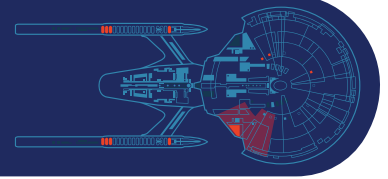


The International Star Trek Fan Association, Inc

STARFLEET

Membership
Handbook

HANDBOOK UPDATE HISTORY



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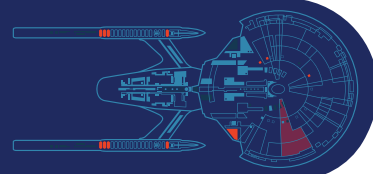
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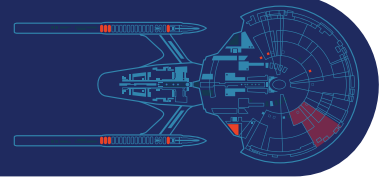
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SECTION 01:

Introduction



Section 01:01 – WELCOME TO STARFLEET!

Welcome to STARFLEET, The International *Star Trek* Fan Association, Inc. (SFI). For those new to SFI, we hope you have a long and colorful career with STARFLEET. For returning members, you will see this Handbook has changed. The first section of the Membership Handbook will be the nuts and bolts of how this organization, as a 501(c)(7) not-for-profit corporation, composes itself. It will include descriptions of the leadership and offices of the corporation and the responsibilities of those leaders along with Members' responsibilities and benefits.

Section 01:02 – WHAT IS STARFLEET?

STARFLEET exists to serve our members with excellence. We will behave with humility and emotional intelligence. We will provide the best *Star Trek* fandom experience possible. We will differentiate ourselves from other *Star Trek* organizations by inspiring loyalty through our members and surpassing their expectations.

SFI derives its organizational structure from the Starfleet organization depicted in the *Star Trek* movies and television series. Starfleet, in the *Star Trek* universe, is the exploratory and law enforcement branch of the United Federation of Planets. The STARFLEET organization is founded on the concept that Starfleet is principally an exploratory service, and many of the underlying aspects of “our” STARFLEET depend heavily upon that concept.

STARFLEET is incorporated as a not-for-profit corporation under the laws of the State of North Carolina. It has been granted 501(c)(7) status by the U.S. Internal Revenue Service.

While for legal purposes and contracts, etc., the name of this organization is STARFLEET, The International *Star Trek* Fan Association, Inc., common names used by our members for the organization are “STARFLEET,” “SFI,” and “STARFLEET International.” Wherever possible, members are encouraged to refer to the organization as “STARFLEET,” all in capital letters, to preserve the corporate name and to ensure that people understand that the discussion is about this organization instead of the fictional Starfleet referred to in *Star Trek*.

Section 01:03 – STARFLEET GOVERNANCE STRUCTURE

The basic building block in all things STARFLEET is its members. STARFLEET members reside all around the globe and come from all walks of life. The next level is the Chapter. A Chapter is formed by a group of SFI members who choose to come together and collaborate in activities of their choosing. Each Chapter could be a starship or space station as depicted in the various *Star Trek* movies and television programs and is presided over by a Commanding Officer (CO).

At the next level, STARFLEET is divided into geographic Regions or Fleets, each of which is overseen by its Regional Coordinator (RC). Lastly, the Executive Committee (EC) oversees the services and institutions of the entire international organization.

Article 5 of the current STARFLEET Bylaws defines the governing body of STARFLEET as the Board of Directors, referred to within STARFLEET as the Admiralty Board (AB), whose membership is composed of all the currently serving RCs in STARFLEET. Article 6 defines the EC as the corporate officers of STARFLEET.

Welcome to STARFLEET, The International *Star Trek* Fan Association, Inc. (SFI). For those new to SFI, we hope you have a long and colorful career with STARFLEET. For returning members, you will see this Handbook has changed. The first section of the Membership Handbook will be the nuts and bolts of how this organization, as a 501(c)(7) not-for-profit corporation, composes itself. It will include descriptions of the leadership and offices of the corporation and the responsibilities of those leaders along with Members' responsibilities and benefits.

To assure democratic governance of STARFLEET, all matters of policy are decided and approved by the AB. Procedure to implement that policy is determined by the EC. This division of responsibility assures that the will of the Fleet and its membership is heard and enacted. That will is exercised through the members of the AB, who represent the individual members of their respective Regions (and hence, STARFLEET as a whole).

STARFLEET reserves the right to refuse service, suspend, cancel or revoke a membership at our discretion if actions or behaviors are not deemed in the best interest of the organization.

Section 01:04 – STARFLEET REGIONAL COMPOSITION

To assist the EC in meeting member and Chapter needs, STARFLEET divides the world into twenty geographical Regions, seventeen of which are currently active. Every active Region of the Fleet – i.e., the ones containing active Chapters — has a RC, and therefore has representation on the AB.

The following is a comprehensive listing of all currently active/inactive Regions of STARFLEET:

- Region 1:** Indiana, Kentucky, North Carolina, Ohio, South Carolina, Tennessee, Virginia, West Virginia.
- Region 2:** Alabama, Florida, Georgia, Mississippi, Puerto Rico, and the Caribbean lands.
- Region 3:** Louisiana, Texas.
- Region 4:** Arizona, California, Hawaii, Nevada.
- Region 5:** Idaho, Montana, Oregon, Washington.
- Region 6:** Iowa, Minnesota, Nebraska, North and South Dakota, Wisconsin.
- Region 7:** Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania.
- Region 8:** Africa and the Middle East, including: Armenia, Azerbaijan, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Oman, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen.
- Region 9:** Continental Europe, including the old Soviet states.
- Region 10:** Alaska, Western Canada: Alberta, British Columbia, Saskatchewan, the Northwest Territories, and the Yukon.
- Region 11:** Australia, East Indies, Indonesia, New Zealand.
- Region 12:** Arkansas, Illinois, Kansas, Missouri, Oklahoma.
- Region 13:** Manitoba, Michigan, Ontario, and Nunavut, plus all the territories formerly in Quebec, Canadian Maritimes: New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island.
- Region 15:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.
- Region 16:** Guam, Japan, Micronesia, North and South Korea, Philippines. *(Inactive)*
- Region 17:** Colorado, New Mexico, Utah, Wyoming.
- Region 18:** Mexico, Central and South America.
- Region 19:** Asia: Afghanistan, Bangladesh, Bhutan, Burma (Myanmar), China, Cambodia, India, Kazakhstan, Kyrgyzstan, Mongolia, Nepal, Pakistan, Sri Lanka, Thailand, Turkmenistan, Uzbekistan, Vietnam, and Taiwan. *(Inactive)*
- Region 20:** Ireland and Great Britain: England, Northern Ireland, Scotland, Wales.

For information on if an area of a currently existing Region or Regions wishes to separate from the Region/s in which that area resides, please reference **Section 05:10**.

Section 01:05 – THE STARFLEET CHAIN OF COMMAND

“Chain of Command” is a term you will hear at all levels of STARFLEET. The Chain of Command is an escalation procedure set in place to ensure the quickest response to questions and grievances raised by STARFLEET members.

The STARFLEET Chain of Command is as follows, from the lowest to the highest:

Member
Chapter Commanding Officer (CO)
Regional Coordinator (individual members of the AB)
Executive Committee
Vice-Commander, STARFLEET (VCS)
Commander, STARFLEET (CS)
Majority vote of the AB

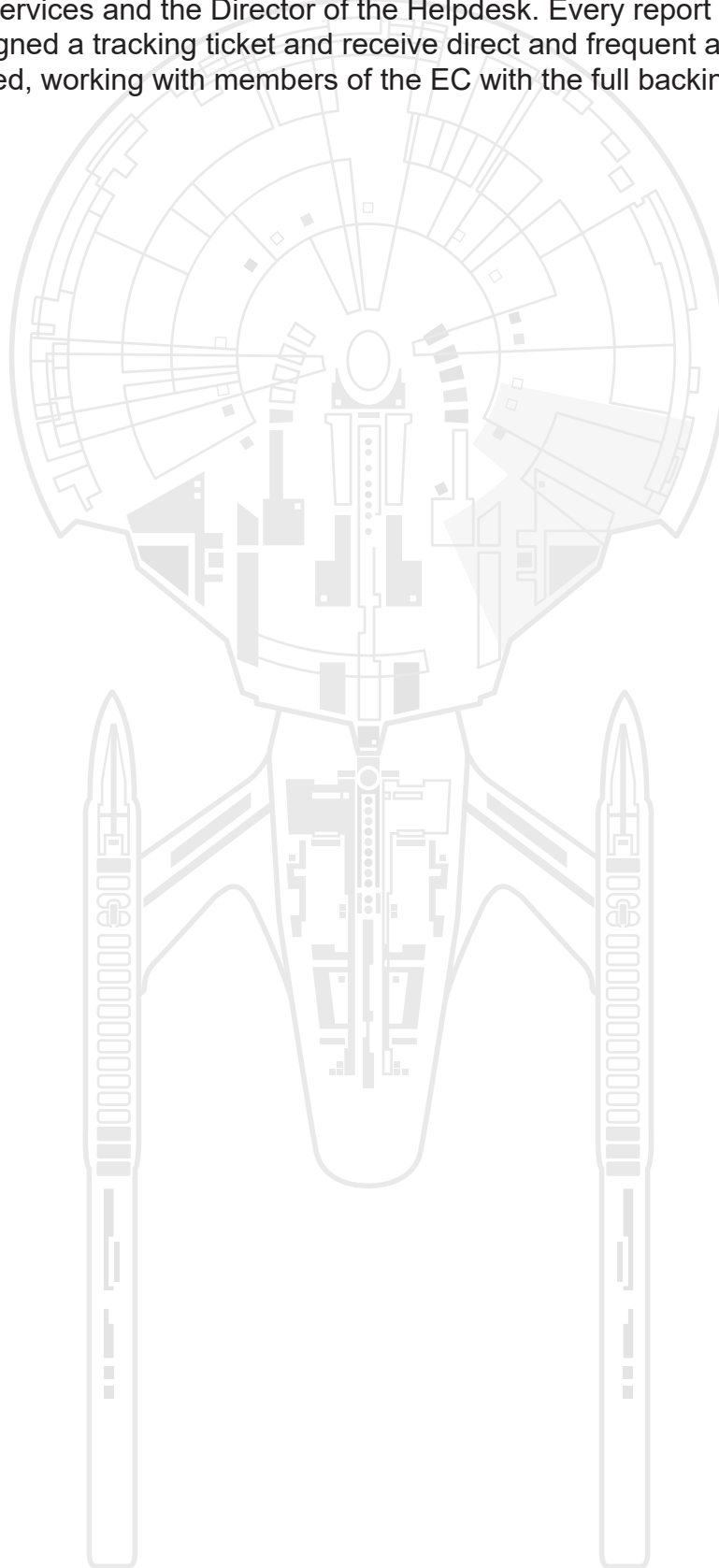
Most questions and issues can be dealt with at the individual Chapter level. If you have a question or problem, it should generally be taken to your CO first. If your CO does not or cannot resolve the issue, it should then be taken to the Regional Coordinator responsible for your Chapter. COs with questions or problems should take those to their RC as well. If the RC is either part of the issue or unable to address it satisfactorily, you may bring your issue to the Office of the EC member who best represents your problem area. As a last resort, you should bring your complaint directly to the Office of the CS, who would then bring it before the AB board for examination, discussion, and resolution if needed.

Remembering the following guidelines will ensure the quickest response to your query:

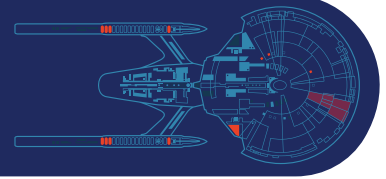
- If asking by e-mail, please allow at least 72 hours for a response. We all have real jobs, real families, and real-life problems that might get in the way of a response. After that time, you might want to send another e-mail inquiring if your first response was received and then restating the situation you are bringing to their attention.
- If sending a letter through the mail, always remember to include a Self-Addressed Stamped Envelope (SASE). All of us are volunteers, and few are reimbursed for their expenses. While a First-Class stamp and an envelope may not seem like much, if you buy a hundred of them or more a month, the expense would mount quickly; therefore, please include an SASE as a courtesy.
- Make sure to send your request to the relevant Office. If you have a question regarding your membership or membership packet materials, an inquiry should be sent to the Office of the Chief of Member Services, which handles membership-related issues. This Handbook explains all the primary duties of each EC Office (found in **Section 03:02**), and there is also an Organization Chart (found in the Members' Hub on the SFI Website). If you cannot find the Department you are looking for, ask your CO or RC for assistance.

Section 01:06 – THE STARFLEET HELP DESK

The Membership Services Helpdesk is designed to accept member-impacting problems, issues, suggestions, or complaints for immediate review and remediation. The Helpdesk is managed by the Chief of Membership Services and the Director of the Helpdesk. Every report received by the Helpdesk shall be assigned a tracking ticket and receive direct and frequent attention until a final disposition is determined, working with members of the EC with the full backing of the Office of the CS.



SECTION 02: STARFLEET Membership



Section 02:01 - REFUSAL OF SERVICE

The Governing Board, the EC, or any individual member of the Governing Board or the EC, may deny an application for membership for any reason. This section applies to all applications for membership, including applications by individuals whose membership has expired and are re-applying for membership. Denial of an individual's membership application must take place within the first 10 days of processing.

Section 02:02 – MEMBERSHIP DUES

Every member in STARFLEET shall be required to pay dues as determined and approved by the AB, the payment of which is a precondition to continued membership in STARFLEET. Distinguished memberships in STARFLEET without assessment of dues may be awarded by the EC after consultation with and approval by the AB.

Section 02:03 – INDIVIDUAL AND FAMILY MEMBERSHIPS

SFI membership rates are as follows:

- Individual = \$5.00
- Family (2) = \$9.00
- Family (3) = \$12.00
- Family (4) = \$14.00
- Family (5) = \$16.00
- Family (6) = \$17.00

Family Memberships are designed for individuals who share a residence or have some form of close geographic proximity. Family Memberships in STARFLEET will be limited to no more than six members per membership. If a family truly does have more than six people living in the same home, we encourage them to buy two or more Family Memberships in STARFLEET and thus share the resources provided more liberally.

Residents of Cuba:

CU-1: Individual Membership; no membership fee is assessed.

CU-2: Membership for a Family of Two; no membership fee is assessed. CU-3: Membership for a Family of Three; no membership fee is assessed. CU-4: Membership for a Family of Four; no membership fee is assessed. CU-5: Membership for a Family of Five; no membership fee is assessed. CU-6: Membership for a Family of Six; no membership fee is assessed.

Note: Membership dues for Cuban Citizens are specified separately and at no cost to comply with the Helms-Burton Act in the United States, which regulates embargoes against foreign countries, and with requirements established by the Office of Foreign Asset Control within the United States Department of the Treasury. Cuban citizens who seek membership in STARFLEET are automatically required to be added as Non-Voting Members in STARFLEET and are restricted as detailed within **Section 02:04** of this handbook. Further, membership materials for Cuban members are solely to be obtained electronically via a designated STARFLEET website.

Section 02:04 – MEMBERSHIP OPTIONS

Article 3, Section 3.2 of the STARFLEET Bylaws defines two categories of STARFLEET members: Voting and Non-Voting Members.

Voting Membership

Voting members of STARFLEET are those individuals who choose to participate fully in the futuristic atmosphere provided by the unique infrastructure of the organization. Voting members are entitled to sign aboard the STARFLEET Chapter of their choice and hold a fictional rank within the organization. Voting members may also choose to become involved in operations and activities and/or hold a position of responsibility at the Chapter, Regional, and International levels. Voting members must have a registered unique, functional email address that is compatible with SFI technologies; and they must be 18 years of age or older.

Downloadable from the SFI Database is your Membership card. This card affords proof of your membership in STARFLEET, as well as documenting important information about you, including your name, STARFLEET Security Clearance Code (SCC) number, and membership expiration date. You may elect to join any Chapter of STARFLEET, near or far, and participate in whatever fashion is acceptable to both you and the Commanding Officer of your chosen Chapter. Please note that some Chapters charge additional dues over those levied by STARFLEET. If you did not request assignment to a Chapter when you filled out your application, you can request assignment to the Chapter of your choice by contacting the Chief of Membership Services and the Chapter Commanding Officer.

STARFLEET policy is that you can officially belong to the roster of only one Chapter at a time, to allow STARFLEET Headquarters to track memberships and Chapter crew strengths efficiently. This Chapter is known as your Primary Chapter. However, members are free to participate in the activities of Chapters other than that to which they are primarily assigned. Should you ever wish to transfer your Primary Chapter membership from one Chapter to another, simply inform both COs involved along with the Chief of Membership Services, to make the necessary updates to the STARFLEET Database and crew rosters.

Non-Voting Membership

Non-voting members are members who do not currently comply with the requirements of being a voting member such as being under the age of 18 and/or not providing a registered, unique, functional email address. Non-voting members are not able to hold a position aboard a Chapter, Region, or at the International level, and have no voting rights within STARFLEET. Non-Voting Members will receive all membership materials, as well as the Communiqué, if the distribution of such materials is not in violation of the law. A Non-Voting member may change their membership class to a Voting Member if they comply with the requirements of being a Voting Member and if it is permissible by law.

Section 02:05 – “FAKE” MEMBERSHIPS

“Fake” Members are defined as a person on record or on the roster of a chapter that does not exist or has no knowledge of being a member. If such a member is determined by leadership to exist the chapter will be put to standby status until they are removed from the roster and their record in SFI will be subsequently invalidated. This Chapter will be put on notice that a determination has been made and an offer to validate said member will be offered with a 14 day completion.

Section 02:06 - LIFETIME MEMBERSHIPS

Lifetime Members are ones who exemplify the principles and ideals that STARFLEET strives to maintain. They are examples to whom other members can look as a role model.

The STARFLEET EC may recommend to the AB up to two (2) members for a non-paying Lifetime Membership each fiscal year.

Said recommendation(s) should, if possible, be made in enough time to allow for approval by the AB and presentation of said Lifetime Memberships at the annual STARFLEET International Conference. If this is not possible, it is at the discretion of the CS to select an alternate time and/or venue to make such an announcement.

The selection process for a Lifetime Member is not an easy one, and there is no guarantee that there will be a sufficient pool of potential nominees each year. Therefore, the awarding of a Lifetime Membership/s is not an annual requirement, but rather the pinnacle of recognition of a career's worth of exemplary service to the organization.

An outgoing CS shall be awarded such a membership unless a motion to deny this privilege is carried by a majority of the combined AB and EC. For all other nominee/s, below are the Guidelines for awarding such memberships.

Criteria

1. Must have achieved the rank of Admiral and held that rank, continuously and in good standing, for five (5) years OR served as a member of STARFLEET, continuously and in good standing, for a time period of no less than fifteen (15) years.
2. Must currently, or since their last promotion, have served the international organization by making a "significant contribution."
 - A "significant contribution" can be achieved by serving as a member of the governing body (EC or AB) or the international staff, or as otherwise determined by the Executive Committee.
3. Lifetime Member nominee(s) who have been suspended and/or had their privileges revoked from any official STARFLEET e-mail or other social media "list" by the moderator/s must have the details of their suspension/revocation reviewed by the EC. The EC will review these suspensions/ revocations and determine if the action warrants disqualification.
4. Nominations must receive a simple majority vote of support from the full Executive Committee prior to being submitted to the AB for consideration. Any nomination that does not carry a simple majority of the full EC shall not be considered.

Balloting

Any nomination/s for Lifetime Membership require a two-thirds majority vote of the STARFLEET AB, to be bestowed upon said nominee(s). The balloting process shall follow the established guidelines used for passing AB Resolutions.

If a nominee fails to achieve a two-thirds majority, then they shall not receive the Lifetime Membership; however, a nomination may be submitted for the same nominee in subsequent years without penalty.

Revocation

If at any time after receiving a Lifetime Membership, a Lifetime Member conducts themselves in such a way that brings harm and/or discredit to their Chapter, Region, or STARFLEET itself their Lifetime Membership may be revoked.

The STARFLEET IG will be charged with investigating any such alleged conduct to determine how it relates to the member's Lifetime Membership. If said investigation concludes that there is reason to believe that said member's conduct was less than honorable, the AB may revoke the Lifetime Membership by a two-thirds majority vote of the full AB.

If, at any time, three successive mailings – electronic or postal – from the STARFLEET Chief of Computer Operations to the Lifetime Member are returned as “Undeliverable”/“Address Unknown”, then the Lifetime Membership may be suspended until such time as the Lifetime Member asks for it to be reinstated.

Termination & Reactivation

Once every two (2) years, the STARFLEET Chief of Information Services may choose to contact a Lifetime Member to determine that they are indeed still interested in receiving their membership materials. If the response is negative, returned with no answer given, or no answer is provided after 30 days, then the membership may be suspended until such time as the Lifetime Member asks for it to be reinstated.

A Lifetime Member may also request to have their Lifetime Membership terminated. Said request must be made in writing – either via USPS/“snail-mail” or e-mail attachment – to the STARFLEET Chief of Information Services. If said member later chooses to reaffiliate with STARFLEET, their Lifetime Membership can be reinstated by a simple majority vote of the full AB.

Section 02:07 – DISTINGUISHED MEMBERSHIPS

Lifetime Members are ones who exemplify the principles and ideals that STARFLEET strives to maintain. They are examples to whom other members can look as a role model.

Nominations

The STARFLEET EC may recommend to the AB up to four (4) members for a non-paying Distinguished Membership each fiscal year. The annual awarding of any Distinguished Memberships is not a requirement.

Said recommendation/s should, if possible, be made in enough time to allow for approval by the AB and presentation of said Distinguished Memberships at the annual STARFLEET International Conference. If this is not possible, it is at the discretion of the CS to select an alternate time and/or venue to make such an announcement. Below are the Guidelines for awarding such memberships.

Criteria

1. Must have achieved the rank of Admiral and held that rank, continuously and in good standing, for five (5) years OR served as a member of STARFLEET, continuously and in good standing, for a period of no less than ten (10) years.
2. Nominees who have been suspended and/or had their privileges revoked from any official STARFLEET e-mail or other social media “list” by the moderator/s must have the details of their suspension/revocation reviewed by the EC. The EC will review these suspensions/revocations and determine if the action warrants disqualification.

- Nominees must receive a simple majority vote of support from the EC prior to being submitted to the AB for consideration. Any nominee that does not carry a simple majority of the full EC should not be put forward to the AB for consideration.

Balloting

Any nomination/s for Distinguished Membership require a two-thirds majority vote of the STARFLEET AB, as currently defined by the current STARFLEET By-laws, in order to be bestowed upon said nominee/s. The balloting process shall follow the established guidelines used for passing AB Resolutions.

If the nominee fails to achieve a two-thirds majority, then they shall not receive the Distinguished Membership; however, the nomination may be submitted for the same nominee in subsequent years without penalty.

End of Membership Period

At the end of the three-year Distinguished Membership period, the member will be returned to the category of dues-paying member. If warranted, a recipient of a Distinguished Membership can be nominated and awarded a second such membership at the conclusion of the first.

- No member may receive more than two (2) back-to-back Distinguished Memberships.

In the case of any Cast and/or Crewmembers of the various *Star Trek* productions (television programs or films) who have been awarded a Distinguished Membership, the option will be given to the Chapters of STARFLEET to “host” a celebrity who has been so honored. The selected Chapter will be allowed to carry said celebrity on their Chapter Roster and are subsequently responsible for the upkeep of the celebrity’s membership dues.

- No Chapter will be allowed to carry more than one (1) such celebrity member on its Chapter Roster at a time.

If, at any time, three successive mailings – electronic or USPS ‘snail-mail’ – from the STARFLEET Chief of Computer Operations to the Distinguished Member are returned as “Undeliverable”/“Address Unknown”, then the Distinguished Membership may be suspended until such time as the Distinguished Member asks for it to be reinstated.

Termination & Reactivation

Once every two (2) years, the STARFLEET Chief of Information Services may choose to contact a Distinguished Member to determine that they are indeed still interested in receiving their membership materials. If the response is negative, returned with no answer given, or no answer is provided after 30 days, then the membership may be suspended until such time as the Distinguished Member asks for it to be reinstated.

A Distinguished Member may also request to have their Distinguished Membership terminated. Said request must be made in writing – either via USPS/‘snail-mail’ or e-mail attachment – to the STARFLEET Chief of Information Services. If said member later chooses to re-affiliate with STARFLEET, their Distinguished Membership will be treated as if it had concluded; and said member will have to re-join as a dues-paying member.

Section 02:08 – MEMBERSHIP RIGHTS AND RESPONSIBILITIES

As a member, you are afforded certain rights of membership, contingent upon the fulfillment of your membership responsibilities. Unless otherwise prohibited by law, not required by law, or unavailable as a part of a membership class, these rights are subject to change by a vote by the AB and include, but are not limited to, the following:

- To vote in the STARFLEET general election.
- To vote in any STARFLEET special elections.
- To vote on any STARFLEET Corporate Documents.
- To receive membership materials for your membership (both new and renewing members).
- To receive issues of the Communiqué, which will be announced when they are available for download on the website.
- To specify the type of membership desired (single or family) and the ability to change from one type of membership to another for any reason.
- Access to due process and for all sides in an issue to be heard before any sanctions are issued.
- To appeal all sanctions imposed pursuant to **Section 02:10** below.
- Ability to have access to notice of, information on, and apply for any open position in STARFLEET or in your Region.
- To voice your opinion at any level of STARFLEET.
- To participate in the STARFLEET Academy.
- To transfer from one Chapter of STARFLEET to another, at any time, for any reason, as long as the gaining Chapter agrees.
- To participate in all Regional and International events, such as Summits and International Conferences.
- To be considered for participation in any STARFLEET program, as long as the qualifications, if any, have been met.
- To have all personal information protected as per the SFDPP.

Member's Responsibilities

To enjoy the membership rights, a member has certain responsibilities that must also be met. Every member has a responsibility to adhere to a set of standards of behavior and conduct which include, but are not limited to, the following:

- A member's first duty is to the truth.
- To behave in a manner that brings credit to STARFLEET, their Region, their Chapter, and themselves.
- To be resolute in the performance of their duty and comply with STARFLEET's Articles of Incorporation, Bylaws, Membership Handbook, other various handbooks, Electronic Mailing List Rules, Summit/Conference rules, meeting rules, etc.
- To strive for impartiality and fairness in judgment and disqualify themselves from decisions where their judgment may be compromised.
- Always to show courtesy to fellow members.
- To seek out both sides of a dispute and act upon fact, not innuendo.
- To cooperate in a timely manner with the IG (or their appropriate designated deputy) for any official investigations.
- Neither to advocate for, nor to promote, actions that would obviously bring harm to (degrade, insult, shame, or hurt the name of) STARFLEET.
- To renew their membership in a timely manner before it expires.

Failure to uphold the Member's Responsibilities as outlined above could result in disciplinary action in accordance with the guidelines laid out in **Section 8** of this handbook.

In addition to the above-listed Member Responsibilities, the following are additional goals toward which a member should strive. These are guidelines only and are not enforceable as member responsibilities or a code of conduct:

- To praise in public and critique in private.
- Never to assume, but always verify.
- To be the first to praise and the last to criticize.
- Not to cause negative or unproductive confrontations willfully.
- To be willing to offer a solution to any issue brought forth.
- Never to record audio or video without consent of all parties involved.

Any member who resigns from STARFLEET during an appropriately sanctioned investigation is automatically banned from STARFLEET in perpetuity. Any subsequent application for membership from such banned members must be immediately directed to the AB for consideration. The Vice-CS, as corporate secretary, will maintain this list of banned members. All investigations sanctioned by the CS must be reported to the AB within 24 hours, detailing the parties involved and nature of the complaint. No other information that might prejudice board members on the subject should be delivered at that time – but it is the Board's opportunity to ensure all investigations have merit.

Section 02:09 – RANKS WITHIN STARFLEET

One of the ways STARFLEET recognizes effort and work on behalf of the organization is through the granting of fictional ranks. Promotion involves participation within, and contribution to, STARFLEET. What you put into your membership is what you will get out. If you participate within STARFLEET at any level and in any capacity, you will be promoted in due course.

Appendix B lists the current STARFLEET Rank and Grade Structure. Because STARFLEET has multiple Branches of Service, we refer to ranks by their Grade Equivalent (E-x / O-x).

Upon payment of your initial membership dues to STARFLEET and joining a Chapter, you will be accorded a starting rank by your Commanding Officer. For those Chapters that use Enlisted Ranks, this is usually the grade of E-1. For those Chapters that do not use Enlisted Ranks, this is usually the grade of O-1. Again, initial ranks are at the discretion of the Chapter.

Your Chapter Commanding Officer has the authority to promote up to the grade of O-5 (Commander/Lieutenant Colonel). Please contact your Chapter Commanding Officer regarding your Chapter's Promotion Policy guidelines.

If you have chosen to participate within STARFLEET as an unassigned member within your Region, promotions up to the grade of O-5 (Commander / Lieutenant Colonel) may be granted by your Regional Coordinator. Please contact your Regional Coordinator regarding your Region's Promotion Policy guidelines.

The grade of O-6 (Captain / Colonel) may be awarded in one of three ways:

- Upon becoming the Commanding Officer of a STARFLEET Chapter.
- By authority of the Regional Coordinator of your Region.
- By authority of the Executive Committee.

The EC, serving as the Promotion Board for STARFLEET, awards all grades of O-7 and higher, which are known as Flag Ranks in collaboration with the FLEET promotion guidelines. The EC and the AB are the only bodies that may reduce an officer of O-6 or higher grade in rank. Any member may recommend another member of the grade of O-6 or higher for promotion to Flag Rank. Flag Rank nomination and requirement forms are available from the documents Section of the STARFLEET website.

You don't have to hold a high office in STARFLEET to be promoted to Captain or the Flag Ranks. There are many hardworking and dedicated members at all levels within STARFLEET who are worthy of promotion to O-6 or beyond.

Second, these ranks are fictitious and do not mean that one member is superior to another and must NEVER be used to belittle or demean a member. Such things as hazing, pulling rank, and expecting exclusive privileges can get you in trouble quickly in STARFLEET, whether you are an Admiral or a Crewman. These ranks are for FUN and are used only to enhance the *Star Trek* feel of the organization.

Third, ranks are meant to be awarded for service and responsibility within STARFLEET, not for political or personal favors. Authority is sometimes confused with rank. These are two different ideas. Rank is fictitious, authority is real. The authority of the EC, the Regional Coordinators, and the Chapter Commanding Officers is given to them to enable them to perform their administrative and management jobs within STARFLEET. They must be able to make policies and guidelines for STARFLEET to function. This authority makes the FUN possible. The watchword for both rank and authority is SERVICE.

Section 02:10 – GRIEVANCES AND DUE PROCESS

Local / Chapter Level

While the main thrust of STARFLEET has always been to uphold and espouse the philosophy of *Star Trek* – with tolerance, brotherhood, cooperation, and compassionate justice as worthy goals, occasionally these philosophies may be lost when interpersonal and inter-Chapter relationships fail. It is the desire of the EC that members allow any grievances to be solved at the lower levels of the chain of command. However, should members feel they have not been dealt with fairly, they may petition the EC and ultimately present their case before the CS.

STARFLEET has purposely not set down specific rules about how chapters should govern themselves. Chapters are expected to be self-governing with STARFLEET as an advisor to individual Chapters and as a conduit for new members. Most grievances can be dealt with at the local level by one of the several officers STARFLEET has appointed to represent the Fleet in such matters: namely, Chapter COs and RCs. Intra-Chapter or individual member difficulties are usually best handled by that Chapter's CO or their designee (i.e., the Chapter XO). Cases involving the CO may be heard by another impartial CO or the RC of that Region (or their designee, i.e., a VRC). Inter-Chapter difficulties are usually handled at the Regional level. Instead, justice should be fair and compassionate, not punitive and degrading. The emphasis should be placed on problem-solving and not punishment. Ask the individual how they think the problem can be solved – they may surprise you.

There are, however, three disciplinary actions a Chapter CO or RC cannot take. First, they cannot expel a member from STARFLEET; only the AB can take such action. Second, they cannot revoke a Flag Rank commission – only the EC has the power to reduce an officer of the grade O-6 or higher in rank. Third, no one can impose any punishment that violates civil law. The AB WILL expel from STARFLEET, ANY person or group responsible for transgressing this rule.

The highest punishment that a Chapter can exact from an individual is expulsion from said Chapter, but this should be used as a last resort and only on the truly deserving. The decision to expel a crew member must be conveyed by letter and must be forwarded to the Chief of Operations, STARFLEET. The expelled member will then be removed from that Chapter's roster. The member may choose to join another Chapter, if possible. STARFLEET will not overrule this action if it has been demonstrated that the expulsion was carried out fairly and that all other options were fully considered or pursued prior to the expulsion.

STARFLEET, however, recognizes that people are occasionally dealt with unfairly. Therefore, all members of STARFLEET are reminded of their right to due process, which guarantees the right to a full investigation into any allegation; the opportunity for both sides of an issue to be fully heard before any judgment is passed; the right to be assumed innocent until proven guilty; and the right to appeal any decision up to the AB, whose decision is considered final. Members may appeal any decision that they feel violates their rights as set down by STARFLEET regulations. Members must remember that with these rights also comes the responsibility of appropriate behavior as set down in **Section 02:08**, under Member's Responsibilities. Note that the Senior Officers of STARFLEET (RCs and above) are not a substitute for local, state, and federal authorities of law and order. If a crime has been committed, summon the police.

Regional / International Level

Members of the STARFLEET AB or EC are considered to be the leaders of this organization and are held to high standards in terms of their conduct and behavior. Article 5, Section 5.16; and Article 6, Section 6.4 of the current Bylaws outline the processes by which a member of one of these two bodies can be removed from office for failing to live up to their required obligations.

Section 02:11 – STARFLEET MEMBERSHIP BEHAVIOR POLICY

It is the policy of STARFLEET that harassment or misconduct, defined as behavior by one member perpetrated upon another member that would be construed as illegal under local, county, state, provincial, federal, or international law, will not be tolerated at any time. This includes, but is not limited to, sexual harassment or harassment based on a member's ethnicity, religion, social or economic background, sexual preference, gender identification, or any other legally defined category. Any STARFLEET member, regardless of rank or position, found to be in violation of this Section shall be subject to immediate expulsion.

SFI seeks to provide a social environment that is safe and enjoyable for all; thus, bullying will not be tolerated.

WHAT IS BULLYING?

Bullying occurs when an individual or a group of individuals repeatedly behaves unreasonably towards a member or group of members, which creates a risk to health, safety, and good order of the organization. Bullying behaviors can take many different forms, from the obvious (direct) to the more subtle (indirect).

Bullying has a detrimental effect on SFI and its members.

Bullying can create an unsafe social environment.

Bullying can (and has) result in the loss of trained and talented volunteers.

Bullying can (and has) cause the breakdown of teams and individual relationships.

Members who are bullied can become distressed, anxious, withdrawn, and can lose self-esteem and self-confidence. Members who exhibit this sort of behavior can become calloused and jaded by it. Bullying is also (in some circumstances) against the law.

Therefore, SFI shall operate with a zero-tolerance policy for bullying of any kind by and to its membership.

WHAT IS NOT BULLYING?

Action taken by SFI leadership to direct and control the way work is carried out is not considered to be bullying if the action is taken in an objectively reasonable way.

SFI recognizes that bullying may involve comments and behaviors that offend some people and not others. SFI also accepts that individuals may react differently to certain comments and behavior. That is why a minimum standard of professionalism, etiquette, and behavior is required of its members and leadership. This standard means that all members are to be respectful to others at all times. This includes all media in which members interact.

OTHER UNACCEPTABLE CONDUCT

Single incidents of unreasonable behavior (such as harassment, violence, or threatening behavior) can also present a risk to health, safety, and good order; they will not be tolerated.

LEADERSHIP ROLES

Leaders (to include Commanding Officers and their staff, Regional Coordinators and their staff, and EC and their staff) of SFI have an important role to play in terms of fostering a culture that does not tolerate or encourage harassment, bullying, or violence and should ensure that they do not engage in any conduct of this nature themselves. Leaders should also ensure that members understand this Policy and the consequences of non-compliance. When leaders observe harassment, bullying, or violence occurring, they should take steps to stop this conduct from continuing. This behavior will be referred to the process specified in **Section 09**.

Section 02:12 – MEMBERSHIP RENEWALS

Membership renewal dates are clearly labeled on the membership cards and in a member's database page. This information can also be requested directly from the Chief of Membership Services. Membership processing can take upwards of eight weeks with no grace periods in lapses if a member does not renew before their expiration date, so members are highly recommended to renew early.

It is especially important for Chapter Commanding Officers, Executive Officers, RCs, or STARFLEET Headquarters staffers to renew their memberships when (or before) they are due to ensure ships/regions/SFI staffing are not affected. If there is a problem meeting this date, contact the Chief of Membership Services for assistance. "Lapsed" members risk having their commission suspended. If this should happen, upon renewal of membership, a petition may be filed with the EC for reinstatement at the former grade. The EC will decide on the reinstatement on a case-by-case basis.

Any STARFLEET member may cancel their membership at any time by a written and signed request sent to the Chief of Membership Services, STARFLEET, or by any other means deemed acceptable to the EC. Requests for cancellations are subject to verification via telephone. All membership dues in such cases are nonrefundable. The EC will decide on the reinstatement of a previously canceled membership on a case-by-case basis.

By a simple majority vote of the AB, any member may have their membership canceled. Before such a vote may be taken, however, the AB must present the member with a list of all grievances by Certified Mail or otherwise confirmed communication. The member then has thirty (30) days to respond, also by Certified Mail or otherwise confirmed communication. The member also has the right to request thirty (30) additional days to prepare their response. Should the AB then vote to expel the member, that member is entitled to a prorated refund of their membership dues.

Section 02:13 – COMMUNICATIONS

STARFLEET believes that an informed and communicating membership is an active and caring membership. STARFLEET wants you to know what is going on and to participate in our many discussions. Members are encouraged to ask questions and share opinions with fellow members and STARFLEET officials. In STARFLEET, communication is a two-way street.

The STARFLEET Communiqué

The *Communiqué* is the official quarterly newsletter of STARFLEET covering organizational events and activities, Chapter news and updates, operational reports and policy changes, *Star Trek* news and reviews, and other articles of interest. Electronic copies are available in the online database for members to download. Members are encouraged to submit articles, artwork, photographs, etc., for publication. Please contact the CQ Editor for more information concerning submissions.

Chapter Supplemental Publications

All Chapter COs are strongly encouraged to publish a newsletter (electronic, printed, or both) within their local Chapter on a regular (usually bi-monthly) basis. Since the *Communiqué* focuses primarily on events and activities of a Fleet-wide nature, a Chapter newsletter may be effective in providing Chapter members with more in-depth information about local activities, projects, and operations, as well as information regarding Region- and Fleet-level issues. Subscriptions to Chapter newsletters are not included in the STARFLEET dues schedule, so Chapters are responsible for establishing their own subscription rates and policies. It is the responsibility and duty of the CO to ensure that the members are kept abreast of STARFLEET information.

Electronic Communication Options

STARFLEET maintains official electronic communications through an official website site, and officially sanctioned media such as the STARFLEET mailing list), several Facebook pages/groups, and other platforms.

Individual Departments and Chapters also host their own electronic gateways and facilities. Details can be found on the STARFLEET Web Server (www.sfi.org).

Official communications policies regarding 'self-promotion,' for all media, shall be limited to barring the direct solicitation for goods and services not approved by the AB or EC, in official SFI channels.

Section 02:14 – STARFLEET SCHOLARSHIPS

Any STARFLEET member who has been a member-in-good-standing for at least one calendar year is eligible to apply for a STARFLEET Scholarship. Members can be attending community colleges, four-year colleges, most technical schools, junior colleges, universities, or graduate schools. The application period runs from January 1st to June 15th each year. Scholarship Applications are reviewed by a committee and scholarship winners are announced at the STARFLEET International Conference or a reasonable date before the fall school season begins. Details regarding available scholarships and eligibility requirements, as well as the application, are on the Scholarships page of the STARFLEET main server. For more information, please contact the STARFLEET Scholarship Director at scholarships@sfi.org.

Section 02:15 – PERSONAL INFORMATION AND PRIVACY

Policy Summary

It is the policy of SFI that the information received from members (hereinafter referred to as “member information”) is for the sole purpose of providing membership services to the organization’s members. At no time will any member information be provided to any person or entity not authorized to possess and use the information.

Information Distribution Policy

Under no circumstances shall member information be given or sold to any person or entity outside of STARFLEET without approval of the AB. This approval must be in writing, providing the name of the person or entity receiving the authorization, the need for the information, the date the approval was granted, and if the authorization is for a limited time, the start and end date. The only exception to this policy is in the event information is being provided by a member of the EC, or other authorized agent of the corporation, while performing their appointed duties, pursuant to this document or the By-Laws, or while ensuring the daily operations of the organization are being performed.

Information Use Policy

Some members of STARFLEET are granted elevated access rights to member information for them to carry out their job responsibilities. Those members are expressly prohibited from using, retaining for personal use, or providing any other party or entity with member information for purposes other than their specific job requires. Any member with elevated access rights to member information who is found to have misused member information will be subject to disciplinary measures as deemed necessary and appropriate pursuant to the STARFLEET Membership Handbook. The matter may also be referred to the appropriate civil or criminal authorities.

Information about STARFLEET’s Chapters, including the contact information of the Chapter Commanding Officers, is available on STARFLEET’s public website for the purpose of contacting the Chapters either to obtain information about the Chapter or to provide information to the Chapter Commanding Officer and/or to the Chapter. This may be used by members for purposes that include, but are not limited to, providing information about STARFLEET services, election campaign information, and other information deemed appropriate by STARFLEET.

Information Security Policy

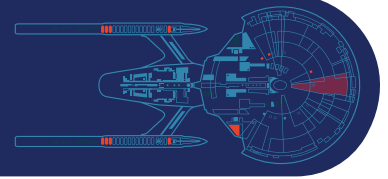
In the event of an external breach of information, STARFLEET will, as deemed necessary and appropriate, contact our third-party vendors to determine the nature and severity of the breach and may choose to contact the appropriate authorities to resolve the incident. A full report of the incident will be provided to the AB. Members may be contacted to advise them of the matter as deemed necessary and appropriate by the CS or their representative.

In the event of an internal breach of information, STARFLEET will, as deemed necessary and appropriate, conduct an internal investigation of the matter to determine the best course of action to address the incident. A full report of the incident will be provided to the AB. The CS shall contact the Chief of Information Services to temporarily suspend the access rights to electronic records and/or require physical records to be returned to the CS pending the outcome of actions, if any, by the AB and/or EC. Members may be contacted to advise them of the matter as deemed necessary and appropriate by the CS or their representative.

Retention of Information

All member personal information will be retained for a period of up to five (5) years after a member allows their membership to expire. All member personal information, regardless of active or expired/archived, is covered by this policy and protected from unauthorized use.

SECTION 03: Fleet Organization



Section 03:01 – STARFLEET OFFICERS

Officers described within **Section 03:02** and **Sections 03:05** through **03:09**, inclusive, may be removed or fail to be recognized by the leadership of STARFLEET with or without cause. “Cause” may be defined as but not necessarily limited to:

- Demonstrated, repeated failure* to comply with STARFLEET’s mandatory reporting requirements,
- Demonstrated, repeated failure* to participate by attendance or vote in a meeting of the Leadership,
- Financial improprieties by that individual related to any STARFLEET Chapter’s demonstrated failure to properly maintain any records,
- Failure to allow a Chapter or Region member request to review said Chapter’s or Region’s financial records or documentation,
- Proof of a criminal conviction or civil judgment based upon an offense involving rape, theft, fraud, or any felonious offense, or
- Proof of sexual harassment of a member or sexual misconduct (as currently defined in the Membership Handbook) with a member.

*Repeated failure is defined as 25% miss rate per 12 months from start of term.

Individuals so removed/unrecognized have the immediate right of appeal as specified in **Section 08:02** of this handbook. That appellate process shall be concluded by the AB within sixty (60) days of the date of the refusal decision, unless the AB is refused information needed to make an informed decision. In such instances, the AB has the option to vote to extend the period or terminate the appeal altogether for lack of input. It is the decision of the AB whether the officer in question may retain his/her current position for the duration of the appeal.

Section 03:02 – THE EXECUTIVE COMMITTEE

Eight “officials” of STARFLEET compose the EC. In descending order of command, they are:

- Commander, STARFLEET;
- Vice-Commander, STARFLEET;
- Chief of Operations, STARFLEET;
- Chief of Communications, STARFLEET;
- Chief of Educational Services, STARFLEET;
- Chief of Information Services, STARFLEET;
- Chief Financial Officer, STARFLEET;
- Chief of Membership Services, STARFLEET.

The following paragraphs describe each of the positions further, as well as their responsibilities.



03:02:01 - Commander, STARFLEET

The CS serves as the corporate President of STARFLEET and chairman of the AB, which is the corporate Board of Directors. The CS is responsible for the overall administration and supervision of the Fleet, as well as representing the Fleet in an official capacity to other organizations and the general public. All representatives of STARFLEET holding office in any appointed or elected capacity are ultimately responsible to report to the CS or their designee.

The CS is charged with the financial well-being of STARFLEET. The CS is the only member of the AB with the authority to disburse Fleet funds on the behalf of the organization. The CS appoints the Chief Financial Officer (CFO) and other assistants to perform necessary bookkeeping and budgetary duties. The CS is also responsible for securing an annual financial review of Fleet funds, at Fleet expense, and making the results of such an audit available to the membership.

The CS is charged with reviewing and interpreting use of all Iconography and Heraldry throughout the organization, for compliance with all applicable intellectual property laws. The CS may delegate this as needed, but the ultimate responsibility remains with the CS. All departments and facets of the organization are charged to comply with this effort and report their compliance as directed. Any misuse or unapproved use of such Iconography or Heraldry containing the brand of STARFLEET will be met with immediate cease and desist. The Iconography and Heraldry of STARFLEET must not violate any Copyright or Intellectual Property Laws.

At the time they assume the duties of CS, they shall be promoted to the grade of O-12.

During the election process (and preferably with their letter of intent) a background check, including criminal history and financial rating, will be supplied at the candidate's expense. If this person achieves the position of CS, they may ask for reimbursement of the expense for this check.

No person may be elected as CS for more than two, consecutive or non-consecutive, three-year terms. The CS is required to be at least 25 years of age, bondable, and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed Officer Training School, Officer Command College, must be fully compliant with current SFDPP certifications, along with the Commander STARFLEET course from STARFLEET Officer's Leadership College.

Unless overturned by a two-thirds ($\frac{2}{3}$) majority vote of the AB, decisions of the CS regarding Fleet administration and operation are to be considered final. If for any reason a vacancy shall occur in the office of the CS, the VCS shall immediately assume the office and responsibilities of Commander, STARFLEET. A replacement Vice-Commander, STARFLEET shall be put into office in accordance with the guidelines set forth in **Section 06:03** of the STARFLEET Membership Handbook.



03:02:02 - Vice-Commander, STARFLEET

The VCS is the second in command of STARFLEET and serves as the organization's Vice-President and as the Corporate Secretary. The VCS is responsible for assuming the responsibilities of the CS in their absence, and for representing the CS to the members of the association, other organizations, and the general public. The office of the VCS is charged with the production and revision of: the Membership Handbook, the basic guide to Fleet's structure, policies, and operations; the Command Status Report (CSR); and is responsible for the direction of committees, task forces, boards, and departments as assigned by the CS. The VCS may delegate Secretarial duties as necessary and appropriate. In addition to the duties stated, the VCS is to be in charge of organizing the various committees created from within the EC and AB and serve as a non-voting, ex-officio member of each committee.

The VCS is elected by the general membership on the same slate as the CS. No person may be elected as VCS for more than two, consecutive or nonconsecutive, three-year terms. The VCS is required to be at least 25 years of age, comply with all qualifications that the CS may be required to hold, and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed Officer Training School, Officer Command College, must be fully compliant with current SFDPP certifications, along with the Commander STARFLEET course and the Vice-CS course from STARFLEET Officer's Leadership College. The VCS shall report at least once per month to the CS. Provided they do not currently hold a higher rank at the time they assume the duties of VCS, they shall be promoted to the grade of O-9.

In the event of a vacancy in the office of VCS, other than as set forth pursuant to **Section 06:03** of the STARFLEET Membership Handbook, the position shall be filled by appointment by the CS to serve out the remainder of the term, subject to the approval of a majority of the AB. If a vacancy occurs pursuant to **Section 06:03**, then the procedure set forth therein shall be followed for appointment of a successor VCS. The same background checks apply and will be paid by the organization.



03:02:03 - Chief of Operations, STARFLEET

The Chief of Operations (COO) is the third in command of STARFLEET and is responsible for the overall operation of the Regions, Chapters, and Chapters-in-Training of STARFLEET. The COO collects reports from all Regional Coordinators and Chapter COs and is responsible for the launching of Chapters-in-Training, commissioning and decommissioning of Chapters, and assisting members and Chapters with operational programs. The COO is responsible for administering the STARFLEET Shakedown Program, for distributing manuals and other materials, and for providing final approval for requests for launch. The COO or their designee is also responsible for generating the Vessel Registry. On matters of operation, the decisions of the COO are final, unless overturned by the CS. The COO is appointed by the CS, and shall report at least once per month to the CS. Provided they do not currently hold a higher rank at the time they assume the duties of COO, they shall be promoted to the grade of O-8.

Furthermore, members of the Office of the COO shall be available to the Chapters and Regional Coordinators to assist them with operational programs as defined in the current Membership Handbook. The COO is also charged with providing an updated list of newly commissioned ships to the Chief of Information Services.

The COO is appointed by the CS, shall be at least 23 years old, and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed Officer Training School, Officer Command College, must be fully compliant with current SFDPP certifications and any updates to the SFDPP, along with the Chief of Operations, STARFLEET course from STARFLEET Officer's Leadership College. The COO shall report at least once per month to the CS.



03:02:04 - Chief of Communications, STARFLEET

The Chief of Communications (COMMS) is the fourth in command of STARFLEET and is responsible for the timely publication and distribution of official Fleet communications materials. COMMS also oversees all Media Services, including and not limited to STARFLEET Facebook pages, mailing lists, and other forms of communications. COMMS is responsible for Audio and Video services that produce and direct video and audio programs and ensuring these programs are preserved by the STARFLEET archivist/historian. At the discretion of the CS, COMMS may be responsible for the publications of other Fleet documents or publications.

COMMS is appointed by the CS, shall be at least 23 years old, and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed Officer Training School, Officer Command College, must be fully compliant with current SFDPP certifications, along with the Chief of Communications, STARFLEET course from STARFLEET Officer's Leadership College. COMMS shall report at least once per month to the CS. Provided they do not currently hold a higher rank at the time they assume the duties of COMMS, they shall be promoted to the grade of O-8.



03:02:05 - Chief of Educational Services, STARFLEET

The Chief of Educational Services (CES) is the fifth in command of STARFLEET and is responsible for the overall administration of STARFLEET Academy, a correspondence educational program of STARFLEET. The Chief of Educational Services is responsible for maintaining an education policy for the entire organization. The Chief of Educational Services shall see to it that all education services, throughout all branches and departments of the organization, provide their courses via the currently employed learning management systems/e-learning solution. Presently, STARFLEET has adopted Moodle as said learning management system. The Chief of Educational Services is responsible for collecting monthly reports from all Academy directors; for Academy appointments, openings, and closures; for maintaining a listing of all OTS and OCC graduates, and for maintaining a current Academy application form for distribution to the members of STARFLEET upon request. They are also responsible for overseeing, maintaining, and distributing the STARFLEET Scholarship program educational scholarships.

The CES is appointed by the CS, shall be at least 23 years old, and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed Officer Training School, Officer Command College, must be fully compliant with current SFDPP certifications, along with the Chief of Educational Services, STARFLEET course from STARFLEET Officer's Leadership College. The CES shall report at least once per month to the CS. Provided they do not currently hold a higher rank at the time they assume the duties of CES, they shall be promoted to the grade of O-8.



03:02:06 - Chief of Information Services, STARFLEET

The Chief of Information Services (CIS) is the sixth in command of STARFLEET and is responsible for maintaining and administering all STARFLEET computer records and databases. The CIS is responsible for maintaining accurate and up-to-date records of all STARFLEET members and Chapters, and for assisting in the digital distribution of membership materials and official Fleet communications. The CIS is responsible for generating the mailing labels for official STARFLEET publications and election materials.

The CIS is appointed by the CS, shall be at least 23 years old, and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed Officer Training School, Officer Command College, must be fully compliant with current SFDPP certifications, along with the Chief of Information Services, STARFLEET course from STARFLEET Officer's Leadership College. THE CIS shall report at least once per month to the CS. Provided they do not currently hold a higher rank at the time they assume the duties of CIS, they shall be promoted to the grade of O-8.



03:02:07 - Chief Financial Officer, STARFLEET

The Chief Financial Officer (CFO) is the seventh in command of STARFLEET and is responsible for reporting STARFLEET finances. The CFO is responsible for maintaining accurate and up-to-date records of all STARFLEET accounts as well as preparing the annual budget and Form 990 for signing by the CS.

The CFO is appointed by the CS, shall be at least 23 years old, and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed Officer Training School, Officer Command College, must be fully compliant with current SFDPP certifications, along with the Chief Financial Officer, STARFLEET course from STARFLEET Officer's Leadership College. The CFO shall report at least once per month to the CS. Provided they do not currently hold a higher rank at the time they assume the duties of CFO, they shall be promoted to the grade of O-8.



03:02:08 - Chief of Membership Services, STARFLEET

The Chief of Membership Services (CoMS) is the eighth in command of STARFLEET and is responsible for defining, maintaining, and staffing the following cornerstone goals of the organization toward its membership: Recruitment, Orientation, Retention, Membership Processing, Human Resources, Recognition and Database Helpdesk membership issues.

The CoMS shall appoint, with the approval of the CS, leaders of respective departments and subgroups within the office of the CoMS to achieve the above-stated goals of the organization. The CoMS shall be charged not only to oversee and represent these groups to the CS, but to grow new programs and services as needed, and ensure that all groups are aligned with these stated goals. They shall explore new options and services that would serve the membership, mentoring and enabling growth of the membership as a whole.

All heads of these departments and subgroups are inherently on the CoMS staff, though more staff members may be appointed as needed. The CoMS shall report at least once per month to the CS. The CoMS is nominated to the Office by the CS, shall be at least 23 years old, and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed Officer Training School, Officer Command College, and must be fully compliant with current SFDPP certifications. This nomination is then submitted to the AB for confirmation by a simple majority vote. Provided they do not currently hold a higher rank at the time they assume the duties of CoMS, they shall be promoted to the grade of O-8.

Section 03:03 – ORDER OF SUCCESSION

As stated above, should the CS, become unable or unwilling to perform the duties of that Office, the VCS, shall replace them. Upon assuming the Office, the new CS, shall appoint a replacement VCS. These officers will then carry out the remaining term of office.

Should both the CS, and VCS, be unable or unwilling to perform the duties of their respective Offices, the COO, shall assume the duties of the CS, until such time as the Commander and/or Vice-Commander return to duty. If neither do so, the COO, by a simple majority vote of the AB, shall assume the office and title of CS, for the remainder of the original term of office. The new CS shall then appoint a VCS and COO.

This process shall continue downward, as necessary, within the EC. Should the entire EC be unable or unwilling to perform their duties, the AB shall be empowered, by a simple majority vote, to appoint an interim CS from their own body to perform those duties for the remainder of the original term of office.

Section 03:04 – THE ADMIRALTY BOARD

The AB is the final authority on matters of STARFLEET policy. It acts as the ultimate STARFLEET policy decision-making authority, as well as an advisory council to the CS. The AB is composed of all the currently serving RCs. While the AB oversees policy determination, the EC determines the procedure to implement all such policy. Matters may be brought to the attention of the Board by any of its members or by a signed petition from ten or more current STARFLEET members.

Due to the nature of the AB, all official AB business is to be performed through a form of communication that produces a record of all discussions or proceedings, which can then be archived for future examination.

Section 03:05 – OFFICERS OF THE ADMIRALTY BOARD

Chairman of the Board

As President of the corporation, the CS is the Chairman of the Board. Should the CS be unavailable, the VCS will assume the duties as Chairman. Should neither the CS nor VCS be available, the AB will select a member of the Board to serve as Chairman pro tempore.

Voting Coordinator

The VCS, or a suitable delegate of their choosing, shall perform the conducting and tallying of votes on all relevant issues voted upon by the AB.

Archivist

The VCS, or a suitable delegate of their choosing, shall perform the duties of Archivist of the AB. These duties shall include a compiling of all recorded discussion as well as votes by the AB, for the purpose of establishing an official record of all proceedings.

Standing Committee – Disciplinary Board

This committee shall be composed of three Regional Coordinators chosen by the VCS as part of their committee planning duties.

As part of the process laid out in **Section 08:02**, should a member be from the Region of the Accused Member, a temporary member from one of the Regions other than those of the Accused Member and any interested parties will be chosen.

Section 03:06 – REGIONAL COORDINATOR (RC)

The RCs are responsible for representing the membership of their Region to STARFLEET. RCs are responsible for enforcing all Fleet policies in the Region they represent and for all regional finances. RCs are required to comply with all policies and handbooks which are approved by the AB.

RCs are effectively the chairpersons of the Region that they represent. Though they may not hold the highest rank, they hold ultimate authority; and all members of the Region answer to them for STARFLEET business. RCs have the authority to launch and disband Chapters-in-Training within their own Region. RCs are required to make a monthly regional operations report to the Chief of Operations, STARFLEET and to the CS, detailing all operational Chapters and Chapters-in-Training and their activities. RCs who fail to report, or who file two late reports within a twelve-month period, or who fail to cast votes in at least 75% of the matters put forth for vote within any one calendar year, may be removed by a two-thirds (2/3) vote of the assembled AB, excluding the RC who is the subject of the removal petition, as specified by Article 5, Section 5.16 of the STARFLEET Bylaws. RCs are responsible for developing their own programs and activities within their Region (as consistent with Fleet policy) and for the appointment of one Vice-Regional Coordinator (VRC) to serve as the RC's assistant within their Region. RCs may concurrently serve as a Chapter CO but are not required to do so. The Chapter of which the RC is a member, if they so choose and whether as CO or not, is considered the flagship of that Region.

Regional Coordinators are voted on by the Commanding Officers of the Chapters of their Region, through a democratic balloting process of suitable candidates, using balloting guidelines set forth by the EC and administered by the IG. RCs serve at the pleasure of their Region; the RC must undergo either a biennial election or a "vote of confidence" from their electorate, in order to assure that the needs of their Region and members are being met. The IG will make an announcement of the election process and timeline. No one is allowed to campaign or solicit nominations prior to the official announcement of a regional election.

RC candidates and VRC appointees are required to have completed Officer Training School (OTS), Officer Command College (OCC), must be fully compliant with current SFDPP certifications, before running for office and must reside in the region they serve throughout their term. Provided they do not currently hold a higher rank at the time they assume the duties of RC, they shall be promoted to the grade of O-8.

Section 03:07 – CHAPTER COMMANDING OFFICER

The Chapter Commanding Officer (CO) must meet all the qualifications for office as set forth in this Handbook and be at least 18 years of age. A CO serves at the pleasure of the members of their Chapter and can be removed by such if so desired. After the individual Chapter decides upon the CO, the appointment will either be affirmed or denied by the Chief of Operations, STARFLEET based on a review of the potential CO meeting the above criteria as well as being a member in good standing. Without compelling reasons to the contrary, denial is based solely on the inability to meet the above criteria. In such cases, the Chief of Operations, STARFLEET is expected to inform the potential CO of these shortcomings and give them not less than 60 days to correct them. The potential CO can continue to serve as Interim CO during this period.

All COs shall be responsible for sending a monthly Chapter status report to their Regional Coordinator as well as to the Chief of Operations, STARFLEET or the Chief, Shakedown Operations Command, as they may be required to do so in the manner set forth in the current Membership Handbook or Shakedown Operations Command Manual. In addition to all duties imposed by law, all COs are responsible for the general welfare and administration of their Chapters or Chapters-in-Training, as well as the administration and disbursement of their Chapter's or Chapter-in-Training's

funds and the maintenance of the Chapter's financial records.

COs, in general, are expected to set an example for their fellow crew members while also promoting the ideals of STARFLEET and Star Trek in general. They are also expected to aid in fostering growth and harmony within their Chapters while trying to keep discord at a minimum.

Each STARFLEET Chapter and Chapter-in-Training is required to have an Executive Officer (XO). All Chapter COs and XOs are required to have completed Officer Training School (OTS), Officer Command College (OCC), must be fully compliant with current SFDPP certifications, before their Chapter is commissioned.

Section 03:08 – THE CHAPTERS OF STARFLEET

The broad base of support for the continued growth and stability of STARFLEET lies in its individual Chapters. Some Chapters enjoy gathering for pizza and soft drinks while watching the latest *Trek* episode or movie; others prefer to work in community service; while others enjoy role-playing, costuming, and starship/installation design; and still others enjoy various combinations of activities and events. Diverse in background, membership, and purpose, the Chapters of STARFLEET share a common bond of interest in the *Star Trek* universe, as well as a commitment to “Gene’s Dream” – that of working toward a better future as envisioned by Gene Roddenberry. Further information concerning the chapters of STARFLEET is presented in **Section 05**.

Section 03:09 – INSPECTOR GENERAL, STARFLEET

The IG, STARFLEET is nominated to the Office by the CS. This nomination is then submitted to the AB for confirmation by a simple majority vote. Upon confirmation, the IG shall serve a term of no more than three (3) years, to commence on the first day of the year of the new CS taking office and ending on the last day of the year following the election of a CS. At the conclusion of such a term, and if the CS so desires, the IG may be resubmitted to the AB for reconfirmation to serve another term.

The IG, STARFLEET acts as STARFLEET's chief investigator in matters where their expertise is called upon. The IG is invested with broad investigative powers in accordance with the guidelines established in the IG Handbook. The IG can also draw upon any Fleet personnel to aid in any matter relevant to the operation of STARFLEET. It is also at the discretion of the IG to assemble a staff to carry out their duties within selected Regions and areas. These staff officers shall report directly to the IG, who shall be held liable for the results brought about by their staff. The IG is expected to perform their duties in total impartiality, and shall not allow personal opinion to color, or perceive to color, either the investigation or its findings. The IG may choose to recuse themselves from an investigation if they believe that a perceived or actual conflict of interest exists. In such cases, they shall choose the Deputy IG or one of the Assistant Inspectors General to perform the investigation and make the report.

The IG is also charged with overseeing electoral processes to elect or confirm the Regional Coordinators within the various STARFLEET Regions. The IG serves as the Election Coordinator responsible for oversight and administration of the CS election. The IG is responsible for hiring either an independent CPA or election company not associated with STARFLEET to oversee the tallying of the returned ballots. Additionally, the IG will serve as the processes' “Arbiter of Succession” of the all elections they conduct to ensure proper transfer of any functions and “Command Codes”. At the Fleet Level, he or she will initiate the leadership transfer to the Corporate Representative of the Organization to the Incorporated State of Record.

The IG, STARFLEET shall be at least 23 years old and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed OTSI, OCC, must be fully compliant with current SFDPP certifications, along with the IG course from STARFLEET Officers' Leadership College. The IG shall report at least once per month to the CS.

Section 03:10 – JUDGE ADVOCATE GENERAL, STARFLEET

The Judge Advocate General (JAG), STARFLEET shall be nominated by any sitting member of the AB. The nominee shall then be confirmed to the position by a simple majority vote of the AB. In the event that more than two nominees are submitted and one nominee does not gain a clear majority, the top two in voting shall face a run-off election, with the one gaining the majority winning. The JAG shall serve a term of no more than three (3) years, to commence on the first day of the CS taking office and ending on the last day of the year following the election of a new CS.

Every three (3) years the AB may reconfirm the existing JAG or vote to allow additional candidates to apply, with the confirmation process as outlined above used to determine the candidate.

If for whatever reason, a current member in good standing of STARFLEET finds themselves subject to an investigation or punitive ruling on the Regional and/or International Level, then they may call upon the Office of the JAG to aid them for the duration of the investigation and/or an appeal against a ruling taken. This assistance is given strictly upon request by the subject of the investigation or the ruling.

Any policies aimed at setting Operational and Administrative Guidelines for the Office of the Judge Advocate General, STARFLEET are at the discretion of the AB, who may adopt such guidelines via a simple majority vote.

If at any time a member of the AB becomes dissatisfied with the performance of the Judge Advocate General, that AB member may submit a motion to the entire AB to have the JAG removed from office. The AB shall have thirty (30) days from the date of the motion to investigate the matter but may vote to extend this period an additional thirty (30) days by a simple majority. At the end of this period, the AB shall submit the motion to a vote. By a simple majority, the AB shall then vote whether to remove the JAG or not.

The JAG shall be at least 23 years old and must be a member in good standing of STARFLEET for the 3 years immediately prior to the date the term in office begins. They must also have passed Officer Training School, Officer Command College, and must be fully compliant with current SFDPP certifications. The JAG shall report at least once per month to the CS.

Section 03:11 – MASTER CHIEF PETTY OFFICER OF STARFLEET INTERNATIONAL/SENIOR ENLISTED ADVISOR (MCPOSFI)

The Master Chief Petty Officer of STARFLEET is nominated to the Office by the CS. This nomination is then submitted to the AB for confirmation by a simple majority vote. Upon confirmation, the MCPOSFI shall serve a term of three (3) years, to commence on the first day of the second year after the CS taking office and ending on the last day of the first year of the next CS's term. At the conclusion of such a term, and if the sitting CS so desires, the MCPOSFI may be resubmitted to the AB for reconfirmation to serve another term.

The Master Chief Petty Officer of STARFLEET serves the CS as an advisor and sounding board for all things pertaining to the rank-and-file member - to include the nearly one-third of SFI that is

presently within the enlisted ranks. Their duty would be to foster growth of the enlisted corps, represent the rank-and-file member to the CS in deliberations, and coordinate, and mentor Regional- and Chapter-level enlisted programs.

The MCPOSFI is charged with overseeing the ceremonial aspects of SFI, to include coordination with the SFMC on honor guard and Final Mission details. While the SFMC presently hosts the training for such details, the MCPOSFI shall maintain a knowledge of capable and proficient members who would be good candidates to lead SFI ceremonial details. Either themselves, or their appointed staff, would maintain proficiency for all SFI ceremonial events and be able to advise the CS, Regions, and Chapters about them and how to establish their own programs.

Section 03:12 – DIRECTOR OF STARFLEET AUXILIARY SERVICES

The Director of STARFLEET Auxiliary Services (DAS) is nominated to the Office by the CS. This nomination is then submitted to the AB for confirmation by a simple majority vote. Upon confirmation, the DAS shall serve a term of three (3) years, to commence on the first day of the second year after the CS taking office and ending on the last day of the first year of the next CS's term. At the conclusion of such a term, and if the sitting CS so desires, the DAS may be resubmitted to the AB for reconfirmation to serve another term.

The DAS shall serve the CS, and the membership, by overseeing all STARFLEET Auxiliary Services (SFAS), as defined in the Membership Handbook. The DAS shall establish a program and pathway for new and existing groups to become established and permanent services.

The DAS shall appoint, with the approval of the CS all heads of respective SFAS.

The DAS shall be charged not only to oversee and represent these groups to the CS, but to grow new programs and services as needed, and ensure that all groups are aligned with the CS's vision. They shall explore new options and services that would serve the membership, mentoring and enabling growth of these special groups.

All heads of respective Services are inherently on the SFAS staff, though more staff members may be appointed as needed.

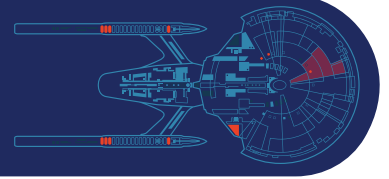
Section 03:13 – STARFLEET ELECTIONS

Every three years, Fleet-wide elections are held for the positions of CS and VCS. **Section 04** of the Membership Handbook fully describes this process, including the election time frame, nomination of candidates, and the counting and verification of ballots.

Section 03:14 – REMOVAL OF A SENIOR OFFICER

The leadership of STARFLEET has the right to remove or refuse to recognize any officers described within **Section 03:02**.

SECTION 04: Voting & Elections



Section 04:01 – TERM OF OFFICE AND ELECTORATE BODY

The CS (President) and the VCS (Vice President-Secretary) of the organization shall take office on January 1st of the year following the general elections. The Offices of President and Vice President-Secretary shall be filled as a slate. The electorate body in these elections shall be all the organization's Voting Members in good standing as of August 1st of the year of the election.

Section 04:02 – METHOD OF VOTING

In the event that there are only two slates, the slate that receives the plurality of votes cast by the voting body will take office at the date set forth above.

If there are three or more slates, Instant Runoff Voting will be conducted to determine the winner of the election. Instant Runoff Voting (IRV) is the American English term for a voting system in which voters rank candidates in order of preference. If no candidate is the first preference of a majority of voters who cast a vote, the candidate with the fewest number of first preference rankings is eliminated, and that candidate's ballots are redistributed at full value to the remaining candidates according to the next ranking on each ballot. This process is repeated until one candidate obtains a majority of votes among candidates not eliminated.

Once a candidate has been eliminated, all the ballots assigned to that candidate are recounted and the second preference of each voter is used to reassign their vote to one of the remaining candidates. The total counts for the remaining candidates are updated and the candidates are reordered. Again, if the top candidate attains a majority, that candidate is declared the winner; otherwise, the bottom candidate is again eliminated, and those votes reassigned; each ballot is reassigned to whichever remaining candidate is the most preferred by that voter. If a ballot has all its ranked candidates eliminated, it is 'exhausted' and it can no longer be counted towards any candidate. Eventually, one candidate must attain a majority of votes cast for continuing candidates and is declared the winner.

If the total of all the combined votes of any grouping of the candidates with the fewest votes is fewer than the votes cast for the next weakest candidate, then all those bottom-tier candidates can be eliminated simultaneously. This rule can be used in any elimination round, ties or not. If there is a tie for last place in the elimination process, the slate with the fewest votes in the previous round is eliminated. If there is still a tie those counting votes then look back to the next most recent round and then, if necessary, to progressively earlier rounds until one slate can be eliminated.

Section 04:03 – RESTRICTIONS

In the event an election for CS and VCS cannot take place, the incumbent CS must still step down immediately at the close of his or her current term of office. The AB shall then elect from its membership an Acting CS, who shall discharge the duties of President until such time as a STARFLEET general election can be called, with a timetable to be determined by the AB. The election will conform to the same general rules and regulations as a regular CS election.

No person may be elected to the office of President who has not been a member for at least three uninterrupted years immediately prior to the election. No person may be elected to the office of President for four consecutive years, nor for more than six years total. No person who has been elected to the office of President for three consecutive years, or acted as President for more than half

the duration of a term to which another person was elected, shall be eligible to take the office of President again until a minimum of three years has passed from their last day in the office of President.

Section 04:04 – ELECTION COORDINATOR

Unless the IG is an announced candidate for President or Vice President-Secretary, or has been named to serve on the EC slate of an announced candidate for President, he/she shall be responsible for coordinating all election activity for the duration of the STARFLEET electoral process. If the Election Coordinator themselves should receive enough nominations to be considered a candidate, he or she must, within no more than five (5) days, announce this fact. At this time the Election Coordinator must either declare irrevocably that he or she will not stand for election in this election cycle or relinquish the election process to the Deputy IG or to a member in good standing of the organization chosen by the AB to act as the Election Coordinator.

Section 04:05 – SUPERVISION OF ELECTION PROCESS

The IG shall ensure that all election guidelines set forth by the AB and the STARFLEET Bylaws are adhered to, and that no improprieties take place. For the triennial general election, the Election Coordinator will, by August 1st, hire an independent accountant, CPA, attorney, or other professional service, to be paid for by STARFLEET, who has no direct affiliation to STARFLEET nor to any of its members, to receive and tabulate all ballots cast. If an off-term election is required, the IG will perform these duties in accordance with dates specified by the AB.

Section 04:06 – NOMINATION OF CANDIDATES

Nominations of candidates for President may be submitted to the Election Coordinator by Chapter (but not Chapter-in-Training) COs and Regional Coordinators. If a person currently serves as both a Commanding Officer and a Regional Coordinator, they can nominate in one capacity or the other, but not both. No person shall be eligible to submit more than one nomination.

All hard-copy nominations must be signed and dated. Electronically transmitted nominations (including, but not limited to fax and any use of the Internet) are subject to a verification process outlined in this Handbook.

Disclosure of the Nomination results, in detail or otherwise, to any portion of the STARFLEET Membership, shall be handled in accordance with the relevant Membership Handbook sections. A minimum of ten (10) nominations is required to qualify as a candidate for President. Once the Election Coordinator has announced a member as an eligible candidate for President, that candidate must publicly announce, within ten (10) days of notification of eligibility, either their choice for Vice President-Secretary or his/her decision not to run. Candidates must also ensure that announcement is received by the Election Coordinator. Candidates for President and Vice President-Secretary shall run together as a slate. In this fashion, the office of Vice President-Secretary is subject to the general election by the Fleet membership. No other EC Positions are to be on the slate. The other members of the EC are approved by the AB and there is no standing reason to replace them at each election. Each EC member also serves at the pleasure of the Commander, STARFLEET. But any vacancy in these billets should be available to any qualified members who apply.

Section 04:07 – ELECTION PUBLICATIONS

The official election publication is defined as the information resource containing the platforms and proposals of the eligible candidates for CS. This publication may be distributed either as part of an issue of the *Communiqué* or as a standalone mailing. If permissible under the guidelines of the election, the election publication may also include the ballots necessary to cast one's vote. Size and parameters of the Election Publication are at the discretion of the Election Coordinator, who must publish these requirements prior to the commencement of election activities on June 1st (see **Section 04:06**) within the Communiqué and any other medium he/she deems necessary.

Section 04:08 – ELECTION TIMETABLE

The timetable for the election of the position of CS shall be as follows:

Before June 1st

No active, public campaigning of any kind may take place by or on behalf of any prospective candidate until the date whereupon campaigning commences below. The Election Coordinator may authorize specific exceptions as he/she sees fit or necessary. Campaigning is defined as public announcements of platform, announcements of candidacy, or announcement of intent to seek candidacy. Announcements are defined as a statement or request for consideration made in person, by mail or another communications medium, to a group or substantial portion of a group, or in a public forum. Prospective candidates are encouraged to solicit advice from the Election Coordinator as to which proposed activity may or may not adhere to the guidelines set forth above. Any actual or perceived violations of campaigning before this date shall be addressed to the Election Coordinator, who shall forward this information to the STARFLEET AB. The AB shall be the final arbiter of whether a transgression has occurred and, if so, shall determine whatever punishment they deem fit. Campaigning is not defined as private discussions seeking investigation of viable candidacy.

June 1st - June 30th

Nominations for the position of CS are accepted. Letters of Intent to run are received by the Election Coordinator. (At the candidate's expense) A background check consisting of criminal and financial rating will be presented to the Election Coordinator.

June 1st

Public campaigning may commence for the purpose of soliciting nominations using approved/safe SFDPP methods.

June 30th

The Election Coordinator must receive all nominations by this date. Any nomination received after this date will not count toward the official tally.

June 30th

Qualified candidates are announced via the most expedient means possible and public campaigning may commence for the purpose of Electioneering.

July 15th

Qualified candidates must accept the nomination and announce their VCS candidate or be disqualified. Qualified candidates are notified of deadlines for communication points and mailouts. A qualified candidate may also choose not to remain in the pool at this time.

August 1st

Campaign literature must have been submitted to the Election Coordinator for inclusion in the official Election Publication. Database is locked for Voting-Member audit. Voting-Member communication data for the purpose of the election is sent to candidates.

September 1st

All ballots and Election Publications must be sent to the membership by this date.

September 30th

The professional hired to conduct the election must receive all ballots by this date.

October 15th

The winning candidate is notified no later than this date; and the incumbent CS begins a transition period, as defined below, if necessary with guidance of The Arbiter of Succession

November

Results are announced in the *Communiqué* and a notice of Change of leadership sent to the State of Incorporation by the Corporation Representative.

December

Candidate EC changes submitted to the AB for approval

January 1st

The newly elected officials take office.

Section 04:09 – ONE ELIGIBLE CANDIDATE

If only one person shall qualify as an eligible candidate for President, a vote of confidence for that candidate shall be held by the Voting Membership. Ballots shall be distributed according to the election schedule defined above. Should the sole candidate fail to obtain a majority of the votes cast in the election, the candidate shall not assume office. The AB shall then elect from its membership an Acting CS, who shall discharge the duties of President until the next regularly scheduled STARFLEET general election or until a special general election may be called, at the discretion of the AB with the advisement of the Election Coordinator.

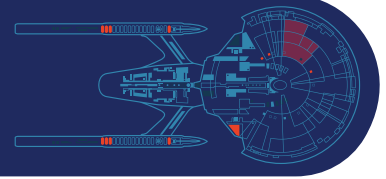
Section 04:10 – WITHDRAWAL FROM CANDIDACY

Should any nominee for CS accept the candidacy and then withdraw from the election, that person shall not re-enter the same election. The candidate must notify the Election Coordinator, by electronic or certified mail, of their withdrawal from the election, subject to verification by the Election Coordinator.

Section 04:11 – OFFICE TURNOVER

An out-going President and Vice-President must make provisions to turn over all materials connected with their office to the respective incoming President and Vice-President on or before December 31st of the election year under the direction of the Arbiter of Succession. If the out-going President or Vice-President fails or refuses to turn over all such materials promptly, the incoming President or Vice-President or their designee is authorized to take all appropriate actions as may be needed to ensure compliance with this Section, including but not limited to membership suspension and the filing of legal proceedings or a criminal complaint.

SECTION 05: Chapter Designation And Chapters-In-Training



Section 05:01 – CHAPTER FICTIONAL DESIGNATIONS

The broad base of support for the continued growth and stability of STARFLEET lies in its individual Chapters. Some Chapters enjoy gathering for pizza and soft drinks while watching the latest *Trek* episode or movie, others prefer to work in community service, while others enjoy role-playing, costuming, and starship/installation design, and still others enjoy various combinations of activities and events. Diverse in background, membership, and purpose, the Chapters of STARFLEET share a common bond of interest in the Star Trek universe.

Since the beginning of *Star Trek*, there have been vessels and fleet installations of various types such as ships, starbases, and space stations. All STARFLEET Chapters assume one of these physical entities from the *Star Trek* universe as part of the Fleet. Chapters can choose almost any fictional structure as their designation with the Fleet, with minor exceptions:

Fleet Vessels – The traditional starship makes up the largest part of the Fleet. These vessels may be the familiar designs from the *Star Trek* TV series and movies, or unique designs created by the Chapter itself. Contact the Department of Technical Services for assistance in selecting and submitting vessel designs.

Fleet Installations – With the debut of *Star Trek: Deep Space Nine* and *Star Trek: Voyager*, installations such as space stations have become more popular in fan circles. Fleet installations include, but are not limited to, the following: STARFLEET Headquarters, starbases, space stations, shipyards, and specialty facilities such as communication stations, research facilities, embassies, and consulates. Contact the Department of Technical Services for assistance in developing and submitting installation designs.

At the discretion of the Chief of Operations, certain vessel classifications may be specified that are not normally available to individual Chapters. These include, but are not limited to, the following:

STARFLEET Headquarters	Assigned for Corporate Headquarters Personnel.
STARFLEET Flagship	Assigned to the Chapter on which the CS serves, as their personal flagship.
Regional Flagships	Assigned to the Chapter on which the Regional Coordinator serves, as their personal flagship.
Starbases	Only one starbase is allowed per Region of STARFLEET and reflects the Regional Coordinator's headquarters and a home for their staff. No commissioned Chapter may choose to become a starbase. Starbases are sequentially numbered, corresponding directly to the Region in which they are located (i.e., Region One's starbase is Starbase 1, Region Seventeen's is Starbase 17, etc.). You may not choose a Starbase for your primary membership.

A STARFLEET Chapter will be in one of five operational states: deployed, stand-by, dry-docked, restricted, and reserve.

Deployed

A chapter in Deployed status is one that meets all criteria for continued operations. Reports are on time, the crew is at minimum required strength or better, and the command crew has met and passed all requirements required by STARFLEET. A Deployed Status Chapter enjoys all the rights and privileges granted to it by the STARFLEET Bylaws and Membership Handbook.

Stand-By

Should a Chapter fall below required crew strengths, have a CO or XO who does not have SFDPP, OTS and/or OCC, or has failed to follow proper reporting procedures, the COO shall place them in Stand-By status. Any Chapter placed in Stand-By status due to crew strength shall remain in Stand-By for 30 days (1 month), provided the Chapter shows a continued and documentable effort to recruit members, with a review by the Chief of Operations every seven days. Chapters in Stand-By for any reason shall have thirty days to correct the problem, or they shall be moved to Dry-Docked status.

Dry-Docked

A Dry-Docked Chapter is one that has been in Stand-By status without correcting the problems that placed it there. If a Chapter is in Dry-Dock status due to being below required crew strength, the Chapter shall remain in Dry-Dock status for a period of 60 days. Provided the Chapter shows a continued and documentable effort to recruit members, this status shall be renewable for a six-month period pending a review by the COO every thirty days. If, at the end of the six-month period, the Chapter is still below required crew strength, it shall be Decommissioned. If at any time a Chapter corrects the issues that resulted in Stand-By or Dry-Dock status, that Chapter will be returned to Deployed status. A Chapter in Dry-Dock status for any reason has thirty days to correct these problems, or they shall be Decommissioned.

A Chapter that is in Stand-By or Dry-Docked status has its rights and privileges suspended until it returns to Deployed status. These include, but are not limited to, nominating for RC or CS, and voting in an RC Election or Vote of Confidence.

Restricted

A Restricted Chapter is a Chapter whose CO is a Non-Voting member, and is, therefore, a non-voting Chapter in the Region. A Restricted Chapter is not permitted to nominate for RC or CS elections, or to vote in an RC election or Vote of Confidence.

Reserve

A Reserve Chapter is a Chapter that has a long, distinguished service to SFI, but is no longer able to maintain full commissioned status due to age and health of the membership. This status shall start as a one-year trial, with intent to review to adjust after that time. This designation will be available to Chapters invited by their Regional Coordinator assuming the below criteria are met:

- At least 15 years of service in SFI
- Two or more members with the rank of Commodore/Brigadier General (O-8), or 15 years of service
- Two or more members who have historically performed above the Chapter level

Chapters in Reserve status:

- Cannot vote for Regional Coordinator or submit nominations for CS
- Report to the Regional Coordinator quarterly with simple status
- Lose database access if SFDPP requirements are not maintained by CO/XO, but can still remain a Chapter

Decommissioned

When a Chapter is decommissioned, either voluntarily or involuntarily, it is removed from the Fleet roster, and its crew may be reassigned to other Chapters. A Decommissioned Chapter may re-enter STARFLEET only via the Shakedown Program.

Section 05:02 – CHAPTER CHAIRPERSON

The Chapter Chairperson, also known as the Chapter Commanding Officer (CO), plays an extremely important role in the day-to-day operations of STARFLEET. The CO represents STARFLEET to the members of their Chapter, and likewise, through regular reports, represents the opinions and needs of their members to STARFLEET. A CO of a Chapter-in-Training is required to be a graduate of the Officer Training School (OTS), while the CO of a Chapter must be a graduate of both OTS and the Officer Command College (OCC), and in progress to SFDPP Certification.

COs serve as the leaders and administrators of the local Chapters and may be involved with organizing Chapter activities, administering policy, and developing Chapter projects and operations. Chapter members should expect their CO to be familiar with STARFLEET policy, operations, and current events, and should recognize the CO as a resource for information and issue resolution. MHB **Section 05:06** and **05:07** detail the minimum starting grades for CO and XOs. COs have the authority to grant promotions to their Chapter members up to and including the grade of O-5 and may demote members within those same grades.

Chapters are encouraged to develop and ratify their own operational procedures for election and retention of COs, so long as those procedures do not contradict STARFLEET's Bylaws or policies. The CO is responsible for naming all Chapter appointments, including Executive Officer (XO), department heads, etc. The CO is ultimately responsible for Chapter finances.

Section 05:03 – CREW ORGANIZATION

While STARFLEET regulations place exclusive responsibility for the correct and proper operation of a STARFLEET Chapter on the Commanding Officer, it is common sense to have some duties assigned to other members. This allows them to share in the workload and gain experience in the running of a Chapter. It is recommended that at least one “real-world” function be assigned to each Department Head (e.g., Communications would publish the Chapter Newsletter, while Operations might set up and run facilities at the monthly meetings).

Section 05:04 – NON-STARFLEET CREWMEMBERS

While STARFLEET allows people who are not members of STARFLEET to serve on STARFLEET Chapters, benefits offered to STARFLEET members will not apply. They will not receive a *Communiqué*, nor will they be allowed to attend courses at STARFLEET Academy. Obviously, non-STARFLEET members may not be counted towards the membership minimum to maintain Deployed Status. Also, with the exception of restricted members as listed in **Sections 02:01** and **02:04**, you must be a STARFLEET member to hold the positions of Chapter Commanding Officer and Executive Officer. Non-STARFLEET members have no voting privileges at any official level to the organization.

Section 05:05 – CHAPTER FINANCES

It is strongly recommended that a Chapter, as well as any member of STARFLEET overseeing or involved in the collection and/or distribution of funds of any kind, keep accurate and timely financial records of all transactions. It is also strongly recommended that a separate Chapter account be opened and maintained, and that there be more than one authorized signature required on Chapter checks.

Section 05:06 – THE STARFLEET SHAKEDOWN PROGRAM

The STARFLEET Shakedown Program was developed as a training course for individuals and groups that aspire to become official Chapters of STARFLEET and receive a Chapter charter. Typically, new Chapters of STARFLEET form for a variety of reasons: distance from a currently active Chapter, specific needs of a group of members, cultural or philosophical differences, etc. When a group of members comes together and decides to form a Chapter, the STARFLEET Shakedown Program is designed to help those members become an active, growing, and prosperous Chapter of STARFLEET.

Chapters in the Shakedown Program function as Chapters-in-Training under the tutelage of already-established Chapters, referred to as Support Ships. The following conditions must be met before a new Chapter-in-Training can be formed:

- The crew must consist of at least five active STARFLEET members, including the CO and XO. Only individual memberships and up to two (2) members per family membership count toward this minimum.
- The CO and XO must have taken and passed the STARFLEET Officer Training School (OTS) exam. They must also take and pass STARFLEET SFDPP 101 & 102.
- Authorization must have been received from the Department of Technical Services for the vessel name, NCC/SFR number, and starship/station class and type. (Note that during the Shakedown Program, Chapters-in-Training will use NX/SFX prefixes.)
- Both the Commanding Officer and Executive Officer must be at least 18 years of age.

Some Shakedown Chapters are not on the Internet, while many others are. There are two ways to submit a VRR package: 1) via the Postal Service and 2) electronically.

1) Postal Service – Once the above requirements have been met, the Shakedown Chapter CO must place the following in an envelope:

- A completed and signed Vessel Registration Request (VRR) form.
- A copy of the CO's and XO's Officer Training School (OTS) Certificates.
- A copy of the CO's and XO's SFDPP 101 & 102 Certificates.
- A copy of the DTS vessel approval letter.
- Two (2) Addressed, Stamped Envelopes – one addressed to the RC of the vessel's Region and the other to the Chief of Shakedown Operations. Should the vessel reside in a Region outside of the Region of their Support Chapter, include a third Addressed, Stamped Envelope addressed to the RC of the Support Chapter's Region.

2) Electronically – For electronic submission of the launch VRR, the following process is followed:

- The prospective Chapter-in-Training gets vessel approval, via email, from DTS.
- The prospective Chapter-in-Training gets the OTS eligibility information via the STARFLEET Database or has a copy of the certificates which can be emailed as an attachment.
- If the VRR PDF file is fillable (Version: Oct 2017 or later) – it is filled out by the prospective CO, digitally signed, and then emailed to the official email addresses of the Support Chapter CO, the RC (both RCs if the Support Chapter is in a different Region), any Regional ShOC officers who may request it, and the Chief of Shakedown Operations, STARFLEET.
- If the VRR PDF file is NOT fillable (Version: any time before Oct 2017) – it is downloaded, printed, and filled out by the prospective CO. The filled-out VRR is signed, scanned, and then emailed to the official email addresses of the Support Chapter CO, the RC (both RCs if the Support Chapter is in a different Region), any Regional ShOC officers who may request it, and

the Chief of Shakedown Operations, STARFLEET.

- After each person has signed the VRR, he/she scans it (if necessary) and sends it via email attachment to the next person on the VRR distribution list. The DTS approval email and the OTS and SFDPP eligibility information or certificates are attached to this email.
- When the final approval is issued by Shakedown Operations Command, the Shakedown Chapter is launched.

Once Shakedown Operations has received and verified the package, they will formally launch the Chapter-in-Training and promote the CO to the grade of O-5 and the XO to the grade of O-4 (provided they do not already hold those grades or higher).

Chapters-in-Training in the Shakedown Program perform activities and operations much like a commissioned Chapter of STARFLEET. Reports must be filed on a monthly basis with the Support Ship CO, the RC(s), and the Chief of Shakedown Operations, STARFLEET. During their time in the Shakedown Program, the crew is encouraged to begin developing operational procedures, newsletters, recruiting, and other activities normally performed by STARFLEET Chapters.

The typical period to complete the Shakedown Program is from 9 to 12 months in time but may take shorter (see **Section 05:08**) or longer if appropriate and necessary.

Section 05:07 – THE STARFLEET CHAPTER PROGRAM

Within the space of a year (typically between nine and twelve months), the crew of the Shakedown Program Chapter may submit another VRR form to request to become a chartered Chapter. In order to be commissioned as a chartered Chapter, the following conditions must be met immediately prior to commissioning:

- The crew must consist of at least ten active STARFLEET members, including the CO and XO. Only individual memberships or up to three (3) members per family membership count toward this minimum.
- The CO and XO must have taken and passed the Officer Command College (OCC) exam.
- Authorization must have been received from the Department of Technical Services for the ship name, NCC/SFR number, and starship/station class and type. (The original authorization can be used here, if the group has not changed their vessel.)

Since there may be some Shakedown Chapters that are not on the Internet and some that are, there are two ways to submit a VRR package: 1) via the Postal Service and 2) electronically.

1) Postal Service – Once the above requirements have been met, the Chapter-in-Training CO must place the following in an envelope:

- A new, completed and signed Vessel Registration Request (VRR) form.
- A copy of the CO's and XO's Officer Command College (OCC) Certificates.
- A copy of the DTS vessel approval letter.
- A check or money order for the current chartering fee made out to STARFLEET (if applicable). Contact the Chief of Shakedown Operations, STARFLEET to verify.
- Three (3) Addressed, Stamped Envelopes – one addressed to the RC of the vessel's Region, one to the Chief of Shakedown Operations, STARFLEET, and one to the Chief of Operations, STARFLEET. Should the vessel reside in a Region outside of the Region of their Support Chapter, include a fourth Addressed, Stamped Envelope addressed to the RC of the Support Chapter's Region.

This package is then sent to the CO of the Support Chapter, who will add their signature to the VRR and forward the entire package to the Regional Coordinator(s). Your Region may also ask you to send a copy of this VRR to the Regional ShOC officers. Once the Regional Coordinator(s) signs the VRR, he/she will forward the package to the Chief of Shakedown Operations, STARFLEET. Once Shakedown Operations has received and verified the package, they will forward it to the Chief of Operations, STARFLEET, who will then formally commission the Chapter and promote the CO to the grade of O-6 and the XO to the grade of O-5 (provided they do not already hold those respective grades or higher).

2) Electronically – For electronic submission of the commissioning VRR, the following process is followed:

- The prospective Chapter gets approval, via email, from DTS. (The previous approval may be used here.)
- The prospective Chapter gets the OTS/OCC eligibility information via the STARFLEET Data base or has a copy of the certificates which can be emailed as an attachment.
- If the VRR PDF file is fillable (Version: Oct 2017 or later) – it is filled out by the prospective CO, digitally signed, and then emailed to the official email addresses of the Support Chapter CO, the RC (both RCs if the Support Chapter is in a different Region), any Regional ShOC officers who may request it, and the Chief of Shakedown Operations, STARFLEET.
- If the VRR PDF file is NOT fillable (Version: any before Oct 2017) – it is downloaded, printed, and filled out by the prospective CO. The filled-out VRR is signed, scanned, and then emailed to the official email addresses of the Support Chapter CO, the RC (both RCs if the Support Chapter is in a different Region), any Regional ShOC officers who may request it, and the Chief of Shakedown Operations, STARFLEET.
- After each person has signed the VRR, he/she scans it (if necessary) and sends it via email attachment to the next person on the VRR distribution list. The DTS approval email and the OTS/OCC eligibility information or certificates are attached to this email.

Once Shakedown Operations has received and verified the package, they will forward it to the Chief of Operations, STARFLEET, who will then formally commission the Chapter and promote the CO to the grade of O-6 and the XO to the grade of O-5 (provided they do not already hold those grades or higher).

For more detailed information concerning the STARFLEET Shakedown program and how to become a Chapter of STARFLEET, please contact either the Chief of Shakedown Operations, STARFLEET or the Chief of Operations, STARFLEET (please include an SASE for all postal mail contacts). It is advised that proposed Chapters maintain copies of all submitted material, especially the completed VRR.

Equally as important (if not more so) to determining the type of Chapter is the determination of a Chapter name. The Department of Technical Services (DTS) approves names for Chapters. A multitude of possibilities exists for nomenclature; however, all are subject to—and cannot be used without—approval by DTS. Neither a Chapter-in-Training nor a Chapter of STARFLEET can be launched or commissioned without an approved DTS Chapter name. For further information on Chapter naming and restrictions, please contact DTS.

Section 05:08 – ACCELERATED SHAKEDOWN PROGRAM

The Accelerated Shakedown Program (ASP) is designed to reflect the fact that some groups seeking to become STARFLEET Chapters already possess some of the characteristics which the standard Shakedown Program is designed to help groups to gain.

In simpler terms, some groups, whether they be a new group comprised of long-time members who have “been there and done that” or a group that has been together already for a while (e.g., either an independent club seeking to become a STARFLEET Chapter or a former Chapter seeking to return to the organization after a period away), would need a shorter period of time to become acclimated to functioning as a current STARFLEET Chapter than would a newly-forming group composed of members new to running a club.

In such a situation, it may be reasonable to grant a shorter shakedown cruise. A series of key metrics was established by which Shakedown Operations Command could determine whether a group could qualify for a shortened shakedown period. More details can be found in the START manual, or by contacting Shakedown Operations Command. Even under ASP, however, the minimum shakedown period is 6 months.

Section 05:09 – CITY OF CHARTER

Upon commissioning as a new Chapter in STARFLEET, the Commanding Officer will announce their City of Charter to the Operations department with the prior written (or electronic) approval of the Regional Coordinator for the Region into which the City of Charter falls. Once a City of Charter is set, it cannot be changed under normal circumstances. If a Chapter does wish to change its City of Charter, circumstances detailing why a Chapter would like to change its City of Charter shall be submitted to the EC, who will have the authority either to allow or to deny the request.

If an established City of Charter is in a different Region than that in which the Commanding Officer actually resides, both Regional Coordinators need to be consulted and must submit their approvals before the EC can deliberate to approve or deny the request. Any case in which both Regional Coordinators involved do not authorize a City of Charter, the request is automatically disapproved. Only with a majority vote of the entire AB can this be overridden. It is strongly recommended that the CO/XO reside and serve within their City of Charter. If they do not, then a clear statement as to why shall be submitted for approval to Operations and the RC. Deferral to a CO/XO within Charter residence is foremost.

Reasons for exception are as follows, but not limited to:

- Due to life changes, the current CO/XO must move outside the City of Charter;
- CO/XO participates to the satisfaction of the membership and RC within the City of Charter & Region;
- Return of a founding member of the Chapter to leadership position with approval of the Crew.

Reasons for non-approval are as follows and not limited to:

- Inter-Chapter Conflict;
- Intra-Regional Conflict;
- Lack of onboard talent or participation by the membership

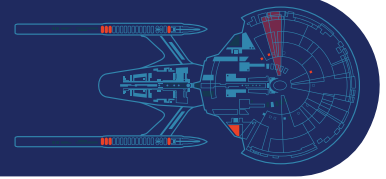
Section 05:10 – REGIONAL PETITIONING

If an area of a currently existing Region wishes to separate from the Region(s) in which they reside, certain conditions must first be met:

- A. Said area must contain at least two full Chapters.
- B. Said area must have boundaries based upon pre-established state, provincial, or national borders. No state, province, or nation shall be shared, in whole or in part, by more than one Region. Additionally, areas wishing to form their own Region must also share a common border and not alienate an existing portion of a Region from the rest of that Region.
- C. Petitions to make Region changes may be brought in either of two ways:
 - 1. A petition may be brought to the AB by all the voting members of the Region. This petition must be overseen by the SFI IG.
 - 2. The representative of the group wishing to form a new Region must first notify in writing, by registered postal mail OR OTHER OFFICIAL COMMUNICATION, all Chapters within the affected area, in addition to the Regional Coordinator/s of the Region/s in which the affected area is located, of their intentions before submitting a petition to the AB for its consideration.
- D. IN EITHER METHOD, the representative of the group wishing to form a new Region must file the petition with the AB, including the signatures of no less than SIXTY-SIX percent of the combined full Chapter Commanding Officers OR 50% +1 of the Voting Members in the affected Region/s. This petition must conclusively indicate that the creation of a new Region is a justifiable benefit to all members and Chapters in the affected area.
- E. Within sixty days after receipt of a petition for a new Region, the AB shall vote to approve or disapprove the petition.

SECTION 06:

Removal Of Officers From A Position



Section 06:01 – REGIONAL COORDINATOR

If any Region's Commanding Officers (COs) become dissatisfied with the performance of their Regional Coordinator (RC), after first exhausting all avenues to reconcile their differences with said RC, the COs shall petition the IG, to initiate a process to remove said RC from office. Upon receiving the petition signed by at least 25% of the Region's COs, the IG will orally interview and/or request written statements from any and all parties involved. The IG may recuse himself and his staff from the matter only if he/she believes that their office's participation in the matter would create a conflict of interest or the appearance of impropriety. In this case, if there is no one on the IG's staff who may assume jurisdiction over the matter, the petition shall be sent to the CS for further action.

After giving all positions due consideration, the IG (or the investigator who assumed authority over the case), in consultation with the CS, must decide whether to submit the petition to the AB for further consideration or call for an immediate Vote of Confidence by the Commanding Officers of the Region the RC represents. If the petition is submitted to the AB, the AB shall first deliberate on the matter and then by a majority vote of all Regional Coordinators holding office, excluding the RC who is the subject of the removal petition, vote on whether to request a Regional Vote of Confidence in the affected Region. No voting proxies shall be accepted in this balloting process.

If the petition to remove the RC is accompanied by the signatures of more than 50% of the Region's COs, the Vote of Confidence process shall be initiated automatically by the IG. If the Regional Vote of Confidence is in favor of removal, the CS shall promote the senior-most sitting Vice-Regional Coordinator to serve as Interim Regional Coordinator to serve until a called RC election can be held.

If an RC fails to cast votes in at least 75% of the matters put forth for vote within any one calendar year, the AB (AB) may, by two-thirds vote of the assembled AB, excluding the RC who is the subject of the removal petition, remove any RC, as specified by Article 5, Section 5.16 of the STARFLEET Bylaws.

Section 06:02 – MEMBER OF THE EXECUTIVE COMMITTEE

Any member of STARFLEET has the right to petition the CS or the AB for removal of a member of the EC. Removal petitions may be based only upon the EC member's alleged lack of performance of official duties. No member of STARFLEET may petition for removal of an EC member based upon a personal dispute between the petitioning member and the EC member. Such a petition is subject to summary denial.

Upon investigation by the CS or the IG, if the EC member is unable or unwilling to execute the official duties of their position in a manner that is in the best interest of STARFLEET, then the EC member shall be removed pursuant to Article 6, Section 6.4 of the STARFLEET Bylaws.

Section 06:03 – COMMANDER, STARFLEET

If at any time the CS neglects his/her duties as set forth within the Constitution and this Membership Handbook, or if the CS causes harm to come to the reputation and stature of STARFLEET by any of his/her actions, and upon receipt of a petition with the signatures of at least 5% of the current membership from no fewer than 10 Chapters from no fewer than 2 separate Regions, the process of impeachment may be initiated by the AB. During such procedure, the CS shall be allowed to defend his/her actions to the assembled AB. The CS shall be allowed to select any member of STARFLEET to act as his/her advisor during this procedure. If the CS is unable or unwilling to secure an advisor of his own choosing, the AB may appoint one for the CS.

The AB shall appoint a STARFLEET member, who may be a current Regional Coordinator, to act as the advocate for the AB during this proceeding. All or any portion of the proceeding may be conducted in closed session if necessary, to prevent potentially defamatory material from being released. However, at an appropriate time after the conclusion of the proceeding, a transcript of the proceeding shall be made available for public review, unless both the AB and the CS mutually agree and request in writing that the transcript not be so made available.

After a full and fair review of the charges brought against the CS, if two-thirds (2/3) of the sitting members of the AB vote in favor of removal of the CS, then the CS shall be ordered to resign within thirty (30) days or any lesser time period as set by the AB. If the CS fails to comply with this order in a timely fashion, the AB shall remove them from office and shall install the VCS as the new CS. The new CS shall, within ten (10) days after taking office, nominate a candidate for appointment as the new VCS. The AB shall then either confirm or reject the nominee within no more than thirty (30) days by a majority vote.

If the former CS for any reason fails to cooperate with the new CS or the AB in the timely transition of all required STARFLEET files and materials as may be set forth in the Membership Handbook or other appropriate official STARFLEET resolution, either the new CS or the IG will be charged with and authorized to pursue appropriate legal action in accordance with the laws of the United States of America and the State of Incorporation of STARFLEET.

Section 06:04 – COMMANDING AND REGIONAL OFFICERS

The Commanding Officers of all STARFLEET Chapters shall serve at the pleasure of their Chapters' crews and, except under the circumstance as set forth in **Section 03:01**, the removal of such officers by anyone other than the Chapters' members shall not be permitted.

Regional Officers, such as Vice-Regional Coordinators, serve at the discretion of the Regional Coordinator; and removal of such officers by any other person other than the Regional Coordinator, shall also not be permitted.

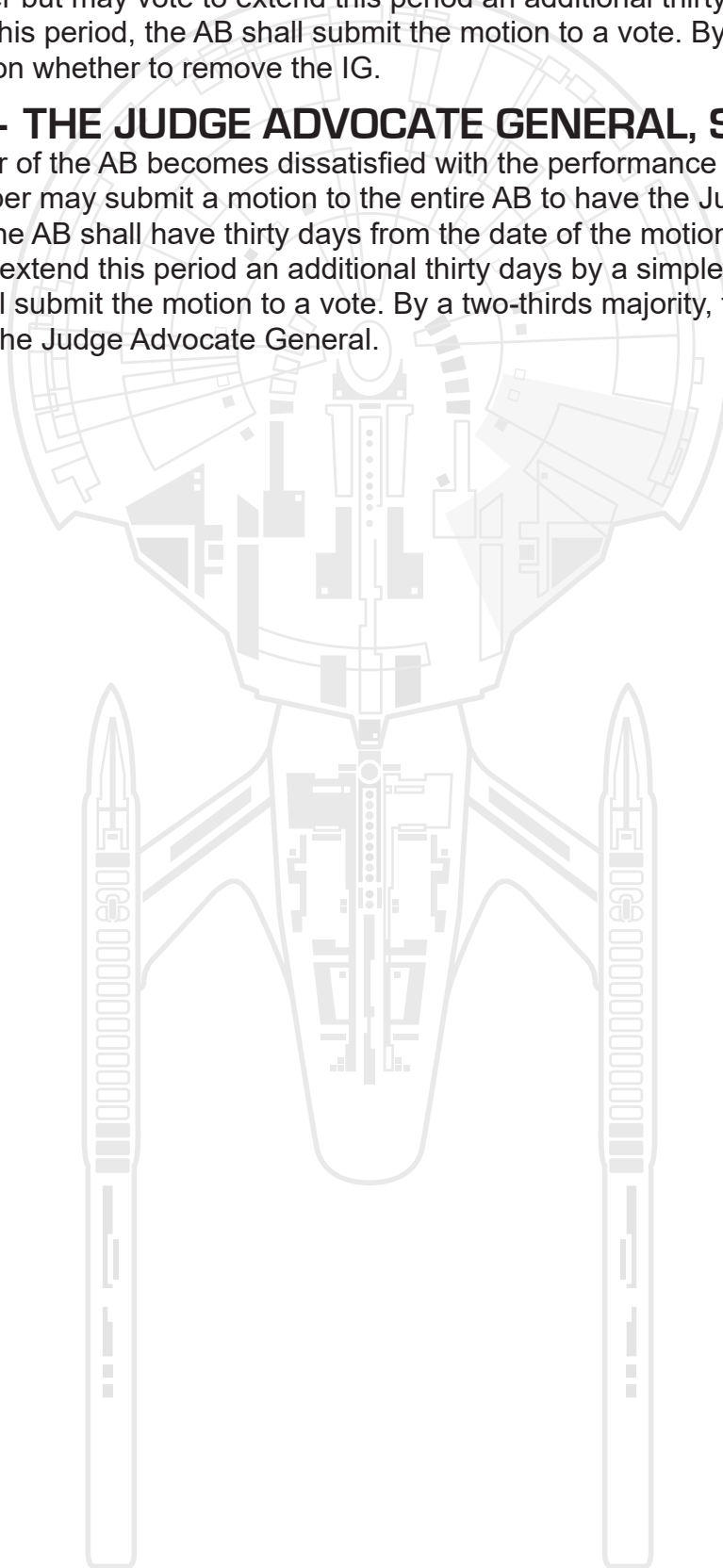
Auxiliary Departments, as defined in **Section 11:01**, wishing to appoint a Department Officer who shares an area of responsibility (AOR) with a given Region will have guidance from their respective department and/or the Director of Auxiliary Services as to the appointment of officers in charge of that shared AOR. These officers are NOT inserted, inherently, into an RC's staff, nor are they under the RC's direct supervision. However, given the inherent need of the role to work with the RC and their staff, the RC's advice and consent is needed for the appointment of the Departmental Officer. Further, these Departmental Officers will copy the RC on their required reports, as defined by their departmental guidance.

Section 06:05 – THE INSPECTOR GENERAL, STARFLEET

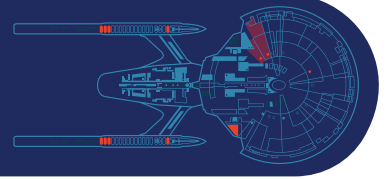
If at any time the CS becomes dissatisfied with the performance of the IG, he may submit a motion to the AB to have the IG removed from office. The AB shall have thirty days from the date of the motion to investigate the matter but may vote to extend this period an additional thirty days by a simple majority. At the end of this period, the AB shall submit the motion to a vote. By a two-thirds majority, the AB shall then vote on whether to remove the IG.

Section 06:06 – THE JUDGE ADVOCATE GENERAL, STARFLEET

If at any time a member of the AB becomes dissatisfied with the performance of the Judge Advocate General, that AB member may submit a motion to the entire AB to have the Judge Advocate General removed from office. The AB shall have thirty days from the date of the motion to investigate the matter but may vote to extend this period an additional thirty days by a simple majority. At the end of this period, the AB shall submit the motion to a vote. By a two-thirds majority, the AB shall then vote on whether to remove the Judge Advocate General.



SECTION 07: **Financial Affairs/Standards**



Section 07:01 – FISCAL YEAR

The fiscal year of STARFLEET shall commence on July 1st and terminate on June 30th of the following calendar year. All transactions of STARFLEET shall be conducted in the currency of the United States of America.

Section 07:02 – ACCOUNTING SYSTEM

The EC shall install and maintain an accounting system for STARFLEET in accordance with generally accepted accounting principles sufficient to maintain STARFLEET's tax-exempt status and which will generate concise and easy-to-understand financial statements no less than three times a year, which shall be published in the *Communiqué*.

Section 07:03 – FUNDS INVESTED

Funds belonging to STARFLEET, except as necessary to pay current expenses, must be invested in United States Federally insured bank deposits or instruments guaranteed by the full faith and credit of the United States of America, or in other investments as the EC may authorize. No funds may be deposited in a safe deposit box. No funds shall be invested or loaned in a manner that results in the personal profit or advantage of any officer or member of the organization. Except for funding the annual International Conference and reasonable and necessary business operations and expenses, no STARFLEET funds may be invested or spent in any business venture or any other manner that results in an actual loss of money. Any person or persons authorizing any such business undertaking will be personally liable to the corporation and its members for all losses so incurred.

Section 07:04 – FIDUCIARY BONDING

All members or designates of this organization who handle funds received or expended by STARFLEET in excess of \$750 shall be bonded in such amounts as the EC shall from time to time determine.

Section 07:05 – MONEY AND PROPERTY

All money and property belonging to this organization, any Region thereof, or any individual Chapter (including Chapters-in-Training) shall be held and used solely for the benefit of the organization, Region, or Chapter and its members, or the charity or fund for which the money or property is designated. No contracts or expenditures of STARFLEET funds shall be made which will result in the personal profit or advantage of any officer or member of STARFLEET. If any member wishes to sell a product using the brand of STARFLEET for a profit they must seek approval of the AB with the expectation of an assessed fee.

Section 07:06 – DISBURSEMENTS

All disbursements of STARFLEET shall be made by the Chief Financial Officer, who shall keep verifiable records which show the date, payee, the type of service rendered or goods or property purchased, the budget line item into which they should fall, and the amount of payment. Any and all disbursement requests must be submitted to the CFO within 30 days of purchase or are considered to be void. Disbursements will be made within 30 days of confirmed receipt.

Section 07:07 – FINANCIAL REVIEWS

The EC shall provide for the annual review of the books of accounts of STARFLEET by an audit committee formed from a subset of the AB. The review shall be completed before the annual return to the IRS. All AB members shall be granted read-only access to STARFLEET's financial statements and financial records.

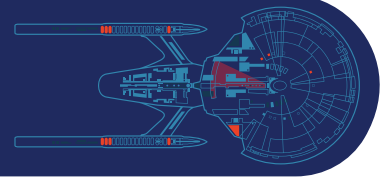
Section 07:08 – FINANCIAL LIQUIDATION

In the event that STARFLEET should be dissolved or liquidated, or otherwise cease operation, the property and assets of STARFLEET shall first be used to pay all outstanding debts, with any remaining assets being contributed on behalf of the membership to a charitable corporation that is recognized under Title 26, United States Code, Section 501(c)(3) or (c)(7), as selected by the EC.

Section 07:09 – STARFLEET INTERNATIONAL CONFERENCE (IC) , IN PERSON OR VIRTUAL (VIC)

When an International Conference is awarded, it shall be awarded with the understanding that all funds for the event will be under the stewardship of the Chief Financial Officer, who shall make funds available to the conference chair in a manner consistent with guidelines published in the Membership Handbook.

SECTION 08: Disciplinary Process And Appeals



Section 08:01 – DISCIPLINARY ACTION AND POSSIBLE SANCTIONS

STARFLEET does not address matters of a criminal nature unless the criminal act involves STARFLEET functions directly. If a member has a complaint of a criminal act committed by another member, the complainant should notify the appropriate authorities immediately, and then inform their local chain of command.

This Section is to address matters that pertain directly to STARFLEET; specifically, violations of the provisions in the STARFLEET Bylaws and this Membership Handbook. A member may make a complaint against another member's violations of these documents by following this process (If the complaint is in regard to the CS, the VCS shall fulfill all of the duties where the CS is listed in the the following sections).

The Bylaws Section 3.7 states that the Board of Directors may impose reasonable sanctions on a Member, or suspend or expel a Member from the Corporation, for good cause after a hearing with notice of at least 14 days. As an appellate body is necessary for any appeals, it is concluded that the AB will be kept in reserve from the original proceedings, so that it can act as the final avenue for appeals or expulsion matters. Therefore, the AB abdicates initial rulings for sanctions to the EC in all matters except those Member appeals or expulsion actions.

08:01:01. Filing a Complaint

The Complainant Member needs to file their complaint with the CS. All supporting documentation and information should be included when filing the complaint. The CS will review the complaint and determine if it has merit and should be investigated. If the CS finds that there is insufficient information or evidence or doesn't believe an investigation is warranted, they will send an email or letter to the Complainant Member advising that no investigation will be performed but give the member 30 days to send in more information if they wish to make one final request for an investigation.

08:01:02. Processing the Complaint

Should the CS find the complaint is warranted, the complaint will be sent by the CS to the IG to review the matter, record the parties involved, and assign a number for tracking. The CS will also advise the AB that an investigation has been opened, providing only the IG assigned tracking number at that time.

The IG will notify the accused and JAG of the open complaint and achieve positive confirmation of receipt; this notification will include the nature of the proposed charges and solicit input from the accused member. The accused member has 14 days to respond. If registered mail was used, it will be 14 days from the delivery date. The JAG will reach out to the accused member to offer assistance and will provide to the IG if the member refused assistance or failed to respond. The CS will then inform the complaining member that a case has officially been opened. Upon receipt of a response, the IG has a maximum of 30 days to undertake their investigation and send the associated investigation report to the CS. The investigation report will, at minimum, provide a recommendation as to the actions that should be taken by either the CS, the EC, or the AB.

08:01:03. Complaint Escalation

Upon receipt of the investigation report and recommendation from the IG, the CS will decide if the complaint can be dropped, if further investigation is needed, or if there is sufficient information to move forward – and based on the findings/recommendation from the IG, what stage of the process the case will continue at.

If the report findings recommend sanctions below the member's expulsion, the CS will notify the accused of an EC Hearing date and time, with notice delivered within a minimum of 14 days before the hearing.

If the report findings recommend for the sanction of a member's expulsion, the CS will notify the AB of such and will work with the AB and accused member to set an AB Hearing date and time, via the Appeals Process in **Section 08:02:03** below.

08:01:04. Executive Committee Hearing

As the officers of the corporation, the EC acts as STARFLEET's first line of action in disciplinary matters. The CS will provide the EC with all documentation of the case, to include the initial complaint and supporting documents, the response of the accused, and any investigation report, if one was made. They will then schedule a hearing date and inform the accused member of the date and time. Every effort should be given to allow for adequate time to schedule this hearing - but it must take place no later than 30 days from receipt of the report by the EC. If a delay is needed, that information must be relayed to the AB for their awareness.

The EC will review all information to the matter and make a ruling on the case. This can include direct input from the accused at the hearing, should they be present, or reading of another response, if provided. If the accused is found not-guilty, all privileges and responsibilities will be immediately restored. If the accused member is found guilty, the EC is authorized by the AB to levy sanctions it feels appropriate, up to and including: reduction in rank, barring from higher level positions for a specified period of time, or suspending or canceling membership for a specified period of time. As mentioned in **Section 08:01:03**, should the EC hearing put a member up for permanent removal from the organization, immediately proceed to the process in **Section 08:02** below.

08:01:05. Notification

The Accused Member will be provided notification of the decision and the imposed sanction(s) by email or mail by the CS or by the CS' duly appointed representative. The VCS will maintain a record of the case, and the results, in perpetuity..

Section 08:02 – THE STARFLEET APPEALS PROCESS

All members have the right to appeal any actions taken against them via the Membership Rights guaranteed in **Section 02:06**. However, be reminded, an expelled or expired member would no longer be a member that enjoys the STARFLEET membership rights, thus, such cases where expulsion is a recommended sanction will automatically trigger an AB Hearing involving the full AB.

08:02:01. Call for Appeal

After a member has been notified by the CS of the EC's decision and any possible sanctions, the member may reach out to the JAG, and/or their respective Regional Coordinator to request an appeal within seventy-two (72) hours of having received notification of sanctions. The JAG or Representative RC will similarly notify the AB, the CS, and the IG of the request within seventy-two (72) hours of receipt.



08:02:02. Disciplinary Board and Determination

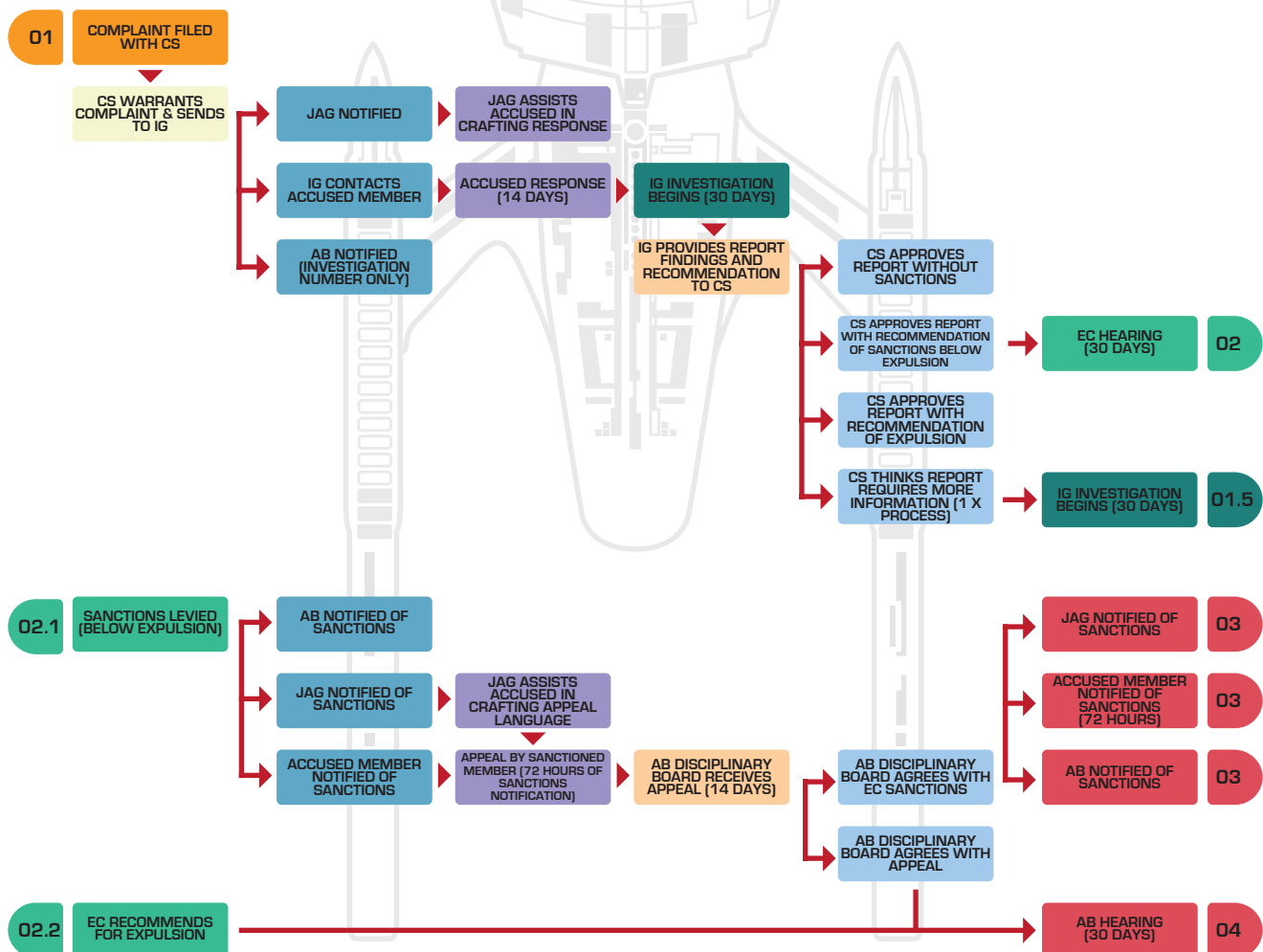
The AB's standing committee (Disciplinary Board) will review the case and appeal, and provide a recommendation as to whether to hear the appeal or not. The Disciplinary Board has fourteen (14) days to review the case for completeness, fairness, and impartiality in judgment. If they find any discrepancy in the nature of those items, they will recommend to the AB to hear the appeal. If not, they will recommend that the rulings of the EC be allowed to stand.

Should the Disciplinary Board choose to hear the case, they will work with the CS to schedule a special session of the Board as soon as possible (with notice delivered within a minimum of 14 days before the hearing), and include the accused, IG and JAG for notification and planning.

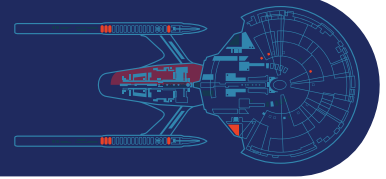
08:02:03. Admiralty Board Hearing

Should it be determined that the appeal shall be heard (or if member expulsion is the recommended sanction at any stage of the preceding process), and the special session is scheduled, the AB will review all materials prior to the session, then be ready to discuss and debate the matter at the appointed time. The CS, IG (or Assistant who performed any investigation), and the JAG (if the accused accepted their assistance) must all be present. The Accused will be invited with proper notice, having been provided the date and time, but the hearing will go forward if they fail to appear.

08:02:04. Admiralty Board Hearing Process Flow



SECTION 09: Amendments



Section 09:01 – PROCEDURES TO UPDATE THE BYLAWS

An amendment may be placed before the general membership for their approval after:

- Submission to and approval by the AB
or:
- Receipt of a petition for an amendment.

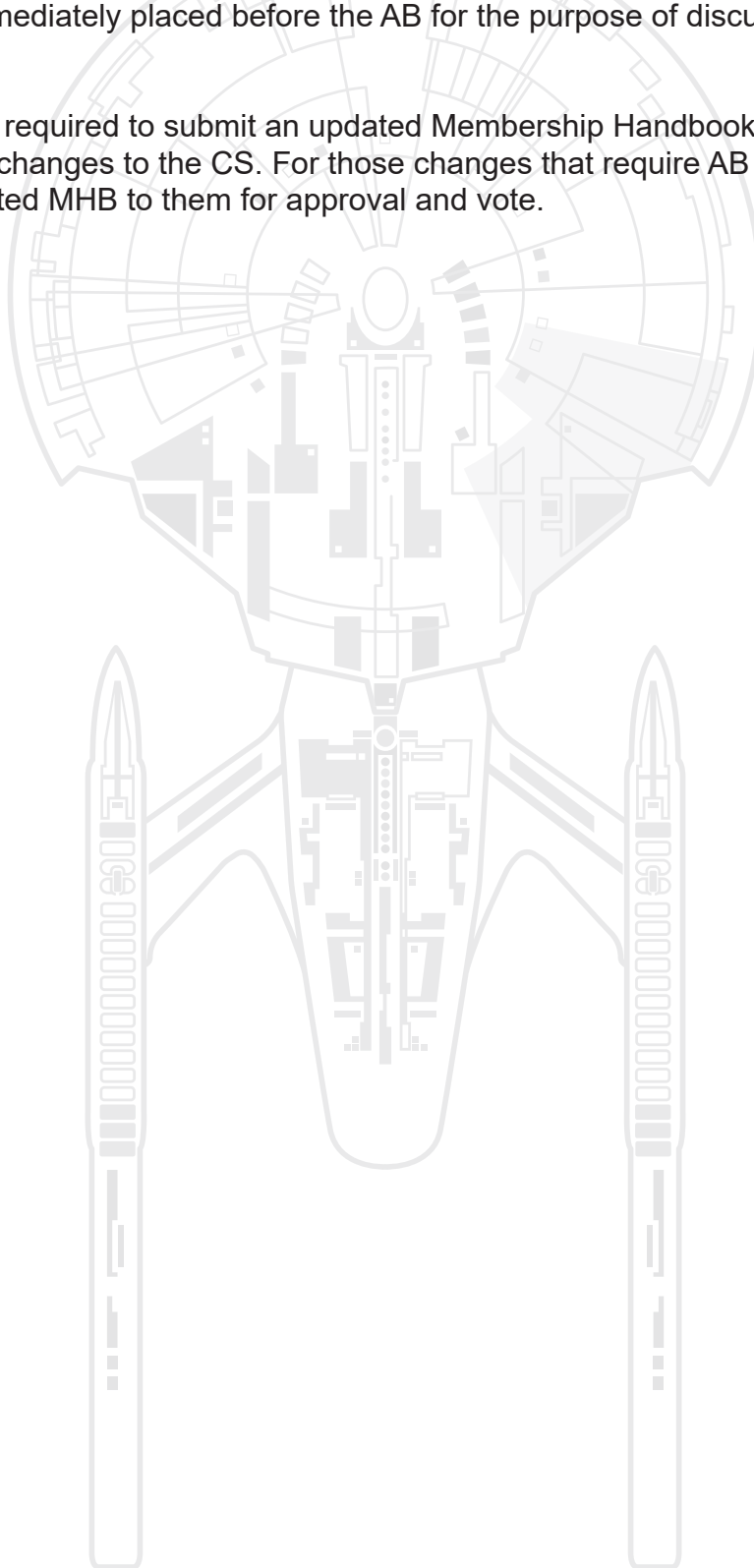
If by petition, the proposed amendment to be submitted must be set forth at the top of each signature page of the petition, which must contain the signatures of 10% of the general membership, calculated as of the time the petition is turned in to the CS. The signatures on the petition will be verified by STARFLEET Computer Operations to ensure that every signatory has a proper SCC number and is a member in good standing at that time.

The AB, by two-thirds vote, may authorize cosmetic amendments such as spelling or numbering corrections and grammatical errors, except that no such amendment may have the intent or effect of altering the basic meaning, purpose, or function of any provision in the Bylaws.

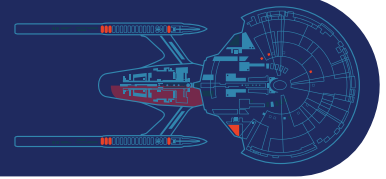
Section 09:02 – PROCEDURES TO UPDATE THE MEMBERSHIP HANDBOOK

- Adoption of the Membership Handbook, or any revision thereof, may occur only upon the approval of a majority of the AB.
- Significant changes to the Membership Handbook, defined as those required by Bylaw changes voted on and approved by the membership, approved votes of AB resolutions, and changes as required by law, must occur within 30 days of the adoption or implementation of the listed instances. These changes are then sent to the AB for their majority approval.
- Operational changes that may occur due to changes in office or technology or due to human fallibility/cosmetic updates may be performed to the Membership Handbook when necessary. These changes do NOT require approval of the AB and are limited to the following three instances:
- The “Welcome” note from the CS – This singular item can be changed at any time by the CS. This will ease transitions from CS to CS. No other item may be unilaterally changed without notification and approval by the AB.
- Appendices that may change due to updates in URLs and email addresses – When such changes are made by the STARFLEET EC, this information must be submitted to the AB within 30 days of the changes being authorized. However, every effort should be made on behalf of the EC to minimize the need for such changes. Under no circumstances can any of these changes be construed as a substantial alteration of the basic meaning, purpose, or function of the Membership Handbook. If the AB feels that any of the alterations performed under this stipulation do not meet this criterion, then the matter is immediately placed before the AB for the purpose of discussion and a subsequent vote.

- Correcting misspellings, mistakes in numbering, or similar grammatical errors – Should it become necessary to make changes to the Membership Handbook to address such mistakes and doing so can be accomplished without any substantial alteration of the basic meaning, purpose, or function of the Membership Handbook, then the EC may do so, provided that the information is submitted to the AB within 30 days of the changes being authorized. If the AB feels that any of the alterations performed under this stipulation do not meet this criterion, then the matter is immediately placed before the AB for the purpose of discussion and a subsequent vote.
- The VCS will be required to submit an updated Membership Handbook within 30 days of the adoption of any changes to the CS. For those changes that require AB approval, the CS shall submit the updated MHB to them for approval and vote.



SECTION 10: STARFLEET Academy



Section 10:01 – STARFLEET ACADEMY

The halls of STARFLEET Academy are the training grounds for Fleet's brightest and most productive officers. The Academy is organized into various Colleges, each one organized within an appropriate Institute, overseen by a Dean. The Academy courses are directed by dedicated individuals who are here to answer your questions, provide advice, and oversee your development as a member of a premier group in fandom.

The Academy has an extensive awards program. This program recognizes the top students for academic achievement. These awards are given yearly: Red Squad recognizes the "Best" students who have attended SFA. The Blue Squad recognizes the best Cadets who have completed SFA courses. Gold Squad recognizes those families who have completed a school together.

There are also Boothby Awards which are given on the basis of how many courses a member has passed in both STARFLEET Academy and the SFMC Academy throughout his or her career with STARFLEET. These are given monthly based on the total number of courses passed.

We encourage participation in all courses, but we especially recommend that students begin with Officer Training School (OTS). Here, newer members learn how the FLEET operates and begin to make basic command-level decisions. Other courses in the Academy provide valuable insight into STARFLEET, *Trek* trivia, or real-life activities.

For a full list of Academy Institutes and Colleges, please contact STARFLEET Academy.

Section 10:02 – STARFLEET DATA PROTECTION COURSES

The most current STARFLEET Academy courses for data privacy and protection approved by the corporate data protection officer (initially SFDPP-101 and SFDPP-102, then SFDPP-20xx annual recertification thereafter) are annually required to pass for any member with access to any other member's Personally Identifiable Information (PII) in the SFI database, websites, or social media platforms.

As such, but not limited to, all corporate officers, board members, Chapter Commanding Officers (CO), Executive Officers (XO), and all respective staff members are required to accomplish this training annually.

Corporate officers/the EC are required to ensure their respective staff members have completed and maintained the training if they have any access to membership data for their job. Any new EC or staff members have thirty (30) days to complete the training from time of appointment. Database access will not be granted until the training is completed.

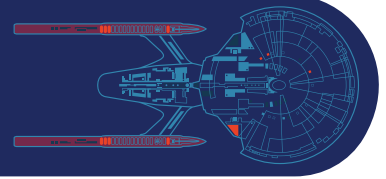
Board members/Regional Coordinators (RC) are responsible for ensuring any staff to whom they grant any RC database permissions have completed and maintained the training, prior to granting access.

Chapter Chairpersons/Commanding Officers are responsible for ensuring any staff to whom they grant any CO database permissions have completed and maintain the training, prior to granting access.

STARFLEET Academy(s) and all Auxiliary Departments: anyone whose duties require access to other members' Personally Identifiable Information (PII) must complete and maintain the training before being granted database access. Each department will be responsible for tracking its respective staff training compliance.

SECTION 11:

Auxiliary Services



Section 11:01 – AUXILIARY SERVICE DESCRIPTION

A group of members may find itself wanting to organize along the lines of a common interest shared amongst its members, that grow beyond local Chapters or are otherwise not served by that structure. In order to facilitate such groups, they are given the opportunity to form an Auxiliary Service of STARFLEET. An Auxiliary Service is a faction within STARFLEET that offers members a new service or focus area but is still integrated within the Command Hierarchy of STARFLEET itself. This means that while this group has its own unique (if need be) structure, it still is ultimately responsible to the larger SFI organization.

Auxiliary Services report to the Director of Auxiliary Services (DAS). If a group of like-minded Fleet members are interested in joining into such an Auxiliary Service, the first step would be to contact the DAS. The DAS can start the Auxiliary Service process and assist in the administration of it as needed. All Auxiliary Services must add to the SFI experience, not serve as a replacement to the parent organization. Should an Auxiliary Service gain significant membership, the DAS can request the specific department be codified in the next revision of this Membership Handbook (MHB). As these are codified in the MHB, and thus ratified by the AB, they are approved member services, offered directly to the member – thus no director or officer can obstruct the delivery of these services.

Though Auxiliary Services get more exposure through being more tightly integrated with STARFLEET itself, if a subgroup is smaller in scale and aim to stay that way, there is no need to become an Auxiliary Service — though they are able to explore that option with the DAS at any time. There are many “unofficial” groups throughout STARFLEET, and they serve as the cradle for future Auxiliary Services.

Section 11:02 – AUXILIARY SERVICE STATUSES

As a Service is initially defined and grows (or wanes), it can move through various statuses within the overall program.

Upon entering the thirteenth month of service as Director/Chief or Deputy Director/Chief, the following positional promotions in those positions shall become permanent.

11:02:01 - Permanent Auxiliary Service

A Permanent Service may reach this status if they have proven, over significant time, that they have offered a consistently outstanding service to members, gained widespread adoption through active membership affiliation, and have been approved by the AB. They receive the support of the organization by way of appropriate resources and access. Approved Permanent Services shall be added to the MHB, with detailed description for each.

Upon assuming the duties of Director/Chief of their respective Service, provided they do not currently hold a higher rank at the time, the Director/Chief shall be promoted to the grade of O-7.

Upon assuming the duties of Deputy Director/Chief of their respective Service, provided they do not currently hold a higher rank at the time, the Deputy Director/Chief shall be promoted to the grade of O-6.

11:02:02 – Established Auxiliary Service

An Established Service may reach this status if they have achieved a number of its goals and milestones and proven the viability of the service, whereupon, the DAS will move them to Established Service status. In this status they are refining the service, documentation, and other items needed before the DAS can recommend them to the AB for Permanent Status. The DAS will report to the EC/AB about each Established Services' progress.

Once in the Established Service status, provided they do not currently hold a higher rank at the time, the Director/Chief of their respective Established Service shall be promoted to the grade of O-6.

11:02:03 – Provisional Auxiliary Service

A group of SFI members may seek to provide a Service to eventually gain DAS approval for a new SFAS Permanent Service. This group can submit a proposal to the DAS, and the DAS shall vet said proposal for approval, edit, or rejection to become a Provisional Service. Once approved, the group shall receive a tailored developmental program suited to the specific nature of that prospective service. Status may be revoked at any time by the DAS if the Auxiliary fails to meet agreed upon goals and milestones.

Upon approval for Provisional Service status from the DAS, the Director/Chief of the approved Provisional Service, provided they do not currently hold a higher rank at the time, shall be promoted to the grade of O-5.

11:02:04 - Unofficial Group

This is a group that has neither gained nor sought DAS approval and operates without EC support. Note: Any groups with any political affiliation or religion as their focus/interest are prohibited and will not be approved for an Auxiliary Service of STARFLEET.

Section 11:03 – PERMANENT AUXILIARY SERVICES



Section 11:03:01 – STARFLEET MARINE CORPS

The STARFLEET MARINE CORPS (SFMC) is a Permanent Auxiliary Service under the DAS. The Commandant of the STARFLEET Marine Corps, with the advice of the CS, is appointed by and reports to the DAS.

The Corps does not have separate requirements for membership, other than to be a member in good standing of STARFLEET. The designation of STARFLEET Marine within our organization can be utilized as an Active (primary identification) or Reserve (secondary identification) role as part of a STARFLEET membership. The SFMC membership includes many veterans and active duty military, as well as people who just prefer a 'military flavor' to their *Star Trek* fan activities. It is in no way a military or paramilitary organization, despite its use of common military terminology.

The STARFLEET Marine Corps is organized along traditional military lines, in the same manner as STARFLEET. However, instead of being organized along Navy lines, and using terms such as 'Fleets' and 'Ships', the STARFLEET Marine Corps uses ground force equivalents such as 'Brigades' or 'Strike Groups'. In fact, the STARFLEET Marine Corps observes the same geographical boundaries that define STARFLEET Regions. Each Region area of responsibility (AOR) has a corresponding SFMC Brigade. Brigade Officers-In-Charge (OICs) are not part of the Regional staff but, in accordance

with **Section 06:04** of the Member Handbook, are appointed with the guidance of the local Regional Coordinator. SFMC units can be attached to a Chapter (Marine Strike Groups/MSGs) or be standalone units (Marine Expeditionary Units/MEUs).



Section 11:03:02 – STARFLEET SPECIAL OPERATIONS

The STARFLEET Special Operations (SFSO) is a Permanent Auxiliary Service under the DAS. The Commander of Special Operations is appointed by and reports to the DAS, with the advice and consent of the CS.

The SFSO does not have separate requirements for membership, other than to be a member in good standing of STARFLEET. The designation of “STARFLEET SFSO” within our organization can be utilized as an Active (primary identification) role as part of a STARFLEET membership and does not prohibit other STARFLEET affiliations. SFSO is in no way a military or paramilitary organization, despite its use of common military terminology.

STARFLEET Special Operations is organized along traditional military lines, in the same manner as STARFLEET. However, instead of being organized along Navy lines and using terms such as ‘Ships’, the Special Operations lowest unit is either a Special Operations Unit (SOU), an Individual Operative (IO), or a Military Assault Command Operations (MACO) Team.



Section 11:03:03 – PETFLEET

PETFLEET is a Permanent Auxiliary Service under the DAS. PETFLEET is a service offered to members with pets, allowing them to register their pets as being part of STARFLEET. PETFLEET also offers a dissemination point for pet-related information and sanctioned pet advice from veterinary sources. The Director of PETFLEET, with the advice of the CS, is appointed by and reports to the DAS.

Because PETFLEET is a registry of animal companions to STARFLEET Members in Good Standing, it is not intended to act as or represent STARFLEET Membership for those companions. PETFLEET registered animal companions enjoy no rights as STARFLEET Members as outlined in **Section 02:05** of the Membership Handbook. PETFLEET members may not be utilized as Chapter members.



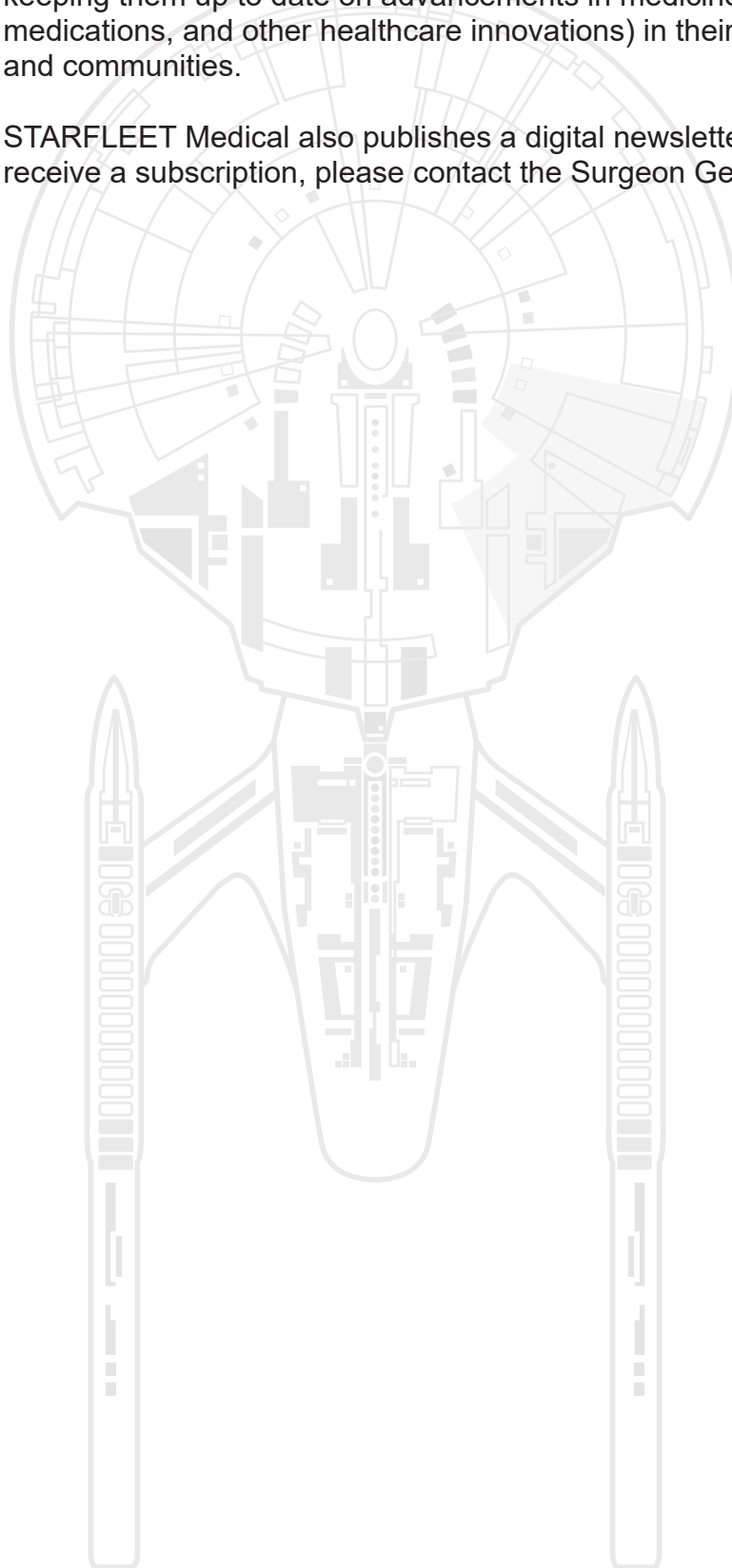
Section 11:03:04 – STARFLEET MEDICAL

STARFLEET Medical is a Permanent Auxiliary Service under the DAS. The position of Surgeon General, with the advice of the CS, is appointed by and reports to the DAS.

STARFLEET Medical does not have separate requirements for membership other than to be a member in good standing of STARFLEET. The designation of STARFLEET Medical within our organization can be utilized as an active part of your STARFLEET membership.

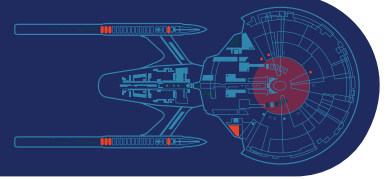
STARFLEET Medical is in no way to be used as real-life medical advice. We do not issue medical advice to anyone but encourage them to pursue medical attention for any medical concerns they may have. It is the goal of STARFLEET Medical to make sure the health of our members is primary, by keeping them up to date on advancements in medicine (i.e., procedures, medications, and other healthcare innovations) in their respective countries and communities.

STARFLEET Medical also publishes a digital newsletter called *Hypospray*. To receive a subscription, please contact the Surgeon General.



SECTION 12:

Appendices










APPENDIX A – COMMON ABBREVIATIONS

AB	Admiralty Board
ASDB	Advanced Starship Design Bureau
CFO	Chief Financial Officer
CO	Commanding Officer
COC	Chief of Communications
CIS	Chief of Information Services
COMPOPS	STARFLEET Computer Operations
COMS	Chief of Membership Services
COO	Chief of Operations
COS	Chief of Staff / Chief of Security
CQ	STARFLEET <i>Communiqué</i>
CS	Commander, STARFLEET
CSO	Chief of Shakedown Operations Command / Chief Science Officer
DAS	Director of STARFLEET Auxiliary Services
DPO	Data Protection Officer
CSR	Command Status Report
DTS	Department of Technical Services
EC	Executive Committee
FLEET	STARFLEET, The International <i>Star Trek</i> Fan Association, Inc.
IG	Inspector General, STARFLEET
JAG	Judge Advocate General, STARFLEET
LASE	Legal-sized self-Addressed Stamped Envelope
MSR	Monthly Status Report
NCC	Naval Construction Contract
OCC	Officer Command College
OPS	STARFLEET Operations
OTI	Office of Technical Information
OTS	Officer Training School
RC	Regional Coordinator
RDC	Regional Division (or Department) Chief
RSR	Regional Status Report
SASE	Self-Addressed Stamped Envelope
SCC	Security Clearance Code
ShOC	Shakedown Operations Command
SG	Surgeon General, STARFLEET
SFA	STARFLEET Academy
SFAS	STARFLEET Auxiliary Services
SFHQ	STARFLEET Headquarters
SFMC	STARFLEET Marine Corps
SFI	STARFLEET, The International <i>Star Trek</i> Fan Association, Inc.
VCS	Vice-Commander, STARFLEET
VRC	Vice-Regional Coordinator
VRR	Vessel Registration Request Form






APPENDIX B – STARFLEET RANK AND GRADE STRUCTURE

The following is a general listing of ranks used by the Naval and Ground Forces of STARFLEET. Certain divisions may have variations on this listing. However, their ranks will conform to the Grade.

	GRADE	NAVAL FORCES	ABBREVIATION	GROUND FORCES	ABBREVIATION
SENIOR OFFICER RANKS					
Granted By An Order Of The Executive Committee					
	O-12	Fleet Admiral	FADM	No Equivalent	
	O-11	Admiral	ADM	General	GEN
	O-10	Vice Admiral	VADM	Lieutenant General	LGN
	O-9	Rear Admiral	RADM	Major General	MGN
	O-8	Commodore	COMM	Brigadier General	BGN
	O-7	Fleet Captain	FCPT	Brigadier	BDR
	O-6	Captain	CAPT	Colonel	COL

OFFICER RANKS

Granted at the discretion of the individual Chapters of STARFLEET

	O-5	Commander	CMDR	Lieutenant Colonel	LTC
	O-4	Lieutenant Commander	LCDR	Major	MAJ
	O-3	Lieutenant	LT	Captain	CPT
	O-2	Lieutenant Junior Grade	LTJG	First Lieutenant	1LT
	O-1	Ensign	ENS	Second Lieutenant	2LT







WARRANT OFFICER RANKS

Granted at the discretion of the individual Chapters of STARFLEET

W-5	No Equivalent	Chief Warrant Officer 5	CW05
W-4	No Equivalent	Chief Warrant Officer 4	CW04
W-3	No Equivalent	Chief Warrant Officer 3	CW03
W-2	No Equivalent	Chief Warrant Officer 2	CW02
W-1	No Equivalent	Warrant Officer	W0

ENLISTED RANKS

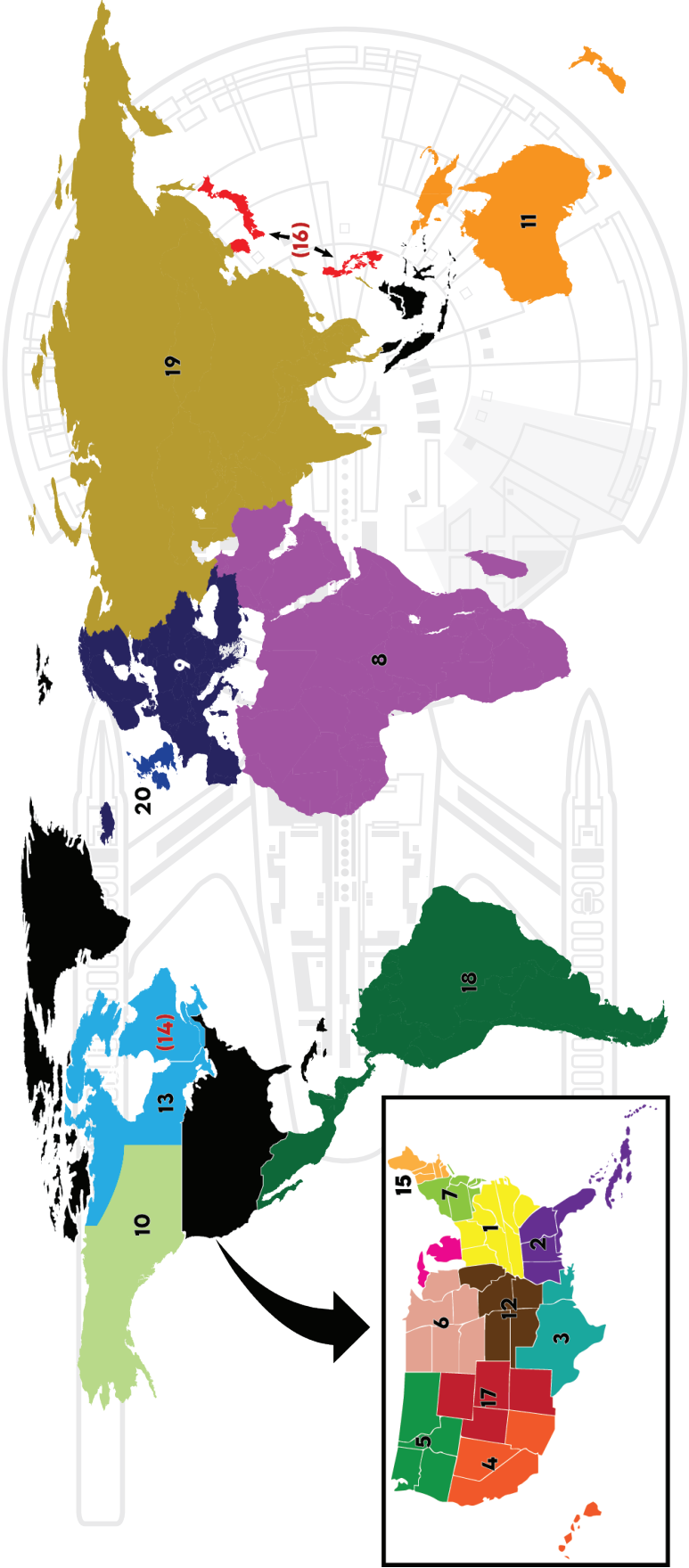
Granted at the discretion of the individual Chapters of STARFLEET

	E-9	Master Chief Petty Officer	MCPO	Sergeant Major	SGM
	E-8	Senior Chief Petty Officer	SCPO	Master Gunnery Sergeant	MMSGT
	E-7	Chief Petty Officer	CPO	First Sergeant	1SGT
				Master Sergeant	GSGT
	E-6	Petty Officer First Class	PO1	Staff Sergeant	SSGT
	E-5	Petty Officer Second Class	PO2	Sergeant	SGT
	E-4	Petty Officer Third Class	PO3	Corporal	CPL
	E-3	Crewman	CRM	Lance Corporal	LCPL
	E-2	Crewman Apprentice	CRA	Private 1st Class	PFC
	E-1	Crewman Recruit	CRR	Private	PVT

Note: Enlisted ranks across various Service Branches of STARFLEET may differ in structure and makeup. The above table is meant to be a general reference point for Members and Branches alike.

APPENDIX C – REGION MAP

Inactive Region numbers enclosed within parentheses ()





1974 - 2023