

**CHRONICLER'S HANDBOOK FOR THE KINGDOM
OF ANSTEORRA**



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CHRONICLER'S HANDBOOK FOR THE KINGDOM OF ANSTEORRA

I. Deputy Chroniclers

A. Appointment and Oversight of Deputies

Kingdom Chronicler 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 Kingdom Chronicler.

B. Oversight of Local Branch Chroniclers

A regional deputy'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 authority.

C. Archiving

A regional deputy is required to retain an electronic copy of each local branch newsletter. There is a Google Drive where these newsletters are to be archived.

In addition, all deputies are required to use the official email accounts for chronicler business.

D. Monitoring of Local Branch Newsletters – Inappropriate Inclusions

The regional deputy must monitor Local newsletters in their region to ensure they do not publish any of the following: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

The Regional Deputies 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 Deputy 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.

The Regional Deputy is 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.

The deputy 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 Deputy 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 Deputy 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

Deputies 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 Deputy Chroniclers

Applicants should send an application plus a copy of proof of membership to the Kingdom Chronicler.

I. Directory Deputy

The Directory Deputy is solely responsible for maintaining the directory in the Black Star. This includes contacting new officers and requesting the updated information for the directory. Any updates or corrections should be sent to the Kingdom chronicler by the first of each month. All official communication should take place with the official email. This will create an ongoing archive for this information.

J. Membership Requirements

It is vitally important that all chroniclers keep their memberships up to date. The Kingdom Chronicler will not warrant anyone who does not have proof of current membership, which will mean that a local group 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.

K. Selection and Training of local Branch Chroniclers

The Kingdom Chronicler has complete hire/fire authority over the Local Branch Chroniclers 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 supply a copy of their membership card before the Chronicler can be warranted in the roster warrants.

The Regional Deputy, and other deputies as required, are responsible for instructing existing and potential Chroniclers in their region on the requirements and duties of holding the office of Local Branch Chronicler. Deputy 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 as long as the incoming chronicler is trained in the duties of the chronicler's office.

L. Length/Tenure of Office

After a Deputy 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 Deputy Chronicler is chosen for another warrant is up to the Kingdom Chronicler. If there are no applicants and the Deputy Chronicler's performance is acceptable, the warrant will be extended, and the Deputy 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.

M. Required Forms and Manuals

Deputy 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 at least a Quarterly local newsletter. However groups are strongly encouraged to produce a MONTHLY local newsletter. Failure to produce a newsletter can result in a group losing their status. Shires, Cantons, College and Strongholds are not required to have chroniclers; if they do have a chronicler, they must produce a newsletter either quarterly or monthly, 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 scheduled. If a group wishes to change from monthly to quarterly newsletters, they must inform the Kingdom Chronicler first. Issues must not be missed. A local chronicler is NEVER to assume that he or she may skip an issue, and must ALWAYS communicate with the Kingdom Chronicler and Regional Deputy about the

possibility of a late issue. In extreme circumstances it can contain only the required items from C below. Late issues may be 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 a sample minimal acceptable statement. Please include all of the required information in this order):

“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 (this is a sample minimal acceptable statement. Please include all of the required information in this order):

“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 Deputy 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. All newsletters are due by the 5th of the month. Issues are considered late if they have not been received by the regional deputy (and other required recipients) by the 5th day of the month of publication. If a late issue is unavoidable, notify the Regional and Kingdom Chronicler.

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 Kingdom Chronicler.

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 Deputy, either printed or electronic,
- 3) Sending a copy to the Kingdom Chronicler, either printed or electronic.

The Regional email is: central@chronicler.ansteorra.org, northern@chronicler.ansteorra.org, or southern@chronicler.ansteorra.org

The Kingdom Chronicler's email is: kingdom@chronicler.ansteorra.org

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) Historian : historian@chronicler.ansteorra.org
- 2) The Crown : crown@ansteorra.org
- 3) The Heirs, when there are Heirs : coronet@ansteorra.org
- 4) Kingdom Seneschal : seneschal@ansteorra.org
- 5) For baronies and provinces only, Society Archivist. : archivist@sca.org

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

Please save your newsletter with file heading of: group name – year - month – newsletter. This should also be the subject line of the email that you send with the newsletter attached.

I. Financial Reporting

Local Branch Chroniclers shall not handle SCA funds, as they are not warranted Treasurers (Kingdom Financial Policy). A group is allowed to charge for postage for newsletters that are mailed. However, the local Treasurer must handle these subscriptions and all funds.

A local chronicler may be required to report on expenses to their local treasurer. If the local chronicler donates the printing expenses, then they do not need to report on these.

J. Selection of Local Branch Chroniclers

Applicants should send an application plus a copy of proof of membership to the Kingdom Chronicler, the current local and regional Chronicler, their local seneschal and the local Baron and/or Baroness for Baronies. The Kingdom Chronicler, in consultation with the B&B, seneschal and regional chronicler, 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. The Kingdom Chronicler will not warrant anyone who does not have proof of current membership, which will mean that a local group 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

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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 Deputy 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 the Kingdom Chronicler