MONARCH WARDROOM CONSTITUTION 19.1

From: Monarch Wardroom Constitution Committee

Subj: MONARCH WARDROOM CONSTITUTION

Ref: (a) Old Dominion University Student Organization Handbook (series)

 (b) Old Dominion University Student Government Association Financial Bylaws

Encl: (1) Memorandum of Agreement (MOA)

 (2) Funding Request

1. Article I – Name. This organization shall be known as the “Monarch Wardroom” (MW).
2. Article II – Purpose, Objectives, and Declaration
	1. Purpose. The MW serves as a means for Members to develop themselves professionally and to foster a culture of esprit de corps in accordance with the core values of Honor, Courage, and commitment. The MW is not funded, led, nor influenced by the Department of the Navy or any entity or personnel therein. Active duty students may choose to actively participate or even hold leadership positions within the MW, this is of their own volition and in no way under the direction nor influence of the U.S. Navy or HRNROTC faculty and staff.
	2. Objectives. The MW promotes Member achievement in academics, professional development, esprit de corps, training, and physical fitness.
	3. Declaration. The MW hereby declares that its primary scope is the education, development, and networking of its Members. Thus, it is not organized for profit making purposes and uses its net proceeds to maintain and improve its operations.
3. Article III – Membership, Dues, and Participation
	1. Membership. Membership is voluntary. To remain in “good standing,” Members must be current on dues and fulfill minimum participation requirements. Officers will have the authority to adjust these requirements based on extenuating circumstances on a case-by-case basis.
		1. Midshipman Members. Must be an ODU student, enrolled in a Department of Naval Science lab, in good standing. Midshipman (MIDN) Members may vote in elections and on MW business brought to a vote. MIDN Members owe semester dues, must fulfill a minimum participation requirement, and must attend required MW events (i.e. unit picnic, Spring Ball, etc.). MIDN Members may serve as MW Officers.
		2. Mustang Members. Must be an ODU student, a selectee of an Officer accession program, enrolled in a Department of Naval Science lab, in good standing. Mustang Members may vote in elections and on MW business brought to a vote. Mustang Members owe semester dues and must fulfill a minimum participation requirement. Mustang Members may serve as MW Officers.
		3. Graduate Student/Duty Under Instruction Members. Must be an ODU student, an active-duty graduate student (GRAD) or Duty Under Instruction (DUIN), in good standing. GRAD/DUIN Members may vote in elections and on MW business brought to a vote. GRAD/DUIN Members owe semester dues. GRAD/DUIN Members cannot serve as MW Officers due to schedule limitations.
		4. Alumni Members. Must be Navy or Marine Corps ODU Alumni. Alumni Members cannot vote in elections and do not owe dues. Alumni Members may participate in select MW activities and are welcome to assist in any capacity especially with regard to training and officer development. Alumni Members may not serve as MW Officers.
		5. Affiliated Members. Must have a legitimate affiliation with the MW to include but not limited to ODU Department of Naval Science faculty and staff and similar student organizations at other schools. Affiliated Members cannot vote in elections and do not owe dues. Affiliated Members may participate in select MW activities and are welcome to assist with training and officer development. Affiliated Members may not serve as MW Officers.
	2. Dues. MW Officers will determine required dues each Fall and Spring semester. Semester dues shall not exceed $20 for MIDN, $30 for Mustang and GRAD/DUIN Members, and will not be charged to Alumni or Affiliated Members, though these Members may be required to pay individual expenses for MW events and activities. Dues will be paid to the Treasurer.
	3. Participation. Semester participation requirement shall not exceed (6) hours for MIDN and (4) hours for Mustang Members. MW Officers are responsible for organizing fundraising, recruiting, and other events and to ensuring that Members have opportunity to fulfill their participation requirement. This task may be delegated. MW participation hours will count towards HRNROTC unit volunteering requirements. MW Officers may award volunteering hours for participation in organizational roles and other tasks as they see fit.
4. Article IV – Organization and Government
	1. The governing documents of the MW are the current ODU Student Organization Handbook, ODU policies and directives, and this Constitution. As a matter of good practice in line with its purpose, the MW shall comply with applicable Navy and Marine Corps directives.
	2. The MW calendar of events will start the first day of Fall semester and end the last day of the summer session.
	3. Business of the MW shall be conducted by voting Members in good standing as outlined in Article III. A minimum of two Officers must be present at the MW meeting for business to be conducted.
	4. Duties and responsibilities of the MW Officers
		1. Office of the President shall:
			1. Hold the seat of authority.
			2. Represent the MW at all outside functions.
			3. Chair all meetings of the MW. The President does not vote on any motions in the General Member Body except in the case of an exact tie where the President is the sole tie breaker vote. In the case of an exact tie on a motion on which only Officers are voting, the President may cast a second vote to break the tie.
			4. Ensure that motions are stated, seconded, put to a vote, and that the results are announced properly.
			5. Appoint Committee Chairpersons, Members, act as ex-officio Member of all Committees, and review their progress.
			6. Call special meetings as necessary.
			7. Appoint Members to fill vacant Officer positions when required.
		2. Office of the Vice President shall:
			1. Assist the President when requested and perform such other duties as may be assigned by the President.
			2. Assume the office, duties, and responsibilities of the President, Secretary, and/or Treasurer in the event of his/her absence.
			3. Maintain an accurate MW roster with contact information of Members and their status (good standing per Article III).
			4. Compile and document the Rules and Regulations.
			5. Chair the Professional Development Committee.
			6. Act as Wardroom Liaison to facilitate cooperation with Norfolk State University’s Spartan Wardroom and Hampton University’s Pirate Wardroom.
		3. Office of Secretary shall:
			1. Assist the President when requested and perform such other duties as may be assigned by the President.
			2. Compile and present a report including but not limited to Membership status, all official correspondence, schedule of upcoming events and administrative concerns to the General Member Body at regularly scheduled meetings.
			3. Record the minutes of the MW Officer’s and regularly scheduled meetings.
			4. Collect all Committee written reports and attach these reports to the minutes of the meeting at which they were read.
			5. Provide agenda of the next meeting to the President then distribute to the General Member Body one week prior to the next scheduled meeting.
			6. Provide minutes to the President in a timely manner for approval then archive.
			7. Maintain all records and documents pertaining to the MW for a period of not less than three years, unless otherwise directed by the President.
			8. Chair the Constitution Committee.
		4. Office of the Treasurer shall:
			1. Assist the President when requested and perform such other duties as may be assigned by the President.
			2. Act as Chairperson of the Budget Committee.
			3. Act as a Member of the Emblematic Committee.
			4. Manage all financial transactions to include but not limited to the collection of dues, donations, and payments issuing a receipt therefore. Account for all accounts receivable.
			5. Receive all MW funding requests, verify completion, and authorize submission for vote.
			6. Submit monthly financial statements to the President for approval, present at meetings, then archive. Presentation should include balance, receipts, and expenditures at a minimum.
			7. Pay and account for all authorized debts incurred in the name of the MW.
			8. Manage any wholesale club Membership. Delegate a Member in good standing to assist in wholesale club Membership for the period of one year. This Member manage the unit Wardroom Geedunk.
	5. Elections and Terms
		1. Eligibility for elected office is open to MIDN and Mustang Members of the MW who are in good standing and desire to hold the office for which they are nominated.
		2. Nominations and elections for all offices will be received from the floor during the last regularly scheduled meeting of the Spring semester. Officers elected will assume duties of position upon completion of the Spring Semester.
		3. Eligibility for Committee Chairperson is open to MIDN and Mustang Members of the MW who are in good standing and desire to hold the office for which they are nominated.
		4. Nominations and appointments of Committee Chairpersons will be received during the first regularly scheduled meeting of the Fall semester. The MW President will select Chairpersons with the exception of the Mustang Leadership Committee and announce selections at the next regularly scheduled meeting. Chairpersons will immediately assume respective duties.
		5. Officers shall be elected by ballot to serve a term of one year.
		6. No Member shall run for office with the knowledge that they cannot fill the one-year term due to transfers or the like.
		7. No Member shall hold more than one office at a time. This does not include Committee participation.
	6. Vacancies and Removals
		1. The President may appoint an individual Pro-tem to fill any office vacated prematurely. Elections to select a permanent replacement to complete the term will occur at the next regularly scheduled meeting.
		2. If for any reason the President cannot complete his/her term, the Vice President will automatically assume the position of President Pro-tem with all the authority and responsibilities of the President and will select a Vice President Pro-tem. Elections to select a permanent President and Vice President to complete the term will occur at the next regularly scheduled meeting.
		3. When any elected Officer is accused, in writing, of failure to fulfill their duties or misconduct of any kind that would discredit the ODU, the Department of Naval Science or the MW, the remaining Officers will conduct an investigation of the matter within two weeks and make a report to the President with recommendations for action. In the case the President is accused, the report with recommendations shall be submitted to the Vice President for action. If for any reason the President or Vice President cannot resolve the issue, the Mustang Leadership Committee will determine the final disposition of the matter.
5. Article V – Regularly Scheduled Meetings
	1. Regular meetings will be scheduled on a monthly basis at a minimum for the purpose of conducting business of the MW, receiving reports of Officers or Committees, and any other items that is deemed appropriate by the President. Specific frequency, time, location, and format shall be determined at the start of each semester considering class and unit schedules. Business may be conducted utilizing other mediums to include but not limited to email, phone conferences, and video conferences.
	2. Special meetings may be called as deemed necessary by the President or President Pro-tem, or upon written request by at least 25% of regular Members of the MW. If requested by regular Members, the reason for the request must be stated in the written request. Except in the case of an emergency, at least one week’s notice shall be given.
	3. The basic meeting will be conducted following the guidelines per the current Roberts Rules of Order and will include:
		1. President calls the meeting to order.
		2. Recognition of visitors and new or graduating Members.
		3. Reading and approval of the minutes from previous meeting
		4. Secretary’s report.
		5. Treasurer’s report.
		6. Committee reports.
		7. Old business.
		8. New business.
		9. President adjourns the meeting.
	4. Two elected officials and 51% of Members shall constitute a quorum.
6. Article VI – Committees
	1. The President, with the exception of the Mustang Leadership Committee, will appoint all Chairpersons and Members of Committees.
	2. With the exception of the Mustang Leadership Committee, all Chairpersons and board Members will serve a minimum of one year upon appointment at the start of the Fall semester until appointment of a replacement the following year unless deemed unfit.
	3. With the exception of the Mustang Leadership Committee, the President has the right to replace any Chairperson or board Member at any time having just, written cause.
	4. Standing Committees
		1. Events Committee. Consists of a Chairperson and three Members. This Committee shall be responsible for the planning and organizing a minimum of one event per semester for Members and guests. Also, this Committee is responsible to ensure that all entertainment equipment at the MW is in good working order.
		2. Emblematic Committee. Consists of a Chairperson, three Members, and the Treasurer. This Committee will be responsible for all purchasing, selling, stocking of inventory and financial records required to operate MW store. This store is to be operated following ODU guidelines. All monies are to be handled by the Treasurer and shall be kept in the MW account.
		3. Budget Committee. Consists of the Treasurer as Chairperson and MW Officers. This Committee will identify the financial goals and needs of the MW and develop a budget proposal for the year. The budget proposal will be presented to the Officers at the first regularly scheduled meeting of the fall semester and pass by a quorum vote thereafter.
		4. Fundraising Committee. Consists of a Chairperson and three Members. This Committee will be responsible for the planning and organizing of fundraising activities to help meet the budget needs of the MW to include management of the Geedunk stock in the ODU Wardroom.
		5. Professional Development Committee. Consists of the Vice President as Chairperson and a minimum of one Chairperson for each service selection subcommittee listed below. The Professional Development committee should work with the Mustang Leadership Committee, HRNROTC student Training Officer and HRNROTC Staff to coordinate professional development opportunities to include but not limited to guest speakers, leadership forums, and trainings.
			1. Surface Warfare Subcommittee. Consists of a minimum of one Chairperson. Additional participants if interest exists. Coordinate professional development initiatives focused on the Surface Warfare community.
			2. Aviation Subcommittee. Consists of a minimum of one Chairperson. Additional participants if interest exists. Coordinate professional development initiatives focused on the Aviation community.
			3. Submarine/Nuclear Subcommittee. Consists of a minimum of one Chairperson. Additional participants if interest exists. Coordinate professional development initiatives focused on the Submarine/Nuclear communities.
			4. Special Warfare Subcommittee. Consists of a minimum of one Chairperson. Additional participants if interest exists. Coordinate professional development initiatives focused on the Special Warfare community.
			5. Marine Corps Subcommittee. Consists of a minimum of one Chairperson. Additional participants if interest exists. Coordinate professional development initiatives focused on the Marine Corps.
		6. Constitution Committee. Consists of the Secretary as Chairperson and three Members. This Committee is responsible for reviewing recommendations from Members on changes and amendments to the Constitution. This Committee shall coordinate with the Mustang Leadership Committee to conduct an annual review of the Constitution and Rules and Regulations upon completion of the Spring semester. These changes shall be presented to the General Member Body at the first regularly scheduled meeting of the fall semester and must pass with a quorum vote.
		7. Mustang Leadership Committee. Consists of active duty Members enrolled in Officer accession programs, however, GRAD/DUINS without Enlisted service are invited to participate. The Committee will appoint its own Chairperson. Specific duties:
			1. Provide mentorship to MW Officers, Committee Chairpersons, and Members.
			2. Manage Alumni outreach initiatives.
			3. Advise the elected Officers on all facets of the MW to ensure compliance with the Constitution and applicable directives.
			4. Aid in coordination between the MW, Norfolk State University’s Spartan Wardroom, Hampton University’s Pirate Wardroom and the Department of Naval Science.
			5. Conduct an annual review of the MW Constitution following the Spring semester in coordination with the Constitution Committee.
		8. Special Committees. The MW President may establish Special Committees as he/she deems necessary. A Special Committee shall consist of a Chairperson and three Members. These Committees will be dissolved by the President when no longer needed.
	5. Each Committee shall submit to the Secretary a detailed written report of its activities and report to the General Member Body at the regularly scheduled meetings.
	6. Committees will largely depend on size of Membership. Discretion will remain with the MW President to prioritize and adapt Committee assignment. The Mustang Leadership Committee will govern its own existence.
7. Article VII – Funds, Accounting, Expenditures, and Gratuities
	1. It is the policy of the MW to maintain accounting of all funds, to safeguard monies and assets and periodically publish reports of financial operations for the General Member Body. All MW Officers are charged with compliance with this policy.
		1. A checking account in the name of the MW shall be maintained in a federally insured banking institution.
		2. All bank statements will be addressed to the Treasurer, and will be available for inspection to any regular Member in good standing during the regularly scheduled meetings.
		3. Two-person integrity is required to count the deposits and sign the bank deposit receipt. This will be accomplished by the Treasurer and President. The President may delegate this authority, but a minimum of one MW Officer shall be present. Source of the monies deposited will be annotated on the bank deposit slip for tracking purposes.
		4. The Treasurer will reconcile the account at least monthly and retain a record.
		5. Payments from the MW will be made via check whenever possible. The President, Vice President, Secretary and Treasurer shall have signature authority for checks drawn against the MW account. A receipt will be obtained and the name of the Officer making payment and the check number will be annotated on the receipt. Receipts shall reflect the name of the payee, date, and reason for purchase. The Treasurer will maintain all receipts.
		6. A detailed invoice is required for any purchase of $50.00 or more.
		7. No check exceeding the amount of $150.00 may be drawn without the consent of the General Member Body by a quorum vote. Under special time-critical circumstances the MW Officers have the authority to draw checks and make procurements in the name of the MW. This will be done by majority vote of the Officers. This must be justified to the General Member Body at the next regularly scheduled meeting.
		8. No check may be drawn to “cash”. When cash payment is necessary, receipts will be marked “PAID CASH” and handled as outlined above.
		9. A wholesale club Membership may be maintained to support MW events, activities, and the unit Wardroom Geedunk stock. The appointed Member shall submit detailed invoices to track deposits and purchases for Geedunk stock.
	2. Money earned through fundraising events manned by consortium schools other than ODU, shall be paid proportionally to hours served by each school.
	3. Funding of expenses shall be in support of MW Members and guests approved by a quorum vote. Non-Members will be required to pay individual expenses for MW events and activities. A funding request with a formally written justification and detailed expense invoice shall be submitted by MW Members requesting funds for any event. Justification shall address the event’s contribution to training, officer development, esprit de corps, etc.
	4. No Member, Mustang Leadership Member, Officer or employee of a Member of a Committee of or a person connected with the MW or any other private individual shall receive at any time any of the net earnings or pecuniary profits from the operations of the MW, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the MW in effecting any of its purposes as shall be fixed by the General Member Body.
8. Article VIII – Club Facilities. The Department of Naval Science and other ODU campus facilities should be utilized for MW business. Use of campus facilities will be coordinated through the ODU Office of Leadership and Student Involvement. Business may be conducted off campus at the discretion of the meeting attendees.
9. Article IX – Changes, Amendments, and Rules and regulations
	1. Recommended changes or amendments to the MW Constitution shall originate at the Member level, in writing, and be submitted to the Constitution Committee. The Committee will present the proposal and its recommendation to the General Member Body at the next scheduled meeting or via email if no meeting is pending. The proposed change or amendment will be discussed and requires a quorum vote before final approval by the President.
	2. At the discretion of the Officers, Rules and Regulations may be created to promote the general wellbeing and order of the MW.
	3. Rules and Regulations may be added, modified, or removed by a motion of the Constitution Committee and must pass by a quorum vote. All changed to the rules must be announced to the General Member Body at the next meeting or within seven days by email or other method.
	4. The Rules and Regulations of the MW will be compiled and documented by the Vice President.
10. Article X – Dissolution
	1. Any motion to disestablish the MW must be approved by a unanimous vote of all the Members. Note: a minimum of two members is required for ODU Student Organizations to exist.
	2. Upon dissolution of the MW for any reason, all hard assets will be liquidated. Members in good standing will be refunded dues according to treasury records. Remaining funds will be donated to a local chapter of the Navy and Marine Corps Relief Society.

 J. M. ANDRES

 Constitution Committee

 M. E. BUNN

 Constitution Committee

 E. P. GAUME

 Constitution Committee

 P. J. KELLEY

 Constitution Committee

 C. S. KELLY

 Constitution Committee

MEMORANDUM OF AGREEMENT (MOA)

BETWEEN THE

MONARCH WARDROOM (MW),

THE

SPARTAN WARDROOM (SW)

AND THE

PIRATE WARDROOM (PW),

Subj: MEMORANDUM OF AGREEMENT

1. Purpose. The purpose of this MOA is to coordinate planning, funding, and execution of events and other initiatives between the three Wardrooms listed above in order to promote professional development and esprit de corps. The purpose of the MOA is to maintain transparency, cooperation, and fairness with regard to matters of funding and responsibility.
2. Background. The MW, SW, and PW are all composed of students attending Old Dominion University, Norfolk State University, and Hampton University respectively pursuing commissions in the Navy or Marine Corps. Coordination of joint professional development, esprit de corps, volunteer, and fundraising events will mutually benefit all three Wardrooms and the community.
3. Responsibilities. Each Wardroom shall appoint a Wardroom Liaison to foster a positive relationship and maintain regular contact with the other two Wardrooms. This Liaison shall relay decisions and requests regarding joint initiatives between the Wardrooms.
4. Agreement.
	1. Cooperative Events. A single Wardroom shall organize, host, and execute events in accordance with its own regulations. During event planning, the hosting Wardroom shall provide each participating Wardroom an event-specific MOA. The MOA shall include a 5060 (event details) and detailed budget with each Wardroom’s funding contribution and procurement method clearly identified (i.e. via ticket sales, specific expenses in addition to ticket sales, cost per attendee, etc.). Participating Wardrooms shall present the MOA to their General Member Bodies for a vote and return an answer to the hosting Wardroom in no longer than seven days. Details beyond those set out in the MOA shall be determined by the hosting Wardroom. Considerations shall be made for cost changes, refunds, use of excess funds, etc. and hosting Wardroom shall notify participating Wardrooms immediately should issues affecting funding arise.
	2. Cooperative Fundraising Initiatives. All fundraising initiatives shall be clearly disclosed as such prior to the collection of any moneys. Funds raised at fundraising initiatives, shall be divided between the participating Wardrooms proportionally to the man-hours provided by each participating Wardroom.
5. Duration of Agreement. This MOA shall be in effect indefinitely from the date of last signature. The MOA may be amended at any time upon written notification by one party to the others. Upon signature by all parties, the amended MOA shall be in effect indefinitely from the date of last signature. The agreement may be terminated at any time upon written notification by one party to the others.

PRESIDENT, MONARCH WARDROOM

PRESIDENT, SPARTAN WARDROOM

PRESIDENT, PIRATE WARDROOM

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| **Monarch Wardroom Funding Request** |
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| Name: |   | Date: |   | Total: |  $ -  |
| Form Instructions: detail all pertinent information. Include additional documents if more space is required. Reference additional documents in the space provided on this form. Incomplete requests will not be considered. |
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| Who: list requestor, committee, attendees, guests, etc. |   |
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| What: detailed description of the event, activity, etc. |   |
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| When: detailed schedules, itineraries, dates, times, etc.  |   |
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| Where: location, stops, lodging, etc. |   |
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| How: transportation, lodging, detailed invoice with line item expenses, cost per traveler, total amount requested, etc. |   |
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| Why: purpose of event, benefit to the Monarch Wardroom, contribution to professional development, esprit de corps etc. |   |
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