

Annual Club & Organization Charter Form - 1 AUG 2025

INSTRUCTIONS: Read the *Club & Organization Handbook* and *The White Book, Chapter 4, Section 1* before any information is added to this charter form. Information required in each section. All documents & forms are found on the *Club & Organization website*.

I. CLUB NAME. _____

II. CLUB ADVISOR(s). _____

Each advisor for the above named club must complete & submit a separate Club/Organization Advisor Information Form.

III. CLUB OFFICERS. *Club Officers/Leaders for the current academic year.*

*Citadel emails ending in
@student.citadel.edu*

President _____ **Cell** _____ **Email** _____

Vice-President _____ **Cell** _____ **Email** _____

Secretary _____ **Cell** _____ **Email** _____

Treasurer _____ **Cell** _____ **Email** _____

IV. CLUB FINANCES. *All clubs are required to have all financial accounts on campus in **A** an Agency Index Fund **OR B** a Department Fund. There are no exceptions to this policy. **REQUIRED.***

A. Agency Index Fund. *Name of Account* _____

Account # _____ *Department on Account* _____

B. Department Fund. *Dept. Name* _____ *Account #* _____

V. DUES. *Cost \$* _____ *will cover* _____

Frequency: _____ weekly _____ monthly _____ annually _____ other _____

VI. CLUB WEBSITES/SOCIAL NETWORKS.

VII. CLUB/ORGANIZATION MEETINGS.

When (day of week & time) _____ *Location(s)* _____

Frequency: _____ weekly _____ monthly _____ annually _____ other _____

VIII. PURPOSE/STUDENT LEARNING OUTCOMES. *What is the purpose of your club? What will your members gain from membership? What will your members take away from club membership?*

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IX. MEMBERSHIP REQUIREMENTS. *What is required to be a member of our club?*

X. POWERS AND DUTIES OF CLUB OFFICERS/LEADERS.

President

Vice-President

Secretary

Treasurer

XI. CLUB PATCH. *Does your club have a previously approved patch? ____ **YES** ____ **NO** If **yes**, list requirements for members to receive and wear the club patch.*

XII. OTHER INFORMATION REGARDING THIS CLUB/ORGANIZATION

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XIII. MEMBERSHIP ROSTER. *If not a cadet, list type of student (**V** – veteran; **AD** – active duty; **GS** – graduate student; **DS** – day student)

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If your club has more than 40 members, submit their names and student type on a separate Excel sheet along with this charter form.

Office Notes: