

ROYAL CHARTER OF THE ROYAL UNIVERSITY 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 “*Numquam 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.*”**TABLE OF CONTENTS**

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RUSH promotes and supports that classes 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. The War of the Lilies is the prime example of an event at which classes are offered.By-Laws of the Royal University of Scir Hafoc.....	15

This issue of the Student/Instructor Handboke was produced by Mistress Luciana della Ridolfi, with editorial assistance provided by Mistress Tamara Tysjachyvolosova. All policies and procedures contained herein 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. The acronym “RUSH” seems an apt description of the behavior of the RUSH board on the day of a session. We ask that our name 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 that vary across the Kingdom. RUSH also supports classes taught at events and within the 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 the Kingdom 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 in the flyer that appears in the MEWS and at the website <www.calontir-rush.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 collecting student and instructor feedback and summarizing it for instructors and the Board.

The Registrar maintains a list of all courses taught, checks completed degrees for accuracy and recommends graduation to the Chancellor; maintains a database of graduates 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 Constable is the safety, security, and on-site information officer of RUSH.

The Virtual Scribe maintains the RUSH website and is the Board’s computer and technology resource.

Calontir is divided into geographic regions, each of which has its own Regent. These Regents are responsible for sessions held on their campuses, providing information about RUSH, and facilitating acquisition of RUSH credit.

Other Regents function outside the geographic boundaries. The Dean of the Royal Academy of Calontir (DRAC) promotes and coordinates children’s educational activities at Kingdom RUSH sessions.

Many of these officers appoint deputies to assist them in their work. If you are interested in becoming a part of the RUSH Board, send a letter to the Chancellor or to the officer whose job you would like to learn. Watch for announcements of Board openings in the MEWS and on the website.

REGISTRATION PROCEDURES

Historically, 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 new procedure will take effect at the beginning of the War of the Lilies, June 2004) AS XXXVIII,

Student Record after June 2004. Students keep the list of the classes they have taken. After each class, instructors initial the student's form. When the student has taken enough classes for a degree, they submit the list to the RUSH Registrar, who checks for accuracy. If there are no problems, the student will graduate at the next RUSH graduation

Student Records before June 2004. RUSH will continue to maintain all records it has collected in perpetuity They will be available upon request from the Registrar. Most graduating students will have some old system and some new system records for many years.

Limited enrollment classes: Some classes have limited enrollment. Your best chance at getting into these classes is to reserve space early, by contacting the Registrar, listed on the website or by contacting the Chancellor listed in the MEWS. Reservations are accepted on a first come, first served basis. If the class you want is full by the time your reservation is received, your name will be put on a waiting list.

FEEES

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%. 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 in the MEWS or on the website. 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.

COLLEGES AND DEPARTMENTS

The class offerings at RUSH are divided into colleges and departments.

The only college RUSH currently supports is the Royal Academy of Calontir (RAC). RAC provides educational opportunities for children ages 5 – 14. The classes cover the same diversity as RUSH classes but are targeted to a younger student. RAC students may be permitted to attend RUSH classes (see children at RUSH below). RAC classes are indicated on the schedule.

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.

DEGREES AND TITLES OFFERED BY THE ROYAL UNIVERSITY OF SCIR HAFOC

RUSH offers four (4) degrees: Auditor Artis, Lector Artis, RAC (Royal Academy of Children) Auditor, and RAC Lector; plus honorary titles for instructors: Magister and Snoter. 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 Auditor and Lector 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 Degrees

The RUSH Board revised the degree program on March 6, 2004. Students may graduate on either the "Old System, or the "Current System", (both detailed below), at their discretion. Future RUSH Boards may put a termination date on use of the "Old System"

OLD SYSTEM (Before March 2004)

Auditor Artis

Requirements (class prefixes included):

4 hrs SCA history/culture	COMP; SCA
2 hrs basic heraldry	HERL
2 hrs fighting/fighting appreciation/archery	ARMR; LIST; MISS; WARS
3 hrs performing arts	DANC; DRAM; MUSC
3 hrs medieval history	HIST
2 hrs medieval philosophy/theology/mathematics/law	LAW; MATH; PHIL
3 hrs adornment	CLAC; CLER; CLNR; FIBR; JEWL; NEDL
3 hrs life arts	BREW; CHIR; COOK; HERB
3 hrs life sciences	EQUUS; FIRE; LETH; METL; SCI; SHIP; TENT; WOOD
3 hrs fine arts	A&A; GAME; LANG; LIT; MSCR

In order to successfully fulfill the requirements for the Auditor Artis degree, a student must complete forty (40) hours of class credit divided as indicated above, with 28 specified topics and 12 electives.

Lector Artis

In order to successfully fulfill the requirements for the Lector Artis Degree, a student must complete sixty (60) hours of class credit from the University, including the completion of the Auditor Artis Degree. The student may choose to concentrate in a specific area or pursue a general course of study for the additional twenty (20) hours.

RAC Auditor

Requirements (class prefixes included):

2 hrs SCA history/culture	COMP; SCA
1 hrs basic heraldry	HERL

1 hrs fighting/fighting appreciation/archery	ARMR; LIST; MISS; WARS
2 hrs performing arts	DANC; DRAM; MUSC
1 hrs medieval history	HIST
2 hrs adornment	CLAC; CLER; CLNR; FIBR; JEWL; NEDL
2 hrs life arts	BREW; CHIR; COOK; HERB
2 hrs life sciences	EQUUS; FIRE; LETH; METL; SCI; SHIP; TENT; WOOD
2 hrs fine arts	A&A; GAME; LANG; LIT; MSCR

To complete the RAC Auditor requirements, a total of twenty (20) hours of credit are required with 15 specified topics and 5 hours of electives.

RAC Lector

In order to successfully fulfill the requirements for the RAC Lector Degree, a student must complete thirty (30) hours of class credit from the University, including the completion of the RAC Auditor Degree. The student may choose to concentrate in a specific area or pursue a general course of study for the additional ten (10) hours.

Instructor Honors

Instructor Honors are offered only to RUSH instructors.

Magister

In order to successfully complete the requirement for the title of Magister, an instructor must have taught five (5) times.

Snoter

An honorary title awarded to those individuals who have taught ten (10) or more times and who have completed the Auditor Artis degree.

RAC Magister

An honorary title offered only to RAC faculty who have taught Royal Academy of Children classes five (5) times.

RAC Snoter

An honorary title shall be awarded to those individuals who have taught at least ten (10) RAC classes and have completed an RAC Auditor or an Auditor Artis degree.

CURRENT SYSTEM: APPROVED MARCH 6, 2004; IN PLACE JUNE 2004

Major Changes:

- 1) All categories in the degree require the same number of classes (3);
- 2) Classes rather than hours are counted;
- 3) The same course number cannot be used twice in any category. (A second course with the same course number can be counted as an elective.

- 4) New requirement for hands-on classes. The classes used in this category may be used above to meet the 3-class requirement in the relevant topic area. In that case an additional class will be needed as an elective.
- 5) Changed numbering system
- 6) All records of courses taken kept by students. Lists of courses taught will be archived on the RUSH website.

Auditor Artis

Requirements (class prefixes included):

A total of 40 classes, 15 as follows

HERALDRY	3 classes
COSTUMING	3 classes
FINE ARTS	3 classes
PERFORMING ARTS	3 classes
TEXTILES	3 classes
LIFE SCIENCES	3 classes
SOCIAL SCIENCES	3 classes
WARS	3 classes
SCA CULTURE & HISTORY	3 classes
Plus THREE Hands-on-class (from any category)	

Plus the remaining 10 in any area.

In order to successfully fulfill the requirements for the Auditor Artis degree, a student must complete forty (40) hours of class divided as indicated above, with 30 specified topics and 10 electives.

Lector Artis

In order to successfully fulfill the requirements for the Lector Artis Degree, a student must complete sixty (60) classes from the University, including the completion of the Auditor Artis Degree. The student may choose to concentrate in a specific area or pursue a general course of study for the additional twenty (20) classes.

RAC Auditor

Requirements (class prefixes included):

HERALDRY	2 classes
COSTUMING	2 classes
FINE ARTS	2 classes
PERFORMING ARTS	2 classes
TEXTILES	2 classes
LIFE SCIENCES	2 classes
SOCIAL SCIENCES	2 classes
WARS	2 classes
SCA CULTURE & HISTORY	2 classes
Plus TWO Hands-on-class (from any category)	

To complete the RAC Auditor requirements, a total of twenty (20) classes are required as described.

RAC Lector

In order to successfully fulfill the requirements for the RAC Lector Degree, a student must complete thirty (30) classes from the University, including the completion of the RAC Auditor Degree. The student may choose to concentrate in a specific area or pursue a general course of study for the additional ten (10) classes.

Instructor Honors

Instructor Honors are offered only to RUSH instructors.

Magister

In order to successfully complete the requirement for the title of Magister, an instructor must have taught five (5) times.

Snoter

An honorary title awarded to those individuals who have taught ten (10) or more times and who have completed the Auditor Artis degree.

RAC Magister

An honorary title offered only to RAC faculty who have taught Royal Academy of Children classes five (5) times.

RAC Snoter

An honorary title shall be awarded to those individuals who have taught at least ten (10) RAC classes and have completed an RAC Auditor or an Auditor Artis degree.

If you think you may qualify for a RUSH degree and/or honor and would like to be so recognized, it is up to you to let the RUSH Board know. Specifically – contact the Registrar and ask to have a transcript printed. Review the transcript for errors or omissions, and check it against the degree requirements. The Chancellor and Registrar will determine if you are eligible.

WAIVING OF PREREQUISITE CLASS WORK

For classes with prerequisites, the student with experience/knowledge can petition the instructor to waive the prerequisite requirement. In this case, no credit shall be awarded for the classes not taken; the only credit hours given will be those for the class actually attended.

COURSE NUMBERS—AFTER MARCH 2004

NEW NUMBERING SYSTEM IS AS FOLLOWS:

10-19 Heraldry

20-29 Costuming

30-39 Fine Arts

40-49 Performing Arts

50-59 Textiles

60-59 Life Sciences

60-79 Social Sciences

80-89 Wars

90-99 SCA Culture

Specifics:

HERALDRY HERL

- 10 Open/ Discussion/ Roundtables
- 11 Survey/Overview/ History
- 12 Heraldic Design / Vocabulary / Blazoning
- 13 Naming Practices
- 14 Field Heraldry / Voice
- 15 Displays / Banners / Clothing
- 16 Protocol & Etiquette
- 17 Ceremonies
- 18 SCA Specific
- 19 Misc/ Other Related

COSTUMING COST

- 20 Open/ Discussion/ Roundtables
- 21 Survey/Overview/ History
- 22 Headwear/ Hoods / Hats /Veils
- 23 Footwear/Shoes/Boots etc.
- 24 Outerwear/ Cloaks/ Great Coats
- 25 Garb/ Tunics/ Gowns/ Pants/ Cyclas'
- 26 Undergarments/ Chemise/ Hose etc.
- 27 Accessories/ Pouches/ Gloves/ Belts
- 28 Patterns
- 29 Misc/ Other Related

FINE ARTS FINE

- 30 Open/ Discussion/ Roundtables

- 31 Arts & Architecture
- 32 Calligraphy
- 33 Illumination
- 34 Materials
- 35 Languages
- 36 Literature
- 37 Games & Recreation
- 38 SCA Specific
- 39 Misc/ Other Related

PERFORMING ARTS PERF

- 40 Open/ Discussion/ Roundtables
- 41 Survey/Overview/ History
- 42 Vocal/ Choral Music
- 43 Instrumental Music
- 44 Dance
- 45 Drama / Storytelling/Bardic
- 46 Drama – Theater/ Puppets
- 47 Materials
- 48 SCA Specific
- 49 Misc/ Other Related

TEXTILES TEXT

- 50 Open/ Discussion/ Roundtables
- 51 Survey/Overview/ History
- 52 Needlework/ Embroidery / Blackwork/ Sewing
- 53 Weaving
- 54 Spinning
- 55 Dyeing
- 56 Fabrics & Felting
- 57 Knitting & Naalbinding

58 Tatting/ Lace making

59 Misc/ Other Related

LIFE SCIENCES LIFE

60 Open/ Discussion/ Roundtables

61 Health/ Chiurgeon / Waterbearing

62 Food & Nutrition

63 Animals

64 Fire

65 Wood

66 Metal

67 Leather

68 SCA Specific

69 Misc/ Other Related

SOCIAL SCIENCES SOC

70 Open/ Discussion/ Roundtables

71 Survey/Overview/ History

72 Law

73 Math

74 Philosophy

75 History of Specific Person

76 History of Specific Culture

77 History of Specific Event

78 SCA Specific

79 Misc/ Other Related

WARS WARS

80 Open/ Discussion/ Roundtables

81 Survey/Overview/ History

82 Armor

83 Weapons

- 84 Archery
- 85 Tactics & Scouting
- 86 Marshalling
- 87 Tournaments & List
- 88 Clinics – For Skill Practice
- 89 Misc/ Other Related

SCA CULTURE & HISTORY SCA

- 90 Open/ Discussion/ Roundtables
- 91 Persona development
- 92 Beginner Orientation
- 93 Children & Page School
- 94 Documentation & Competition
- 95 Relationships/ Judging/ Conflict Resolution
- 96 Event Planning/ Demos / Public Relations
- 97 Awards & Orders
- 98 Teaching & Trainings
- 99 Misc/ Other Related

This system is applied as follows: the person organizing these sessions of classes, in consultation with the instructor, chooses the appropriate category and uses that number.

NON-SESSION ADDITIONAL CREDITS

Participation in educational events in Calontir outside RUSH Regular Sessions, (e.g. Scribes’ Guild and War College class sessions, baronial and shire classes). Can be applied toward RUSH degrees by the same methods for regular RUSH session classes: put it on the student course list. Information needed: course’s class number, title and instructor, place and date. Get instructor’s signature that you attended.

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:

1. Fill out a 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. Be sure to fill out the form completely. If you are unsure about any items, ask a Regent for help. The form is available from any RUSH Board member and is on the website.
2. Send the completed form to the Registrar. Contact the Chancellor for a current listing of the RUSH Board. The Chancellor's name and address are in the MEWS and the entire RUSH Board is listed on the website. The Registrar will inform the Regents about new classes. This will happen automatically if you use the form on the RUSH website.
3. The form should be in the Registrar's hands at least three months prior to the month of the session. Six months is much better. There are limits on the number of classroom hours available at any one session. The sooner you indicate your willingness to teach, the more likely your class will be included in the schedule. If your class does not make it onto the schedule for a particular session, please offer to teach it at a future session.
4. If you would like to offer a class you have previously taught, you do not need to submit a new Class Information Form unless there is some change in the information on the form. However, you do need to contact the Regent to let them know you are interested in teaching. You are responsible for contacting the Regent for each session at which you would like to teach.

HOW THE CLASS SCHEDULE IS PUT TOGETHER

The Regent for the hosting campus is responsible for assembling the class list and schedule. The Regent considers many factors while putting the schedule together. These factors include, but are not limited by:

- The number of classrooms available
- Any special facilities the site may offer
- Any site restrictions
- Which classes have been offered on that campus before
- Requests for specific classes from the gentles in the hosting group

Classes whose instructors have contacted the Regent will be considered for inclusion on the schedule.

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. Students are responsible for submitting the Registration form to the Registrar, either at the event or by other arrangements made by the event organizers, Regents or Registrar.

Instructors of RUSH have the responsibility to show up on time to teach their assigned classes and to be as prepared as possible. An 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. The Royal Academy of Calontir (RAC) is a separate college within RUSH. When instructors are available, RUSH will offer classes specifically tailored for children (ages 5-14).

With instructor permission, regular RUSH classes are open to children. This information will be published in the MEWS when available. 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 RAC class, he/she will be reunited with his/her parents. RUSH will not provide baby-sitting service. Unsupervised children causing trouble for the instructors, Board or to the students at a session may be asked to leave, along with their parents.

MERCHANTS AT RUSH

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

Students are encouraged to complete a Class Evaluation Form for each class they complete. This form is confidential; you need not sign your name.

A summary of written comments received for each class is prepared to give feedback to the instructor and give motivation for him/her to continue to share his/her knowledge through RUSH, and assist him/her in strengths and weaknesses to possibly improve the class. Efforts are made to distribute these to the individual instructors sometime after the session.

There are also comment areas for the RUSH structure in general, classes you would like to suggest and session effectiveness: all of which are valued by the Board.

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.

GEOGRAPHIC BOUNDARIES

Northeast Region shall consist of the baronies, shires and any other groups either existing or incipient in the state of Iowa within the boundaries of Calontir Southeast Region shall consist of the baronies, shires and any other groups either existing or incipient in the following area: the state of Missouri and those portions of Arkansas within the Kingdom of Calontir.

West Region shall consist of the baronies, shires and any other groups either existing or incipient in the following area: Kansas and Nebraska.

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 Spring session will be held in the West Region. The Summer session will be held in the Northeast Region. The Fall session will be held in the Southeast Region.

The kingdom sessions may be held in different areas as circumstances dictate.

The rotation schedule shall be reassessed when there are changes to Kingdom law affecting the calendar.

CLASSES AT EVENTS

RUSH promotes and supports that classes 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. The War of the Lilies is the prime example of an event at which classes are offered.By-Laws of the Royal University of Scir Hafoc

Revised April 3, 2004

ARTICLE I. Name

A. 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

A. The badge of the University is as follows: Purpure, upon a pale, Or, between two hawks' lures, Or, a crane in its vigil, Sable.

- B. All Official publications of the Royal University shall bear in facsimile the seal of the University and the signature of the Chancellor.
- C. The motto of the University shall be “Truth Never Sleeps.”

ARTICLE III.. Purpose

- A. The purpose of the University shall be to foster education within the Kingdom of Calontir.
- B. The University shall offer Kingdom sessions throughout the geographic regions of the Kingdom (as described in the RUSH Student/Instructor Handboke).

ARTICLE IV.. Structure

- A. 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.
- B. 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.
- C. 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.
- D. The Officers of the University shall be the Provost, the Registrar, the Bursar, the Constable, 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 Constable shall be the site, security and on-site information officer of the University.
- 5.The Virtual Scribe shall be the officer in charge of the RUSH web site and serve as technical advisor.
- 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:

- (A)Chancellor
- (B) Provost
- (C) Registrar
- (D) Bursar
- (E) Constable
- (F) Virtual Scribe

E.The Regents shall have a combination of geographic and specialized areas of focus.

- 1.A Regent shall act the official representatives 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.The Kingdom of Calontir shall be divided into geographic regions, (as described in the RUSH Student/Instructor Handboke), among which the Kingdom sessions shall rotate. A Regent shall administer each Region.
 - (A) The term of office of a Regent shall be two (2) years. A Regent may extend the term up to an additional year if there is a Kingdom session scheduled during that time frame in the Regent's Region and with the approval of the Chancellor and Board of Regents. The extension will be limited to one quarter after the scheduled session.
- 4.Additional Regents may be appointed with duties assigned accordingly.
 - (A) The term of office shall be two years. A one (1) year extension may be granted with the approval of the Chancellor and the Board of Regents.

(B)The Dean of the Royal Academy of Calontir (DRAC) acts as Regent for the Royal Academy of Calontir (RAC).

F. The Responsibilities of the Chancellor, Officers, and Regents, terms of leaving office, and a grievance procedure are included in the RUSH Student/Instructor Handboke.

G. 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 three 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

A.The University shall publish any documents as are needed to distribute information on the University. These documents shall be the overall responsibility of the Chancellor.

B.A RUSH Student/Instructor Handboke 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

A.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.

B.The University shall offer two degrees solely dependent upon course studies and accumulation of credit, the Auditor Artis and the Lector Artis.

C.The University shall offer two honorary titles based solely on the teaching of classes, the name of which shall be the Magister and the Snoter.

D.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

A.The University may establish colleges to meet specific educational needs within the Kingdom.

B.The Royal Academy of Calontir (RAC) shall meet the educational needs of the children (ages 5 – 14) of the Kingdom.

1.A Dean who acts a Regent to the Board of Regents shall head RAC.

2.RAC shall offer degrees and honorary titles to those who participate in the RAC college.

(A)RAC shall offer two degrees solely dependent upon course studies and accumulation of credit with the RAC college, the RAC Auditor and the RAC Lector.

(B)RAC shall offer two honorary titles based solely on the teaching of classes within the RAC college, the name of which shall be the RAC Magister and the RAC Snoter.

ARTICLE VIII. University Policy

A. 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.

B. 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

A. University sessions are open to all interested persons.

B. 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

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

ARTICLE XI.. Schedule of Sessions

A. Sessions shall be held on an annual schedule, in rotation through the geographic Regions (as described in the RUSH Student/Instructor Handboke). The exact dates of sessions shall be as scheduling conditions permit.

B. The University reserves the right to reschedule or relocate session, contrary to the usual rotation, when unusual circumstances arise.

ARTICLE XII.. Amending the By-Laws

A. Any member of the Board of Regents may propose a change to the By-Laws.

B. To amend the By-Laws, a quorum consisting of Crown (or Chancellor) and 2/3 of the Board of Regents.

C. To pass any amendments requires a 2/3 majority of those attending. The Chancellor may cast a vote.

ARTICLE XIII. Reserve Clause

- A. 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.
- B. 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.