

Chronicler's Handbook for the Kingdom of Ansteorra

Regional Chroniclers

Regional Chroniclers are responsible for the following:

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 shires and baronies to have Chroniclers. While other groups (cantons, strongholds, colleges, guilds and incipient groups) are not required to have a Chronicler, if they do, they fall under their Regional Chronicler's authority.

Archiving

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

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.

Monitoring of Local Branch Newsletters - Inappropriate Inclusions

Regional Chroniclers monitor Local Branch newsletters in their region to ensure they do not publish any of the following: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

Monitoring of Local Branch Newsletters - Required Statements

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 Publication), a publication of Name of Branch or 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 1998 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."

Corrective Actions to Local Chroniclers if they do not conform to the above guidelines.

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.

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. (i.e. reports are due in these months: March, June, September, and December). Additional reports can be requested by the Kingdom Chronicler as deemed necessary.

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 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, or by mail to answer any questions or concerns about the production of local branch newsletters.

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
- 5) Regional Chroniclers Quarterly Report form

Local Branch Chroniclers

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

Production of a Local Branch Newsletter

All Local Branch Chroniclers must produce a newsletter for their Local Branch in accordance with the Corporate Publications Handbook and this document. Shires and baronies must produce a local newsletter. The newsletter must be printed as often as local subscriptions dictate, but at least one every two months must be printed. Under extreme situations, the local chronicler may miss printing as required for one month. If this occurs, a statement extending the subscription of all subscribers must be included in the next issue. Note: Extreme situations are very rare.

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.

Local Branch Newsletters - Required Statements

Local Branch Newsletters MUST contain the following disclaimer and copyright statements:

1) Disclaimer:

"This is the Name of Publication), a publication of (Name of Branch or 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 1998 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."

Archiving

Local Branch Chroniclers are required to maintain an archive of their group's newsletters. This archive is to be maintained indefinitely.

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.

Reporting

Local Branch Chroniclers are required to send their regional superior a copy of each issue of the newsletter they produce. A Local Branch Chronicler's newsletter serves as their report. A copy of each newsletter must also be sent to the Crown, The Crown Prince and Princess (when applicable), the Kingdom Chronicler and the Deputy Kingdom Secretary. Additionally, Local Branch Chroniclers must report in accordance with any other procedures established by their Regional Chronicler.

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.

It is strongly suggested that the Local Branch Chronicler and the Local Branch Treasurer develop a system to track subscription sales and miscellaneous income received (for example, a receipt book); however, the Local Branch Treasurer is responsible for the complete and accurate reporting of the income and expenses of the Local Branch Newsletter (SCA Chancellor of the Exchequer's Handbook, October 1995).

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.

3) Local Branch Chroniclers are required to report at least quarterly to their Local Branch Treasurer on the subscription liability for the local Branch Newsletter. It is strongly suggested that the Newsletter Subscriptions Due Worksheet (SCA Chancellor of the Exchequer's Handbook, October 1995, page P16, attached) be used; however, the Local Branch Chronicler and the Local Branch Treasurer may agree to a locally - developed report format for their use. Any locally developed format must include the same information that is required on the Newsletter Subscriptions Due Worksheet.

Required Forms and Manuals

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

- 1) Corporation Publications 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