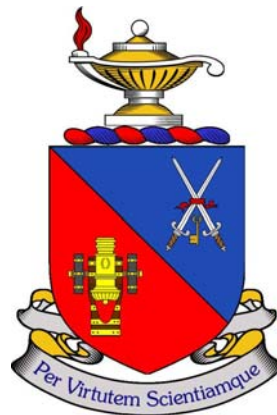




ROYAL HUTT RIVER ARMY

ROYAL SCHOOL OF ARTILLERY

STANDING ORDERS



ADOPTION OF STANDING ORDERS

We, the undersigned Chief of the Royal Hutt River Artillery, Commander of the Royal School of Artillery of the Royal Hutt River Army, and Commander of the Royal Hutt River Military College of the Royal Hutt River Army, consent to, and hereby do, adopt the following Standing Orders as the Standing Orders of The Royal School of Artillery of the Royal Hutt River Army.

Signed: _____

Dated: _____

STANDING ORDERS
OF
THE ROYAL ARTILLERY SCHOOL
ROYAL MILITARY COLLEGE OF THE ROYAL HUTT RIVER ARMY

ARTICLE 1
PURPOSES OF THE ROYAL SCHOOL OF ARTILLERY

SECTION 1. SPECIFIC OBJECTIVES AND PURPOSES

The specific objectives and purposes of The Royal School of Artillery of the Royal Hutt River Army shall be:

- (a) to sponsor training and certification programs for Ceremonial Artillerists that will teach proper drills and safety;
- (b) to perform and sponsor research on muzzle loading artillery and its use;
- (c) to further the public's awareness and understanding of muzzle loading artillery;
- (d) to share research on muzzle loading artillery through lectures, seminars, round-table discussions, and demonstrations;
- (e) to work with other organizations with similar objectives to further the public's awareness and understanding of muzzle loading artillery; and,
- (f) to engage in other activities related to teaching proper drills and safety for muzzle loading artillery.

ARTICLE 2
INSTRUCTOR CORPS

SECTION 1. DESIGNATION OF INSTRUCTORS

The Instructor Corps of The Royal School of Artillery of the Royal Hutt River Army shall be a Training Officer, a Safety Officer, an Adjutant, and a Commissary Officer. The Royal School of Artillery of the Royal Hutt River Army may also have other such Instructors with such titles as may be determined from time to time by the Chief of the Royal Hutt River Artillery.

SECTION 2. QUALIFICATIONS

Instructors must be loyal Citizens of the Principality of Hutt River.

Instructors must be members of The Royal Artillery of the Royal Hutt River Army.

The Officers must be fully dedicated to teaching proper drills and safety for muzzle loading artillery.

SECTION 3. APPOINTMENTS

Instructors shall be appointed by the Chief of the Royal Hutt River Artillery, at any time, and each instructor shall hold office for a period to be determined by the Chief of the Royal Hutt River Artillery, until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be appointed and qualified, whichever occurs first.

SECTION 4. REMOVAL AND RESIGNATION

Any Instructor may be removed, either with or without cause, by the Chief of the Royal Hutt River Artillery, at any time. Any Instructor may resign at any time by giving written notice to the Chief of the Royal Hutt River Artillery. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any Instructor shall be filled by the Chief of the Royal Hutt River Artillery.

SECTION 6. DUTIES OF THE TRAINING OFFICER

The Training Officer is responsible for maintaining the content of the Artillery Training Courses of Instruction and for overseeing the Instructor Corps of the Artillery Training Courses of Instruction.

SECTION 8. DUTIES OF THE SAFETY OFFICER

The Safety Officer is responsible for maintaining and enforcing safety procedures during all Artillery Training Courses of Instruction.

SECTION 9. DUTIES OF THE ADJUTANT

The Adjutant shall:

Be custodian of the records of The Royal School of Artillery of the Royal Hutt River Army and affix the seal, as authorized by law or the provisions of these Standing Orders, to duly execute documents of The Royal School of Artillery of the Royal Hutt River Army.

Prepare, or cause to be prepared, and certify, or cause to be certified, all reports required by these Standing Orders including, but not limited to, an annual report of The Royal School of Artillery of the Royal Hutt River Army.

In general, perform all duties incident to the office of Adjutant and such other duties as may be required by these Standing Orders, or which may be assigned to him or her from time to time by the Chief of the Royal Hutt River Artillery.

SECTION 10. DUTIES OF THE COMMISSARY OFFICER

The Commissary Officer shall be the chief financial Officer (CFO) of The Royal School of Artillery of the Royal Hutt River Army, and shall, subject to the control of the Chief of the Royal Hutt River Artillery:

Have charge and custody of, and be responsible for, all funds and securities of The Royal School of Artillery of the Royal Hutt River Army, and deposit all such funds in the name of The Royal School of Artillery of the Royal Hutt River Army in such banks, trust companies, or other depositories as shall be selected by the Chief of the Royal Hutt River Artillery.

Receive, and give receipt for, moneys due and payable to The Royal School of Artillery of the Royal Hutt River Army from any source whatsoever.

Disburse, or cause to be disbursed, the funds of The Royal School of Artillery of the Royal Hutt River Army as may be directed by the Chief of the Royal Hutt River Artillery, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of The Royal School of Artillery of the Royal Hutt River Army's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Render to the Chief of the Royal Hutt River Artillery, whenever requested, an account of any or all of his or her transactions as Commissary Officer and of the financial condition of The Royal School of Artillery of the Royal Hutt River Army.

Prepare, or cause to be prepared, a summary financial report to be presented to the Chief of the Royal Hutt River Artillery.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of Treasurer and such other duties as may be required by these Standing Orders, or which may be assigned to him or her from time to time by the Chief of the Royal Hutt River Artillery.

ARTICLE 3 COMMITTEES

SECTION 1. INSTRUCTOR EVALUATION COMMITTEE

Because a Corps of Instructors is required to teach the proper drills and safety of muzzle loading artillery, and because new instructors will desire to be, and be needed to be, certified as instructors of the Artillery Training Courses of Instruction, the Instructor Evaluation Committee is responsible for overseeing the instructor development and certification activities of the Artillery School.

Each Member of this committee shall be appointed by the Chief of the Royal Hutt River Artillery and will include only Certified Instructors of Artillery Training Courses of Instruction. The Training Officer shall serve as the Committee Chairman, and the Safety Officer shall serve as the Committee Vice Chairman. The Instructor Evaluation Committee shall keep regular minutes of its proceedings, cause them to be filed with The Royal School of Artillery of the Royal Hutt River Army records, and report the same to the Chief of the Royal Hutt River Artillery from time to time as the Chief of the Royal Hutt River Artillery may require.

The Instructor Evaluation Committee shall establish, implement, and maintain the guidelines for evaluating Assistant Instructors (those who have completed the Instructors Certification Course of Instruction) during their probationary period, determining when the Assistant Instructor has sufficiently proved their qualifications for Certification, and recommending to the Commander of the Artillery School when Certification should be granted. The Commander, Training Officer, and Safety Officer must all agree that the Assistant Instructor is ready to be certified before Certification is granted and the Assistant Instructor is accepted into the Instructor Corps of the School.

SECTION 2. OTHER COMMITTEES

The Royal School of Artillery of the Royal Hutt River Army shall have such other committees as may from time to time be designated by resolution of the Chief of the Royal Hutt River Artillery. These committees may consist of Officers of the Royal Artillery and shall act in an advisory capacity to the Chief of the Royal Hutt River Artillery.

ARTICLE 4 ARTILLERY TRAINING COURSES OF INSTRUCTION

SECTION 1. THE BASIC COURSE OF INSTRUCTION

The Basic Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery is also referred to as **The School of the Piece**. This course is designed to teach the procedures for each position of a Ceremonial Artillery Cannon Crew. Students are taught: nomenclature and care of artillery pieces and equipment; drills for loading, firing, and servicing the piece; procedures for clearing misfires; procedures for rolling, preparing, and storing charges; and, safety procedures for operating the piece and maintaining a safe firing range. This course is open to anyone.

SECTION 2. THE ADVANCED COURSE OF INSTRUCTION

The Advanced Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery is also referred to as **The School of the Battery**. This course is designed for Ceremonial Artillery Officers and Non-Commissioned Officers who will command sections and batteries. This course includes both the content of the Basic Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery, as well as additional instruction on commands, procedures, and the strategies for deploying artillery during reenactments and ceremonies. This course is open to anyone who has attended *at least* one Basic Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery, *and* is either in a command position with a cannon crew or desires to attain command rank. Exceptions to this rule can be made by the Chief of the Royal Hutt River Artillery based on special circumstances.

SECTION 3. THE INSTRUCTORS CERTIFICATION COURSE OF INSTRUCTION

The Instructors Certification Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery has several components and is *only* open to those serious students of antique artillery who have the desire and capacity to teach the various programs offered by this School. While anyone may petition to attend the Instructors Certification Course of Instruction, attendance is by invitation of the School only, and those eligible to attend *must* have completed *no less than* three Basic Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery, *and no less than* two Advanced Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery. The course has two main components.

The first component includes both the content of the Basic Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery, and the Advanced Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery. In addition, students are taught the proper way to give instructions to ensure that all procedures are being followed correctly. Special emphasis is given on safety, as well as people skills required to effectively share information and preserve the reputation and integrity of the School.

The second component is a probationary period. Once the student has completed the first component, they will act as Assistant Instructors in subsequent offerings of the Basic Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery, and the Advanced Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery. The Instructor Evaluation Committee will evaluate the Assistant Instructor's performance and provide guidance in ways to improve. The Assistant Instructors will be evaluated for *no less than* two offerings of *both* the Basic Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery, *and* the Advanced Course of Instruction on the Drill, Safety, and Operation of

Muzzle Loading Artillery. Once the Instructor Evaluation Committee is satisfied that the Assistant Instructor has achieved the requirements necessary to become a fully Certified Instructor, and that, as a Certified Instructor, the Assistant Instructor will preserve the reputation and integrity of the School, the School Commander, upon agreement with the recommendations of the Instructor Evaluation Committee, will grant the rank of Certified Instructor to the Assistant Instructor. The Certified Instructors evaluating the Assistant Instructor's performance must be in agreement that the Assistant Instructor is ready for Certification, and Certification will not be granted until then *regardless of the number of Courses of Instruction the Assistant Instructor has helped teach*. There is no exception to this rule.

Not everyone attending the Certified Instructors Course of Instruction on the Drill, Safety, and Operation of Muzzle Loading Artillery will receive Certification. This is not a sign of failure, but, rather, a sign of how seriously the School takes its responsibilities for teaching and preserving the safety of Muzzle Loading Artillery.

SECTION 4. ADDITIONAL COURSES OF INSTRUCTION

The Royal School of Artillery of the Royal Hutt River Army may have such other Courses of Instruction as may from time to time be designated by the Chief of the Royal Hutt River Artillery.

ARTICLE 5 AMENDMENT OF STANDING ORDERS

SECTION 1. AMENDMENT

The Chief of the Royal Hutt River Artillery of The Royal Artillery may adopt, amend or repeal the Standing Orders of The Royal School of Artillery of the Royal Hutt River Army.