

THE WHITE BOOK

CHAPTER 4

Cadet Support Services

SECTION 1

Cadet Activities

Version (date): 14 August 2023

Author: SFC Rich

Position: Director of Cadet Activities

I. **Organization:** The Director of Cadet Activities is responsible for this section in coordination with the Assistant Commandant for Operations & Training, The Citadel Mascot Team, and the Corps of Cadets Activities Officers.

II. **Functions:** This Section describes procedures for:

- A. Organization of the Cadet Activities Department
- B. Operations and management of Clubs, Interest Groups, and Organizations.
- C. Club Patch requests and approval
- D. Election and Management of Class Officers
- E. Operations and Management of CA units such as the Mascot Team, the Short Grey Line, etc.

III. **Procedures:**

A. Organization of the Department of Cadet Activities

1. Staff Organization and Mission:

- a) The Office of Cadet Activities consists of a Director of Cadet Activities (DCA), a Cadet Events and Services Manager (CESM), and a Special Projects Officer. The department offices are located on the second floor of Mark Clark Hall and the Cadet Activities website is at <http://www.citadel.edu/cadetactivities>. The overall mission of Cadet Activities is to promote experiential learning activities that contribute to leader development and corps morale.
- b) The overall mission of Cadet Activities is to promote experiential learning activities that contribute to leader development and corps morale. The main functions of the Office of Cadet Activities are to:
 - Manage cadet clubs and organizations
 - Superintend the election of class officers and advise them on the conduct of their duties
 - Supervise the Regimental Cadet Activities Officer and NCO, the Mascot

Handling Team, Parade Readers, and the Short Gray Line. Assist Battalion Cadet Activities Officers as needed and supervise them during various regimental level missions.

- Plan, prepare, execute, and assess designated cadet life events such as Knob Beach Day, Ring Walk-Through, and Pep Rallies
- Serve as the Mark Clark Hall Building Manager and propent agency for the use of Buyer Auditorium, The Greater Issues room and other EMS space on the 2nd floor of Mark Clark Hall.

2. **Cadet Officer Organization:** The DCA will organize manage and supervise the following Cadet Teams.

- a) Regimental Cadet Activities Officer Team
- b) The Short Grey Line
- c) Class Officers
- d) The Citadel Mascot Team.

B. **Operations and Management of cadet clubs, interest Groups, and organizations:** Clubs, interest groups, and organizations are managed by different departments based upon the mission/club interest of the club.

1. **General Responsibility:** The Commandant is responsible for the sanctioning, operation, and oversight of all clubs and organizations on campus. This includes, but is not limited to:

- a) Formation and termination of all clubs & organizations on campus.
- b) Approving all fundraising activities.
- c) Financial oversight of club accounts.

Note: Clubs that are approved to operate under a department account (i.e. an academic club that is operated directly under the sponsoring academic office account) will be the responsibility of the individual department to provide financial oversight. Each club will be advised of financial oversight responsibility during formation.

- d) Approving all special orders/cadet attendance in off campus events.
- e) Approving all advisors/volunteers & Responsible Adults that will be working directly with cadets.
- f) Discipline of Cadets that violate College/Corps policies while participating in any club activity.
- g) Approving the use of facility spaces for club activities.
- h) Auditing club charters and meeting minutes.
- i) Daily Oversight responsibility: The day to day operations of each club will be the responsibility of the responsible directorate.

Note: Organizations are not required to submit a charter, however they are subject to all the advisor training/reporting requirements listed below.

2. **Definitions:**

- a) **The Cadet Activities Club Requirement.** In order to be sanctioned as an official Citadel Club there must be elected officers, a certificated advisor, an approved

constitution, regular meetings, minutes for every meeting, and a financial endeavor (Dues or fundraising). Specifically, the club must have:

- An advisor (certificated staff member/faculty).
- A current constitution approved by, and on file with, DCA
- Chartered within the first 2 weeks of each semester. The DCA may make exceptions to this at his or her discretion.
- A Governing Board of cadet officers.
- Hold a meeting of officers at least once per semester.
- Take minutes at meetings
- May have financials/fundraising
- Everyone in the club must be a current Citadel student

b) **Interest Groups:** Interest Groups can have officers but are not required to. Minutes or governing documents are not required other than the registration form with the CESM. Interest groups must have one student contact and one certificated advisor.

- An advisor (certificated staff member/teacher) is required
- Must have one designated student representative in charge
- Must get approval by, and be registered with the Cadet Activities Office
- Need a minimum of 8 students participating regularly
- No fundraising or any financials.
- No meeting minutes
- Everyone in the interest group must be a current Citadel student.

c) **Definition of “Student Organizations.”** Student Organizations are defined as a group of cadets that perform an official function for the Corps of Cadets but who operate outside of the cadet chain of command. These organizations include, but are not limited to:

- Class Officers
- The Short Gray Line
- Ring Support Staff
- Parade Readers
- Groups organized under The Citadel ROTC department
- Religious Groups

3. Club Chartering Process: The club charter form and the volunteer form are available at the Cadet Activities webpage. All clubs must complete the club charter. The clubs/organizations whose advisors are not Citadel employees (e.g. campus ministry leaders) must complete the volunteer form as well.

a) **Charter Requirements:** In order to be considered for sanctioning as an official Citadel club, the club charter must be filed and approved with the Department of Cadet Activities. (See Annex ____). The charter must list an advisor who is a Citadel staff or faculty member or a non-Citadel volunteer approved by the DCA. See section ____ for detailed advisor requirements. The Charter must then be Approved by the Club/Organization chartering board.

- b) **Submission Deadline:** The advisor must submit the charter and all other appropriate paperwork to the CESM before 1 October each year in order to be considered in good standing. The CESM will submit a roster of clubs that are in good standing to the Deputy Commandant for use in processing special orders. No official club activity can occur until this requirement is met. Requests after 1 Oct will be processed by the CESM on a case-by-case basis. Official activity includes:
- Requesting special orders or having an event put on the training schedule.
 - Requesting meals or any other campus resources.
 - Referring to the organization as having any sanctioned affiliation with The Citadel.
- c) **Changes to Club Charter:** Advisors are responsible for reporting/submitting any changes to the club charter or its officers that occur during the academic year.

4. Club Advisor Requirements:

- a) **General Requirements:** Department heads will furnish advisors for those organizations falling under their jurisdiction. In the event that an organization is not sponsored by a department or does not currently have an advisor, the interested cadet can contact the CESM for advice in securing an advisor, but the ultimate responsibility for securing an advisor remains with the organizing cadet. Advisors serve as consultants and educators to the organizations and students they advise. The *“Club Advisor Handbook”* provides guidance for the execution of their duties. A few highlights are provided below:
- b) **Advisor Certification:** In order to serve as an advisor for any group of cadets that fall under this chapter the individual must:
- Have a completed background check.
 - Complete/up-to-date on all required employee/volunteer HR training. (Title IX, Working with Minors, ec)
 - MUST attend the Commandants Advisor Training & Orientation through the Department of Cadet Activities.
 - Approved by the Commandant.

Advisor candidates who do not have access to Lesense Gateway must contact the Citadel Training and Diversity Officer at the Citadel Human Resources Department to make arrangements to complete the required training.

Advisors must provide proof of compliance with these training requirements to the CESM.

- c) **Policies & Regulations:** Club advisors are responsible for ensuring that club activities comply with all applicable college policies and regulations.
- Citadel policies are available on The Citadel Policies, Regulations, and Forms webpage.

- Commandant Policies and Regulations are found on the Commandant's Cadet Regulations webpage.
- Club advisors are required to review Chapter 4, Clubs/Organizations & Class Officers of the White Book at the start of each semester for updates and/or changes.

5. Meetings During Duty Hours.

- Generally:** Clubs may hold meetings during lunch periods with members whose schedule allows for such participation, but they cannot mandate attendance at a meeting that would deny a cadet his or her opportunity to eat in the mess hall.
- Special Orders:** Club advisors are responsible for placing cadets on special orders for any club activity/meeting that occurs on duty time.
- Meeting Space:** Clubs may hold meetings during lunch periods with members whose schedule allows for such participation, but they cannot mandate attendance at a meeting that would deny a cadet his or her opportunity to eat in the mess hall.
- EMS:** Club advisors request meeting spaces through the Event Management System. See <http://ems.citadel.edu/VirtualEms/> for more information.

6. Special Orders for Club Activity

- Generally:** Special orders will not be approved during major training events such as Saturday Morning Inspections (SMI's), Parades, Football games etc. The Commandant may approve exceptions in writing for special events that are of significant interest to the College/Corps of Cadets. The club advisor is responsible for completing the special-order process well in advance of the event in order to avoid any conflicts. Requests for exception to this policy will be submitted through the DCA.
- Special Orders for Interest Groups:** Interest groups are not eligible for special orders as a whole. If interest group members wish to participate in a collective event off campus, each individual cadet must request leave through the normal chain of command channels.
- Special Orders for Intramural, Cadet Organizations, and Religious Ministries:**
 - Special Orders for intramural sports will be submitted and vetted through the Standard Operating Procedures through DEAS Hall.
 - Special Orders for Cadet Organizations (ROTC, Campus Ministries, Short Grey Line, etc). will be submitted from the responsible department/office directly through CAS to the Deputy Commandant for approval.

- d) **Special Orders for all other Clubs:** Clubs that are managed by the Department of Cadet Activities will submit their request for special orders through the CESM to the DCA. The DCA will:

- Vet each participating club member (to include any “*responsible adult*”) through the Assistant Commandant for Discipline.
- Ensure that the requested date is not during a Corps training event.
- Ensure that the club advisor/responsible adult has completed all certification requirements and received a brief.
- Submit a completed special-order request through the Deputy Commandant.

7. **Club activities on and Off Campus:** Clubs & Cadet Organizations represent The Citadel when they participate in off campus events. The club advisor is responsible for the supervision and conduct of the club as a whole and its individual members while at any on/off-campus event.

- a) **Guidelines:** Unless approved by the Commandant, the regulatory cadet seasonal leave uniform will be worn whenever the club has an off-campus function or activity. There will be no overnights given solely by virtue of a club member’s participation in an off-campus club activity earlier that day. Routine leave request procedures via the cadet’s TAC apply in such cases.

- b) **Supervision:** The club advisor is responsible for maintaining proper supervision and accountability of students while participating in both on campus and off-campus events. Sanctioned club events are an extension of the club advisor’s work place and all Citadel policies remain in effect regardless of the location of the event. The club advisor may use/delegate to vetted “responsible adults” to assist with supervision & accountability during the event.

- **Responsible Adult Certification:** The DCA may require a club to use a responsible adult supervisor based upon the number of cadets and the event that they are attending. Responsible adults interact with our students and therefore must be certified and approved by the DCA. At a minimum this vetting will include, but is not limited to:
 - Completion of a volunteer application.
 - Completion of a Human Recourse Background check. The club will be responsible for the cost of any background check required by HR
 - Completion of all required HR Training.
 - Screening and approval the Assistant Commandant for Discipline.

- c) **Accountability:** The advisor must ensure that cadet accountability is maintained at all times while attending club events both on and off campus. Every student must be able to contact the advisor 24 hours a day while on trips and the club advisor will be able to account for the location and activities of each club member at all times. If the club is on a multi-day travel event the club advisor will take accountability each morning. If a cadet cannot be accounted for the club advisor will notify the

DCA immediately who will make necessary notifications to the cadet's chain of command.

- d) **Commandant's Critical Information Requirements (CCIRs):** Advisors are reminded that their club and individual members are a direct representative/ambassador of The Citadel while engaged in club activity. Therefore, advisors must report incidents that may have a detrimental impact to a student, a staff member, or The Citadel as a whole as soon as practically possible. These include but not limited to:

- Law Enforcement contact that results in a report, summons, or citation.
- Injuries that require medical attention
- Missing/unaccounted for members
- Any issue that has the potential to bring discredit upon the Citadel.
- All Title IX incidents (Advisor will follow all reporting requirements)
- Any positive and/or negative media coverage.

Advisors are to ensure that the health, welfare, and safety of the student/staff come first and reporting is a priority once this is accomplished.

Advisors and Club Officers will ensure that they have a CCIR reporting contact card with them while on the trip that has the contact information of the appropriate Commandant/College staff.

8. Club Financial Matters:

- a) **General:** Clubs and organizations will only have a financial account on campus through financial services or the TCF. Clubs are not authorized to have any financial accounts off campus FOR ANY REASON. If a club/organization has a "booster club account" the club must include this in their financial disclosures.
- b) **Responsibilities:** Clubs/Student Organizations that receive funding through an on campus academic department account or an ROTC account will have their finances supervised by the sponsoring department/organization. These clubs/organizations however, are still subject to the fundraising regulations of this chapter.
- c) **Financial Accountability:** Clubs are required to maintain accurate and detailed financial records of all club transactions/activities that includes (but is not limited to):
- Maintaining a detailed registry of income and expenses that is made available to a Commandant's Department Auditor upon request.
 - The organization's treasurer will issue receipts for all funds received and spent, either in the form of dues from members or funds received from other sources such as fundraisers and provide a copy to the advisor.
 - Ensuring that all expenditures are approved by club advisor.
- d) **Account Overdraft:** It is the responsibility of the club advisor to ensure that there are sufficient funds available to cover all expenses drawn on their club account. The club advisor may be held individually liable for any shortages.

- e) **Financial Audits:** The club advisor with accounts supervised under the Cadet Activities Department will conduct an annual review of the organization's financial records which will include all funds received and how they were spent, the beginning-of-the-academic year balance, and the end-of-the- academic year balance. A copy of this review to the CESM at the end of the end of fall and spring semesters.
- f) **Fundraising:** All fundraising activity must be approved by the DCA on behalf of the Commandant. The Request to Hold a Fundraising Event form is available on the Cadet Activities webpage.
- The requesting organization must submit the fundraising request to the DCA thorough the CESM for approval no later than five business days before the event.
 - The club/organization must have a copy of the approved fundraising form present at the event. The SEM will maintain another copy of the form in the organization's file.
 - If a club wishes to use any Citadel logo or mark on a product they wish to sell, the club must follow The Citadel trademarks and licensing program guidance including what is stated at <https://brand.citadel.edu/licensing/crafters-license/>.
 - Any logistical support required for a fundraising event such as a room or tables will be coordinated separately by the requesting organization through the Director of Cadet Activities, Assistant Commandant for Operations and Training, or other appropriate office.
- g) **Account Closure:** When clubs deactivate they must close their all accounts affiliated to that club. Any funds that are in the account at the time of closure must be distributed IAW the following guidelines.
- No money will be given to ANY club member or advisor for any reason.
 - Excess funds may be donated to a charity of the club's choice in the name of that club.
 - Clubs that fail to close their account or that become inactive with no advisor/members to close the account will have their accounts closed by the DCA and any remaining funds in that account will be donated to the Cadet Activities department.
9. **Student Leader Development:** Clubs provide excellent vehicles for cadet leader development, but their activity often occurs outside of the TAC's personal window of observation. Because the TAC is the integrator of the cadet's overall leadership development experience, it is important for the TAC to get feedback about the cadet's leadership activity from all sources; not just his or her own observations that are largely confined to the barracks and the military pillar. Feedback from the club advisors helps the TAC and the cadet to develop and follow an overall leader development plan for the cadet. A few reports have been designed to facilitate that purpose, but additional informal communication between the advisor and the TAC is welcomed and

encouraged.

- a) **Experiential Leadership Development Learning Reports:** Each club advisor will ensure the completion of a leader development report each semester for every club officer/leader. The advisor must personally write the report on the club president (or otherwise designated cadet leader) and may personally write or delegate to the club president the authority to write the reports on each of the other club officers. A club may use the report listed on the Cadet Activities website or the advisor may develop their own unique leader development report and submit it to the DCA for approval.
 - The advisor will also make SPOT reports as necessary to provide feedback on the leader development of any club member. The Club Leader Development Reports and SPOT Reports forms are available on the Cadet Activities webpage.
 - Advisors will submit these formal reports to the DCA who will review them at the program level and then forward them to the cadet's TAC officer to use in their cadet leader development counseling.
- b) **Miscellaneous Reports:** In addition to the documents required by the CESM, advisors may be required to submit reports specified by the Chaplain of the Corps of Cadets, an ROTC or other Academic Department, or national headquarters as required.

10. Duties of the CESM concerning clubs

- a) Preparing and maintaining an Advisor Handbook and establishing, maintaining, and executing the "Club Advisor Training."
- b) Keeping records of all club annexes, leadership reports, and other documentation.
- c) Maintaining a current list of all sanctioned clubs of that academic year.
- d) Providing Experiential Transcript inputs on all club leaders (president, vice-president, secretary, treasurer) to the Registrar per her instructions and established procedures.
- e) Maintaining a status roster of each advisor's required Clery Act & Crime Reporting (CA), Title IX (TIX), Darkness to Light (D2L) and Club Advisor (AT) training.
- f) Assisting the DCA with financial audits

C. Procedures for Club Patches:

- 1. General: Patches for the cadet field jacket will only be approved for clubs that have completed the charter process and recognized organizations. Interest groups are not authorized a patch. The Citadel tailor shop will be provided a copy of a list of approved patches by the CESM.

2. **Approval Authority:** Requests for patch approval will be submitted to the DCA by the club advisor. Each request must include:

- a) A JPG file that clearly displays the artwork.
- b) A written request in memorandum format from the club advisor recommending approval that includes:
 - A statement that indicates that the finished patch will not be larger than 4"x4".
 - A brief statement about the meaning of each symbol and colors used.
 - A statement indicating that all artwork is original and that there are no known trademarks being used in the artwork, or;
 - If the patch uses a known trademarked logo, a statement that the club has obtained required approval to use the trademarked logo from the holder of the trademark holder.

3. **Approval Process:**

- a) The CESM will consolidate all patch approval requests, screen them for compliance, and submit them to the DCA.
- b) The DCA will review these requests and will submit them with a recommendation to the Department Sergeant Major.
- c) If either the Sergeant Major or the Commandant disapproves the patch design, the DCA will notify the club advisor of the reason. The club advisor will have five business days to correct the specific issue. After that, the advisor will have to resubmit an entire new request.

4. **Patch Production:** After the Commandant approves the new patch design, the club's representative will coordinate with the Tailor Shop or an outside source to produce the patch and make it available to authorized cadets. All costs associated with the creation of a new design and purchase of the patch will be the responsibility of the club and its members.

- a) Other Requirements:
 - Before designing a patch, check with The Citadel tailor shop and cadet store to see if there are any patches already in stock.
 - Cadets requesting a patch be sewn on their field jacket must report to the Tailor Shop per procedures in the White Book, Chapter 7, Section 4. The cost of adding the patch to the field jacket is included in the cadet's tuition under alteration fee.
 - Patches will be worn in accordance with the White Book Chapter 7,

Section 4.

- A list of club patches approved for wear on the field jacket is available through the CESM.
- If the club loses its official standing, cadets will remove the patch from their uniform.

D. Election and Management of Class Officers.**1. Eligibility, nomination procedures, and terms of office.**

- a) Qualifications:** Cadets desiring to run for Vice-President, Secretary, or Treasurer must:
- possess a 2.0 cumulative GPA. Those running for President must possess a 2.5 cumulative GPA
 - be academically aligned with the class
- b) Nominations:** The DCA will establish the nomination period for each class. To be placed on the ballot for the position of class President, Vice-President, Secretary or Treasurer, the individual must obtain at least thirty signatures from classmates on the Nomination Petition. The Nomination Petition is available from the DCA NLT one week, and must be returned to the DCA at least 72 hours, prior to the elections.
- c) Terms of Office:** During the second semester, members of the rising sophomore class will hold elections for President, Vice-President, Secretary, and Treasurer. Winners of those elections hold their positions until the second semester of the next year when another election is held. Members of the rising junior class will hold elections for the same positions, but the winners of those elections hold their positions for life or until otherwise determined by their alumni class.
- d) Election Process.** Each candidate will electronically supply the DCA a personal statement and a photo of themselves at least one week prior to the election date. The DCA is responsible for announcing, conducting, and certifying cadet class elections. Elections will be held electronically and voting results will be made available for those running to see once the winners are announced. The DCA will serve as the advisor for all class officers.

2. Duties

- a) Generally:** The duties of Class Presidents include regularly meeting with the DCA; serving as class liaison to the Office of Cadet Activities; representing their class to the President, Commandant and Regimental Commander; and assigning and supervising the duties of other class officers. In addition to those assigned by the class president, Sophomore Class Officers have the following special duties and responsibilities:
- **Recognition Day Dinner.** Upon election, the rising sophomore class officers are responsible for planning, preparing, and executing their

class's Recognition Day dinner. Included in this responsibility is the selection of the "most influential upper-class cadet" in each company as outlined in the White Book, Chapter 1, Section 6, Annex Q. The newly elected officers will report to the Assistant Commandant for Operations and Training and the DCA for specific instructions. The outgoing sophomore class officers are required to mentor and assist the newly elected sophomore class officers with planning this event.

- **Ring Walk-Through Ceremony.** The sophomore class officers will serve as readers, ushers, or other duties assigned by the DCA or C-I-C and will be present for the entire ceremony.
- b) In addition to those assigned by the class president, Junior Class Officers have the following special duties and responsibilities:
- **Ring Walk-Through Ceremony and Ring Hop.** The junior class president will serve as the C-I-C for the Ring Hop. All other junior class officers will support the Ring Ceremony as ushers or other duties as assigned by the DCA and C-I-C.
 - **R. B. Pitts Memorial Award.** This award is given in memory of Cadet Ruben B. Pitts III, Class of 1963, to the second-class cadet who is selected by classmates as showing the greatest concern for the well-being of others. The junior class officers will gather nominees from each battalion and conduct elections through the Office of Institutional Research to determine a winner and notify the Assistant Commandant for Operations and Training NLT 1 April. The junior class president will report to the DCA for specific instructions.
 - **Ring Chairman.** Before the beginning of final exams, the junior class officers will choose a rising senior to serve as the Ring Chairman for the following year and give the individual's name to the CESM as well as the ring coordinator in the Alumni Office. The Ring Chairman is responsible for liaising between the class and the Alumni Office Ring Coordinator, signing invitation letters, and introducing the ring presenters at the Ring Presentation (the event on Friday afternoon during Parents' Weekend where the seniors get their rings). The Ring Chairman has a brief part in the senior dinner and is the fourth one in line to walk through the ring at the Ring Ceremony.
- c) **Senior Class Officers:** In addition to those assigned by the class president, Senior Class Officers have the following special duties and responsibilities. The president will:
- be second in line to walk through the ring at the Ring Ceremony.
 - give the commencement speech for his class. He or she will work with the Provost's office to find out the requirements. Should the senior class president complete his or her academic requirements and graduate in December rather than the following May, his successor will give the class

president address.

- The senior class president is overall responsible both the Ring Walk-Through Ceremony and the Ring Hop. Regimental Cadet Activities Officer (Assistant Ring Committee Chairperson).
- Senior Class Officers other than the President (duties as assigned by the Committee Chairperson)

d) Junior Class President (Ring Hop C-I-C)

e) Battalion Activities Officers (Chairs of the Ring Hop Entertainment, Facilities and Logistics, Publicity and Decorations, Food, and Photography Subcommittees)

f) Regimental Cadet Activities NCO (Ring Walk-Through Ceremony C-I- C)

g) Junior Class Officers other than the President (Ring Walk-Through Ceremony duties as assigned by the C-I-C)

h) Sophomore Class Officers (Ushers and other Ring Hop duties as assigned by the C-I-C)

i) Parade readers (readers)

3. **Impeachment proceedings.** Officers may be impeached based on a lack of confidence from their classmates or a serious breach of conduct.

a) Lack of confidence.

- To call for impeachment of an individual member of a class officer, a cadet must report to the DCA and call for a vote of no confidence.
- The accuser must present the DCA with substantiation of why the officer may have lost the confidence of his or her classmates.
- The DCA will meet with the accused officer and afford him or her the opportunity to informally respond.
- If, after the result of this initial inquiry, the DCA believes the accusation warrants further action, he will call a class meeting in which the accuser will formally present his or her case and the accused officer will formally respond. Within twenty-four hours of the meeting, the DCA will arrange for an electronic vote through the Office of Institutional Research asking class members to vote yes or no as to whether or not the officer should be impeached on the specified grounds. Two-thirds of the total class (not just those voting) must vote “yes” for the officer to be impeached.

b) Breach of Conduct.

- Class 1 offenses: If a class officer is charged with a Class 1 offense, the member will be required to step down until the findings of the Commandant’s board have been released. If found to have not committed the Class 1 offense, the officer will be reinstated in his or her position. If found to have committed the Class 1 offense, he or she will be permanently removed from office.
- Honor Violations: If charged with an honor violation that goes before the honor court, that class officer will be required to step down from

his or her position until the verdict has been reached. If the Class Officer is declared not in violation, he or she will be reinstated. If found in violation, he or she will be permanently removed from office.

4. **Filling Vacant Class Officer Positions:** The vice-president automatically assumes the presidency if that office becomes vacant. The DCA will then initiate nomination procedures and hold a special election to elect a new vice-president. The DCA will also hold special elections if secretary or treasurer positions become vacant.

E. Regimental Cadet Activities Officer and NCO, Mascot Team, and the Short Gray Line

1. **Regimental Cadet Activities Officer and NCO.** The duties of the Regimental Cadet Activities Officer/NCO and the Mascot Team are described in the Officer and NCO Guides. They receive preliminary training during Reconstitution Week and guidance and supervision for specific missions from the Office of Cadet Activities.
2. **Short Gray Line.** The mission of the Short Gray Line (SGL) is to promote corps and fan spirit, participation, and support for football games and other events. They are part of a coordinated effort that includes the Band, cheerleaders, mascot handlers, and others.
 - a) The DCA is responsible for the overall mission success, selection, training, and conduct of the members of the SGL.
 - b) The CESM is the staff advisor for the SGL and will conduct training and direct supervision of the SGL IAW the guidance and directives of the DCA.
 - c) The Regimental CAO is the SGL leader and is responsible for the conduct and performance of the members of the SGL during the course of their duties.
 - d) The standing SGL members are the Regimental and Battalion CAOs and the Regimental CA NCO. In addition, the Regimental COA will designate up to five temporary members that will rotate each game.
 - e) Selection of non-standing members: The Regimental COA will submit the names of proposed temporary members to the CESM for approval NLT noon of the Wednesday before the game and will put non-standing members on special orders. It is the Regimental COA's responsibility to ensure the temporary members are trained on this SOP.
 - f) The SGL is required to abide by the following standards of conduct and operation:
 - SGL is a required duty of all CA officers and CA NCO, and the DELCA is the approval authority for any exceptions. Requests for exceptions must be submitted through the Regimental CAO and CESM by noon the Wednesday before the game.
 - The SGL uniform for seniors is blue seersucker pants, white dress shirt,

and boat shoes (Sperry type). Female members may wear pants or skorts. The CA NCO will wear a light blue dress shirt. Tasteful Citadel hats and sunglasses may be worn as well.

- The SGL is not exempt from any of The Citadel's rules and regulations, including those that prohibit the consumption of alcohol on campus (which includes the campus controlled tailgate areas) and the ones about general leave. The Regimental CAO will ensure all SGL members are sober and report any who are not to the Assistant Commandant for Leadership Programs or DCA.
- SGL members are on duty from two hours before kick-off until the end of the game. For the first 75 minutes they will circulate among the on-campus tailgates in the vicinity of the stadium, remaining no longer than ten minutes at any one tailgate.
- The SGL will line the Corps march-on route to assist the crowd in welcoming the corps, and once the corps passes, immediately report to the stadium to assist with Block C operations. The SGL will also assist in ushering knobs off the field to their seats. POCs for Block C operations are the Cheer Coach and the Commandant Operations & Training NCO.
- During the game, the SGL place of duty is in front of the corps except when on specific spirit missions to rally the crowd in other parts of the stadium. During halftime, SGL cadets follow the same halftime rules as the rest of the corps.
- The SGL is responsible for the surfboard event during the football game. The SGL Leader will coordinate this

event with the Band Director NLT noon of the Wednesday before the game to ensure synchronization. He will also coordinate for a rider and notify the CESM of who that will be NLT noon of the Thursday before the game. During football season, the surfboard will be kept by the Regt CAO or CA NCO in their room. After the season, the CESM will keep it in her office. The Regimental COA is responsible for the maintenance and repair of the board and will coordinate with the CESM for any supplies or expenses.

- 4 Designated cadet life events such as Knob Beach Day, Ring Walk-Through, and Pep Rallies**
5