

Chapter XVII

Army Reserve Officers Training Corps (ROTC) Companies

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<p>A. Starting an ROTC Company</p> <p>1. Purpose of Companies</p>	<p>ROTC Companies of the Association of the United States Army shall serve as a means whereby all ROTC Cadets of a university, college, military preparatory, and junior college level may:</p> <ul style="list-style-type: none"> a. Find incentive for increasing their military knowledge. b. Attend meetings and engage in activities, which add to their general Army background, c. Participate in ceremonies and related activities that enhance their respect for and devotion to the United States and the Army, d. Acquire information about the Army's role in the national defense that can be transmitted to other students and citizens, e. Associate under favorable circumstances with fellow cadets and military personnel who consider patriotism and professionalism important attributes of character, and f. Cooperate in furthering the aims and objectives of the Association of the United States Army. <p>Membership in an AUSA ROTC Company will not be restricted based on standards or policies not otherwise established by the school or US Army Cadet Command. For example, membership is voluntary on the part of the cadet and not subject to a nominative process nor will a minimum grade point average be required for membership unless the school has a general policy limiting extra curricula activities of students on academic probation.</p>
<p>2. Cooperation with Chapters</p>	<p>AUSA encourages its chapters to work with nearby AUSA ROTC Companies, offering them speakers, facilities, awards and other assistance—both tangible and intangible. The chapters consist of many patriotic individuals and leaders in their communities who believe strongly in AUSA and its aims and objectives. As might be expected, the quality of assistance offered by the chapters varies with the enthusiasm of the chapters themselves, but the result has been that many AUSA ROTC Companies have ready-made sponsors which are willing to assist in any reasonable way.</p>

<p>3. Becoming a Subchapter</p>	<p>Chapters are authorized to establish within the chapter boundaries separate Subchapters as deemed appropriate. Subchapters must be authorized in their by-laws. ROTC companies established as subchapters may be formed with a minimum of fifteen members.</p> <p>Each subchapter should have a subchapter president, secretary, and as many vice presidents as deemed appropriate. The purpose of a subchapter is to raise the visibility of the U.S. Army and the Association within the community, increase membership, and serve as the Association's representative within the given area or unit.</p> <p>All members of a subchapter will remain affiliated with the parent chapter, but may desire to conduct their own meetings under their own identity. Representatives of the subchapter should serve as permanent members of the parent chapter executive committee and have an equal voice in chapter policy.</p> <p>Subchapters may not have treasurers, or separate financial records, bank accounts, etc. The parent chapter will perform all administrative support and financial assistance for all subchapters. ROTC companies established as subchapters will turnover any funds to the chapter treasurer; thereafter, all company financial activities will be handled by the chapter treasurer.</p> <p>Both the ROTC company and the established chapter must both concur, in writing, that the creation of the subchapter is mutually acceptable.</p>
<p>4. Army Magazine</p>	<p>Every member of an AUSA ROTC Company/Subchapter receives 12 issues of ARMY Magazine. This subscription to the Total Army's only service-wide professional journal provides AUSA ROTC Company members with an interesting and timely magazine that covers various aspects of national defense, the Army, and news of the Association.</p>
<p>5. AUSA News</p>	<p>Each member also receives this monthly newspaper, which provides timely news coverage on matters affecting the Total Army, its people, and the national defense of our country. It also gives current information of activities of our Association.</p>
<p>6. Affiliation with National Organization</p>	<p>An AUSA ROTC Company/Subchapter provides cadets an immediate membership in the Total Army's own professional association. Since it was organized in 1950, AUSA has grown greatly in both the type and quality of its members. It is recognized by senior commanders of the Army, and by the civilian Secretariat, as an organization dedicated to support of the Army and advancement of our national defense. Other military-related associations recognize AUSA's prestige as one of the leaders in the field of civilian education on defense matters. It occupies an enviable position among patriotic and educational organizations; its views are respected by national policy makers and its motives are unquestioned by the informed.</p>

<p>7. Membership</p>	<p>Although membership as defined throughout this manual pertains primarily to Senior ROTC cadets, cadets from the United States Military Academy or military institutions not generally considered as ROTC Detachments are also welcomed members. Such cadets may form AUSA Cadet Companies using the guidelines established herein.</p> <p>Companies will not be chartered in Junior ROTC Detachments. However, companies may be chartered in military preparatory schools. Any Junior ROTC cadet may join AUSA in a cadet "At Large" status.</p> <p>Where a military preparatory school or Junior ROTC and military college or Senior ROTC are part of the same institution, only one AUSA ROTC Company may be formed.</p> <p>National has no requirement that company members must be enrolled in Military Science III or IV. Cadets are considered general members and thus are entitled to all privileges of the general membership as detailed in the Constitution and by-laws of the Association.</p>
<p>8. Advantages of AUSA ROTC Companies</p>	<p>Helps build a positive Army image on campus (and in the community).</p> <p>Helps cadet prepare for Army life and ties cadet closer to Active Army.</p> <p>Provides Cadets with additional leadership experience.</p> <p>Provides opportunity for cadets and PMS staff to meet informally; instructors get to know cadets better.</p> <p>Provides a vehicle for additional voluntary training.</p> <p>Provides an opportunity to attend the AUSA Annual Meeting and meet distinguished soldiers and civilians from around the world.</p> <p>Assist cadre in administrative, social and other activities.</p> <p>Provides cadets with material to support the Total Army in campus discussions.</p> <p>Assists in promoting ROTC program by recruiting in high schools.</p> <p>Gives younger cadets a "big picture" of the Army.</p> <p>Provides opportunity for additional awards, scholarship money, and recognition through the support of a local chapter.</p> <p>Provides an opportunity for national recognition of the ROTC Company and academic institution through AUSA's national level awards</p>

	competition.
B. Acquiring a Charter 1. Basic Requirements	<p>To acquire a Charter for an AUSA ROTC Company or Subchapter, the following documents must be forwarded to National:</p> <p>A statement in writing from the Professor of Military Science (PMS) that formation of an AUSA ROTC Company/Subchapter is desired by the Military Science Department of the institution and a statement in writing from the responsible authorities of the institution that an AUSA ROTC Company is authorized.</p> <p>The names of the provisional officers of the company and the faculty advisor and a method of contact for these individuals.</p> <p>Membership applications for <u>at least</u> 15 cadet members with dues remittance.</p> <p>A petition for charter signed by <u>15 cadet AUSA members</u> (see sample Petition Form on page 23).</p> <p>A copy of the Company By-laws for approval.</p> <p>A statement that the company will follow the by-laws of the Association of the United States Army, and the ROTC Company by-laws as approved by National Headquarters.</p>
2. PMS Statement	<p>This statement is required because a company can be a participating unit of the Association only with the whole-hearted support and approval of the PMS.</p> <p><u>NOTE:</u> <i>In addition to the morale effect of the PMS's interest, the support of the PMS takes such tangible forms as assigning an outstanding Assistant PMS as company advisor (some PMS's take this assignment themselves). The advisor arranges for suitable facilities for meetings and other functions, assists in arrangements for speakers and programs, assigns extra-curricular duties to the company for support of the ROTC unit, assists in arranging for cadet representation at AUSA Annual Meeting, and provides continuity of contact between National Headquarters and company officers during vacation periods and at times of changes of company officers.</i></p>
3. Academic Institution's Authority Statement	<p>AUSA, as a national organization headed by some of the nation's prominent leaders in industry, commerce, education, the military, and others, believes that the academic institutional authorities must be aware of the Association's aims and objectives, and be in agreement with the company's charter. AUSA believes that the resources expended by AUSA in the ROTC Company are expended for the same broad purposes as those</p>

	of the institution, namely education, character building, physical conditioning and patriotism. Recognition by the academic institution may also aid in obtaining school activity funds for ROTC Company programs
4. Names of Provisional Officers and Faculty Advisor	Once the PMS and the institutional authority approve the company, AUSA prefers to deal with the company officers to the fullest extent possible, in the interest of building a sense of responsibility to the organization by those most concerned. To do this, it is necessary that National Headquarters be able to contact company officers directly.
5. Petition for Charter	AUSA ROTC Company charters are not granted lightly; they must have the approval of the National Council of Trustees. The Trustees desire to assurance that the company is approved not only by the PMS and the responsible institutional authorities, but <u>also by the cadets</u> , since without enthusiastic cadet interest and support, the company cannot prosper. The petition at Appendix A requires that the signers be cadet members of the AUSA.
6. Statement that by-laws will be followed	If the petition form suggested is used, this requirement will be fulfilled.
7. Chapter by Laws	Although strict uniformity of operation of AUSA ROTC Companies is not required, mainly due to differing campus conditions, there are certain principles, which must be followed. As a working unit of the Association of the United States Army, certain standards of operation and conduct are required of the Company. Additions and/or changes in other portions of the sample by-laws may be made <u>with approval of National Headquarters</u> .
C. What Do Companies Do? 1. General	The purpose of having AUSA ROTC Companies extends beyond providing another campaign-type ribbon to wear on the uniform, or having another exclusive society on the campus with ranks and titles for selected individuals. The good companies are those which demonstrate imagination in finding projects which will assist the individual cadets, the Military Science Department, the institution, the community, the Army, national defense, and the country as a whole - then follow these projects through to a successful conclusion with enthusiasm, hard work. Experience has proven that those companies which DO things are the ones which have a waiting list of cadets applying for membership, and which continue to be a credit to their institution year after year
2. What Companies Have Done	The list of activities that follows is only partial. Many additional activities have been undertaken, but those listed seem to be the most popular. It is well understood at National that each campus is different and those activities, which may be important at one school, may be impractical at another:

	<p>a. Awards:</p> <ul style="list-style-type: none"> Cadet of the Month/Quarter/Year Incentive award for high school students Prizes for winners of essay contests on issues pertaining to the Army and national defense. Plaques memorializing service of a PMS or Director of Military Science Department <p>b. Community Service</p> <ul style="list-style-type: none"> Ecological or environmental clean-up activities <p>c. Cooperation with local AUSA Chapter</p> <ul style="list-style-type: none"> Drill and/or Rifle team events <p>d. Health Activities</p> <ul style="list-style-type: none"> Assistance to victims of natural disasters Blood drives Heart Fund activities Muscular Dystrophy Association Fund Drive Swimming instruction <p>e. High School Support</p> <ul style="list-style-type: none"> Sponsor drill competitions Sponsor high school athletic competition Visits and talks by Senior ROTC cadets Recruiting for Senior ROTC <p>f. Joint Meetings with other Companies</p> <p>g. Military Funeral Support</p> <p>h. Parents' Orientation Program</p> <p>i. Participation in Flag Day ceremonies and other similar patriotic events</p> <p>j. Programs</p> <ul style="list-style-type: none"> Career Branch orientations Dramatize historical military events Sponsor Army Exhibits and U.S. Army Field Band Sponsor "Individual Your Company is Named For" Day Talks by foreign military guests Joint programs with a local AUSA Chapter <p>k. ROTC Publications</p> <ul style="list-style-type: none"> Newsletters for members Newsletters for alumni on active duty or still in the Army Reserve or Army National Guard
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	<p>i. Senior ROTC Support</p> <ul style="list-style-type: none"> Brief civic organizations on AUSA and ROTC Conduct ROTC Alumni Association Construct and supervise an obstacle course Develop and supervise a college orienteering team Develop programs to counteract student misinformation Exhibit floats and displays Information session for married cadets and spouses or future spouses Maintain ROTC Information Booth Obtain space from local firms to support ROTC Oversee a program for fifth year cadets Participate in community parades Participate in intramural sports as a ROTC team Prepare history of the Military Science Department Show military films on campus <p>m. Service members support</p> <ul style="list-style-type: none"> Christmas caroling at VA Hospital Holiday messages for servicemembers via MARS <p>n. Socials</p> <ul style="list-style-type: none"> Meet the "Cadre" Night for members Meet the "Institution President" Night for members Party for family members of cadets and faculty <p>o. Sporting event support</p> <ul style="list-style-type: none"> Escort hospitalized or disabled veterans to games Furnish color guards Operate concession stand at games Provide a gun salute battery for campus events Provide ushers and ticket takers Traffic control <p>p. Training</p> <ul style="list-style-type: none"> Administer PT tests to cadet corps Conduct leadership laboratories Conduct map and compass course Sponsor tactical exercises Summer Camp orientation <p>q. Trips and Tours</p> <ul style="list-style-type: none"> Military hardware manufacturers Military installations Veteran's Day Programs Observe tactical training of Active Army, USAR or ARNG unit
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	<p>r. Youth Basketball instructors Christmas parties Collect food, toys and clothing for needy families over the holidays</p> <p>s. Special Olympics</p> <p>t. Programs for underprivileged</p> <p>u. Retarded or Disabled children's fund drive</p> <p>v. Tutoring programs</p> <p>x. Weapons' familiarization</p>
<p>3. Idea Lists</p>	<p>In addition to the above, expanded idea lists are in the paragraphs below. These are not meant to limit in any way the wide variety of projects in which companies may engage. These possible projects and programs are meant merely to be a takeoff for ideas originating in the companies themselves. People, places, and local situations are different in different institutions.</p>
<p>a. Improvement of Military Knowledge</p>	<p>This is a fertile field for cadet imagination; military personnel on duty at the institution may have more ideas - but the company officers must keep in touch with the military personnel for these ideas. Here are a few that have been used so far:</p> <ol style="list-style-type: none"> 1. Arrange for visits to nearby military installations. Reserve Component armories and functions should be included. Proper prior planning and liaison will result in a warm welcome for the cadets and an interesting program. 2. Sponsor and monitor discussion groups on national defense questions. ARMY Magazine, AUSA Defense Reports, and AUSA Fact Sheets are good sources of material. These groups should be open to all students and faculty of the institution. Other community groups such as the media and military related organizations should be invited if appropriate. 3. When high-ranking or other prominent military personnel visit the area, make an effort to have them meet the members of the company at a small closed meeting, in addition to speaking to an open meeting for which proper arrangements have been made to acquire a large audience. Media coverage of the visit should be encouraged. 4. A study of famous battles by teams of cadets, who report on their findings at company meetings, has been an outstanding success at one

	<p>school.</p> <p>5. Cadets who have been to ROTC Summer Camp can offer special instruction to company members (and other cadets, if desired) who are about to attend camp. This may be done in the classroom or field instruction, either on the "buddy" system or in-groups.</p> <p>6. Almost every officer or NCO who has served in combat or in a foreign area has an interesting and valuable story to tell. With slides, maps, visual aids of all kinds, this is the basis of a good program.</p> <p>7. Advanced course cadets, family members and spouses can profit from a talk by an Army wife or a panel on the subject of family life in the service.</p> <p>8. A "sponsor" system to orient and aid basic cadets can do much to motivate likely prospects for advanced course training.</p>
<p>b. Service to the Army and ROTC</p>	<p>The Professor of Military Science and his staff always have more than they can do. An alert company can remove much of the burden from the PMS by suggesting assignments it can take over for the benefit of the Cadet Corps, and can assist tremendously in improving the Military Science Department's public relations. Here are a few suggestions.</p> <ol style="list-style-type: none"> 1. Provide communications for special events. 2. Organize an Honor Guard to meet VIPs or at a sporting event. 3. Provide escorts for VIPs. 4. Send speaking teams to high schools in the institution's area to encourage graduating seniors considering ROTC when they come to college. 5. Provide tutoring service for cadets having difficulty with Military Science or other subjects. 6. Sponsor selection of Cadet of the Month/Quarter/Year, or freshman Cadet of the Month. This can be by year group or by unit for the entire department. 7. Arrange special social event for cadets accepting RA commissions. 8. Provide upperclassman "buddy" for freshman cadets, to assist the newcomers during the first six weeks or more of their first term. 9. Set up demonstrations of ROTC training and equipment during high

	<p>school, parent or alumni visiting days. Contact the Recruiting Command, District Engineer, Active Army or Reserve Component personnel or a local AUSA chapter for support.</p> <p>10. Hold a social for incoming freshman at which they can have a tour of the Military Science Department and learn of the enthusiasm of company members for the ROTC program.</p> <p>11. Publish an AUSA newspaper or other publication for the cadet corps to keep the cadets current on military events and ideas. Material furnished by National is a good source of information and reproduction of it is encouraged.</p> <p>12. Attempt to arrange space for, and writing of, a ROTC column in the campus newspaper, or for a military forum on the campus radio or TV station.</p> <p>13. Prepare and publish a station list of ROTC graduates of the institution who are on active duty for the special benefit of newly commissioned officers who are going to their first station. Also include in the list, all ROTC graduates who are members of the Total Army .</p> <p>14. Have a cadet at registration desk during orientation.</p> <p>15. Develop a "Professional Enrichment" program to familiarize cadets with the responsibilities and duties of officers and non-commissioned officers at various levels - both in the cadet corps and in the Army.</p>
<p>c. Public Service</p>	<p>The possibilities here are limitless, bounded only by imagination, the desire to assist, and individual initiative. Some ideas that have been used are:</p> <p>1. Provide manpower for campus events of other organizations or activities that require organized and disciplined help; prove that military training and dedication make things happen.</p> <p>2. Make a record of the blood types of cadet volunteers; have them available as emergency donors at the university or other local hospitals.</p> <p>3. Take the lead in organizing a blood donor campaign for the institution.</p> <p>4. Offer company services to authorized and legitimate charities and other organizations; services may include providing radio communications, manpower for displays, ushering, aid service to performers and other VIPs, honor guard, crowd control, operation of lost-</p>

	<p>and-found booths, etc.</p> <p>5. Maintain a calendar of days of Army significance such as the Army's Birthday, Memorial Day, Armed Forces Day, Veterans' Day, and Pearl Harbor Day - also days of campus significance or days that have local interest. Take the lead, or assist, in proper observance of these occasions.</p> <p>6. Offer civic associations and other public-spirited organizations color guard services as appropriate.</p> <p>7. Hold a function for high school students to give them an opportunity to observe ROTC training and to handle military material.</p> <p>8. Organize a campus or community-wide "Run for Fun" cross-country contest.</p>
<p>d. Suggested Committees</p>	<p>To insure coverage of essential activities, it is suggested that all or some of the following committees be considered in the company organization.</p> <p>1. <u>Public Relations</u></p> <p>Obtain favorable publicity for the company, the Military Science Department, and the Army in all available media. Keep scrapbook for company records, and submit clippings and photographs to National for possible use in ARMY Magazine or AUSA News.</p> <p>2. <u>Special Observances</u></p> <p>Using your list of special days that include (the Army's Birthday, Armed Forces Day (or week), Veterans' Day, Pearl Harbor Day, Memorial Day, Flag Day) Investigate what is done locally and recommend company participation.</p> <p>3. <u>Training</u></p> <p>Assist military personnel by giving after-hours or other instructions to cadets who desire / require it.</p>
<p>e. AUSA Annual Meeting</p>	<p>This is the high point of the AUSA year. Companies are urged to send as many cadets as possible to the Annual Meeting. Military and DA civilian personnel usually go out of their way to make cadets feel they are part of the Army team. National does not have the funds to pay for attendance of company representatives. The company or the individual cadets must arrange financing. Some schools have been able to arrange military bus</p>

	<p>transportation; others have chartered buses to the meeting. Some AUSA chapters finance the visit of one or more cadets from schools in the chapter area. Local businesses may also support your attendance by donating funds. However, the company needs to be bold in their approach when soliciting businesses. Ensure the business understands that contributions to AUSA are tax deductible.</p> <p>PMS's who have been able to arrange attendance of cadets at AUSA Annual Meetings are enthusiastic about the professional benefits derived by the cadets who attend. Special sessions for cadets are oriented to cadet issues and needs. These gatherings, if nothing else, give the cadets a feeling of identification with Army that stays with them through the early crucial stage when the cadets must decide on his/her future in the Army. The Annual Meeting is normally held during October in Washington, DC.</p>
f. Outstanding Speakers	AUSA affiliation often makes it easier for institutions to acquire outstanding speakers for appearance on campus. Programs of this nature give the Military Science Department greater standing in the academic program of the school.
D. How to Run a Company Meeting 1. General	It is required that companies hold bimonthly (every other month) meetings, (except during summer break), during the school year. There is no requirement that this be a business meeting; it could just as well take the form of a trip to a military organization or installation, a lecture on a military subject, or some other function that fulfills the aims and objectives of the Association.
2. Business Meeting	Business meetings should be business-like. The captain and the other company officers should come to the meeting prepared. They should know parliamentary law, be prepared to conduct the meeting rather than let the meeting conduct them, and have a thorough knowledge of the matters that are on the agenda. Every member of the company has a right to be heard, but no member has the right to monopolize the meeting. The business portion of any meeting should not last more than thirty minutes unless there are unusual circumstances. Anything longer will bore the members and assure smaller attendance at the next meeting. Few members will turn out with any regularity for business meetings alone. When possible, follow a business meeting with an interesting event.
3. Visits to military installations	<p>a. Get approval of PMS and other appropriate local authorities.</p> <p>b. Inquire by letter to the installation commander if the group is welcome to make the tour; include in your letter the following information:</p> <p>(1) Total number of visitors.</p> <p>(2) Name of senior cadet, or escort officer.</p> <p>(3) Purpose of visit.</p>

	<p>(4) Method of travel. (5) Estimated time of arrival and departure. (6) Other information that will assist the installation commander to decide if he can handle the visit.</p> <p>c. Inquire as to availability of local AUSA chapter president or member would like to participate, i.e. sponsor luncheon while on visit, presents awards, etc.</p> <p>d. List all personnel of installation who contributed to success of trip; make notes on those to whom a letter of thanks should be written upon return to institution.</p> <p>e. Send pictures and news story to National for ARMY magazine, AUSA News and the visited installation or facility.</p>
<p>4. Sample Format for AUSA ROTC Company Meetings</p>	<p>a. At time scheduled for meeting, company officers (and guest(s) of honor if present) stand at their places at the head table.</p> <p>b. When the hall or room is quiet (gavel may be used), the captain announces:</p> <p style="padding-left: 40px;">"A meeting of the _____ Company of the Association of the United States Army is now in session. Please remain standing (or please rise, if the audience and membership are seated)."</p> <p>c. The Color Guard advances the colors down the center aisle (or the right aisle if there is no center aisle) and performs the ceremony of placing the colors. (Seats for the Color Guard should be reserved in the rear of the room. Field music, if available, is played during the color ceremony).</p> <p>d. National Anthem is played if facilities permit.</p> <p>e. The president announces: "The secretary will read the AUSA ROTC Pledge." Insure members have been previously informed of this pledge.</p> <p>f. The secretary reads the following while all present are standing:</p> <p style="padding-left: 40px;">"We, the members of the _____ Company, _____ Chapter, Association of the United States Army, pledges that we will do our utmost to fulfill the objectives of the Association by improving our military skills; by making the fullest possible use of the educational opportunities offered to us at (<u>name of institution</u>); by wearing our cadet uniforms with pride and dignity; by respecting the uniform of the United States Army; by considering our</p>

	<p>military status now and in the future an opportunity to serve our country and the cause of honorable peace; and by promoting patriotism, the honor of the military profession, and the welfare of the United States Army whenever and wherever we are able."</p> <p>g. The president: "Do we so pledge?"</p> <p>h. The members: "We do."</p> <p>i. The president may call upon a clergyman, if present, to give the invocation.</p> <p>j. The president: "Please be seated."</p> <p>k. (If applicable) The president: "We will now go into the business session."</p> <p><i>(The usual order of business is followed, with the faculty advisor acting as parliamentarian. No business session should last longer than 15 minutes if people other than company members are present; any session under any circumstances should not last longer than 30 minutes. Longer sessions usually indicate company officers have not done their staff work.</i></p> <p>l. The program. There should be no regular meeting without a program that features a speaker, movie, play, skit, demonstration or other feature that is both instructive and capable of holding interest.</p> <p>m. When possible, and without dragging out the meeting until very late, a social period should follow the meeting. Light snacks, coffee, soft drinks, or lemonade are appropriate, if convenient.</p> <p>n. Closing ceremony may be held either before or after the social period, as required by the situation. The president orders: "Let us take our places for the closing ceremony," or, "Please rise for the closing ceremony."</p> <p>o. The president orders: "Color guard, retire the color." Field music is not used at this time.</p> <p>p. Once the colors are removed from the room, the president announces: "The meeting is adjourned."</p>
<p>5. Sample Special Ceremony for Charter Presentation</p>	<p>At the time scheduled for meeting, company officers (and guests(s) of honor, if present) stand at their places at the head table.</p> <p>When the hall or room is quiet (gavel may be used) the PMS announces:</p>

"The charter meeting of the _____ Company of the Association of the United States Army is now in session. In my capacity as PMS of _____ (name of institution)

The members of the Company have duly elected these officers. Cadet _____ will preside at this meeting."

President: "Thank you, Colonel _____. Please remain standing (or Please rise, if the audience and membership are seated)."

Follow same procedure as items E.3-E.10 above then proceed as below.

The president: "Our petition for charter has been approved by the Council of Trustees of the Association of the United States Army. The National Association is placing trust and confidence in the _____ Company to work for the objectives of the Association, to follow the by-laws as approved. Our membership in the _____ Company must be considered an opportunity to serve our country rather than an opportunity to serve us. We do so consider our membership, and will serve to the best of our ability. We will subscribe to the Pledge at each meeting, and will do this without reservation."

(If applicable) the president: "I will ask (the PMS) to speak on the subject of _____."

The president: "Our guest of honor (identify) will present our charter to us on behalf of the Council of Trustees of the Association of the United States Army."

Guest of honor: (Makes address, present charter to president).

President: "Thank you, _____. (Makes appropriate remarks.)"

President: "The officers of _____ Company will assemble in front of the head table; the other charter members will assemble behind them.

(This is done in order of company rank, with the president to the audience left. Other charter members will form behind the officers, in one or more lines).

The president: "Will the PMS (and our faculty advisor) honor us by presenting our AUSA ribbon?"

	<p>The PMS presents the ribbons to the officers' row; faculty advisor acts for the rear row or rows. The presenters return to their seats.</p> <p>The president: " _____ Company is now established."</p> <p>Other speakers, if applicable.</p> <p>Closing ceremony. The president: "Please rise for the closing ceremony".</p> <p>The president orders: "Color Guard, retire the colors." Field music is not used at this time.</p> <p>Once the colors are removed from the room, the president announces: "The meeting is adjourned."</p>
<p>6. Sample Special Ceremony for Installation of Officers</p>	<p>Follow same procedure as items E.1-E.11 above, then proceed as below.</p> <p>The president: "In the Army, change is always present. Tactics, weapons, techniques, personnel, organizations - everything changes. The soldier must remain alert to change, be prepared to accept it, and to rearrange his thoughts and attitudes to adjust. There is no place in the Army for the individual who cannot accept and adjust to necessary changes. A status quo Army is a dying Army. The United States Army goes forward with the times.</p> <p>"As it is in the Army, so it is in _____ Company. The company officers who have served you during the past year are now ready to turn over their responsibilities to new officers. You have chosen them because you believe that they are the best fitted to carry on the work of leadership in _____ Company. They are those you believe can lead _____ Company to new heights of service to (name of institution), our community, the Association of the United States Army, the Army, and our country."</p> <p>"Your choices have been good. As we retiring officers turn over the leadership of _____ Company to these new officers, we do so with full confidence that your new officers will prove to be leaders in the full sense of the world." "Will (chaplain, clergyman, unit Adjutant, local judge, etc.) please administer the oath of office?"</p> <p>The new officers form at the center of the stage, in a line perpendicular to the footlights, facing audience left, with the new president at the right of the line and furthest from the audience, with the secretary at the left and closest to the audience. The person administering the oath stations himself opposite to and facing the new president. Each new officer states his own name and position simultaneously as the oath below is administered to the group.</p>

	<p>Person Administering Oath: (Make short speech, if desired.) "Repeat after me:"</p> <p>"I, _____, do solemnly swear (or affirm) that in accepting the office of _____, _____ Company, Association of the United States Army, I will serve with due diligence to an opportunity to serve the United States of America, the cause of national defense, the United States Army, and (name of institution). I accept with this office, the obligations that come with it: to lead and to serve."</p> <p>PERSON ADMINISTERING OATH RETIRES.</p> <p>The new president: "Thank you, _____." EACH OUTGOING COMPANY OFFICER ADVANCES AND SHAKES HANDS WITH HIS SUCCESSOR.</p> <p>The outgoing president: "Gentlemen, you are now formally installed as officers of the _____ Company, Association of the United States Army. It is with pleasure that we escort you to your new seat on the stage of this hall."</p> <p>Outgoing company officers escort new officers to their seats at the head table, salutes, and takes seats in the audience.</p> <p>New president: (Makes short acceptance speech, if desired.) "We will now continue the business session."</p>
<p>7. Sample Ceremony for Accepting New Members</p>	<p>Some companies have adopted a variation of the previous ritual to welcome new members into the company.</p>
<p>E. Financing and Dues</p> <p>1. General</p>	<p>The Association of the United States Army, as a national, non-profit organization, maintains a policy of keeping membership dues as low as possible in order that all Americans who are interested in national defense and the Army's position as the keystone of the national defense may belong without undue financial burden.</p> <p>It can be understood readily that this low rate which includes a subscription to ARMY magazine and AUSA NEWS, leaves nothing additional for company operation.</p> <p>Company operations, in most cases, therefore, must be financed through fund raisers or from local dues assessed on the members of the company. In furtherance of AUSA's policy of keeping dues to a minimum, it is prohibited to charge MORE than \$5.00 local dues per year over and above National's dues. Most companies get along on considerably less; a large</p>

	<p>proportion charges only \$1.00 per year for local dues.</p> <p>Assessments for entertainment, special events, and food functions should not be included in the membership dues figure. Insignia items and other Association materials which become the property of the individual or the company is also outside the overall limitation.</p> <p>It is not desired that companies build large treasuries. A comfortable operating margin to pay current expenses, plus a reserve to cover special functions which might operate at an unexpected loss, is all that is required. Companies will NOT dispose of surpluses by staging elaborate parties at which alcoholic beverages are served.</p>
<p>2. Payment of National Dues</p>	<p>The Treasurer will remit to the ROTC Company Division at National the dues for each new or renewal member. Cadets may pay National direct if desired. This amount covers the following:</p> <ol style="list-style-type: none"> 1. National AUSA membership as a cadet member. 2. ARMY magazine for one year. 3. AUSA NEWS for one year. 4. Campaign-type ribbon of distinctive design to be worn with cadet uniform. Cadets who have been members for more than one year will receive insignia to fasten on their ribbon, which will show multi-year membership. This ribbon and appurtenance are approved for wear by the Department of the Army. 5. Eligibility for AUSA's group supplemental health or life insurance plans. <p><i>This remittance will be made within seven days after the money is collected from the member. Only the national dues should be forwarded. Do not send any company assessments to national.</i></p>
<p>3. Graduating Cadets</p>	<p>Cadets who graduate from the institution during a year of membership, who leave the ROTC or institution for any reason and are no longer cadets, may continue their year of membership but should notify National immediately of their new address and status. Upon receipt of this information at National, those cadets would then be coded to their local chapter with status as Individual or Life member. Cadets who have completed ROTC training, but, have not been commissioned pending graduation, are entitled to remain as members of the company until graduation.</p>
<p>4. Dues for Other than Cadets</p>	<p>In some institutions, there is a requirement that for an organization to be recognized on campus, membership must be open to all students. At these institutions, and at institutions where it may be advisable for the company</p>

	to accept members other than regularly enrolled ROTC Cadets, provision has been made to permit this form of membership. Students enrolled in a government-sponsored program leading to an Army commission and members of auxiliary groups dedicated to supporting Army ROTC, may enroll - but their applications must indicate non-cadet in the "RANK" space. These members will appear on company membership rosters.
5. Responsibility for Financial Management	The treasurer is the company officer immediately responsible for keeping financial records, custody of the funds, and proper remittance and reporting to National. The president is responsible for supervising the functions of the treasurer.
F. Administration	Administration of the AUSA ROTC Company is the immediate duty of the secretary. The responsibility rests with the president, whose duty it is to satisfy him that company administration is accurately performed and completed on time.
1. General	National Headquarters attempts to hold company administration to a minimum. There are certain requirements, however, that must be met if the company members are to receive their AUSA materials from National Headquarters, and if National and company rolls are to be accurate. The procedures below are required by National; additional procedures, if dictated by the local situation, are permitted. It is strongly suggested that secretaries be given assistance by the appointment of one or more assistance who may take working responsibility for portions of the task, such as meeting reports, maintaining rosters, correspondence, etc.
2. Continuity of Operations	Continuity of operations between school years is extremely important for AUSA ROTC Companies. Many companies lose their entire leadership at graduation time and often the faculty advisor is transferred in the summer. This leaves a vacuum of leadership for the fall AUSA program. Therefore, <u>companies should hold their annual elections in the spring.</u> Names of new officers should immediately be sent to National so there is a point of contact in the fall. This will provide for continuity through the summer and will provide immediate leadership for company meetings when school programs begin in September. It will also permit planning for cadet membership drives which should be conducted simultaneously with other fraternal and organization membership drives in the fall on campus.
3. Rosters	National supplies the company monthly with a computerized membership roster. The secretary is responsible for checking this monthly roster against local records, and reporting discrepancies to National. It is important that every company member be listed on the roster
4. Renewal Notices to Cadet Members	An important item of administration is keeping National aware of changes from school year addresses to summer addresses, and vice versa. Renewal notices will be sent directly to the cadet at the address of record. It is very important that as the Cadet moves on that he / she keep AUSA informed of contact information. The secretary will also check for correct addresses

	(giving National both old and new addresses when changes are required), and will notify National about changes in status (graduated, commissioned, dropped ROTC, left school, etc.) of members, giving new addresses if appropriate
5. Special AUSA ROTC Insignia	<p>a. Ribbons AUSA campaign-type ribbons may be purchased (for additional uniforms or to replace worn or dirty ribbons). Merely group your orders and send a check that will total the number of ribbons desired, multiplied by .50 cents. A ribbon is sent automatically, without charge, at time of original enrollment. Ribbons are worn <i>with the black stripe closest to the center line of the uniform</i>. Multi-year membership appurtenances for the ribbon will be shipped to the first sergeant when renewal applications are received at National.</p> <p>b. AUSA Shoulder Citation Cord. The Institute of Heraldry has approved the AUSA shoulder citation cord for “wear by the four company officers and other members of an AUSA Company who have performed an outstanding service and / or meritorious achievement. Services or achievement worthy of this Cord will be judged by the company officers and company advisor; companies may purchase these directly from the source listed below: Vanguard Industries East, 1172 Azalea Garden Road, Norfolk, VA 23502, (800) 221-1264</p>
G. Awards	<p>The presentation of awards is an excellent means of building and sustaining a company through public recognition of outstanding performance.</p> <p>Each company is evaluated for National recognition based upon its input to National for the operational year 1 July through 30 June.</p> <p>The awards committee at AUSA selects a winner and runner-up for the award categories listed below. Awards are publicized in the Annual Meeting program, and presented at the Annual Meeting.</p> <p>To be considered competitive for company awards from National the company must have a minimum of 15 members.</p>

<p>1. Company Award Categories</p>	<p>a. Most Active. This will be based on all types of company sponsored activities, to include, but not limited to meetings, public service programs, recruiting efforts, etc.</p> <p>b. Best Activities to Assist the Institution. Activities that result in an impact on the entire college or university. Some examples: Color / Honor Guard, blood drives, VIP escort, snow removal assistance, etc.</p> <p>c. Best Activities to Enhance Community Relations. This award pertains to community service type awards that impact the community <u>off campus</u>.</p> <p>d. Largest Company. Based on average of company's monthly end strength during the operational year.</p>
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Appendix A to Chapter XV Sample ROTC Petition

Place: _____ Date: _____

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We, the undersigned, cadet members of the Association of the United States Army and members of the Corps of Cadets of the Reserve Officers' Training Corps at _____, do hereby petition the Association of the United States Army for recognition as an AUSA ROTC Company. The ROTC Company is a subchapter of _____.

The names and school addresses of the provisional officers of the _____ Company are as follows

PRESIDENT:	FIRST VICE PRESIDENT:
ADDRESS:	ADDRESS:
E-Mail:	E-Mail:
TEL (W) (H)	TEL (W) (H)
MEMBER #	MEMBER #
TREASURER:	SECRETARY:
ADDRESS:	ADDRESS:
E-Mail:	E-Mail:
TEL (W) (H)	TEL (W) (H)
MEMBER #	MEMBER #

Chapter officers continued from Appendix A

FACULTY ADVISOR	VICE PRESIDENT for
ADDRESS:	ADDRESS:
E-Mail:	E-Mail:
TEL (W) (H)	TEL (W) (H)
MEMBER #	MEMBER #
VICE PRESIDENT for	VICE PRESIDENT for
ADDRESS:	ADDRESS:
TEL (W) (H)	TEL (W) (H)
MEMBER #	MEMBER #

The _____ Chapter will comply with the by-laws of the national Association and the Chapter by-laws as approved by National. A copy of the proposed by-laws are attached.

Include the signatures of at least 15 AUSA SROTC members (See Enclosure 1). All signatures need not be on the same or continuing sheets. Individual sheets for each signature are acceptable provided the heading of the "petition appears on each sheet. This is discouraged as "too many sheets" can create too big a package thus possible misplacement of the sheets. Additionally, print or type the name for clarification of the signature. Submit all materials and applications directly to:

Director
Regional Activities
P.O. Box 1560
Arlington, VA 22210-0860

**Appendix B to Chapter XV
Sample Petition**

Petition for ROTC Company Charter

Place: _____ Date: _____

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We the undersigned members of the Association of the United States Army hereby petition the Council of Trustees for a charter for the _____ ROTC Company, a subchapter of _____ Chapter, with headquarters at _____.

	NAME (PRINT)	SIGNATURE	MEMBER NUMBER	E-MAIL
<i>1</i>				
<i>2</i>				
<i>3</i>				
<i>4</i>				
<i>5</i>				
<i>6</i>				
<i>7</i>				
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<i>9</i>				
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<i>17</i>				
<i>18</i>				
<i>19</i>				
<i>20</i>				

Page ___ of ___ pages.

Appendix C

Sample By-Laws for AUSA ROTC Companies

Date _____

By-laws of the _____ Company, Association of the United States Army

ARTICLE I Name

The name of this organization shall be the _____ Company to the Association of the United States Army, a subchapter of the _____ Chapter.

ARTICLE II Objectives

The aims and objectives of the _____ Company of Association of the United States Army shall be wholly education, literary, scientific, fostering esprit de corps, the dissemination of professional knowledge, and the promotion of the efficiency of the Army components of the Armed Forces of our country; and by local action to further the aims and objectives of the Association of the United States Army. The Company will strive to attain these objectives by, among other activities:

SECTION 1. Providing a means to permit members to participate in ceremonies and related activities, which will enhance their respect for, and devotion to the United States and the Army of the United States.

SECTION 2. Providing incentives for increasing military knowledge.

SECTION 3. Assisting in the development of the general military background of each member.

SECTION 4. Providing a means by which cadets may associate with fellow cadets, students and military personnel who consider patriotism and professionalism important attributes of character.

SECTION 5. Fostering understanding of the role of the Total Army in the defense of the Nation, among cadets, other students, and citizens generally.

ARTICLE III Membership

SECTION 1. Members must be a part of the university community. Cadre, cadets, students or professors who subscribe to the aims of the company, may join.

SECTION 2. Members must have an active and progressive interest in the objectives of the Association, as stated in Article II.

SECTION 3. Members will meet academic and military requirements as determined by the Company.

SECTION 4. Individuals who do not meet the criteria in SECTION 1, above, may become General, Life, Corporate or sustaining Member Designee members of the National Association. These individuals will be assigned to local chapters unless they specifically request their membership be "at large". They may be "affiliated" with the company on local company rosters if desired by the company.

ARTICLE IV Dues

SECTION 1. The collection of dues will be the duty of the Treasurer.

SECTION 2. The minimum dues for each member of the company shall be designated by National Headquarters (a portion of which includes a subscription to ARMY Magazine and AUSA News).

ARTICLE V Officers

SECTION 1. The officers of the company shall be a President, Vice President, Treasurer and Secretary. The President may appoint other assistants.

SECTION 2. Each officer must be a member in good standing.

SECTION 3. All officers shall enter upon their official duties immediately after their election and shall serve for a term of one year.

SECTION 4. The President shall:

- a. Be the senior officer of the company and shall preside at all Meetings.
- b. Confer frequently with the advisor, keeping him informed of all company actions and the status of correspondence with National Headquarters.

SECTION 5. The Vice President shall:

- a. Discharge all obligations of the office of the President, in the absence of that officer.
- b. Perform such duties as required by the President.

SECTION 6. The Treasurer shall:

- a. Collect and keep a record of all dues collected and expenditures made.
- b. Be responsible for the proper storage and safekeeping of Company property.
- c. Submit the company financial records to the company advisor for audit at the time of turnover to the incoming Second Lieutenant.

d. Discharge all obligations of the office of the Vice President, in the absence of that officer.

SECTION 7. The Secretary shall:

a. Keep a record of attendance, membership, and the minutes of the meetings of the company.

b. Submit to National Headquarters a report of each meeting or activity and a copy of the minutes of the business portion, within seven days of each meeting.

c. Keep National Headquarters informed of changes of address of members of the company, sending special rosters of summer addresses when necessary at the close of each school year, and of school addresses at the close of each summer vacation period.

d. Be responsible for all correspondence necessary to the conduct of the activities of the company.

SECTION 8. Any officer who fails in their duties shall be subject to removal from office by a three-fourths vote of the members present at any duly constituted meeting.

ARTICLE VI Committees

SECTION 1. The President shall appoint committee chairpersons.

SECTION 2. The President in conference will appoint committee members with the chairperson heading the committee.

ARTICLE VII Elections

SECTION 1. Election of officers:

a. Election of officers shall be held at the meeting of the company in the academic year.

b. Nomination shall issue from a committee appointed by the Captain during the _____ meeting of an academic year.

c. Balloting shall be secret.

d. Officers will be chose in the order listed in Article V, Section 1.

(NOTE: designating a month may complete the above blanks.)

SECTION 2. Officers will be installed at the meeting in which they are elected.

ARTICLE VIII Rules of Order

SECTION 1. At least twenty-five (25) percent of the members of the company must be present to constitute a meeting.

SECTION 2. The rules of parliamentary procedure shall be strictly followed.

ARTICLE IX Meetings

SECTION 1. The company shall meet BI-monthly during the school year. Additional meetings may be held during the year as desired.

SECTION 2. Meetings will be held at a place and time directed by the President.

ARTICLE X General

The company will follow the by-laws of the Association of the United States Army.

ARTICLE XI Amendments

SECTION 1. Any amendment to the by-laws may be adopted by a two-thirds vote of the members present at a duly constituted meeting, provided written notice of the proposed amendment has been published by the First Sergeant to all members at least two (2) weeks prior to the meeting.

SECTION 2. The company advisor and the AUSA Council of Trustees must approve amendments.

ARTICLE XII Dissolution

In the event that this company shall cease to exist for any reason, all assets remaining after all obligations have been met will be turned over to _____ (the institution sponsoring the company).