



THE INTERNATIONAL STAR TREK FAN ASSOCIATION, INC.
STARFLEET MEMBERSHIP HANDBOOK

May 2008 Edition

STARFLEET: The International Star Trek Fan Association, Inc
MEMBERSHIP HANDBOOK May 2008 Edition

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SECTION 01

INTRODUCTION

Section 01:01 - WELCOME FROM THE COMMANDER, STARFLEET

On behalf of myself and my entire staff, I wish to welcome you to STARFLEET, the International Star Trek Fan Association, Inc. If you are a new member, WELCOME ABOARD! I hope you will find your membership an enjoyable and rewarding experience. If you are a renewing member, thank you for continuing your adventure with us. You, the member, are our greatest asset and we are grateful to have your talent, enthusiasm, and excitement.

For both new and renewing members, I urge you take some time and review this Handbook as it explains how we are structured and operate. It will also help you become familiar with STARFLEET as well as inform you of the various programs we offer for your enjoyment. For those with Internet access, please be sure to visit our website at <http://www.sfi.org>.

Again, thank you for your interest in STARFLEET. I hope your tour is long and filled with fun. For that is what we are here for...the enjoyment and appreciation of Star Trek ®.



Fleet Admiral Sal Lizard
Commander, STARFLEET



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Section 01:02 - THE STARFLEET HELP DESK

The STARFLEET Help Desk was created to provide members a centralized resource to submit problems to and have them resolved. Staffed by members from all Executive Committee Departments, it issues tickets for problems logged that can be used to track the issue from submission to resolution. The STARFLEET Help Desk accepts requests via mail, electronic mail, phone, and fax.

Section 01:03 - WHAT IS STARFLEET?

STARFLEET, The International Star Trek Fan Association, Inc., 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 by the U.S. Internal Revenue Service.

Section 01:04 - WHAT MAKES UP STARFLEET?

Why, you the members, of course!

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. If members choose to band together and form a group, they then become a chapter of STARFLEET. All STARFLEET chapters model themselves along the lines of the starships and space stations depicted in the various Star Trek television programs and are presided over by Commanding Officers (CO).

Beyond that level, STARFLEET is divided into geographic Regions, which are overseen by their Regional Coordinators (RC). Lastly, the Executive Committee (EC) oversees the services and institutions of the international organization itself (the production and distribution of this Membership Handbook, for example).

Section 01:05 - WHO RUNS STARFLEET?

Article 3, Section 2 of the current STARFLEET Constitution defines the governing body of STARFLEET as the Admiralty Board (AB), whose membership is composed of all the currently serving Regional Coordinators in STARFLEET. Section 3 of this same Article also defines the Executive Committee as the administrative body of STARFLEET.

In order 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).

Please refer to Section 3 of this Handbook for a more extensive discussion of the function and responsibilities of the AB.

Section 01:06 - THE STARFLEET CHAIN OF COMMAND

"Chain of Command" is a term you will see time and time again at all levels of STARFLEET. What is it? The Chain of Command is an escalation procedure set in place to ensure the quickest response to questions and grievances raised by STARFLEET members.

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The STARFLEET Chain of Command is as follows:

Commander, STARFLEET
Vice Commander, STARFLEET
The Executive Committee
The Admiralty Board
Regional Coordinators
Chapter Commanding Officers

While any problem could be taken directly to the Commander, STARFLEET, if the Commander, STARFLEET had to deal with all the issues, they would have no time to preside over STARFLEET. You would also have to wait for them to finish with all the people ahead of you before they could address your problem. Such a system would not be fair to them, and it would not be fair to you.

Most questions and issues can be dealt with at your individual chapter level, usually by your Commanding Officer. 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 may then be taken to the Regional Coordinator responsible for your chapter. COs with questions or problems should take those to their RC as well. In the event that the RC is either part of the issue or unable to satisfactorily address it, you may bring your issue to the Office of the Executive Committee Member who best represents your problem (see below). As a last resort, you should bring your complaint directly to the Office of the Commander, STARFLEET. Contact addresses for all of these are available in the Vessel Registry, which is included in your membership packet.

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

1. 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 (as some Offices do), the expense would mount quickly, and including an SASE is a courtesy.
2. Try and send your request to the relevant Office. STARFLEET's officers are not omniscient. If you have a question regarding your membership or membership packet materials, an inquiry directed to the Office of the Chief of Computer Operations, who handles membership-related issues, will result in a quicker response than sending it to the Commander, STARFLEET. The CS would just have to forward it to Computer Operations and that will add an additional delay to your inquiry. This Handbook explains all the primary duties of each Executive Committee Office, and there is also an Organization Chart. If you cannot find the Department you are looking for, ask your CO or RC for assistance.



SECTION 02

STARFLEET MEMBERSHIP

Section 02:01 - INDIVIDUAL AND FAMILY MEMBERSHIPS

As of 1 January 2000, STARFLEET: The International Star Trek Fan Association, Inc., has the following membership classes and criteria:

Residents of the United States:

- US-1: Individual Membership; fee of no less than \$15 (US).
- US-2: Membership for a Family of Two; fee of no less than \$22 (US).
- US-3: Membership for a Family of Three; fee of no less than \$25 (US).
- US-4: Membership for a Family of Four; fee of no less than \$28 (US).
- US-5: Membership for a Family of Five; fee of no less than \$31 (US).
- US-6: Membership for a Family of Six; fee of no less than \$34 (US).

Residents of Canada:

- AM-1: Individual Membership; fee of no less than \$16 (US).
- AM-2: Membership for a Family of Two; fee of no less than \$23 (US).
- AM-3: Membership for a Family of Three; fee of no less than \$26 (US).
- AM-4: Membership for a Family of Four; fee of no less than \$29 (US).
- AM-5: Membership for a Family of Five; fee of no less than \$32 (US).
- AM-6: Membership for a Family of Six; fee of no less than \$35 (US).

Residents of all countries outside of Canada and the United States:

- IN-1: Individual Membership; fee of no less than \$20 (US).
- IN-2: Membership for a Family of Two; fee of no less than \$27 (US).
- IN-3: Membership for a Family of Three; fee of no less than \$30 (US).
- IN-4: Membership for a Family of Four; fee of no less than \$33 (US).
- IN-5: Membership for a Family of Five; fee of no less than \$36 (US).
- IN-6: Membership for a Family of Six; fee of no less than \$39 (US).

Family Memberships are designed for individuals who share a residence or have some form of close geographic proximity. Family Memberships entitle individuals to all the rights and privileges of Individual Membership, but because of the presumption of close proximity, only one copy of each issue of the Communiqué is issued to such members. It is assumed that people who are covered under Family Memberships are in fact blood relations or sharing in a similar bond. While in some instances it has been known that extended families of seven or more members live together in a shared dwelling space, these cases still remain the exception to the rule. 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.

Section 02:02 - HONORARY AND LIFETIME MEMBERSHIPS

The STARFLEET Admiralty Board may award Honorary and/or Lifetime Memberships after consultation with, and approval by, the Executive Committee, in accordance with Article 9, Sections 1 and 2 of the 2001 STARFLEET Constitution and Admiralty Board Resolution 99-02. Guidelines for awarding such memberships are available from your Regional Coordinator.

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Section 02:03 - THE MEMBERSHIP PACKET

The following basic materials are included in the Membership Packet:

- Membership Identification Card
- Membership Certificate
- The STARFLEET Membership Handbook
- The STARFLEET Vessel Registry
- An application for courses offered by STARFLEET Academy
- An Assignment Card (attached to your membership card) to be given to your CO

If any of the above is missing from your packet, please contact the Office of the Chief of Computer Operations to obtain replacement(s).

In addition to the Membership Packet, you will be subscribed for six issues (one year) of the official STARFLEET Newsletter — the STARFLEET Communiqué (CQ).

Section 02:04 - MEMBERSHIP OPTIONS

Article 1, Section 1 of the STARFLEET Constitution defines two categories of STARFLEET members: Active Duty and Associate.

Active Duty Membership

Active Duty members of STARFLEET are those individuals who choose to participate in the futuristic atmosphere provided by the chapters of STARFLEET, as well as the atmosphere created by the unique infrastructure of the organization. Active duty members are entitled to sign aboard the STARFLEET chapter of their choice and hold a fictional rank within the organization. Active duty members may also choose to become involved in operations and activities or hold a position of responsibility at the Chapter, Regional, and International levels.

Enclosed with your new membership packet is a Membership card. This card affords proof of your membership in STARFLEET, as well as documenting important information about you, including your name, address, and STARFLEET Security Clearance Code (SCC) number, and membership expiration date.

Also enclosed in your packet is a current edition of the Vessel Registry, which lists all currently active chapters of STARFLEET. 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. In order to join, send your completed Request for Assignment card and a SASE to the CO of your chapter of choice. Please note that some chapters charge additional dues over those levied by STARFLEET.

STARFLEET policy dictates that you can officially belong to the roster of only one chapter at a time, in order to allow STARFLEET Headquarters to efficiently track memberships and chapter crew strengths. This chapter is known as your Primary Chapter. However, members are free to participate in the activities of chapters other than that which they are primarily assigned to. Should you ever wish to transfer your Primary Chapter membership from one chapter to another, simply inform both of the COs involved and the Office of the Chief of Computer Operations, STARFLEET in order to make the necessary updates to the STARFLEET Database and crew rosters. Change of Chapter forms are available from the documents section of the STARFLEET web site.

When you renew your membership in STARFLEET, you will also be provided with a membership Request for Assignment card, containing the same information as the card for new members. This card serves as proof of your membership renewal and should be given to your CO upon receipt for the chapter's records.

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Associate Membership

Associate members choose not to participate in the fictional aspects of STARFLEET, and therefore do not receive a position aboard a chapter or a fictional rank within the organization. Associate Members will receive all membership materials, as well as the Communiqué. If at any time an Associate member wishes to become an Active Duty member, he or she should simply advise the Chief of Computer Operations, STARFLEET in writing of their choice of chapter assignment and then follow the guidelines above for new Active Duty members choosing a chapter.

Section 02:05 - MEMBERSHIP RIGHTS AND RESPONSIBILITIES

As a paid member of STARFLEET, you are guaranteed certain inalienable rights of membership. Much of this is common sense for members of any international organization; however, this section of the handbook seeks to list your basic rights as a member of STARFLEET. These include, but are not limited to:

- Right to receive a new, or renewing, membership packet and all of its contents per annual membership.
- Right to receive six issues of the Communiqué per primary membership, per annual membership.
- Right to pursue the type of membership desired, and the right to change from one type of membership to another for any reason, without retribution.
- Right to transfer from one chapter of STARFLEET to another, at any time, for any reason, without problem.
- Right to participate in Chapter, Regional, and International functions to the fullest extent wished.
- Right to participate in STARFLEET Academy to the extent wished.
- Right to apply for any Chapter, Regional, or International position you feel qualified to hold.
- Right to due process.
- Right for all sides in an issue to be heard before judgment is passed.
- Right to appeal all judgmental decisions.
- Right to be adequately informed of the availability of, and application process for, any available position at any level of STARFLEET.
- Right to vote in the triennial STARFLEET International election.
- Right to be considered for participation in any STARFLEET program.
- Right to voice your opinion at any level of STARFLEET.
- Right to have Fun!

In addition to your membership rights, there are also membership responsibilities that must be considered, and which are equally important. Nowhere else are the responsibilities of membership in STARFLEET better outlined than in the ten points of the STARFLEET Officer's Code of Conduct.

1. I will always behave in a manner that brings credit to the Fleet, my ship, and myself.
2. I will always praise in public and critique in private.
3. I will show courtesy to my subordinates, fellow officers, and superior officers at all times.
4. I will never assume, but always verify.
5. I will be resolute in the performance of my duty and the execution of Fleet policy and regulation.
6. I will always diffuse confrontations, not cause them.
7. I will listen to both sides of a dispute and act upon fact, not innuendo.
8. I will strive for impartiality and fairness in judgment and disqualify myself from decisions where my judgment may be compromised.
9. I will be the first to praise and the last to criticize.
10. I will always strive to be part of the solution, not part of the problem.

Section 02:06 - RANK AND ADVANCEMENT 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. It is as simple as that.

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Appendix C lists the current STARFLEET Rank and Grade Structure. Because STARFLEET has multiple Branches of Service, the Membership Handbook refers 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 and will vary.

Your chapter Commanding Officer has the authority to promote up to the grade of O-5 (Commander / Lieutenant Colonel) and is responsible for creating and administering the Chapter's Promotion Policy for all grades through O-5. Please contact your chapter Commanding Officer regarding your Chapter'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 Executive Committee, serving as the Promotion Board for STARFLEET, awards all grades of O-7 and higher, which are known as Flag Ranks. The EC is also the only body 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 requirements forms are available from the documents section of the STARFLEET web site.

A few words are needed about promotions...

First of all, you don't have to hold a high office in STARFLEET to be promoted to Captain or the Flag Ranks. There are not that many positions to go around and there are hard working and dedicated members at all levels within STARFLEET who are worthy of promotion. Just because you work hard only at the chapter level doesn't mean that you don't have a chance to get promoted to the grade of 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 only used 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.

Lastly, authority is sometimes confused with rank. These are two different ideas. Rank is fictitious, authority is real. The authority of the Executive Committee, the Regional Coordinators, and the chapter Commanding Officers is given to them in order to enable them to perform their administrative and management jobs within STARFLEET. They must be able to make policies and guidelines in order for STARFLEET to function. This authority makes the FUN possible. The watchword for both rank and authority is SERVICE.

Section 02:07 - 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, mutual cooperation, and compassionate justice its worthy goals. Occasionally these philosophies may be lost when interpersonal and interchapter relationships fail. It is the desire of the Executive Committee 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 Executive Committee and ultimately present their case before the Commander, STARFLEET.

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STARFLEET has purposely not set down specific rules about how chapters should govern themselves. Chapters are expected to be self-governing with STARFLEET's role mainly to be 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. Intrachapter, 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 chapter (or their designee, i.e. a VRC). Interchapter difficulties (often involving member recruitment disputes) are usually handled at the regional level.

Military style court martial proceedings are strongly discouraged, as these are confrontational and counterproductive and often make matters worse. 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 or RC cannot take. First, they cannot expel a member from STARFLEET; only the Admiralty Board can take such action. Second, they cannot revoke a commission to the Flag Ranks—only the Executive Committee has the power to reduce an officer of the grade O-6 (see Appendix C for the chart) or higher in rank. And third, no one can impose any punishment that violates civil law. The Admiralty Board 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, but this should be used as a last resort and only on the truly deserving. The decision to expel a crewmember must be conveyed by written letter, and must be forwarded to the Chief of Operations, STARFLEET. The expelled member will then be removed from that chapter's roster and offered membership in another chapter, if possible. STARFLEET will never overrule such an 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, is not so naive as to believe that people are not occasionally dealt with unfairly. Therefore, all members of STARFLEET are reminded of their right of 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 Admiralty Board, 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 the STARFLEET Officer's Code of Conduct. One final note—the Senior Officers of STARFLEET (RCs and up) are in no way a substitute for local, state, and federal authorities of law and order. If a crime has been committed, by all means, summon the police.

Regional / International Level

Members of the STARFLEET Admiralty Board or Executive Committee are considered to be the leaders of this organization and as such are held to high standards in terms of their conduct and behavior. Article 6 of the current Constitution outlines a series of 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 02:08 - HARASSMENT AND MISCONDUCT

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, or any other legally-defined category. Any STARFLEET member, regardless of rank or position, found to be in violation of this article shall be subject to immediate discipline, and possible expulsion.

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Section 02:09 - MEMBERSHIP RENEWALS

Membership renewal dates are clearly labeled on the membership cards, as well as on each member's Communiqué address label. You may also request this information directly from the Office of the Chief of Computer Operations.

If you are a chapter Commanding Officer, Executive Officer, a Regional Coordinator or a STARFLEET Headquarters staffer, it is very important for you to renew when due. You **MUST** renew within thirty days (30) of your membership expiration date in order to be considered an active member. If you have a problem meeting this date, contact the Office of the Chief of Computer Operations for assistance. If you become a "lapsed" member, you risk having your commission suspended. If this should happen, upon renewal of your membership you must petition the EC for reinstatement at your former grade.

Remember that membership processing can take upwards of eight weeks, so be sure to renew early!

Section 02:10 - CANCELLATION OF MEMBERSHIP

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

By a simple majority vote of the Admiralty Board, any member may have their membership cancelled. Before such a vote may be taken, however, the AB must present the member with a list of all grievances by Certified Mail. The member then has thirty days to respond, also by Certified Mail. The member also has the right to request an extension of thirty 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 02:11 - THE STARFLEET AWARDS PROGRAM

Like promotions, the STARFLEET Awards Program is another way of recognizing a job well done by a member. These awards may be certificates of achievement, commendations, ribbons, or plaques. Each Chapter and Region is encouraged to set up some type of recognition program for its members. At the international level, awards are given to members and chapters for service to the organization, leadership, heroic acts, community service, and outstanding projects.

Section 02:12 – 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 bimonthly 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 to the members of STARFLEET. The Communiqué is sent to all primary members of STARFLEET as a membership benefit, and members are encouraged to submit articles, artwork, photographs, etc., for publication. An SASE should accompany all submissions if they are to be returned. Please contact the CQ Editor for more information concerning submissions.

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Chapter Supplemental Publications

All chapter COs are strongly recommended 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 rate and policies. It is the responsibility and duty of the CO to ensure that the members are kept abreast of STARFLEET information.

Annual Newsletter Contest

The Office of the Chief of Communications also sponsors annual newsletter contests (with many different categories) for chapter and regional publications. Categories change periodically, but a listing of categories may be obtained through the Communiqué or by sending a SASE to the Chief of Communications. Many STARFLEET Regions, departments, and auxiliaries sponsor newsletters and magazines as well, detailing information about their respective programs or areas. These publications are generally available to all members, and may be obtained by contacting the appropriate department or region involved.

Electronic Communication Options

Over the past several years, electronic means of communication have enjoyed an increased role in communication between the members, chapters, regions, and departments of STARFLEET. The use of the Internet has certainly aided communication.

STARFLEET maintains many official electronic functions, including a site on the World Wide Web, a File Transfer Protocol (FTP) storage site, as well as unofficially sanctioned mediums, such as an electronic mailing list server (the STARFLEET mailing list), and an Internet Relay Chat (IRC) channel. Individual departments and chapters also host their own electronic gateways and facilities. Details for all of this can be found at the STARFLEET Web Server (www.sfi.org).

However, not all STARFLEET members have access to these electronic communications facilities. Therefore, while STARFLEET will use them where advantageous, it is the policy of STARFLEET to continue to use traditional, non-electronic options and methods to disperse information to the membership.



SECTION 03

STARFLEET ORGANIZATION

Section 03:01 - THE EXECUTIVE COMMITTEE

The eight top “officials” of STARFLEET compose the Executive Committee (EC). In descending order of command, they are: the Commander, STARFLEET; the Vice-Commander, STARFLEET; the Chief of Operations, STARFLEET; the Chief of Communications, STARFLEET; the Commandant, STARFLEET Academy; the Director of Shakedown Operations Command, STARFLEET; the Chief of Computer Operations, STARFLEET; and the Chief Financial Officer, STARFLEET. The following paragraphs describe each of the positions further, as well as their responsibilities.

Commander, STARFLEET

The Commander, STARFLEET (CS) serves as the corporate President of STARFLEET and chairman of the Admiralty Board, 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. They are the only member of the Admiralty Board with the authority to disburse Fleet funds on the behalf of the organization. The CS appoints the Chief Financial Officer and other assistants to perform necessary bookkeeping and budgetary duties. They are 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 elected by the general membership to serve a non-consecutive three-year term of office and is required by the STARFLEET Constitution to be at least 25 years of age and bondable. Regardless of their current rank, at the time they assume the duties of Commander, STARFLEET, they shall be promoted to the grade of O-12.

Unless overturned by a two-thirds vote of the Admiralty Board, decisions of the CS regarding Fleet administration and operation are to be considered final.

Vice-Commander, STARFLEET

The Vice-Commander, STARFLEET (VCS) is the second in command of STARFLEET and serves as the organization’s Vice-President. The VCS is responsible for assuming the responsibilities of the Commander, STARFLEET in their absence, and for representing the CS to the members of the association, other organizations, and the general public. The VCS is responsible for the direction of committees, task forces, boards, and departments as assigned by the Commander, STARFLEET. The VCS is elected by the general membership on the same slate as the CS to serve a non-consecutive-three-year term of office and is required by the STARFLEET Constitution to be at least 25 years of age, as well as meet any other conditions required for the Commander, STARFLEET. The VCS shall report at least once per month to the Commander, STARFLEET. Provided they do not currently hold a higher rank, at the time they assume the duties of Vice-Commander, STARFLEET, they shall be promoted to the grade of O-9.

In the event of a vacancy in the office of Vice-Commander, STARFLEET, the position shall be filled by appointment by the Commander, STARFLEET.

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Chief of Operations, STARFLEET

The Chief of Operations (COO) is the third in command of STARFLEET and is responsible for the overall smooth operation of the Regions and chapters of the Fleet. The COO collects reports from all Regional Coordinators and chapter COs, and is responsible for the commissioning and decommissioning of chapters and assisting members and chapters with operational programs. 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 Commander, STARFLEET, and shall report at least once per month to them.

Chief of Communications, STARFLEET

The Chief of Communications (COC) is the fourth in command of STARFLEET and is responsible for the timely publication and distribution of official Fleet communications materials. The COC is also responsible for overseeing the triennial STARFLEET election process for Commander and Vice-Commander of STARFLEET, and usually serves as Election Coordinator. At the discretion of the Commander, STARFLEET, the COC may be responsible for the publication of other Fleet documents or publications. The COC is appointed by the Commander, STARFLEET, and shall report at least once per month to them.

Commandant, STARFLEET Academy

The Commandant of the Academy (CSA) is the fifth in command of STARFLEET and is responsible for the overall administration of STARFLEET Academy, a correspondence educational program of STARFLEET. The CSA 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. The CSA is also responsible for overseeing, maintaining, and distributing the STARFLEET Scholarship program educational scholarships. The CSA is appointed by the Commander, STARFLEET, and shall report at least once per month to them.

Chief of Shakedown Operations Command, STARFLEET

The Chief of Shakedown Operations Command (CSO) is sixth in command of STARFLEET and is responsible for all chapters-in-training of the Fleet. The CSO is responsible for administering the STARFLEET Shakedown Program (also known as "ShOC," or Shakedown Operations Command—see Section 04), for distributing manuals and other materials, and for providing final approval for requests for launch as well commissioning once their tour of duty is complete. The CSO is responsible for maintaining a current listing of all chapters-in-training enrolled in the Shakedown Program, and receives monthly reports from each chapter-in-training CO in STARFLEET. The CSO is appointed by the Commander, STARFLEET, and shall report at least once per month to them.

Chief of Computer Operations, STARFLEET

The Chief of Computer Operations (CCO) is the seventh in command of STARFLEET and is responsible for maintaining and administering all STARFLEET computer records and databases. The CCO is responsible for maintaining accurate and up-to-date records of all STARFLEET members and chapters, and for assisting in the distribution of membership materials and official Fleet communications. The CCO is responsible for generating the mailing labels for official STARFLEET publications and election materials. The CCO is appointed by the Commander, STARFLEET, and shall report at least once per month to them.

Chief Financial Officer, STARFLEET

The Chief Financial Officer (CFO) is the eighth 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 Commander, STARFLEET, and shall report at least once per month to them.

Section 03:02 - ORDER OF SUCCESSION

As stated above, should the Commander, STARFLEET, become unable or unwilling to perform the duties of his Office, the Vice-Commander, STARFLEET, may replace him. Upon assuming the Office, the new Commander, STARFLEET, shall appoint a replacement Vice-Commander, STARFLEET. These officers will then carry out the remaining term of office.

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

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

Section 03:03 - THE ADMIRALTY BOARD

The Admiralty Board (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 Commander, STARFLEET. The AB is composed of all the currently serving Regional Coordinators. While the AB oversees policy determination, the Executive Committee determines the procedure to implement all such policy. The Chairman of the Admiralty Board is the Commander, STARFLEET. In the event of his/her absence, the Vice-Commander, STARFLEET shall act as Chairman. In the event of the Vice-Commander's absence, the AB shall choose a Chairman Pro-Tempore from its membership. 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 Admiralty Board, 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 03:04 - OFFICERS OF THE ADMIRALTY BOARD

Voting Coordinator

As outlined in Article 3, Section 2 of the current STARFLEET Constitution, the Inspector General, STARFLEET, or a suitable delegate of their choosing, shall perform the conducting and tallying of votes on all relevant issues voted upon by the AB. Due to their high position of responsibility within STARFLEET, as well as their unique position representing their individual regions, all members of the Admiralty Board are required to vote on matters of Fleet-wide policy submitted to them by the Voting Coordinator. AB members may vote Yes, No, or Abstain, but all members must return valid votes. The failure of any AB member to cast a vote shall be delivered to the Commanding Officers of that member's Region. The results of all AB votes are to be published in the next issue of the Communiqué and shall include the Region's vote.

Archivist

As outlined in Article 3, Section 2 of the current STARFLEET Constitution, the Vice Commander, STARFLEET, or a suitable delegate of their choosing, shall perform the duties of Archivist of the AB. These duties shall include a compiling of archives of all recorded discussion as well as votes by the AB, for the purpose of establishing an official record of all proceedings.

Section 03:05 - THE REGIONS OF STARFLEET

To assist the Executive Committee in meeting individual and chapter needs, STARFLEET divides the world into a series of geographical Regions, each independently governed by a Regional Coordinator. Currently, STARFLEET is composed of twenty regions. Every active Region of the Fleet — i.e., ones containing active chapters — has a Regional Coordinator, and therefore, has representation on the Admiralty Board.

Section 03:06 - THE REGIONAL COORDINATOR

The Regional Coordinators (RCs) are the representatives of STARFLEET to the members of the region they represent, and are responsible for representing the membership of their region to STARFLEET. RCs are responsible for all Fleet policies in the region they represent, and for all regional finances. 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 are answerable 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 Commander, STARFLEET, 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, may be relieved of duty by the Commander, STARFLEET. RCs are responsible for developing their own programs and activities within their region (as consistent with Fleet policy), and for the appointment of at least one Vice-Regional Coordinator (VRC) to serve as the RC's assistant within their region. RCs may serve as a chapter CO, but are not required to do so. The chapter the RC is a member of, if they so choose and whether as CO or not, is considered the flagship of that region.

Regional Coordinators are appointed by the Commanding Officers of the Chapters of the 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 and the RC must undergo either a biennial election or "vote of confidence" from their electorate, in order to assure that the needs of their region and members are being met. RC candidates are required to have completed Officer Training School (OTS) and Officers Command College (OCC) before running for office.

Section 03:07 - 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 04.

Section 03:08 - STARFLEET ELECTIONS

Every three years, Fleet-wide elections are held for the positions of Commander, STARFLEET and Vice-Commander, STARFLEET. The current STARFLEET Constitution fully describes this process, including the election timeframe, nomination of candidates, and the counting and verification of ballots.

Section 03:09 - REMOVAL OF A SENIOR OFFICER

The leadership of STARFLEET has the right to remove or refuse to recognize any officers described within Article 4, Sections 2 through 12, inclusive, upon good cause shown.

Section 03:10 – PROCEDURES TO UPDATE THE MEMBERSHIP HANDBOOK

As per Article 11 of the STARFLEET Constitution, the Membership Handbook is the members guide to features and functions of STARFLEET and governs all matters where not inconsistent with this STARFLEET Constitution. Adoption of the Membership Handbook, or any revision thereof, only occurs upon the approval of a majority of the Admiralty Board.

Substantive changes to the Membership Handbook, defined as those required by constitutionally required votes of the membership, approved votes of Admiralty Board resolutions and changes as required by Federal Law of Statutes of the State of North Carolina, must occur within 30 days of the adoption or implementation of the listed instances. These changes are then sent to the Admiralty Board for their majority approval.

Due to changes in office, changes in technology or simple human fallibility, it may become necessary from time to time to make minor changes and cosmetic updates to the Membership handbook. Operational changes including AND limited to the below three instances are addressed as follows:

The “Welcome” note from the Commander, STARFLEET - This singular item can be changed at any time by the Commander, STARFLEET. This will ease transitions from CS to CS. No other item may be unilaterally changed without notification and approval by the Admiralty Board.

Appendices that may change due to updates in URLs and e-mail addresses - When such changes are made by the STARFLEET Executive Committee, this information must be submitted to the Admiralty Board 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 Admiralty Board feels that any of the alterations performed do not meet this criteria, than the matter is immediately placed before the Admiralty Board 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 Executive Committee can do so, provided that the information is submitted to the Admiralty Board within 30 days of the changes being authorized.

If the Admiralty Board feels that any of the alterations performed under this stipulation do not meet the criteria outlined herein, then the matter is immediately placed before the Admiralty Board for the purpose of discussion and a subsequent vote.

The Chief of Communications will be required to submit an updated Membership Handbook within 30 days of the adoption of any changes to the Commander, STARFLEET. For those changes that require Admiralty Board approval, the Commander, STARFLEET shall submit the updated MHB to them for approval and vote.



SECTION 04

CHAPTERS AND CHAPTERS-IN-TRAINING

Section 04:01 - TYPES OF CHAPTERS

Chapters fall into two broad categories: Meeting Chapters and Correspondence Chapters.

Meeting Chapters - Meeting chapters are made up of members who live relatively close to one another. They are able to gather on a regular basis to have meetings and other activities. Often they will have a structured business meeting where they plan social and/or community service activities. Meeting Chapters report to the Regional Coordinator of the Region in which their Commanding Officer resides. For further information about Meeting Chapters, contact the Chief of Operations.

Correspondence Chapters - These chapters are either electronic or correspondence chapters, and are designed for members who either do not live close to, or choose not to participate in, a meeting chapter. Club business is conducted through postal mail and e-mail. Correspondence Chapters may be electronic (internet and Bulletin Board System), postal mail, or a combination of the two. Correspondence Chapters report to the Regional Coordinator of the Region in which their Commanding Officer resides. For further information on these types of chapters, contact the Correspondence Chapter Operations Department.

Section 04:02 - CHAPTER FICTIONAL DESIGNATIONS

Ever since the advent of Star Trek, there have been vessels and fleet installations of various types such as ships, star bases, and space stations. All STARFLEET chapters assume one of these physical entities from the Star Trek universe so they can be part of the Fleet. Chapters can choose almost any fictional structure as their designation with the Fleet, with only 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, 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.

Section 04:03 - DESIGNATION LIMITATIONS

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 which the Commander, STARFLEET serves on as their personal flagship.

Regional Flagships - Assigned to the chapter that the Regional Coordinator serves on 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

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Starbase is Starbase 1, Region Seventeen's is Starbase 17, etc.). You may not choose a Starbase for your primary membership.

Section 04:04 - CHAPTER STATUS

A STARFLEET chapter will be in one of four operation states: deployed, stand-by, dry-docked, and decommissioned. The following sections further discuss each of these operational states in greater detail.

Deployed - A Deployed chapter 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 chapter enjoys all the rights and privileges granted to it by the STARFLEET Constitution and Membership Handbook.

Stand-By - Should a chapter fall below required crew strengths, have a Commanding Officer or Executive Officer who does not have OTS and/or OCC, or has failed to follow proper reporting procedures, the Chief of Operations shall place them on Stand-By. Chapters in Stand-By shall have sixty days to correct the problem or they shall be moved to Dry-Docked status. Any chapter placed in Stand-By status due to crew strength shall remain in Stand-By for 180 days (6 months), provided the chapter shows a continued and documentable effort to recruit members with a review by the Chief of Operations every sixty days.

Dry-Docked - A Dry-Docked chapter is one that has been on Stand-By status for more than sixty days without correcting the problems that placed it there. A Dry-Docked chapter has sixty additional days to correct these problems or they shall be Decommissioned. 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 180 days, provided the chapter shows a continued and documentable effort to recruit members. This status shall be renewable for a one year period with a review by the Chief of Operations every sixty days.

If, at the end of that year the chapter is still below required crew strength it shall be Decommissioned. If, at any time a chapter corrects their chapter status problems that chapter will be returned to Deployed status. A chapter that is in 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.

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 only re-enter STARFLEET via the Shakedown Program.

Section 04:05 - 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).

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. 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 Constitution or policies. The CO is responsible for naming all chapter appointments, including Executive Officer (XO), department heads, etc. (Like the CO, the XO of a chapter-in-training is required to be an OTS graduate, and the XO of a chapter is required to be both an OTS and OCC graduate.) The CO is ultimately responsible for chapter finances.

Section 04:06 - 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 (i.e. - Communications would publish the Chapter Newsletter, while Operations might set up and run facilities at the monthly meetings).

Section 04:07 - NON-STARFLEET CREWMEMBERS

While STARFLEET allows people who are not members of STARFLEET to serve on STARFLEET chapters, many of the 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 ten-member minimum to maintain Deployed Status. Also you must be a STARFLEET member to hold the positions of chapter Commanding Officer and Executive Officer.

Section 04:08 - 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 more than one authorized signature on chapter checks.

Section 04:09 - THE STARFLEET SHAKEDOWN PROGRAM

The STARFLEET Shakedown Program was developed as a "training course" for individuals and chapters 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 serve 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 or up to two (2) members per family membership count towards this minimum.
- The CO and XO must have taken and passed the STARFLEET Officer Training School (OTS) exam.
- Authorization must have been received from the Department of Technical Services for the vessel name. You may also choose a starship class at this time, but it is not required.
- Both the Commanding Officer and Executive Officer must be at least 18 years of age.

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 DTS Name approval letter.
- A check or money order for the current shakedown chapter fee made out to STARFLEET.
- Two Self-Addressed Stamped Envelopes - one addressed to the RC and the other to the Chief of Shakedown Operations.

This package is then sent to the CO of their Support Chapter, who will add their signature to the VRR and forward the entire package to the Regional Coordinator. Should the vessel reside in a Region outside of the Region of their Support Chapter, the Regional Coordinator of both the vessel's Region and the Support Chapter's region must

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receive and sign all paperwork during the shakedown period. Once the Regional Coordinator(s) signs the VRR, they will forward the package to the Chief of Shakedown Operations, STARFLEET. Once Shakedown Operations has received and verified the package, they will contact the Regional Coordinator(s). The RC(s) will then formally launch the chapter-in-training into the Region and promote the vessel CO to the grade of O-5 and the XO to the grade of O-4, if necessary.

Chapters-in-training in the shakedown program perform activities and operations much like a 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 Command, 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.

Section 04:10 - 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:

- The crew must consist of at least ten active STARFLEET members, including the CO and XO.
- 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 number, and starship class and type.

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 Starship Class approval letter.
- A check or money order for the current chartering fee made out to STARFLEET.
- Two Self-Addressed Stamped Envelopes - one addressed to the RC and the other to the Chief of Shakedown Operations.

This package is then sent to the CO of their Support Chapter, who will add their signature to the VRR and forward the entire package to the Regional Coordinator(s). Once the Regional Coordinator(s) signs the VRR, they 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 into the Region 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). It is advised that proposed chapters maintain copies of all submitted material, especially the completed VRR.

Section 04:11 - NAMING YOUR CHAPTER

Equally important, if not more so, to determining the type of chapter is the determination of a chapter name. The Department of Technical Services 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 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

STARFLEET CONSTITUTION

AMENDED 2008 EDITION

PREAMBLE:

We, the members of STARFLEET, The International Star Trek Fan Association, Inc. (hereafter known as "STARFLEET"), a not-for-profit organization incorporated in the state of North Carolina, in order to provide a social organization in which people of diverse backgrounds with similar interests can interact to promote the optimistic future as envisioned in the Star Trek universe and to support that optimistic future through community services, social activities, and creative endeavors, do hereby establish this Constitution for the organization, STARFLEET.

Article 1: MEMBERSHIP

Section 1: Application and Classification

All persons seeking application to STARFLEET shall be awarded membership and shall remain members so long as they maintain all membership requirements as provided in the current Membership Handbook. STARFLEET believes in the value of Infinite Diversity in Infinite Combinations (IDIC). Therefore, membership in STARFLEET is open to all.

All members will hold either the classification "Active Duty Member" or "Associate Member." All persons who are in compliance with membership requirements as stipulated in the most current Membership Handbook, be they Active Duty or Associate Members, shall be deemed voting members of the organization. Active Duty members shall be those members who wish to be assigned a fictional rank and position aboard a STARFLEET chapter or chapter-in-training or who seek to participate in STARFLEET in some active fashion via Sector, Regional, or International Offices and also by participation in official STARFLEET Electronic Communications or the STARFLEET Academy. Associate Members shall be those members who may or may not belong to a STARFLEET chapter or chapter-in-training who do not wish to be assigned a fictional rank or position and do not seek to participate within STARFLEET by any other means.

Any STARFLEET member may cancel his/her membership at any time by a written and signed request sent to STARFLEET Computer Operations, or by any other means deemed acceptable to the Executive Committee. Requests for cancellations are subject to verification via telephone. All membership dues are non-refundable. The STARFLEET Executive Committee will decide re-instatement of a previously canceled membership on a case-by-case basis. Involuntary revocation of membership in STARFLEET may be made only upon a majority vote of the Admiralty Board, after giving the member advance notice of the intended action and an opportunity to be heard. In case of revocation of membership, any pre-paid membership dues shall be refunded on a pro-rated basis.

Section 2: Office Held by Members

Only Active Duty STARFLEET members may hold an office or position of responsibility within the organization, where said positions are defined in the current STARFLEET Membership Handbook.

Section 3: Not-For-Profit Status

STARFLEET is a not-for-profit organization incorporated under the laws of the State of North Carolina. No member of STARFLEET, of whatever classification, shall have any interest in, or right to, the property and assets of STARFLEET. However, not all assets dedicated to the promotion and growth of STARFLEET are exclusive to the organization. Chapters and individual members have the right to maintain their own assets apart from those of STARFLEET though they may be dedicated to a common purpose.

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Article 2: DEFINITION OF TERMS

Section 1: STARFLEET

STARFLEET is based upon "Starfleet" as depicted in the Star Trek television series, motion pictures, and literature. STARFLEET operates within the Star Trek universe to enhance the experience and fun of membership. Therefore, the following terminology shall be considered interchangeable within STARFLEET:

Chapter	Commissioned Duty Station (Starship, Space Station, etc.) as defined in the current Membership Handbook (hereafter referred to as "ship")
Chapter in the Shakedown Program	Chapter-in-training
Chapter/Chapter-in-training President	Commanding Officer (CO)
Chapter/Chapter-in-training Vice-President	First (or Executive) Officer (XO)
The President of STARFLEET or the Fleet Admiral	Commander, STARFLEET (CS)
The Vice-President of STARFLEET	Vice-Commander, STARFLEET (VCS)

Section 2: Fictional Rank

Ranks awarded to STARFLEET members as described in the current Membership Handbook are fictional and serve only to reflect a member's length of time in, and contribution to, the organization. Fictional ranks alone do not give any member authority over another member in STARFLEET. A position assigned to a member in a chapter, chapter-in-training, or in the Fleet may give that member responsibility to administer the assigned duties of that position. However, no member has the right to misuse responsibility granted by STARFLEET to violate another member's legal rights.

Article 3: ORGANIZATIONAL STRUCTURE

Section 1: Organization

The Administrative bodies of STARFLEET shall be the Admiralty Board and the Executive Committee.

Section 2: Admiralty Board

The governing body of STARFLEET shall be the Admiralty Board whose members also make up the corporate Board of Directors. The Admiralty Board shall consist of the Regional Coordinators of the various Regions of STARFLEET as specified within the bylaws of the corporation and shall be chaired by the Commander, STARFLEET. The function of the Admiralty Board shall be to adopt and enforce policies as suggested by the Executive Committee as well as the members of STARFLEET itself. The Admiralty Board shall be the final authority in the interpretation of this Constitution and of the policies and procedures of the organization.

Voting authority within the Admiralty Board is given to all Regional Coordinators currently sitting, with the Commander, STARFLEET chairing proceedings as a non-voting member, except in the case of a tie. In such instances, the CS can be called upon to cast the tie-breaking vote. A non-voting member of the AB, The Vice-Commander, STARFLEET shall act as the official Archivist of The Admiralty Board. The Inspector General, STARFLEET shall be responsible for conducting the votes of the Admiralty Board and is given observer status at all Admiralty Board proceedings.

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Section 3: Executive Committee

The administrative body of STARFLEET shall be the Executive Committee. The Executive Committee is appointed by the Commander, STARFLEET and consists of the following (in order of succession):

Commander, STARFLEET / President	Elected by the general membership
Vice-Commander, STARFLEET / Vice President	Elected by the general membership as a slate candidate on the same ticket with the Commander, STARFLEET
Chief of Operations	Appointed by the Commander, STARFLEET
Chief of Communications	Appointed by the Commander, STARFLEET
Commandant, STARFLEET Academy	Appointed by the Commander, STARFLEET
Chief, Shakedown Operations Command	Appointed by the Commander, STARFLEET
Chief of Computer Operations	Appointed by the Commander, STARFLEET
Chief Financial Officer	Appointed by the Commander, STARFLEET

The function of the Executive Committee (with the exception of the Commander, STARFLEET and the Vice-Commander, STARFLEET) shall be to oversee the operational activities of the organization as well as the process of formulating and crafting policies, which are subsequently subject to approval by the Admiralty Board. The Executive Committee also reviews and grants promotions to the fictional ranks of Captain or higher.

Each member of the Executive Committee shall appoint at least one executive assistant, with the advice and consent of the remaining members of the Executive Committee, to assist in the discharge of duties. The executive assistant shall assume the duties of office in an acting capacity in the event of the appointing member's death, incapacity, absence, or removal from office, until such time as a formal successor may be appointed in accordance with this Constitution and the current Membership Handbook by the Commander, STARFLEET. Successors to Executive Committee members must be named within no less than 60 days from the effective date of the resignation of an office holder. If no formal successor is named within that time period, then executive assistant who is serving on a temporary basis shall be automatically appointed to the position.

Article 4: TERMS OF OFFICE, OFFICERS' DUTIES AND RESPONSIBILITIES

Section 1: STARFLEET Officers

The leadership of STARFLEET has the right to remove or refuse to recognize officers described within Article 4, Sections 2 through 12, inclusive, upon good cause shown. For purposes of such refusal, "good cause" may include:

- a) that individual's demonstrated, repeated failure to comply with STARFLEET's mandatory reporting requirements,
- b) prior financial improprieties by that individual related to any STARFLEET chapter's or Region's finances,
- c) that individual's demonstrated failure in the past to properly maintain any STARFLEET chapter's or Region's financial records or to allow a chapter or Region member upon request to review a chapter's or Region's financial records or documentation,
- d) proof of a criminal conviction or civil judgment based upon an offense involving rape, theft, fraud, or any felonious offense, or
- e) proof of sexual harassment of a member or sexual misconduct (as currently defined in the Membership Handbook) with a member.

Should the leadership of STARFLEET choose to refuse to recognize any individual for such good cause shown, that individual has the immediate right of appeal specified in Article 5. 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. At the decision of the AB, the officer in question may retain his/her current position for the duration of the appeal.

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Section 2: Commanding Officer

The Commanding Officer must meet all of the qualifications for office as set forth in the current STARFLEET Membership Handbook and be at least 18 years of age. A CO serves at the pleasure of his/her crew 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 him/her 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 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 CO's 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 who, in addition to meeting the specific requirements laid out in the STARFLEET Membership Handbook, must also meet the above qualifications so that they may assume the position of Commanding Officer if necessary.

Section 3: Regional Coordinators

All Regional Coordinators must be residents of the geographic area they represent and at least 21 years of age. The COs of the Chapters and Chapter-in-Training of the Region elect via popular election or confirm via votes of confidence their Regional Coordinators to a two-year term, in accordance with the current guidelines as set forth in the Membership Handbook. The primary duty of the Regional Coordinator is to represent the membership of his/her Region to STARFLEET in general and the Admiralty Board specifically. The Regional Coordinator is charged with administering and implementing the organizational policies as set forth by the Admiralty Board. Regional Coordinators hold regional funds in trust for the benefit of their regions, and are charged with the responsibility of handling, or appointing someone to handle, the administration and disbursement of his/her region's funds, the maintenance of adequate regional financial records, and the full, regular, and periodic public disclosure thereof.

Additionally, the collective assembly of all Regional Coordinators shall constitute the Admiralty Board. As such, the Regional Coordinators are required to vote on the various issues submitted for their consideration. These votes should reflect the will of the Region and not solely that of the Regional Coordinator whenever possible.

Regional Coordinators report monthly on the status of their regions to the Chief of Operations, STARFLEET with a copy going to the Commander, STARFLEET and to exercise all other duties as outlined in the current Membership Handbook. The Regional Coordinator is required to appoint at least one Vice Regional Coordinator of his/her own choosing to serve in his/her absence as needed. Any and all additional staff is at the sole discretion of the Regional Coordinator.

Section 4: Chief Financial Officer

The Chief Financial Officer reports monthly to the Commander, STARFLEET and the Admiralty Board on the financial state of the Organization. These reports shall include, at their minimum: the month-end balances of the STARFLEET General Fund Account and STARFLEET Scholarship Account; a record of all deposits, including the source of the deposit and amount; and a record of all disbursements, including the payee, check number, amount paid, and reason for disbursement (category). In addition, the Chief Financial Officer is expected to prepare a report with the same information for each issue of the STARFLEET Communiqué. The Chief Financial Officer shall open

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and maintain the STARFLEET General Fund checking account, as well as being one of the signatories on all checks drawn on the account. The Chief Financial Officer shall be at least 23 years old.

Section 5: Chief of Computer Operations

The Chief of Computer Operations reports monthly to the Commander, STARFLEET and is responsible for maintaining STARFLEET's membership databases. This office is also charged with producing the official membership application, processing membership packets, verifying STARFLEET membership status for Vessel Registry Requests, producing crew rosters for vessels and Regions to qualified personnel within the Fleet, and providing such further information as instructed by the Commander, STARFLEET and as provided in the current Membership Handbook. The Chief of Computer Operations is also responsible for assisting the Chief of Communications in the assembly and production of mailing labels for official STARFLEET publications. The Chief of Computer Operations shall be at least 23 years old.

Section 6: Chief of Shakedown Operations Command

The Chief of Shakedown Operations Command reports monthly to the Commander, STARFLEET and is responsible for overseeing and administering the STARFLEET Shakedown Operations Program as defined in the current Membership Handbook and Shakedown Operations Command Manual, which includes providing an updated list of all newly-launched chapters to the Chief of Computer Operations. The Director of Shakedown Operations Command shall be at least 23 years old.

Section 7: Commandant of STARFLEET Academy

The Commandant of STARFLEET Academy reports monthly to the Commander, STARFLEET and is responsible for the administration of STARFLEET Academy, the organization's correspondence educational facility, which consists of various correspondence colleges, as defined in the current Membership Handbook. This office is also charged with producing the current Academy Application and Curriculum Guide for the Chief of Computer Operations and for distribution to the general membership, and providing the Chief of Computer Operations with an updated list of Officer Training School and Officer Command College graduates as set forth in the current Membership Handbook. The Director of STARFLEET Academy shall be at least 23 years old.

Section 8: Chief of Communications

The Chief of Communications reports monthly to the Commander, STARFLEET. This office is charged with the production and publication of the organization's official bi-monthly newsletter, the COMMUNIQUE, as well as the maintenance of STARFLEET's Department of Internet Services. The Chief of Communications shall be responsible for the coordination of the triennial election of the Commander, STARFLEET. The Chief of Communications shall be at least 23 years old.

Section 9: Chief of Operations

The Chief of Operations reports monthly to the Commander, STARFLEET and is responsible for the commissioning of new ships. The Office of the Chief of Operations is also charged with reviewing the monthly status reports from every Fleet chapter and Regional Coordinator and producing the Vessel Registry as a monthly report on the status of the Fleet, as outlined in the current Membership Handbook. This report is due no later than 30 days after the last day of the month to be reported on. These reports shall be accessible to all members who desire such access.

Furthermore, members of the Office of the Chief of Operations shall be available to the chapters and Regional Coordinators to assist them with operational programs as defined in the current Membership Handbook. The Chief of Operations is also charged with providing an updated list of newly commissioned ships to the Chief of Computer Operations. The Chief of Operations shall be at least 23 years old.

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Section 10: Vice-Commander, STARFLEET

The Vice-Commander, STARFLEET (or Vice-President) reports monthly to the Commander, STARFLEET and is second in command of the organization. The office of the Vice-Commander, STARFLEET is charged with the production and revision of the Membership Handbook, the basic guide to Fleet's structure, policies, operations, and the Headquarters Informational Newsletter, the journal for STARFLEET's command personnel, as well as with various duties as assigned by the Commander STARFLEET. The Vice-Commander, STARFLEET acts for the Commander, STARFLEET in his/her absence from office or disability as defined in the current Membership Handbook, and also discharges those duties as may be specified therein.

If for any reason a vacancy shall occur in the office of Vice-Commander, STARFLEET, other than as set forth pursuant to Article 6, Section 2, then the Commander, STARFLEET shall appoint, preferably within 45 days after the vacancy occurs, a successor of his choice to serve out the remainder of the term, subject to the approval of a majority of the Admiralty Board. If a vacancy occurs pursuant to Article 6, Section 2, then the procedure set forth therein shall be followed for appointment of a successor Vice-Commander, STARFLEET. The Vice-Commander, STARFLEET shall be at least 25 years of age and must meet all other qualifications for office as set forth in the current Membership Handbook.

Section 11: Commander, STARFLEET

The Commander, STARFLEET (or President) shall be elected by the members of STARFLEET and shall serve as Chairman of the Executive Committee and corporate Board of Directors, the Admiralty Board. The Commander, STARFLEET shall coordinate the activities of the entire organization, as provided in the current Membership Handbook, and shall be fiducially bonded in the sum of at least U.S. \$25,000.00 before taking office, using funds provided by the organization. Should the Commander-elect fail to obtain a bond commitment before January 1st, despite the general availability of organization funds to do so with, the Admiralty Board may by a two-thirds (2/3) vote of the sitting members of the Admiralty Board forbid the Commander-elect's assumption to office until such time as the Commander-elect fully complies with said bond requirement. Should such a vote be carried, the Admiralty Board may then appoint a temporary Commander, STARFLEET to serve only until such time as the Commander-elect's bond has been obtained.

The Commander, STARFLEET shall be at least 25 years of age and meet all other qualifications for office as set forth in the current Membership Handbook. Decisions of the Commander, STARFLEET are considered final unless overturned by a two-thirds majority vote of the Admiralty Board. If for any reason a vacancy shall occur in the office of Commander, STARFLEET, the Vice-Commander, STARFLEET shall immediately assume the office and responsibilities of Commander, STARFLEET. A replacement VCS shall be put into office in accordance with the guidelines set forth in Article 5, Section 2.

Section 12: Inspector General, STARFLEET

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

The Inspector General, STARFLEET acts as STARFLEET's chief investigator in matters where their expertise is called upon. The Inspector General is invested with broad investigative powers in accordance with the guidelines established in the Inspector General Handbook. The Inspector General, STARFLEET 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 Inspector General, STARFLEET to assemble a staff to carry out their duties within selected Regions or areas. These Staff Officers shall report directly to the Inspector General, STARFLEET who shall be held liable for the results brought about by their staff.

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The Inspector General is also charged with overseeing electoral processes to elect or confirm the Regional Coordinators within the various STARFLEET Regions. Additionally, the Inspector General, STARFLEET cooperates with the Chief of Communications, STARFLEET to coordinate the procedure of electing a new Commander, STARFLEET and, in consultation with the Chief of Communications, is responsible for hiring an independent CPA who is in no way associated or affiliated with any chapter or member of STARFLEET to oversee the tallying of the returned ballots. The Inspector General, STARFLEET is expected to perform its duties in total impartiality, and shall not allow personal opinion to color, or perceive to color, either the investigation or its findings. The Inspector General, STARFLEET 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 one of the Assistant Inspector Generals to perform the investigation and make the report.

The Inspector General, STARFLEET reports to the Commander, STARFLEET, shall be at least 23 years old, and must meet all other qualifications for office as set forth in the current Membership Handbook.

Section 13: Judge Advocate General, STARFLEET

The Judge Advocate General, STARFLEET shall be nominated by any sitting member of the Admiralty Board. The nominee shall then be confirmed to the position by a simple majority vote of the Admiralty Board. In the event 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 year after the Commander, STARFLEET taking office and ending on the last day of the year preceding the election of a Commander, STARFLEET.

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 Judge Advocate General, STARFLEET to aid them for the duration of the investigation or an appeal against a ruling taken. This assistance is given strictly upon request by the subject of the investigation or the ruling.

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

The Judge Advocate General reports to the Admiralty Board, shall be at least 23 years old, and must meet all other qualifications for office as set forth in the current Membership Handbook.

If at any time a member of the Admiralty Board becomes dissatisfied with the performance of the Judge Advocate General, that Admiralty Board member may submit a motion to the entire Admiralty Board to have the Judge Advocate General removed from office. The Admiralty Board 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 Admiralty Board shall submit the motion to a vote. By a simple majority, the AB shall then vote whether to remove the Judge Advocate General or not.

Article 5: DISCIPLINARY PROCESS AND APPEALS

Section 1: The STARFLEET Appeals Process

STARFLEET recognizes the right, codified in the STARFLEET Membership Handbook, of a member to appeal any judgmental decision entered against them by STARFLEET or any of its officers.

Section 2: Discipline of STARFLEET Senior Officers

The Executive Committee of STARFLEET has the right to call upon the Inspector General, STARFLEET, to investigate allegations of misconduct performed by any STARFLEET officer whose position is described in Article 4, Sections 2 through 10, inclusive.

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Based on the formal report presented to the EC by the IG, the EC may then recommend formal sanctions be imposed on said officer.

Should the Executive Committee decide to recommend formal sanctions be imposed, the Executive Committee shall prepare a formal list of Articles covering the transgressions and the suggested sanctions. As Chairman of the Admiralty Board, the Commander, STARFLEET, shall present this to the full Admiralty Board.

The Admiralty Board shall have sixty days from the date said Articles are presented to debate the proposed sanctions and render a decision by majority vote. The AB may choose to a) accept the sanctions in total; b) amend the sanctions as they see fit; or c) reject the sanctions in total. Whatever decision is reached, the defendant's Regional Coordinator shall report the findings back to the defendant, at which point the process is completed.

The Admiralty Board may call upon the Office of the Inspector General to offer clarification on his report, if necessary. The defendant may call upon a person of his choosing to assist in the presentation of their defense.

If the AB feels that they cannot complete the review of the process due to incomplete information or wish to further review the information provided to them, they may vote to continue the review period for another sixty days. At the end of this additional period, the matter will be brought to a vote.

Section 3: The STARFLEET Appeals Board

The STARFLEET Admiralty Board shall serve as the formal appellate body of STARFLEET. However, in the interests of not burdening the AB with the weight of all the appeals that could possibly be filed by the membership, a body of three members shall be convened as necessary to review all those appeals that do not fall under Section 2 of this article. This includes, but is not limited to, appeals of decisions of the EC against officers not covered under Article 4, Sections 2 through 13, inclusive, decisions of a Regional Coordinator, and decisions of a Chapter/Chapter-in-training Commanding Officer.

The membership of the STARFLEET Appeals Board shall consist of one volunteer member of the Admiralty Board, one volunteer member of the Executive Committee, and one volunteer member at large holding the rank of Commander or above. Should no volunteers avail themselves from any or all bodies mentioned above, a random name shall be drawn from the most current roster of Executive Committee, Admiralty Board and Commanding Officers by the Inspector General, STARFLEET. Should the chosen member decline this duty, another name will be drawn until such time someone agrees to serve. None of the Appeals Board members shall be from the Region of the member filing the appeal. There is no limit to how many times a qualified member may serve on the Appeals Board. The Appeals Board shall review the appeal presented before them for its merit and determine whether there is grounds for sending the appeal to the full Admiralty Board for formal review.

Should the Appeals Board vote that the appeal is without grounds for consideration of the full Admiralty Board by a two-thirds or greater vote, then that appeal is formally ended and the original decision shall stand.

Should the Appeals Board deny a member's appeal, that member may petition a Regional Coordinator to bring a motion before the full Admiralty Board to hear the appeal. If a majority of the Admiralty Board so rules, the Admiralty Board shall then hear the appeal.

Article 6: REMOVAL OF OFFICER FROM POSITION

Section 1: Regional Coordinators

If any Region's Commanding Officers (COs) become dissatisfied with the performance of their RC, after first exhausting all avenues to reconcile their differences with said RC, the COs shall petition the Inspector General, STARFLEET, 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 Inspector General, STARFLEET will orally interview and/or request written statements from any and all parties involved. The Inspector General, STARFLEET may recuse himself and his staff from the matter only if he believes that his/her office's participation in the matter would create a conflict of interest or the

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appearance of impropriety. In this case, if there is no one on the Inspector General's staff who may assume jurisdiction over the matter, the petition shall be sent to the Commander, STARFLEET for further action.

After giving all positions due consideration, the Inspector General, STARFLEET (or the investigator who assumed authority over the case), in consultation with the Commander, STARFLEET, must decide whether to submit the petition to the Admiralty Board (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 Admiralty Board, 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 Inspector General, STARFLEET.

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.

Section 2: Commander, STARFLEET

If at any time the Commander, STARFLEET (CS) neglects his or her duties, as set forth within this Constitution and the 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 Admiralty Board. During such procedure, the CS shall be allowed to defend his/her actions to the assembled Admiralty Board. 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 Admiralty Board 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 Admiralty Board 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 Admiralty Board 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 Admiralty Board. If the CS fails to comply with this order in a timely fashion, the AB shall remove him/her from office and shall install the Vice-Commander, STARFLEET (VCS) as the new Commander, STARFLEET. The new CS shall, within ten (10) days after taking office, nominate a candidate for appointment as the new VCS. The Admiralty Board 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 Admiralty Board 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 Commander, STARFLEET or the Inspector General, STARFLEET 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 3: Member of the Executive Committee

Any member of STARFLEET has the right to petition the Commander, STARFLEET (CS) for removal of a member of the Executive Committee (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

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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 his/her position in a manner that is in the best interest of STARFLEET, then the EC member shall be asked to resign by the CS, effective on a date determined by the CS. Should the EC member fail or refuse to resign in a timely fashion and as requested by the CS, the CS may, at his/her discretion, remove the EC member from office. The appointment of a replacement is at the sole discretion of the CS but should occur within 60 (sixty) days of the office becoming vacant.

Section 4: Commanding and Regional Officers

The Commanding Officers of all STARFLEET chapters shall serve at the discretion of their chapters' crews, and except under the circumstances as set forth in Article 4, Section 1, 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.

Section 5: The Inspector General, STARFLEET

If at any time the Commander, STARFLEET becomes dissatisfied with the performance of the Inspector general, he may submit a motion to the Admiralty Board to have the Inspector General removed from office. The Admiralty Board 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 Admiralty Board shall submit the motion to a vote. By a simple majority, the AB shall then vote whether to remove the Inspector General or not.

Section 6: The Judge Advocate General, STARFLEET

If at any time a member of the Admiralty Board becomes dissatisfied with the performance of the Judge Advocate General, that Admiralty Board member may submit a motion to the entire Admiralty Board to have the Judge Advocate General removed from office. The Admiralty Board 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 Admiralty Board shall submit the motion to a vote. By a simple majority, the AB shall then vote whether to remove the Judge Advocate General or not.

Article 7: FINANCIAL AFFAIRS/STANDARDS

Section 1: Fiscal Year

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

Section 2: Accounting System

The Executive Committee 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 COMMUNIQUE.

Section 3: 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 Executive Committee 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

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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 4: Fiduciary Bonded

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 Executive Committee shall from time to time determine, except for the Commander, STARFLEET, who shall be fiduciarily bonded as set forth in Article 4, Section 10.

Section 5: 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.

Section 6: 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.

Section 7: Financial Reviews

The Executive Committee shall provide for the annual review of the books of accounts of STARFLEET by independent certified public accountants that are in no way affiliated with or related to any member of STARFLEET. The CPA shall be selected by the Inspector General, STARFLEET and approved by a majority vote of the Admiralty Board. At the discretion of the Executive Committee, a review can be performed at more frequent intervals.

Section 8: Internal Auditor

The Admiralty Board may appoint a person who is experienced in finance, accounting, and audits or financial reviews to serve a two-year term as STARFLEET's Internal Auditor. The Internal Auditor is responsible for instituting and/or maintaining a system of three financial reviews per year in accordance with generally accepted accounting principals. If necessary, the Internal Auditor may request of the EC that a financial appropriation be made to fund the secure and safe transmission of the materials necessary to complete the reviews outlined above. Any noncompliance with these directives will result in the matter being referred to the Commander, STARFLEET for appropriate action. If the noncompliance persists beyond this stage or the subject in question is in fact the Commander, STARFLEET, the specific matter may then be referred to the AB for further action.

Section 9: Financial Liquidation

As set forth in Article 1, Section 3, 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 Executive Committee.

Section 10: STARFLEET International Conference

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.

Article 8: ELECTIONS

Section 1: Term of Office

The Commander, STARFLEET (President) and the Vice-Commander, STARFLEET (Vice-President) of the organization shall take office on January 1st of each year following the Fleet general elections, which shall be held every three years. The Offices of President and Vice-President shall be filled as a slate. The electorate body in these elections shall be all members in good standing (as of August 1st of the Year of the election) of the organization. The slate that receives the plurality of votes cast by said body will take office at the date set forth above.

In the event an election for CS and VCS cannot take place, the incumbent Commander, STARFLEET must step down immediately at the close of his or her current term of office. The Admiralty Board shall then elect from its membership an Acting Commander, STARFLEET, 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 Admiralty Board and otherwise conforming to the general rules and regulations as a regular Commander, STARFLEET election. The Admiralty Board may choose to appoint the sitting CS as Acting CS instead of seeking someone from its membership, as long as this does not exceed the term limits listed below.

No person may hold the office of President for four consecutive years, or for more than six years total, and no person who has held 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 have passed from their last day in the office of President.

Section 2: Election Coordinator

Unless the Chief of Communications is an announced candidate for President or Vice President, 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, except as noted below, including but not limited to the receipt and verification of nominations under Article 7, Section 4. If the Election Coordinator should receive enough nominations to be himself or herself 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 next eligible member of the EC in order of succession as defined in Article 3, Section 3. Should the succeeding members of the EC be ineligible to serve as Election Coordinator, the AB shall choose a member in good standing of the organization to act as the Election Coordinator instead.

Section 3: Supervision of Election Process

The Inspector General, STARFLEET shall ensure that all election guidelines set forth by the Admiralty Board, and the STARFLEET Constitution, are adhered to, and that no improprieties take place. For the triennial general election the Inspector General will, by August 1st, hire an independent CPA, to be paid for by STARFLEET, who has no direct affiliation to STARFLEET, or any of its members, to receive and tabulate all ballots cast. In the event that a special election is required, the Inspector General will perform these duties in accordance with dates specified by the Admiralty Board.

Section 4: Nomination of Candidates

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

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Disclosure of the Nomination results, in detail or otherwise, to any aspect of the STARFLEET Membership, shall be handled in accordance with the current Membership Handbook. A minimum of five (5) 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 his/her choice for Vice-President, or publicly announce a decision to not run. Candidates must also ensure that announcement is received by the Election Coordinator. Candidates for President and Vice-President shall run together as a slate. In this fashion, the office of Vice-President is subject to the general election of the Fleet membership.

Section 5: Election Publications

The Official Election Publication is defined as the information resource containing the platforms and proposals of the various eligible candidates for Commander, STARFLEET. This publication may be distributed either as part of an issue of the COMMUNIQUÉ or as a standalone mailing. If sent as a standalone mailing, the Election Publication must be sent using the United States Postal Services 1st class mail specifications or the international equivalent thereof. 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 6) within the COMMUNIQUÉ and any other medium he/she deem necessary.

Section 6: Election Timetable

The timetable for the election of the position of Commander, STARFLEET shall be as follows:

Before June 1st: No 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 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 or by mail or other 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 Admiralty Board. The Admiralty Board will be the final arbiter of whether or not a transgression has occurred and, if so, shall determine whatever punishment they deem fit.

June 1st to July 15th	Nominations for the position of Commander, STARFLEET are accepted.
June 1st	Campaigning may commence for the purpose of soliciting nominations.
July 15th	The Election Coordinator must receive all nominations by this date. Any nomination received after this date will not count towards the official tally.
July 16th	Qualified candidates are announced via the most expedient means possible. Qualified candidates must accept the nomination and announce their VCS candidate within 10 days or be disqualified.
August 1st	Campaign literature must have been submitted to the Election Coordinator for inclusion in the official Election Publication.
September 1st	The CPA hired to conduct the election must place all ballots and Election Publications in the mail by this date.

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November 15th	The CPA hired to conduct the election must receive all ballots by this date.
November 20th	The winning candidate is notified and incumbent Commander, STARFLEET begins a transition period, as defined below, if necessary.
December/January	Results are announced in the COMMUNIQUÉ.
January 1st	The newly elected officials take office.

Section 7: 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 general membership. Ballots shall be distributed according to the election schedule as 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 Admiralty Board shall then elect from its membership an Acting Commander, STARFLEET, 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 Admiralty Board with the advisement of the Election Coordinator.

Section 8: Withdrawal From Candidacy

Should any nominee for Commander, STARFLEET 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 certified mail, of his/her withdrawal from the election.

Section 9: Office Turnover

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

Article 9: ASSESSMENTS

Section 1: Membership Dues

Every candidate for membership in STARFLEET shall be assessed dues as established by the Admiralty Board, the payment of which is a precondition to continued membership, as set forth in the current Membership Handbook. Honorary memberships in STARFLEET without assessment of dues may be awarded at the discretion of the Admiralty Board after consultation with and approval by the Executive Committee.

Section 2: Lifetime Memberships

The Admiralty Board, after consultation with and approval by the Executive Committee, shall be empowered to grant lifetime memberships in STARFLEET pursuant to criteria it may from time to time determine, consistent with the current Membership Handbook. An outgoing Commander, STARFLEET shall be awarded such a membership unless a motion to deny this privilege is carried by a majority of the combined Admiralty Board and Executive Committee.

Section 3: Chapter Charter Fee

The Admiralty Board shall be empowered by simple majority vote to assess an annual Chapter Charter Fee or a Vessel Registration Fee upon the chapters or chapters-in-training of STARFLEET. The Chapter Charter Fee will be

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assessed to all chapters beginning in the calendar year in which the chapter completes its first year of service. Chapters-in-training and commissioning chapters are subject to a Vessel Registration Fee that shall serve as the equivalent of the Chapter Charter Fee. Any such annual Chapter Charter Fee shall be reasonable in amount and shall be used only to provide services and benefits to all chapters and chapters-in-training.

Article 10: AMENDMENTS

Section 1: Constitution Amendments

This Constitution may be amended or superseded, either in whole or in part, by an affirmative majority vote of the general membership, in a manner consistent with the current Membership Handbook and the parliamentary authority of the organization.

Section 2: Petition For Amendment

An amendment may be placed before the general membership for their approval after submission to and approval by the Admiralty Board or after 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 Commander, STARFLEET. The signatures on the petition will be verified by STARFLEET Computer Operations to ensure that every signée has a proper SCC number and is a member in good standing at that time.

Section 3: Cosmetic Changes

Should it be necessary to amend this Constitution to correct misspellings, mistakes in numbering, or similar grammatical errors, the Admiralty Board by two-thirds vote may authorize such cosmetic amendments, except that no such amendment may have the intent or effect of altering the basic meaning, purpose, or function of any Constitutional provision. Any and all substantive changes in this Constitution must be undertaken as set forth in Article 10, Sections 1 and 2.

Article 11: STARFLEET OPERATIONAL AND OTHER MANUALS

The Membership Handbook shall be the member's guide to features and functions of STARFLEET and shall govern all STARFLEET matters where not inconsistent with this Constitution. Adoption of the Membership Handbook, or any revision thereof, shall be only upon the approval of a majority of the Admiralty Board.

The Departments and Divisions of STARFLEET as defined in the current edition of the Membership Handbook shall be empowered to adopt manuals of operation, information, and procedure to assist in the governance and administration of STARFLEET, subject to the approval of a majority of the Executive Committee, so long as they are not inconsistent with this Constitution. These manuals may be revised as the Departments and Divisions of STARFLEET deem necessary, subject to the approval of a majority of the Executive Committee.

Article 12: PARLIAMENTARY AUTHORITY

The parliamentary authority of STARFLEET shall be the most current edition of Robert's Rules of Order Newly Revised for all matters of procedure not specifically covered by this Constitution, the Membership Handbook, or the other operational manuals as may be adopted by the Fleet.



SECTION 06

STARFLEET AFFILIATED GROUPS

Section 06:01 - STARFLEET AFFILIATED GROUPS

Not everyone wants to organize themselves along the lines presented in the various Star Trek-related programs. Sometimes a group finds itself wanting to organize along the lines of a common interest shared amongst its members. In order to facilitate such groups, they are given the opportunity to form an Affiliated Group to STARFLEET.

An affiliated group is a faction within STARFLEET that follows its own set of guidelines or command structure, but still is integrated within the Command Hierarchy itself. This means that while this faction has their own unique (if need be) structure, it still is ultimately responsible to someone like the Commander, STARFLEET.

If you know of a group of likeminded Fleet members who are interested in joining into such an Affiliated Group, the next step would be to contact the Executive Committee for more information. Once the group has completed the process and received a favorable view by the EC, the matter is presented to the Admiralty board for a vote. If this vote carries, articles of affiliation are signed and your group is now an officially chartered affiliate of STARFLEET.

Though affiliated groups get more exposure through being more tightly integrated with STARFLEET itself, but if your subgroup is smaller in scale and you aim to keep it that way, there is no need to affiliate — though you are of course free to do so at any time, if you so desire. There are many “unofficial” groups throughout STARFLEET and they serve us well as the cradle for future Affiliated Groups.

Section 06:02 - STARFLEET MARINE CORPS

The STARFLEET MARINE CORPS (SFMC) is a Fleet Division under the Vice Commander, STARFLEET. The Commandant of the STARFLEET Marine Corps is appointed by, and reports to, the Vice Commander, STARFLEET, with the advice and consent of the Commander, STARFLEET.

The Corps does not have separate requirements for membership, other than to be a member in good standing of STARFLEET. Some STARFLEET members are “reservists” Marines. These are members who are active in the Naval portion of the Fleet AND with the Ground Forces area as well. The SFMC membership include 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 ‘Ships’ and ‘Shuttles’, the STARFLEET Marine Corps uses ground force equivalents such as ‘Brigades’ or ‘Strike Groups’.

Members of the STARFLEET Marine Corps are dedicated to the very same principles as other members of STARFLEET, which include community service and charity fund raising. However, because so many of our members identify with the real world military and their families, a significant amount of our focus is on organizations that associate with or assist veterans and their families. Good examples are the Army Emergency Relief Fund, the Red Cross, and the annual United States Marine Corps “Toys for Tots” holiday drive.

Additional information may be found at <http://www.sfi-sfmc.org/>.



SECTION 07

STARFLEET ACADEMY

Section 07:01 STARFLEET ACADEMY

The halls of STARFLEET Academy are the training grounds for Fleet's brightest and most productive officers. The Academy is organized into eleven Institute Schools, with a Dean to oversee each one. 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 premiere 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 tenure with Starfleet. These are given monthly based on the total number of courses passed.

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

STARFLEET Academy is an exciting learning experience! The Academy is anything but static - we are always adding new programs to better serve the needs of the membership and continue in our role as one of the best recruiting tools for STARFLEET. Check out STARFLEET ACADEMY at <http://academy.sfi.org/>.

Any active Starfleet member is eligible for a Starfleet Scholarship. Members can be attending community colleges, four-year colleges, most technical schools, junior colleges and universities or graduate school. For more information, or to request a print application, contact the SFA Scholarship Director at scholarships@sfi.org.

The application periods run from January 1st until the deadline of May 31st. A decision is made in June and an announcement is made by July 1st.

All scholarships will be awarded at the International Conference for classes starting in the fall.

The Scholarships are as follows:

- DeForest Kelley/Dr. Leonard McCoy Medical Scholarship - This is for medical studies and is varied from nursing school to physical therapy, pre-med to EMT-Paramedic, surgical technician to biomedical technician.
- James Doohan/Montgomery Scott Engineering Scholarship - This is the second most popular scholarship and covers any field related to engineering.
- Patrick Stewart Scholarship for the Performing Arts - This is for all those studying acting, dance, music or skills and training relating to the media.
- George Takei International Studies Scholarship - Mr. Takei requested international studies to foster his belief that better understanding of our diversity brings people closer together. This is for study of foreign languages or studies abroad.
- Armin Shimmerman Scholarship for Profitable Business - Rather tongue-in-cheek relating to his character, Quark. This scholarship is for business and management studies.
- Marina Sirtis Veterinary Science Scholarship - Ms. Sirtis is an animal rights advocate and wanted to encourage people to study veterinary medicine and related fields.

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- LeVar Burton Educational Scholarship - This one is for those studying to be teachers or educators in some field. It relates to LeVar's interest in literacy and his program Reading Rainbow.
- Gene Roddenberry Memorial Scholarship for Aspiring Writers - Majel Barret suggested this subject in Gene's honor for his love of writing: either book writing or writing for TV/movies.
- Space Explorers' Memorial Scholarship - This honors the Mercury and Challenger astronauts and Russian cosmonauts that have died to further our efforts in space exploration. It is a "general duty" scholarship and applies to all courses of study.
- The Law & Order Scholarship was started by a chapter for those studying Law Enforcement, no particular ST actor or actress involved.

Section 07:02 ACADEMY DEGREE PROGRAM

Officer's Training School, Officer's Command College, Flag Officer's School, STARFLEET Officer's Leadership College, College of Accessibility, College of Recruiting.

This Program awards Academy-level Associate, Bachelor, Master, and Doctorate degrees according to how many courses a member has taken and in which areas of study.

Section 07:03 - INSTITUTE OF ARTS

College of Communications, College of Economics, College of Genealogy, College of History, College of Law, College of Mythological Studies.

This Institute focuses on the Social Sciences, both real life and Star Trek.

Section 07:04 - INSTITUTE OF ALIEN STUDIES

Andorian Orientation College, Cardassian Orientation College, College of Borg Technology, College of XenoAnthropology, Klingon Warrior Academy, Romulan Orientation College, The Gorn Academy, Vulcan Orientation College.

This institute introduces students to the cultures, military, history, and languages of various species presented in the Star Trek universe.

Section 07:05 - INSTITUTE OF ATHLETICS

College of Martial Arts

Section 07:06 - INSTITUTE OF CADET STUDIES

Cadet Cardassian Orientation College, Cadet College of Borg Technology, Cadet College of History, Cadet College of Law, Cadet College of Security, Cadet Preparatory School, Cadet Romulan Orientation College, Cadet Vulcan Academy of Science, Cadet Vulcan Orientation College.

This institute introduces cadets to similar colleges as those attended by adult members

Section 07:07 - INSTITUTE OF FOREIGN AFFAIRS

College of Down Under.

This Institute introduces the student to Australia and New Zealand.

Section 07:08 – INSTITUTE OF INTELLIGENCE AND ESPIONAGE

College of Cryptography, College of Intelligence in Media, College of Intelligence in Sci-Fi, College of Intelligence Operations, College of Military Intelligence.

This Institute introduces the student to fictional intelligence and espionage as well as to real life intelligence and espionage they may or may not have known about.

Section 07:09 - INSTITUTE OF LEADERSHIP

Officers Training School, Flag Officer's School, Officers Command College, STARFLEET Leadership College, College of Recruiting, College of Accessibility.

The Colleges in this Institute are designed to inform the student how STARFLEET International works and to prepare the student to become an effective officer in STARFLEET

Section 07:10 – INSTITUTE OF MILITARY STUDIES

College of Security, College of Starship Operations, College of Strategy and Tactics, College of Survival Studies, Marine Unit Readiness Program, Vessel Readiness Certification Program.

This Institute introduces students to military studies within the Star Trek universe and real life

Section 07:11 – INSTITUTE OF SCIENCE AND TECHNOLOGY

College of Archaeology & Anthropology, College of Computer History, College of Cyberspace, College of Engineering, College of Medicine, College of Temporal Physics, STARFLEET Officer's Radio School, Vulcan Academy of Science.

This Institute introduces students to various aspects of real life science and technology.

Section 07:12 – INSTITUTE OF SCIENCE FICTION STUDIES

College of the Fantasy Realm, College of the Macabre, College of Sci-Fi Cinema, College of Sci-Fi Television, College of Star Wars.

This Institute explores the world of science fiction outside of Star Trek. From classic science fiction that sparked our imaginations in the mid-Twentieth Century to things that go “bump” in the night.

Section 07:13 – INSTITUTE OF STAR TREK STUDIES

College of Federation Studies, College of Parallel Studies, College of Star Trek Chronology, College of Star Trek Literature, College of Treknology.

This institute is devoted to the one thing this organization was created for: Star Trek



SECTION 08

APPENDICES

APPENDIX A - COMMON ABBREVIATIONS

The following is a listing of abbreviations commonly found throughout this handbook, and in common usage throughout STARFLEET:

AB	Admiralty Board
ASDB	Advanced Starship Design Bureau
CCO	Chief of Computer Operations (Alternative CoCO)
CEO	Chief Engineering Officer
CFO	Chief Financial Officer
CMO	Chief Medical Officer
CO	Commanding Officer
COC	Chief of Communications
COO	Chief of Operations
COS	Chief of Staff / Chief of Security
CQ	STARFLEET Communiqué (Alternative ComQ)
CS	Commander, STARFLEET
CSA	Commandant, STARFLEET Academy
CSO	Chief of Shakedown Operations Command / Chief Science Officer
CSR	Command Status Report
DCP	Disabled Consultants Program
DTS	Department of Technical Services
EC	Executive Committee
FDC	Fleet Division Chief
FLEET	STARFLEET
IG	Inspector General
JAG	Judge Advocate General
LASE	Legal-sized self-Addressed Stamped Envelope
NCC	Naval Construction Contract
OCC	Officer Command College
OTI	Office of Technical Information
OTS	Officer Training School
RC	Regional Coordinator
RDC	Regional Division (or Department) Chief
SASE	Self Addressed Stamped Envelope
SCC	Security Clearance Code
ShOC	Shakedown Operations Command
SF	STARFLEET
SFA	STARFLEET Academy (Alternative SA)
SFHQ	STARFLEET Headquarters
SFMC	STARFLEET Marine Corps
SFI	STARFLEET International
VCS	Vice-Commander, STARFLEET
VR	Vessel Registry
VRC	Vice Regional Coordinator
VRR	Vessel Registration Request Form
XO	Executive Officer/First Officer

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APPENDIX B. STARFLEET REGIONAL COMPOSITION

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

- Region 1: Kentucky, Indiana, North Carolina, Ohio, South Carolina, Tennessee, Virginia, West Virginia.
- Region 2: Alabama, Florida, Georgia, Mississippi, Puerto Rico and the Caribbean Islands.
- 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, Yemen, United Arab Emirates
- Region 9: Continental Europe, including the old Soviet states.
- Region 10: Alaska, Western Canada: Alberta, British Columbia, Saskatchewan, the Yukon, and the Northwest Territories
- Region 11: Australia, East Indies, Indonesia, New Zealand.
- Region 12: Arkansas, Illinois, Kansas, Missouri, Oklahoma.
- Region 13: Manitoba, Michigan, Ontario & Nunavut
- Region 14: 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.
- 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.
- Region 20: Ireland and Great Britain: England, North Ireland, Scotland, Wales.

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APPENDIX C. 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
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	BGR
O-6	Captain	CAPT	Colonel	COL

* in accordance with STARFLEET Admiralty Board Order AB 97-03, Regional Coordinators can promote someone to the grade of O-6 using the guidelines set forth in said document.

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	MCPT
O-2	Lieutenant, JG	LTJG	First Lieutenant	1LT
O-1	Ensign	ENS	Second Lieutenant	2LT

ENLISTED RANKS				
Granted at the discretion of the individual Chapters of STARFLEET				
E-9	Master Chief Petty Officer	MCPO	Sergeant Major	SMAJ
E-8	Senior Chief Petty Officer	SCPO	First Sergeant	1SGT
E-7	Chief Petty Officer	CPO	Gunnery 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	LCP
E-2	Crewman Apprentice	CRA	Private First 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, however the creation of other or similar rank nomenclatures within approved limits, is permissible.

