

## Royal Charter of the Royal Univeristy of Scir-Hafoc

Let all the people of the known world be advised that the organization of learning known as the Royal University of Scir-Hafoc is hereby chartered under the authority and protection of the Crown and Throne of Calontir, as a Royal University with all traditional autonomy from civil political authority, save for the direct and express authority of the Crown of Calontir, whose authority shall be exercised only if the University should seriously depart from the goals, spirit, and purpose of the Society for Creative Anachronism, Inc.

Be it also ordered that the University shall be governed by a Chancellor and Board of Regents, and that all policy shall ultimately be determined by that Chancellor and Board of Regents, that the University shall be self-supporting and exempt from taxation in all localities, and that the University shall enjoy the right to establish such by-laws as are necessary for its continued operation.

Let all scholars be enjoined to serve their studies with all diligence, faithfulness and sincerity and that in all things and above all things, they ever observe unity, peace, and mutual charity.

Done by Our Hands this twenty-seventh day of May, Anno Societas XIX, sitting on Our Thrones in Our Barony of the Forgotten Sea.

Chepe, *Rex*Arwyn, *Regina*  
Alix Courbois, *Kingdom Seneschal*

### Motto

The Motto of the Royal University is “*Numquan Veritas Dormit.*” Truth Never Sleeps.

### Badge

Our Badge is “*Purpure, on a Pale Or between Two Hawk’s Lures Or, a Crane in Its Vigilance Sable.*”

All policies and procedures contained in this issue of the Student/Instructor Handbook were determined and/or approved by the Board of Regents of the Royal University of Scir-Hafoc. Many thanks to the RUSH board, past and present, who have created this body of information.

Badge rendering taken from an original by Mistress Olga Krombashnya.

### What is RUSH?

The Royal University of Scir-Hafoc (RUSH) of the Kingdom of Calontir was chartered in May of AS XIX (1984). Our first session was held November of 1984 in the Barony of Three Rivers. The work of many gentles over the intervening years has given the Kingdom an established institution for scholarly pursuits. Our name, Scir-Hafoc, comes from an Old English term meaning "bright falcon" and is used with the express permission of its creator, Margaret Clark. We ask

that the name "RUSH" be used only in connection with events planned and executed with the participation of the RUSH Board of Regents.

Kingdom RUSH sessions are held regularly, at locations across the Kingdom. RUSH also supports classes taught at events and within the colleges, shires, and baronies of Calontir. A broad spectrum of classes on various aspects of pre-17th century culture, and about the Society itself, is taught. Individuals may take these classes for enlightenment and enjoyment, or they may work toward a "degree." RUSH is not an accredited institution and cannot confer credentials in the modern world. Additionally, RUSH credits may be earned through classes held outside of Calontir RUSH sessions.

Any person willing to register and pay fees may attend RUSH. National membership is not required. People new to the Society will find RUSH classes particularly beneficial. Specific instructions for registration for each session are included at the website <http://rush.calontir.org/>.

### The RUSH Board

The Crown appoints the **Chancellor** to be the executive officer of RUSH. The Chancellor presides over its business meetings and makes final decisions on policy. Assisting the Chancellor are the other RUSH Officers and Regents. As a body, these people constitute the Board of Regents, RUSH's governing body, which meets at every Kingdom RUSH session and also as needed.

The **Provost** is the chief administrative assistant to the Chancellor and is secretary to the Board of Regents. This person is also responsible for providing a quarterly update on the activities of RUSH to the populace of the kingdom, or more often as needed.

The **Registrar** ensures that records are gathered and entered into the database for all courses taught, including the students who took them; also records data for graduations and degrees received.

The **Bursar** handles all RUSH money, keeps the financial records, and issues reports to the Kingdom Treasurer, the Chancellor, and RUSH Board.

The **Virtual Scribe** maintains the RUSH website and the database of students, classes, graduates, and degrees received.

The **Beadle** checks completed degrees for accuracy and recommends graduation to the Chancellor; is in charge of all graduation ceremonies.

A **Regent** is appointed by the RUSH Board for every RUSH event to liaise with the Board. For most RUSH events, this Regent is also the event steward; but for larger events, such as Lilies War, this Regent is only in charge of RUSH activities at the event. These Regents are responsible for sessions held on their campuses, organizing all RUSH activities at the event that they have been appointed Regent for, providing information about RUSH to the populace, and facilitating acquisition of RUSH credit. Regents do not have a vote in Board Meetings, but may attend. Once appointed, a Regent shall remain in office until the final report from the event is submitted to RUSH and approved.

Members of the RUSH Board may have deputies to assist them in carrying out their duties.

If you are interested in becoming a part of the RUSH Board, as an officer, Regent, or deputy, send a letter to the Chancellor or to the officer whose job you would like to learn. Watch for announcements of Board openings on the Website.

### Registration Procedures

Before 2004, the RUSH Registrar kept records of every class taken by every student. At the RUSH meeting on March 6, 2004, the RUSH Board changed the record-keeping method. The procedure took effect at the beginning of the War of the Lilies, June 2004. Students were to keep a list of the classes they had taken. After each class, instructors initialed the student's form. When the student had taken enough classes for a degree, they submitted the list to the RUSH Registrar.

As of June, 2016, RUSH again maintains records of every class taken by every student. These records will be available for public viewing from the RUSH database. Students will no longer need to keep track of their own classes to be eligible for graduation. The degrees available under the old systems have been retired (*Auditor Artis*, *Lector Artis*, Magister, and Snoter), along with their RAC counterparts. Anyone still wishing to receive these degrees must turn in a Student Record or other documentation showing that all required classes were taken or taught prior to May 31, 2017. If all requirements have not been met before May 31, 2017, then these classes will count towards the new degree requirements.

### FEES

For stand-alone RUSH sessions, there is an event fee, the proceeds of which shall be split between RUSH and the hosting group, with the hosting group guaranteed a minimum of 50%. Generally the portion given to the hosting group will be determined by the percentage of the event funded by the local group. Everyone attending any stand-alone RUSH session - whether they are taking classes, teaching, or just there to socialize - is required to pay the event fee. RUSH does not generally collect fees when other activities (in addition to RUSH) are also occurring at the event.

All instructors of RUSH have the right to charge class fees that will reimburse them for the cost of materials. When possible, these costs are published on the event's website, and in the RUSH class registration system for the event. However, instructors may change the costs without prior notice. These fees are paid directly to the individual instructors in each class. Please check with the instructor.

### Departments

The departments of RUSH are used to indicate class subject and, for those working toward a degree, show the diversity of classes taken by the student.

RUSH no longer has a separate college for children or youth. All eligible students, regardless of age, are encouraged to take any class that interests them, unless there is a specific age restriction set by the instructor. Likewise, instructors are encouraged to offer classes for all age ranges of students.

## Degrees and Titles by the Royal University of Scir Hafoc

RUSH offers three (3) degrees: War Certificate, Bachelor, and Doctor. These RUSH degrees and honors should not be confused with the degrees conferred by modern academic institutions.

RUSH also confers the honorary title of Fellow upon those individuals who have provided extraordinary service to RUSH.

The degree programs suggest a course of study within the Society of Creative Anachronism for gentles seeking a broader understanding of the Society and the times it seeks to recreate. A certain number of class hours in each of several subject areas are required to attain each degree.

A gentle need not pursue a degree to fully participate in RUSH. Each student is free to choose which classes to take. Attainment of a RUSH degree is highly applauded by the RUSH staff. However, as the degree is not an official Kingdom level award, it has no bearing on an individual's ranking in the Kingdom's Order of Precedence.

### **Student Degree History**

The RUSH Board revised the degree program on March 6, 2004; and again on May 31, 2017. Students may graduate in any of the previous systems, or in the current system, at their discretion. However, to receive degrees under the previous systems, students or teachers must turn in a Student Record or other documentation showing that all required classes were taken or taught prior to May 31, 2017. If all requirements have not been met before May 31, 2017, the documentation will still be accepted, but the classes will count toward the new degree requirements. For the sake of brevity and to avoid confusion, the old systems are not included here. If you would like to peruse the old degree programs, please contact the RUSH Chancellor to ask for a previous edition of the RUSH handbook.

### **Student Degrees**

Classes are given credit according to their length. A two-hour class counts as one class, but two hours of credit. For example, if you are trying to become a Scholar, you could take 10 classes that are each two hours long to complete the "Pure and Applied Knowledge" section of the degree, or you could take 20 classes that are each an hour long, or any combination of one- and two-hour classes to total 20 hours.

## War Certificate

The War Certificate, as its name implies, is designed so that all degree requirements may be met at a single war event, with some effort. However, the requirements do not need to be earned at a single war or at any war.

- Take 15 hours of classes
- Take at least one class in each category (Utility, Knowledge, Arts)
- Take classes from at least 6 subject areas
- At least 5 hours must be hands-on
- No more than 1 hour may be a discussion or roundtable

## Bachelor

The Bachelor degree is designed to be challenging and to encourage students to study a particular subject in more depth. Degree requirements are as follows:

- Complete 5 hours in utility, 20 hours in knowledge, and 20 hours in art
- Take at least 2 classes in all subjects
- Take at least 5 classes in a single subject

## Summary of All Bachelor Degree Requirements

Category: Subjects	Minimum Requirements	Restrictions
<b>Utility:</b> Research, Service, SCA Culture	5 hours	<ul style="list-style-type: none"><li>• Take at least 3 classes from all 3 utility subjects</li></ul>
<b>Pure &amp; Applied Knowledge:</b> Language, History, Military & Maritime, Law & Moral Philosophy, Science, Technology, Medicine, Agriculture & Hunting, Food & Wax, Costume, Buildings & Shelter	20 hours	<ul style="list-style-type: none"><li>• Take at least 10 classes from 10 or more knowledge subjects</li><li>• At least 10 hours must be lecture</li></ul>

<b>Material &amp; Immaterial Arts:</b> Stone, Clay, Wood, Metal, Glass, Bone/Ivory/Horn, Leather, Textiles, Paper & Paint, Music, Performance & Recreation, Literature	20 hours	<ul style="list-style-type: none"> <li>• Take at least 10 classes from 10 or more art subjects</li> <li>• At least 10 hours must be hands-on</li> </ul>
<b>Electives:</b> Any subject, including Undefined	5 hours	

### Doctor

The Doctor's Degree is designed as an extended challenge to students to get a broad education in the SCA, learn about specific areas in depth, and share what they have learned. The defense requirement for this degree is based on medieval university graduation requirements. Degree requirements are as follows:

- Complete the Bachelor degree
- Complete an additional 5 hours in utility, 15 hours in knowledge, and 15 hours in art
- Take at least 2 classes in all subjects
- Take at least 10 classes in a single subject
- Teach at least 12 classes
- Arrange with the RUSH Chancellor and Beadle to publicly present and defend original research at a kingdom event in a subject where you have taken more than 10 classes (in a form suited to the subject).

<b>Category:</b> Subjects	<b>Minimum Requirements</b>	<b>Restrictions</b>
<b>Utility:</b> Research, Service, SCA Culture	10 hours	<ul style="list-style-type: none"> <li>• Take classes from all 3 utility subjects</li> </ul>
<b>Pure &amp; Applied Knowledge:</b> Language, History, Military & Maritime, Law & Moral Philosophy, Science, Technology, Medicine, Agriculture & Hunting, Food & Wax, Costume, Buildings & Shelter	35 hours	<ul style="list-style-type: none"> <li>• Take classes from all 12 knowledge subjects</li> <li>• At least 20 hours must be lecture</li> <li>• At least 5 must be hands-on</li> </ul>
<b>Material &amp; Immaterial Arts:</b> Stone, Clay, Wood, Metal, Glass, Bone/Ivory/Horn, Leather, Textiles, Paper & Paint, Music, Performance & Recreation, Literature	35 hours	<ul style="list-style-type: none"> <li>• Take classes from all 12 art subjects</li> <li>• At least 20 hours must be hands-on</li> <li>• At least 5 must be lecture</li> </ul>
<b>Specialty Subject:</b> Any except Undefined	10 hours	<ul style="list-style-type: none"> <li>• Take at least 10 classes in each of two single subjects, or 20 classes in one.</li> </ul>
<b>TEACHING</b>	12 hours	
<b>Research and Defense:</b> Specialty Subject	1 hour	<ul style="list-style-type: none"> <li>• Publicly announce, present, and defend original research at a kingdom event</li> <li>• Arrange with RUSH Chancellor a mutually agreeable time (the RUSH Chancellor or Beadle must attend)</li> </ul>

## Course Designations

RUSH has a new classification system, effective as of June 1, 2017. The system has been vastly simplified to allow for expansion and easier determination of where a class falls in the spectrum.

- 1) Subjects are designated by name, rather than by number; new subjects will be added as necessary.
- 2) Class categories are based loosely on general skill and knowledge sets.
- 3) If a class falls under more than one subject, then more than one subject can be associated with that class.

	<b>General Subjects &amp; RUSH Subject Nos.</b>	<b>Examples of Topics</b>	<b>Calontir Arts &amp; Sciences Judging Criteria</b>
<b>Utility</b>	Research	General research and analysis methods; specific research methods for anthropology, archaeology, geology, paleobotany, sociology, statistics, etc.	
	Service	How to be a teacher, officer, autocrat, feast steward, marshal, etc.	
	SCA Culture	Persona, awards, sumptuary laws, geography, camping	
<b>Knowledge</b>	Language	Study of historical languages, including names	Research Papers
	Heraldry	Study of naming and devices	Heraldic Display
	History	Study of events and society, including government, heraldry, religion, religious orders, economics, gender studies	Research Papers
	Military & Maritime	Military strategy and tactics, combat techniques, archery, cut and thrust, equestrian, heavy fighting, thrown weapons, marshalling, navigation, exploration, seafaring, shipping and ships	Archery Equipment, Armor, Chainmail, Martial Studies, Weaponry



	Law & Moral Philosophy	Historical legal codes, philosophy, logic and rhetoric, theology	Research Papers
	Science (Natural Philosophy)	Alchemy (chemistry), astronomy, biology, geography, geometry, mathematics	Research Papers
	Technology	Astrolabes, water wheels, clocks, watches, fireworks, firearms, cannons, ships	Scientific Gadgets, Research Papers
	Medicine	Medical knowledge and practice, including drugs and nutrition	Herbalism
	Agriculture & Hunting	Agriculture, animal husbandry, beekeeping, domestic animals, equestrian, falconry, gamekeeping, horticulture, hunting, gardens, tanning, trapping	Material Preparation, Miscellaneous
	Food & Wax	Cooking, fermentation, wax goods	Beverages (Brewing); Candle Making; Cooking, Remove; Cooking, Single Dish; Cooking, Subtleties, Entremets and Illusion Foods; Material Preparation
	Costume	Armor, clothing, fashion, shoes, accessories	Armor, Clothing Accessories, Clothing Design, Clothing/Costuming, Equestrian Attire, Footwear, Heraldic Display
	Buildings & Shelter	Architecture, masonry, tentmaking	Pavilions
<b>Arts</b>	Stone	Building, carving, lapidary, sculpture	Sculpture, Heraldic Display, Material Preparation
	Clay	Pottery, ceramics, decorative tiles	Ceramics and Pottery, Heraldic Display, Material Preparation

<b>Arts</b>	Wood	Barrels, bows, buildings, carts, crossbows, furniture, instruments, tools, wagons	Archery Equipment; Heraldic Display; Household Items/Tools; Instruments, Musical, String; Instruments, Musical, Wind, Wood; Woodwork; Material Preparation
	Metal	Armor, instruments, ironwork, jewelry, tools, weapons	Armor; Bright Metal; Chain-mail; Instruments, Musical, Wind, Metal; Household Items/Tools; Jewelry; Material Preparation; Metalwork; Weaponry
	Glass	Blown glass, glass beads, enamel, stained glass	Enamelwork, Glasswork, Heraldic Display, Material Preparation, Stained Glass
	Bone, Ivory & Horn	Carving, glue, sculpture, tools	Archery Equipment, Household Items/Tools, Material Preparation
	Leather	Shoes, belts, purses, saddles, tanning	Armor, Footwear, Heraldic Display, Leatherwork, Material Preparation
	Textiles	Baskets, block printing, bow strings, dyeing, felting, lace, embroidery, netting, silk painting, spinning, string, weaving	Archery Equipment; Basketry; Dyeing; Embroidery; Feltmaking; Heraldic Display; Lacemaking; Material Preparation; Needlework, Miscellaneous; Spinning; String Manipulation; Weaving, Band/Tablet/Inkle; Weaving, Standard
	Paper & Paint	Two-dimensional art including frescoes and all works on paper: bookbinding, calligraphy, cartography, drawing, iconography, illumination, papermaking, painting	Calligraphy, Cartography, Drawing, Heraldic Display, Iconography, Illumination, Material Preparation, Painting

	Music	Formal and informal musical performances, music composition	Music Composition; Musical Performance, Instrumental; Musical Performance, Meistersong; Musical Performance, Mixed Ensemble; Musical Performance, Vocal
	Performance & Recreation	Formal and informal entertainment, including acrobatics, athletic competitions, dance, drama, recitation, music, storytelling and games	Bardic Recitation; Choreography, Original; Dance Performance, Eastern; Dance Performance, European; Dramatic Performance; Games, Toys and Dolls; Juggling and Tumbling; Musical Performance, Instrumental; Musical Performance, Meistersong; Musical Performance, Mixed Ensemble; Musical Performance, Vocal
	Literature	Studying all extant creative written works and creating original works in historical styles	Poetry, Writing
	Undefined*	Anything that has been overlooked, *does not count as a separate category for degree requirements	Miscellaneous

### Non-Session Additional Credits

Participation in educational events in Calontir outside of RUSH Regular Sessions (e.g. Scribes' Guild and War College class sessions, baronial and shire classes, classes at foreign wars) can be applied toward RUSH degrees by the same methods as for regular RUSH session classes. Contact the RUSH Regent for the session, or send a letter directly to the RUSH Board. RUSH will need to know: title and instructor, class description if possible, place and date of the class. Non-session class credits are provided on an honor system of reporting.

### Becoming a RUSH Instructor

RUSH encourages everyone, regardless of rank, to share his or her knowledge with the Kingdom. New classes and instructors, with a diversity of subject matter and viewpoint, are always

welcome. The RUSH Board will review all class offerings to determine if they are appropriate for the RUSH curriculum.

The procedure for being a RUSH instructor:

Fill out the online Class Information Form for each class you would like to teach. Include a short outline, description, or overview of the material you are covering in the class. Also include the event where you will be teaching the course. You will also be able to choose a time and a classroom for your class. Be sure to fill out the form completely. If you are unsure about any items, ask a Regent or RUSH Board member for help. The form is available on the website.

### Student and Instructor Rights and Responsibilities

We are a society based on honor and chivalry. We expect that all participants conduct themselves accordingly.

All students of RUSH shall have the responsibility to conduct themselves appropriately for learning: making efforts to be prepared for their chosen classes and being respectful to the instructors, as is deserved by those offering their time and knowledge. All students wishing credit for a RUSH class being taught in Calontir, must sign the Class Roster that the instructor provides at the time that the class is taught. Please be sure to write your name legibly on these forms – if your name cannot be read, you may not receive proper credit.

Instructors of RUSH have the responsibility to show up on time to teach their assigned classes and to be as prepared as possible. Instructors should be given a Class Roster form by a Regent before their class is taught. If you check into an event you are teaching at, and do not receive a Class Roster for each class you are teaching, please find the event's Regent, or a member of the RUSH Board to provide you with the needed paperwork. Any instructor needing to cancel a class should contact the Regent and the Registrar as soon as possible.

### **Children at RUSH**

Children are a valuable asset of the Kingdom, and RUSH encourages all younger members of the Kingdom to pursue a RUSH degree if they so wish. With instructor permission, regular RUSH classes are open to children. Children may accompany their parents to class, so long as they do not disturb the individual instructor or other students in the class.

Parents are responsible for the behavior of their children at all times. If a child disrupts a class, he/she will be reunited with his/her parents. RUSH will not provide baby-sitting service. Unsupervised children causing trouble for the instructors or students at a session may be asked to leave, along with their parents.

### **Merchants at RUSH Events**

RUSH must comply with local laws and regulations. On occasion, merchants may be prohibited. Otherwise, merchants are welcome. When space is limited, preference may be based on those that sell supplemental class materials. Merchant fees may be required.

## **Evaluation of Classes**

In the past, Class Evaluation Forms were provided at each class for students to complete. However, it was determined that feedback participation using the forms was being underutilized. RUSH encourages all students to give verbal feedback on their classes directly to the instructors. However, if any student wishes to provide feedback to an instructor anonymously, that student should contact the RUSH Chancellor or Provost, who will provide the feedback to the instructor for the student, maintaining the anonymity of the comments.

## **Grading Policy**

RUSH uses a pass/fail approach to grading. The individual instructors set the standard for each class. In general, respectful attendance in a class is all that is necessary to receive credit for the class.

All instructors at the University have the right to refuse credit to any student they feel has not satisfied the minimum standards of scholarship for their classes. All students, if they can show cause, may appeal a failing grade. Said appeal shall be processed through the office of the Provost and, if needed, by a Board of Review.

## **The Royal University Board of Review**

A grievance procedure is established to resolve conflict between the desires of students and faculty and the policies and actions of the Board of Regents. Attempts must be made to solve problems through normal communication with the RUSH Board. A Board of Review may be convened to decide on a course of action if normal communications fail to resolve the situation.

All Boards of Review consist of five (5) members: the Chancellor, the Provost, and three people selected by the Kingdom Advocate. If either the Chancellor or Provost is party to the grievance, another RUSH Board member will be selected using the RUSH chain of command. Either the Chancellor or the Provost may preside.

The date (within 90 days of grievance filed) and structure of the proceedings of the Board of Review shall be arrived at by the mutual consent of the individual(s) who requested it and the members of the Board of Review itself. The findings of the Board of Review shall be binding upon the Board of Regents, within the parameters of the Royal Charter and the Bylaws of the Royal University of Scir-Hafoc.

## **Kingdom Session Rotation**

There are three Kingdom RUSH sessions held each year in Spring, Summer and Fall. There is a regent in charge of each session. The Summer session is held at Lilies War each year. The Spring and Fall sessions are available to any group who would like to host them.

RUSH requests that local groups send bids to RUSH for a session at least a year in advance of the session. RUSH encourages smaller groups to submit bids for RUSH sessions. RUSH is able to supply supplemental funding to local groups if they lack sufficient funds to host the event on their own. If RUSH funds any part or all of a RUSH event, RUSH will require that a portion of the event fees be returned to RUSH after the event is over.

## Classes at Events

*RUSH promotes and supports classes to be held at every event in Calontir. A RUSH officer will coordinate with the staff of each event to facilitate classes if the event organizers desire those.*

## By-Laws of the Royal University of Scir Hafoc

Revised 2017

### **ARTICLE I. Name**

1. The name of the Royal University of Calontir shall be the Royal University of Scir-Hafoc. (Old English: Bright and Shining Falcon)

### **ARTICLE II. Badge and Motto**

1. The badge of the University is as follows: Purpure, upon a pale, Or, between two hawks' lures, Or, a crane in its vigil, Sable.
2. All Official publications of the Royal University shall bear in facsimile the seal of the University and the signature of the Chancellor.
3. The motto of the University shall be "Truth Never Sleeps."

### **ARTICLE III. Purpose**

1. The purpose of the University shall be to foster education within the Kingdom of Calontir.
2. The University shall offer Kingdom sessions throughout the geographic regions of the Kingdom (as described in the RUSH Handbook).

### **ARTICLE IV. Structure**

1. The Patrons of the University shall be the Crown, whose word shall be Law for the University as for the Realm at Large, as outlined in the Royal Charter for the University.
2. The Representative of the Crown and Executive Officer for the University shall be the Chancellor of the University.
  1. The term of office for the Chancellor of the University shall be two (2) years.
  2. The Chancellor is appointed by the Crown and is a warranted officer of the Kingdom.
  3. The Chancellor shall have the right and duty of recommending his/her successor, subject to the approval of the Crown.
  4. The Chancellor shall serve as a member of the Witan and the Lilies War Committee.
3. The governing body shall be the Board of Regents.

1. The Board of Regents shall consist of the Crown, the Chancellor, the Officers listed in Article IV, paragraph D, and the Regents listed in Article IV, paragraph E.
  2. The Board of Regents shall regularly meet at every kingdom session of the University; the Board may agree to postpone a meeting to a more workable time or location. The Board shall meet on additional occasions at the behest of the Crown or Chancellor.
  3. A quorum of the Board of Regents shall consist of the Crown (or Chancellor), and four other members of the Board of Regents.
  4. A simple majority of those present shall constitute the approval of the Board of Regents. The Chancellor shall vote only in the case of a tie or if his/her vote is needed to constitute a quorum.
  5. All members of the Board of Regents are encouraged to consult with each other on all aspects of their office, including the appointment of deputies at various levels, that the University may be operated in an efficient manner.
4. The Officers of the University shall be the Provost, the Registrar, the Bursar, the Beadle, and the Virtual Scribe.
    1. The Provost shall be the chief administrative assistant of the University and the Recording Secretary for the Board of Regents.
    2. The Registrar shall be the officer in charge of registration and student and faculty records.
    3. The Bursar shall be the financial officer of the University.
    4. The Beadle shall be the graduation officer for the University, in charge of verifying potential graduates and setting up graduation ceremonies.
    5. The Virtual Scribe shall be the officer in charge of maintaining the RUSH website and database.
    6. Each Officer shall appoint such deputies as needed for the effective administration of his/her office, subject to the approval of the Chancellor and the Board of Regents.
    7. Each Officer's term shall be warranted for a term of two (2) years; the Chancellor may grant extensions with the concurrence of the Board of Regents.
    8. Each Officer shall have the right and duty of recommending his/her successor, subject to the approval of the Chancellor and the Board of Regents.
    9. The chain of command for the Officers shall be:
      1. Chancellor
      2. Provost
      3. Registrar
      4. Bursar

5. Beadle
6. Virtual Scribe
5. The Regents shall assist the Board of Regents in carrying out its functions specialized areas of focus.
  1. A Regent shall act as the official representative of the Chancellor. Other duties of a Regent are delineated in the RUSH Student/Instructor Handboke.
  2. A Regent shall have the right and duty of recommending his/her successor, subject to the approval of the Chancellor and the Board of Regents.
  3. A Regent shall be appointed for each RUSH event, including Lilies War. This Regent shall remain in office until the final report from the event is submitted to RUSH and approved. This Regent will be responsible for organizing all RUSH activities at the event that they have been appointerd Regent for.
6. The Responsibilities of the Chancellor, Officers, and Regents, terms of leaving office, and a grievance procedure are included in the RUSH Student/Instructor Handboke.
7. An advisory body to the Board of Regents shall be the Royal University of Scir-Hafoc Fellows.
  1. Fellows are nominated by the Chancellor with the approval of at least two Fellows already named and approved by the Board of Regents.
  2. Fellows shall be invited to attend all meetings.
  3. Fellows shall advise the Board of Regents on policy but shall have no voting rights.
  4. Fellows serve in perpetuity.

#### **ARTICLE V. University Publications**

1. The University shall publish any documents as are needed to distribute information on the University. These documents shall be written and published by the Provost, but the overall responsibility is the Chancellor's.
2. A RUSH Student/Instructor Handbook may be published from time to time to further understanding between the Royal University and the populace it serves.

#### **ARTICLE VI. Degree Programs and Honorary Titles**

1. The University is not a modern accredited institution of learning and its classes supply no credit for use in modern academic settings, nor do its degrees represent any modern academic degree in any way.
2. The University shall offer three degrees solely dependent upon course studies and accumulation of credit, the War Certificate, the Bachelor, and the Doctor.
3. The University reserves the right to establish specific departments of study, these departments to offer specific degrees within the liberal or practical arts, and to establish specific



requirements for degrees in those fields upon consultation with the appropriate instructors.

#### **ARTICLE VII. Colleges**

1. The University may establish colleges to meet specific educational needs within the Kingdom.
2. There are currently no colleges.

#### **ARTICLE VIII. University Policy**

1. Policy shall be decided by the Board of Regents and may change from time to time as necessary for the smooth operation of the University.
2. University policy shall be set out in the RUSH Student/Faculty Handbook.
  1. These policies shall govern the actions the Board, the student body, the faculty, and the fellows.
  2. These policies shall be made known to anyone having an interest and shall be published in the RUSH Student/Faculty Handbook.

#### **ARTICLE IX. Participation**

1. University sessions are open to all interested persons.
2. Regulations governing student and faculty behavior are outlined in the RUSH Student/Faculty Handbook.
  1. Student participation is restricted only by individual class limitations.
  2. Faculty participation is at the discretion of the Regent responsible for the session.

#### **ARTICLE X. Fees**

1. The University reserves the right to set a schedule of fees for its own upkeep and continued operation.

#### **ARTICLE XI. Schedule of Sessions**

1. Sessions shall be held on an annual schedule. The exact dates of sessions shall be as scheduling conditions permit.
2. The University reserves the right to reschedule or relocate sessions when unusual circumstances arise.

#### **ARTICLE XII. Amending the By-Laws**

1. Any member of the Board of Regents may propose a change to the By-Laws.
2. To amend the By-Laws, a quorum consisting of Crown (or Chancellor) and 2/3 of the Board of Regents must meet to discuss the changes.
3. To pass any amendments requires a 2/3 majority of those attending. The Chancellor may cast a vote.

#### **ARTICLE XIII. Reserve Clause**

1. The University reserves unto itself the right to create such supplementary regulations as are needed to run the affairs of the University said additional regulations to appear in the RUSH Student/Faculty Handbook.
2. The University reserves the right to enforce its charter, by-laws, policies, and regulations, insofar as such enforcement does not interfere with the prerogative of the Crown, obstruct the business of the realm at large, conflict with The Society For Creative Anachronism, Inc., Corporate Directive or break modern law.