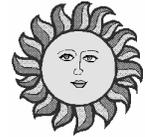


# Kingdom of Atenveldt

## Kingdom Seneschal Policy



### POLICY ON ELECTRONIC COMMUNICATIONS

The Kingdom of Atenveldt recognizes that phone and internet-based electronic communication is slowly becoming an integral part of the day-to-day operation of the Society. While email, electronic mail lists, websites, social networking pages and other electronic communication do not replace or match the quality of face-to-face interaction, the Crown and Kingdom Seneschal acknowledge that electronic communication venues can be a valuable means to distribute and share official and unofficial information between Royalty, Landed Nobility, Officers, Peers, and the populace.

The Crown and Kingdom Seneschal are also aware that modern electronic forums are frequently the first contact (or first information) that new members and other organizations see about our group, and that public forums can shape and influence the image the Society presents to the outside world. In this context, the Crown of Atenveldt is particularly sensitive to the following responsibilities defined for the Crown in **CORPORA, IV Royalty**:

“**CORPORA, IV Royalty.3:** Royalty shall be the chief examples of chivalry, courtesy, and the other virtues appropriate to the ideals of the Society, and shall inspire these virtues in their subjects. They shall be true and faithful rulers for their subjects, uphold their subjects’ rights and work for their benefit, and maintain an impartial justice for all in the realm.”

“**CORPORA, IV Royalty. 5:** Royalty shall foster an atmosphere that encourages new and prospective members to feel welcome to participate in Society activities.”

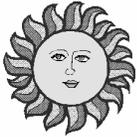
Given these responsibilities, and the need to portray a positive view of SCA goals, purpose, and achievements in publicly available electronic forums, the Crown and Kingdom Seneschal provide this policy so the populace of the Kingdom of Atenveldt have the following:

- A clear understanding of the electronic forums/media that can be used for SCA Official Correspondence in the Kingdom of Atenveldt
- Guidelines for courtesy and respect required to participate in electronic forums that bear the name “Kingdom of Atenveldt”, or the registered heraldic name of an SCA Local Group in the Kingdom of Atenveldt

#### I. Relationship to other official SCA Policies

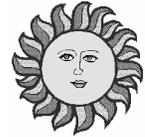
The Crown and Kingdom Seneschal of the Kingdom of Atenveldt implement this policy to supplement the guidelines for electronic communication and interaction between members as stated in the current versions of these sections of the SCA governing documents:

- [CORPORA](#)  
APPENDIX A: SUGGESTED CHANNELS FOR COMPLAINT AND APPEAL
- [CORPORA: CORPORATE POLICIES OF THE SCA, INC.](#)  
X. POLICY ON ELECTRONIC COMMUNICATIONS
  - A. Electronic Publication of SCA Documents
  - B. Participation of SCA Officials in Electronic Communications Media
  - C. Electronic Communications to and from SCA Officers



# Kingdom of Atenveldt

## Kingdom Seneschal Policy

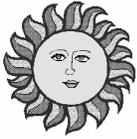


- [Kingdom Seneschal's Handbook](#)
  - Communications
  - VI. Electronic Mail
  - VII. Internet Websites
  - Appendix D: Media Relations and External Publicity**
    - Image to the Outside World
- [Society Webminister's Handbook](#)
  - G. Additional Policies
  - 1. Electronic Mailing Lists
- [LEX ATENVELDTUS](#)
  - VI. RIGHTS AND DUTIES OF THE POPULACE

## II. DEFINITION OF OFFICIAL SCA COMMUNICATION

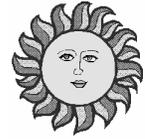
### A. Official SCA Communication by Email

1. Traditional paper correspondence is always acceptable, and remains the default means for official SCA correspondence in the Kingdom of Atenveldt.
2. Kingdom officers and local SCA group officers may use email for official correspondence as follows:
  - a. Officers may be required to report by email, and/or be available to Royalty/Nobility/Other Officers by email, if that requirement is advertised as a pre-requisite for the officer position.
  - b. Officers may be required to communicate with the populace via email if the requirement for email access is advertised as a pre-requisite for the officer position.
  - c. Using email does not preclude the requirement for hard copy files maintained for an office. Reports and all important correspondence sent by email should be printed and maintained in a permanent file.
  - d. Official correspondence between an officer and SCA member(s), other organizations, government agencies, vendors and media may be sent by email, but should also be sent as a hard copy. For important official correspondence, officers should use a delivery method with signature confirmation of receipt of the correspondence.
  - e. Officers are required to exercise care when expressing their personal opinions in electronic communications while they hold office. In all cases, email correspondence must make a clear differentiation between an officer's personal opinion, and official statements or policies of their office.



# Kingdom of Atenveldt

## Kingdom Seneschal Policy



3. For email correspondence to be considered official when it is received by the Crown, Heirs, Landed Nobility and Officers, all of the following guidelines must apply:
  - a. The email must be signed, and contact information for the sender must be provided. SCA Royalty/Nobility/Officers do not accept anonymous communications. Email sent with no identifier of the sender other than an email address will be considered anonymous.
  - b. The SCA Royalty/Nobility/Officer receiving the email must have agreed to communicate electronically by placing his or her email address in an official Kingdom of Atenveldt publication (*Southwind* or local SCA group newsletters) or Kingdom of Atenveldt official group website ([www.atenveldt.org](http://www.atenveldt.org), [www.estrellawar.org](http://www.estrellawar.org), or a local SCA group website), by releasing it for individual use, or by initiating email correspondence for official business.
  - c. The SCA Royalty/Nobility/Officer's published email address must be used as the designated recipient for the email.

Members of the populace should be aware that many email aliases used by officers for official correspondence are received by multiple people to ensure prompt responses, and to assist with training of deputies. For example, emails sent to [Seneschal@atenveldt.org](mailto:Seneschal@atenveldt.org) or [Webmin@atenveldt.org](mailto:Webmin@atenveldt.org) may be received by the Kingdom Officer and one or more of that officer's deputies.

- d. Postings to a public mail list, bulletin board, social networking site, or other public electronic forum are not considered formal communications with SCA Royalty/Nobility/Officers, even when the Royalty/Nobility/Officer is known to participate in the electronic forum in question.

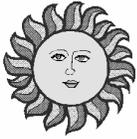
### **B. Official SCA Communication in Electronic Forums other than Email**

#### **1. Closed Forum Operated by SCA Officers:**

Officers at any level may choose to use an electronic forum to assist with communications with Royalty, Landed Nobility and/or other officers.

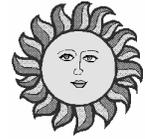
When an electronic forum is maintained by the Kingdom of Atenveldt (or an official SCA Local Group or SCA event coordinator) in the Kingdom of Atenveldt, the forum description states it is for official communication between SCA event staff/officers/Landed Nobility/Royalty, and the forum moderator is a warranted officer acting in an official capacity as recognized by the Kingdom or SCA Local Group, then communication in that forum is official if the persons subscribed to the forum also are recognized as officers/event staff and subscription to the forum/list is required to fulfill the obligations of said office. Examples include:

- A "Kingdom Officer mail list" maintained by the Kingdom Seneschal's office.
- An "Estrella War Staff mail list" maintained by Estrella War Main Event Coordinators.



# Kingdom of Atenveldt

## Kingdom Seneschal Policy



### **2. Open Forum Operated by SCA Officers:**

Officers at any level may choose to use a mail list, bulletin board, social networking site, website or other electronic forum to post official announcements and advertisements of SCA activities and SCA events for members of the populace.

When an electronic forum is maintained by the Kingdom of Atenveldt (or an official SCA group or SCA event coordinator) in the Kingdom of Atenveldt, the forum description indicates it is for official communication of announcements/advertisements/event information from SCA Royalty/Landed Nobility/officers/event staff, and the owner/webminister/moderator is an officer acting in an official capacity for that group, then information posted by the owner/webminister/moderator and other SCA officers in that forum is recognized as official. Examples include:

- Websites maintained by the Atenveldt Kingdom Webminister ([www.atenveldt.org](http://www.atenveldt.org), [www.estrellawar.org](http://www.estrellawar.org), <http://arts.atenveldt.com/>, etc.).
- Barony of Mons Tonitrus website (<http://www.monstonitrus.org/>)
- Southern Crusades website (<http://www.southerncrusades.org/>)
- Kingdom of Atenveldt Facebook page (<http://www.facebook.com/atenveldt>)
- Estrella War Facebook page (<http://www.facebook.com/estrellawar>)

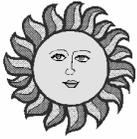
### **3. Forum for Atenveldt Peers:**

When an electronic forum is created for the exclusive use of any or all of the four Peerage Orders (Chivalry, Laurel, Pelican and Royal Peers) residing in the Kingdom of Atenveldt, communications in that forum may be recognized as “official Peer Circle communications” if **all** of the following are true:

- The forum description includes the text “Kingdom of Atenveldt” and the name of a Peerage order (examples include the current Yahoo or Google groups for members of the Atenveldt Chivalry, Laurels, Pelicans, and Royal Peers, etc.)
- Membership in the group is limited to Peers and the Crown/Heirs
- Peerage is confirmed for members before new members are allowed to subscribe.

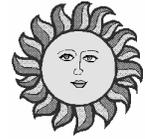
## **III. Public Electronic Forums Using Atenveldt Group Names**

The Kingdom of Atenveldt recognizes that electronic mail lists, social networking sites and other electronic forums are valuable avenues for timely dissemination of information to large groups of people. In fact, the populace in many local SCA groups in Atenveldt heavily use such forums to allow their populace to communicate with each other on a wide range of SCA topics (event information, garb, combat issues, advertising for officer and autocrat positions, etc.), and share other social news for the populace (birth of a child, illness affecting a member of the populous who needs assistance, parties, etc.). This policy is not intended to prohibit or limit the social discourse provided by those forums.



# Kingdom of Atenveldt

## Kingdom Seneschal Policy



However, when an electronic forum identifies itself using the registered heraldic name of an SCA group in the Kingdom of Atenveldt, the quality of the discourse in that public forum becomes part of the image the outside world sees of our organization. The Crown and Kingdom Seneschal feel strongly that to continue to use a registered heraldic name of an SCA landed group (“Kingdom of Atenveldt” or “Barony of Twin Moons” or “Shire of Granholme”, etc.), the list members must follow standards of courtesy defined for electronic communications in the Kingdom of Atenveldt.

### **IV. Standards for Interaction on Electronic Communication Forums**

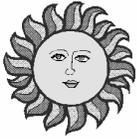
The Crown and Kingdom Seneschal believe electronic forums used for SCA Official Correspondence, and forums identified with a description that includes the registered heraldic name of an SCA group in the Kingdom of Atenveldt, are extensions of the interactions between their populace and officers as it happens at SCA events. Further, the Crown and Kingdom Seneschal expect all participants (those at SCA events and those interacting in these electronic forums) to abide by SCA commonly recognized standards for courtesy. Simply stated, participants should:

- A. Extend common courtesy and respect in the manner of their interactions.
- B. Allow others to state conflicting thoughts and ideas without rancor or name calling.
- C. Avoid profanity, abusive or threatening language, personal attacks, and ridiculing or otherwise denigrating others.
- D. Avoid public rudeness, disruptive behavior, and broadcasting gossip and unfounded rumors.
- E. Use private email (not postings on public forums) to express accusations of misconduct, complaints about the behavior of others, or concerns that require official investigation by Royalty/Landed Nobility/Officers.
- F. Utilize the SCA avenues for resolution of grievances between individuals defined in Corpora, APPENDIX A and LEX ATENVELDTUS, Section VI.C to resolve problems between members in the group, i.e., not air those grievances on public forums.

### **V. Recourse When Courtesy is Not Extended in an Electronic Forum**

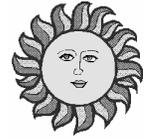
The Crown and Kingdom Seneschal know and understand that the owner/webminister/moderator of an electronic communication forum is responsible for enforcing standards of courtesy on their forums, and have no desire to interfere or change those responsibilities. However, when there are repeated or extreme examples of breaches of courtesy on such forums, participants and officers are encouraged to bring the issues first to the owner/webminister/moderator for resolution. If the issues remain unresolved, they can be escalated to the responsible SCA officer, then the Landed Nobility (if it occurs in a Baronial forum), and last to the Crown and Kingdom Seneschal.

When the Crown and Kingdom Seneschal deem interactions on an electronic forum to be disruptive and/or damaging to the local group, or damaging to the public image of the SCA, the Crown and Kingdom Seneschal may choose to intercede.



# Kingdom of Atenveldt

## Kingdom Seneschal Policy



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- A. When dealing with a **“Closed Forum Operated by SCA Officers”** or an **“Open Forum Operated by SCA Officers”**, the Crown and Kingdom Seneschal can:
1. Instruct the warranted officer(s) serving as owner/webminister/moderator to remove individual(s) from the electronic forum, or restrict the ability of those individual(s) to post messages to the forum
  2. Instruct the warranted officer(s) serving as owner/webminister/moderator dissolve the electronic forum
  3. Impose other restrictions and/or sanctions for members as determined appropriate (and within the authority of) the Crown and Kingdom Seneschal.
- B. When dealing with a **“Forum for Atenveldt Peers”**, the Crown and Kingdom Seneschal should consult with the Premier(s) of the Order(s) involved and can:
1. Request that the Premier(s) of the Order(s) and the owner/webminister/moderator remove individual(s) from the electronic forum, or restrict their ability to post messages to the forum
  2. Request that the Premier(s) of the Order(s) and the owner/webminister/moderator dissolve the electronic forum
  3. Impose other restrictions and/or sanctions for Peers as determined appropriate (and within the authority of) the Crown and Kingdom Seneschal.
- C. When dealing with **“Public Electronic Forums Using Atenveldt Group Names”** where the owner/webminister/moderator is not an SCA officer, the Crown and Kingdom Seneschal can:
1. Request that the owner/webminister/moderator remove individual(s) from the electronic forum, or restrict their ability to post messages to the forum.
  2. Advise the owner/webminister/moderator they may no longer use the registered heraldic SCA group name as part of the name or description for the electronic forum, i.e., no longer use “Kingdom of Atenveldt” or “Shire of Windale” in the name, URL or web address, or description shown to the public for the forum.
  3. Request that the owner/webminister/moderator dissolve the electronic forum
  4. Impose other restrictions and/or sanctions for members as deemed appropriate (and within the authority of) the Crown and Kingdom Seneschal.

These Kingdom Seneschal Policies are approved by the Crown of Atenveldt and the Atenveldt Kingdom Seneschal on this, the 3rd Day of May, Anno Societatis XLVI, Being the Year 2011 in the Common Reckoning.

In Service,

***Duke Craven, KSCA***

Kingdom Seneschal