

The **Æstel**



The Newsletter of the Kingdom of Æthelmearc - Special - Kingdom Policy
Updates, JULY A.S. LIX

From the Kingdom Chronicler

Hello from the Kingdom Chroniclers Office! This month we had a backlog of Kingdom Policy updates and there was no change of fitting them into the normal Æstel, so I present the following special issue. This issue won't win any awards for creative design but it is a needed housekeeping item.

If there are any questions about the individual policies please direct them to the appropriate Kingdom officers. If there are any required corrections that are directly related to the publication please send them to the Chronicler office and we will address them.

Until that next scheduled Æstel, thanks for reading!

YIS,

Magnus de Lyons



The Æstel

This is the Æstel, special Kingdom Policy Updates, July A.S. LIX (2024). The Æstel is the official newsletter of the Kingdom of Æthelmearc. Æthelmearc is a branch of the Society for Creative Anachronism, Inc., and the Æstel is published as a service to the SCA's membership. Subscriptions are available only to members. Memberships are available from the Member Services Office, SCA, Inc., PO Box 611928 San Jose, CA 95161 or at sca.org/members/. All changes of address or questions about subscriptions should be sent to the Corporate Office. This newsletter is available online at:

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For information on reprinting articles and artwork from this publication, please contact the Kingdom Chronicler, who will assist you in contacting the original creator of the piece.

Æthelmearc Kingdom Law and Officer Policies may be found on the Kingdom website:

<http://aethelmearc.org/>

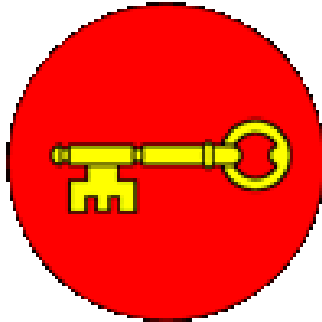
Please look there for the most up-to-date Kingdom documents. If there is a discrepancy found between any printed editions of Kingdom Law/Officer Policy or copies found on other websites and what is published on the Kingdom website, precedence will be given to the most recent edition published on the Kingdom website. Please do not copy or host Kingdom Law and Policy to any other website. Instead, please link directly to our original so that as changes are made, your version will automatically be updated when the Kingdom updates its original. Anyone needing accessible versions of any Kingdom document may request these from the Kingdom Seneschal.

Policy Updates

From the Kingdom Seneschal

(Statement issued 5/22/24)

The latest version of Kingdom Law has been published on the website. I can be found under the Seneschal page or in the Document Library under Seneschal. It is current as of the first Curia Regis of Murdoch and Ríoghnach. There were some changes that were discussed at said Curia that haven't been finalized yet, but we're hoping to finish in a second Curia.



Patrick DeWind
Kingdom Seneschal
Æthelmearc

Barún Pádraig Ó Branduibh
Pronouns: He/Him

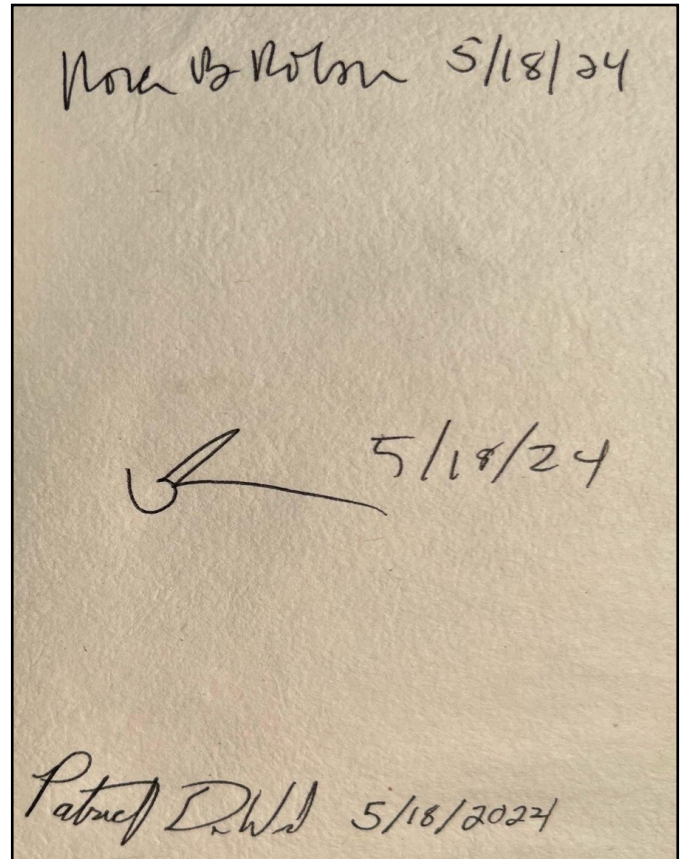
The Laws of the Kingdom of Æthelmearc

A.S. LIX, Common Era 2024
Web publication date May 19th, 2024

This PDF version of the Laws of the Kingdom of Æthelmearc includes the most current Law from the Curia Regis of Their Royal Majesties, Murdoch and Ríoghnach, held on April 18th, 2024.

For any differences between this version and any printed versions, please refer to the publication date for precedence.

Signed (pictured left top)
His Majesty Murdoch Bayne, Jason Robson
Her Majesty Ríoghnach ní Rose, Nora Robson
Kingdom Seneschal Pádraig Ó Branduibh, Patrick DeWind



Article I: LAWS, POLICIES, AND EDICTS

I-100 These laws are implemented subject to the Precedence of Law stated in Corpora. Generally, Corpora will not be repeated herein. These are the only laws of Æthelmearc and supersede all previous laws.

I-200 The Laws of the Kingdom of Æthelmearc may be modified by the Crown after consultation with Curia Regis. Changes to the Law take effect after they have been checked by the Kingdom Seneschal for conflict with Corpora, other Corporate decisions, and other Kingdom Law; signed by the Crown and the Kingdom Seneschal; and published on the Kingdom website; and the URL published in the Kingdom newsletter.

I-201 The Financial Policies of the Kingdom of Æthelmearc may be modified by the Kingdom Exchequer after consultation with the Crown and Curia Regis. Changes to Financial Policies take effect after they have been checked by the Kingdom Exchequer, approved as per Corporate Policy, and published in the Addendum to the Kingdom newsletter and on the Kingdom Website with links to the Exchequer's website.

I-202 The policies of Kingdom Officers may be modified by the Officer, after consultation with the Crown and the

Policy Updates

Kingdom Seneschal, or by the Crown, after consultation with the affected officer and the Kingdom Seneschal. Changes to Kingdom Officer policies take effect after they have been reviewed by the Crown, checked by the Kingdom Seneschal for conflict with Corpora, other Corporate decisions, and other Kingdom Law; signed by the Crown and Kingdom Seneschal; and published on the Kingdom website.

I-300 Law and Policy will be published in an electronic format. Each will be published as changes occur.

I-301 Law will be published on the Kingdom Website as a dated PDF. Print and large print editions will be available from the Seneschal's office by request. A voluntary donation will be suggested to cover any print-on-demand and postage costs. In the event of conflict between copies of Law, the most recent publication date will take precedence.

I-302 Officer Policy will be published as a dated PDF. Each Officer's Policy will be located on the Kingdom website by the appropriate Office listing. Links will be in place between each Officer website to the Policy maintained on the Kingdom website to ensure that all updates are concurrent. Print and large print editions will be available from the Seneschal's office by request. A voluntary donation will be suggested to cover any print-on-demand and postage costs. In the event of conflict between copies of Policies, the most recent publication date will take precedence.

I-303 The Crown is the final interpreter of Kingdom Law and Officer Policies.

I-400 The Kingdom Seneschal shall be responsible for maintenance of a record of changes to Kingdom Law. This record shall be made available to the Crown and Curia Regis as a reference document.

I-500 The Kingdom Seneschal shall be responsible for a regular review of the laws. A report will be presented annually, to the first meeting of Curia Regis following Twelfth Night, with recommendations for the rewording of laws or the removal of laws that have outlived their usefulness.

I-600 Edicts reflect the will of the Crown. Edicts have the force of Law, and may not conflict with Corpora, other Corporate decisions, or Kingdom Law.

I-700 An edict may be proclaimed publicly by the Crown at an event or published in the Kingdom newsletter and online via the Æthelmearc e-list and the Kingdom Website. An edict proclaimed by the Crown during the course of an event is in effect for the duration of the event only. An edict must be published on the Kingdom website at the URL for Law that published in the Kingdom every newsletter to be in effect for the duration of the reign.

Article II: THE CURIA REGIS

II-100 The Curia Regis is called by the Crown at least once per reign, for the purpose of conducting the Kingdom's business.

II-200 The Crown must publish the date and place of the Curia in the issue of the Kingdom newsletter the month in which the Curia Regis is to be held and via all available online Kingdom venues the first of the month prior to the month it is held.

II-201 In the event of a cancellation of the Curia due to weather, or the cancellation of the event, an emergency curia may be announced using notification via all available online Kingdom venues no less than 2 weeks prior to the event where curia will be held.

II-300 The following have seats on the Curia Regis: the Crown and Their Heirs, the Officers of the Kingdom, the peers of the realm, the territorial Barons/Baronesses of the realm, and the local seneschals of the realm.

II-400 The Crown plus any five members, two of whom must be Officers of the Kingdom, shall compose a quorum of the Curia Regis. If a quorum is present, the Curia Regis may conduct business with the following exceptions: no laws may be passed in the absence of the Kingdom Seneschal or his/her proxy; no funds may be approved for disbursement in the absence of the Chancellor of the Exchequer or his/her proxy and of the signatures of the Crown.

II-401 If a quorum is not present, Curia may still be held for the purpose of taking reports. No laws may be passed and no funds may be approved for disbursement.

II-500 Meetings of the Curia Regis are open to the public. All members of the Curia Regis have a voice at meetings of the Curia Regis. The Crown may choose to permit members of the populace to speak at the Curia Regis.

Article III: CROWN TOURNAMENT REQUIREMENTS

III-100 Entrants in this section of Law are defined as the combatant and consort entering Crown Tournament.

III-200 All entrants in the Crown Tournament must be members of the Society for Creative Anachronism, Inc.

III-300 All entrants in the Crown Tournament must be 18 years of age or older as of the date of Crown Tournament.

III-301 All entrants of Crown Tournament must be in good standing with senior representatives of the property on which Pennsic is held and have no prohibition on admittance to that property.

III-400 The withdrawal of either entrant from the Crown Lists shall automatically eliminate both from that Tournament.

Policy Updates

ment, except as provided below in paragraph III-1100. Either may withdraw at any point in the Tournament by notifying the Minister of the Lists.

III-500 In order to be eligible to fight or be fought for in Crown Tournament, a person must be a subject (as defined in Corpora) of Æthelmearc for one year immediately prior to Crown Tournament and be able to demonstrate a reasonable level of participation in Æthelmearc during that period.

The Crown may waive the above requirements if the entrants are subjects of the Kingdom and able to demonstrate to the Crown's satisfaction by their own words or by recommendation of peers of the Kingdom that they have sufficient familiarity with Kingdom Law and customs and an acceptable level of participation.

III-600 Letters of intent must be sent to the Crown. They must include the following elements for both entrants:

- A. SCA names
- B. Legal names
- C. Addresses
- D. Telephone numbers
- E. E-mail addresses
- F. Proofs of membership
- G. Age (proof to be supplied at Crown Tournament)
- H. Proof of current authorization for Combatants
- I. Attestation that both entrants are in good standing with senior representatives of the property on which Pennsic is held and have no prohibition on admittance to that property

To facilitate complete letters of intent, a form is available on the Kingdom website as well as from the Crown and the Seneschal on request.

Prospective entrants are encouraged but not required to use this form to ensure a complete letter. Letters of intent must be mailed, e-mailed, or hand-delivered to the Crown no later than 30 days prior to the Crown Tournament. The Kingdom Seneschal shall verify eligibility as defined in the Bylaws and Corpora.

III-700 No person shall enter the Crown Tournament without intending an honorable attempt to compete for the Crown.

At the discretion of the Royalty whose Crown it is, the Kingdom Officers who administer Crown may step aside and have their emergency deputy administer the Tourney, so they may enter. In the event a Kingdom Officer should win Crown, the Law regarding Emergency Deputies and office succession will apply.

III-800 The entrants must be acceptable to the Crown or

Their representatives.

III-900 No person fighting in or being fought for in Crown Tournament may administer the Crown Tournament.

III-1000 Any two people may champion each other in the Crown Lists (hereinafter referred to as a combatant couple) so long as neither is championed by any other person.

III-1100 If one member of a combatant couple is removed from the Crown Lists for marshallate infractions or any infractions of the Rules of the Lists, both members are ineligible to continue in that Crown Tournament. If one member of a combatant couple voluntarily withdraws as a combatant in the Lists, the MOL and Marshal will confer with the withdrawing member to determine if they are also withdrawing as consort or if the other member may continue in the Lists. If the participant withdraws both as fighter and consort, both shall be ineligible to continue in that Crown Tournament.

III-1200 The preferred method of Crown Tournament is a double-elimination format.

III-1300 The winner of the Crown Tournament and the winner's consort become the new Heirs to the Throne of Æthelmearc. They are each entitled to the Title of Crown Prince and Crown Princess, or Royal Heir and Heir Consort, as appropriate to the individual's persona.

III-1301 Upon ascending to the Throne, They may rightfully be acknowledged as Monarch and Consort with alternate Titles as appropriate to the dignity of the Throne.

Article IV: MAINTENANCE AND SUCCESSION OF THE CROWN

The following provisions apply to the maintenance and succession of the Crown, except in cases where the Heir or Heir Consort allows their membership to lapse. In the event of a membership problem, Corpora (G&PD4) will determine the next step.

IV-100 If either the Heir or Heir Consort is found to be ineligible, a new Crown Tournament shall be fought as soon as one can be legally announced. Only those participants in the nullified Tournament who were and continue to be eligible may participate in the second Crown Tournament.

IV-200 If either the Heir or Heir Consort abdicates or becomes unable to ascend the Throne, then the remaining Heir or Heir Consort shall be crowned as sole Sovereign.

IV-300 If both the Heir and Heir Consort abdicate or are unable to ascend the Throne, a new Crown Tournament shall be fought as soon as one can be legally announced. Only those participants in the nullified Tournament who were and continue to be eligible may participate in the sec-

Policy Updates

ond Crown Tournament.

REMOVAL OR ABDICATION OF THE SOVEREIGN AND/OR SOVEREIGN CONSORT

IV-400 If either the Sovereign or Sovereign Consort is unable to complete the reign, the other shall assume the Throne in their right for the remainder of the reign.

IV-500 If neither the Sovereign nor the Sovereign Consort can complete the reign, then the other finalist in Crown shall become Regent if willing and eligible; if not, then the Sovereign from the immediate prior reign shall become Regent. If the previous Sovereign is not willing or eligible, then the Kingdom Seneschal, the Principal Herald, and the Earl Marshal will select a Regent from the patent-holding Royal Peers that are recognized citizens of Æthelmarc.

REGENCY

IV-600 The Regent's rights and responsibilities shall be limited to issuing edicts, presiding over courts of the realm except in the giving of awards and making changes to Kingdom Law, and investing the Heir and Heir Consort as the rightful Sovereigns of Æthelmarc. The Regent may not perform any duties that are specifically designated by Corpora solely to the Crown.

IV-700 In the event that there are no Heirs at the time of the Regent's selection, the Regent shall also be responsible for arranging and overseeing Crown Tournament.

Article V: KINGDOM OFFICES

V-100 The following are the Kingdom Offices. The Kingdom Great Officers are numbered. The Kingdom Lesser Officers are lettered and listed below the Officer they report to. The duties of these Offices will be as defined in Corpora with exceptions as noted below:

1. Seneschal

A. Archivist/ Waiver Secretary - The Archivist maintains the archives of the Kingdom that are placed into his/her keeping. Also shall perform the duties of Waiver Secretary as defined by Corpora.

B. Chancellor of Youth

C. Media Representative

D. Event Coordinator – This Office reports to both the Seneschal and Chronicler. This Officer will vet event registrations for the calendar and AEstel, verifying that all required information is included in the announcement, and will track event registration for conflicts.

2. Principal Herald (Silver Buccle Herald)

3. Earl Marshal - Shall supervise marshals for other martial activities as necessary. These marshals are responsible for maintaining safety standards in their specific areas.

A. Archery General

B. Authorization Clerk

C. Chancellor of the Youth Martial Academy

D. Combat Archery Marshal

E. Equestrian Marshal

F. Heavy Marshal

G. Minister of the Lists

H. Pennsic Marshal

I. Rapier Marshal

J. Siege Weapons Marshal

K. Thrown Weapons Marshal

L. Youth Combat Marshal

M. Youth Fencing Provost

4. Minister of Arts & Sciences

A. Chancellor of the Æcademy & War College

B. Dean of the War College

C. Historical Combat Deputy

D. Hound Minister

5. Chronicler

A. Historian

6. Chancellor of the Exchequer - In addition to the requirements of Corpora, the Chancellor of the Exchequer shall perform those duties covered in Kingdom Financial Policy.

A. Kingdom Regalia Chamberlain

B. War Chamberlain

7. Sylvan Signet

8. Chatelaine/Castellan

9. Web Minister

10. Social Media Officer

11. Disability, Equity, Inclusion, and Belonging Officer

V-101 The Financial Committee is established per the Financial Policies of the Kingdom of Æthelmarc.

TERMS OF OFFICE

V-200 All Kingdom officers, except the Heavy Weapons, Pennsic, Rapier and Thrown Weapons Marshals, shall have 2 year terms, renewable at Their Royal Majesties' discretion, by extensions of up to 2 years, for no more than 5 years total. The Heavy Weapons, Rapier, and Thrown Marshals will serve 3 year terms to coincide with the Pennsic Marshal rotation.

V-300 Term end dates will be published in the Kingdom newsletter. The Kingdom will advertise for resumes six months before the end of each officer's term even if the seated officer intends to request an extension.

V-400 Final determination in choice of officer candidates is in the hands of the Royalty who are seated at the time the office is to turn over.

Policy Updates

V-500 The Royalty, Seneschal, and Great Officers will maintain communication so that no more than one half of the Great Offices turn over in any given 12 month period.

V-550 If no other suitable candidates are available to fill any given office, exceptions to term limits will be made on a case by case basis as required by the needs of the kingdom. Special considerations for specific offices will be listed in the officer's policy.

V-600 No one person may hold more than one Kingdom Office at a time.

V-700 Each Kingdom Officer must have a deputy capable of taking over the office in an emergency. For the Chancellor of the Exchequer, this means someone who is an alternate signatory on all bank accounts in the name of the Kingdom. Emergency Deputies shall serve a minimum of three months in order to accommodate the calling of resumes to fill the position. The Emergency Deputy may apply for the position. Whoever is chosen to fill the Office will be awarded a standard 2 year renewable term as stated in V-200. If no qualified applicants come forward by the end of 3 months, the Seneschal and Royalty will directly solicit resumes.

V-800 Each Kingdom Officer must submit a written report to the Crown on the state of his/her office at or immediately prior to each meeting of the Curia Regis, and whenever the Crown may require. Failure to report may be considered a resignation, to be accepted at the discretion of the Crown.

V-900 Each Kingdom Officer has the authority to make policies for the discharge of his/her office and for his/her subordinates' duties, within the limits of the specific office. All such policies, rules, and regulations shall be presented to the Crown and Kingdom Seneschal, and take effect only after approval, signature, and publication as detailed in I-201 (see also I-300).

V-1000 At Coronation, each Kingdom Officer will provide to the Crown a list of his/her deputies and group officers.

V-1100 Kingdom Officers serve at the pleasure of the Crown and promise to uphold the laws and support the Crown.

V-2000 A Kingdom Officer who is expected or encouraged by their Society superior to attend a Society wide meeting or symposium in their capacity as Kingdom Officer but is unable to attend, shall advise the Crown of this. The Crown, in consultation with the officer and the Kingdom Seneschals may select an alternate representative of the Kingdom to attend the meeting or symposium in that officer's stead.

V-2001 Any Kingdom Officer or designated representative

attending a society-wide symposium or meeting in their capacity as Kingdom Officer shall provide a written report of the meeting's proceedings to the Crown and Seneschal within 15 days of the conclusion of the meeting.

REPORTS FROM LOCAL OFFICERS TO KINGDOM SUPERIORS

V-1200 A Kingdom Officer may require reports from local officers no more often than he/she is required to report to his/her corporate superior and no more often than quarterly. A Kingdom Officer may not require greater detail in reports than is required by his/her corporate superior. Exceptions to this clause may be made on a case-by-case basis and only for cause.

Article VI: LOCAL BRANCHES

VI-100 All branches must meet the requirements stated in Corpora and Corporate policies.

VI-200 In addition to the requirements stated in Corpora, baronies and provinces must have a slate of offices including at least the following:

- A. Seneschal
- B. Exchequer
- C. Knight Marshal
- D. Minister of Arts & Sciences
- E. Herald
- F. Chronicler
- G. Chatelaine/Castellan
- H. Minister of Lists

VI-300 Local groups within a radius of 75 miles may not schedule an event for the same date. The first group to contact the Kingdom Chronicler will have priority for the designated date. Local groups within the designated radius may schedule conflicting events with the permission of the group that has priority for the date. The request for permission to conflict must be in writing, with a copy provided to the regional deputy seneschal. The Kingdom Chronicler must be provided with written, signed proof of permission before the conflicting event will be placed on the calendar. If permission to conflict is denied, the group requesting permission may appeal the denial to the regional deputy seneschal.

ADVANCEMENT OF LOCAL BRANCHES

VI-400 Before a branch can be granted incipient status, the members of the prospective branch must adhere to the requirements stated in Corpora, Kingdom Law, and the published policies of the Kingdom Seneschal.

VI-500 Incipient groups will be evaluated for advancement by the Kingdom Seneschal and Chancellor of the Excheq-

Policy Updates

uer at least annually. Branches that are unable to advance from incipency to full status after three years may be dissolved. In such cases, the territory of the failed branch shall be disbursed per the decision of the Kingdom Seneschal.

ADVANCEMENT OF BARONIES AND PROVINCES

VI-600 A group wishing to be elevated to the status of province or barony must meet the requirements set in Corpora and follow the policies of the Kingdom Seneschal Regarding such an elevation.

VI-700 In addition, a group seeking to become a barony must have a policy for the selection of its Baron/Baroness approved by and on file with the current Crown and the Kingdom Seneschal and must follow that policy in the selection of its first Baron/Baroness.

VI-800 Upon completion of the first baronial selection process, the baronial seneschal must present to the Crown and the Kingdom Seneschal proof that the baronial selection policy was duly followed, along with a petition from the group's members and officers requesting that the newly selected Baron/Baroness be invested as the Founding Baron/Baroness of the new barony. The Kingdom Seneschal shall consult with the other Kingdom Officers about the elevation.

Article VII: TERRITORIAL BARONS/BARONESES

VII-100 Territorial Barons/Baronesses are the Crown's representatives in their barony. They hold their lands in fealty to the Crown (and Coronet where applicable), and serve at the pleasure of the Crown.

VII-200 At Coronation, the Landed Baronage will submit a report to the Crown on the state of their Baronies. This may be done in writing or in Court. If done in Court, it should be brief.

SELECTION OF FUTURE BARONS/BARONESES

VII-300 The selection process for a new Baron/Baroness will be held under the direct supervision of the Crown and the Kingdom Seneschal.

A. Each barony must have a written procedure for the selection of a Baron/Baroness approved by and on file with the current Crown and the Kingdom Seneschal. This procedure must include a polling on group status.

B. Members 13 years of age and younger are not eligible to be polled for baronial selection or group status. Baronies may set their own policies on the minimum participation age for members age 14-17.

C. The selection process for a new Baron/Baroness must

be completed within one year from the date of the resignation. In the case of Barons/Baronesses who serve for a specified term, the selection process for a new Baron/Baroness must be completed by the ending date of the term of the sitting Baron/Baroness.

D. Group status polling shall be included in and be the first part of the Baronial selection poll.

E. In case of a tie in polling between candidates, the Crown shall make the final determination.

Once the baronial selection process is complete, the Barony will present its choice for Baron/Baroness to the Crown who are seated at the conclusion of the Baronial election and the Kingdom Seneschal for approval. The baronial seneschal must present to the Crown and the Kingdom Seneschal proof that the baronial selection policy was duly followed, along with a petition from the group's members and officers requesting that the newly selected Baron/Baroness be invested.

VICARAGE

VII-400 In the event that the Baron/Baroness of a barony resigns, is removed, reaches the end of his/her term, or otherwise vacates the office prior to the selection and investiture of a successor, a Vicar may be appointed by the Crown as Their representative in the barony.

VII-500 This selection shall be made by the Crown in consultation with the Kingdom Seneschal and the baronial seneschal. The Crown may also consult with the outgoing Baron/Baroness.

VII-600 The Vicar must meet the same membership requirements as the Baron/Baroness under Corpora, may not hold the office of seneschal or exchequer of the barony, and may not be considered as a candidate for Baron/Baroness.

VII-700 The Vicar may perform all the functions of the Baron/Baroness, as he/she serves at the will of the Crown, except that the Vicar may not give any awards.

VII-800 The Vicar shall oversee the selection of a new Baron/Baroness under the direct supervision of the Crown and the Kingdom Seneschal.

VII-900 The Vicar must step down at the investiture of the duly selected Baron/Baroness.

Article VIII: KINGDOM EVENTS

VIII-100 The preferred dates for Kingdom events are:

A. Twelfth Night: The 1st or 2nd weekend of January

B. Spring Coronation: The 1st or 2nd weekend of April

C. Spring Crown Tournament: The 1st or 2nd weekend of May

Policy Updates

D. Fall Coronation: The 3rd weekend of September

E. Fall Crown Tournament: Columbus Day weekend in October

The suggested dates for Kingdom events are:

F. Spring/Summer Æthelmearc Æcademy & War College: The 3rd weekend of June

G. Fall Æthelmearc Æcademy & War College: The 2nd weekend of November

VIII-200 Twelfth Night, Crown Tournament, Coronation, and both Æthelmearc Æcademy & War Colleges are Kingdom events. Twelfth Night, Crown Tournament, and Coronation are designated as Kingdom fundraisers. Both Æthelmearc Æcademy & War Colleges are designated as Æcademy & War College Fundraisers.

Fundraising is determined as an event where 50% of the profit is sent to the Kingdom, the exception requiring approval of the Crown, Kingdom Seneschal, and Kingdom Exchequer. Any funds in excess of \$1800 in the Æthelmearc Academy & War Colleges Fund line will go to the Kingdom General Fund.

Groups hosting Kingdom Events will be reimbursed for up to 100% of any losses with approval of The Crown, Kingdom Seneschal, and Kingdom Exchequer. This reimbursement will be based on the group's approved budgeted expenses.

VIII-201 No group may conflict with a Kingdom event held on the preferred date listed on the Kingdom Calendar without the express permission of the Royalty presiding at the event.

Events already on the Calendar when a Kingdom event is moved off the preferred date have automatic permission to conflict.

VIII-300 Bids for Kingdom events must be sent to the Crown, Their Heirs, the Kingdom Exchequer, and the Kingdom Seneschal to be considered. If the bid deadline falls before Heirs are chosen, the Kingdom Seneschal is responsible for submitting a copy of the bids to the Heirs once They are known.

VIII-301 The Heirs to the Crown shall choose among the acceptable bids, in consultation with the Crown and the Kingdom Seneschal, Kingdom Exchequer, and in the case of Æcademy & War Colleges, the Æcademy & War College Chancellor. If no acceptable bids have been received by the Kingdom Seneschal by the deadline, the bids are opened to all regions for an additional two-week period. At the new deadline, the Heirs will choose from among all the acceptable bids. If, after the second deadline, no acceptable bid has been received, the Royalty and Kingdom Seneschal shall solicit bids directly from groups. The Royalty

and Seneschal may choose to pursue the option to run any Kingdom event that has no acceptable bid as a Kingdom Sponsored event. The date and site of each Kingdom event shall be announced in the Kingdom newsletter in a timely fashion.

Bids are due by the following dates:

A. Twelfth Night: By the preceding June 1

B. Spring Coronation: By the preceding November 1

C. Spring Crown Tournament: By the preceding September 1

D. Spring/Summer Æthelmearc Æcademy & War College: By the preceding September 1

E. Fall Coronation: By the preceding June 1

F. Fall Crown Tournament: By the preceding April 1

G. Fall Æthelmearc Æcademy & War College: By the preceding April 1

VIII-400 Each bid for a Kingdom event must include a complete event budget. A budget form is available from the Kingdom Seneschal or the Chancellor of the Exchequer. A worksheet including the same information as contained on the form is acceptable in lieu of the printed form itself.

VIII-500 For the purpose of a regular rotation schedule for the Kingdom level Events (as defined in VIII-200), the following regions are defined:

A. Region 1 (West Virginia): Ballachlagaan, Blackstone Mountain, Misty Highlands, Port Oasis, Sylvan Glen

B. Region 2 (Western Pennsylvania): Debatable Lands, Hunters Home, Kings Crossing, Steltonwald, Stormsport, Sunderoak

C. Region 3 (Eastern Pennsylvania): Abhainn Ciach Ghlais, Endless Hills, Hornwood, Nithgaard, St. Swithin's Bog

D. Region 4 (Western NY): Beau Fleuve, Blackwater, Hartstone, Heronter, Rhydderich Hael, Thescore,

E. Region 5 (Eastern NY): Angel's Keep, Coppertree, Courtlandtslot, Delftwood, Myrkfaelinn, Sterlynge Vayle, Wynterset

New groups will be assigned to a region by the Kingdom Seneschal at their incipency.

VIII-501 The Kingdom Seneschal shall establish a regional rotation for Kingdom events.

VIII-502 Twelfth Night, Crown Tournaments, and Æthelmearc Academies shall rotate through the regions of the Kingdom. Coronations shall not rotate. Bids for Kingdom events must follow the procedures outlined in VIII-300 and VIII-301 regardless of whether they are for events which rotate or not.

Policy Updates

VIII-600 A "Kingdom-sponsored" event is defined as an event for which the Kingdom treasury pays the event costs and reaps the resulting profit. In order to maximize the fundraising nature of the event, Kingdom-sponsored events shall be royal progresses. A Kingdom-sponsored event is otherwise equal in precedence to any other local event in the region in which it is held, and therefore it is subject to the event conflict policy in VI-300.

VIII-601 Any individual or team of individuals may propose a Kingdom-sponsored event by submitting a bid to the Crown, Their Heirs, and the Kingdom Seneschal no later than six months prior to the date of the proposed event. The Royalty presiding at the event, in consultation with the Kingdom Seneschal, shall have the responsibility of approving the bid. The Kingdom Exchequer will be consulted.

VIII-602 Each bid for a Kingdom-sponsored event must include a complete event budget. A budget form is available from the Kingdom Seneschal or the Chancellor of the Exchequer. A worksheet including the same information as contained on the form is acceptable in lieu of the printed form itself.

VIII-603 The autocrat(s) of any Kingdom-sponsored event is considered to be a deputy of the Kingdom Seneschal and must follow all relevant Society and Kingdom law and policy.

Article IX: ORDERS AND HONORS PEERAGES AND THE ORDER OF THE ROSE

IX-100 The Heir and Heir Consort shall, before the end of reign of the current Sovereigns, poll the patent-holding Royal Peers of Æthelmearc on the question of Patents of Arms for the Sovereigns, if They do not already have Patents of Arms. For this purpose, patent-holding Royal Peers of Æthelmearc shall be defined as those patent-holding Royal Peers of the society who are currently residing in or are subjects of the Kingdom of Æthelmearc.

IX-200 The Order of the Rose may be conferred upon the Consort as specified in Corpora after consultation with the members of the order. The order shall be non-armigerous.

IX-300 While the Order of the Garnet has been closed, Ladies of the Garnet will retain their duties and privileges as was traditional in the Principality of Æthelmearc, and will work in concert with the Order of the Rose where appropriate.

IX-400 The Crown shall confer Society peerages after consultation with the members of the orders.

IX-401 Each Kingdom polling order shall select a clerk for the order every two years. The clerk shall maintain and make available to the members of the order and the

Crown the names and qualifications of persons brought to the attention of the order for consideration, and shall make available to the Crown the stated opinion of the members of the order about those persons.

KINGDOM ORDERS AND HONORS

Orders of High Merit

IX-500 The Orders of High Merit in Æthelmearc are given by the Crown after consultation with the orders. These orders will confer a Grant of Arms to the recipient, if he/she does not already possess a Grant of Arms.

IX-501 Each Kingdom polling order shall select a clerk for the order every two years. The clerk shall maintain and make available to the members of the order and the Crown the names and qualifications of persons brought to the attention of the order for consideration, and shall make available to the Crown the stated opinion of the members of the order about those persons.

IX-600 Companions of each Order of High Merit shall rank equally with Companions of the other Orders of High Merit.

IX-700 Each Companion of an Order of High Merit is charged with the following duties: to keep the clerk of the order advised of their current contact information, and to notify them should he/she wish to become inactive, to resume activity, or to resign from the Order; to continue the endeavors and increase skill in the areas for which the award was given; to encourage others in their efforts in the areas governed by the award and to teach such people as shall evidence a desire to learn, to the extent of his/her abilities; and to seek to expand the range of his/her activities.

IX-800 The Orders of High Merit are:

A. The Order of the Gage (the Order of High Merit for Martial Prowess) - which recognizes accomplishments of individuals in the heavy lists and melee fields. Members of the Order of Chivalry are not eligible for this award.

B. The Order of the White Scarf - which recognizes accomplishments of the fencers of Æthelmearc. Members of the order are entitled to wear the badge of the order on their left shoulder or arm, a white scarf with the badge of Æthelmearc. Members of the Order of Defense are not eligible for this award.

C. The Order of the Scarlet Guard (the Order of High Merit for Archery) - which recognizes accomplishments of the archers of Æthelmearc.

D. The Order of the Millrind (the Order of High Merit for Service) - which recognizes service to Æthelmearc. Members of the Order of the Pelican are not eligible for this award.

E. The Order of the Fleur d'Æthelmearc (the Order of High

Policy Updates

Merit for Arts and Sciences) - which recognizes the skill in the gentler arts. Members of the Order of the Laurel are not eligible for this award.

F. The Order of the Scarlett Battery - which recognizes accomplishments in Combat Archery and Siege Weapons.

G. The Order of the Golden Lance - which recognizes accomplishments of the equestrians of Æthelmearc. Members of the order are entitled to wear the badge of the Order and/or a ribbon "Sable edged Or charged with a lance Or" worn on either the calf or above the elbow, or as a pennon bearing the badge of the Order on their Tournament lance.

H. The Order of the White Horn - which recognizes accomplishments in those martial areas not recognized by the Order of the Gage, the Order of the White Scarf, the Order of the Scarlet Guard, the Order of the Scarlett Battery, or the Order of the Golden Lance.

IX-801 Any subject peer of the Order of Chivalry may participate as a Companion of the Gage with the Crown's permission for the duration of their reign.

Orders of Merit

IX-900 The Orders of Merit in Æthelmearc are given at the pleasure of the Crown. Recipients of any of these orders shall also receive an Award of Arms if they do not have one. None of these orders are polling orders. They are:

A. The Order of the Keystone - which recognizes service to the Kingdom, including teaching and autocratting.

B. The Order of the Sycamore - which recognizes accomplishments in the peaceful arts and sciences, including entertaining and research.

C. The Order of the Golden Alce - which recognizes accomplishments in the martial arts and sciences.

D. The Order of the Golden Stirrup -

which recognizes authenticity in visual presence while performing a martial activity, including research and teaching with an emphasis in visual merit, not skill level.

E. The Order of the Golden Mirror - given to those who through their appearance, actions, and deeds demonstrate an exceptional amount of honor and courtesy, and exemplify themselves in efforts to create a medieval aura in a non-martial capacity.

F. The Order of The Hearth Guide - For those who help others come into and find their place in the SCA. Orders of Distinction

IX-1000 The Orders of Distinction in Æthelmearc are given at the pleasure of the Crown. None of these orders bears arms of any sort, nor are they polling orders. They are:

A. The Cornelian - which honors courtesy.

B. The Sigil of Æthelmearc - which honors service to the Crown.

C. The Silver Buccle - which honors service to the Kingdom done by subjects 17 years of age and under.

D. The Silver Alce - which honors accomplishments in the martial arts and sciences done by subjects 17 years of age and under.

E. The Silver Sycamore - which honors accomplishments in the peaceful arts and sciences done by subjects 17 years of age and under.

F. The Golden Thorn - which honors the protection and defense of the Crown in performing acts of valor.

G. The Stirrup - which honors authenticity in visual presence while performing a martial activity by subjects 17 and under.

IX-1001 Award of Excellence - which honors excellence in the Eyes of the Crown. This distinction is recognized with a token from the Crown. There is no limit to the number of times an individual may be so recognized.

IX-1002 Award of the Golden Escarbuncle - which honors specific deeds of distinction in the eyes of the Crown. This distinction is recognized by a teardrop-shaped token bearing an escarbuncle of yellow or gold, with the color of the token denoting the nature of the deed being recognized: black for martial, red for service, and green for arts and sciences. There is no limit to the number of times an individual can be so recognized.

IX-1003 Order of Howlings Wolf - No more than three times per reign, in memory of Titus Scipio Germanicus, the Crown may recognize those individuals who helped create and support entertainment of the Kingdom, as a member of the Order of the Howlings Wolf. In particular, those whose efforts enhance the festivities and evening revels with inclusive, joyous, and heroic acts of shenanigans. This award conveys neither rank nor precedence, nor shall it convey arms of any sort.

IX-1004 The Crowns Treasure - Given those individuals who substantially contribute in providing items to illustrate the largess of the Crown and Kingdom. This honor should be bestowed sparingly, in recognition of individuals who provide exceptional contributions through extraordinary efforts and outstanding artistry. The token for this award is a pennant with a gold crown on a red field. There is no limit to the number of times an individual can be so recognized.

IX-1100 Jewel of Æthelmearc - No more than once per reign, the Crown may recognize an outstanding individual who exemplifies skill, courtesy, chivalry, and service as a Jewel of Æthelmearc. This award conveys neither rank nor precedence, nor shall it convey arms of any sort. The Crown may consult with the Jewels of Æthelmearc before bestowing this award.

Policy Updates

CREATION OF NEW ORDERS AND HONORS

IX-1200 The Crown may create other awards and honors They deem necessary, after consultation with the Curia Regis. The Crown shall consult with the Kingdom Herald with respect to the name and badge of any award prior to bestowing the award for the first time.

CHAMPIONS AND COURT APPOINTMENTS

IX-1300 The Champion of Æthelmearc will be determined by a heavy weapons tournament. The current Champion will decide the type of tournament with the assistance and approval of the Crown. The duties of the Champion are as follows:

- A. Defend the honor of the Crown.
- B. Serve the Crown by attending Them in Court.
- C. Assist the Crown in the organization of the tournament to choose their successor.

The Champion of Æthelmearc will maintain their position until the next tournament to choose their successor. The Champion of Æthelmearc may not succeed him or herself.

IX-1301 The Crown may create other champions and court appointments as They deem fit. These appointments shall be made for the duration of the reign only.

IX-1400 The Queen may form a guard of her own style and choosing.

IX-1500 Warlords serve at the pleasure of the Crown. The Crown may consult whomever They please in making this decision.

ORDER OF PRECEDENCE

IX-1600 The Order of Precedence shall be accurately maintained and regularly reported on by the Kingdom Herald and shall be annually affirmed by the Crown.

Article X: GRIEVANCE PROCEDURE

INFORMAL GRIEVANCE PROCEDURE

X-100 All parties petitioning for arbitration must first follow the grievance-resolution procedure established by the Kingdom Seneschal and published in the seneschal policies, and must provide the Kingdom Seneschal with written proof that it has been followed.

FORMAL ARBITRATION

X-200 The grievance must concern the medieval side of the SCA's activities. In particular, neither the formal arbitration procedure nor a Court of Chivalry will consider modern legal disputes.

X-300 If the Kingdom Seneschal's grievance-resolution procedure is unsuccessful, any party may petition within 30 days from its conclusion for the appointment of an arbiter. The Kingdom Seneschal may also request arbitration if

he/she feels it is necessary.

X-400 In such a case, the Kingdom Seneschal will provide all sides with a list of five names from which the parties must choose a mutually agreeable name. This person will be appointed as arbiter.

X-500 The arbiter will interview all parties to the dispute in an attempt to find common ground. He/she will make an effort to resolve the issue at this time. He/she will file a summary of his/her interviews with the Kingdom Seneschal and all parties.

X-600 If the interview is not productive, the arbiter may use any of the following procedures in an attempt to settle the dispute: informal interviews with witnesses and further fact-finding (viewing evidence, etc.); an interview with the parties with the participation of the Crown, Kingdom Seneschal, or other Kingdom Officers; a formal fact-finding hearing.

X-700 If at any time after the interview, the arbiter feels that arbitration is no longer productive, he/she may recommend to the Kingdom Seneschal that the case either be dismissed for insufficient cause or be moved to a Court of Chivalry.

X-800 The arbiter will have 90 days to work on a settlement of the dispute. If after that time he/she feels that an extension is desirable, he/she may ask the Kingdom Seneschal for a reasonable extension. At the end of the arbitration procedure, the arbiter will file a complete report on his/her arbitration with the Kingdom Seneschal and the parties. If no resolution has been reached, the arbiter will recommend a resolution to all sides in writing. He/she will also recommend that the case be dropped, that another course be taken but a Court of Chivalry not be held, or that a Court of Chivalry be convened.

X-900 Any party who feels that the recommendation of the arbiter is insufficient may petition the Crown to hold a Court of Chivalry.

X-1000 Any mailing referred to in this section must be by certified mail with return receipt.

COURTS OF CHIVALRY

X-1100 Courts of Chivalry are empowered to investigate grievances that cannot be settled through the Kingdom's grievance or arbitration procedures. For such a matter to come before a Court of Chivalry, the following conditions must hold: A request for a Court of Chivalry must be made in writing to the Kingdom Seneschal and the Crown within 30 days of the conclusion of arbitration. Within 30 days of the request, the Crown shall choose to call a Court of Chivalry, issue a ruling without a hearing, or deny the petition.

Policy Updates

X-1200 The Crown may call for a court of inquiry into matters of importance. In this case, the court does not necessarily investigate a grievance against a specific party, but may serve as a means of hearing testimony on a topic.

X-1300 The Kingdom Seneschal, or someone appointed by the Kingdom Seneschal, is responsible for presiding over the Court of Chivalry. If the Kingdom Seneschal is involved in the dispute, the Crown will appoint a different president.

X-1400 The president will select at least 4 dates and locations at which the Court of Chivalry may be held, and will send this list, with his/her preference indicated, to all parties. Any party may petition for a different date from the list within 10 days of receipt of the list. The finalization of the date and location of the Court of Chivalry will be decided within 30 days of the original date selection.

X-1500 Courts of Chivalry are open to the public, providing that they cause no disruptions to the proceedings.

X-1600 Any party to the grievance may petition the president to make the hearing private. In the event of a public Court, the president must publish the date and location of the Court in the Kingdom newsletter. If the Court is to be held on or before the 15th of the month, the notice must appear in the previous month's newsletter. If the Court is to be held after the 15th, the notice may appear in that month's newsletter instead.

X-1700 The president will select a panel of 5 members and 2 alternates, and will send the list to all parties no later than 4 weeks before the Court. Any party who feels he/she has cause to strike a name must appeal to the president and Crown within 7 days of receipt; if this occurs, the president will choose one of the alternates or, if no alternates remain, the president and Crown will jointly choose a replacement. The Court of Chivalry may proceed if there are 5 panelists or alternates present; any extra alternates may be dismissed at the start of the hearing.

X-1800 The Crown must attend the hearing.

X-1900 At the hearing, each party has the right to present testimony and evidence. All parties and other witnesses may be questioned by the other parties, the president, the Crown, and the panelists. The president may impose reasonable time limits on testimony and questioning.

X-2000 The president will appoint a clerk to keep a record of the hearing and will provide copies to all parties and the Crown within 15 days of the hearing.

X-2100 Once each party has presented his/her case, the panel will vote on a finding. If the panel is divided, minority reports and recommendations may be submitted. The panel may also recommend a resolution or action to the

Crown.

X-2200 Sentence is the sole prerogative of the Crown. Sentence will be passed within 30 days of the Court.

X-2300 Once sentence is passed by the Crown, the verdict and sentence must be sent by the president to all parties within 15 days of the decision.

X-2400 All mailings referred to in this section must be by certified mail with return receipt.

Article XI: MISCELLANEOUS

XI-100 The Arms of the Crown of Æthelmearc are: Gules, an escarbuncle argent within a laurel wreath and in chief a crown Or. These may be displayed at the will of the Crown.

XI-200 Arms of the Heirs to the Crown of Æthelmearc shall be those of the Crown with a label argent. These may be displayed at the will of the Heirs.

XI-300 The Badge of Æthelmearc is: Gules, an escarbuncle argent within a bordure Or. This may be displayed by all subjects of Æthelmearc.

XI-LAST The 20th day of September shall be a Kingdom holiday, known as Æthelmearc Day, in honor of the creation of Æthelmearc as a Kingdom and the celebration of its first Coronation.

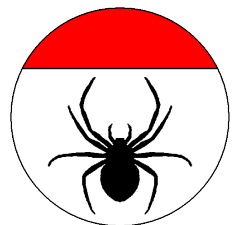
From the Kingdom Webminister

Greetings Æthelmearc! There are updated Webminister Policies and a *brand new* Data Policy for the Kingdom. The Data Policy was required by the Society Webminister and was created in tandem with Baron Padraig.

Please be sure to read the Data Policy as it affects more than just the Webministry -- it affects all places where data containing PII (Personally Identifiable Information) of our members are stored.

Also, to note, with this update to our Webminister Policy, Webminister reports will now be shifted a month later (February 15, May 15, August 15, November 15) as the current Society reporting has stabilized to fit the later dates. The next report is due May 15.

In service,



Policy Updates

- Amalie
Æ KWeb

Æthelmearc Webminister Policies

Revised January 2024

Office of the Webminister

Kingdom Webminister

The Kingdom Webminister is responsible for maintaining the Kingdom website, 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 and Sylvan Strand prizes. The Kingdom Webminister reports to the Society Webminister 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.

Deputy Webminister(s)

The Kingdom Webminister may designate deputies as needed to help maintain the Kingdom's web presence. One Emergency Deputy is required as per Society policies.

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 website. The Group Webminister reports to the Group Seneschal, Officer or Principal, as appropriate. If the Webminister position is an official officer of a group, 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.

Structure of the Æthelmearc Web Presence

Kingdom Website Content

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

1. Names and contact information for the current Royalty
2. A list of Great Officers and their Depu-

ties

3. An online version of Æthelmearc 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.

All downloadable documents available on the Kingdom Website will be hosted on the Æthelmearc file server, regardless of file format (PDF, .doc., .docx., etc.). There shall be no hosting of downloadable files on the websites other than the Æthelmearc file server. This is to minimize the amount of different versions of the same document available on the Internet. The Kingdom Webminister may have a link to the file server site or the specific file hosted on the file server to access these documents.

Kingdom Officer Pages

The Kingdom may host webpages 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.

All downloadable documents available from the Kingdom Officer must have its sole source be hosted on the Æthelmearc file server, regardless of file format (PDF, .doc., .docx., etc.). There shall be no local hosting of downloadable Officer files on Officer webpages. This is to minimize the amount of different versions of the same document available on the Internet. The Kingdom Officer may have a link to the file server site or the specific file hosted on the file server to access the document(s).

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. The local Seneschal will designate which page is their group's official recognized page.

Polling Order Pages

The Kingdom may host webpages or sites for polling orders or the individual orders may host them. Regardless, all polling order pages must adhere to Society and Kingdom web policy. The Clerk will designate

Policy Updates

which page is their official 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.

For All Pages Within the Kingdom of Aethelmearc

It is strongly suggested to not use custom coding on any website; however, it is still permissible. Regardless of what coding or content management system (CMS) used, there must be at least 2 people who can access the site and be able to fix any issues at any given time.

Group Webministers

1. All Group 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.
2. All Webministers must be paid members of the SCA, Inc.
3. All Webministers must provide a photocopy or digital scan of their membership
4. All Webministers must have regular contact with the group whose website they maintain.
5. All Webministers must have reliable Internet access and must have a reliable and valid email address.
6. All Webministers are encouraged to demonstrate knowledge of HTML.
7. 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.
8. Failure to comply with the above policies

and any additional Society requirements may result in suspension or revocation of a Webminister's warrant.

Group Web Pages

The following criteria are required for Group Websites. All group websites must:

1. have a warranted Webminister.
2. be for the group.
3. not be for a household.
4. meet the mandatory web publication standards as set forth in the Society Webminister Policies available at <http://www.sca.org/officers/webminister/>.
5. have a link to the Society website (<http://www.sca.org>).
6. have a link to the Kingdom website (<http://www.aethelmearc.org>).
7. have a link to all sub groups of the group, such as a Canton or College.
8. have the disclaimer detailed in the Aethelmearc Disclaimer section of these policies.
9. Have all email addresses that are not obfuscated be email addresses hosted by the group. (For example, ending in @aethelmearc.org, @webminister.aethelmearc.org, or @blackstonemountain.org. Any personal email address listed on a website without obfuscation MUST have a Personal Data Release Form on file.
10. have all documents available for download available in PDF format.
11. be kept up-to date. It is expected that a Webminister has regular contact with a Seneschal, Kingdom Officer/s, Guild Head, etc.

Group websites are encouraged to meet the following additional criteria:

1. minimally, list the 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 found at <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.

Policy Updates

12. have documents available for download in other formats that the Webminister chooses, in addition to PDF format.
 13. not use custom coding on the backend.
- Group websites must not contain:
1. Advertising of any kind, including banner or pop-up ads. Hosting that requires banners or pop-ups are no longer allowed
 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. This includes all photographs, artwork and images.

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 Kingdom of Æthelmearc 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 hosting the event must be present.
4. The official Æthelmearc 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.

Æthelmearc Disclaimer

The Æthelmearc 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 website for the <Group Name>, Kingdom of the Æthelmearc (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 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. "

"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.

As per Society policies, recognized websites may never be hosted on a service that requires banner or pop-up advertisements. It should be noted that no-cost ad-free hosting is available in Æthelmearc. Contact the Kingdom Webminister for further information.

Policy Updates

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

All website locations/servers must be approved by the Kingdom Webminister prior to placing them online to ensure that they are acceptable.

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. If this involves Google for Æ accounts, the Kingdom Webminister must be made aware that a change must occur. Please see the Google for Æ Policies (https://drive.google.com/file/d/1RPuEZHR2C41ua0xos9KlZZyPyI4FMnMY/view?usp=drive_link) for more information.

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 websites 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, Permission, and Release Forms

Other people's graphics, prose or poetry, articles, photos or other artwork should be used only with specific written permission to do so through the use of release forms. 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.

The SCA Release form Handbook is found at <https://www.sca.org/wp-content/uploads/2023/02/Release-Forms-Handbook.pdf>. Although this information applies to both electronic and written forms (webministry, social media, and chronicler), the information below is written only for the purposes of the webministry.

As per Society Policies, the following forms are required to be filled out to use original works or photographs:

The **SCA Creative Work Copyright Assignment/Grant of Use Form** is needed from the author or artist for

- articles, poems, stories, songs, etc.
- original artwork (not clip art)

The **SCA Model Release Form** is needed from the person(s) in the picture if

- The image is portrait-style (see below)
- the photograph is taken in a private space at an event (such as a personal encampment) • the photograph is taken at a non-public venue (such as an armor-making workshop at a home)

The **SCA Photograph Grant of Use Form** is needed from the photographer for all photos added after Dec. 31, 2010. (A photographer may check the "Perpetual Grants of Use" box, which means they can complete the form once and it covers any photograph submitted now or in the future.)

The **Personal Data Release Form** is needed in order to publish any personal information publicly. This includes on general websites and within event announcements.

The **Technology Contributor License Release Form** is needed when someone uses their (personal) code on any SCA-related website.

More information about SCA Release Forms can be found at <https://www.sca.org/resources/document-library/releaseformsfaqswb/>

If you have other copyright issues that you cannot find an answer to yourself, please try the U.S. Copyright

Policy Updates

office (<http://lcweb.loc.gov/copyright>).

Data Retention

All groups, officers, polling orders, and so on within the Kingdom of Æthelmearc will be required to abide by the Kingdom's Data Retention Policies. These policies are within a separate document on the Kingdom's Document Server and can be found at https://drive.google.com/file/d/1q-Y4t1SRnauHTgfantUMIALqPNb_9nB_/view?usp=drive_link.

Reporting

Group Webministers report to the Kingdom Webminister on a quarterly basis, by the 15th of February, May, August, and November. This allows the Kingdom Webminister sufficient time to compile the information for their own reports.

If a Webminister has a combined position with the Chronicler in a local group that the Webminister is expected to submit a Webminister report as these are two separate positions at Kingdom level.

Reports must include the following information:

1. SCA Name
2. Mundane Name
3. Full Address
4. Telephone number (with area code)
5. Membership number
6. Membership expiration date
7. E-Mail address
8. Website or sites you maintain

Failure to Report

Failure to report on-time for two consecutive quarters will be deemed as a voluntary resignation and a revocation of the webminister's warrant. Failure to report within 30 days of any reporting deadline will result in the deactivation of any links to the group's website from the Kingdom website.

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 website and related links being removed from the Kingdom website. These points are iterated under the criteria for group web pages above.

Awards and Recognition

The Sylvan Strands

The Sylvan Strand prizes may be awarded annually to recognized group websites in the Kingdom of Æthelmearc that exemplify excellence. The categories shall

be determined so as to match those used for the Master William Blackfox Web Awards and the receipt of a Sylvan Strand shall also be a nomination for a Blackfox Award in that

respective category. The Sylvan Strand may take any form that the Kingdom Webminister deems appropriate, though a small graphical "banner" that may be placed on the receiving website is traditional. This banner may remain on the awarded website as long as it is maintained by the recipient Webminister.

Glossary (Pictured page 20)

Æthelmearc Data Policy

Created September 2023 | Approved January 2024

Definitions:

PII - Personally Identifiable Information is any information that can identify a specific person.

PII may entail both linked (or direct) and linkable (or indirect) information. Linked information may include: full name, first name, last name, initials, family members' names, home address, phone number, email address, SCA ID Number, Æthelmearc Marshal ID Number, and/or date of birth. Linkable information may include, but is not limited to: Zip Code, Age Range, Age, and Gender.

Data: Information on which operations are performed by a computer, being stored and transmitted in the form of electrical signals and recorded on magnetic, optical, or mechanical recording media. (Oxford Dictionary definition)

Why We Keep Data:

Data is kept for use by the Officers and Populace of Æthelmearc for various reasons, including by certainly not limited to:

Marshal activities, Warrants, Background Checks, Email, Records of official documentable, meaningful complaints, Polling orders, Domesdays, Announcements and Event Announcements, Court Reports, and/or Videos hosted on websites or on AETube. Data may be used for legal purposes, if requested and warranted (law enforcement).

Locations/Places where digital data with PII may reside within the Kingdom's resources:

- Kingdom Google Account, including Gmail, Google

Policy Updates

Drive, and Google Workspace items.

- Kingdom Web Server (hosted at Knownhost.com for aethelmearc.org and subdomains) and any official websites, as determined by the Kingdom Webminister, including all official websites for Polling Orders, Officers, Marshal Disciplines, Guilds, and local groups (whether or not they reside on the Kingdom server).
- Kingdom Form Server (aeforms.aethelmearc.org)
- Until Known World Cooks & Bards 2024 is over, fireside.kwcooksbarbs.aethelmearc.org, which is a domain controlled by Percy which is hosting the Zambia instance for registration.)

Data Retention/Backups:

No PII data is kept for more than 7 years, unless specifically outlined in other parts of this policy.

If no PII is present, the information can be kept indefinitely.

- Email: There is no retention policy. Any deletion of data is by the person or officer in charge of the account. This otherwise defaults to the Google for AE Policy.
- Polling Orders: Once the person is known to be the recipient of an award, all information regarding that member must be purged.
- Domesdays, PII on websites, or PII that is publicly available: This is required to be an opt-in (explicit permission granted) with a signature (digital or wet) on file
- Marshal Warrant/Authorization information: Minimal PII is passed to be publicly available. However, explicit consent is given when information is submitted for the martial database. This database is constantly rolled over with new data. Data older than 2 years, and not showing an active renewal, will be purged from the database and put into a non-accessible database for records. Only mundane names will be associated with removed warrants/auths in this database.
- Files: Any files that are on the AE Google Server defaults to the Google for AE Policy. Any files kept on the Kingdom server (Knownhost) has nightly backups. The server keeps backup files for 1 week.
- Webform information: Webform information is purged so only 2-3 years of information is available. (Example: In 2022, everything pre-2020 has been purged. However, December 2020 would not be purged until January 2023.)
- The Seneschallate may keep records beyond the specified times listed above for purposes official correspondence, and/or for safety and legal measures. This may include information for documentation of incidents and/or injuries, for legal matters, back-

ground check information, and the like. Removal of information will be in the purview of the Kingdom Seneschal.

"Old" Information:

- Court Reports may contain Linkable PII due to the use of mundane names (in the form of "Name" of "Local Group" or the knowledgeable use of a mundane name as part of a person's SCA name). This will not be affected by any data retention policies.
- Kingdom Listserv Information from 2004-2020 that was publicly available has been removed from CMU. It is currently stored in Google Drive for historical records. However, this information must be scrubbed of PII before it can be republished online.
- Most old newsletters (pre-SCA policies to remove PII) are not currently available online. Any PII information must be scrubbed before it can be republished online.
- Old event announcements from the Kingdom Calendar have been made private. Although there is PII contained in event announcements, as these are removed from the public eye, the release of PII is contained.

Spiders/Online Archives:

- The Kingdom Webminister will assist with any requests to remove PII from places such as Archive.org, should it be warranted. However, as the information is outside of Kingdom control, removal of PII information from outside sites cannot be guaranteed.

Permissions:

- Explicit permission must be granted for any PII that is made publicly available.
- Submission of webforms may include publicly available PII. In cases such as these, the submitter will need to acknowledge that certain (and spelled out) PII may be publicly available and must agree to this before submitting the webform.

Policy Updates

Glossary

Domain	The web address in its simplest form (i.e. yahoo.com, aethelmearc.org, google.com)
Website or Site	An entire grouping of pages hosted by a single entity
Certified Site/Page	A website or page that meets the criteria set forth in the Æthelmearc Webminister's policy
Group Pages	Websites or pages for a specific group in Æthelmearc
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 website. This does not include splash pages
Officer Pages	websites or pages for an office or officer in Æthelmearc
Official Site/Page	A website recognized as the website for that group or office, which is recognized by the group
Splash Page	A greetings page, which may include animations or options to select what kind of detail you would like to see on the website.
Webpage	One page of web code
Website	A collection of web pages gathered together to represent an idea or theme