



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

## **Standing Operating Procedure (SOP)**

**Q-8 Alumni Association  
Alumni House  
150 Hofstra University  
California Avenue  
Hempstead, New York 11549  
(516) 463-6600 x 6636**

**Established November 1<sup>st</sup>, 2003**

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## **Chapter 1: MISSION**

### **Section 1: Definitions of the Mission**

The Alumni Association has adopted its mission to include the following inter-related objectives:

- 1.1. To aid in the strengthening of the Company Q-8 Pershing Rifles by providing a community for the retired members.
- 1.2. To preserve the values, ideals and the fraternal brotherhood unique to Company Q-8 in its Greek Fraternity Status at Hofstra University, that these individuals exemplified during their tenure as Active members of the Company Q-8, National Society of Pershing Rifles.

### **Section 2: Fulfillment of the Mission**

- 2.1. To aid in the strengthening of the Pershing Rifles by providing a community for its Retired Members.
  - a. Through its organizational structure, the Alumni Association affords its members and excellent opportunity for networking and continued involvement in the Pershing Rifles.
  - b. By enlarging the current network of Pershing Riflemen, the Alumni Association will aid in strengthening the Society at both a local and national level. This network may be used to support the Society in a myriad of ways.
- 2.2. Preserve the values, ideals and brotherhood that these individuals exemplified during their tenure as Active members of the National Society of Pershing Rifles.
  - a. This is accomplished by encouraging the Active Members of the Alumni Association to uphold the same standards that they achieved as an Active Members in the National Society of Pershing Rifles.
  - b. Our non-for profit association's purpose is to assist, mentor, and guide members of Company Q-8 Pershing Rifles, Hofstra University in the accomplishment of their mission. This objective will be achieved by providing financial and logistical support, and by participation in Pershing Rifles activities to include rifle marksmanship, participation in ceremonial activities to include color guards and trick drill exhibitions; and participation in social activities such as dinners, barbeques, and sporting & team building events, and to instill in the active Pershing Rifles Company a sense of safety.

## **Chapter 2: MEMBERSHIP**

### **Section 1: Scope of Membership**

Membership in the Alumni Association is open to any Company Q-8 Pershing Rifles Alumnus. There are two types of status that a member may hold: active, and honorary.

## **Section 2: Active Membership**

### ***2.2.1 Requirements***

The requirements, selection, and rights of Active Members shall be as stated in the Constitution.

### ***2.2.2 Induction of Active Members***

Upon collection of membership dues (\$50.00), any member eligible for Active Membership shall be considered an Active Member of the Alumni Association.

### ***2.2.3 Equipment Authorized for Active Members***

All Active Members are entitled to obtain an Active Membership Shingle and Card. The Active Membership Shingle is a certificate of Active Membership in the Alumni Association; the Active's Membership Card is a wallet-sized card declaring Active Membership in the Alumni Association.

## **Section 3: Honorary Membership**

### ***2.3.1 Requirements***

The requirements, selection, and rights of Honorary Members shall be as stated in the Constitution.

### ***3.2 Induction of Member***

Any Active Member of the Alumni Association may submit a Nomination for Honorary Status to the President. Upon receipt and approval of the Nomination by the Board of Trustees, the President shall confer the status of Honorary Member upon the nominated individual. Upon receiving Honorary Status, an individual is eligible to submit dues and receive all stated benefits of membership in the Alumni Association.

### ***2.3.3 Equipment Authorized for Honorary Members***

All dues-paid Honorary Members are entitled to obtain an Honorary Membership Shingle and Card. The Honorary Membership Shingle is a certificate of Honorary Membership in the Alumni Association; the Honorary Membership Card is a wallet-sized card declaring Honorary Membership in the Alumni Association.

## **Section 4: Dues**

### ***2.4.1 Basic Membership Fees***

The membership fee required of each qualified individual desiring to become a member, active or honorary, of the Alumni Association shall be \$50.00 per year, payable in US Currency.

#### ***2.4.2 Initiation Fee***

Individuals submitting their initial payment who have not previously been recognized as members in good standing may choose to submit a one-time Initiation Fee of fifty (50) dollars, payable in US Currency. The Initiation Fee shall be used by the Alumni Association to provide the new member with an Initial Issue packet. Failure to submit the Initiation Fee will not affect the benefits offered by the Alumni Association, but shall indicate that the new member has chosen not to receive an Initial Issue packet.

#### ***2.4.3 Due Date***

The membership fee shall be due on the first day of each quarter, and shall be considered late if not received by the fifth day of the quarter in question. A fee of one (1) dollar shall be levied for late payment, which shall be due with the next payment. If payment is not received by the tenth day of the quarter in question, the member shall be considered inactive, and shall not be eligible for any benefits or privileges due to members in good standing. Members submitting their initial payment at a time other than the first five days of the quarter shall be charged a prorated fee for the current quarter, on a monthly basis.

#### ***2.4.4 Inactivity and Re-Initiation***

Any member deemed inactive as a result of non-payment of dues may be re-listed as a member in good standing upon payment of a Re-Initiation Fee of \$20. The Re-Initiation fee shall apply each time a membership lapses for more than one (1) month, and shall be collected to offset the expenses of updating and/or reissuing membership rolls, logs, and other similar repositories or publications, as well as clearing any late fees incurred as a result of non-payment.

### ***Chapter 3 ORDERS AND RECORDS***

#### **Section 1: Maintenance of Records**

The Staff shall keep all records of the Alumni Association. Where possible, electronic storage of records shall be used. All records stored in a medium other than electronic storage should have a duplicate copy stored electronically. All records shall be maintained in a filing system that is logically organized, to allow for ease of searching for and retrieving records. Electronic records shall be backed up periodically to a form of solid-state media (Tape, CD, etc.). The President and their Staff shall be the custodian's of the SOP and shall amend it as necessary.

#### **Section 2: Availability of Records**

##### ***General Records***

All records pertaining to the Alumni Association at large shall be available to all Active and Honorary Members upon demand via the official website. These records include financial and other reports, and minutes of meetings. The Staff may reserve the right to restrict access to internal documents deemed not for public consumption.

##### **Disposal of Records**

With the exception of documents deemed exceptionally important, irreplaceable, or historically significant, no record that is stored electronically is required to be stored on paper or any other medium. All other records shall be stored indefinitely.

## ***Chapter 4: SUPPLIES AND MERCHANDISE***

### **Section 1: Supplies**

The Alumni Association will maintain an inventory of all official supplies authorized for wear and use by dues-paid members of the Alumni Association. All supplies will be available via the web site of the Alumni Association, which is the preferred method for purchasing.

## ***Chapter 5: USE OF FORMS***

### **Section 2: Form 1 – Membership Application**

#### ***Purpose***

The purpose of Form 1 is to provide a paper alternative to the online submission of a Membership Application. The purpose of the Membership Application is to provide the basic information necessary to activate membership in the Alumni Association.

#### ***Use and Submission***

Individuals are requested to fill out as much information as possible on Form 1. Completion of all fields will expedite the evaluation and will also ensure that the Global Roster contains accurate information. Any individual desiring to become a member of the Alumni Association should submit Form 1. Form should be submitted to the Chief Administrative Officer.

### **Section 2: Form 2 – Nomination for Honorary Status**

#### ***Purpose***

The purpose of Form 2 is to provide a paper alternative to the online submission of a Nomination for Honorary Status. The purpose of the Nomination is to allow any Active Member to nominate a non-member for Honorary Status in the Alumni Association.

#### ***Use and Submission***

Individuals are requested to fill out as much information as possible on Form 2. Completion of all fields will expedite the evaluation of the individual. Form 2 shall be submitted once for each individual being nominated for Honorary Status. Form should be submitted to the Chief Administrative Officer.

### **Section 3: Form 3 – Request for Funding**

#### ***Purpose***

Individuals will use for 3 for submitting requests for funding using the Alumni Associations Funds. This includes Alumni Association Members and the Active Members of Company Q-8 Pershing Rifles, Hofstra University.

***Use and Submission***

The form is self explanatory and will require its completion. Company Q-8 must further affix the signature of the ROTC Advisor. Form should be submitted to the Chief Financial Officer.

**Section 4 – Form 4 - Nominations for Alumni Association Award**

***Purpose***

The purpose of Form 4 is to provide a paper alternative to the online submission of a Nomination of an Active member of Company Q-8 for an authorized Alumni Association Award.

***Use and Submission***

Individuals are requested to fill out as much information as possible on Form 4. Completion of all fields will expedite the evaluation. Form 4 shall be submitted once for each individual being nominated. Form should be submitted to the Chief Administrative Officer.

**Section 5 – Form 5 – Alumni Association Expense Voucher**

***Purpose***

Individuals will use for 3 for submitting requests for reimbursement using the Alumni Associations Funds. This includes Alumni Association Members and the Active Members of Company Q-8 Pershing Rifles, Hofstra University.

***Use and Submission***

The form is self explanatory and will require its completion. Company Q-8 must further affix the signature of the ROTC Advisor. Receipts for all amounts must accompany the form or it will be disapproved. Form should be submitted to the Chief financial Officer.

**Chapter 6 – Awards**

**Section 1 - General**

In order to recognize individuals in Company Q-8, The Association, and persons outside the membership, the membership or active brothers may nominate persons for Alumni Association Awards.

The Q-8 Alumni Association annually recognizes the Active Members of Company Q-8 Pershing Rifles with awards in recognition of Leadership, Brotherhood and Devotion to Duty. These awards are presented in memory of a deceased brother who espoused these virtues. The only criteria is to be an active member of Company Q-8 in that they have not yet graduated or become Alumni Association members, and espouse the spirit of the

award. The award will be in the form of a plaque presented at the annual company dinner. Additional reward such as a stipend, etc. may also be presented as the situation of the association warrants.

Anyone, active or Alumni or non member be nominated for a certificate of appreciation.

### **Section 2 - The Thomas F. Zvonic Brotherhood Award**

This award is presented to the active member of company Q-8 who has most consistently demonstrated the fraternal bonds of the society, and has selflessly devoted their tenure the members of their fraternity.

Tom Zvonic (1980), or TZ as we all knew him, was the epitome of a brother. TZ was the ROTC advisor to Q-8 who pledged as a Sergeant First Class on Active Duty to demonstrate his commitment to the brotherhood. TZ did several tours of duty in Vietnam. He never spoke of his duty there and never wore any of the awards he was entitled to. This experienced Non Commissioned Officer joined our ranks because of his affection for the members and his belief in the society's ideals. TZ opened his heart, his home and his family to us. Many a brother with nowhere else to turn spent a night or holiday with TZ and his wife Cyd and their children. The invitation was always open, you never had to ask, and you just had to show up anytime day or night. No questions were asked, no lectures given. You only had to be in need and you were accepted in as family. TZ went above and beyond his role as advisor, and insured that PRs were always taken care of at ROTC. After his tour at Hofstra, TZ continued to be a focal point of the fraternity by being "Q-8 Forward" in Nuremberg Germany and hosting European based brothers, or visitors. TZ retired a Master Sergeant at Fort Riley Kansas, and passed away suddenly in 2001. He truly was our teacher, our brother, and our friend.

### **Section 3 - The Ronald B. Midgette Leadership Award**

This award is presented to the active member of Company Q-8 who has most consistently demonstrated the 14 leadership traits of Justice, Judgment, Decisiveness, Integrity, Dependability, Tact, Initiative, Enthusiasm, Bearing, Unselfishness, Courage, Knowledge, Loyalty, and Endurance.

Ron Midgette (1980) was the ideal leader. Ron was prior service as an enlisted man in the active army and was branched Military Police. He was selected for and completed US Army Sniper Training, an honor bestowed on very few individuals. His Chain of Command clearly saw the innate leadership that Ron exemplified. During his tenure in Pershing Rifles, Ron quietly coached his peers into being more than just Cadets. His style was one of mentoring and camaraderie, and not of superiority. Ron led by example and never asked anyone to do anything that he himself had already done. Ron led from the front and was the first to take on a task and demonstrate the proper method for performing a task to standard. Those of us who were fortunate enough to serve with Ron in a troop unit, knew him as a consistent, fair and knowledgeable officer who was able to stand in front of combat veterans and new recruits alike, and make them feel as though they were part of a team, and that they had a capable and effective leader. Ron's rarely

spoke of his personal life, and of the hardships he endured and conquered. He put himself through Hofstra while working full time, participating in ROTC, The Army Reserve, and Pershing Rifles. He inspired confidence in all those he knew. Ron passed away suddenly in 1985, but not without leaving a legacy in Q-8, and fond memories of all who were privileged to serve with him.

#### **Section 4 - The Benjamin Freed Award for Devotion to Duty**

This award is presented to the active member of Company Q-8 who has most consistently demonstrated the spirit of mission accomplishment, commitment to duty, and personal courage.

Ben Freed (1988) (Presently being drafted)

#### **Section 5 – Certificate of Appreciation**

This may be used to recognize any individual who has gone above and beyond in their support of the organization. It may be presented at any time.

**FORM 1 – MEMBERSHIP APPLICATION**

Name: \_\_\_\_\_ Date Of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_

Please note the Company you were initiated into: \_\_\_\_\_ - \_\_\_\_\_

Please note the Host School for that Company: \_\_\_\_\_

Your Pledge Year: \_\_\_\_\_ Semester: Fall \_\_\_ Spring \_\_\_

Your Pledge Number, if applicable: \_\_\_\_\_

Your Pledge Name(s), if applicable: \_\_\_\_\_

All Applicants:

Your Alma Mater: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Employer/Occupation: \_\_\_\_\_

*I hereby attest that all of the information contained in this application is accurate to the best of my knowledge, and acknowledge that the misstatement of any information is cause for the review of any status given, and may result in my dismissal from The Alumni Association.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please submit this form with your initial dues payment (see below). If you are applying for Honorary Status, please include a copy of the shingle and/or membership card that you received from The Alumni Association. Please note that an Initial Issue Packet is mandatory for all first-time members, and allow 2-4 weeks for it to arrive.

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Please Select a Membership Term:  
\_\_\_\_\_ 1 Year \$50.00

Please make all checks payable to:

**Q-8 Alumni Association, Inc.  
Alumni House  
150 Hofstra University  
California Avenue  
Hempstead, New York 11549**

**FORM 2 – NOMINATION FOR HONORARY STATUS**

Nominee’s Name: \_\_\_\_\_

Nominee’s Date Of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Nominee’s Gender: \_\_\_\_\_

Nominee’s Alma Mater: \_\_\_\_\_ Nominee’s Graduation Year: \_\_\_\_\_

Nominee’s Home Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Nominee’s Phone Number: \_\_\_\_\_ Nominee’s Fax Number: \_\_\_\_\_

Nominee’s E-Mail Address: \_\_\_\_\_

Nominee’s Employer/Occupation: \_\_\_\_\_

Reason For Nomination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby attest that all of the information contained in this application is accurate to the best of my knowledge, and acknowledge that the misstatement of any information is cause for the review of any status given, and may result in my and/or my nominee’s dismissal from the Alumni Association and/or the filing of formal charges in a court of law.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**FORM 3 –REQUEST FOR FUNDING**

Organization: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PR Rank: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

-----For PR Advisor Use Only -----

Approve / Disapprove

PR Advisor Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Date: \_\_\_\_\_

-----Alumni Association Use Only -----

Staff: Approve/Disapprove

President's Signature & Date: \_\_\_\_\_

Alumni Association Board of Trustees: Approve / Disapprove

Chairman's Signature & Date : \_\_\_\_\_



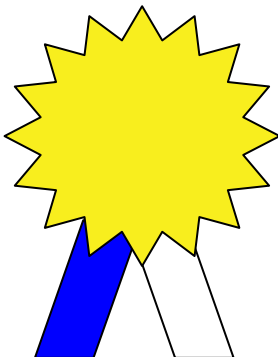




*The Board of Trustees  
of the  
Q-8 Alumni Association, Inc.  
bestow the honor of membership upon*

*John Z. Doe*

*who shall be entitled to  
all of the rights and privileges  
of the association*



*In witness whereof we hereunto affix  
our names and the official seal*

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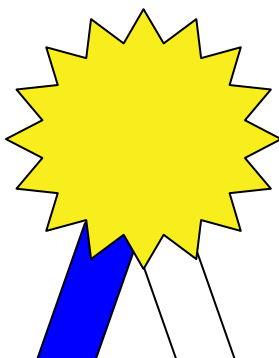
*Stu Klein  
Secretary*



*The Brotherhood  
of the  
Q-8 Alumni Association, Inc.  
hereby bestows  
Honorary Membership upon*

*John Z. Doe*

*who shall now be entitled to  
all of the rights and privileges  
of the association*



*In witness whereof we hereunto  
affix  
our names and the official seal*

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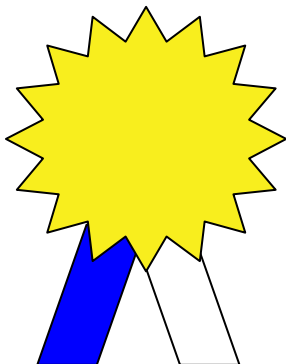
*Stu Klein*



*The Board of Trustees  
of the  
Q-8 Alumni Association, Inc.  
wish to recognize the contributions of*

*John Z. Doe*

*for their assistance and support in  
achieving the goals of the association*



*In witness whereof we hereunto affix  
our names and the official seal*

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*James A. Ridley  
President*