

USS Constellation NCC-71855



Crew Handbook

Table of Contents

Table of Contents	2
Disclaimer	3
Mission Statement.....	3
1.0 History of the USS Constellation.....	6
1.1 Technical Specifications	7
2.0 STARFLEET, The International Star Trek Fan Association, Inc.....	9
3.0 Organizational Structure	10
3.1 General Structure	10
3.2 Correspondence Chapter Information.....	11
3.3 Membership Information	11
3.3.1 Cadet Membership.....	12
3.3.2 Active and Inactive Members	12
3.4 Command Structure	13
3.4.1 Command Staff	13
3.4.2 Chain of Command.....	13
3.5 Creating a Fictional Persona and Choosing Your Position	14
3.6 Divisions	15
3.6.1 All Departments	15
3.6.2 Command Division	15
3.6.3 Operations Division	16
3.6.4 Sciences Division.....	19
3.6.5 Marines	20
4.0 Ranks and Promotions	21
4.1 Promotions	25
5.0 Chapter Awards	26
5.1 Officer of the Year.....	26
5.2 Enlisted Member of the Year	26
5.3 Junior Cadet of the Year.....	26
5.4 Senior Cadet of the Year	26
5.5 Discretionary Awards	27
5.5.1 Bright Star Award.....	27
5.5.2 Willard Decker Award.....	27
5.5.3 Admiral Nogura Award	27
5.5.4 Time in Service Award.....	27
6.0 Member Rights and Code of Conduct	28
6.1 Member Rights.....	28
6.2 Code of Conduct	28
6.3 Crewmember Grievance Policy	29
6.4 Disciplinary Procedures	29

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Disclaimer

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The USS Constellation is a Star Trek fan association dedicated to Star Trek and similar Science Fiction media. The Constellation values justice, free inquiry, diversity, and equal opportunity. It is the fundamental policy of the organization to respect pluralism and to promote tolerance, civility, and mutual understanding. The Constellation does not discriminate on the basis of race, color, gender, political values, religious beliefs, marital status, age, sexual orientation, national origin, military status, or handicap.

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Mission Statement

The USS Constellation seeks to provide a positive, creative, and challenging environment for members to write about the Star Trek universe while being both safe and enjoyable for all its members.

We shall provide an environment in keeping with Gene Roddenberry's vision--free from discrimination and harassment--where members are encouraged to express originality, creativity, and to pursue and harness their full potentials, exploring the farthest reaches of the Star Trek Universe.

We shall provide a ship whose missions speak of excellence in quality where the members are held and hold each other to the highest respect. Through an ever-evolving system of governance, we shall provide support and resources to all members of the crew and shall strive to be ambassadors to all others in the Star Trek Community.

Above all else, we shall aim to let our imaginations take flight and soar boldly where no man has gone before.

As always,

“Live Long and Prosper”

Permission to Come Aboard Granted!

Welcome aboard the USS Constellation. This handbook will serve as your official guide while serving on this vessel. The Constellation is a correspondence chapter of STARFLEET, the International Star Trek Fan Association, Inc. Active membership in STARFLEET and having regular Internet access are required to serve in an authoritative role and/or be an officer on our ship.

The Constellation has weekly Skype meetings each Wednesday at 7pm. Attending the Skype meetings is your primary avenue through which to have your voice heard and participate in discussions concerning command decisions that affect the ship and her crew as a whole. For details of how to participate, please visit the ship website at:

<http://www.theconnie.org>

Additionally, this page informs our crew of dates and times of other events such as Away Missions to other local ships' meetings, social activities, community service events, and other fun gatherings for all to enjoy.

Membership among our crew is not limited just to the vicinity of Tolono, Illinois: anyone from anywhere in the world may join our chapter at any time.

While the ship is a chapter of STARFLEET, her crew does not focus all its energy and interest exclusively on Star Trek. Our crewmembers also enjoy Star Wars, Babylon 5, Firefly, Battlestar Galactica, Batman, Doctor Who, Sliders, Time Trax, and much more. Some also enjoy history while others prefer graphic design, studying real-world physics or cosmology, or even crafting beers. With the diverse interests of our crew, it is a certainty that you will find something to pique your curiosity and intrigue you. If you find that there is something no one else pursues in which you take pleasure, tell us about it. You might just find a new companion with whom to share that interest.

Even though this is a fan association, the personnel structure is based on that of Star Trek: The Next Generation organization and ranks. Members have the ability to earn ranks through participation in ship activities; attendance at Sector, Regional, or International events; successful completion of Starfleet Academy courses, and showing initiative. The ranks are fictional, however, and have no meaning or purpose outside the ship. Further, they do not confer any responsibility or authority over other members. They are representative of your length of service and activity within STARFLEET International, whether aboard this ship and/or on another ship within our organization.

Our crewmembers have the opportunity to serve within the various departments of our ship. The Departments section of this handbook describes the responsibilities of each. Contact the Department Chief of your choice to join his team or speak with a member of the Command Staff if you are undecided.

On behalf of the officers and crew of the USS Constellation, welcome aboard!

Brigadier General Steve Parnley
Captain John Rogers

Commanding Officer
Executive Officer

1.0 History of the USS Constellation

The name for our ship was chosen in honor of all the ships of the same name that came before her. The ships so named have always served with distinction from 1797 through the Civil War and the Cold War and include the Constitution Class USS Constellation that sacrificed herself to save her sister-ship, the USS Enterprise as well as countless other lives and civilizations. It is in this great tradition that we use the name Constellation and strive to continue the legacy of exemplary service.

The Starfleet International chapter of the USS Constellation originally launched in Paducah, Kentucky, in 2009. (For those who are aware, yes, there was another ship named Constellation in the 1990s but this is not that ship. It was formally named the Constellation II. However, its service to the Fleet was very short-lived: it was mothballed only a year after its launch. We are the newer, more powerful ship ready to patrol the Illinois sector and help our fellow ships of the Twelfth Fleet at the first sign of Romulan incursion or other such problems.)

This ship, the Constellation, was launched by Captain Hooper as a shuttle from the USS Odin, a ship of the line in the First Fleet, as soon as he became a member of Starfleet International. He chose Shawn Cain as his Executive Officer and Steven Parmley as his Second Officer and Officer in Charge of the 132nd Marine Strike Group (formed by Parmley upon transferring to the Constellation).

In the winter of 2010 and spring of 2011, the Command structure of the Constellation went through significant changes: in December 2010, Cain stepped down as XO and was succeeded by Parmley. In March 2011, Hooper stepped down as CO and Parmley, once again, took the open seat. Upon his installation as CO, he chose Zeb Young as his XO. Also, it was at this time that the Constellation changed its City of Charter from Paducah, Kentucky in Region 1 to Tolono, Illinois, in Region 12 since the City of Charter for a correspondence chapter is the city in which the CO lives and he moved his family to Tolono. This also caused the Marine Strike Group to receive a new unit number: it changed from the 132nd MSG to the 232nd MSG.

In 2013, we saw another change: Young stepped down and XO and was succeeded by John Rogers.

As of March 2016, the Command structure still consists of Parmley and Rogers.

1.1 Technical Specifications

Physical Description

Length: 685.1 meters

Beam: 250.0 meters

Draft: 88.3 meters

Displacement

Standard: 3,205,000 metric tons

Propulsion

Warp Engines:

2 LF-44 Mod 1 Advanced Linear Warp Drive Units

Impulse Engines:

2 FIG-5 Subatomic Unified Energy Impulse Units

Maneuvering Thrusters:

QASR-2 Particle Beam Maneuvering Thrusters

Reaction Control System:

"Trentis IV" Pulsed Laser Reaction Control System

Velocity

Cruising: Warp Factor 6

Maximum: Warp Factor 9.7

Acceleration (Time in Seconds)

Rest - Onset of Critical Momentum: 6.62

Onset of Critical Momentum - Warp Engage: 0.72

Warp 1 - Warp 4: 0.62

Warp 4 - Warp 6: 0.54

Warp 6 - Warp 9.7: 3.96

Crew Complement

Officers: 130

Crew: 725

Total: 855

Navigation

RAV/ISHAK Mode 3 Warp Celestial Guidance System

Computers

M-16 Bio-Neural Gelpack Isolinear III Processor

Armament

Phaser Banks/Arrays:

16 Type XII Collimated Phaser Array

Photon/Quantum Torpedoes:

8 Mk 95 Direct (Typical) Torpedo Tubes

Defenses

Deflector Systems:

FSS-3 Primary Force Field and Deflector Control System

Cloaking Device:

Installed: No

Life Support

Gravity/Atmosphere Systems:

MM6 Modular Gravity Unit

Waste Regeneration Systems:

AL4 Life Support System

Embarked Craft

Shuttlecraft:

4 Shuttles of Various Types

Shuttlepods:

8 Shuttlepods of Various Types

Utility Craft:

8 Workbees

1 Mk 2 Captain's Yacht

2.0 STARFLEET, The International Star Trek Fan Association, Inc.

STARFLEET, The International Star Trek Fan Association, Inc., also commonly known as STARFLEET or simply SFI, is the parent organization of the USS Constellation. Active membership in STARFLEET is required to hold a position and/or be an officer on board the Constellation. STARFLEET requires a chapter to carry at least ten STARFLEET members in her crew to maintain its status as an active chapter.

Founded in 1974, STARFLEET's international membership shares a common interest base: appreciation of Star Trek. STARFLEET's 4600+ members are broken down into 20 geographical regions. The Constellation serves within Region 12 (R12), an area of the United States composed of the states of Illinois, Missouri, Kansas, Oklahoma, and Arkansas. Within this region, each state is considered a Sector. Since the Constellation is located in Tolono, it serves within the Illinois Sector.

STARFLEET members are entitled to receive the Communique, the quarterly newsletter published by SFI. Additionally, members are granted full access to the various email lists, special interest subgroups, and much more as specified in the STARFLEET Membership Handbook (MHB).

One of STARFLEET's premier benefits is the Starfleet Academy. Open to all active STARFLEET members in good standing, the Academy provides the opportunity to gain knowledge and certification in Star Trek and non-Star Trek-related courses. Courses are free through online or email participation. They are also available through postal mail for a modest fee to cover the cost of postage of appropriate materials. Successful completion of these courses is one of the many ways that members of the Constellation's crew may become eligible for promotions in rank.

For more information on STARFLEET, visit www.sfi.org and for information regarding Starfleet Academy, please visit <http://acad.sfi.org>.

3.0 Organizational Structure

3.1 General Structure

The Constellation is referred to as a *ship* in accordance to STARFLEET tradition. Each chapter of STARFLEET International can be classified as either a ship or a space station with most choosing the former. In the eyes of SFI, all are equal, so no advantages are afforded to one over the other. The decision of which to be is determined by the chapter and its plans for how it wishes to roleplay.

The chapter President is most commonly referred to as the Commanding Officer (CO). Despite the rank he may hold, the position may be referred to as Captain. Following naval tradition, the one in charge of a ship is referred to as the Captain or, informally, as the Skipper.

Second in the chain of command is the Executive Officer who may be referred to as either XO or First Officer. Sometimes a Captain will refer to the XO informally as his Number One.

Though no position within STARFLEET International holds any meaning or influence outside of SFI, the CO and XO represent the highest billets in any chapter and are the only two positions required to be filled for any operational chapter within SFI. More information regarding the positions available aboard the Constellation and duties assigned to those positions are discussed in Section 3.6.

All crewmembers, whether enlisted or officer, are required to choose a department and billet within that department. This choice is to assist all members in enjoying the roleplay aboard the ship and when interacting with others within SFI or other organizations. As with all that we do, it is ultimately for the enjoyment of all involved.

Crewmembers may feel free to speak with others--including the Command Staff--before choosing a department and billet so as to decide what best suits his interests, abilities, or other aspects he wishes to consider regarding his roleplay. Crewmembers are free to change their departments and billets but must first check with the Department Chief and the Command Staff to insure that a position is available. After all, for example, how much fun will there be in the roleplay if the ship has all engineers but no one in security, running the helm, providing navigation, or in charge of the Med Bay?

While serving on the Constellation, crewmembers may volunteer to assist in setup or other administration of chapter, regional, SFI, inter-club, or other events as they wish. There is no requirement to volunteer but we do expect that if you elect to do so, you put forth your best effort so as to make the event a success.

The events that the Constellation hosts will be announced on our website, which can be found at:

<http://www.theconnie.org>

3.2 Correspondence Chapter Information

A correspondence chapter is defined by STARFLEET International as a chapter made of members who do not necessarily live close to or choose not to participate in a meeting chapter. Club business is conducted through postal mail, email, or other physical or electronic means.

As we are a correspondence chapter, we may occasionally have face-to-face meetings but generally speaking, chapter business will be conducted by electronic means: email or Skype. At this time, Skype meetings are held each Wednesday at 7pm. These meetings tend to be an hour in length for conduct of business. Any time spent in the channel thereafter is to socialize and enjoy the camaraderie with fellow shipmates. Regular attendance at these meetings is encouraged and one's attendance record shall be considered--along with many other factors--when being considered for promotion. Please see Section 4 for information about promotions.

3.3 Membership Information

All enlisted personnel and officers on board the Constellation are expected and required to maintain their active STARFLEET memberships. Expiration of membership for more than 60 days results in suspension of rank (and recognition only as Crewman), removal from any position as a department chief or other position of authority, and return of any property owned and issued by the Constellation (e.g. officer rank pips, communications badge, etc.). All shall be restored upon renewal of STARFLEET membership, including recognition of the rank earned prior to lapse in membership. If the former position has been filled by another member during the time of membership lapse, either another position may be selected or a position within that department working under the other crewmember who currently holds the position may be chosen.

For participation or assistance in administration of activities to be considered for promotion and/or awards, one must be an active member of STARFLEET. Inactive members may participate in or volunteer for activities but that information will not be considered until the membership within STARFLEET is active.

Active membership grants all the perks as mentioned in the STARFLEET Membership Handbook. In return for those perks, members are expected to abide by the policies set forth in the STARFLEET Membership Handbook as well as the Constellation Crew Handbook. The SFI Membership Handbook may be downloaded from:

<http://www.sfi.org/downloads/membership-materials/>

Per STARFLEET, any active member may join any ship within the fleet at any time and may move from one ship to another as he wishes. However, only one ship is considered his Primary Chapter. When participating in the activities and/or meetings of another chapter, the person is considered a "visitor." When classified as a visitor, one does not have the right to vote, run for any elected position within that chapter, hold Department Chief or other authoritative positions, or otherwise influence the administration or operation of that chapter.

3.3.1 Cadet Membership

Any person is allowed to be a member of STARFLEET International but those under the age of 18 are considered Cadet members. While they have access to all the same perks as adult members (well, those that they are legally allowed to enjoy; for example, at the time of this writing, one of the perks is discounted car rental rates but a cadet would not be legally qualified to enjoy that benefit, of course), they also have the ability to enjoy a few things that adults cannot such as the Cadet courses available at STARFLEET Academy.

Keeping in mind that some of our members have families and potentially may wish to have their spouses or children join them, we keep our Skype business meetings and any social events as family-friendly as possible. Therefore, all Cadet members are equally entitled to join in any of these activities along with adult members.

In the case of a young Cadet member (age 12 or younger), we require the parent to be an active STARFLEET member and be present during any attendance of the Cadet. Teen Cadets of ages 13 through 15 may be permitted without parental presence provided that a written permission form is signed by an appropriate parent or legal guardian. Teen Cadets of ages 16 or 17, whose parents/legal guardians have established a history of written permission on a per-event basis previously, may provide a written "standing authorization" for participation in future events. Lack of that history requires the Cadet to continue to obtain per-event parental approval. The decision of what constitutes an established history of written permission is made by the CO and his decision in this matter is final.

All cadets are eligible for promotions in rank but do so within the Cadet ranks rather than the adult ranks. Any ranks obtained while a Cadet are removed and replaced with the appropriate beginning rank (whether enlisted or officer) upon the Cadet's 18th birthday. For further details, please refer to Section 4.

3.3.2 Active and Inactive Members

All members of the Constellation shall be issued a wallet ID card. This is provided, similar to the ranks and position assignments within the ship, to aid in the roleplay. However, the wallet ID also has a second purpose: the back side is used to provide emergency personnel any important medical information that may be required. Therefore, it is important to let the Chief Medical Officer or a member of the Command Staff (with whomever you feel most comfortable speaking) know about any allergies to food, medicine, insect stings, etc.; medical conditions such as asthma, diabetes, epilepsy, or heart conditions; blood type; and any other pertinent information that could be used to save your life. Also, if you have a regular doctor who knows your medical history, please inform the officer of the doctor's name, address, and phone number so that can be printed on the wallet ID as well.

While we do not intend for any activities to cause our members harm, incidents can occur such as during transport to or from an event or due to some unnoticed natural invader (such as a spider or wasp) visiting while at an event. The information you provide is only for your protection and

will not be shared with anyone beyond any medical personnel who have need for that knowledge. Please insure that your wallet ID is easily locatable in case it must be found while you are unconscious. We suggest placing it next to or behind your driver license or other state-issued ID card or, in the case of a Cadet, next to or near his school-issued ID card.

3.4 Command Structure

The Constellation is presided over by the Commanding Officer, also referred to as the CO or Captain of the ship. He is responsible for the overall operation of the ship/chapter as a whole. He is also responsible for the finances of the ship, even if the bookkeeping duties are delegated to another officer or to an outside consultant. He is required by STARFLEET to be responsible for any funds owned by the Constellation and for filing of monthly status reports with SFI.

The Executive Officer (frequently referred to as the XO or First Officer) is responsible for any duties assigned to him by the CO and must be prepared to take over the CO's duties if he becomes unavailable or otherwise unable to do so himself. If the CO becomes permanently unavailable to fulfill his duties, the XO will be promoted to the position of CO and he will appoint a new XO.

The Second Officer (frequently referred to as SO) is responsible for any duties assigned to him by either the CO or XO and must be prepared to take over the CO's and/or XO's duties if one or both become unavailable or otherwise unable to do so. If the XO assumes the position of CO on a permanent basis, the SO acts as XO until permanently assigned that position or a new XO is appointed. If both the CO and XO become permanently unable to fulfill their positions, the SO acts as CO until permanently promoted to the position of CO or a new CO is appointed.

3.4.1 Command Staff

The Command Staff of the Constellation is composed of the Commanding Officer, Executive Officer, and (when the position is filled) Second Officer. These positions are responsible for formulation and implementation of ship policies, consideration and awarding of promotions of all enlisted ranks and all officer ranks through Commander, consideration and awarding of chapter awards, expediting commendations, enforcing discipline, and reviewing the formation of new ships launched from the Constellation. The Command Staff is also responsible for filing the Monthly Status Report (MSR) with STARFLEET regarding the status and activities of the ship.

3.4.2 Chain of Command

The chain of command starts with the three positions of the Command Staff and is then followed by the various Department Chiefs and finally the crewmembers within each department. When the Department Chiefs and Command Staff are considered as a unit, they are collectively referred to as the Senior Staff.

The chain of command is defined to keep proper order and discipline within the ship as well as to insure that communication within the ship flows smoothly. If there is something that must be communicated, then take it to the appropriate command level. For example, if you are a security officer and you have an issue with the Chief of Security, report the issue to the Second Officer (or Executive Officer in the case of no Second Officer). The SO will be glad to handle the situation or carry it up further if necessary.

In the case of an issue being beyond the scope of the chapter's chain of command (for example, if the problem is with the Commanding Officer himself), you have the right to contact the Regional Coordinator to address the situation. For Region 12, the Regional Coordinator may be reached by email at rc@region12.org

The goal of the Command Staff and the chain of command is to insure that all members enjoy their involvement in the chapter and STARFLEET as a whole. For more information in regard to resolving grievances, please refer to the STARFLEET Membership Handbook.

The chain of command is also used to define authority within the Constellation. In the event that there is no clear succession of chain of command such as in the event that the CO, XO, and (if the position is filled) SO are incapacitated due to a car accident, the Regional Coordinator must be contacted to appoint a new CO for the ship. The new CO must then appoint a new XO--as required by STARFLEET International chapter requirements--and may also appoint a new SO at his discretion.

3.5 Creating a Fictional Persona and Choosing Your Position

Creating a fictional persona within the Star Trek universe is one of the fun activities many STARFLEET members enjoy. Your persona may be similar to you or as different as you wish.

The first step is to choose a race. You may choose one that already exists within the broad Star Trek universe or create one of your own. After all, the purpose of the ships within Star Trek is to seek out new life and new civilizations, so be as creative as you wish. The possibilities are as limitless as your imagination.

Once that is accomplished, a gender has to be established or, maybe the species has no gender or at least no gender as known to the humans or other species present on the ship.

After that, define the physical traits such as height, weight, hair and eye color, any differences from typical humanoid appearance (such as extra fingers or eyes), and maybe the appearance of any scars, tattoos/ritual markings, missing body parts, presence of any cybernetic implants, etc.

Once all this is done, explore the back story of this character. Define his background, history within Starfleet (if any), significant events from his childhood or involvement with authority figures that have shaped the character into whom the shipmates will get to know today. Maybe define some personal preferences (such as crunchy peanut butter instead of smooth) or any dislikes/phobias. Give the character some depth and make him interesting.

Finally, you will want to choose the job the character performs on the Constellation. What might a person with the background you have just defined wish to do within the ranks of the ship? A piece of advice, however: make sure that the position that you choose for your character is something that holds your interest as well because otherwise it can become boring for you as the one who must portray that role.

3.6 Divisions

Within the Constellation, as is common in the Star Trek universe, there are three divisions into which all ship positions are divided: Command (designated by red uniforms), Operations (designated by gold uniforms), and Sciences (designated by blue uniforms). What follows is a description of each division, the departments within those divisions, and significant positions within each of those departments.

3.6.1 All Departments

There are numerous departments defined on the Constellation. These departments may be modified as needed by the Command Staff, depending on staffing levels of the ship. In other words, departments can be combined into a single department or divided further to provide more depth for those who wish to be in other departments than what we currently support.

Each department is presided over by a Department Chief. The Department Chief reports directly to the Second Officer (or Executive Officer in the case of no Second Officer). The responsibilities of the Department Chiefs are to record any activities that the members of his department perform which merit consideration when promotions are in order; implement projects, events, and decisions that affect his department; submit a monthly report regarding significant accomplishments, personnel changes, or other important information; submit any assigned articles for the ship newsletter; and act as the first point of contact in the chain of command for crewmembers within his department.

A word about assigned articles: to allow the Command Staff to review, proofread, and incorporate the articles into the newsletter, we ask that all articles be submitted no later than the 8th of the month.

3.6.2 Command Division

Command is a unique division as it has no departments but simply is composed of four billets: Commanding Officer, Executive Officer, Second Officer, and Away Team Leader. Together they comprise the top-level authority on the ship and accept full responsibility for all actions taken by the crew in regard to others from outside the ship. They are also the ones who maintain order and discipline within the crew.

3.6.2.1 Commanding Officer

The Commanding Officer is the primary liaison between the Constellation and STARFLEET and must adhere to STARFLEET's guidelines for the CO per the STARFLEET Membership Handbook. The CO is the final decision-maker regarding policies, promotions, chapter-level awards, and internal discipline. Any duties not otherwise assigned to others fall under his umbrella of responsibility by default. He may delegate responsibilities and/or duties as he finds appropriate.

3.6.2.2 Executive Officer

The Executive Officer is second in command and acts as Commanding Officer in the case that the CO is unavailable and is responsible for fulfilling all CO duties such as filing the Monthly Status Report with STARFLEET if not accomplished by the CO. The XO must comply with all the guidelines in the STARFLEET Membership Handbook regarding Executive Officers. The XO is responsible for carrying out any duties as assigned to him by the CO which can include presentation of awards or promotions, carrying out punitive actions, assignment of personnel to the various departments, and consideration of ideas/proposals passed along to him through the chain of command.

3.6.2.3 Second Officer

The Second Officer serves as the Chief of Operations and is the backup for the XO in performance of his duties. He is also responsible for the supervision of the Division Chiefs and is the first point of contact for the Division Chiefs in the chain of command. Further, he serves as the third officer in order of succession if the CO and XO are unable to assume command of the ship.

3.6.2.4 Away Team Leader

The Away Team Leader is the liaison between the Command Staff and the Away Team for any particular mission or event. He is also the diplomatic liaison, representing the ship and assuming responsibility for the Away Team. His authority may be curtailed if one or more of the Command Staff of the Constellation joins the Away Team. He may also be considered a Command Staff officer in training as he may be called upon to take one of the Command Staff roles on a temporary basis or even to establish a command of his own.

3.6.3 Operations Division

Operations is composed of several departments: Communications, Engineering, Helm Control, Logistics, Navigation, Security, Tactical, and Weapons. It is, as the name implies, responsible for the overall operation of the ship and its functions.

3.6.3.1 Communications

Develop chapter promotional materials (e.g. flyers, press releases, etc.)
Produce the chapter newsletter
Perform public relations duties
Maintain the chapter calendar

Examples of positions available in this department are Webmaster, Cryptography Specialist, Public Relations Officer, and Radio Operator.

3.6.3.2 Engineering

Maintain the chapter's mailing list
Develop security measures for ship technology and information
Provide other technical support as needed

Examples of positions available in this department are Engineer, Propulsion Specialist, Information Technology Specialist, Assistant Engineer, Plumbing Specialist, Power Systems Technician, Computer Repair Technician, and Network Engineer.

3.6.3.3 Helm Control

Arrange rental of vehicles for carpooling
Drive the rented vehicle to and from chapter, regional, or SFI event

Examples of positions available in this department are Flight Control, Shuttle Pilot, Land Vehicle Specialist, and Motor Pool Officer.

3.6.3.4 Logistics

Assist in planning ship-hosted and ship-sponsored events by stocking needed supplies
Receive event reservation forms and communicates necessary information to other departments
Insure that all attendees have paid any appropriate fees before attending event

Examples of positions available in this department are Yeoman, Financial Services Officer, Event Planning Specialist, Supply Officer, and Culinary Services Specialist.

3.6.3.5 Navigation

Generate maps and writes directions for those travelling to events hosted by the ship
Assist Helm Officer by providing directions to away missions or other events

Examples of positions available in this department are Navigator, Cartographer, and Satellite Navigation Specialist.

3.6.3.6 Security

Provide security at chapter events, regional summits, conventions, and STARFLEET events
Help with Away Mission logistics
Insure proper security for closed meetings or other confidential matters
Defer to professional authorities when they become involved in an incident

Note: Security may be requested by Marines to add to their manpower for security of events and meetings. Additionally, it is expected and required that all members of this department defer to police officers and detectives and other professional security personnel at all times.

Examples of positions available in this department are Security Officer and Investigator.

3.6.3.7 Tactical

Advise Security regarding solutions to event venue security problems
Plan for emergency measures in case of dangerous event (e.g. sighting of a tornado)
Educate members in tactical environmental awareness (e.g. checking back seat of car)

Examples of positions available in this department are Tactics Specialist and Site Security Analyst.

3.6.3.8 Weapons

Educate crewmembers in matters of self-defense: close-quarters combat, ranged combat, etc.
Instruct in use of ship-based weapons: phasers, various forms of torpedoes, tractor beam, etc.

Examples of positions available in this department are Self-Defense Instructor and Weapons Specialist.

3.6.4 Sciences Division

Sciences is the division that guides the ship, researches the spatial anomalies we encounter, ensures our health and well-being, and otherwise provides for our knowledge, both what is known and what we have yet to learn. Departments within this division include Planetary Studies, Space Studies, Medical, Psychological Services, and Spiritual Services.

3.6.4.1 Planetary Studies

Provide interesting knowledge regarding sites being visited during away missions
Suggest sites to visit for future away missions
Advise Command Staff of predicted weather or other conditions that could affect planned events
Assist in planning events by considering contingencies for site, time of year, etc.
Write articles for ship newsletter regarding new discoveries or interesting known facts

Examples of positions available in this department are Archaeologist, Paleontologist, Geologist, Seismologist, Historian, and Meteorologist.

3.6.4.2 Space Studies

Provide interesting knowledge regarding the stars, planets, and the cosmos as a whole
Assist in planning away missions to planetariums, observatories, or similar sites
Explore potential for life elsewhere in the universe and the discoveries being made each day
Write articles regarding new discoveries about any aspect of the cosmos for the ship newsletter

Examples of positions available in this department are Stellar Cartographer, Astronomer, Cosmologist, and Exobiologist.

3.6.4.3 Medical

Provide medical first aid up to the individual's skill and training
Insure that the wallet IDs have accurate medical data for each crewmember
Assist emergency medical personnel as requested
Write articles for the ship newsletter

Note: It is highly recommended that anyone in this capacity have training in CPR, First Aid, or both. It is expected and required that all members of this department defer to professional paramedics, nurses, doctors, and other trained and certified medical personnel at all times.

Examples of positions available in this department are Nurse, Doctor, Field Medic, Medical Assistant, and Veterinary Specialist.

3.6.4.4 Psychological Services

Provide emotional support and give advice in regard to events that occur in a crewmember's life
Advise Command Staff of any serious issues that could jeopardize the ship and her crew
Refer to a professional counselor for any issues that need attention beyond that of being a friend
Defer at all times to professional psychological/psychiatric service providers unless so licensed

Examples of positions available in this department are Counselor and Behavioral Specialist.

3.6.4.5 Spiritual Services

Provide emotional and spiritual/religious support to crewmembers in times of need
Perform spiritual ceremonies only when properly trained and can do so with proper respect
Assist crewmembers by providing a moral compass when requested or required by crewmembers
Refer crewmembers to appropriate churches or other spiritual organizations
Write articles regarding modern religions, ancient mythologies, or the deaths of Star Trek figures

Examples of positions available in this department are Chaplain, Spiritual Advisor, and Grief Counselor.

3.6.5 Marines

Perform ceremonial and Color Guard duties
Provide Honor Guard for flag officers and other dignitaries of high esteem
Assist Security in support of their duties

Note: Marines may be requested by Security to add to their manpower for security of events and meetings. Additionally, it is expected and required that all Marines defer to police officers and detectives and other professional security personnel at all times.

Note: The Marines are not a *division* or *department* but instead a separate and distinct component within STARFLEET, just as the US Marine Corps is a component of the US Navy but is also its own entity.

4.0 Ranks and Promotions

The most important thing to remember about STARFLEET rank is that it holds no value outside of STARFLEET. All ranks within STARFLEET are bestowed as a testament to a job well done!

When you earn a promotion on the Constellation, you have the right to be proud of your accomplishments but do not use your rank inappropriately. The entire crew of the Constellation is a team and no one person is superior to another by virtue of rank. There is a difference between rank and authority and that is discussed in detail in the STARFLEET Membership Handbook. Please refer to it for further information.

While STARFLEET acknowledges ranks of Crewman Recruit and Crewman Apprentice, the Constellation starts all crewmembers at the rank of Crewman except as provided below.

The Constellation uses a points system for promotions as defined below:

Starfleet Enlisted Ranks	SFMC Enlisted Ranks	Accumulated Points
Crewman	Lance Corporal	0
Petty Officer 3 rd Class	Corporal	50
Petty Officer 2 nd Class	Sergeant	100
Petty Officer 1 st Class	Staff Sergeant	150
Chief Petty Officer	First Sergeant	200
Senior Chief Petty Officer	Master Gunnery Sergeant	400
Master Chief Petty Officer	Sergeant Major	800

Starfleet Officer Ranks	SFMC Officer Ranks	Accumulated Points
Ensign	2 nd Lieutenant	100
Lieutenant Junior Grade	1 st Lieutenant	200
Lieutenant	Captain	300
Lieutenant Commander	Major	500
Commander	Lieutenant Colonel	700
Captain	Colonel	1000
Fleet Captain	Brigadier	1500
Commodore	Brigadier General	2000
Rear Admiral	Major General	4000
Vice Admiral	Lieutenant General	8000
Admiral	General	16000
Fleet Admiral	No Equivalent Rank	Elected by Starfleet

There are many ways to earn points toward promotions. The following list is demonstrative but is not all-inclusive.

Renewing Starfleet Membership	10 points per year
Successfully passing OTS or OCC	15 points per examination
Successfully passing FOS-101	15 points
Successfully passing a course at Starfleet Academy	5 points per examination with 1 extra point if passed with Honors or 2 extra points if passed with Distinction
Planning a chapter or department event	15-25 points, depending on amount of work; CO will determine exact value
Working on a chapter or department project or event (i.e. worker, not organizer)	10 points
Attending a weekly chat	5 points per chat, maximum of 20 points per month
Attending a chapter/department event	10 points
Attending an event held by another Starfleet chapter or other group	10 points
Attending a convention	10 points
Leaving recruitment flyers at a convention	5 points
Volunteering at a convention	1 point per hour, maximum of 10 points per convention
Working a Starfleet recruiting table at a convention	1 point per hour, maximum of 10 points per convention
Organizing a recruiting table at a convention	10 points
Attending a scifi fandom event and submitting an article to the email list	5 points
Travel bonus for attending events	1 extra point for every mile travelled over 60, applied one-way only
Organizing a recruiting display at a library, community center, etc.	10 points
Leaving recruiting flyers at game shops, Community bulletin boards, etc.	5 points per business location
Recruiting a new member	5 points per member recruited (members on family memberships may be counted separately if they are old enough to participate in chapter activities)
Completing a fictional persona	5 points
Contributing to the CQ, SFI website, Regional newsletter, or regional website	10 points per item
Contributing to the chapter newsletter or website	5 points per item, 15 points maximum per month
Contributing to a fanzine, professional fandom publication, newspaper, etc.	10 points per item
Donation to the Constellation, another SFI Chapter, or other SFI charity project	10 percent of the cash value of the donation, maximum of 50 points

Other activities can be considered and assigned a certain point value by the CO. His decision about whether an activity is considered toward promotion and what its point value will be is final and not open for debate. The more such participation and enthusiasm you show for the Constellation, Region 12, and/or SFI, the greater the likelihood of earning a promotion.

In addition to the above considerations, there are certain additional factors that affect rank. For example, it is the standard policy of the USS Constellation to promote a crewmember to the rank of Ensign upon successfully completing Officer Training School (OTS). Also, if a crewmember has previously served in the real-world military or similarly-structured civilian organization (such as the Civil Air Patrol), the crewmember shall be eligible for acknowledgement of the attained rank downgraded by one level. For example, if the crewman obtained the rank of Major in the US Air Force, then he would be eligible for the Starfleet officer rank of Lieutenant with that rank being conferred once OTS is successfully completed.

In the special situation in which a rank is transferred from another fan club to SFI, if the club is international and well-known as SFI is, then the same consideration is given to that achieved as stated above for those who have served in the military. Some examples of such clubs are Starfleet Command, United Federation of Planets Inc. (UFPI), and Klingon Assault Group (KAG). However, if it is an independent club, a club of smaller size, or an organization unknown to the CO of the USS Constellation, then the highest rank for which the crewmember will be eligible upon joining the ship shall be Lieutenant (junior grade). The reason is that higher ranks tend to indicate familiarity with the rules, regulations, and procedures of Starfleet International and someone entering from another organization--especially one that is of a smaller or independent nature--will most likely not have a structure similar enough to SFI to warrant that indication. Starting the crewmember with an appropriate lower rank will grant the individual time to learn the SFI methods of doing things before moving into the higher ranks and taking on greater amounts of responsibility. This keeps the crewman from running into problems due to lack of familiarity with SFI procedures and protocol, thus allowing a more fun and relaxed experience for everyone.

While the Commanding Officer keeps close records on issues of importance in regard to eligibility for promotion, it is up to the individual crewmember to keep an accurate accounting of any information that will be pertinent. For example, if the CO forgets to record one's participation in an Away Mission, then when it is time for consideration of advancement in rank, the crewmember can present evidence of presence at that event such as a cancelled check, ticket stub, event badge, pictures of himself at the event, etc. so as to receive proper credit for the event.

When considering ranks, be aware that while the Command Staff of the Constellation can promote through all enlisted ranks, they are limited by STARFLEET International in regard to officer ranks: the Commanding Officer can promote only through the rank of Commander. The rank of Captain must be conferred by the Regional Coordinator or the STARFLEET Executive Committee and all Flag Ranks (Fleet Captain and above) must be conferred by the Executive Committee.

The ranks used within STARFLEET are as follow:

Enlisted

Starfleet

Crewman Recruit
Crewman Apprentice
Crewman
Petty Officer Third Class
Petty Officer Second Class
Petty Officer First Class
Chief Petty Officer
Senior Chief Petty Officer
Master Chief Petty Officer

Marines

Private
Private First Class
Lance Corporal
Corporal
Sergeant
Staff Sergeant
Gunnery Sergeant
Master Sergeant/First Sergeant
Master Gunnery Sergeant/Sergeant Major

Officer

Starfleet

Ensign
Lieutenant (j.g.)
Lieutenant
Lieutenant Commander
Commander
Captain
Fleet Captain
Commodore
Rear Admiral
Vice Admiral
Admiral
Fleet Admiral

Marines

Second Lieutenant
First Lieutenant
Captain
Major
Lieutenant Colonel
Colonel
Brigadier
Brigadier General
Major General
Lieutenant General
General
No Equivalent

Cadet members are equally qualified for obtaining advancements in rank but these are accomplished within the Cadet ranks. These ranks are the same structure as noted above but the rank title is prefaced by the word Cadet, such as Cadet Crewman or Cadet Ensign. The Cadet ranks will remain in effect until the Cadet reaches his 18th birthday. At that point, he will be promoted into the active duty ranking system at the lowest rank appropriate for his situation. Specifically, if he passed Officer Training School while a Cadet, he will be granted the rank of Ensign. Otherwise, he would be ranked as a Crewman.

As a final point about rank advancement within the Constellation, no one is required to accept a commission as an officer if that does not meet with his persona, plans, or other goals within the ship, region, or SFI as a whole. While Officer Training School (OTS) would permit commission as an officer and promotion to the rank of Ensign, the crewmember may decline that advancement and remain an enlisted crewmember. The only effect of such refusal of commission as an officer would be a limitation to the promotions that may be earned: he would be limited to the highest rank of Master Chief Petty Officer.

4.1 Promotions

All promotions will be announced in the monthly newsletter as well as in the Monthly Status Report. Promotions to Captain or the Flag Ranks may also be announced on the regional mailing list, Facebook page, website, or similar resources at the STARFLEET level.

Candidates for promotion must be active members of STARFLEET. Further, they must be participating members of the Constellation. This includes attendance at weekly Skype meetings, participation in social events, conversing with others through the chapter Facebook page or other similar means, and attending other science fiction or Star Trek-related events.

As noted elsewhere in this document, before one can be promoted to the rank of Ensign (or 2nd Lieutenant in the Starfleet Marine Corps), one must successfully complete Officer Training School (OTS). Further, before one can be *considered* for promotion to the rank of Lieutenant Commander (or Major in the Starfleet Marine Corps), he must also successfully complete Officer Command College (OCC). To be *considered* for promotion to the rank of Commander (or Lieutenant Colonel in the Starfleet Marine Corps), one must not only successfully complete the two aforementioned courses and be a participating member of the ship but also be in some sort of leadership role within the chapter. Being a Department Chief when no one else is in the department does not count. Taking a leadership role means to take initiative such as planning and executing an Away Mission for the ship, for example.

Promotion to Captain (or Colonel in the Starfleet Marine Corps) may be obtained in three ways: (1) successful commission of a new chapter under one's command, (2) by recognition of the Regional Coordinator upon recommendation by another STARFLEET member, or (3) by recognition of the Starfleet Executive Committee upon recommendation by another STARFLEET member. Promotion to Fleet Captain (or Brigadier in the Starfleet Marine Corps) or above must be granted by the Starfleet Executive Committee.

Recommendation of promotion to Captain or above may be submitted by any STARFLEET member in good standing. Requirements for successful promotion to Captain or above are discussed in detail in the STARFLEET Membership Handbook. Please refer to it for further details.

5.0 Chapter Awards

5.1 Officer of the Year

This award is given to the member of officer rank who has made the most significant contributions to the chapter over the past calendar year.

The award candidate will have attended a majority of the chapter's scheduled events as well as made a significant impact on chapter leadership. He will have represented the Constellation in a professional manner to other STARFLEET chapters and non-STARFLEET fan groups. Involvement in the chapter's recruiting and public relations activities is a plus.

5.2 Enlisted Member of the Year

This award is given to the member of enlisted rank who has made the most significant contributions to the chapter over the past calendar year.

The award candidate will have attended a majority of the chapter's scheduled events as well as made a significant impact on chapter leadership. He will have represented the Constellation in a professional manner to other STARFLEET chapters and non-STARFLEET fan groups. Involvement in the chapter's recruiting and public relations activities is a plus.

5.3 Junior Cadet of the Year

This award is given to the junior member of ages 6 through 12 who has made the most significant contributions to the chapter over the past calendar year.

The award candidate will have attended a majority of the chapter's scheduled events (accompanied by a parent). He will have represented the Constellation in an age-appropriate manner to other STARFLEET chapters and non-STARFLEET fan groups.

5.4 Senior Cadet of the Year

This award is given to the junior member of ages 13 through 17 who has made the most significant contributions to the chapter over the past calendar year.

The award candidate will have attended a majority of the chapter's scheduled events. He will have represented the Constellation in an age-appropriate manner to other STARFLEET chapters and non-STARFLEET fan groups.

5.5 Discretionary Awards

These awards may be given at any time at the discretion of the Command Staff for exemplary service above and beyond the call of duty. The nomination criteria for each award are different and are listed in the sections below.

5.5.1 Bright Star Award

This award is given at the discretion of the Command Staff for those who have gone above and beyond the call of duty to support the chapter and can be awarded to STARFLEET or non-STARFLEET members. Examples of events that may trigger this award are very generous donations to the chapter or to a chapter project, creation of a chapter website, etc.

Nominations for this award may be made by any crewmember and should be submitted to the CO. The Command Staff will evaluate the nomination.

5.5.2 Willard Decker Award

This award recognizes a crewmember's successful completion of both OTS and OCC. No nominations are needed. The Command Staff will review all crewmembers' Academy records once a month.

5.5.3 Admiral Nogura Award

This award recognizes a crewmember's successful completion of OTS, OCC, and FOS-101. No nominations are needed. The Command Staff will review all crewmembers' Academy records once each month.

5.5.4 Time in Service Award

This award recognizes a crewmember's years in service to STARFLEET. No nominations are needed. The Command Staff will review all crewmembers' records on or near their renewal dates. Years in service do not need to be consecutive to be eligible.

6.0 Member Rights and Code of Conduct

Setting standards for behavior in a fan organization may seem unnecessary but in reality they serve to protect the members. While we would expect everyone to act respectfully to others, we are always mindful that problems can and do occur. By defining the rights of Constellation crewmembers as well as setting guidelines for behavior, we hope to avoid misunderstandings that may cause problems.

6.1 Member Rights

As an active crewmember of the Constellation, you are guaranteed certain rights of membership. These rights include access to the Constellation Facebook page, receipt of newsletters, freedom to leave the Constellation or transfer to another ship at any time without penalty, and ability to participate in any age-appropriate activities not specifically limited to the Command Staff. It is expected and required that you will be treated with respect at all times, given the chance to voice your opinions in a constructive fashion either verbally or in writing, the ability to participate on the ship to the extent that you wish, and to be afforded due process when necessary. Most of all, you have the right to have fun in all that you do with your fellow crewmembers of the Constellation.

Crewmembers are also guaranteed certain rights pertaining to their STARFLEET membership as discussed in the STARFLEET Membership Handbook. Please reference it for further details.

6.2 Code of Conduct

A Constellation crewmember shall respect all other crewmembers, STARFLEET chapters, and fan groups, especially when expressing dissent or dissatisfaction; not repeat rumor or innuendo instead of gathering factual information; not state that he is a spokesman for the chapter--especially to the media--unless expressly authorized for that purpose by the Command Staff; not confuse rank with power or prestige; respect the personal boundaries of other members including personal emails, postal mail, telephone calls, instant messaging, text messaging, and social media accounts; and utilize constructive criticism to solve problems.

Crewmembers are also obliged to follow the STARFLEET Code of Conduct as discussed in the STARFLEET Membership Handbook.

In the event that the Command Staff feels a crewmember has violated the Code of Conduct or becomes aware of an issue reported up the chain of command, the disciplinary procedures set forth in this handbook will be utilized.

6.3 Crewmember Grievance Policy

In the event that a crewmember feels that one or more of his rights has been violated, that crewmember should notify his Department Chief. If the Department Chief deems it necessary, he will escalate it up the chain of command.

If the issue is with the Department Chief, the crewmember can report the issue directly to the Second Officer. Crewmembers also have the right to escalate an issue up the chain of command themselves if they feel the Department Chief or Second Officer has not taken the issue seriously.

In addition, crewmembers may take their issue directly to the CO or XO if they feel it is necessary. The CO's door is always open to member concerns and issues. The chain of command is in place to keep issues from falling through the cracks or overwhelming the Command Staff with too many competing demands but members should not feel constrained by it or feel as though their concerns would be ignored by the Command Staff.

Crewmembers have the right to due process and to mediation by a third party within the Command Staff. It is expected that crewmembers will first attempt to resolve their issues on their own before bringing the problems to Department Chiefs or further up the chain of command.

Crewmembers have additional STARFLEET resources available on both the Regional and International levels for resolving grievances. These resources are discussed in the STARFLEET Membership Handbook.

6.4 Disciplinary Procedures

Setting rules and regulations for a fan organization is quite difficult. Unlike in the "real" Starfleet, conducting a court martial for wrongdoing or inappropriate behavior is almost impossible. However, when a crewmember crosses the bounds of the Code of Conduct and causes harm to a fellow crewman or the ship, steps will be taken to remedy the situation.

When a crewmember or multiple crewmembers act in a manner that is deemed inappropriate or harmful, the Command Staff must take action to insure the overall safety and well-being of the ship and its crew. Determination of inappropriate or harmful acts will be made by the Command Staff utilizing the Code of Conduct as a guide.

If the incident is minor, the Command Staff as a whole or a member thereof may speak with the individual(s) in question to attempt to resolve the issue. Examples of minor issues include speaking inappropriately at events or occasionally using derogatory language on the ship's Facebook page.

In most cases, disciplinary issues on the Constellation should be solved after discussing the situation and reminding the crewmember(s) in question of the Code of Conduct. It is important to remember this is a fan club and the point is to have fun!

If the behavior continues, the Command Staff will meet in private to discuss a course of action. If a member of the Command Staff is involved in the incident, that member will be excluded from this meeting. At this level, a formal verbal or written warning will be issued to the parties involved.

In some cases, stronger measures may be required. While unpleasant, the Command Staff may be forced to punish the crewmember(s) involved in the situation through a reduction in rank, removal from a position of authority, transfer to another department, or other actions the Command Staff feel is appropriate.

Additionally, the Command Staff may consider suspension or expulsion from the Constellation. These actions would be considered only as a last resort if previous attempts at mitigation have proven ineffective.

If and when necessary, the Command Staff will refer issues to appropriate legal authorities in the appropriate jurisdiction in which the issue occurred. Issues with crewmembers breaking STARFLEET rules outside the boundaries of the ship will be referred to the appropriate STARFLEET representative for further action.