

Adventurer's Agreement

Many Isles Activities Commission Guidelines
13.09.2023

Definitions

Many Isles Community. The organisation Many Isles Community (or *Many Isles* for short) is an extension of the Many Isles Association, a nonprofit association seated in Zurich, Switzerland. The Many Isles Community follows the Many Isles Association's guidelines and is managed by its Board.

Pantheon. The Pantheon is the governing body of the Many Isles Community, and has complete authority and responsibility within the organisation. It answers to the Board of the Many Isles Association.

Adventurer's Agreement. This Adventurer's Agreement is the supreme regulatory document of the Many Isles Community. It is written by the Pantheon. It forms the community guidelines.

Users. Any natural or judicial persons who utilise the services of the Many Isles Community are "Users". The term "Adventurer" is used synonymously.

1 - People

Fundamental Rules

§1 Be Human

A community lives on communal agreement and positivity. Users must be respectful towards other Users, not bully or brigade, not call to hate of any kind, and behave in a reasonable manner. Humans are warmly welcomed to the Many Isles, as are any other races. But monsters, keep out.

§2 Bullying, Brigading, Racism and Suchlike

Bullying, brigading, racism, and any kind of coordinated misbehaviour is forbidden. Users must refrain from bullying others, for whatever reason. Users should not spam messages, and should not be intentionally offensive. Users shouldn't be racist, sexist, or promote terrorism or violence.

§3 Free Opinions and Expression

Users are generally free to express whatever opinions and commentaries they wish, as long as these follow the rules above and are expressed in appropriate channels.

§4 Money

The Many Isles is a nonprofit organisation, and all activities are done on an honorary basis. No Many Isles service will pay out money or credit beyond compensation for effective costs. The Many Isles does not have its own account or funds, instead relying on a budget given by the Many Isles Association. Users should restrict exchanges of money to official Many Isles services, such as the Publishing Program.

Roles

§1 Users

Anyone is welcome in the Many Isles. Any person using Many Isles services, whether the website or any kind of chat, event, or other service, is a *User*. Users must follow the community guidelines (*Adventurer's Agreement*) presented here.

§2 Adventurers

Adventurers are natural persons holding accounts on the Many Isles website (manyisles.ch). Users should not create more than one account.

Each Adventurer is an entity in the Many Isles, with their own roles, Many Isles credit account, and so on.

Every Adventurer has a *title* and a *tier*. Tiers go from 0 to 4, and each title is tied to a tier. By default, an Adventurer has the tier 0 title “Adventurer”. Once the conditions for achieving a title are fulfilled, the Adventurer is promoted. Titles are generally kept, even if the initial conditions for promotion no longer apply.

<i>Tier 0</i>	<i>Tier 1</i>	<i>Tier 2</i>	<i>Tier 3</i>	<i>Tier 4 (Pantheon)</i>
Journeyman	Knight	Grand Architect	Primordial	Elder God
Trader	Loremaster	Champion	Legendar	Celestial
Poet	Dungeon Master	High Merchant	Avatar	
Adventurer	Hero			

Adventurer. The Adventurer tier 0 title is granted when a Many Isles account is created.

Poet. The Poet tier 0 title is awarded when an Adventurer edits or creates an article on the Many Isles [fandom wiki](#).

Trader. The Trader tier 0 title is awarded when an Adventurer creates a partnership with the Many Isles Publishing partnership program.

Journeyman. The Journeyman tier 0 title is awarded for miscellaneous activities.

Hero. The Hero tier 1 title is awarded when an Adventurer is a Many Isles Association member.

Dungeon Master. The Dungeon Master tier 1 title is awarded when an Adventurer hosts a Many Isles event.

Loremaster. The Loremaster tier 1 title is awarded for authorship in the Many Isles Publishing program, and other kinds of lore-related engagement in the Many Isles community.

Knight. The Knight tier 1 title is awarded for miscellaneous activities.

High Merchant. The High Merchant tier 2 title is awarded when an Adventurer makes a verified partnership with the Many Isles Publishing partnership program.

Champion. The Champion tier 2 title is awarded for miscellaneous activities or long-time/notable participation.

Grand Architect. The Grand Architect tier 2 title is awarded to Adventurers recognized as ultimate authorities in Many Isles setting lore.

Avatar. The Avatar tier 3 title is awarded to admins, Many Isles website developers and similarly important Adventurers.

Legendar. The Legendar tier 3 title is awarded for exceptional miscellaneous activities.

Primordial. The Primordial tier 3 title is awarded to former members of the Pantheon.

Celestial. Celestials are members of the Pantheon.

Elder God. Elder Gods are members of the Pantheon and have ultimate authority in the Many Isles.

Disciplinary Measures

It is within the authority of the Pantheon, or the moderators of relevant individual services, to take appropriate disciplinary action when a User goes against the Adventurer’s Agreement or the specific terms of use of a service.

Acceptable disciplinary measures include demotion of titles and tiers, termination of services, bans from participating in a service, temporary bans, and permanent bans, and any other measures deemed reasonable by the Pantheon or the moderators of relevant individual services.

Unacceptable measures include stripping an Adventurer of their Many Isles credit, their private possessions including publications via Many Isles services, or monetary fines of any kind.

2 - Bodies

Channels of Communication

The different bodies of the Many Isles must communicate. The official means of communications consists of emails. The submission of any official documents, other materials, or communication as per the Adventurer's Agreement must be done by email, or by other channels if the relevant bodies emits specific regulations.

The Pantheon can be reached at pantheon@manyisles.ch. Individual members of the Pantheon, as well as Services, should also have their own email address.

Pantheon

§1 Structure of the Pantheon

The Many Isles Pantheon is the chief authority and governing body of the Many Isles. It ensures the maintenance of Many Isles services and moderates said services. To ensure this, the Pantheon has absolute authority within the framework of the Adventurer's Agreement to make rulings concerning the Many Isles and to take disciplinary measures.

Membership. The Pantheon encompasses all governing members of the Many Isles. All members of the Board of the Many Isles Association are permanent members of the Pantheon. Additional members may be included by unanimous vote. Heads of Services should be members of the Pantheon.

Voting rights in the context of the Pantheon are restricted to members of the Board.

All members of the Many Isles Association's Board have the Elder God title; all other members of the Pantheon have the Celestial title. Only members of the Pantheon may have a tier 4 title.

Dismissing Members. The President of the Many Isles Association's Board may at any time dismiss a Celestial member from the Pantheon. Celestials may also dismiss themselves. Dismissed members are demoted to the title of Avatar, Knight, or Journeyman.

If an Elder God is not elected to serve another term on the Board, they are demoted to Celestial but may remain in the Pantheon.

Pantheon Decisions. Individual Pantheon members can make decisions in the name of the entire Pantheon. Major decisions must be made on mutual accord by the Pantheon, or else by majority vote.

Pantheon Roles. To accomplish its responsibilities, the Pantheon must distribute several roles among its own members. Elected role appointments are accepted by majority vote. Elected roles can be removed by stepping down or performing another vote.

- The *Actuary* is the same person as the Many Isles Association's Actuary. They keep track of all funds, including income and expenses, as well as the budget situation of the bodies. The Actuary is responsible for transferring money between the Association and the bodies, and making sure budgets are not exceeded. The Actuary must also prepare an *Annual Budget* for the Annual Report (see Section 3). Further responsibilities are explained under "Financial Responsibility", below.
- The *Questor*, an elected role, maintains an overview of all Many Isles bodies, including their administrative structure and their activities. The Questor also makes sure all bodies fulfil their obligations and remain true to the spirit and mission of the Many Isles. They should make occasional checks of bodies' membership and visit activities, and have the authority to limit bodies' budget via the Actuary, or to outright shut down activities; see "Responsibility of Oversight" below. The Questor's annual *Questorial Report* should figure in the Annual Report (see Section 3). There may be multiple Questors at any given time.

§2 Altering Community Guidelines

Any Pantheon member may change the contents of the Adventurer's Agreement, or any other terms of use, to the extent that these changes are reasonable and in keeping with the Many Isles' spirit and mission. Changes are put into effect the day after they are made.

§3 Financial Responsibility: the Actuary

The Actuary is responsible for keeping complete logs of the funds available to the Many Isles, as well as all transactions made. The Actuary is also responsible for receiving all service income, or compensating services' expenses.

Accountability. The Actuary must keep a log of all transactions. These transactions must name both involved people, the relevant Service (if any), the method of transaction, the total sum transferred, what the payment was for, the date, and any available receipts or proofs of transaction.

The Pantheon may at any time request proof that a given transaction has occurred, which the Actuary must deliver within 2 weeks.

Budget Report. Upon request from the Pantheon, the Actuary must be able to deliver a *Budget Report*, which must [0] be legible and either written by hand or in PDF format, and be dated, [1] feature the current total funds available along with a list of pending transactions and debts, [2] show each service's yearly budget and its current total revenue, expenses, and budget situation; and [3] have an appendix with complete logs of transactions, along with all services' transaction logs, from the last three months (or another time period specified by the Pantheon). The report must be delivered at the latest 1 month after the request is made.

The Actuary must also prepare an annual budget with the necessary information, as well as any other documents, as required by the Many Isles Association.

§4 Responsibility of Oversight: the Questor

The Many Isles Pantheon is responsible for guaranteeing that all activities of the Many Isles meet certain standards of quality and are in keeping with the idea and purpose of the Many Isles Association. The Questors are responsible for this task.

Investigations. Each Questor must perform at least one investigation per year. Investigations are careful procedures during which the Questor makes sure a certain activity follows due procedure as outlined by its Service's regulations, that the activity keeps with standards of quality and idea, and that finances are handled correctly and with proper care. The Questor should select activities to investigate based on how junior their organisers are, on budget magnitude, or simply by random principle; all activities should have a small probability of being investigated. The Questor must perform the investigation dutifully and as extensively as can be expected, and multiple Questors may work on the same investigation. At the end of the investigation, the Questor must write a *Questorial Investigation Report* with [1] information on the activity investigated, [2] the Questor's general impression of the activity and the behaviour of its organisers, [3] any irregularities which were discovered, [4] any measures which were taken in response, and [5] the name of the Questor, and the date and place the report was made.

Services

The Many Isles' activities are split into four bodies, called *Services*. All bodies are answerable to the Pantheon and subject to the Adventurer's Agreement. Services may have their own additional terms of use.

§1 Personnel

Each Service has one natural person, its *Head*, who is responsible for all its activities. The Head is appointed by the Pantheon and is a member of the Pantheon.

Within the framework of the Adventurer's Agreement and their own terms of use, Services may set their own roles aside from the required head, appoint Adventurers to these roles, and set how they make decisions.

§2 Accountability

Concept. Each Service should have a *Service Concept*, which outlines the Service's area of operations as well as any restrictions imposed on it.

General Accountability. A service must be fully accountable to the Pantheon and offer information about members, programs, or any other service operations when asked. A Questor or the Pantheon may request, at most once a month, to receive a full report from a service, called *Service Activities Report*. This report must [0] be legible and either written by hand or in PDF format, and be dated, [1] cover all operations within a specified time span (at most 6 months or the date of the latest Service Activities or Yearly Report), mention the finances and

attendance of these operations, and [2] list all current members of the service's administration, as well as their respective roles. The report must be delivered at the latest 2 weeks after the request is made.

Financial Accountability. All monetary transactions of any kind a service makes must happen within the budget it is allocated. Any transactions must be logged appropriately at the service level. A service may not have funds separate from the central funds, and must transfer all profits to or be compensated for all expenses by the Actuary. Profits must be transferred to the Actuary within 2 weeks; requests for paybacks must be made within 6 months of the expense, and, for sums above 10.- CHF, be documented and proved.

§3 Meetings

It is strongly recommended that all Services have regular meetings with all their team members. Such meetings should occur on average once each month, with no gap larger than two months. At minimum a decision protocol should be recorded and stored such that it can be accessed by all team members and the Pantheon.

§4 Year's Documentation

In addition to accountability responsibilities, the Services must submit, in digital form, the year's documentation to the Pantheon. This documentation must cover the entirety of the past business year, and be submitted at the latest 1 month after the end of that year. It must consist of a single folder, containing at minimum:

- In the **Admin** folder, the current Service Concept, any other documents regulating internal structures, and a list of all current members of its administration listing their full names and their roles. Any internal reports such as Questorial Reports, or other reports, protocols, concepts, or memos, must be deposited in the **Records** subfolder. Any Service-level bookkeeping or budget documents go into the **Bookkeeping** subfolder.
- In the **Activities** folder goes all the documentation relating to the regular activities that ran under the Service in that year. Activity-specific bookkeeping should be placed here as well.
- In the **Assets** folder go any assets, or lists thereof, the Service has access to. This includes inventory lists, digital templates, or the like.

In order to considerably alleviate the workload at the end of the year, ease coordination and supervising, and keep things clearly organised, Services should carefully maintain their documentation and use a folder in the shared Pantheon's Google Drive.

The year's documentation can be used for the composition of the Annual Report, and should be stored for all time on hard drives by the Pantheon.

§5 Non-Compliance by Services

If Services do not comply with the Adventurer's Agreement or the Many Isles' spirit, the Pantheon may take appropriate measures. All budgets can be temporarily or permanently cut. If a service seriously violates the Adventurer's Agreement, its activities may be immediately terminated or paused; their personnel may be replaced; and the entire service may be terminated.

3 - Annual Report

The Many Isles Association requires transparent and complete documentation over all activities of the Many Isles. This documentation must be delivered at the end of each year, and is compiled into the Annual Report of the Many Isles, which is then included in the Annual Report of the Many Isles Association. Various bodies and officials are responsible for supplying parts of the report.

These reports must cover precisely the previous business year, and must be submitted to the Board of the Many Isles Association at the latest 1 month after the end of the business year.

Annual Budget Report

The Actuary must prepare a budget report for the utilisation of funds during that year.

Questorial Report

The Questors should prepare a report summing up their impression of the quality of the Many Isles' activities for the year, the insights of their investigations, and recommendations for the Pantheon and the Association as to what measures, if any, should be taken to guarantee quality in the future. To the Questorial Report should be attached all Questorial Investigation Reports.

Yearly Reports

Each Service must prepare a Yearly Report.