

CHRONICLER'S HANDBOOK FOR THE KINGDOM OF ANSTEORRA



UPDATED OCTOBER 2011

CHRONICLER'S HANDBOOK FOR THE KINGDOM OF ANSTEORRA

TABLE OF CONTENTS

I.	Regional Chroniclers	
A.	Oversight of Local Branch Chroniclers	Page 3
B.	Archiving	Page 3
C.	Assignment and Oversight for Deputies	Page 3
D.	Monitoring of Local Branch Newsletters – Inappropriate Inclusions	Page 3
E.	Monitoring of Local Branch Newsletters – Required Item	Page 4
F.	Corrective Action to Local Chroniclers.	Page 4
G.	Timely Reporting to Kingdom Chronicler	Page 4
H.	Selection of Regional Chroniclers	Page 5
I.	Selection and Training of local Branch Chroniclers	Page 5
J.	Length/Tenure of Office	Page 5
K.	Warrants	Page 5
L.	Required Forms and Manuals	Page 6
II.	Local Branch Chroniclers	
A.	Production of a Local Branch Newsletter	Page 6
B.	Local Branch Newsletters – Inappropriate Inclusions	Page 6
C.	Local Branch Newsletters – Required Items	Page 7
D.	Releases	Page 7
E.	Late Issues	Page 8
F.	Archiving	Page 8
G.	Appointment and Oversight of Deputies	Page 8
H.	Official Reporting	Page 8
I.	Financial Reporting	Page 8
J.	Selection of Local Branch Chroniclers	Page 9
K.	Length/Tenure of Office	Page 9
L.	Required Forms and Manuals	Page 9

CHRONICLER'S HANDBOOK FOR THE KINGDOM OF ANSTEORRA

I. Regional Chroniclers

Regional Chroniclers are responsible for the following:

A. Oversight of Local Branch Chroniclers

A Regional Chronicler's primary responsibility is to ensure that each and every branch in their region that is required to produce a newsletter is doing so, and is following the rules. Kingdom Law requires provinces and baronies to have Chroniclers. While other groups (shires, cantons, strongholds, colleges, guilds and incipient groups) are not required to have a Chronicler, if they do have one, they fall under their Regional Chronicler's authority.

B. Archiving

Regional Chroniclers are required to retain a copy of each local branch newsletter produced in their region for a period of six months.

C. Appointment and Oversight of Deputies

Regional Chroniclers may assign or designate such deputies as they see fit to assist in their duties. While such deputies may be given authority, oversight and ultimate responsibility for such deputies and their work remains with the Regional Chronicler.

D. Monitoring of Local Branch Newsletters – Inappropriate Inclusions

Regional Chroniclers must monitor Local newsletters in their region to ensure they do not publish any of the following:

- 1) Personal attacks on individuals or groups
- 2) Harsh criticism of the behavior of individuals or groups
- 3) Copyrighted material used without permission
- 4) Use of racial or religious stereotypes
- 5) Offensive words, phrases or images
- 6) Any material that shows the SCA (at any level) in a bad light
- 7) Any article or statement that politicizes the office
- 8) Paid advertisement (only corporate publications such as Kingdom newsletters and Tournaments Illuminated can accept paid advertisements).
- 9) Non-paid advertisements. Event announcements, notices of revels, parties and nonofficial events are acceptable. Advertisements that are not directly Society related are not acceptable.
- 10) Information about an individual or group divulged without consent.

E. Monitoring of Local Branch Newsletters – Required Items

Regional Chroniclers monitor Local Branch newsletters in their region to ensure they include the following disclaimer and copyright statements:

- 1) Disclaimer:
“This is the (Name of Publications), a publication of (Name of Branch of their organization) of the Society for Creative Anachronism, Inc. (Name of Publication) is available from (real name and address of publisher). It is not a corporate publication of the Society for Creative Anachronism, Incorporated, and does not delineate SCA policies.”
- 2) Copyright statement:
“Copyright (modern year) Society for Creative Anachronism, Inc. For information on reprinting articles and artwork from this publication, please contact the editor, who will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.”
- 3) Name and contact information of the local branch’s officers
- 4) Regularly scheduled meetings – example: fighter practice and guilds
- 5) Credit for all submissions, including all text submissions except officer reports and contact information (ie. Articles, recipes, poetry, etc.) and including all artwork (drawings, photos, heraldry, maps, clip art etc.)
- 6) The Kingdom or Regional Chroniclers may ask to see any and all releases for creative work, photographers and models at any time, and the local chroniclers are required to make them available.

F. Corrective Action to Local Chroniclers if they do not conform to the guidelines in this document.

Regional Chroniclers are responsible for informing the Local Chronicler if the local Chronicler fails to follow the requirements in this handbook. Such notification should occur in such a timely fashion as to guarantee that the next newsletter is correct.

Regional Chroniclers will inform the responsible Local Chronicler with diplomacy, keeping in mind that we are all volunteers. If the problem was in printing copyright protected material, the Regional Chronicler will make sure that the Local Chronicler has sent an apology letter to the artist/author of the material, and that the Kingdom Chronicler is notified immediately. If the Local Chronicler fails to conform to these guidelines after being politely notified, the Kingdom Chronicler should be notified. At that time, a decision will be made whether to retain the Local Chronicler or request that a replacement be found.

The Regional Officers are also responsible for notifying the Kingdom Chronicler immediately upon receiving problems that are not easily solved, or problems that could endanger the SCA or the image of the SCA.

G. Timely Reporting to the Kingdom Chronicler

Regional Chroniclers are required to report to the Kingdom Chronicler on at least a quarterly basis. Reports must be received by the Kingdom Chronicler at least 2 weeks prior to Each Crown Tourney and Coronation. Additional reports can be requested by the Kingdom Chronicler as deemed necessary.

H. Selection of Regional Chroniclers

Applicants should send an application plus photo ID and a copy of proof of membership to the Kingdom Chronicler, who will choose the Regional Chronicler, and the current Regional Chronicler.

I. Membership Requirements

It is vitally important that all chroniclers keep their memberships up to date. As Kingdom Chronicler, I (Biatrichi) will not warrant anyone who does not have proof of current membership, which will mean that a local group or regional will be without an official chronicler, which in the case of local groups can affect a group's status. Also, any Emergency Replacement deputies, or deputies who substantively work for the office, must be warrantable, even if they are not currently on a warrant, and have a current membership.

J. Selection and Training of local Branch Chroniclers

Regional Chroniclers have complete hire/fire authority over the Local Branch Chroniclers in their region and may set up such policies to this end, that they see fit, so long as such policies do not violate this Handbook, Kingdom Law or customs, the Corporate Publications Handbook or the Corporate Organizational Handbook. All Local Chroniclers must present the Regional Chroniclers with a copy of their membership card before the Chronicler can be warranted in the roster warrants.

Regional Chroniclers are responsible for instructing existing and potential Chroniclers in their region on the requirements and duties of holding the office of Local Branch Chronicler. Regional Chroniclers may teach classes to existing and potential Chroniclers on the requirements and duties of being a Local Branch Chronicler. However, the teaching of classes is not required. Regional Chroniclers are required to make themselves available to the existing and potential Chroniclers in their region either in person at events, by phone, by postal mail or by email to answer any questions or concerns about the production of local branch newsletters.

K. Length/Tenure of Office

After a Regional Chronicler has been in the office for 2 years of warrants (4 warrants), the Chronicler is required to advertise that the office is open for applications. If the Chronicler wishes to continue in the office, he or she should let the Kingdom Chronicler know. Whether the Regional Chronicler is chosen for another warrant is up to the Kingdom Chronicler. If there are no applicants and the Regional Chronicler's performance is acceptable, the warrant will be extended, and the Regional Chronicler is exhorted to encourage and nurture applications for the next warranting period. 3 years is the most

tenure that any Chronicler is allowed to have. If there are extenuating circumstances before 3 years, they will be considered by the Kingdom Chronicler, on a case by case basis.

The clock on Chronicler tenures starts with the first warrant. It is understood that the office shall have tenure of 2 years unless there are insurmountable problems and the Chronicler is either asked to step down or is removed, or the Chronicler decides to step down early for his or her own reasons.

L. Warrants

Regional chroniclers are expected to keep up with local chroniclers' membership expiration dates and warrant starting/ending dates and to communicate with the local chroniclers and the kingdom chronicler about them.

M. Required Forms and Manuals

Regional Chroniclers are required to have a copy of, or access to, current copies of the following publications/documents:

- 1) Corporate Organizational Handbook (Corpora, By-Laws, Articles of Incorporation, G&PD's)
- 2) Corporation Publications Handbook
- 3) Laws of the Kingdom of Ansteorra
- 4) Chronicler's Handbook – Kingdom of Ansteorra

II. Local Branch Chroniclers

Local Branch Chroniclers are any Chroniclers that are at the local group level. Local Branch Chroniclers are responsible for the following:

A. Production of a Local Branch Newsletter

Local Branch Chroniclers must produce a newsletter for their Local Branch in accordance with the Corporate Publications Handbook and this document. Provinces, baronies and groups that wish to become either of the above, must produce a MONTHLY local newsletter. Shires, Cantons, College and Strongholds are not required to have chroniclers; if they do have a chronicler, they must produce a newsletter either bimonthly or quarterly, at the Kingdom Chronicler's discretion. For groups without a regular newsletter, it is the local seneschal's responsibility to see to it that information is given to the group in a timely fashion.

The newsletter must be published as often as local subscriptions dictate, but at least one every two months must be printed. Issues must not be missed. A local chronicler is NEVER to assume that he or she may skip an issue at will, and must ALWAYS communicate with the regional about the possibility of a late issue. In extreme circumstances it can contain only the required items from IIC below. Late issues may subject to cancellation of the chroniclers warrant, and removal from office. Newsletters may be published as paper

documents or electronically. If electronic, the newsletter must be a pdf document for edit protection.

B. Local Branch Newsletters – Inappropriate Inclusions

Local Branch newsletters may not publish any of the following:

- 1) Personal attacks on individuals or groups
- 2) Harsh criticism of the behavior of individuals or groups
- 3) Copyrighted material used without permission
- 4) Use of racial or religious stereotypes
- 5) Offensive words, phrases or images
- 6) Any material that shows the SCA (at any level) in a bad light
- 7) Any article or statement that politicizes the office
- 8) Paid advertisement (only Corporate publications such as Kingdom newsletters and Tournaments Illuminated can accept paid advertisements).
- 9) Non-paid advertisements. Event announcements, notices of revels, parties and nonofficial events are acceptable. Advertisements that are not directly Society related are not acceptable.
- 10) Information about an individual or group divulged without consent.

C. Local Branch Newsletters – Required Items

Local Branch newsletters **MUST** contain the following items.

- 1) Disclaimer:
“This is the (Name of Publications), a publication of (Name of Branch of their organization) of the Society for Creative Anachronism, Inc. (Name of Publication) is available from (real name and address of publisher). It is not a corporate publication of the Society for Creative Anachronism, Incorporated, and does not delineate SCA policies.”
- 2) Copyright statement:
“Copyright (modern year) Society for Creative Anachronism, Inc. For information on reprinting articles and artwork from this publication, please contact the editor, who will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.”
- 3) Name and contact information of the local branch’s officers
- 4) Regularly scheduled meetings – example: fighter practice and guilds
- 5) Credit for all submissions, including all text submissions except officer reports and contact information (ie. Articles, recipes, poetry, etc.) and including all artwork (drawings, photos, heraldry, maps, etc.)
- 6) The Kingdom or Regional Chroniclers may ask to see any and all releases for creative work, photographers and models at any time, and the local chroniclers are required to make them available.

D. Releases

A signed release must be obtained for any of the following (or for similar items not listed) and kept in the chronicler's files:

- 1) Artwork, including heraldry, borders and maps
- 2) Poetry, recipes, articles
- 3) Photographs, from the photographer
- 4) Photographs, from all recognizable persons in the photo and all photos that contain children regardless if recognizable in the photo.
- 5) But NOT for officer reports or guild reports.

Email permission is acceptable for officers', guild leaders', etc. personal contact information. (SCA names and officer-related email addresses – ex: Chronicler@ansteorra.org – do not require permission.

For clip art, a release is not required, but the terms of use must be kept in the chronicler's files, and the source of the clip art must be included in the issue when it is used.

E. Late Issues

Late issues are to be avoided. Issues are considered late when the month they are intended for is over, i.e. if the newsletter for January is not delivered before February 1st. If a late issue is unavoidable, notify the Regional Chronicler. The Kingdom or Regional Chronicler may set a standard due date.

F. Archiving

Local Branch Chroniclers are required to maintain an archive of their group's newsletters and all releases for art, articles, photos, etc. This archive is to be maintained indefinitely and should be ready to inspect upon request of the regional or kingdom officer.

G. Appointment and Oversight of Deputies.

Local Branch Chroniclers may assign or designate such deputies as they see fit to assist in their duties (i.e. electronic publications, event announcements, site handouts and the like). While such deputies may be given authority, oversight and ultimate responsibility for such deputies and their work remains with the Local Branch Chronicler.

H. Official Reporting

Official reporting for Local Branch Chroniclers consists of:

- 1) Making the newsletter available to the group's populace, either printed or electronic,
- 2) Sending a copy to the Regional Chronicler, either printed or electronic,
- 3) Sending a copy to the Kingdom Chronicler, either printed or electronic.
- 4) Courtesy copies to the historian, society archivist, crown and heirs.

If these three reporting requirements are not met, the Local Branch Chronicler is considered not to be reporting, which can affect a group's status.

In addition, unless indicated otherwise, courtesy copies, either printed or electronic, should be sent to the following:

- 1) The Crown
- 2) The Heirs, when there are Heirs
- 3) Kingdom Seneschal
- 4) For baronies and provinces only, Society Archivist.

Additionally, Local Branch Chroniclers must report in accordance with any other procedures established by their Regional Chronicler.

I. Financial Reporting

- 1) Local Branch Chroniclers shall not handle SCA funds, as they are not warranted Treasurers (Kingdom Financial Policy). Subscriptions should be paid directly to the Local Branch Treasurer. Any subscription or miscellaneous income received by the Local Branch Chronicler should be turned over immediately to the Local Branch Treasurer.
- 2) Local Branch Chroniclers are required to report at least monthly to their Local Branch Treasurer on any income and/or expenses involved in the production and distribution of their local Branch Newsletter. At a minimum, this report should include:
 - a) The printing cost of the newsletter
 - b) The postage cost to mail the newsletter
 - c) Any subscriptions sold
 - d) Any miscellaneous income received on behalf of the Local Branch Newsletter.
 - e) A and B do not apply for electronic newsletters or for printed newsletters where the Chronicler donates the printing and postage.
- 3) If a newsletter is published electronically, the local group is not allowed to charge for a paper copy. Postage may be charged.

J. Selection of Local Branch Chroniclers

Applicants should send an application plus photo ID and a copy of proof of membership to the Regional Chronicler, the current local Chronicler, their local seneschal and the local Baron and/or Baroness for Baronies. The Regional Chronicler, in consultation with the B&B and seneschal, will choose the Local Branch Chronicler. B&B have the right to veto one candidate for an office.

K. Membership Requirements

It is vitally important that all chroniclers keep their memberships up to date. As Kingdom Chronicler, I (Biatrichi) will not warrant anyone who does not have proof of current membership, which will mean that a local group or regional will be without an official chronicler, which in the case of local groups can affect a group's status. Also, any Emergency Replacement deputies, or deputies who substantively work for the office, must be warrantable, even if they are not currently on a warrant, ie. have a current membership.

L. Length/Tenure of Office

After a Local Chronicler has been in the office for 2 years of warrants (4 warrants), the Chronicler is required to advertise that the office is open for applications. If the Chronicler wishes to continue in the office, he or she should let the Regional Chronicler know. Whether the Local Chronicler is chosen for another warrant is up to the Regional Chronicler. If there are no applicants and the Local Chronicler's performance is acceptable, the warrant will be extended, and the Local Chronicler is exhorted to encourage and nurture applications for the next warranting period. 3 years is the most tenure that any Chronicler is allowed to have. If there are extenuating circumstances before 3 years, they will be considered by the Regional Chronicler, on a case by case basis.

The clock on Chronicler tenures starts with the first warrant. It is understood that the office shall have tenure of 2 years unless there are insurmountable problems and the Chronicler is either asked to step down or is removed, or the Chronicler decides to step down early for his or her own reasons.

M. Required Forms and Manuals

These items are required to be read by the regional and local chroniclers.

- 1) Society Chronicler's Handbook
- 2) Laws of the Kingdom of Ansteorra
- 3) Chronicler's Handbook – Kingdom of Ansteorra
- 4) Reporting and other forms as directed by their Regional Chronicler