

# USS ORION NCC-74915

## **Chapter Bylaws**

Revised March 27, 2004

**U.S.S. Orion****NCC-74915****BYLAWS**

## Preamble:

The Starship U.S.S. Orion, NCC-74915 provides an outlet for persons of diverse backgrounds to interact and share the vision of Gene Roddenberry in the Star Trek universe. Our primary goal is to enjoy Star Trek through social activities, and holding general meetings, and to promote the ideals of the Star Trek universe through community activities. Finally and most importantly, that we can have FUN while we do these things.

## General Information:

1. Prime Directive: The promotion of good will, and community service, and having fun while operating in the genre of Star Trek.

2. Name and Affiliation: The name of this organization shall be U.S.S. Orion, hereafter referred to within this document as organization "Orion" and "U.S.S. Orion" a charter member of STARFLEET. This organization will exist as a non-profit organization.

3. Location of his Organization: The U.S.S. Orion will operate out of the City of Colorado Springs, Colorado, and service the SFI chapter needs interested national members up and down the front range.

4. Purpose of this organization: The purpose of this organization is as follows. To engage in all legal activities in the state of Colorado and all other states. To provide a forum for persons with and interest in the Star Trek universe; to promote an optimistic future through community service, social activities, and organization and the appreciation of science fiction. This purpose shall be achieved through the organization holding monthly general meetings for execution of business and planning activities and supplementing those meetings with special activities including, but not limited to, community service activities, attendance at conventions and crew parties

5. Statement of Execution: We, as the members of the U.S.S. Orion, fully support STARFLEET, and their purposes and maintain a similar structure based on the needs of a Starship. However, this Starship is a social club, not paramilitary organization. The ranks issued are strictly honorary/fictional and are only used to complement the uniforms we wear, to indicative of position or performance. We use military terms in the fictional side of our involvement. The organization shall hold monthly general meetings for execution of business and planning activities. These special activities shall include, but are not limited to community activities, conventions, and crew parties.

## 6. Departmental Structure:

## A. Staff Structure:

1. Executive Staff: Consists of the Commanding Officer (CO), Executive Officer (XO), and the Chief Operations Officer (COO), which who leads the organization. The executive staff serves at the pleasure of the membership.

2. Command Staff: Consists of the Executive Staff and the Department Heads. They are appointed by the Captain.

B. Departmental Structure:

1. Operations: The chief stands in for the CO and XO in their absence, maintains the ship's records, and conducts the ship's votes, maintains and disseminates ship's records, mission logs, educational records, promotional records, and conducts ship's votes.
2. Communication: Is responsible for The chief is cognizant of all codes, incoming and outgoing messages, all alien languages, maintains maintaining a telephone list, and passing information quickly and accurately as needed to the crew, works as a liaison to other ships, and distributes the ship's newsletter.
3. Computer Operations: Maintains the ship's web site, acts as the ship's E-mail reflector, and supports ship wide computer applications to include, but not limited to flyers, pamphlets, and the ship's monthly newsletter.
4. Ship's Special Services: The chief handles recreational operations and galley services. The chief of the department also coordinates fundraisers, set-up and teardown of meeting rooms, refreshments, departmental support, and transportation to ship events for those who need it.
5. Engineering: The chief is responsible for all engines, ship's systems and weapons, damage control, and is responsible-mission related projects, technical support to other staff-departments such as, but not limited to construction of displays, banners, away mission kits, etc.
6. Medical: The chief maintains the organizations first aid kit, and maintains pertinent medical histories of members.
7. Sciences: The chief reports on physical and biological sciences, data collection, research operations, and contacts local groups for continuing scientific adventure (i.e.: US Space Foundation, USAFA Planetary Observatory).
8. Security: The chief maintains the ship's arsenal, conducts prisoner escort and guard, and accompanies the landing teams. The chief maintains order at meetings, acts as Sergeant at Arms escorts the command staff at conventions, directs shipboard security, and plans convention control.
9. Cadet Corps: is the youth involved in the training and shaping of future STARFLEET members.
10. Liaison Officers: Any dues paying members, not normally affiliated with the United Federation of Planets assigned as a military, scientific, advisor or ambassador by a foreign planetary authority; and may hold ranking duty aboard the U.S.S. Orion.

6. Governance: In no way will the constitutions of the organization conflict with the General orders of STARFLEET.

7. Ship's Operation:

1. Constitution: The bylaws of the organization will be considered operational guidelines constitution of the U.S.S. Orion organization.

2. General Orders: The general orders detail more of how the constitution is implemented. General Orders cannot be used to change the constitution, and in no way shall conflict with it. Proxy vote or a simple majority vote of the members can alter them. Since general orders describe the methods for the day-to-day operations of this Starship, any changes will be seriously considered.

3. Availability: All of the Governing Regulations documents of this Starship are of a public nature, with no intent toward subterfuge. Therefore, they and are available to all interested persons upon request.

4. Governance: In no way will the constitutions of the organization conflict with the General orders of STARFLEET.

Membership and Definitions.

1. Membership:

A. Membership in the organization shall be open to all those interested in our purpose and objectives without regard to race, creed, color, sex, age, mental or physical impairment, personal lifestyle, or planetary origin. Statue of membership will be contingent on dues paid and adherence to the rules and provisions set forth in the organization's bylaws.

2. Membership types:

A. Active Member: Anyone who has paid the organization dues and/or maintains SFI membership, with their SCC numbers registered to our chapter as their primary membership, and attends at least three (3) monthly meetings, and continues to participate at monthly meetings.

B. Standing Member: A paid member who has joined the organization and has yet to meet the attendance requirement for active status, or who has not earned any promotion points for more than six (6) months and/or holds SFI memberships.

C. Correspondence Member: A paid member of the organization but is unable to attend events and/or meetings.

D. Associate Member: A member of SFI who holds their primary duty assignment on a different vessel, but maintains a paid membership in the organization.

E. Local Member: A paid member of the organization who holds no membership in SFI.

F. Honorary Member: A member of the organization who has been granted a special dispensation of dues for a defined period of time.

G. Cadet Member: Any member under the age of ten (10), who has a valid parental permission slip to attend the ship's functions.

H. Transfer Member: Any member who enters our ship from another ship, and who shall maintain an equivalent rank to the one already held, with appropriate proof.

3. Term's Definitions: A Starship publication or announcements may make use of the following terms:

A. Crew Member: Refers to anyone who is a member of the U.S.S. Orion.

B. Executive Staff: Refers to the Commanding Officer (CO), Executive Officer (XO), and Chief Operations Officer (COO).

C. Command Staff: Refers to any member of the governing board on the Starship. This includes the Executive Staff and the Department Chiefs Heads.

D. Assistant Department Officers: Refers to any crewmember that is chosen by a department head to assist them in running the department.

E. General Members: Refers to crewmembers that are not Command Staff. Assistant department officers are considered to be general members.

F. Founding Members: Are members who formed the Starship from its inception. If a founding member leaves the Starship for any reason, and rejoins at a later date, they will still be considered a Founding member.

G. Charter Member: Are members who have been in the Starship since it's commissioning. Charter members are defined as those members whose names appeared on the starship's roster on the date of the commissioning, and who have remained members of the Starship since that date. Charter members who leave the Starship for any reason, and later rejoin, shall no longer be considered Charter members, by reason of membership lapse.

Ship's Organization:

1. Executive Staff: The Executive Staff shall consist of the Commanding Officer (CO), the Executive Officer (XO), and the Chief of Operations (COO).

A. Commanding Officer: The Commanding Officer is the President of this organization. He/she, the Caption presides over monthly meetings, represents the organization at all levels in SFI, and supervises the work of the Command Staff. The CO ensures that members of the national organizations are informed of national, regional, and local events. The CO is ultimately responsible for all chapter finances, and oversees the day to day operations of the club.

B. Executive Officer: The Executive Officer is the second in command. The XO stands in for the CO in their absence, supervises the work of committees and represents the membership to the CO. The XO is responsible for processing promotions for members when they have been earned them. The XO also receives recommendations for awards, and heads the awards committee.

C. Chief of Operations Officer: The Chief of Operations Officer acts as the chapter's secretary. The COO keeps track of the ship's records, and distributes the information to personnel and departments as needed. The COO stands in for the XO and CO in their absence, and conducts the ship's balloting.

2. The Command Staff: The Command Staff shall consist of the Executive Staff and the Department Chiefs.

A. Department Chiefs Heads: The Department Chiefs are the heads of one (1) department. They are responsible for the members of that department, any projects for that department, and reports to the Executive Staff. A Department Head is a officer that has authority over their department. They are responsible for ensuring that the tasks of their department are executed, and reporting back to the Executive Staff. To earn promotion points for holding this position they must submit a written report to the Solar Eclipse once per month.

B. Financial Officer: The Treasury officer sets up and maintains a bank account in the ship's name. The FO is one of three people in the club able to sign the checks to make them valid (the other two are the CO and XO). The Financial Officer itemizes all expenditures and income the ship receives, maintaining a complete record of all transactions on a spreadsheet (either a record or a paper ledger), that he presents for inspection by the crew. The FO also informs the members when their dues are up for renewal. To earn promotion points for holding this position, the FO must submit a written report to the Solar Eclipse once per month.

C. Liaison Officers: These are any dues paying members, not normally affiliated with the United Federation of Planets, assigned as a military, scientific, advisor or ambassador by a foreign planetary authority; and may hold ranking duty perform duties aboard the U.S.S. Orion. Typically these officers will be ranking officers in independent clubs that are autonomous of Orion, but participate in the ship's events as local members.

D. Chain of Command: A chain of Command is established as a method for passing information up to the Captain, and down to the individual members of the crew. A flow chart for the method of passing pertinent information is detailed in Appendix A. U.S.S. Orion NCC-74915.

#### SHIP'S ELECTIONS:

1. VOTING DEFINITIONS Terms: A Starship publication or announcement may make use of the terms:

A. Quorum: A simple majority of the active members present at a meeting is the minimum of active and local members needed for a vote. For this organization a quorum will constitute fifty percent of the active and local members.

B. Super Majority: As a 2/3's vote by the members' present vote by the members present.

C. Simple Majority: Is a 50% vote by more than half of the members' present vote.

2. Member Voting Balloting Eligibility: Any active, local, or cadet member over the age of fourteen is eligible to vote on ship's business. Only members that are registered with the national organizations can vote on national issues.

3. Voting Types of Ballots:

A. Show of hands is most common voting style and requires a majority vote to pass. It is simply counting the hands raised when a vote is called.

B. Open Ballot is similar to a show of hands, but requires a written response.

C. Closed Ballot: This is the form of voting is also called "Secret Ballot". It requires a written response and allows the voter to remain anonymous.

4. Proxy Votes: Proxy votes are to be in written form; stating the direction of the vote, who the designated proxy holder is, and is signed and dated by the person who is giving the proxy vote.

5. Election: The elections of the Executive officers will be held on a BI-annual basis. Special elections; due to vacancy of position, failure to pay dues, or other problems; will be held within 2 monthly meetings. A simple majority is required to carry the vote.

6. Election of Department Heads: the members of the department nominate Department Chief's Heads. The Executive Staff votes on the nominees for said position. The captain will appoint a department head from the nominees. An application will be provided.

7. Term Limitations: A member cannot hold the same position for more than two (2) consecutive terms. This does not include emergency situations.

8. Eligibility for Elected Positions: Any active member who is nominated for the position.

A. The Captain and Executive Officer must be members of STARFLEET and have passed OTS and OCC. They must also be active members on U.S.S. Orion. Once elected the new Captain or XO must be willing to join the other national organization if not already a member, and complete any required command level courses. The newly elected person has nine months to complete all needed courses and meet the membership requirements.

B. Department Heads must be members of either STARFLEET, and have passed OTS or OCS. They must also be active members on U.S.S. Orion.

9. Veto Power Vote: The commanding officer has the power to veto most any action, except for expenditures; however, a simple super majority of the Command Staff may override the veto. This power extends to votes on finances and standard ship's business. It does not extend to the deletion of Executive Staff Officers or the Recall of Elected Staff Officers.

10. Length of Terms: Elected Executive Staff members serves a two (2) year term, unless they resign, are incapable of completing their term, or are removed as outlined in Article IX with a member of the Executive Staff, the following procedure may be implemented:

A. An active member may make a motion to recall the Executive Staff Member at a ship's monthly General Business meeting. The motion must be seconded.

B. The Executive Staff Member can choose one of two actions:

a. Resign the position before the next scheduled monthly General Business meeting, or

Announce an intention to retain the position.

c. If the Executive Staff member intends to retain the position, then the vote to recall will occur at the following scheduled monthly General Business meeting. An operations officer will be selected by a simple majority vote of all active and local members present to conduct the recall election. The officer named cannot be on the Executive Staff or the Financial Officer, but can be selected from the remainder of the command staff, and any other active members that is present.

d. The Communications department will inform all local and active members forty-eight (48) hours prior to the scheduled General Business meeting in which the recall vote will be conducted.

e. Proxy votes will be delivered to the operations officer conducting the recall vote at least twenty-four (24) hours prior to the vote.

f. The Executive Staff Member is given opportunity to defend their position in an establishment to the Membership gathering immediately prior to balloting.

g. Balloting is conducted by the operations officer placed in charge of the election. Balloting will be a closed ballot.

h. The operations officer and the Financial Officer will tally the votes in private.

i. Results will be announced to the attending members immediately after the results are tallied.

Promotion:

1. Promotion Guidelines: For the enjoyment of the crew and to promote the Star Trek theme, all members of the chapter may earn rank. Rank is earned through participation in the U.S.S. Orion and its activities. There are a number of ways to obtain promotions within SFI. The simplest is through enrollment in SFI Academy Officer Training School, or Officer Command College, which educates the applicant in SFI policy and management. This allows a full commissioned promotion into officer grade upon successful completion of the course.

2. Organization: Five U.S.S. Orion's members will make up promotion review board. It shall be chaired by the Executive Officer and consist of four randomly selected U.S.S. Orion active crewmembers.

3. Disclaimer: It should be stressed that SFI are not paramilitary organizations. Rather, they are organizations based on the high principle and ideals of Star Trek. All rank is fictional and serves only to enhance the theme of the club reflect a member's length of time in and contribution to the organization. The fictional rank does not give any member authority over another member and by holding rank, a person in no way sacrifices his/her legal rights in/out of this organization. Participation in any activity is strictly voluntary.

4. Notice: The following are guidelines for the promotions of the U.S.S. Orion's crew. These guidelines are subject to change by the membership. Written proposals for changes may be submitted to the board Command Staff and will be reviewed by the next time Command Staff Meeting time the board meets. While the Commanding Officer has veto power on any suggestion, a super majority vote by the Command Staff promotion review board will overrule his/her the veto.

5. Eligibility for Promotion: A point system is established as the criteria for promotion implemented to ensure members are promoted in a timely manner. Once a crewmember has accumulated the necessary amount of points, the XO will have the promotion materials gathered (letter of promotion, promotion certificate, and appropriate rank insignia). As a general guide for when a member should be reviewed for a promotion. Command personnel, as well as department heads may nominate any active U.S.S. Orion crewmember. The aforementioned crewmember may also appear before the promotion review board to give their personal insight to support a nomination. A member may also petition the promotion review board for an increase in grade hearing. Promotion ceremonies are held during the first meeting of each quarter (Jan., Apr., Jul., and Oct.)

6. Brevet Rank In order to fill certain department head slots, the organization may not have enough active officers willing to serve. If such a case arises, a local member or an active enlisted member may be appointed to fill the position. In such a case they will be promoted to the rank of Brevet Ensign. The Brevet Ensign has nine months to meet all national membership requirements, and to complete OTS. Upon completion of these requirements the Brevet Ensign is promoted to the rank appropriate for the promotion points that they have accrued. Failing this requirement will have the Brevet Ensign removed from the position, and returned to a rank commensurate with promotion points earned. There is no brevet rank above ensign.

7. Promotion by Election: In the circumstances that active member is elected to either CO or XO, they will be immediately promoted to the rank of Captain and Commander respectively, regardless of promotion points earned up to that point. Should the new CO or XO maintain the position for at least one-year, they will maintain this rank after they leave the office. Should they leave office prior to one year, they will revert to a rank commensurate with promotion points earned.

8. Criteria: It is the duty of the promotion review board to receive information from appropriate sources relevant to the performance of any crewmember. Guidelines for promotions cannot be rigidly structured and committed in writing. A point system is implemented to aid the board, about is only to be used as a guide and not set policy. It is the purpose of the promotion review board to recognize an individual for their performance aboard the U.S.S. Orion.

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

- \*Grade and time in grade
- \*Attendance and participation in crew meetings
- \*Attitude toward duties
- \*Attendance and participation at U.S.S. Orion functions
- \*Attendance and performance in SFI Academy Schools
- \*Field promotions

Procedure: The promotion review board shall determine qualifications required to fill the desired position and determine the candidates' fitness for the said position/rank. This recommendation will then be forwarded to the commanding officer for his/her consideration. The committee may give one of two responses to the commanding officer; Promotion

Recommended or not recommended.

Validation: The commanding officer shall approve/disapprove the promotion recommendation, and will render his/her decision to the Executive Officer. The commanding officer has no authority to promote members of the crew without a recommendation from the review board with the exception of field promotions.

7. Rank Structure: See Appendix A of the main handbook.

A. Cadet Ranks Note: Cadet Ranks are the same as the adults, Exception: Insignia are Silver Bars with Red Boxes. The rank insignia is the same as the provisional officers as seen worn by Maquis members of the crew on Voyager.

8. Point System: See Appendix B of the main handbook.

9. Awards: See Appendix C of the main handbook.

Crewmembers aboard U.S.S. Orion may earn awards that will in turn count towards their cumulative promotion points. They are separated into three categories: Executive Level, Command Level, and Department level.