminister steps down.

Transfer of Office

All records, equipment, funds, and other materials belonging to the Webminister's office will be transferred within 60 days of the change of office. Additionally, all passwords, server names, and other administrative access will be turned over as quickly as possible, not to exceed 60 days.

To maintain good security practices, it is recommended that the new Webminister update all passwords upon receipt. This new information should be immediately passed onto the group Seneschal, Officer or Principal as appropriate, as well as any other individuals whose access has been affected.

Privacy, Credit and Permission

Privacy

All participants in the SCA expect and deserve a certain amount of privacy. Personally identifiable information may be published on web sites with the written permission (sent via US mail or e-mail) of the person identified. Such permission must be archived and stored similarly whether received in print or electronically. This information includes, but is not limited to; Modern name, home or work address, phone number or personal e-mail addresses. Photos and artwork that depict specific individuals must be used with care. The person or persons in the representation have the right to request that their image be removed from your site at any time.

Credit and Permission

Other people's graphics, prose or poetry, articles, photos or other artwork should be used only with specific written permission to do so. Such permission should be archived and stored similarly whether received in print or electronically. If required by the originator, these items should also include copyright and credit to the author. If you have copyright issues that you cannot find an answer to yourself, please try the U.S. Copyright office. Their URL is <http://lcweb.loc.gov/copyright>

Reporting

Group Webministers report to the Kingdom Webminister on a quarterly basis (**by the 15th of February, May, August, and November**). The November report constitutes the Domesday report. This allows the Kingdom Webminister sufficient time to compile the information for their own reports. Kingdom Webminister reports are due to Society by the 1st of March, June, September and December with an additional Annual Report due by the 15th of February.

Reports must include the following information:

1. Group Name
2. Region
3. Quarter reporting on (either 1st, 2nd, etc. or Month report filed)
4. SCA Name
5. Mundane Name
6. Full Address
7. Telephone number (with area code)
8. Membership number
9. Membership expiration date
10. E-Mail address
11. Web site or sites you maintain (including any Facebook pages, YahooGroups e-mail lists, CafePress stores, etc.)

Or use the online report located at http://www.midrealm.org/webminister/web_quarterly_report.php

Failure to Report

Failure to report for two consecutive quarters may be considered a resignation from office that may be accepted at the discretion of the Kingdom Webminister, as appropriate. Failure to report within 30 days of any reporting deadline will result in the deactivation of any links to the group's web site from the Kingdom Web Site.

Failure of Compliance

Failure to correct any specified compliance points 30 days from the day the Webminister is notified of the compliance issue will result in the group's web site and related links being removed from the Kingdom Web Site. These points are iterated under the criteria for group web pages above.

Politicizing the Office of Webminister

The following is straight from the Society Webminister's Handbook, on page 8:

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 recreation 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 web site 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.

Glossary

- **Domain:** The web address in its simplest form (i.e. yahoo.com, Midrealm.org, netscape.net)
- **Web site or site:** An entire grouping of pages hosted by a single entity.
- **Certified Site/Page:** A web site or page that meets the criteria set forth in the Middle Kingdom Webminister's policy.
- **Group Pages:** Web sites or pages for a specific group in the Middle Kingdom.
- **Guild:** A group of people within the SCA officially chartered by the Kingdom or a local Barony for a specific purpose, usually the promotion of a particular Art or Science.
- **Hosting:** The company that is maintaining the servers on which web pages are stored.
- **Household:** A group of people within the SCA **not** recognized as an official SCA branch.
- **Main page:** The index page or the first page that people see when visiting a web site. This does not include splash pages.
- **Officer Pages:** Web sites or pages for an office or officer in the Middle Kingdom.
- **Official Site/Page:** A web site recognized as the web site for that group or office (recognized by the group).
- **Splash Page:** A greetings page. Sometimes these include animations or options to select what kind of detail you would like to see on the web site.
- **Web page:** One page of web code.
- **Web Site:** A collection of web pages gathered together to represent an idea or theme.