

Royal Outlands Interkingdom University

Administrative Manual

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- I. Purpose of the Royal Outlands Interkingdom University
 - A. The purpose of the Royal Outlands Interkingdom University is to encourage the teaching and attending of formal classes within the Kingdom of the Outlands and elsewhere.
- II. Duties of the ROIU
 - The ROIU will:
 - A. be the educational arm of the Kingdom Ministry of Arts & Sciences (KMOAS)
 - B. provide support for the Kingdom Arts & Sciences Collegium**
 - C. be a resource for Battlemoor A&S coordinators
 - D. arrange and host graduation ceremonies
 - E. maintain list of Outlands teachers and what they teach
 - F. maintain list of online classes that qualify for ROIU credit
 - G. maintain accurate student and teacher records
 - H. other projects deemed acceptable by the ROIU Board that would fall under the educational umbrella
- III. Administration
 - A. There shall exist a University Board that shall administer the University.
 - 1. Members of the University Board shall be volunteers.
 - 2. Ideally, there will be at least 5 members of the Board (four Regents and the Dean). Members may be added or removed as needed and as volunteers are available. An attempt should be made to ensure that the members of the Board are from a variety of locations within the Kingdom and represent as diverse a population as possible.
 - 3. The minimum number of Board members is three - the Dean and two regents.
 - 4. The University Board will meet, at a minimum of quarterly basis. Online meetings via teleconferences or message boards are acceptable.
 - 5. During the first quarterly meeting of the calendar year, the Board will review members whose terms are coming to an end. The Board will create and publish announcements of Board vacancies and accept letters of intent. Before May 1st, the current Board will meet again to vote on the new Board members. New Members will begin their terms on May 1, and the official quarterly meeting for the second quarter will take place after the new members have stepped up.
 - B. Members of the Board
 - 1. Dean
 - a) The Dean of the University shall be the head of the University Board.
 - b) The maximum term of the Dean is two years.
 - c) The Dean shall be the liaison between the University and Their Majesties and the Kingdom Officers.

- d) The Dean shall be a warranted deputy to the Kingdom Arts and Sciences Minister. As such the Dean will be responsible for making Quarterly reports about the status of the University to the Kingdom MOAS.
- e) The Dean of the University, or designee thereof, shall be included in the Officer Meetings at Coronations to apprise the Crown of the Outlands of the status of the University.
- f) The Dean is responsible for ensuring the operation of the University in accordance with the charter, handbook, and administration guide.
- g) Upon a vacancy in the office of the Dean, the remaining Board members will vote on a nominee to fill the vacancy. This nominee must be a current Board member who has actively served for at least one year. The name of the nominee will be sent to the Kingdom A&S Minister and the Crown for final approval. Upon approval of the KMOAS and the Crown, the nominee will officially become the Dean.
- h) The Dean will review the charter upon stepping up.

2. Regent

- a) The Regents shall be members of the University Board.
- b) The maximum term of a Regent is two years.
- c) The Regents shall promote teaching and learning across the Kingdom.
- d) The Regents shall be responsible for registering students and teachers with the University and maintaining those records.
- e) The Regents shall be responsible for maintaining the online student and teacher transcripts.
- f) The Regents shall be responsible for validating student and teacher transcripts when an application for advancement is received.
- g) Based on Kingdom need, Regent responsibilities may be divided out
 - (1) by region or group
 - (2) by specific duties – e.g. admissions, event management, students, teachers, etc.
- h) Upon a vacancy in the Regents, the Board will advertise for interested people to fill out a letter of intent for the vacancy. The letter of intent should include location, reasons for wanting to serve, qualifications for Board membership, and a description of past services to the SCA or other organizations. New members will be accepted to the Board by a majority vote of the existing Board and approval of the KMOAS.

C. Voting

Each Board Member has one vote on any matter brought to a vote. Voting may be done in person, via teleconferences, or via electronic communication. If voting is via electronic communication, each Board Member must respond within 7 calendar days of the email calling for a vote, or their vote is considered an abstention. Any email calling for a vote must be sent through the official ROIU email.

D. Term Limits

1. A term of 2 years will be set for all Regents. After a two year term, a Regent must take a year off before applying to become a Regent, unless they transfer into the position of Dean.
2. The term for the Dean is two years irrespective of time served as a Regent. The two years for the term of the Dean begin when the board member becomes Dean, regardless of how many years have already been served as a Regent.
3. Once a person has served as Dean, they must wait a minimum of one year before reapplying to be a Regent.
4. It is the intent that no more than three Board members will rotate out in any given Term.
5. Each term officially begins on the Society New Year, May 1st. Should an opening arise that does not result in less than two experienced Board Members remaining, this vacancy may be filled as soon as reasonably possible. This new Board Member's two year term shall date from the May 1st following their appointment.
6. Should an unexpected vacancy occur resulting in less than two experienced Board Members remaining, a Board Member who has voluntarily stepped down within the past year may return and serve the remainder of the term.

E. Resigning from the Board

1. A Board member may voluntarily step down from the Board at any time.
2. Failure to attend 3 consecutive quarterly meetings will constitute a voluntary resignation. A Board member who engages with the content of the meeting but was unable to be present at the meeting (physically or digitally) may be considered as being present at the meeting at the Dean's discretion.

F. Grievance Process

1. The grievance process exists so that any problems which may arise will be handled in a fair, unbiased manner.
2. All grievances will be filed by submitting the grievance form (Appendix A) to the Dean. If the grievance is against the Dean, it should be submitted directly to the KMOAS. Once the grievance is filed, the following process will be followed:
 - a) The Dean (or the KMOAS) will alert the Board, and the KMOAS if not already involved, that a grievance has been filed, who it is against, and what it pertains to. The Dean (or the KMOAS) will keep private who filed the grievance.

- b) The Dean (or the KMOAS) will attempt mediation to reconcile the issue, if deemed appropriate. If this is successful, the process ends here. If this is not appropriate or is unsuccessful, the process continues.
- c) The KMOAS will then appoint an external investigator to investigate the grievance in a timely manner. The investigator will use the grievance form originally filed to track their progress and document their recommendation.
- d) When the investigation is concluded, the investigator will present their findings to the Board. All members of the Board will be invited to this presentation and the subsequent vote. The external investigator will also present a recommendation as to how to resolve the grievance.

Example recommendations include:

- (1) No further action needed
- (2) Mediation recommended; indicating the parties who need to be involved in mediation.
- (3) Other action recommended; indicating the action recommended, such as a change in job duties.
- (4) Removal from the Board.

(a) This may also come with a recommendation to take the grievance further up the chain of command so the appropriate people can determine if more formal action is needed outside the scope of the University. If this recommendation is made, the grievance will be advanced, regardless of the Board's decision.

- 3. The entire Board present will then vote whether or not to accept the external investigator's recommendation. The vote will be documented and the result sent to the KMOAS. Any vote rejecting the recommendation of the external investigator will also require KMOAS approval to reject.
- 4. The Board Member who the grievance is filed against has the right to appeal the decision by stating their case directly to the KMOAS. The KMOAS will then decide if further people (such as the Crown) need to be involved and will come to a final decision regarding the matter.
- 5. Any Board Member against whom a grievance is filed may be temporarily suspended from their job duties at the discretion of the Dean and the KMOAS until such time as the grievance is resolved.
- 6. Any Board Member removed due to a grievance may reapply to the Board after a complete calendar year has passed since their removal.

G. Website Back Ups

1. In order to prevent catastrophic loss of website content, the entire website, database, and all student/teacher records will be backed up to two CDs or thumb drives at least quarterly.
2. If there is a significant change to the website, database, or other records, an additional back up will be made immediately.
3. Back ups will be kept with the ROIU Webminister and the Kingdom Webminister.

H. Variances to any administrative policy may be requested through the KMOAS.

IV. Emeritus Positions

A. There shall exist two emeritus positions for people who have served for at least one entire term.

1. Dean emeritus is the honorary position given to those who have served as Dean
2. Regent emeritus is the honorary position given to those who have served as a Regent.

B. A person may be both a dean emeritus and a regent emeritus if they have completed a minimum of one term of service in each of those positions, consecutive or not.

C. Any earned emeritus positions will be awarded upon a Board member's official resignation from the Board.

V. Changes to This Document

A. The Handbook for the Royal Outlands Interkingdom University is to be considered a "living document" in that it will change to reflect the changing demands and desires of the Kingdom of the Outlands and its populace.

B. Changes may be proposed by any registered member of the student body or faculty by petitioning the University Board.

C. Changes will be approved by a majority vote of the Board.

D. Changes will be submitted to Their Majesties and the Kingdom Arts and Sciences Minister for approval before being incorporated into the Administrative Manual.

E. The Board of the University will review this Administrative Manual at a minimum of annually to ensure it is meeting the needs of the populace of the Outlands.

VI. Appendices
Appendix A: Grievance Form

Grievance Form

Name of Offender: _____

Phone: _____ Email: _____

Circumstances (what, where, when, how, why):

Person Submitting Report: _____

Phone: _____ Email: _____

-----FOR BOARD USE ONLY-----

Person Receiving Complaint: _____

Phone: _____ Email: _____

Action (Describe steps taken to investigate/resolve issue):

Final Resolution: