

THE CITADEL
The Military College of South Carolina
Charleston, South Carolina

CADET ORGANIZATIONS AND ACTIVITIES

The following information for each cadet organization or activity must be submitted in a memorandum, (Annexes A, B, and C) annually, requesting permission from The Commandant of Cadets to exist and hold meetings during the academic year. The request for subject charter must be in duplicate and contain the following information:

1. Name of the organization or activity. *Annex A*
2. A statement of the purpose or objective of the organization or activity. *Annex B*
3. Frequency of meetings: weekly, monthly or otherwise, and the specific day they will meet (Monday, Tuesday, Wednesday, etc.). *Annex A*
4. In what type of community service does your club/group organization participate? Each month the CIC will be contacted to find what type of service has been done, who participated and how much time was taken to complete the service.
5. Statement of who is eligible for membership in the organization or activity and criteria for membership. This must include whether eligibility is restricted to members of the Corps of Cadets, or include other persons affiliated with The Citadel. *Annex B*
6. The name of Citadel department sponsoring the organization or activity. This may be any department, such as: an academic department, Department of Cadet Activities, Commandant's Department, Human Resources, etc. *Annex A*
7. The identity of the person having custody of the records of the organization or activity. These records must include for audit purposes:
 - a. Approved charter for the current academic year *Annex A*
 - b. Constitution and By-Laws *Annex B*
 - c. Membership Roster *Annex C*
 - d. Financial records *part of Annex A*
 - e. Documents describing affiliation with national or other organizations *Annex B*
8. Name of faculty or staff advisor *Annex A*
9. Statement of advisor and cadet-in-charge *Annex A*

NOTE: Annexes A, B, C as well as the clubs financial statements will be turned into the Department of Cadet Activities each year prior to 1 October. If a club's requested information is not in as of that date, the club must wait until the next academic year.

