

# SHIP'S ARTICLES

CHAPTER HANDBOOK,  
GENERAL ORDERS,  
& SHIP'S CONSTITUTION



REVISED 2015



**THE CHAPTER HANDBOOK,  
GENERAL ORDERS, AND  
SHIP'S CONSTITUTION  
OF THE  
*USS REGULATOR*,  
**NCC-2009****

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# SHIP'S HANDBOOK

## SHIP'S HISTORY

Our chapter in STARFLEET, the International Star Trek Fan Association, Inc. has a long and glorious history.

Set early in the *Star Trek: The Next Generation* period of Star Trek's timeline, the *Galaxy*-class starship *USS Comanche* was commissioned in October 1992. Our motto was "Spirit of Starfleet". She had six different CO's during her existence. The yearly fundraiser called "Quark's Casino" was invented by her longest assigned CO. She helped out numerous organizations and single persons through her fundraisers. Her crew distinguished themselves at the various Regional events especially the pool and dart tournament where two of her members were the champions for three years running. Compared to other ships in the Fleet, the *Comanche* lasted longer than most, and made her crew proud. She lasted long enough to celebrate her tenth anniversary before she was decommissioned due to age and general disrepair. However, due to the generosity of Fleet, she lives on as the *USS Regulator*.

The *USS Regulator* came into existence when the *USS Comanche* needed to be upgraded to a more modern ship. Set after the events of *Star Trek: Deep Space Nine*, the *Achilles*-class *USS Regulator*, NCC-73337, was designed for speed, stealth and power. Instead of regular exploration like the *Comanche*, the new *Regulator* was more of a border patrol ship, protecting the planets of the Federation from those outside our boundaries. Set in the time following the Dominion War, the Starship *Regulator* projected Federation power throughout the Badlands and beyond.

In early 2015, the chapter decided to honor an earlier period in Star Trek's time line. The *Excelsior*-class *USS Regulator*, NCC-2009, resides in the period of Star Trek's future history not very long after the events of *Star Trek VI: The Undiscovered Country*. The Excelsior class ship spans across the movies starring the Original Series crew throughout the Next Generation series, and our members likewise include fans of The Original Series, the Animated Series, the movies, ST:TNG, ST:Voyager, ST:DS9, ST: Enterprise, and even of the new "JJ-verse" Star Trek movies.

Our members consist of not only STARFLEET personnel but also Klingons. We welcome all alien life forms. We have a detachment of STARFLEET Marines stationed on board, as well as a team of STARFLEET Rangers.

As a whole, the crew enjoys anything related basically to science- fiction -- be it Star Trek related or not. Our interests range from movies to TV to books to comics and includes mysteries and fantasy.

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# **SHIP'S INFORMATION**

Revised 031004, 091711, 092113, 052115

# **GENERAL INFORMATION**

The *USS Regulator* is primarily a fan club. The purpose of club events and activities is to have fun together while pursuing our enjoyment of Star Trek.

# **STARFLEET**

The *Regulator* is affiliated with STARFLEET, the International Star Trek Fan Association. As such, it has been assigned to Region 3 (Texas and Louisiana). The *Regulator* strives to be active on both the regional and international levels. For more information on STARFLEET, contact any Senior Officer. For more information on Region 3, contact the Ship's Regional Adjutant.

# **DUES**

Club dues are \$2.00 a year, payable in January of each year, starting in January 2004. This will cover cost of Region 3 registration and newsletters that are mailed out. (Most newsletters are sent by email, which has cut down on the cost.) Dues may be submitted by mail or at a meeting. Members who have not renewed their dues by the March General Crew meeting will be removed from the club roster. (Revised as of October 2003).

# **MEETINGS**

General Crew meetings are held the afternoon of the third Saturday of the month. The Department Heads may meet after the General Crew meetings to discuss any business.

# **NEWSLETTER**

All crew members will receive the ship's newsletter, *Regulator Charge*. This newsletter shall contain articles from the Department Heads concerning Ship's activities, Regional activities, conventions, and items of general interest. If space permits, it will also include adverse selection of member-submitted articles, puzzles, artwork and/or fiction. Contact the Communications Officer for more information. Everyone is encouraged to contribute to this newsletter.

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# UNIFORMS

Crew members are not required to have uniforms. If members wish to wear uniforms to conventions or other events, they are free to select which style of uniform they wish to wear. A polo shirt with the club logo is considered a "ship's uniform."

# MERCHANDISE

Club T-Shirts and/or Shirts, which carry the official *Regulator* Logo will be ordered periodically. Because of the cost of producing high-quality shirts, orders are taken on a prepaid basis only. Contact the Executive Officer or Commanding Officer to determine when the next order is anticipated.

The *USS Regulator* logo created in 1991, and updated in 2011

# CHAIN OF COMMAND

The *Regulator* is not really a military organization, but we use a chain-of-command to streamline communications. If you have a problem or concern, please use the following chain-of-command:

- Assistant Department Head
- Department Head
- Second Officer
- Executive Officer
- Commanding Officer
- Vice-Regional Coordinator\*
- Regional Coordinator\*
- STARFLEET Executive Committee\*

\*=Only Starfleet members may appeal to these bodies.



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# RANKS

For further enjoyment by the members, and in recognition of their efforts towards the club, the Regulator utilizes and awards the rank system used by Star Trek and recognized by STARFLEET.

The following enlisted ranks are available to all crew members:

	<u>Starfleet</u>	<u>Marines</u>
E-3	Crewman	Lance Corporal
E-4	Petty Officer Third Class	Corporal
E-5	Petty Officer Second Class	Sergeant
E-6	Petty Officer First Class	Staff Sergeant
E-7	Chief Petty Officer	Gunnery Sergeant
E-8	Senior Chief Petty Officer	First Sergeant or Master Sergeant
E-9	Master Chief Petty Officer	Sergeant Major or Master Gunnery Sergeant

For members who have passed STARFLEET's Officer's Training School, the following officer ranks are available:

	<u>Starfleet</u>	<u>Marines</u>
O-1	Ensign	Second Lieutenant
O-2	Lieutenant Junior Grade	First Lieutenant
O-3	Lieutenant	Marine Captain
O-4	Lieutenant Commander	Major
O-5	Commander	Lieutenant Colonel
O-6	Captain *	Colonel*
O-7	Fleet Captain *	Brigadier *
O-8	Commodore *	Brigadier General *
O-9	Rear Admiral *	Major General *
O-10	Vice Admiral *	Lieutenant General *
O-11	Admiral *	General *

\* Grades above O-5 can only be awarded by STARFLEET's Executive Committee.

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# SHIP'S DEPARTMENTAL

## STRUCTURE

Each member of the Ship belongs to a Department, and each department has different real-world duties to help the Ship do what it needs to do. This section is to give you an idea of what duties each department has.

The Command Division is composed of the Commanding Officer, Executive Officer and Second Officer. The First and Second Officers may or may not hold an additional position on board the Ship. Command Division is not a department that a crew member may select – Command officers are either elected (Commanding Officer) or appointed (Executive Officer and Second Officer).

The Ship's Science Division is made up of the Science, Navigation, and Communications Departments. The Operations Division is comprised of the Engineering and Helm Departments. The Deck Division is headed by the Boatswain. Other Departments include Medical, Security, and Ship's Services. These departments are inspired by those seen in the movies with the Original Series cast. (*Star Trek II: Wrath of Khan through Star Trek VII: Generations.*)

The organizational structure does not place any department over another, but is used to show the different functions of each division and where the departments lay within. When selecting a department, keep in mind that the responsibilities listed here only reflect the planning and organization of such events. While individual departments may hold separate department functions, all crew members are invited and encouraged to participate in any club activity. Notice that some departments need to coordinate with each other to perform their duties with excellence.

In each Department below, there are several positions listed. These positions are not all the possible positions within the department. Other positions



may be created, at the discretion of the Commanding Officer and the Department Head of the Department in question.

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Command Division (White)	Science Division (Blue/Gray)	Operations Division (Yellow Ochre)	Security Dept. (Green)	Medical Dept. (Mint Green)	Ship's Services Department (Sky Blue)	Deck Division (Black)
Captain	Science Dept.	Engineering Dept	Security	Medical	Ship's Services Officer	Boatswain
First Officer	Communications Dept.	Helm Dept.				
Second Officer	Navigation Dept.					

## COMMAND DIVISION

This is not technically a department, but still has responsibilities relating to the smooth running of the ship. This division, consisting of the Captain, the First Officer, and the Second Officer, ensures the Constitution and the General Orders of both STARFLEET and the Ship are upheld. This is done by sending regular reports to STARFLEET, calling and conducting meetings, and assigning any duties not listed here.

Among other things, the Captain is responsible for keeping financial and personnel records of the ship. At his discretion, he may delegate these tasks to another officer, or even have a "Yeoman" perform these functions, but he remains responsible for them. For more details of the Captain's duties, see the General Orders and the Constitution.

The First Officer fills in for the Captain in his absence, serves as Chairman



STARFLEET OFFICER IN THE COMMAND DIVISION

on the Promotion Board, and may be called upon to perform other functions as the Captain requires. See the General Orders and the Constitution for more details.

The Second Officer also serves as the Ship's Operations Officer, and as such has other specific duties listed in the General Orders and the Ship's Constitution. Additionally, the Second Officer may fill in for the Captain in both his and the First Officer's absence.

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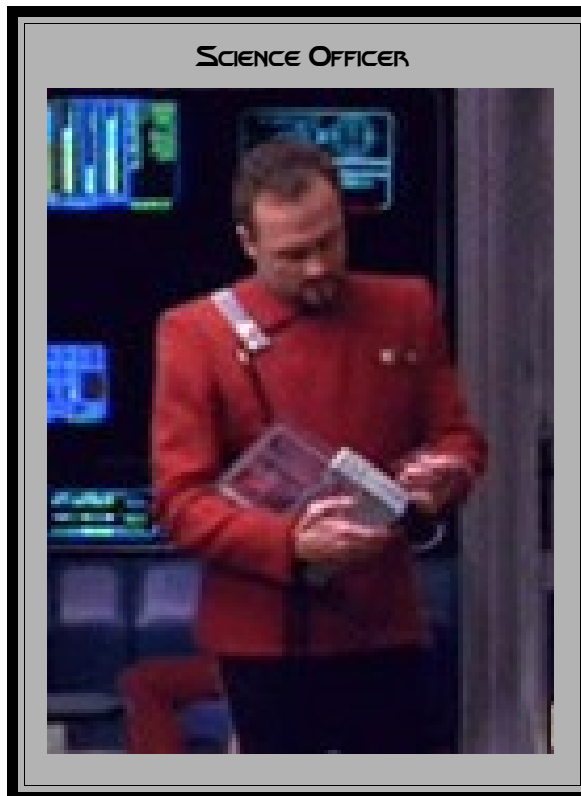
# ***SCIENCE DIVISION***

## ***SCIENCE DEPARTMENT***

It is the duty of this department to keep Ship's personnel informed of any new scientific developments. They inform the crew of any local science exhibits, TV shows, or museums which may be of interest, and coordinates (with the Helm Department) any Landing Parties sent to such exhibits or museums.

Positions in this department include:

- Chief Science Officer (CSO) (Department Head)
- Assistant Science Officer
- Archaeology & Anthropology Officer
  - Archaeology Specialist
  - Anthropology Specialist
  - Alien Culture Specialist
  - Sociology Specialist
  - Parapsychology Specialist
- Biology Officer
  - Biology Specialist
  - Xenobiology Specialist
- Planetary Environment Specialist
- Hydroponics Specialist
- Physics Officer
  - Nuclear Physics Specialist
  - Astrophysics Specialist
  - Chemistry Specialist
- Computer Science Officer
  - Computer Science Technician
  - Programming Specialist
  - Mathematics Specialist



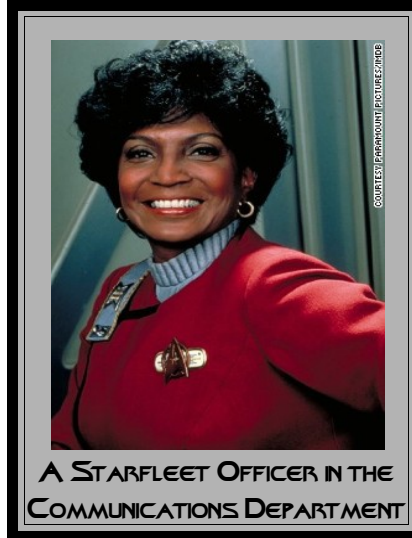
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## **COMMUNICATIONS DEPARTMENT**

It is the duty of this department to be responsible for all newsletters, fliers, posters and other official documentation of the *USS Regulator*. The Communications Officer acts as Managing Editor for all materials.

Positions in this department include:-

- Communications Officer (Department Head)
- Assistant Communications Officer
- Acoustics Officer
  - Acoustics Specialist
- Linguistics Officer
  - Linguistics Specialist
- Cryptology Officer
  - Cryptology Specialist
- Communications Technology Officer
  - Communications Technology Specialist



## **NAVIGATION DEPARTMENT**

It is the duty of this department to be responsible for Recruiting efforts, and for assisting new members "find their way". New perspective members are guided by members of this department through the first few months, and should be guided through the process of joining STARFLEET, the ship, and the department the new member might wish to join. The Navigation Department also coordinates crew retention efforts.



Positions in this department include:

- Senior Navigation Officer (Department Head)
- Relief Navigation Officer
- Stellar Tactician
- Cartography Officer
- Astrometrics Officer

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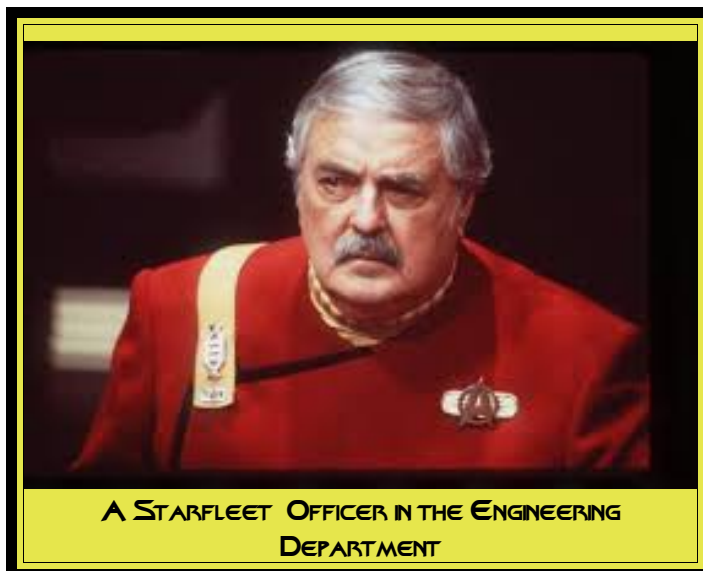
# **OPERATIONS DIVISION**

## **ENGINEERING DEPARTMENT**

This department is responsible for planning and coordinating fund-raising activities. The activities include raising funds for the ship's treasury as well as any charities the members of the crew decide to support.

Positions in this department include:

- Chief Engineer (Department Head)
- Asst. Chief Engineer
- First Lieutenant
  - Damage Control Specialists
- Maintenance Specialists
  - Small Unit Maintenance
  - Technical Services Officer
- Alien Technologies Specialists
- Environmental Specialists
- Transporter Specialists
- General Services Officer
  - Fabrication Specialists
  - Replicator Technicians
  - Structural Engineers
- Propulsion Services Officer
  - Matter/Antimatter Specialists
  - Dilithium Crystal Specialists
  - Warp Field Specialists
  - Impulse Drive Specialists



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## HELM DEPARTMENT

This department is responsible for planning and coordinating “Landing Parties” – that is to say, events and activities other than meetings. This includes trips to museums, movies, sporting events, and entertainment facilities (like “Main Event”).

Positions in this department include:

- Helmsman (Department Head)
- Relief Helmsmen
- Shuttle Pilot
  - Flight Control Specialist
  - Extra-Vehicular Activities Specialist



## SECURITY DEPARTMENT

It is the duty of this department to provide general security and to maintain order at meetings. When necessary, they provide an escort or honor guard. The Security Department is responsible for organizing and coordinating civic service activities.



Positions in this department include:

- Chief of Security (Department Head)
- Assistant Security Officer
- Ordinance Officer
  - Ordinance Specialists
- Planetary Tactician Officer
  - Planetary Tactician Specialists
- Weapons Technician Officer
  - Weapons Technician Specialists
- Assault Infantry Officer
  - Assault Infantry
- Intelligence Officer
  - Covert Operations Specialists
- Armory Officer

USS FREQUENTATOR

## MEDICAL DEPARTMENT

It is the duty of this department to coordinate the Chapter's charitable activities. This includes determining potential recipients of funds raised by the ship (for example, donating money to the American Diabetes Association), as well as active charity outreach activities (for example, a canned food drive). The CMO will work with the Chief Engineer in developing and executing ways of raising funds for whatever charity is chosen.



Note: The members of the Medical Department are specifically NOT responsible for medical advice and/or treatment. They should not be considered an alternative to professional services.

Positions in this department include:

- Chief Medical Officer (CMO) (Department Head)
- Assistant Medical Officer
- Ship's Surgeon
  - Medical Specialist
- Ship's Dentist
  - Dentistry Specialist
- Ship's Veterinarian
- Pharmacy Officer
- Head Nurse
  - Nursing Specialist
- Corpsmen

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## SHIP'S SERVICES DEPARTMENT

It is the duty of this department to promote and coordinate social activities. This includes the Christmas Party, picnics, and birthday celebrations.

Positions in this department include:

- Special Services Officer (Department Head)
- Morale Officer
  - Laundry Officer
  - Recreation Officer
    - Recreation Specialist
- Ship's Counselor
  - General Counselors
  - Chaplain Corps
- Administration Officer
  - Yeoman
- Records Officer
  - Records Specialist
- Personnel Officer
  - Personnel Specialist
- Commissary Officer
  - Commissary Specialist
- Quartermaster
  - Supply Specialist
- Education Officer



## DECK DEPARTMENT

The Deck Department is responsible for ensuring the enlisted members of the ship receive the training, support, and representation they need. The Boatswain (pronounced -- and sometimes abbreviated -- "Bosun") not only represents all the enlisted members of the ship, but also supervises any Cadets that may be aboard the ship. The Boatswain is usually the senior non-commissioned officer.



**AN ENLISTED MEMBER OF  
STARFLEET**

The Bosun is responsible for calling meetings to order, and acts as Master-at-Arms at said meetings.

Positions in this department include:

- Boatswain's Mate
- Cadet Corps Commander

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# SHIP'S GENERAL ORDERS

Revised 031004, 092113

These orders outline the ground rules upon which the club will be run. The General Orders may be amended by a majority vote of Department Heads, as outlined in the Ship's Constitution Article II, Section 2. Each General Order is numbered for easy reference.

All references of people in this document are male for simplicity of language. There is no intention whatsoever to slight or accentuate any gender.

## **General Order 1.0: Rights of the Crew Member**

Each crew member has certain rights designed to protect him. In no way does this listing of rights limit the legal rights of the individual. These rights include:

- The right to choose his department and his level of involvement in that department.
- The right of access to pertinent (non-private) club records, and to request an accounting of club funds.
- The right to privacy.
  - The member may choose not to have his phone number published.
  - For administrative purposes, the command staff and the member's department head will have his address and phone number.
  - The member's address will not be published. Only Department Heads will have access to his address. Any crew member who wishes to have another member's address must request the address from the crew member.
  - Club rosters, phone numbers and/or addresses are not to be given or sold to any outside agency or person for any reason. This rule is binding for all crew members
- The right of free expression. Please note that this right does not allow any member to make disparaging or offensive remarks to or about any other crew member.
- The right to petition the Department Heads for a hearing.
- The right to appeal any disciplinary action.
- The right to bring complaint against the actions of any other crew member.

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### **General Order 2.0: Ship's Ground Rules (revised 092113)**

Alcohol may only be consumed at club meetings or functions by legal adults when specifically and unanimously authorized by the Command Staff. This must be decided in advance, and announced both before the meeting or function and at the beginning of the meeting or function, by the Commanding Officer or by the person acting as Commanding Officer in his absence. (For example, the announcement may be given to the Boatswain, "Boatswain, pass the word to splice the mainbrace.") Under no circumstance shall unsafe consumption of alcohol be permitted.

Any club member who, at a club event gives alcohol to a minor or allows alcohol to fall into the hands of a minor not their child or spouse will have their membership immediately suspended, pending a vote of termination. The appropriate authorities may be notified.

No person may recruit club members for a separate group unless he is a member of the club. Such recruitment, when it takes place, must be on an individual basis, and not an open recruitment. Any such group within the Ship must be an organization recognized by STARFLEET.

Under no circumstances is any club member to attempt to enforce his own moral code upon the club as a whole.

All crew members are expected to maintain proper decorum at all times. Remember, what you do reflects on all of us.

### **General Order 3.0: Election Procedures (revised 091711, 092113)**

Elections will be held biannually, during the April ship's meeting, in odd-numbered years (2011, 2013, 2015, etc). The new administration will officially take office at the end of the current Command Staff's term of office (May of that year). This interim period is designed to allow for a smooth transition between one administration and the next.

In order to be eligible to vote in departmental elections, the member must be a paid member of the club and have been in the department for a minimum of two months. The member does not have to be a member of STARFLEET, The International Star Trek Fan Association, Inc. ("National Member")

In order to be eligible to vote for Commanding Officer, the member must have been in the club for a minimum of three months, be a paid member of the chapter (in other words, he has paid his ship's dues for that year), and be 18 years old or older. The member does not have to be a member of STARFLEET, The International Star Trek Fan Association, Inc. ("International Member")

In order to be eligible to run in a departmental election, the candidate must be either an officer with OTS, an NCO or a cadet in good standing, and must be eligible to vote in that election. [In the past department heads have all been officers, however, circumstances have occurred which prevented this from occurring (Revised October 2003) (Revised September 2011)

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In order to be eligible to run for Commanding Officer one must meet the requirements set in the Ship's Constitution, as well as meet the requirements of STARFLEET, The International Star Trek Fan Association, Inc. In addition, one must have completed both Officers Training School and Officers Command College, and either a) served as a Senior Officer (a Department Head or member of the Command Staff), or b) have been a member of the Ship for a minimum of six months.

Commanding Officers may serve no more than two consecutive terms – in other words, no more than four years in a row. [(Revised September 2011)]

Nominations for all positions will be taken at both the February and March crew meetings.

Each nomination must be seconded. A person cannot nominate himself, however, all current Department Heads are automatically considered to be nominated to return. The Department Head may decline to accept such “automatic nomination.” Nominations are closed at the end of the March crew meeting. [(Revised September 2013)]

At the February meeting, an Election Officer will be appointed who is not running for any office at this time. This person will handle the election of Commanding Officer and Department Heads.

At the April meeting, the Election Officer will pass out ballots to all members present who are eligible to vote. Members who are eligible to vote but are unable to attend the April meeting may, at their discretion, either (a) give their proxy to another voting-eligible member before the April meeting, (b) send their vote (either by email or physical mail) before the April meeting to the Election Officer, or (c) abstain from voting. The Election Officer will then count the votes. [(Revised September 2011)]

The Election Officer shall notify the Commanding Officer as to which candidates received the most votes. In the case of a tie, the Election Officers will notify the Commanding Officer, and a runoff election will be held involving only the candidates involved. If a second tie results, the final decision will be made by a majority vote of the Department Heads.

After elections, the newly elected Department Heads may choose their Assistants. In the case of the Executive (First) Officer, the nominee must be ratified by the newly elected Department Heads, and the nominee must also meet any requirements set by STARFLEET, The International Star Trek Fan Association, Inc.

If the nominee is not ratified by a majority of Department Heads, the Commanding Officer must nominate another person for that position and follow the same procedure until such time as a person is ratified. At the discretion of a majority of Department Heads, if the designated Executive Officer is a Department Head, he may continue to serve as that department's Head, or that department shall elect a new Department Head by the same procedures previously outlined. [In the past, an Executive Officer had to resign from the post of Department Head if he was one to become Executive Officer. (Revised September 2011.)]

Once a position is filled, whether by an officer, NCO, or cadet, that position will be considered filled until the next election. In the event the individual has to step down, then it will be open to all the members.

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If, for some reason, a new Officer cannot be elected for a department, the Commanding Officer may, at his discretion, choose a Department Head as outlined in General Order 3.1, "Special Elections".

### **General Order 3.1: Special Elections**

#### **A. Department Head:**

If a department head resigns his position before the end of his term, the Commanding Officer and Department Heads shall select a replacement to serve the remainder of the term as outlined herein:

A Notice of an open Department Heads position will be given at a general crew meeting and in the ship's newsletter. A deadline of at least 2 weeks and no more than 2 months will also be announced for applications of interested candidates.

Candidates must submit a written Letter of Interest in the open position. Letters of Interest must be received by a Command Department officer (CO, XO, 2nd Officer) by the deadline date.

Candidates must meet all normal requirements for running in a Department Head election, as outlined in General Order 3, including membership in the department in question. If, and only if, there are no applicants who meet the above requirements, the Department Heads may consider candidates who do not meet one or more of the requirements.

Department Heads discuss the applications and then a vote on the candidates will be held until one is chosen.

#### **B. Commanding Officer:**

In the event that a Commanding Officer is unable to complete his term, a special election will be held.

In order to run for Commanding Officer, a candidate must meet all normal requirements as set by STARFLEET, the Ship's Constitution, and the General Orders.

In order to vote, you must be a paid member of the club in good standing. You must have been a member for a minimum of three months. Nominations will be taken at a General Crew Meeting determined by the Department Heads. The club members must be notified in advance. A person can not nominate himself. Each nomination must be seconded.

Nominations must be accepted or declined at the time they are made. A crew member who wishes to run but cannot attend the meeting may send written acceptance, in case they are nominated. Verbal acceptance from people not present will NOT be allowed.

IF THERE IS ONLY ONE ELIGIBLE CANDIDATE, THAT PERSON WILL BE DECLARED THE NEW COMMANDING OFFICER. NO ELECTION WILL BE HELD.

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An Election Officer will be appointed by the Department Heads. This must be a Senior Officer who is not running for Commanding Officer. The election will take place at a General Crew Meeting specified by the Department Heads, within two months of the nominations. The Department Heads may also specify a mail-in address for ballots. If mail-ins are allowed, a dead-line for the receipt of ballots must be given.

The Election Officer will tally the ballots, and notify the Department Heads of the results. In the case of a tie, a runoff election will be held. Only those candidates in the tie will be involved. If a second tie results, the final decision will be made by a majority vote of the Department Heads.

The newly elected Commanding Officer will take office at the next meeting or event, and will serve the remainder of the term, until the next General Election. The new Commanding Officer has the option of appointing a new First Officer, to be ratified by the Department Heads.

#### **General Order 4.0: Vote of Confidence**

Should the general membership of the club come to feel that the Commanding Officer is not acting in the best interest of the club, a vote of confidence may be called. A petition for a vote of confidence, signed by two-thirds of the Ship's complement, may be submitted to any Senior Officer (Department Head or Command Staff member). The petition must include specifics as to the reason for this action. This officer then becomes the Coordinator for the Vote of Confidence proceedings. The Coordinator is not required to reveal the original source of the petition. If so requested by the petitioner, the Coordinator must specifically refrain from revealing the originator. Vote of Confidence proceedings will also automatically take place if the Commanding Officer is guilty of a serious offense as stated in Article VII, Section 4.

The Coordinator must notify the Captain of Vote of Confidence proceedings within 10 days of receiving the petition. The Captain will have 10 days after the Coordinator's notice to present justification for his actions to the Coordinator. Within 30 days of the Captain's answer, the Coordinator must notify the club membership of the Vote of Confidence proceedings, the nature of the complaint, and the Captain's responses. A ballot card will be included. At the second meeting following the notification, a vote of the crew will be taken. Any crew member who is unable to attend may choose to mail his ballot to the Coordinator.

If a 3/5 majority of the Ship enters a vote of "No confidence" against the Captain, he will be asked to step down immediately. A special election for interim Captain will be held, and the new Captain will serve until the next General Election.

If the motion falls to carry by the required margin, no further action will be taken. The Captain is specifically barred from taking punitive actions against the real or perceived originator of any Vote of Confidence petition. A Captain may not be subjected to a Vote of Confidence during a period of 90 days after assuming the position of Commanding Officer, or for a period of 120 days following the successful result of a Vote of Confidence.

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## **General Order 5.0: Chapter In Training Personnel Status**

When the Starship Regulator is serving as Mothership for a Starfleet Chapter In Training, any members of the Chapter In Training who have paid their dues to the Regulator will continue to be full members of the Regulator, with all the rights and privileges of such membership. In recognition of the dual status held by Chapter In Training members, the following special privileges are authorized:

### ***Administration***

Although the Chapter In Training nominally reports to the Ship, it shall be considered a separate entity. As such, the Chapter In Training may conduct unilateral activities, if desired. The Command Staff and Department Heads of the Ship may make recommendations to the Chapter In Training's officer complement, but it is up to the Chapter In Training staff to make their own decision. It is the goal of the Ship to make any Chapter In Training self-reliant as soon as practical. The following administration guidelines shall be observed:

The Commanding Officer and the Executive Officer must join the Starship Regulator and must select a department on board the Ship. As always, the individual retains the right to decide his/her/its level of involvement in that department. Under no circumstances are members of the Chapter In Training to be denied notification of, or admittance to, any Ship's function on the basis of Chapter In Training membership.

The Chapter In Training shall levy and collect its own dues. Ship's dues to the Regulator are payable on a quarterly basis. When the Chapter In Training achieves Starship status, no further dues to Ship are required. This applies only to new dues: Ship's dues which were paid prior to the formation of the Chapter In Training are NOT refundable.

Any duties and/or responsibilities held on board the Ship at the time the member joins the Chapter In Training must remain the responsibility of that person, per STARFLEET regulations.

### ***Officer Status***

When a Chapter In Training is formed, a subset of officers and Department Heads is created. Since the actions of the Ship's Department Heads will affect Chapter In Training personnel, the following practices will be followed:

Ranks awarded on board the Chapter In Training will be recognized with a brevet (or honorary) rank on board the Ship until such time as either: a) the Mothership promotes that person to the same rank, or b) the Chapter In Training is fully commissioned and receives Ship status, with the person transferring STARFLEET membership to the new Ship.

All Chapter In Training Department Heads are invited and encouraged to participate in the Ship's Department Heads meetings. The Commanding Officer of the Chapter In Training will be a voting member of the Ship's Senior Officer complement. In the absence of the Chapter In Training CO, the XO may vote, if the vote has been given by the CO.

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The Chapter In Training CO and XO shall be considered equivalent to a department head and his assistant. In the event that either or both of these persons are already voting members of the Ship's Department Heads, only one vote per person is allowed. In the event of a closed meeting of the Department Heads, only the Commanding Officer of the Chapter In Training is eligible to attend the meeting. Again, only one vote per person is allowed.

### ***Recruiting***

It is the belief of the Department Heads of the Starship Regulator that there are enough fans in the Metroplex to support several fan clubs. It is further believed that the individual should have the right to decide which group, if any, to join.

Therefore, recruiting shall be conducted in a spirit of cooperation, and not competition. Any comments about one group "stealing" recruits or otherwise limiting membership in another group shall be considered out of line, and may be grounds for disciplinary action. With this in mind, the following recruiting guidelines are hereby established:

Initial recruiting for any Chapter In Training must follow the previous guidelines for recruiting. In other words, recruiting must be on a one-to-one basis when attempting to form a Chapter In Training.

Once the proposed Chapter In Training meets minimum requirements for a Chapter In Training (as outlined by STARFLEET), an announcement may be made to the crew at large. However, as the real purposes of chapter in trainings are to serve as the basis for STARFLEET growth, unrestricted recruiting within the Mothership is discouraged. Chapter In Training members should, therefore, not actively recruit within the Ship unless approached for that purpose.

Space will be set aside in the Ship's monthly bulletin for a column from the Chapter In Training command staff, if desired.

In the event that the Ship is hosting a table at a convention for the purposes of recruiting members, the members of the Chapter In Training will be allowed to utilize table space and any other Ship's property to recruit for the Chapter In Training.

### **General Order 6.0: Meetings**

#### **General Meetings:**

General meetings shall be held on a regular basis, at which the general business of the Ship shall be conducted. General meetings shall be structured rather loosely, to enable members to be entertained with such diverse interests as speakers, films, trivia games, auctions and the like. All general members may participate, and shall have the right to present points of business for discussion. To change the portion of the General Orders pertaining to General Meetings requires the same format used as the Constitution.

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### Department Heads' Meetings:

Department Heads' meetings may be convened to conduct the Ship's business and deal with special problems. Attendance to Senior Officer's meetings is restricted to Senior and Assistant Department Heads. General members may request to attend a Department Heads' meeting. Approval of the request requires the authorization of either three Department Heads, or a Command Department Officer and the CO. General members will have limited input to these meetings, and may be required to leave for the purpose of dealings with personnel matters. Each meeting shall be chaired by the most senior officer present. There should also be a special "open" meeting, held every three meetings.

Attendance at this meeting is open to all members of the Regulator.

### General Order 7.0: Marines (revised 092113)

There will be a detachment of Marines on the USS Regulator. The agreement is they will maintain their own ranking and order of command where it



pertains to Marine business. However, if a situation involves crew members who are not Marines then it becomes a matter for the Command Staff.

Marines will receive the same respect and privileges as anyone else on the Regulator as they are STARFLEET members who merely prefer a more military aspect to their role playing. Any member of the USS Regulator may become either an Active Duty Marine or a Reserve Marine at his own discretion.

During Department Head Elections, the Marine detachment will hold an election for its Officer-In-Charge (OIC). The procedure for this election is identical in nature to the one for a Department Head. In order to run for OIC of the Marines, one must be a member of the Marines for at least six months prior to the election.

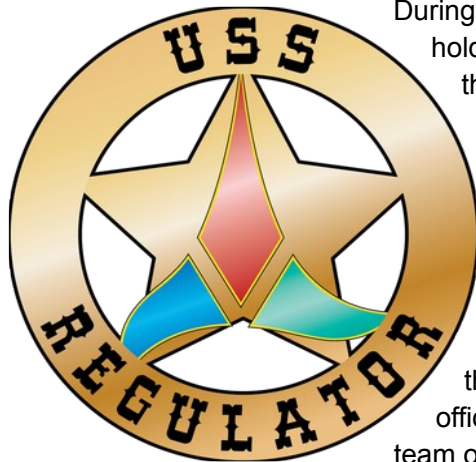
Leadership in the Marines does not preclude leadership in another department of the ship, or of being the ship's commanding officer, or of being the leader of the ship's Ranger team or the ship's Klingons. In other words, one may be the ship's CO, the OIC of the Marines, the Ranger Team Leader, and the Klingon Leader, all at the same time, if so elected.

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### General Order 8.0: Klingons

There may be a contingency of Klingons on the USS Regulator. The agreement is similar to the Marines in that they will have their own ranking and order of command where it pertains to Klingon business. However, if a situation involves crew members who are not Klingons then it becomes a matter for the Command Staff.

Klingons will receive the same respect and privileges as anyone else on the Regulator.



During Department Head Elections, the Klingons will hold an election for their leader. The procedure for this election is identical in nature to the one for a

Department Head. In order to run for Leader of Klingons, one must be a member of the Klingons for at least six months prior to the election.

Leadership in the Klingons does not preclude leadership in another department of the ship, or of being the ship's commanding officer, or of being the leader of the ship's Ranger team or the ship's Klingons. In other words, one may be the ship's CO, the OIC of the Marines, the Ranger Team Leader, and the Klingon Leader, all at the same time, if so elected.

### General Order 9.0: Rangers

There may be a team of Rangers on the USS Regulator. They will maintain their own ranking and order of command where it pertains to STARFLEET Special Operations business. However, if a situation involves crew members who are not Rangers then it becomes a matter for the Command Staff. Rangers will receive the same respect and privileges as anyone else on the Regulator.

During Department Head Elections, the Rangers will hold an election for their Team Leader. The procedure for this election is identical in nature to the one for a Department Head. In order to run for Leader of Rangers, one must be a member of the Rangers for at least six months prior to the election.

Leadership in the Rangers does not preclude leadership in another department of the ship, or of being the ship's commanding officer, or of being the leader of the ship's Ranger team or the ship's Klingons. In other words, one may be the ship's CO, the OIC of the Marines, the Ranger Team Leader, and the Klingon Leader, all at the same time, if so elected.



USS REGULATOR

# SHIP'S CONSTITUTION

Revised 031004, 091711, 103113

## Preamble

We, the members of the Starship *Regulator*, NCC-2009, in order to form a more perfect Star Trek Ship; provide an environment for the pursuit of brotherhood and the spirit of Star Trek as inspired by Gene Roddenberry, and enjoy the fellowship of Infinite Diversity in infinite Combinations, do hereby ordain and establish this Constitution for the Starship *Regulator*.

We hold these truths to be self-evident: that all creatures are created equal, that they are endowed by their creators with certain inalienable rights, and that among these are life, liberty, and the pursuit of happiness. To assist us in securing the last of these rights, this Ship is based on the organization of the Starships and the governing body, STARFLEET, as depicted in the Star Trek universe.

The intent of this Ship is to provide a warm and appropriate environment and vehicle for the earthly pursuit of unity and brotherhood and tenets of behavior and spirit, as portrayed in the aforementioned universe.

This Constitution is to provide orderly rules for the administration of the ship. It should be noted that all references of people in this document are male for the purpose of simplicity of language. There is no intention whatsoever to slight or accentuate any gender.

## Article I: Primary Directive

### 1. Philosophy

The Primary Directive of the Starship *Regulator* shall be to further the goodwill of humanity through acts of humanitarianism, friendship, goodwill and public service as set forth in the Star Trek philosophy. In pursuit of this directive, we will meet in a spirit of fun and cooperation.

### 2. Name and Affiliation

The name of this Ship will be the Starship *Regulator*, NCC-2009, and will be affiliated for its entire existence with STARFLEET. The International Star Trek Fan Association. The Ship will conform to all rules and regulations of the parent body in force at the time.

### 3. Purpose

The purpose of this Ship will be to:

- Encourage all legal activities and efforts in connection with Star Trek and all related materials.
- Pursue unity and brotherhood of its members and those affiliated with STARFLEET.
- Provide an atmosphere conducive to the pursuit of these goals, activities and ideas in the spirit of friendship and camaraderie.

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- Provide a place where people of the aforementioned interests may meet and exchange information and ideas in such spirit.
- Support other Ships and shuttles in their goals and objectives, and
- To provide activities and recreational opportunities to allow the members to enjoy the benefits of this unique and gentle belief in the unity and dignity of the human condition.

#### **4. Structure**

We, as the members of the Starship Regulator, fully support STARFLEET and its purpose and will maintain a similar structure based on the needs of a single Starship. However, this Ship is a social Ship, not a paramilitary organization. The ranks issued are strictly honorary and are only used to complement the uniforms we wear to indicate position or performance. We use military terms in the fictional side of our involvement.

Our Executive Board, known as the Department Heads, are elected: they are responsible to the crew members below them, not the person above them. We must make a good effort to remember that we are here to have fun, but not at the expense of our enjoyment of Star Trek.

#### **5. Governance**

In no way will the Constitution or the General Orders of the Regulator conflict with the STARFLEET Constitution or other bi-laws in the current STARFLEET Membership Handbook. In our endorsement of STARFLEET, we shall strive for the highest level of voluntary membership in STARFLEET by our crew that we can.

## **Article II: Governing Regulations**

### **1. Constitution**

The Constitution is the backbone of the operation of this Starship. It is specific yet broad, saying what – but not necessarily how. The Constitution can only be amended by a two-thirds (2/3) majority vote of a quorum of crew members, as outlined in Article X, Amendments to the Constitution. Since these regulations are the foundation of the Starship, any changes shall be very seriously considered.

### **2. General Orders**

The General Orders define most of the detail of how the Constitution shall be implemented. The General Orders cannot be used to change the Constitution, and shall in no way conflict with it. They can be altered by a two-thirds (2/3) majority vote of ship's members, or a quorum of Department Heads. A quorum of Department Heads consists of one more than half of the total Senior Officer complement. Since the General Orders describe the methods for the day-to-day operation of this Starship, any changes shall likewise be seriously considered.

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### **3. Availability**

All of the Governing Regulations of this Starship are of public nature, with no intent to hide anything. Therefore, they are available to all interested persons upon request.

## **Article III: Membership**

### **1. Eligibility**

Membership shall be open to any sentient being interested in the purposes and objectives of this Ship without regard to race, creed, color, sex, mental or physical impairment, personal lifestyle, or planetary origin. Status and level of membership shall be contingent on dues paid up and adherence to the rules and provisions set forth in this Constitution, and any amendments or Bylaws approved or affixed by the majority vote hereafter. The criteria set forth in this Constitution shall be the sole means of accepting or denying membership to this organization.

### **2. Types of Membership**

There shall be four types of membership, these being National, Local, Cadet and Honorary. Each is described below:

#### *National:*

Members are those who have paid their dues to both STARFLEET and the Regulator and have their STARFLEET SCC card in our files. They have the right to seek Office within the Ship and to hold Departmental Chairs. They also have local and National voting privileges, and may participate in the Ship's business within the level of their rank and Seniority.

#### *Local:*

Members are those who have paid their dues to the Starship *Regulator*, but elect not to join the parent body STARFLEET or have joined STARFLEET but their SCC card resides on another vessel. They have the right to participate in all Ship and department activities, and have local voting privileges. They are not eligible to seek office on board the Ship, nor do they have national voting privileges. A Local member may become a National member at any time, by paying the dues required to become a member of STARFLEET.

#### *Cadet:*

Members ("Cadets") are any members of the Starship *Regulator*, National or Local, who are under the age of 16. Cadets have all the rights and privileges of their corresponding membership, except that they may only hold a Department Head or Assistant Department Head position if unanimously approved by the Command Staff. No cadet shall be part of the Command Staff. [Revised October 2011] They may, however, hold corresponding positions within the hierarchy of the Cadet Corps.

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*Honorary:*

Membership may be awarded by the Department Heads, to anyone deemed fit. A period of time for which the honorary membership is awarded may be specified from a single year up to and including a lifetime honorary membership. Those who are awarded honorary membership shall be exempt from the payment of dues for the duration of the term of honorary membership. Honorary members have all the rights granted to Local members, with the exception of not being able to hold a position of authority aboard the *Regulator*, and having no voting rights in Ship matters. Honorary membership is automatically granted to the current STARFLEET Region Three Coordinator. An honorary member may become a National or Local member at any time, by paying the appropriate dues, but is in no way required to do so.

**3. Fees**

Membership fees shall be determined annually by the Department Heads and Senior Staff, and shall become binding on all members as their dues expire. No Honorary member shall be required to pay dues during the time such membership is in place, by reason of the Honorary membership.

*Delinquency*

All members who fall delinquent on their dues for three months shall be deemed to have resigned. A member terminated by reason of delinquency may be reinstated by paying the delinquent dues, but will lose his previous position and Seniority held, and may lose rank.

**4. Terms**

A Ship publication or announcement may make use of the following terms:

A “quorum” is one more than half the total members. This definition of quorum applies to Department Heads’ meetings and matters brought to a vote before the club. For Department Heads’ meetings, a quorum of members must be present to conduct business.

“Crew member” refers to anyone who is a member of the Starship

*Regulator.*

“Senior Staff” (or “Senior Officer”) refers to any member of the governing board of the Ship. This includes the Commanding Officer (“Captain” or “CO”), Executive Officer (First Officer, Number One or XO), the Second Officer (Number Two), and the head of each Ship’s Department (Department Heads). These positions are further defined in Article IV, “The Captaincy”, and Article V, “Officers”. (Revised as of October 2003)

“Assistant Department Heads” are those crew members chosen by the Department Head to assist him/her in running the department. Assistant Department Heads are also known as Department Assistants.

“General members” refers to crew members who are not Department Heads. Department Assistants are considered to be general members.

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“Founding members” are those members who formed the Ship at its inception. A Founding member who leaves the Ship for any reason, and rejoins at a later date, will still be considered a Founding member.

“Charter members” are those crew members who have been in the Ship since its Commissioning. Charter members are defined as those whose names appeared on the Ship roster on the date of Commissioning, and who have remained members of the Ship since that date. Charter members who leave the Ship for any reason (including delinquency), and later rejoin shall no longer be considered Charter members, by reason of lapse of membership.

## **Article IV: The Captaincy**

### **1. Office**

The Captain is the President of the Ship, and shall be regarded with the prestige and dignity of this position. He holds the ultimate responsibility for the running of the Ship, and therefore holds authority over all of its decisions and activities, under advisement from the Department Heads. It should be remembered that the Ship is still essentially a democracy, and the CO is representative of the Ship and serves at the pleasure of the membership.

### **2. Qualifications**

In order to qualify for election, the candidate for Captain must fulfill the following criteria:

- Be at least 18 years of age at the time of the election.
- Meet the current STARFLEET requirements for holding the position of Captain; and
- Any other requirements as set forth in the General Orders.

### **3. Authority**

In as much as the Captain has the ultimate responsibility for the well-being of the Ship and its members, likewise authority has been granted the Captain to meet these responsibilities. Therefore, the Captain has authority over all decisions made by the Ship, her Officers and Crew. Including the act of Command Decision and the preemptive action without the consent of the Department Heads, within the limits of this Constitution and the General Orders. Any authority not specifically given to the Captain is reserved for the Department Heads. It is strongly advised that the Captain seek counsel in all matters from the Department Heads, in order that justice is served and the individual rights of the Ship’s members are not violated.

The following powers are granted to the Captain (referred to as He for general purpose):

- He may delegate responsibilities for various aspects of the Ship’s activities to any and all Officers, including but not limited to those selected for Senior Officer positions. The designee may choose to refuse the responsibility.
- He may, at any time and for whatever reason, reward any member without the prior consent of the Department Heads.

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- He may, at any time and for whatever reason, call for the temporary or permanent removal of any member from a position of authority within the Ship.
- Notwithstanding the above provision, the Captain should be aware that any crew member has the right to approach him/her directly for a decision on any matter concerning Ship's business, in order to facilitate the communication process.

## **5. Accountability**

Since the Ship is basically a democracy, the Captain is accountable to the crew for any actions which impact the Ship as a whole. Like any other crew member, he is subject to the provisions of Article VII.

## **6. Disciplinary Action**

Since the actions of the Captain reflect on the entire Ship's crew, a vote of confidence may be called in the event that the actions of the Captain are deemed to have a serious detrimental effect on the operation of the Starship. A request for vote of confidence may be submitted according to the procedure put forth in General Order 4, Vote of Confidence.

The guidelines for a vote of confidence are as follows:

- A vote of confidence may not be called for a period of three months after a general election, to allow the new Captain time to get his bearings in the position.
- A vote of confidence may only be called once in a four-month period.
- If the vote of confidence does not support the Captain, the Ship shall immediately hold elections for a new CO. If the Captain does not relinquish control based on the vote of confidence and election, a letter signed by the majority of National members should be sent to STARFLEET Headquarters for action by the Admiralty Board.

## **Article V: Officers**

### **1. Definition**

An officer is any crew member who holds the grade of O-1 or above. The officer corps is further divided into Officers, Department Heads, and Command Staff. A description of each is given here.

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## 2. Officers

Promotions to the grade of O-1 or above shall be contingent upon the successful completion of STARFLEET Academy Officer Training School (OTS). Promotions to the rank of Acting Ensign or 3rd Lieutenant may be awarded upon a crew member's application to OTS. The crew member will then have three months to submit certification of successful completion of OTS, at which time the rank of Ensign or 2nd Lieutenant may be awarded. If such documentation is not received within the time period specified, the rank of Acting Ensign or 3rd Lieutenant will be rescinded. Extensions of the time period may be granted on a case-by-case basis.

If the crew member so desires, he may remain an enlisted member of the ship, with a two-grade promotion (if possible) -- for example, a Petty Officer Third Class E-4 who passes OTS may choose to remain enlisted, at a rank of Petty Officer First Class E-6. To exercise this option, he must inform the Commanding Officer of this choice before taking OTS. If the crew member later desires to become an Officer of the grades O-1 or above, he must inform his Department Head and the Commanding Officer. The member will then be promoted at the next regular promotion cycle, providing he has served at his current rank for at least six months. [Revised 103113]

## 3. Department Heads

Each individual department elects a Department Head from within the department. Elections will occur biannually with said elections corresponding with the Command Staff elections. The Department Heads and Command Staff together make up the Department Heads.

The Department Heads are the governing body of the Ship; they are responsible for carrying out such duties as may, from time to time, be required for the efficient maintenance and running of the Ship. These duties include, but are not limited to, authorizing disbursement of Ship funds, coordinating Ship's activities, planning and implementing policy, accepting nominations for promotion, and recommending applicants for the various positions available in the Ship.

## 4. Command Staff

The Command Staff consists of the Captain, Executive Officer and Second Officer. The Captain is in command, and is ultimately responsible for the overall operation of the Ship.

The Captain shall be elected biannually, according to the procedures outlined in the General Orders.

The Executive Officer is second-in-command. He serves in the absence of, or at the discretion of, the Commanding Officer. The Executive Officer is appointed by the Captain, with the appointment being ratified by the Department Heads. The appointee is not required to be a Senior Officer at the time of selection, but if he is, he is not required to give up his previous position to serve as Executive Officer. [Revised September 2011]

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The Second Officer is third-in-command and serves in the absence of both the CO and XO. The Second Officer is appointed by the Department Heads. The appointee is not required to be a Senior Officer at the time of selection, but if he is, he need not give up his previous position to serve as Second Officer.

In the absence of any of these three people, command devolves to the Department Heads, in order of rank.

### **5. Chain of Command**

The chain of command functions to facilitate communications between the crew and the Department Heads. This chain runs both ways. The chain of command, from the crew member up, is as follows:

- Crew member;
- Department Head;
- Second Officer;
- Executive Officer;
- Commanding Officer;
- Regional Coordinator, Region 3 (National Members Only);
- STARFLEET Admiralty Board (National Members Only)

### **6. Elections**

Elections for Commanding Officer and Department Heads shall be held on a biannual basis, by the procedures as outlined in the General Orders.

## **Article VI: Promotion Review Board**

### **1. Organization**

The Captain appoints four members to the Promotion Review Board, which is chaired by the Executive Officer. Any Promotions Review Board meetings will require a minimum of three of the five members. It is the duty of the board to receive information from the Department Heads relevant to the performance of any crew member.

### **2. Recommendations for Promotion**

Command Staff and/or Department Heads may nominate any active crew member for promotion, and may appear before the Board to give his personal insight to support the nomination

### **3. Criteria**

Guidelines for promotions cannot be rigidly structured and committed in writing. It is the purpose of a promotion to recognize a person for his performance aboard this Ship.

Consideration shall be given to but not limited to, the following items:

- Grade and time in grade,
- Attendance and participation in crew meetings,
- Attitude toward duties,
- Attendance and participation in Ship functions; and

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- Attendance and performance in STARFLEET Academy schools.

If promotions are easy to achieve, they will have very little meaning. If they are too difficult, people will lose interest and drop out. It is the duty of the Board to determine a course that will keep a good balance between the two extremes.

#### **4. Procedure**

The Board shall determine the qualifications required to fill the position/rank, and determine the candidate's fitness for the position/rank. This recommendation will then be forwarded to the Captain for his consideration. The Board may recommend the following:

- Promotion is recommended,
- Promotion is conditionally recommended, or
- Promotion is not recommended.

The Captain shall promote the candidate or veto the recommendation, and will render his decision to the nominating officer.

#### **5. Reporting**

After each Promotions Review Board meeting, a written report of any and/or all actions are submitted to the Commanding Officer, along with explanations of said actions and the result of any votes taken.

#### **6. Frequency**

The Board is required to meet at least once per promotion cycle (every six months). They may, however, set any frequency of meetings within this time period, providing they meet at least once. These meetings may be held electronically or via e-mail, at the discretion of the Executive Officer. [Revised 103113]

### **Article VII: Disciplinary Action**

#### **1. Procedure**

All members are presumed to be working for the common good of the Ship's Crew, and infractions shall initially be viewed as overzealous attempts to further that end. Counseling shall concentrate on positive behaviors, and shall serve as an educational process regarding the rules and standing orders in force at the time.

#### **2. Levels**

The Ship is not a military organization, and the acts of its members are fully protected by the Laws of the United States of America in effect at that time. Disciplinary action shall therefore consist of the following levels, and shall be considered as punitive action enough.

- Verbal warning: The member may be given a verbal warning by any Senior Officer, in private. The Captain will be informed that a verbal warning was issued to the member.

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- Counseling: The member will be counseled in private by one or more Department Heads. The counseling will include a discussion of potential disciplinary action following further breaches. The Captain will be informed that the member has received counseling.
- Written warning: The member will receive a written warning from the Captain. A copy of the warning will be kept as part of the Captain's records

### **3. Record-Keeping**

The Captain will keep a record of verbal warnings, counseling, and written warnings during his term of office. These records shall be a part of his private files. At the end of his term, records from the last six months of his term shall be turned over to the relieving Captain. Records of disciplinary actions older than six months will not be turned over, and will be destroyed.

### **4. Serious Offenses**

The following actions are considered serious offenses, and can result in immediate suspension or removal without any prior verbal or written warnings:

- Preempting the decisions of the Department Heads in the conduct of the Ship's business.
- Inciting ill-will toward the Captain or any Senior Officer in such a manner as to cause the Ship's Company to be angered and divided against itself.
- Stealing of funds or materials belonging to the Ship and/or members of its crew.
- Any action by a member which involves sexual harassment, false accusation and/or lying about another member, and any violent act against another member, with or without weapons involved.

## **Article VIII: Liability of Members**

### **1. Fiscal Liability**

No Officer, member or affiliated person or organization shall be personally liable for any bills or obligations of the Ship, past or present, except for the payment of personal membership dues. Likewise, no Officer or member of the Ship shall dispense monies, sign contracts, fiscally bind the Ship or her Crew, or otherwise indebted the Ship, her Officers and/or crew without the express written consent of the Department Heads' Committee, except as noted in Article 4, Section 5, "Accountability".

### **2. Ship's Records**

No member shall obtain for private use, nor cause to be released, the membership lists of the Ship's complement, nor shall any member use the Ship's name nor its logo for any personal gain.

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### **3. Dissolution**

In the event the Ship decides to disband, all mailing lists of the Ship's complement shall be destroyed, and all property invested in the Ship sold at auction to the Ship's active members. After all Ship's debts have been paid, any remaining monies from the Ship's Treasury and the funds raised at auction shall be donated to a charity to be determined by the Department Heads.

## **Article IX: Ship's Archives**

### **1. Content**

A Ship's Archives shall be maintained by the Chief Operations Officer, to be a permanent record of the Ship's business. This archive will contain, among other things, past versions of important documents, such as Ship rosters, membership handbooks, General Orders, and this Constitution.

### **2. Retention**

The documentation stored in the Ship's Archives shall be preserved until such time as the Department Heads deem it necessary to dispose of such information.

## **Article X: Amendments to the Constitution**

### **1. Procedure**

Notwithstanding any decision herein made, this Constitution may be amended by a two-thirds (2/3) majority of a quorum of members. A quorum shall be defined as a simple majority (one more than half) of the active membership at that time.

### **2. Voting Options**

Voting may be conducted by either Open or Secret Balloting. Open Balloting will take place at a regularly-scheduled General Crew Meeting. Secret Balloting will be conducted by mail. The voting will be conducted according to the procedures outlined in the General Orders.

### **3. Notification**

The crew members will be notified in writing of proposed Constitutional changes. Notification for a Secret Ballot will be sent at least one month prior to the voting deadline. Notification for an Open Ballot will be sent at least two weeks prior to the meeting date. Department Heads deem it necessary to dispose of such information.

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## Article XI: Documentation

### 1. Contents

The document shall maintain the date of acceptance of the document, and each of its modifications.

### 2. Reporting

Documentation of amendments to this document shall contain the date, the exact nature of the changes, the method by which the voting was conducted, and the name and position of the Recording Officer.

### 3. Ratification

- This document was ratified by the required majority of crew members by Open Ballot on 23 April 1994. Recorded by Cdr. Mark A. Vinson, Chief Operations Officer.
- This document was revised and revisions were ratified by the required majority of crew members by Open Ballot on April 19, 2003. Recorded by Capt Liz Goulet, Commanding Officer.
- This document was revised and revisions were ratified by the required majority of crew members by Open Ballot on Sept 17, 2011. Recorded by Col Tank Clark, Commanding Officer.
- This document was revised and revisions were ratified by the required majority of crew members by Secret Ballot on Oct 31, 2013. Recorded by BDR Tank Clark, Commanding Officer.



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