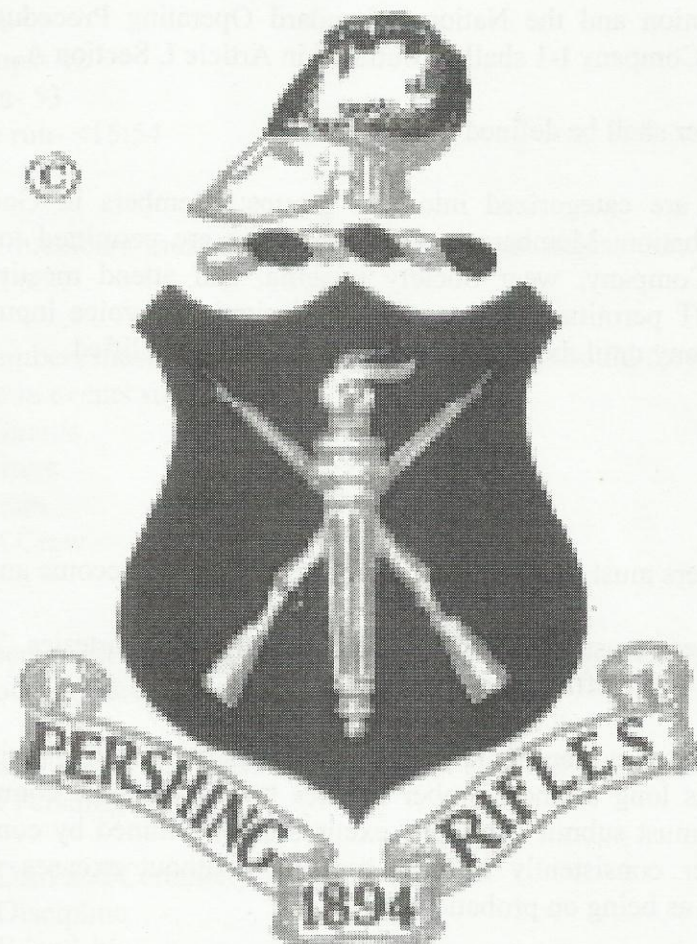


**BOWLING GREEN STATE
UNIVERSITY
PERSHING RIFLES SOCIETY
Standard Operating Procedures**



**PERSHING RIFLES COMPANY I-1
BROTHERS AND SISTERS OF THE NATIONAL
FRATERNITY PERSHING RIFLES**

31 January 2011

Pershing Rifles Company I-1 SOP

Company I-1 will follow its own SOP, along with both the 1st-Regiment's and the Pershing Rifles National Society SOPs.

Article I: Membership

Membership into the National Society of Pershing Rifles shall be in accordance with the National Constitution and the National Standard Operating Procedure (SOP). Active membership into Company I-1 shall be outlined in Article I, Section A.

Any active member shall be defined as a rifleman.

Active members are categorized into two groups: Members in Good Standing and Members on Probation. Members in Good Standing are permitted to vote on matters concerning the Company, wear Society insignia, and attend meetings. Probationary members are NOT permitted to wear Society insignia, or voice input on matters that concern the company until their probationary status has been lifted.

Section A. Active Members

- 1) All members must pass the pledge process in order to become an active member.
- 2) All members must adhere to military customs and courtesies. They shall follow the orders of the officers appointed over them.
- 3) Each semester, a member is permitted to miss two meetings with no need for an excusal, as long as the member notifies proper chain of command. After that, members must submit *legitimate* excuses as determined by company leadership. A member consistently missing meetings without excuses will be recorded nationally as being on probation.
- 4) If a member is harassed in any way by another member, the member that performs the harassing will be placed on probation and the decision on what actions to take will be decided on by the CO and XO. If the CO and XO can not handle the problem they will then consult with their Cadre Advisor.
- 5) A member must maintain a cumulative 2.0 GPA or higher in order to stay active in Pershing Rifles. If the member fails to do so, the member will then be placed on probation and not taken off until the GPA is higher than a cumulative 2.0. If a member falls below a 2.5 GPA, the member must participate in study tables hosted by Pershing Rifles.

- 6) If a member fails the Company I-1 Physical Fitness Test of minimum standards for push-ups and sit-ups in 2 minutes and 2 mile run, based on the Company I-1 Physical Fitness Manual PRM 1-1. If they fail to meet the company standards they must attend company PT sessions and be placed on probation status. Company PT sessions will be available for those interested.
 - a) Females:
 - Push-ups- 19
 - Sit-ups- 53
 - 2 mile run- <18:54
 - b) Males:
 - Push-ups- 42
 - Sit-ups- 53
 - 2 mile run- <15:54

- 7) All active members must attend all pledge events unless they have a legitimate excuse not too.

- 8) Active members must be proficient in the following should they be called upon to participate in events such as:
 - a) Color Guards
 - b) Fundraisers
 - c) Drill Team
 - d) Cannon Crew

- 9) All members must continue to uphold the standards expected of them during the pledge process (D&C, color guards, tactics etc.).

- 10) All Pershing Rifles members must uphold the four principles of the National Society of Pershing Rifles:
 - > Drill and Ceremony
 - > Discipline
 - > Friendship
 - > Cooperation

If these principles are not upheld to the utmost degree by all riflemen they are subject to being placed on probation as seen by the CO.

Section B. Civilians

- 1) Civilians are members who are not in ROTC.
- 2) Civilians can be Active Members of Pershing Rifles.
- 3) Civilians must comply with Article 1, Section A, Paragraph 5 and Paragraph 6.
- 4) They are allowed to hold any position in the Society.

Article II. Duties

CO- Captain

- a) Commander of the company
- b) Is allowed to promote any member that he/she sees fit.
- c) Is authorized to place members as active, inactive or on probation.
- d) Takes full responsibility of all actions of the company.
- e) Approves/disapproves all events.
- f) Approves all spending of funds.
- g) Appoints members to take charge of events.
- h) Appoints staff and allowed to replace staff if he/she believes that that member is not fulfilling his/her duties.
- i) Presents information to Battalion Staff Calls.

XO – 1st Lieutenant

- a) Serves as second in command
- b) Decides on uniform for any P/R events with approval of CO.
- c) Takes the responsibility for the Finances.
- d) Makes sure the SOP is updated at the beginning of each year.
- e) In charge of supplying sponsors for the company.

1SG- First Sergeant

- a) In charge of formations/inspections
- b) Over sees and approves PT sessions.
- c) Notifies CO and XO when a member fails to meet the attendance policy.
- d) The role model and leader of all enlisted personnel
- e) Any other duties as assigned by the CO

S-1 – 2nd Lieutenant

- a) In charge of the upkeep of all records for the company
- b) In charge of developing a filing system for records
- c) Takes minutes at all company meetings.

S-2 – 2nd Lieutenant

- a) Over sees the pledge process.
- b) Arranges pledge events with approval of CO and XO.
- c) Organizes and plans all training for pledge and Company events
- d) Upkeep PRM 1-1
- e) Plans the company PT sessions

S-3 – 2nd Lieutenant

- a) Schedules ALL Company operations with approval of CO.
- b) Makes sure that there are enough personnel for each event.
- c) Responsible for fundraising opportunities for the Company.

S-4 – Sergeant First Class

- a) In charge of supplies
- b) Make decisions on what to order with approval of CO and XO.
- c) Arranges supplies for each Pershing Rifles event.

S-5 – 2nd Lieutenant

- a) Writes any new articles that regards to P/R.
- b) In charge of updating the P/R bulletin board.
- c) In charge of Public Relations and advertising.
- d) Serves as the Company historian.

S-6 – Sergeant

- a) In charge of updating the company website and any additional social networking website.
- b) Works together with S-5 for Public Relations affairs.

The ranks of all staff members are subject to change based on experience in P/R. All members will assist when they are needed, and assume additional responsibilities as determined by the CO.

Article III. Selecting A New Commanding Officer and Staff

- 1) The current CO will select a new CO ten (10) days before NATCON. If the current CO is able to carry on another term, he/she is allowed to select themselves.
- 2) All active members will vote on the current COs decision one week (7 days) before NATCON.
- 3) The current CO's selection must be ratified with a 2/3 vote from the active members of the Company.

- 4) If the selection does not receive a 2/3 vote, then the active members must at that time select a new CO. The members will nominate active members that they believe will make a good CO, and when there are no more nominations then the active members will vote. The nominee with the highest votes will become the new CO.
- 5) The new CO will take command the first meeting after NATCON.
- 6) The new CO will select his/her staff within fourteen (14) days after NATCON.
- 7) The outgoing CO and all outgoing staff members will train and assist the new CO and staff members with their responsibilities until they are proficient.

The Brothers of Pershing Rifles will be one as a family and will be set at a higher standard than their peers in ROTC and Civilian life.