

Society for Creative Anachronism, Inc.

# Diversity, Equity, and Inclusion Officer Handbook



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Diversity, Equity, and Inclusion Officer Handbook, March 2019

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### **I. Introduction**

A. The Society for Creative Anachronism (SCA) Diversity, Equity, and Inclusion Office advances the organization's research and educational mission and

commitment to our core values and policies by working collaboratively with Kingdoms and local groups to promote a climate that values diversity, equity, and inclusion, and is free of bias and harassment.

The office will develop activities and training to cultivate a climate in which all members are treated fairly and are able to thrive in a welcoming atmosphere. This work is compliant with nondiscrimination laws, ADA laws, the SCA mission statement, and our governing documents, especially our policies on harassment, bullying, and hate speech.

The goals of this office are to:

- Build the framework of inclusive excellence (IE), which is the recognition that the success of the SCA is dependent on how well it values, engages, and includes the rich diversity in membership. It is an approach that requires awareness, education, and commitment that results in transformation of the organization.
- Increase the possibility of becoming a more diverse organization that welcomes and values the different strengths members offer and ensure all members have access to the same opportunities for success in the SCA.
- Educate SCA kingdom officers and help them create a climate of equity for all members to contribute despite the presence of differences.

## **II. Mission and Vision Statement**

### **A. Mission**

The SCA Diversity, Equity, and Inclusion (DEI) Office is committed to promoting the values of inclusion throughout the SCA. This office will provide a framework to address discriminatory actions in our organization, including identifying opportunities for improvement, developing trainings for Kingdom Officers, conducting a comprehensive policy review, promoting accountability based on our core values, and supporting our existing processes to address inequitable actions, including discrimination and bullying. The Society DEI Officer will facilitate the necessary conversations and decision-making that can lead to a more diverse, equitable, and inclusive SCA.

### **B. Equity Vision Statement**

Equity is just and fair inclusion into an organization in which all can participate, prosper, benefit, and reach their full potential. The Society for Creative Anachronism is committed to building a diverse and equitable organization. We recognize the history of oppression that has resulted in ongoing disparities for some communities, as well as the limitations of our nonprofit framework to address them. Yet, we have a powerful opportunity before us to create a welcoming place for all to participate in the research and education of pre 17th-century arts and sciences. We believe that the

first step in doing this is to confront our own biases and operationalize our values.

The SCA is committed to our own equity journey, the diversity of our membership, and the broader contributions both will have to an inclusive and equitable organization that champions chivalry and honor. We learn from history that for as many differences there are between us and those who lived centuries ago, there are an equal number of similarities. The same holds true to those who live now.

The mission and vision we hold for the SCA move us to build opportunities for learning, growth, and accountability. We want to be an organization that holds true to our Core Values:

#### “SCA Statement of Core Values

In pursuing its mission, the SCA is committed to excellence in its programs, communications, and activities, and to

- act in accordance with the chivalric virtues of honor and service;
- value and respect the worth and dignity of all individuals;
- practice inclusiveness and respect pluralism and diversity;
- promote a safe and respectful environment for all SCA events;
- act with transparency, fairness, integrity, and honesty;
- be a responsible steward of SCA resources; and,
- be committed to maintaining the trust of its members and participants.

It is the expectation of the SCA that its members and participants, in all events and activities of the SCA, will conduct themselves in accordance with these tenets.”

### III. Duties

A. **Official Duties:** Recognizing, creating, and implementing plans to promote diversity and inclusion to create an atmosphere where all people feel welcome and valued. A significant part of the role is promoting and offering Board-approved officer training programs to enhance understanding of inclusion issues, such as:

1. Researching and advising the board on diversity, equity, and inclusion issues.
2. Identifying external trends and recognizing best practices which will increase diversity in our membership.
3. Working with officers of the SCA to improve our diversity and inclusion practices.
4. Identifying internal trends.

5. Preparing diversity, equity, and inclusion training for officers.
6. Reviewing the organization's policies and procedures to ensure that these are inclusive.
7. Suggesting policies relating to diversity, inclusion, and corresponding affected areas.

#### **B. Office Term**

The term for this office shall be determined by the Board of Directors (BoD). A standard warrant of office is for three (3) years.

#### **C. Preparing for this job**

1. Ensure that your membership will not lapse for the duration of your time as the DEI Officer.
2. Assemble a reference library.
  - a. Make use of the physical reference library that comes with this office and add to it as needed.
  - b. Familiarize yourself with:
    - i. The SCA's Organizational Handbook, which includes Corpora, Bylaws, and the Corporate Policies of the SCA
    - ii. The SCA Census
    - iii. The Seneschal's Handbook
    - iv. Resources available electronically at <http://socsen.sca.org/kingdoms-and-seneschals/seneschalresources/>.
    - v. The Library of SCA Documents at <https://www.sca.org/docs/library.html>.

### **IV. Policies of Note**

- A. Hate Speech <http://socsen.sca.org/updated-hate-speech-language/>
- B. Harassment and Bullying <http://socsen.sca.org/the-sca-harrassment-andbullying-policy/>
- C. Core Values <http://socsen.sca.org/updated-statement-of-core-values/>
- D. Code of Conduct (Sanction Guide Section I.C) [http://socsen.scaserver.com/wpcontent/uploads/2018/10/2018-Jan\\_Sanction-Guide.pdf](http://socsen.scaserver.com/wpcontent/uploads/2018/10/2018-Jan_Sanction-Guide.pdf)

### **V. Reporting and Communications**

- A. This office reports to the President of the SCA.
- B. Quarterly reports should be sent to the Society President by the 15th of March, June, September, and December. (See Appendix A)
- C. This office has a Board Ombudsman assigned that should be copied (cc) with your quarterly report. Another copy of the quarterly report should go to the corporate office.

- D. You need to know what Diversity, Equity, and Inclusion progress is being made across the 20 Kingdoms in order to do your job effectively. Ask the Kingdom officers/committees working in the DEI field for courtesy copies of their reports. Make yourself available to hear their input on training needs.
- E. This office does not use social media as an official method of communication and, as the officer, you should not use social media to weigh in on matters of DEI issues in the SCA.
- F. Update the DEI Webpage as needed.

## **VI. Deputy, Advisory Committee, and Succession Planning**

- A. You must have a designated emergency replacement deputy assigned at all times and have their information provided to the Society President.
- B. You may appoint subject matter expert (SME) advisor(s) to
  - a. Assist the DEI Officer by answering questions or providing input pertaining to different social groups that participate in the SCA.
  - b. Support participants, as requested, at SCA events or activities in response to an incident concerning possible inequitable, exclusive, harassing, or hate-based behaviors.
  - c. Participate in DEI training development and dissemination.
- C. There are no reporting requirements or formal selection requirements for advisors aside from being a compassionate member of a social group affected by equity and inclusion issues in the SCA, holding a DEI office in the SCA, having experience in the DEI field, and/or having experience as a victim's advocate.
- D. "Advisor" is not a warranted position.

## **VII. Budget**

- A. This office may submit a request for a budget to the Society President and the BoD for:
  - 1. Reference materials (books)
  - 2. Training materials (printing, flip chart, markers)
  - 3. Travel
- B. Reimbursements will be made by the Society Registrar.
  - 1. Expenses shall be reimbursed by the Registrar based on receipts tendered. In all cases, valid written receipts must substantiate disbursements. Expenses will only be paid after a signed expense report is submitted.
  - 2. The DEI Officer can be reimbursed up to the limit of the budget. Approval for increasing a budget may be sent to the Society President.

# Appendix A: Quarterly Report Form for Diversity, Equity, and Inclusion Office

SOCIETY FOR CREATIVE ANACHRONISM NAME  
OF OFFICE:  
XX Quarter Report

DATE: xx  
Modern Name: xx  
Address: xx  
SCA Name: xx  
Membership #: xx  
Expiration: xx

## A. REQUESTED BOARD ACTIONS

**Only items that require the Board to make a decision should go under this heading.**

A short explanation of why the decision is necessary is fine; however, if the request requires an extensive explanation, then a shortened version of the request should be placed under Item A with a notation that the detailed explanation can be found in a separate section or addendum of your report.

**If you are requesting approval of a Handbook (or any other item that is to be sold through the Corporate Office) you must submit a print-ready copy with your request.**

### Examples

1. *Please approve an increase of \$500.00 in my budget for the 2013 fiscal year. I am making this request because, due to the increase in gas costs and an unexpected change of venue, I would be unable to travel to The Known World Rapier Symposium without it. As Society Marshal, my attendance at this Symposium is necessary.*

2. *Please approve an addition to the Governing Documents, specifically Corpora VIII.D.4, to create the title of "Archduke /Archduchess". This change is necessary to accommodate individuals who have reigned a minimum of twenty (20) times. A detailed assessment is attached hereto as Addendum A.*

3. *Please approve the new Marshal's Handbook. A redline version and a print-ready version will follow under separate cover.*

## B. POLICY INTERPRETATIONS

There are times when you will be questioned about processes **that are already defined within your office**, for example, regulations which already exist in your officer's handbook. Your responses to important decisions that may have long-reaching impact or which may be controversial go under this heading. Again, short descriptions are fine. Extended explanations should be added to the end of the report as an attachment.

Examples

1. As Society Seneschal, I have been asked to review a recent suggestion that all Society corporate documents be translated to and maintained in Latin only. While such translation might make an interesting private project, I would ask the Board to uphold my interpretation that such a requirement is a violation of Corpora I.A.1.

2. It has come to my attention as Society Marshal that individuals at Border Raids have constructed shields with decorative rubber nails for use on the field. After review of the shields in question, I believe that the rubber nails being used are not safe and violate the standards set forth in the Marshal’s Handbook. Therefore, I ask that the Board uphold my policy interpretation that rubber nails not be allowed for use in SCA combat weapons. (For further information see excerpts from the Society Marshal’s Handbook at Addendum B.)

C. NEW POLICIES

There are times when you will be asked to make decisions about processes **that have not already been defined within your office or which do not already exist** in your officer’s handbook. Your responses to important decisions that may have long-reaching impact or which may be controversial go under this heading. Again – the main body should only have a short description. Backup documentation is placed as an addendum.

Example

1. Acme Piping has created a new high-density polyethylene water piping that just started being marketed in August 2011. I have been asked to approve the use of this piping for use in the construction of glaives. The product has been tested and deemed safe for our use. I ask that the Board uphold this new policy approving the use of Acme high-density polyethylene water piping for use in the construction of SCA weapons. A spreadsheet showing test results can be found at Addendum C.

\*\*\*\*\* Example  
**of an Item Which is Not a “Request for Board Action”, “Policy Interpretation” or “New Policy”**

2. I plan to do the normal bi-yearly review of the Equestrian Handbook. I plan to have this ready for presentation to the Board for approval at the next quarterly meeting.

Although good information, it is not asking the Board to do anything. It is a normal function of the office; so technically it does not require the Board’s permission or approval. As a normal function of the office, it is obviously not “new”.

**Any informational items not requiring action of some type by the Board should be placed under General Status or Addendums.**

\*\*\*\*\*

#### D. COMMENDATIONS

This is the section in which you get to thank people or note the accomplishments of your officers.

**You should never leave this section blank and you should definitely use this section generously. This is an especially useful spot for thanking people who are active at local levels for their work.**

#### E. GENERAL STATUS REPORT

***This is a summary directed to the Board*** of special, non-confidential issues related to the office.

#### F. PUBLISHABLE SUMMARY

***This is a summary directed to the Membership*** to let them know what is happening with the office. It is probably one of the most important aspects of your report. **While this should not be a novella, it should consist of more than just a couple of lines.** It should not be the same thing every quarter. It can be used to introduce your new deputies, to accent projects on which your office is working, and to remind the membership that you, as an Officer, would love to hear their ideas and comments.

#### G. KNOWN WORLD SUMMARY

This is the place to note actions taking place in the different Kingdoms. This is not a place to copy over every Kingdom report received. Pull one or two interesting specific items from the Kingdom reports that you would like to bring to the Board's attention. This is also the spot to note that a Kingdom report is missing.

#### H. TRAVEL

This is where you post any trips you intend to take in your official capacity, as well as a line or two about what you hope to accomplish during your travels.

#### I. CONFIDENTIAL SECTION

Under this section you would list and describe any investigations you are undertaking, any information on sanctions you may be considering, or list any personnel issues you may be facing.

#### Example

*1. Please add my request to uphold the Administrative Sanction of Martin Green (Peverel the Short) to the Executive Session Agenda. My backup documentation (will follow under separate cover) or (is Attachment C below).*

#### J. ADDENDUMS

If you don't know where to put it, put it here. This is also the spot for extensive backup documentation.

## **Appendix B: Diversity, Equity, and Inclusion Strategic Plan for the SCA**

### **Introduction**

The Society for Creative Anachronism (SCA) is an international non-profit, volunteer, educational organization devoted to the research and re-creation of historical skills, arts, and sciences. The SCA consists of over 30,000 members around the globe and is one of the largest organizations of its kind. Understanding that we have a unique position as a leader in the field of historical education, the SCA grounds its commitment to diversity, equity, inclusion, and excellence in its Core Values. The SCA is working to infuse this commitment broadly into every aspect of the organization and ensure it is visible in our membership, events, activities, leadership, and pursuits.

The SCA seeks to pursue inclusion by understanding and identifying its strengths, as well as areas that need work, where lack of attention and action may lead to inequality and exclusion.

### **Guiding Principles for This Plan**

**Equity:** Fair treatment in all aspects of our organization. Equity is an approach that ensures everyone access to the same opportunities. Resources and opportunities should be shared fairly, members should be treated fairly, and the SCA should facilitate processes that are fair and consistent.

**Excellence:** Being exceptionally good and of the highest quality. The SCA pursues the highest standards in its research and re-creation mission.

**Inclusion:** People of differing perspectives and identities feel welcomed, respected, and valued. Inclusion means we identify and eliminate barriers that have prevented the full participation of any group members.

**Diversity:** Differences among groups of people based on factors such as race, age, gender, religion, sexual orientation, disabilities, socioeconomic status, or culture.

**Pluralism:** A state in which members of diverse ethnic, racial, religious, or social groups maintain participation in and development of the SCA, where no one group or identifying characteristic totally dominates the organization because all groups value and accept diversity.

### **Goals, Strategies, and Accountability**

#### **Goal 1: Make diversity, equity, and inclusion a priority for the SCA**

Strategy and Accountability

- Appoint a Society DEI Officer to facilitate progress in equity and inclusion for the SCA.
  - Responsibility: Board of Directors (BoD)
  - Timeline: 2019.
- Include DEI commitments in our Core Values and governing documents.
  - Responsibility: Society DEI Officer to review those documents and make recommendations to the BoD to conform them to this plan.
  - Timeline: 2019.
- Society and Kingdom Officers demonstrate commitment to DEI through their words, work, awareness, and actions.
  - Responsibility: DEI Officer will review comments on Kingdom Officers annually and provide opportunities annually for awareness training (at major wars? Virtually for refresher?)
  - Timeline: Annually, for new officers.
- Develop and implement DEI Awareness Training for SCA BoD, Administration, and Kingdoms .
  - Responsibility: DEI Officer.
  - Timeline: Jan - June 2019.
- Develop qualitative and quantitative instruments to assess the Society's progress in achieving its goals in DEI.
  - Responsibility: DEI Officer will work with survey/poll subject matter expert.
  - Timeline: 2019-2020.
- Develop a mediation guideline for use by Kingdom Seneschals.
  - Responsibility: DEI Officer will work with trained mediators in SCA membership.
  - Timeline: 2019-2020.

**Goal 2: Recruit and retain a diverse membership so the diversity of our organization reflects the diversity of the population from which our members are drawn.**

Strategy and Accountability

- Work with appointed Society Officer to educate Kingdom chatelaines on how to expand recruitment efforts to include members of underrepresented groups interested in historical research and re-creation.
  - Responsibility: Society Seneschal - Chatelaine Deputy with input from DEI Officer
  - Timeline: Ongoing, with annual review.
- Recognize that there are often unique barriers to SCA membership for some members of underrepresented groups, establish a program that assists with mentoring and retaining prospective members.
  - Responsibility: DEI Officer will work with Kingdom chatelaines to support these programs.
  - Timeline: Ongoing, with annual review.

**Goal 3: Develop a membership community that respects differences and supports DEI**

Strategy and Accountability

- Reinforce respectful group interactions when discussing DEI to ensure an open, engaging, and welcoming experience for members and prospective members.
  - Responsibility: All SCA Officers.
  - Timeline: Ongoing.

- Recognize, encourage, and support members who chose to research both European and non-European cultures.
  - All SCA Officers.
  - Timeline: Ongoing.

**Goal 4: Conduct outreach to kingdoms and local groups to assist with DEI questions, concerns, or issues.**

Strategy and Accountability

- Develop a plan to communicate consistently and broadly the SCA's commitment to DEI.
  - Responsibility: DEI Officer.
  - Timeline: 2019
- Develop a DEI webpage to provide basic DEI information for the entire membership.
  - Responsibility: DEI Officer.
  - Timeline: 2019

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