



Facebook Groups Overview and Usage Guide 2017



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1 Introduction

1. This document is authored by the **Communications Officer**, and outlines usage and common practice for Regia Anglorum Facebook Groups. These are:
 - A. The private information group **Regia Members Info**
 - B. **Specialist groups** (e.g. Regia Maritime, Wychurst)
 - C. **Local groups'** own Facebook groups
 - D. **Community pages** for the society and local groups
2. Being the group for the whole society, A is **the main focus of this document**.
3. Being groups for various subsets of the society, B is a secondary focus of this document.
4. Group C is separate and is **not governed** by this document, although it is encouraged that they hold true to the principles and ethos herein.
5. Group D, the Community pages, is aimed at the wider world, and is **not governed** by this document. Its mention here is for a sense of completeness.

2 Group Usage

1. Each group serves a slightly different purpose and many overlap in scope. All groups are relatively informal environments, with humour and banter being commonplace – especially within the larger groups.
2. Below is an overview of each group or group category.
 - a. **Regia Members Info**

This is "the Facebook group". It is a members-only group and all members are encouraged to join. All announcements to the society will be posted here (as well as being emailed via the egroup). General discussions about our period are welcomed. It's a good place to ask about lost property. It's a rather informal environment, so expect answers to questions to be hidden amongst a thick layer of humour and banter. The General Secretary, Eolder and Business Manager should all be members of this group.
 - b. **Specialist groups**

The specialist groups are there for members who are interested or involved in the relevant activity. Who can join is up to the respective admins. Some are hidden, others are open to everyone. Interested members should speak to the relevant officer.

c. **Local groups**

These are for the members of individual local groups. They sometimes include "friends". They serve the needs of the local group. Not all local groups have one. These Facebook groups cannot be held to account by this document.

d. **Community pages**

These are the public faces of the society and the local groups. These are not Facebook groups, but community pages, so operate in a slightly different way. The main Regia Anglorum Community Page falls under the auspices of the **Publicity Officer** but can have its own coordinator.

3 Group Admins

1. The following guidelines determine who can be admins for the groups, and their rôle.

2. **Regia Members Info**

- a. There is no enforceable upper limit on admins, but an advised upper limit of 8.
- b. The **general secretary, membership officer** and **communications officer** are *entitled admins* of this group. See **paragraph 4 of this section**.
- c. The **Eolder** or **any existing admin** can nominate someone else to be an admin, who will become an admin if a majority of current admins don't object.
- d. All existing admins can remain an admin as long as they still want to be involved, and should remove themselves if they no longer want to be involved.
- e. An admin can be removed if a $\frac{2}{3}$ majority of admins agree, with the following exceptions:
 - i. *Entitled admins* (see below) can only be removed by the High Witan (this does not apply to an *in lieu* admin).
 - ii. An **admin appointed by the High Witan** cannot be removed prior to the High Witan meeting immediately following their appointment.
- f. If any admin is deemed to have flouted these regulations by a $\frac{2}{3}$ majority of admins and the Eolder is informed and given a chance to comment, they can be removed.

3. **All other groups**

To be decided amongst the interested parties, no guidance here.

4. **Entitled and In lieu admins**

- a. If an *entitled admin* requests to become an admin, this must be activated immediately. They are under no obligation to be an admin. They can remain an admin after their tenure ends if they so wish.
- b. The *entitled admins* can nominate a member to be an *in lieu* admin in their stead (not alongside). They need not be an official deputy. Their appointment is automatic, but they can be removed as per **paragraph 2e** above. An *in lieu* admin

who has been removed cannot be re-nominated before the next High Witan meeting.

5. The rôle of admins

- a. The collective responsibility of admins, which can be divided up in whatever way they see fit, are:
 - i. moderate the group (this does not mean continuously vet discussions);
 - ii. remove spam posts;
 - iii. “pin” and “bump” important posts;
 - iv. deal with inappropriate posts as outlined in **section 4, paragraph 2 & section 5**, and
 - v. ensure that requests to join a group are promptly answered (if applicable).
- b. The individual responsibilities of admins are:
 - i. be active members of the group,
 - ii. reply to **other admins** when contacted in a prompt manner, even if that reply is “no comment”.
- c. The group **Regia Members Info** can be considered a conversation amongst friends. Posts should be on-topic, but off-topic conversations will be permitted if good humoured. The admins will also be more lenient to posts selling items – but items not related to Regia Anglorum’s era are still subject to being deleted as spam.
- d. Any admin can unilaterally delete or lock a post, but they should not take such a decision lightly. If they do deem it appropriate to delete or lock a post, they should:
 - i. Take a screenshot showing the post prior to deletion – if the thread is too long for that to be practical, the screenshot should show the reason for being locked or deleted.
 - ii. If locking a threat, post one final message explaining that the post has been locked and why.
 - iii. Inform all other admins that a post has been deleted or disabled.
 - iv. If another admin requests it, they should send the screenshot to them.
 - v. Once all admins have been informed, they should consider the actions detailed below in **section 5, paragraph 1a**.
- e. Admins for the **specialist groups** perform a similar function. They have more leeway to be stricter on off-topic posts given that these groups are especially for a certain subsets of Regia Anglorum’s activities.

4 Conduct

1. The following conduct guidelines should be adhered to in all groups.
 - a. When challenging another’s opinion (even if you heavily disagree), challenge the point and not the person making it.
 - b. Comments that discriminate or perpetuate hate on the grounds of race, ethnicity, age or another characteristic are to be avoided.

- c. Use of humour is not discouraged, but should not act to discourage members asking questions, or seek to make someone feel unwelcome.
 - d. Keep your comments productive; if you have nothing to say, no-one is waiting for you to say it.
2. In the first instance, it is the rôle of the admins to determine whether conduct is inappropriate or not. The following points should be borne in mind.
 - a. If conduct guidelines are deemed to have been broken, the offended party should inform an admin. It is not the job of the admins to continuously vet discussions.
 - b. If you think you have breached the conduct guidelines, it may be appropriate to make an apology to those concerned. Such an apology can be made in whatever method is deemed suitable, and need not be public.
 - c. Apologies do not automatically absolve one of wrongdoing.

5 Complaints and Expulsions

1. Complaints in the Regia Members Info group

- a. Once a complaint is made, the admin should inform **all other admins**. The admins will collectively decide how to proceed. Actions could include:
 - i. Do nothing;
 - ii. A private message to the individual explaining why their actions are not acceptable and, if applicable, how they can avoid doing this in the future;
 - iii. An article/comment being deleted off of the Facebook group (see **section 3, paragraph 5d**);
 - iv. A comment being made on a thread from an admin member outlining that a comment is inappropriate;
 - v. The Eolder and relevant officers being informed, and/or
 - vi. The member's Group Leader being informed.

2. Expulsions from the Regia Members Info group

- a. All conversations regarding a possible expulsion are to be considered sensitive. Admins are not to discuss such a matter with anyone not involved.
- b. Someone can be expelled from the Facebook group providing the following criteria are met:
 - i. The member's behaviour persists after **at least two warnings**;
 - ii. **All admins** are consulted with fewer than ⅓ objecting;
 - iii. The **Eolder** and **membership officer** are informed and given a chance to comment;
 - iv. All relevant officers (if any) are informed and given a chance to comment, and
 - v. If **at least one admin** or the **Eolder** wish it, the member's **Group Leader** is informed and given a chance to comment.

- c. **Non-members** of Regia Anglorum can be expelled from the group **Regia Members Info** at the behest of the **Membership Officer**. No-one needs to be informed or forewarned.
 - d. It is good practice to inform all relevant parties as soon as possible, so they have a chance to comment.
 - e. It is good practice to remind all relevant parties of these regulations, so they know the procedure.
 - f. **Entitled Admins** (listed in **section 3, paragraph 2b**) can only be removed from the group by a High Witan vote, they do not need to be sitting admins for this protection to apply. This protection ceases if they knowingly break these regulations as per **section 3, paragraph 2f**.
3. **Other Facebook groups**
- a. Admins for the other Facebook groups can set their own membership requirements. This document has no authority over those requirements. It is recommended that they have a similar process if needed.