



# **Q-8 Alumni Association, Inc.**

## **Bylaws**

**Q-8 Alumni Association  
Alumni House  
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Hempstead, New York 11549  
(516) 463-6600 x 6636**

**Established 1 November 2003**

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## **PREAMBLE**

We, the Association membership of The Company Q-8 Pershing Rifles Alumni Association, hereafter referred to as the Alumni Association; in order to conduct business in a professional and orderly manner, do hereby establish these bylaws.

## **ARTICLE I: Board of Trustees**

### **Section 1 – General**

The Composition of the Board of Trustees shall be as stated in the Constitution and in accordance with these bylaws.

### **Section 2 - Punishment**

The executive power of Board of Trustees may be enforced upon active Members of The Alumni Association through the use of fines, or up to the revocation of membership in The Alumni Association.

### **Section 3 – Procedure: Individual**

Should an active member of The Alumni Association be found in violation of any of the various orders, guidelines, or directives of The Alumni Association, the Board of Trustees shall hear all complaints and defenses relating to the case in question. With the approval of two-thirds of the Board of Trustees, the President shall notify the individual in question of the decision of the Board of Trustees on their punishment. Appeals to this decision may be submitted within one week of the notification, to be addressed by Board of Trustees within three weeks. After this period has passed, the decision of Board of Trustees shall become final, and shall be disseminated to the members of The Alumni Association shall abide by this decision in its entirety.

### **Section 4- Procedure: Removal of a Sitting President**

The President may be removed as provided for in the Constitution.

## **ARTICLE II: General Membership**

### **Section 1 – Composition**

The General Membership shall consist of duly eligible and enrolled individuals recruited from the ranks of Company Q-8, Pershing Rifles.

### **Section 2 – Rights**

Any member of the General Membership shall have the right to speak on any topic at general meetings. Any member of the General Membership shall have the right to vote upon any motion, to speak on any topic, and to make motions from the floor.

## **Article III: Staff**

### **Section 1 – Selection**

The President shall, upon election, appoint his Staff.

## **Section 2 – Replacement**

The President may at any time dismiss and replace members of the Staff.

## **Section 3 – Duties**

Besides the specific duties as stated in Article IV, the Staff will act on business matters of the Alumni Association.

### **Section 3.1 – President**

#### ***Duties***

1. To be the guardian of the Official Seal
2. To serve as the Chief Executive
3. To take responsibility for all actions of the Staff
4. To plan and preside over meetings of the Staff
5. To enforce the Constitution

### **Section 3.2 – Inspector General**

#### ***Duties***

1. To provide oversight to all aspects of the Association

### **Section 3.3 – Chief Financial Officer**

#### ***Duties***

1. To receive and promptly deposit all income
2. To maintain accurate records of the financial positions
3. To produce financial reports as necessary
4. To investigate opportunities by which the Alumni Association may increase its funds
5. To investigate benefits to offer the members
6. To manage the process for disbursement of funds approved by the Board of Trustees

### **Section 3.4 – Chief Operations Officer**

#### ***Duties***

1. To plan and execute all operations funded
2. To review and document all operations for the purposes of improvement and historical reference

### **Section 3.5 – Chief Administrative Officer**

#### ***Duties***

1. To call roll and keep minutes at all meetings
2. To maintain a complete, up-to-date roster of members
3. To answer all correspondence, and keep records of the same
4. To contact potential members and issue welcome packets to new members

### **Section 3.6 – Chief Procurement Officer**

***Duties***

1. To maintain accountability of all items of supply necessary to operate this association.

**Section 3.7 – Chief Information Officer**

***Duties***

1. To issue regular newsletters to the membership
2. To write all publicity
4. To create all statements, orders, and directives
5. To maintain the Association website

**Section 3.8 – Chief Legal Counsel**

1. To provide legal advise to the President, Board and Membership

**Section 3.9 – General Duties**

Any staff member holding a position listed above shall be deemed to be holding a Primary Staff Position. In addition to the specific activities noted in previous sections, each Primary Staff Member shall be responsible for maintaining a continuity file for their position.

**ARTICLE V: Meetings**

Meetings will be held on the same nights where possible, to include Board of Trustees Meetings and Varsity Rifles Chapter Meetings.

**Section 1 – Staff**

**Section 1.1 Frequency**

The Staff shall meet on a monthly basis, or as required. The President, as recommended by the Staff, shall determine the exact timing of the meetings.

**Section 1.2 – Procedure**

All meetings of the Staff shall be conducted in accordance with the Constitution, and as further outlined in these By-Laws.

**Section 2- General Membership**

**Section 2.1 Format**

1. General Membership meetings will be held quarterly at a minimum.
2. Meetings will include
  - a. a reading of the prior meetings minutes
  - b. a review of the staff sections status:
    - i. Executive Vice President
    - ii. Admin

- iii. Finance
  - iv. Operations
  - v. President Remarks
  - c. New business and motions from the floor
  - d. Votes if applicable
  - e. Motion to adjourn and second.
- 3. Varsity Rifles Chapter Meetings
  - 4. Social Activity

**Section 2.2 Quorum**

A quorum shall be attained when 51% of the General Membership is in attendance. Roberts' rules shall apply.

**Section 2.3 Notification**

The President shall inform the membership via email of a meeting 30 days prior to the meeting date.

**ARTICLE VI: Income**

**Section 1 – Sources**

The income of the Alumni Association shall be derived from membership fees, fines imposed on members, and any other source that is not detrimental to the organization that may become available.

**ARTICLE VII: Amendments**

**Section 1 – Ratification**

Any Amendment to these bylaws must be presented during a meeting of the Board of Trustees. The proposed amendment may be ratified by a two-thirds (2/3) vote of the Association membership present.