

# **Constitution of the Army ROTC Cadet Service Corps**

## **Article I**

Name: Army ROTC Cadet Service Corps

Purpose: To organize fundraising events and social functions for the Army ROTC program at The Ohio State University. To provide an umbrella organization to give funding to subordinate AROTC clubs and organizations.

Non-Discrimination Policy: *This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.*

## **Article II**

Leadership Categories and Voting Procedures:

Voting membership: The Executive Committee (see Article IV for definition), Company Commanders, Battalion Commander, Battalion Command Sergeant Major, Battalion Operations Sergeant Major, and MSII Underclass Representative or their designated Representatives shall have voting power. Company Commanders may appoint company representation that is an MSIV to take their place if they cannot attend a meeting.

Non-voting membership: The MSI Representative shall not vote and shall function as the secretary of club leadership.

Voting Procedure: In order to hold a vote a quorum of voting leadership must be present. A quorum is composed of The Executive Committee, one Battalion Representative (Battalion Commander, Battalion Sergeant Major), one of the MSII Representatives and at least three of the four Company Commanders. For a vote to pass there must be 5/8 or 62% majority vote. Preferably, there will be 7/11 or 64% majority vote, maintaining the attendance record. Voting may take place over email if a meeting is not able to be held before the event is held or funding is needed.

## **Article III**

Organization Leadership:

President: Is appointed by the Executive Committee and serves a term for one academic school year- Fall semester through Spring Semester.

Duties:

- Collaborates with Vice President and Treasurer in order to generate, discuss, review, and approve fundraising opportunities and funding for social functions in line with the values of Army ROTC and expressed in the statement of purpose outlines in Article I.

- Has overall authority to approve or deny potential events.
- Inform AROTC Cadre on approved events for final review and authorization.

Vice President: Is appointed by the Executive Committee and serves a term length concurrent to that of the President by whom he/she was appointed.

Duties:

- Attends all meetings for evaluation and planning of events with the President and Treasurer.
- Assume the responsibilities of the President in his/her absence or dismissal.

Treasurer: Is appointed by a majority vote of the voting members and serves a term for one academic year- Fall Semester through Spring Semester.

Duties:

- Attends all meetings for evaluation and planning of events with the President and Vice President.
- Keeps track of all funds and costs that are generated throughout the term.
- Brief a monthly financial status report to the President.

## **Article IV**

Executive Committee: Composed of the President, Vice-President and Treasurer. They shall always be MSIIIs

Duties: Represents the general membership and conducts business of the organization between general meetings of the membership and reports our actions at the general meetings of the leadership.

## **Article V**

### Method of Selecting and/or Removing Officers and Members:

Selecting officers: An election will be held at the beginning of each academic school year in order to select a new President and Treasurer. Any current MSIII or IV Cadet is eligible to run for either Office and will be appointed by a majority vote of the previous year's Executive Committee. The candidate for President shall choose a running-mate to fill the position of Vice-president and they shall run on the same ticket. All the Executive Committee must be present and cast a vote at the election.

Removing Officers and Members: Any member of the general membership or Officer has the right to issue a complaint if they deem that an Officer or general member is seen as acting in a manner unbecoming the organization or is incompetent in performing

the duties of their office. All complaints must be reviewed by the members of the Executive Committee within 30 days of the date the complaint was submitted.

The Executive Committee will then vote on the removal or retention of the Member or Officer in question after careful deliberation of the complaint and any supporting evidence that is presented. Removal or retention of the Member or Officer will be decided by the majority vote of the Executive Committee members.

The Officer or Member will be placed in a probationary status while they are under review, negating all authority and privileges that their office or membership holds.

## **Article VI**

Advisor Qualification Criteria: Advisor must be a faculty, staff, or cadre member in the Military Science Department and affiliated with OSU Army ROTC.

## **Article VII**

Meetings of the Organization:

General Meetings: A minimum of two meetings must be held per semester during the academic year. (Subjected to the discretion of the Executive Committee).

Elections: Held annually, at the beginning of Fall Semester, in order to elect a new President and Treasurer.

## **Article VIII**

Method of Amending Constitution:

Proposed amendments must be in writing and will be voted upon in the organization's next scheduled general meeting. All voting members must be present when voting on amendments. Amendments must acquire a majority vote of the voting members and be ratified by a majority of the Executive Committee in order to take effect.

## **Article IX**

Method of Dissolution of Organization:

Dissolution requires a three-fourths majority decision of the entire general membership: Officers, committee members, voting members, and non-voting members. Once dissolution has been determined, methods for disposing of assets will be decided upon a majority vote by the entire general membership. All debts of the organization must be paid in full before the dissolution may take place and is the responsibility of the entire general membership. The process of dissolution will then be the responsibility of the organizational leadership.

## **Article X**

### **Funding of Subordinate Organizations**

Based on funds available, the Executive Committee will disburse monies to subordinate organizations. This disbursement process will occur on an event to event basis. The Treasurer shall be the principal officer of the Executive Committee responsible for administering the disbursement process and shall keep a record and make regular reports to the Executive Committee and Voting Membership on all such activities.

### **Funding Procedures:**

- Volunteering/Assigning Events: Volunteering for events will be a first come first serve to the company who fills the detail. If an event is lower than \$1,000 the first company or club that has an approved proposal will be assigned the detail first. If no Company or group has an approved proposal, the event will be assigned to a Company starting with Alpha and ending with HHC. If an event is greater than \$1,000, the event will be battalion wide.
- Spending Earned Money: The group that executes the event gets 75% of the money they earn. The Cadet Service Corp enacts a tax on the group of 25% that will go to the Battalion funds.
- Requesting Money: Company or Club may come to the meeting or send an email to the President with a detailed cost estimate of the event or purchase. Individuals can go to Company leadership with proposals to further be vetted for a vote. If the Voting Membership votes to hear about the proposal the individual will be brought into the next meeting.
- Final expenses will be approved through cadre.