

USS STORM NCC - 1694



MEMBERSHIP HANDBOOK



MH-01

CONSTITUTION CLASS
ENTERPRISE SUBCLASS

Version 2.0 2011

USS Storm NCC- 1694

A Constitution Class, Enterprise Subclass Heavy Cruiser

“There is a Storm brewing on the horizon...”

Welcome Aboard

The USS Storm is a local chapter of Starfleet, the International Star Trek Fan Association. We are based in Atlantic City, New Jersey and serve the Tri-State area. As a new member of the ship, you join a large family of friends who share a common interest, not only in Star Trek, but in the concepts and ideals portrayed in the entire group of Star Trek movies, television series, and specials. The ideals of Gene Roddenberry which first gave life to Star Trek in 1965 still grow and continue

You, as a new member, are an important link in this process.

This handbook is an introduction to the goals and activities of Storm and her crew. It is designed to answer some of the questions you may have about who we are and how the group operates. It is our intention to give Star Trek Fans places and opportunities to meet others, share ideas and activities, and have a good time in the Star Trek Universe.

*Now, read through the handbook, and.....
Let the Adventure Continue*

*Captain David Sladky
Commanding Officer*

USS STORM

By-Laws & Officer's Manual

Article I: Vessel Name, Registry Number and Class of Ship

U.S.S. Storm NCC-1694
Constitution Class, Enterprise Subclass

Article II: Description

A New Jersey chapter of STARFLEET, The International Star Trek Fan Association. An educational, social and cultural organization for those persons interested in STARFLEET and the Star Trek universe and those wishing to pursue and live by the philosophy of the I.D.I.C. (Infinite Diversity in Infinite Combinations).

Article III: Mission and Goals

The mission for the founding of the USS STORM is to live--and not merely talk about--our ideals. These ideals are expressed and tested in the various Star Trek series, and films.

They include:

- Valuing diversity, and honoring the strengths that differences can contribute to our lives together.
- Knowing and practicing that peace and mutual respect--can and--must coexist and co-evolve with power.
- A healthy curiosity about our world and universe--and the courage to explore them and lovingly share the knowledge found.
- Sharing our help, experience, and joy with others--knowing that to give to the community is to give to us as well.

To these ends, the USS STORM shall go forth with the following five categories of goals at the heart of all our plans and activities in fostering and strengthening and visibility of Star Trek fans known as "TREKKIES and TREKKERS" focused by the talent and commitment of its general membership:

- Educational - to open and inform our crew with the ever-widening possibilities of the universe--both within and without--including the horizons of science, culture, and human interaction.
- Social - to provide environments and opportunities for our members and guest to meet, adventure, and participate with joy.
- Service - to be of service to our communities, embodying in our actions the nobility of our ideals.
- Integrity - to support the work that maintains the integrity and independence of our Ship.
- Relational - to provide, in the larger world, a positive and informed view of the Star Trek universe and its ideals. To provide an open and supportive space where those with an interest or curiosity about Star Trek can create a healthy fellowship.

Article IV: Structure

Membership

The USS STORM is a membership organization. Members shall consist of those persons and their supporters who endorse the goals of the STORM and who apply for membership. Annual membership to STARFLEET, The International Star Trek Fan Association consists of a \$15.00 dollar fee and is renewed once every year. Persons interested in membership to STARFLEET, The International Star Trek Fan Association become members of both the fan association and the USS STORM.

They shall have full voting rights in elections concerning the fan association, access to STARFLEET Academy and other offers available through the organization. Members are encouraged to appear in full uniform, up-hold these bylaws, honor the STORM's decision-making process and, respect the Perspectives and world views of others (in and out of STARFLEET). All members have the right to voice concerns and opinions, and are encouraged to do so at general meetings and through the power of the vote. Members will represent the USS STORM or speak on its behalf only if they are duly elected representatives or have been authorized by the Commanding Officer or another Senior Officer serving aboard the STORM.

Membership shall have access to all formal documents produced by the STORM including this officer's manual and bylaws, newsletters, minutes, budget reports and agendas. Members will be given advance notice about meeting times and places and special events. Membership shall not be denied on the basis of race, sex, sexual orientation, ethnicity, age, citizenship status, class, educational backgrounds, religious or political affiliations, physical ability or gender identification.

Committees

The USS STORM shall accomplish its goals through a committee structure comprised of a Senior Staff, and a Task Force (Ad-Hoc Committees).

Senior Staff - Those persons chosen to represent one of but not limited to the six divisions/departments on board the USS STORM.

Ad-Hoc - A committee formed for only the specific case or situation at hand.

Senior Staff

The executive body of the USS STORM shall be the Senior Staff. The role and function of that body will be to create and execute organizational agenda and overall organizational objectives, to facilitate an environment for responsible and respectful exchange, to coordinate Task Force (Ad-Hoc committee) progress, to develop new leadership, to uphold the USS STORM bylaws, to propose amendments to the bylaws and to insure a democratic decision-making process. Decisions made by the Senior Staff are binding and duly noted in the minutes.

Officers

The Senior Staff shall be the Officers of the USS STORM and be comprised of but not limited to the Commanding Officer, Executive Officer, all Departmental Heads, and Yeoman (Secretary). Departmental Heads shall be elected by general voting membership during annual elections. Departmental Heads can also be elected by their departments respectively*. Officers cannot serve as the Yeoman along with their Departmental responsibilities.

Vacancies on the Senior Staff will be filled on a temporary basis through appointment by the remaining Senior Officers pending ratification by the membership at the next regular

general meeting**. All terms and rank of office shall be for as long as the elected member is compliant with his/her duties and responsibilities.

*Should a department not be able to elect a Departmental Head the Captain will appoint someone to the position according to the bylaw's remarks concerning vacancies.

**Temporary appointment will be set as a probationary time period of either three (3) or six (6) months as determined by the Commanding Officer.

Commanding Officer

The Commanding Officer will serve as primary spokesperson for the ship and shall direct the activities of all crewmembers and preside over all ship meetings of the crew and Senior Staff unless he/she designates otherwise. The Commanding Officer must be a member of STARFLEET, The International Star Trek Fan Association and meet all qualifications of the international organization. The Commanding Officer must also submit a column to the ship newsletter to discuss topics of overall STARFLEET and USS STORM policies and news.

The Commanding Officer must maintain morale, must treat all of his/her crew equally and with respect and make sure that officers are fulfilling their assignments (the Commanding Officer, along with the Executive and Second Officers are required to set up and hold an annual review of all Senior Staff Officers to insure that all current staff members are fulfilling their responsibilities), facilitate the resolution of internal and external conflicts and that the USS STORM is running as smoothly as possible and make sure that to the best of his/her ability everyone receives their membership materials and is having fun.

The Commanding Officer can use his/her veto power over the Senior Staff to suspend action on any given matter during a Senior Staff session. This is described as calling for a deliberation period not to exceed thirty (30) days. However, at the next session, the matter will be decided through a vote of the Senior Staff. In times of a tie, the Commanding Officer will cast the final and binding vote.

Executive Officer

The Executive Officer (also known as the First Officer and second in command) shall assist the Commanding Officer in the administration of the ship and direct the crew in the absence of the Commanding Officer. The Executive Officer must be a member of STARFLEET, The International Star Trek Fan Association and meet all qualifications of the international organization.

The Executive Officer is the second representative of the Ship and votes at Senior Staff sessions. The Executive Officer is not required to write a newsletter column unless he/she is asked to write the Command section column for the Commanding Officer during a particular time. The Executive Officer as second representative of the ship must also maintain morale, make sure that officers are fulfilling their assignments, facilitate the resolution of conflicts and see that the USS STORM is running as smoothly as possible. The Executive Officer must treat his/her crew members equally and with respect and make sure that to the best of his/her ability everyone is informed of important ship news, receives their membership materials and is having fun.

Second Officer

Usually the most Senior Section Chief although a Second Officer can be a position unto itself. The Second Officer is the third in command and will assume command and represent the ship at meetings, events or STARFLEET gatherings if the Commanding Officer and/or the Executive Officer are not present. The Second Officer does not have a separate vote during Senior Staff sessions.

Departmental Heads

Departmental Heads represent their respective departments at Senior Staff meetings, see that their departments remain active through constant contact with their department members, write their department column and submit departmental project proposals for approval by the Senior Staff*, submit regular departmental progress reports to the Senior Staff and report feedback from the Commanding Officer and Senior Staff to department members on its work and proposals and report on the work of other departments.

Departmental Heads are charged with the development and execution of specific proposals that will carry out the USS STORM's agenda and ideals. All proposals will be subject to the approval of and allocation of resources by the Senior Staff*. Term of service and incorporation of new recruits to each department will be determined by each Departmental Head. New Departmental Heads can be created by the Senior Staff and formally adopted at the next general membership meeting. The Departmental Heads must submit a report when necessary regarding an update of promotions/demotions and note any problems that their members may have had in receiving membership materials, etc.

The Departmental Heads are comprised of (in addition to the officers listed above but not limited to) seven departments on board ship: COMMUNICATIONS, ENGINEERING, MEDICAL, OPERATIONS, SCIENCES, SECURITY and MARINES. All Departmental Heads and Assistants must be members of STARFLEET, The International Star Trek Fan Association. Departmental Heads hold the minimum rank of Ensign and up to and including Commander. Members of the Senior Staff are subject to ship assignments (requests) by the Commanding Officer, Executive Officer and/or through the authority of STARFLEET with said actions being beneficial to the USS STORM.

*In cases of broad organizational or financial commitments, the final approval for all projects will be made by the Commanding Officer.

Departmental Head Duties

In order of importance, the Department Head is the next step in command after the Second Officer. He/She should be a member's first choice to contact when a question or problem occurs. Departmental Heads are expected to be very active in the ship and in planning it's future with the Senior Staff. Chiefs are expected to be leaders of their sections, and as such set an example for the rest of the crew with their behavior.

1. Departmental Heads must provide a typewritten or clearly printed report to the Executive Officer no later than the week before the next meeting of each month detailing the status of their department. Included in this report should be a list of each department's members, those who have participated with events/projects, received commendations, and/or certificates of merit.
2. Chiefs must attend all meetings possible. If they are unable to attend a meeting, they must notify the Commanding Officer, Executive Officer, or Second Officer at least twenty fours prior to the meeting. The absent Departmental Head must arrange for their Vice Chief or departmental representative to sit in for them, deliver reports and carry their proxy votes. It is suggested that the Vice Chief or representative will take notes of the meeting back to the Departmental Chief in a timely manner.
3. Chiefs must contact all the members of their department at least once per month, in any form of communication, to keep the crew up-to-date.

Departmental Descriptions

See Departmental Manual DM-01 or contact the section chief of your choice

Article V: Charitable Events

In order for the USS STORM to fairly pay for those expenses which come up, and in accord with current IRS policies concerning charitable fund raisers, the USS STORM retains up to forty percent (40%) of all moneys collected at USS STORM Charity Events. These moneys are placed in a Chapter Account, with the remaining sixty percent (60%) donated to the specified Charity. The USS STORM must also come into compliance with current STARFLEET policy regarding finances.

Article VI: U.S.S. Storm Meetings

The USS STORM's business will be conducted in open meetings identified as General Membership Meetings, Senior Staff Meetings, Task Force (Ad-Hoc Committee) Meetings, and the Annual Meeting.

Senior Staff Meeting

Senior Staff meetings are generally held on the third (3rd) Sunday of each month, (with additional meetings scheduled as necessary by the Captain and/or any of one of the Departmental Heads. However, these are not to replace regular meetings and quorum shall apply prior to any decisions being taken). Senior Staff Meetings are not open to all USS STORM members unless special dispensation is asked for and agreed upon by the majority of the Senior Staff in advance. Voting privileges at Senior Staff Meetings are reserved for the Captain, Executive Officer and the elected or active Departmental Heads.

General Membership Meeting

These meetings are generally held on the third (3rd) Sunday of the month and are open to the entire membership. General Membership Meetings are designed to foster participation in USS STORM activities, disseminate information, and build a sense of community as well as provide a social atmosphere and a forum for broad USS STORM policy discussions. Once a quorum is established, voting on items as specified in the bylaws or by the general membership shall take place.

Annual Membership Meeting

All USS STORM personnel are required to attend the annual meeting. At these meetings there will be a presentation of an annual report by the Commanding Officer, analyzing the past year, discussion and ratification of new directions for each department and the USS STORM for the next two years. And any major structural or By-laws changes, and decisions on key financial matters.

Article VII: U.S.S. Storm Voting Process

Voting

Consensus is the preferred mode of operation. If consensus cannot be achieved, a majority vote will be needed for a motion to pass. In either case, a quorum shall be required for these votes to be legitimate.

Quorum

Quorum is defined as at least 50% of the membership or either the Senior Staff or Task Force (Ad-Hoc Committee) being present at the time of motion. The 25% quorum rule will apply to general and annual membership meeting whenever motions are being discussed.

Motions

At any meeting where quorum has been established, motions requiring USS STORM approval shall be made, seconded, discussed and a course of action decided upon. Motions can be

approved, disapproved, tabled, amended or withdrawn. In the event there is a tie, the Commanding Officer will cast the deciding vote.

Elections

Elections take place at the beginning of every even numbered year (every two years). These elections take place to elect the Senior Staff (Departmental Heads). A Nominations Task Force (Ad-Hoc Committee) will be named by the existing Senior Staff at least six (6) months before the actual election in order to develop the procedures that will be utilized. These procedures will be approved by the general membership at least three (3) months prior to the election. Nominations for Officers posts will be made one (1) month before the actual election. The Nominations Task Force will oversee the electoral process in a manner that will promote a fair and democratic process.

Article VIII: Disciplinary Procedures

When a member acts in a manner which is deemed a detriment to the fun of the rest of the group, then the Commanding Officer and Senior Staff must take action to ensure that the rest of the group can continue to function correctly. An example of this can be a member's talking out of turn during meetings, creating arguments amongst the membership, attempting to cause disharmony among the crew members and so on. Many problems stem from personal arguments between members. When said incidents occur, a member of the Senior Staff (the crew member's division chief) should speak to that individual.

A verbal warning is issued. If it goes ignored then a stronger action is taken including demotion or reduction of rank based on the problem and agreed upon by members of the Senior Staff. What if a Senior Staff member is involved? The same rules apply. After a verbal warning, members of the Senior Staff agree on a form of punishment, which would cause the member to respond in a positive manner. STARFLEET does not have court Martials, but we do want to see our chapter run in a fun manner. Those who seek to hurt the group through the spreading of untruths or in other harmful ways will find there way to the airlock if such behavior persists.

A member who is accused of misconduct is of course allowed to present their side of the story and to give their view of what happened. For an officer to be expelled from the chapter they must be voted out by a majority of the entire crew through a ballot prepared by the Senior Staff. A majority vote of the Senior Staff will determine if this is necessary based on the issue. If any criminal action takes place (such as bringing any illegal items or substances to an event or meeting) this officer will be placed on automatic suspension and in this case can be removed from the chapter by a majority vote of the Senior Staff alone for the protection of the chapter and its members. The USS STORM is not a forum for you to solve any personal problems you might have. We are a forum for fun, recreation and creative expression. We want to have a friendly carefree atmosphere but certain rules of conduct do apply. The rules of conduct of a STARFLEET Officer are the ones we operate by. We ask that you follow them.

The following guidelines shall be followed by the Senior Staff of the USS STORM in cases where disciplinary procedures are considered necessary:

- Verbal Reprimand - A verbal reprimand may be issued by any STORM member to any fellow member who is conducting him/her self in away detrimental to others.
- Formal Reprimand - A formal reprimand shall be issued by the Senior Staff if the Verbal Reprimand is not obeyed or is considered to be inadequate to the violation. These violations shall be entered into the record and held for a period not to exceed six (6) months. In order to issue a Formal reprimand, the Senior Staff must receive a written warning sponsored by one Senior Staff member.

The Senior Staff will discuss the need for the formal reprimand and vote on it. Such a vote must pass by at least a fifty one percent (51%) majority of Senior Staff members voting and enough Senior Staff members must be present to make a quorum, although the presence of the offending member is not required. Chapter members receiving formal reprimands must be notified within one week of the Senior Staff vote.

- Suspension - Should three formal reprimands accrue to a member's record within a six (6) month period, this person shall be subject to a mandatory six (6) month suspension from the USS STORM membership and shall be excluded from all activities and functions. Suspensions shall be entered into the crewmember's permanent record and shall not be removed. As suspension is a serious step, and it is considered necessary to protect other crewmembers from the actions of an individual who cannot conduct themselves in a manner befitting an officer, suspensions shall include the loss of all rank and promotion points, as well as any position of authority held by the offending officer.
- Expulsion - Once a crewmember receives his/her third suspension, that member shall be expelled permanently from the crew of the USS STORM. All monies paid to the USS STORM up to and including termination date, are non-refundable.

Article IX: U.S.S. Storm Officer and Crew Member Code of Conduct

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

The crew of a Starship is a mirror image of the Captain. Their attitudes, successes, failures, dreams and nightmares reflect what they have seen and heard from the center seat.

Article X: Ship Policies

Illegal Substances/Drugs

Any discovery of illegal drug use or possession by a crewmember at a ship function means an automatic discharge from the USS STORM period. If an away-team is participating in a non-STORM event where drugs are discovered, the away-team is ordered to immediately transport out of the location and/or vicinity of the event.

The Senior Officer in command of the away-team is to file a complete and detailed report with the Captain and the Senior Staff the day immediately following the incident, after which a full investigation will be conducted. Failure to comply will result in harsh disciplinary action at the Captain's full discretion. A security team of but not limited to four (4) officers will accompany all away-teams for the safety of the away-team as well as the safety of those at said event.

Parental Consent

For everyone's safety, when we go on an excursion, all minors must provide the USS STORM with written consent form from at least one legal guardian. Also, a completed emergency medical form for each person attending, regardless of age. Said forms will be provided with the membership packet and are available from the Chief Medical Officer. These records will be and are kept strictly confidential, with only the crewmember's Division Chief, the Chief Medical Officer, the ship's Captain, the driver and the EMS having access while on an Away-mission.

Transportation/Expenses

We understand that not everyone drives a shuttle or owns a shuttle (car), however, it can get quite expensive for the few people who do all the driving aboard. For this reason a variable rate gas charge will be charged to all members seeking transportation to club events. This charge will depend on the distance to said event and the number of persons riding in a single vehicle. A member will not be responsible for costs associated with vehicles they did not ride in. For most trips, this charge will be about five dollars (\$5.00) round trip. Members needing a ride must contact the project coordinator or their Senior Staff Chief at least three (3) days before the event. If you come to a meeting and need a ride home you must make provisions before coming, with the exception in an emergency situation.

Article XI: U.S.S. Storm Finances

Starships (Chapters) of STARFLEET, The International Star Trek Fan Association have a wide variety of dues arrangements ranging from none to ten (\$10.00) dollars per month or higher. The USS STORM does not charge dues at this time.

It is the Commanding Officer who is solely responsible to account for, collect, distribute and maintain ship or shuttle craft (an extension of an already existing chapter) funds. While other officers may be assigned various involvements with ship finances, the CO is the ultimate authority in such matters.

The Commanding Officer is liable for mishandled, lost or stolen funds. A Commanding Officer is responsible for assisting in the accumulation of such funds, as a ship may need for routine operation. This does not imply that the Commanding Officer must personally raise money. Responsibility of funds for the USS STORM Commanding Officer is collecting donations*, fees and maintain accurate records thereof, keep record of disbursements of funds as approved by the Senior Staff, prepare budget reports and financial statements for the Senior Staff, maintain STORM bank accounts, and help to develop financial strategies that promote fund raising to support the work of the USS STORM.

Financial reports should adhere to the following format:

1. Balance as of the last general meeting.
2. An itemized list of all expenditures since the last general meeting
3. New balance and effective date

STARFLEET empowers all Captains with the financial security of their ships. The Captain and Executive Officer are the only officers allowed to write checks for the USS STORM. As a standard practice the Captain and/or Executive Officer cannot write any check above the amount of \$50.00 dollars unless it is for a normal club operation purchase. That being the cost of newsletter copying, membership material copying and postage for membership packages or newsletter distribution. Anything above the cost of \$50.00 concerning the USS STORM's expenses is discussed and voted upon by the USS STORM's Senior Staff whom are required to offer opinion on the expenditure.

In the event the USS STORM is voluntarily or involuntarily decommissioned (dissolved as a chapter of Starfleet, The International Star Trek Fan Association), all monetary properties and

assets will be used to resolve any outstanding debts. All remaining assets (monetary or otherwise) shall be donated to a charity (of the Captain's choice) on behalf of USS STORM.

*Donations will cover the rent of space for meetings, refreshments, and various materials as needed, etc.

Article XII: Promotions

The Promotion Board

The promotion board shall be made up for the Captain, First officer and Chief of Operations; the board can be convened annually on the one year anniversary of a members last promotion, at the special request of the members Department head, or at the request of the member themselves.

In order to encourage crew performance, promotions can be granted one of three ways-

1. Excelling in his or her duties for their department or for the ship as a whole.
2. After the one year anniversary of the last promotion
3. At the Captains discretion.

Departmental Guidelines for Promotions

1. Chiefs are encouraged to nominate members within their departments as they see fit.
2. The Chief may promote his/her department members up to the rank of MCPO without obtaining Command Staff approval. Any advancement above MCPO must comply with the regulations of the USS STORM. Such promotions must be approved by a majority vote of the Command Staff, (the Captain, Executive Officer and Chief of Operations). The Captain will then issue the formal notice to the individual with copies to the Executive Officer and Chief of Operations, and the Chief of the individual's department.
3. When a member has gained met all other requirements as specified within this section, that individual's Chief must then notify the Executive Officer of the promotion request. The Executive Officer will then notify the captain and it will be brought before the promotion board.

After you reach the rank of Commander you can be recommended by the Captain and Senior Staff to the Executive Committee and Fleet Admiral of STARFLEET for the ranks of Captain and above, They approve any rank above Commander.

Article XIII: Uniforms

The STORM maintains the standard uniforms of monster maroons and/or black BDU style for marines. However, members are free to wear ship T-shirts, other movie versions, TNG, VOY, DS9 or TOS uniforms. The only requirement for uniforms is that the member wears the proper color code for their chosen department/position. If you do not have a duty uniform or a dress uniform, do not worry. Information for obtaining one will be provided.

Article XIV: Amendments

This Officer's Manual & Bylaws, or any portion thereof, may be amended as follows:

1. Suggestions or proposals to amend these bylaws should be submitted to the Senior Staff for review, further development, deliberation and recommendation for approval or non-approval to the General Membership at least one (1) month before the General Membership meeting.
2. Major revisions in the established bylaws, as determined by submission to and discussion by either the Senior Staff or at a General Membership Meeting, will be deferred until the Annual Meeting. Amendments to the bylaws cannot be introduced at the Annual Meeting.
3. The Captain and the Executive Officer reserve the right to insert any and all additions that are not considered "major revisions" and do not require a majority vote by either the Senior Staff or the general membership.

After quorum is established, voting on any amendment can proceed.



USS Storm Handbook and By-laws, first edition, October 2009. Edited by Rear Admiral Larry S. Neigut. Special thanks to the USS Asimov, USS Malverne, and USS Sovereign for their contributions to this document. Revised by Captain David Sladky May 2011