

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 4-1

20 August 2010

CAMPUS CADET ORGANIZATIONS

1. PURPOSE:

The purpose of this memorandum is to provide a uniform system for establishing and reporting cadet clubs, associations, teams and other organized groups.

2. REFERENCE

The Citadel College Regulations
2009 White Book, Chapter 4 – *Club Organizations, Activities, Club Sports and Religious Activities*

3. POLICY

A. ORGANIZATIONAL PROCEDURE:

1) Minimum standards for a cadet club or organization to be chartered or to remain in active status from year to year require at least ten (10) members, an advisor from the faculty or staff of The Citadel, and, once established, regular meetings throughout the academic year. The only exceptions to the ten (10) member rule would apply to some of the competitive sports clubs under the supervision of the Department of Health, Exercise & Sport Science as well as religious groups. Any exceptions to this rule, as well as any advisors that are not on The Citadel faculty or staff, must be approved in writing by the Director of Cadet Activities.

2) All existing as well as prospective clubs, associations, teams, or other organizations, must file an official communication with the Commandant of Cadets through the Director of Cadet Activities requesting a charter and permission to hold meetings during the academic year. The designated form for such an application is attached to *Annex A*. The signed approval of this request, by the Commandant, is the authority required by the *Blue Book* to permit the organization to function. The request for charter will be returned to the Department of Cadet Activities in Room 211 of Mark Clark Hall.

3) A copy of the constitution and by-laws and club information sheet must also be submitted by each organization to Cadet Activities at the same time the Request for Charter is submitted. As a guide for the preparation of these forms, see *Annex B*. These will be filed by the Activities Coordinator of Cadet Activities with the copy of the approved charter.

Each club's constitution/by-laws will state the following.

- a) The group or club leader(s) will not be given rank within the Corps of Cadets for a leadership role within the club.
- b) Should the club leave campus to participate in an activity or meeting; proper cadet uniform will be worn. Exceptions may be made on a needed basis but must be approved by the Commandant of Cadets.
- c) There will be no overnights given for being a member of a club. If an overnight is to be taken, special leave must be issued or cadet leave must be taken.

4) A roster of all cadets and members of said club or organization must also be included. The information requested for each member is available in *Annex C*. All three Annexes are available for printing at:

<http://www.citadel.edu/cadetactivities/forms/cadetforms.htm>.

5) These forms must be submitted annually **by the close of business on 1 October**. After this date, no additional clubs will be chartered. Those wishing to charter a club or organization after the 1 October date must wait until the following academic year.

B. REPORTS:

1) *Report of Changes*: Advisors to cadet organizations are responsible for providing the Activities Coordinator, Department of Cadet Activities, with a copy of all changes to an existing charter as they occur. Changes in cadet officers will be reported as they occur and recorded by the Activities Coordinator.

2) *Financial Reports and Administration of Funds*: The organization's treasurer will issue receipts for all funds received, either in the form of dues from members or funds received from other sources. All expenditures will be made by check only and with the written approval of the faculty/staff advisor. **The advisor will conduct an annual audit of the organization's financial records** (including reports of no expenditures and dues collected)

prior to the end of the academic year and forward a copy to the Activities Coordinator, Cadet Activities.

3) *Eligibility Reports:* Participation in campus cadet organizations will be in accordance with eligibility criteria of each association. All officers of cadet organizations are required to maintain a minimum of 2.0 cumulative GPA. At the end of each semester, each activity's advisor will notify the Activities Coordinator, Cadet Activities, in writing, of the continued eligibility of that organization's officers.

4) *Responsibility for Reports:* Heads of the following departments will ensure that advisors submit timely reports.

- a) The Chaplain to the Corps for all organized religious groups.
- b) The Commandant of Cadets for all organized groups under his/her jurisdiction to include the Summerall Guards.
- c) The Department of Cadet Activities for all organizations under his/her jurisdiction.
- d) The Chairman of the Department of Health, Exercise & Sport Science for all club sports and other organized groups under his/her jurisdiction.
- e) Heads of Academic Departments for all organized groups of a professional nature within their respective departments.
- f) The faculty or staff advisor responsible for all other cadet organizations not covered above will report as prescribed herein.

C. ADVISOR:

Each club, society, association, team or other organization will have a member of the faculty or staff who will serve as its advisor. Department heads will furnish faculty advisors for those organizations falling under their jurisdiction. In the event that an organization is not sponsored by a department or does not have an advisor, the Department of Cadet Activities should be contacted in order to assist in securing an advisor for appointment by the Commandant. The advisor must be approved by either the Provost or the Commandant of Cadets depending on the nature of the club. Any cadet club, society, association, team or other organization functioning in any capacity without an advisor is unauthorized and not recognized by the college.

D. COORDINATION:

The Director of Cadet Activities is responsible for coordination of new cadet organizations and changes to existing organizations with the

Commandant of Cadets, and other members of the faculty and staff as appropriate.

E. CLASS OFFICERS:

Cadets desiring to run for a class office must possess a 2.0 cumulative GPA. Those running for President must possess a 2.5 cumulative GPA and must be academically a member of their class. They must also complete and return a Nominating Petition to the Office of Cadet Activities before their names can be placed on the ballot. Petitions must be returned at least seventy-two (72) hours prior to elections. Elections for the rising junior and sophomore classes will be held prior the spring semester exams. Those who are elected to serve as class officers for the rising junior class will continue to serve as class officer through their class's senior year.

E. FORMS:

The necessary forms indicated in the annexes that must be completed to be issued a charter can be procured from the Department of Cadet Activities located on the second floor of Mark Clark Hall. Old forms will not be accepted. The designated forms (*Annexes A, B, and C*) are the only forms that will be accepted unless prior approval is granted. **The last date to turn these forms in is 1 October.**

<http://www.citadel.edu/cadetactivities/forms/cadetforms.htm>.

The club roster must be turned in after the first meeting after Parents' Weekend.

F. FRESHMAN AS CLUB MEMBERS:

If members of the Freshman Class desire to be part of a club, they are not allowed to become members until AFTER Parents' Weekend.

G. FINANCIAL MATTERS:

There will be no financial interaction between cadet classes, different clubs or from year to year. If the club or class organization is responsible for debt incurred, only that club or that class for that specific academic year may be held responsible.

H. FUNDRAISING:

The Regimental Commander, the Director of Cadet Activities, Cadet Operation Coordinator in the Commandant's Office and the Commandant of Cadets must approve the sale of any product or activity by a club or class. The form to be completed and signed by the designated persons is

available in the Office of Cadet Activities on the second floor of Mark Clark Hall.

4. COMPLIANCE

Non-compliance with the Memorandum may result in the dissolution of the campus organization and other disciplinary action against individual members.

5. NOTES

A. Dates of official enactment and amendments:

Approved by Director of Citadel Staff on 15 July 2010
Updated – 20 August 2010

B. Responsible Department:

Cadet Activities

C. Responsible Official

Director of Cadet Activities

D. Cross References

None

6. RESCISSION

Memorandum No. 4-1, dated 21 July 2009 is rescinded.

FOR THE PRESIDENT:

JOSEPH W. TREZ
Colonel, USA, Retired
Director of The Citadel Staff

Attachments

Annex A, Cadet Organizations and Activities Request for Charter
Annex B, Sample Constitution and By-Laws
Annex C, Club Roster