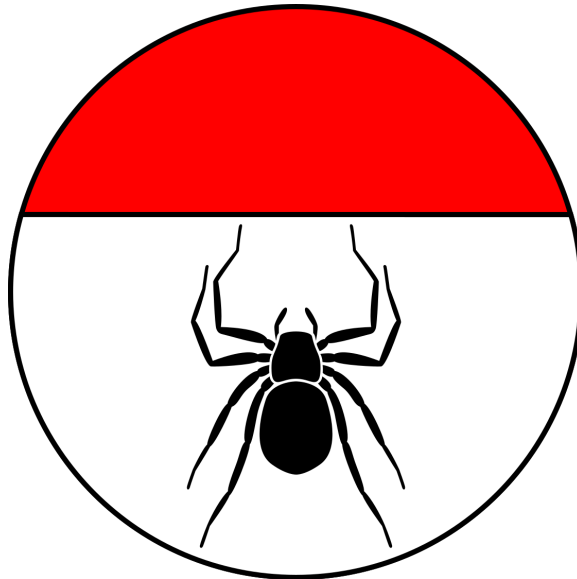


Kingdom of Calontir
calontir.org

Webminister's Handbook



Last Updated: 03/23/2024

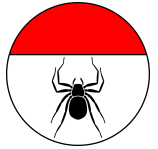
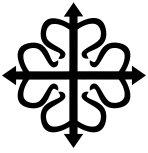
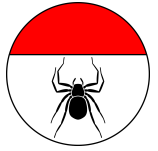


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Introduction

Congratulations on becoming a Webminister in Calontir! The Webminister is an important officer, both on the Kingdom level and the local group level. Generally, a Kingdom or group's website is the first source of information for both the populace and newcomers. Thus, we should always strive to put our best foot forward.

Webministers are bound by honor to quickly and effectively provide society, kingdom, and local information to the Knowne World through our websites. If you still believe that you are capable of accepting that challenge, please read on!

What is a Webminister?

A webminister is a person responsible for maintaining the content of a page or pages on the World Wide Web. The mundane term for this would be "webmaster". This title is intended to designate the person who exercises editorial control over the content of the page, not the person who maintains the underlying computer system on which the page resides.

There are three levels of webministers in the Kingdom of Calontir.

- 1) Kingdom Webminister
- 2) Kingdom Webminister Deputy
- 3) Local Group Webministers and their Deputies

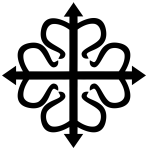
Kingdom Webminister

According to Kingdom of Calontir Law:

The Kingdom Web Minister supervises all web-publishing activities of the kingdom, and is the editor or supervises the editor of the kingdom website, which is responsible for maintaining a professional public face to the world. The Web Minister is also responsible for ensuring all local branch websites meet the standards set forth by the Society Web Minister.

According to the Society Handbook:

The Kingdom Webminister shall: act as the recognizing authority for the Kingdom's internet sites; be responsible for overseeing the Kingdom-level internet site; maintain a roster of recognized branch sites for the Kingdom; monitor those sites for compliance with applicable SCA and Kingdom policies; and report on such to the Society Webminister.

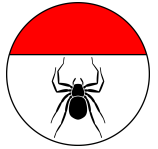


Kingdom Webminister Qualifications

- 1) All Kingdom Officers must be warranted. Warrant forms can be found in the Governing Documents of the Society for Creative Anachronism, Inc. (Corpora), and on the SCA's website. Warrants for Kingdom Webministers must be signed by the Crown and the Society Webminister.
- 2) Membership - Officers must be a member of the society. Society Member – Paid membership (blue card) including access to Kingdom Publications (the MEWS). If a Webminister's membership lapses during the term of office that officer's warrant is considered terminated immediately upon expiration.
- 3) Other Qualifications: The Kingdom webminister should be comfortable with and knowledgeable about web technology. It is not a requirement that the webminister be a professional web developer, however, it is important that the webminister be sufficiently knowledgeable to oversee a team of deputies to implement and maintain the various web technologies that are necessary for maintaining the Calontir website, databases, and email services. A Kingdom Webminister should have:
 - a) Experience with writing or editing web content
 - b) Reliable email/Internet access
 - c) The ability to respond to problems promptly
 - d) Regular contact with Kingdom activities
 - e) Experience managing a team of deputies
 - f) Strong organizational skills
 - g) Familiarity with web technologies

Kingdom Webminister Responsibilities and Requirements

- 1) Regular updates to Kingdom Website (<https://calontir.org>).
- 2) Determining web policy for the Kingdom.
- 3) Timely responses to inquiries and communications from corporate officers, members of the Board of Directors, and other Kingdom-level officers.
- 4) Maintain and update the Kingdom of Calontir Webminister Handbook (as needed).
- 5) Participation and attendance in Witan (Calontir Great Officers) meetings and providing advice to the Crown (generally, as requested).
- 6) Monitoring and assignment of deputies for Kingdom level web projects.
- 7) Monitoring of recognized local websites within the Kingdom for policy compliance.
- 8) Provide web space for all Kingdom groups and entities that request it.
- 9) Maintain a list of all usernames and passwords for accounts on the Kingdom web server to aid in future office transitions.



- 10) Annual submission of entities to the Society Webminister for the Master William Blackfox Web Awards.
- 11) Report to the Society Webminister Quarterly and Annually.
- 12) Other duties and special projects that may be assigned by the Society Webminister and/or the Crown.

Kingdom Webminister Optional Responsibilities

The Kingdom Webminister may be asked by the Kingdom Social Media Officer to serve as a “backup” Administrator on social media groups.

Kingdom Webminister Website Responsibilities

The Kingdom Webminister is responsible for publishing information provided by other officers on the Calontir website. This includes

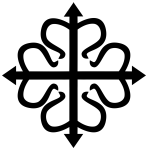
- 1) The Kingdom Calendar.
- 2) A list of Great Officers (Witan).
- 3) Contact information for all Royalty and Landed Baronages.
- 4) Calontir Kingdom Law, all combat rules, and handbooks for all offices (if available).
- 5) Any other official documents as mandated by the Kingdom Seneschal.
- 6) A list of all groups within the Kingdom and contact information
- 7) for their respective Seneschals.

The Kingdom Webminister also is responsible for providing and maintaining email addresses for Kingdom officers and their deputies. The Kingdom Webminister reserves editorial control over what information is published on the Calontir Website.

Deputy Kingdom Webministers

Emergency Deputy Kingdom Webminister

- 1) Assists the Kingdom Webminister with building and maintaining the Calontir web presence and email systems and other webminister duties as assigned by the Kingdom Webminister.
- 2) Has Administrative access to all of the necessary systems to assume the role of Kingdom Webminister in case of emergency. Ideally, the Emergency Deputy Webminister should have their own Administrative Account rather than relying on sharing passwords.



Deputy Kingdom Webministers

- 1) Assists the Kingdom Webminister with building and maintaining the Calontir web presence and email systems and other webminister duties as assigned by the Kingdom Webminister.
- 2) Has administrative access to any systems necessary for assisting the Kingdom Webminister.

Digital Assets Team

- 1) Consists of several deputies who assist the Kingdom Webminister with acquiring and maintaining digital assets such as photographs, online handbooks, forms, etc.
- 2) Assists other kingdom officers such as the Chronicler, Social Media Officer, etc. with maintaining release form records for digital media.

Local Web Support Team

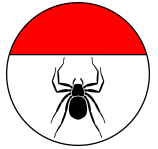
- 1) Consists of several deputies who build and maintain websites for local groups who do not have their own webminister.
- 2) Assists the Kingdom Webminister in providing assistance to local group webministers.
- 3) Maintains and updates email access for local group officers.

Lilies War Webminister

- 1) Maintains the lilieswar.org website and administers email addresses for the Lilies War staff.

Armorial Deputy - shared with the Gold Falcon (Head Herald) office.

- 1) Updates the online listing of the registered Armorial and Ordinaries (Names and Devices). The Gold Falcon Herald's office has "ownership" of this information.
- 2) The Kingdom Webminister provides the necessary access for this deputy to publish this information and ensures that it is being updated in a timely manner.

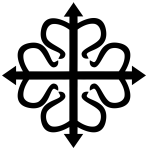


Precedence Deputy - shared with the Gold Falcon (Head Herald) office.

- 1) Updates the online listing of the Order of Precedence (Award Listing). The Gold Falcon Herald's office has "ownership" of this information.
- 2) The Kingdom Webminister provides the necessary access for this deputy to publish this information and ensures that it is being updated in a timely manner.

Deputy, Marshallate (Card Marshal)- shared with the Earl Marshal office.

- 1) Updates the online listing of authorized fighters and warranted marshals. The Earl Marshal's office has "ownership" of this information.
- 2) The Kingdom Webminister provides the necessary access for this deputy to publish this information and ensures that it is being updated in a timely manner.



Role of the Local Group Webminister

The SCA requires that all websites be maintained by a warranted webminister, however finding skilled volunteers who are able and willing to take on the role of webminister can be challenging. In recognition of this fact, Calontir has created a *Local Web Support* team at the Kingdom Level. This team is tasked with building and maintaining websites for groups who cannot or do not wish to find their own Local Group Webminister. This gives all groups in Calontir two options:

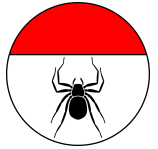
- 1) Appoint a Local Group Webminister to build and maintain their website
- 2) Allow the Local Web Support team to manage their website.

Groups who wish to let the Kingdom's Local Web Support team manage their website do not need their own Webminister and should contact the Local Web Support Team (localwebsupport@calontir.org). Groups who wish to run their own websites will need to appoint a Local Group Webminister as described below.

Local Group Webminister Requirements

Local Group Webministers are responsible for building and maintaining webpages for their groups and for maintaining the email system for group officers. Local Group Webministers must be warranted by the Kingdom Webminister (See Warrants section). In general, Local Group Webministers should meet the following qualifications:

- 1) Able to create and maintain web pages.
- 2) Able to create and manipulate graphic images.
- 3) Able to make prompt and timely updates to their local group website.
- 4) Able to follow the website and email requirements set forth by the SCA and Calontir Webminister's Handbooks.



Warrants

All webministers are required to hold a warrant for their office. The Kingdom Webminister is warranted by the Society Webminister with the approval of the Crown. Kingdom Deputy Webministers and Local Group Webministers are warranted by the Kingdom Webminister in Calontir. In order to receive and maintain a warrant, deputies must:

- 1) Be a member of the SCA
- 2) Read the SCA Webminister's Handbook
- 3) Read the Calontir Webminister's Handbook
- 4) Complete an Intent to Serve Form
- 5) Provide an annual report to the Kingdom Webminister

Reporting

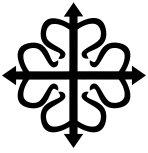
The Kingdom Webminister is responsible for sending annual and quarterly reports to the Society Webminister (webminister@sca.org). A copy of these reports should be maintained by the Kingdom Webminister.

Annual Reports:

Annual reports are due to the Society Webminister by February 15th.

This report should include the following items:

- 1) Complete contact information for the Webminister and all direct deputies, including membership number, membership expiration date, and warrant expiration date.
- 2) A roster of all warranted webministers.
- 3) Summary of the status of the office within the Kingdom, as well as any financial expenditures for hosting, server maintenance, firewalls, email accounts, software, etc.
- 4) Recommendations/commendations for the Master William Blackfox Web Awards.



Quarterly Reports:

- 1) Each Webminister will send a list of issues being addressed, pages updated, policies implemented, and any other pertinent data deemed appropriate in communications from the Society Webminister.
- 2) Quarterly reports are due to the Society Webminister no later than the following dates: March 1st, June 1st, September 1st, and December 1st.

Local Group and Kingdom Deputy Webministers

Local Group Webministers and Kingdom Deputy Webministers are responsible for providing an annual report to the Kingdom Webminister. Annual reports are due to the Kingdom Webminister by January 15th. Failure to report by January 31st will result in a notice being sent to the local webminister in question. If no response is forthcoming within 30 days the local webminister will be suspended, and their local Seneschal informed that they should select a replacement.

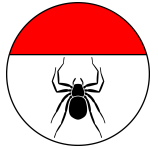
A link to the annual report form is available on the Calontir Website.

Local Group Webministers and Kingdom Deputy Webministers are not currently required to provide quarterly reports.

Removal from Office

The Kingdom Webminister, with whatever Royal approval is required by Kingdom Law, may seek the removal of a Local Group or Kingdom Deputy Webminister. The reasons for removal from office include but are not limited to:

- Use of copyrighted material without permission
- Failure to abide by the policies in this document
- Use of material that is in poor taste or is otherwise objectionable. If in doubt, contact your Kingdom Webminister
- Infringement of Kingdom Law
- Politicizing the office



Website Policies

Web Hosting

The Kingdom provides web hosting for all officially recognized groups in Calontir as well as for the Lilies War website at no additional cost. Local Group Webministers should use this space for hosting their website.

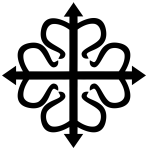
Local Group Websites that are hosted elsewhere should migrate to kingdom-owned hosting as soon as is practical. The Local Web Support Team (localwebsupport@calontir.org) can provide assistance with this process. Groups who do not use the space provided by the kingdom must ensure that the Kingdom Webminister and/or their Deputies have administrative access to the web hosting service being used. It is prohibited that any group use hosting space that is owned by an individual SCA member or participant in order to avoid a conflict of interest. This is to ensure that a recognized Web site does not go down or go stale should an individual member move or quit the group. Additionally, recognized Web sites may never be hosted on a service that requires banner or pop-up advertisements.

Domain Names

The Kingdom provides all recognized groups with a domain name at no cost. These domain names are a subdomain of the Kingdom's website and take the form of `groupname.calontir.org`. Groups may choose to also register a custom domain name on their own, but the costs for doing this are to be paid by the Local Group. Ideally, custom domains should be registered by the Kingdom Webminister's office, however, if a group chooses to register their domain separately, they must ensure that the Kingdom Webminister and/or their Deputies have login access to the Domain Registration. Furthermore, such domain registrations must be performed on behalf of the group, not an individual in order to prevent their accidental loss or conflict of interest. In cases where a group name is difficult to spell, it is recommended that two domain names be registered: one with the full name of the group, and one with a shortened version. Example: The Shire of Duthaich Beinne Aird could be simplified to DBA.

Please note that groups with a custom domain name will still be given a subdomain of Calontir.org and this address should be:

- 1) The primary website hosting location. Custom domain names should be set up to redirect or mirror the Calontir subdomain.



- 2) The primary email address location. Custom domain names should be set up as email aliases.
- 3) The web address linked from the Kingdom Website.

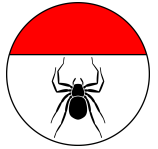
This is to ensure continuity in the case that a group chooses to stop paying for or otherwise loses access to their custom domain.

Email

The Kingdom provides email service through Google Workspace for all Local Groups. Local Group Webministers should not set up their own, separate email systems. At a minimum, each group will be issued an email account for their Seneschal and Exchequer. Groups that have a Local Group Webminister will also be issued an account for their Webminister. These addresses take the form of officename@groupname.calontir.org. As noted above, custom domain names can be set up as aliases for these accounts. Groups may request accounts for additional officers as needed and these accounts will be provided at no cost to the local groups.

Please note:

- 1) Officers are expected to log in to their email accounts regularly. Email accounts should not be issued to officers who do not check their inboxes regularly.
- 2) Officers should conduct **all official communications** through their Calontir email address. *This includes emails concerning events.* **Note:** The rule to conduct all official communications through their Calontir email is *to protect the privacy of our volunteer officers' personal email communications*. Be mindful that any official communications by officers may be required by the SCA, inc., or a court of law in the future, which may include personal communications if personal email accounts are used.
- 3) Email forwarding to a personal email address is forbidden for SCA officers.
- 4) Webministers should avoid publishing personal email addresses on their websites.
- 5) Event staff who are not officers may be issued an email account for the event if they are SCA members. Alternatively, we recommend the use of Google groups through Calontir's domain as a way to shield personal email addresses of event staff from publication and to help maintain communication records. At a minimum, group seneschals and/or webministers should also be included in such groups to provide oversight and ensure timely responses. Contact support@calontir.org if you need assistance setting this up.



Content Management Systems

Local Group Websites should be built using a modern content management system such as Google Sites, WordPress, Wix, etc. Local Group Websites should not be developed “in raw HTML” and ideally should be built such that volunteers with minimal technical knowledge can maintain the site in the future. A content management system (CMS) is also an easy way to ensure that you meet all website accessibility requirements, provide excellent service to your populace, and afford the Webminister a tool with which to update the site easily in a timely manner. An Internet search on the phrase “Content Management System” will return an abundance of resources and many such systems are freely available.

Web Software

Webministers should only use software that is trusted. Care should be taken to ensure that any software or plugins that are installed on an official website are safe and free from malicious code. Any web software that is used for an official website must be kept up-to-date in order to ensure that the latest security updates have been implemented. Software that no longer receives security updates must be upgraded to a version that does or be replaced as soon as possible. Software that is not updated may be disabled/removed, upgraded, or replaced at the Webminister’s discretion regardless of what person(s) originally implemented the software.

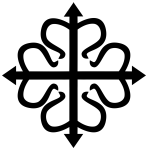
A reasonable effort will be made on the part of the Webminister team to contact current webministers and help them with updating software before any action is taken. In emergency cases where a site is down or compromised, the webminister office reserves the right to take immediate action and inform the appropriate people afterward.

Kingdom Calendar

Events must be approved by the Kingdom Reeve (Reeve@calontir.org) before being added to the Kingdom calendar. The Kingdom Reeve maintains the calendar and submits it for publication in the Mews, Calontir's Kingdom newsletter, and online.

Official flyers or web pages for events may be submitted to be linked to the Kingdom Calendar.

Web pages must include the following Statement of Ownership:



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

Facebook or social media event pages may only be linked on the Kingdom Calendar if they are a public event and meet all other requirements of the Kingdom Social Media Officer.

Kingdom and Local Website Guidelines

Portions of the Society Webminister Handbook applicable to local group Web sites are included below. In case of typos, 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.

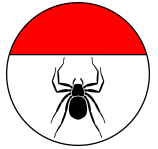
Every Kingdom must publish a Web site. Each Kingdom’s Web site should be a showpiece of that Kingdom, showing it in the finest possible light. Websites will uphold high standards of excellence in order to demonstrate the pride that each Kingdom has in itself, and provide the best possible reflection of the Society.

Recognized Web Sites

For an Internet site to be recognized by the Society for Creative Anachronism, it must represent an established branch of the Society and must have a warranted Webminister responsible for its content. The Society for Creative Anachronism will not recognize websites for households. Kingdom or branch officers with separate or additional Internet sites for that office are responsible for ensuring that all such sites comply with Society guidelines.

Websites that are not on the same domain name as the main Kingdom site may be deemed official if:

- The Crown approves
- The Kingdom Webminister approves
- The website complies with all Society and Kingdom guidelines



- If a site fails to meet these requirements it may not be recognized as official.

All recognized websites must have:

- A link to <http://www.sca.org/>.
- All recognized sites may not have links to non-recognized Web sites without an external link disclaimer such as:
 - “All external links are not part of the [Branch Name] website. The inclusion of a page or site here is neither an implicit nor explicit endorsement of the site. Further, SCA, Inc. is not responsible for content outside of [Web site address].”
- The above disclaimer may be included once on a page of disclaimers or on the main page of the site.

Publication Permission for Personal Information

Personal information will not be published on any SCA-recognized Internet site unless permission first is obtained from the specific individual. Permission must be received in writing or in electronic format; an e-mail from the person giving permission is acceptable. Such e-mail notifications should be archived, stored, and treated the same way written releases are treated. Permission to electronically publish the contact information of an individual is in effect until that same individual revokes permission.

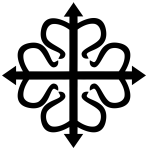
Personal Information Includes:

Modern name
Home or work address
Phone numbers
Personal email address

It is permissible to list a person’s Society name in connection with any office they hold without specific consent, i.e.— “Branch Seneschal: Lord Robert the Volunteer”; as well as official office e-mail addresses such as webminister@sca.org. If permission to publish a private email address is given by email, the permission must originate from that private email address. In the event that the individual is a minor, permission to publish must be obtained from their parent or legal guardian.

Exceptions:

Personal information may be published behind a password-protected portion of a Content Management System wherein the information being published has been released via online



consent during registration and is maintained by the individual giving consent and by providing the said individual the option to remove his or her information at a later time.

Web Publication Standards

Accessibility

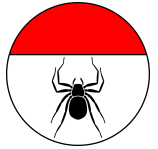
As a non-profit educational organization, the Society for Creative Anachronism should be concerned that its electronic publications are as accessible as possible to persons with disabilities. This policy sets the minimum accessibility guidelines for SCA-recognized Internet sites. Web Accessibility standards are currently being addressed by the World Wide Web Consortium (W3C). Their Web Content Accessibility Guidelines 1.0 should be reviewed (<http://www.w3.org/TR/WCAG10/>). All SCA-recognized Web sites should strive to meet level A conformance. Higher levels of conformance are encouraged. It is the Society Webminister's prerogative to check Kingdom websites for non-conformance, and Kingdom Webministers should check the websites of local branches.

General Standards

There are certain standards one should keep in mind when generating a website. Here are a few items to keep in mind; be aware that this list is not all-inclusive.

Mandatory

- Do not abbreviate anything without explaining the full term first, keeping in mind that the website may be the first point of contact for people otherwise unfamiliar with the SCA and its attendant specialized vocabulary.
- Keep all your pages as uniform as possible; nothing confuses a visitor faster than obscure navigation and drastic visual changes from one page to the next
- Do not use flashing text, overly large fonts, overly small fonts, or other such items that are deemed inappropriate for a professional web site. When in doubt consult with other officers, or the Society Webminister
- When navigating away from your website, either notify the user that they are leaving with a redirect page or visually indicate external links in some way (specific icons, font changes, or warnings that a link will open in a new browser window or tab)
- Never use embedded sound, music or movies on a main page or the site in general. Give the user the option to "opt-in" by making a link to a page with the media content and allowing them to hear and/or see the content. The use of content-appropriate media is encouraged but this allows the users to choose when and what to experience.
- Use both grammar and spell checkers on all site content
- Maintain a high contrast between text and background



Suggested

- Maintain easy-to-read, uncluttered pages. Providing too much information on a given page only obscures the page's true message
- Avoid the use of frames
- Choose a favico.ico appropriate to the SCA
- Try to minimize external links to specific pages. If links are required, try to link to the root of any given site
- Do not assume that everyone has a broadband connection; limit the amount of graphics on any given page, especially the main page
- Check your links regularly and ensure they are not broken
- Attempt to use compliant hypertext markup language (HTML) and cascading style sheets (CSS)

Document Publication Standards

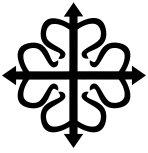
All documents available for download must be provided in Portable Document Format (PDF). The Webminister may provide other formats as a supplement to the PDF.

Image Publication Standards

All images, photographs, and artwork that are used on a branch website must have permission to publish from the artist, meet acceptable publication guidelines from the artist or publisher or be copyright-free. In the event that the subject of a photograph requests that their image be removed from the website, the Webminister should take any measures necessary to remove their image from the website, either by direct removal or cropping of the image. Further, artwork and photographs used on websites should be resized appropriately for page content, in terms of both display size and file size. Larger file sizes, regardless of display size, will require longer load times, and cause viewers of the site to become frustrated with delays. An example of an area where larger file and display sizes are expected would be an arts and sciences gallery showing detailed work on metalwork, clothing, or the like..

Advertising

While it is not normally desired, group Web sites may accept paid advertising for publication, at the discretion of the Webminister. The fee charged for such ads is left to the determination of the Webminister but should apply to all advertisements equally. Webministers should not accept any advertising which, in their opinion: promotes a negative image of the Society; which is written in questionable taste; which would fail to interest a significant number of their readers; which advocates the breaking of civil, Kingdom, or Society laws; or which, in their judgment, is inappropriate for the Web site for any reason. Commercial advertisements must be for products and services vital to the educational purposes of the Society. Kingdom Webministers must not



accept ads for partisan politics or elections. All funds should be collected in the group's name and delivered directly to the office of the Exchequer.

Politicizing the Office

Kingdom and branch websites 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 websites do not further the political aims of any one faction within a Kingdom and that a website is not used to provide a platform for 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 Web site to further personal political aims is grounds for removal from office.

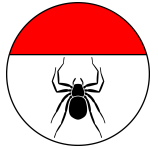
Statement of Ownership

All Web sites that are recognized by the SCA are required to display the following disclaimer and copyright statement. This statement should be displayed on the home page of the site, but may instead be displayed on a separate page, provided that an obvious link to such a disclaimer page is provided on the home page.

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

Copyright Policies

The Society operates under the ideals of chivalry. Respect for others' property, including intellectual property, is part of those ideals. The Kingdom Webminister must ensure that copyrighted material is not used in the Kingdom Website except in compliance with applicable copyright laws. Authorization from the copyright holder must be received in writing or in



electronic format (an e-mail from the person giving permission is acceptable, prior to publication. Such e-mail notifications should be archived, stored and in all other manners treated the same way written releases are treated. The notice “Copyright © [date and holder]. Used with permission.” must accompany the copyrighted material. This policy also explicitly applies to any article or message originally published or posted to any website or electronic forum. In order to republish the message or article in any other form, permission in the form of a signed release must be obtained from the author.

Kingdom Webministers are required to maintain a file of all copyrighted material used in the Kingdom Website. This file shall include a copy of the material used and the applicable permission letter. Kingdom Webministers also are responsible for ensuring that branch Webministers within their Kingdom are familiar with these standards and adhere to them. If there is a possible copyright problem, Kingdom Webministers are advised to speak with their local officers about the item in question and to follow up such conversations, if necessary, with a letter pointing out the possible violation and suggesting a remedy. Webministers who persist in reproducing copyrighted material without permission will be removed from office and may be subject to further sanctions.

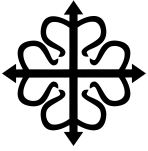
Quality of Content

Editorial Material

All editorial material, both text and images, must conform to the goals and objectives of the Society, and portray the Society and the Kingdom in a positive light. No content, including official Kingdom announcements, is exempt from this requirement. There is no way to anticipate all the types of material that may be objectionable; what follows is a representative list:

- Personal attacks on individuals or groups
- Harsh criticism of the behavior of individuals or groups
- Copyrighted material used without permission
- Use of racial or religious stereotypes
- Offensive words, phrases, or images
- It should be noted that per Corpora, banishment or sanction announcements may not state why the individual is being banished or sanctioned.

If there is any concern that specific material may be questionable, consult with the Society Webminister.



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Calontir.org