

GENERAL OPERATIONS MANUAL FOR MEMBERSHIP

The Introduction – Welcome to Starfleet, Sol Sector Command. The newest and what we hope will be the most exciting Star Trek fan club you will ever enjoy. We offer a wide variety of fandom options from networking, chapter creation, prop collecting, professional costuming and just plain fellowship in the mutual love of Star Trek. This short manual will outline for you who and what we are, what we do and how we want you and yours to be a part of it. If you have any questions, please feel free to ask. Welcome aboard. Please take your station and prepare for departure!

The Mission Statement - For years, Star Trek fan clubs have come and gone. Some remain but still to this day do not provide the experience fans are looking for. Whether it be not enough Trek in Trek fan club or other failure, people have always wanted MORE.

Starfleet, Sol Sector Command is a committed group of fans that have elected to create the ultimate fan experience while also deciding two major things that we've seen collapse other clubs. We will NEVER charge a membership fee and we have a 100% zero tolerance policy for the drama that people have found distasteful over the years. We are committed to having fandom be synonymous with FUN.

Each chapter will essentially serve as its own entity reporting to the Fleet Chief of Operations. Using means such as social media and networking sites, S,SSC will connect Star Trek fans from everywhere to one another for the purpose of locating vendors, conduct professional costuming, getting together meeting groups, setting up convention meetups and simply keeping Gene Roddenberry's dream of a better future alive for generations to come.

By networking these things, fans can more completely locate other fans in their areas, attend meetings and functions as part of larger, more recognizable groups and give the license holders more defined reason to carry on creating shows, movies and other media for us to enjoy.

There is a Command Council of five members that carry out the day to day affairs so that chapters can simply concentrate on being chapters. Positions that become open will be publicly announced to potential candidates and will be voted on and confirmed by said Council. Terms of Service to be established later and as needed.

We offer a wide variety and next to no "micromanagement" of chapters and encourage Trekkers from all angles to play happily! We demand that all members conduct themselves in a manner consistent with the highest morals of Starfleet Officers and people of good conscience, representing this organization professionally at all times.

Apart from that, the rules are simple. Have fun, Trek hard and....

Live Long and Prosper!

Section 1 Member Basics

1.1 The New Member

1.1.1 The New Member's Path – Greetings and welcome to you, Cadet! You have elected to follow your dreams and serve in the Starfleet, Sol Sector Command Star Trek Fan Group! We hope that you have as much passion for keeping Gene Roddenberry's Dream alive as much as we do. From this point, your personal adventure is completely up to YOU! We have worked long and hard to provide for you the Trek Fan Club that we hope everyone wants and that you can enjoy to its fullest.

This Manual will contain the information needed to completely understand how this organization works, how it can grow and how YOU can fit in and contribute. We are dedicated to a "play It your way" environment with only limited oversight from above. The Chain of Command is easy here and we ALL have an open-door policy.

As a new member, you will be confirmed by the issuance of your Member Service Number which will be generated and sent to you so we can make sure we can track your progress and make a personal spot for you in our upcoming database. The format will your primary initials followed by a randomly created five-digit number. This number will be used on all official communications with you and all official correspondence.

Things for you to think about are:

1. Do you have a character persona or chosen "alien race"?
2. Do you have an area of specialty that you prefer such as Security, Engineering or Sciences?
3. What time period are you thinking most appeals to you within the Trek multiverse?
4. Are you going to go it alone or try and earn the coveted "Center Seat" and Captain your own group?

Without doubt there are just as many groups out there as there are types of fans. We do not now nor will we ever suggest that you may ONLY belong to ours. We encourage and welcome you to seek fandom in every aspect that it's offered. What we aim to provide you is the BEST Trek fan experience you can be offered. At no time will you be asked for a membership fee, nor any other form of dues. Financial policies will be clearly outlined later in this manual.

That being said, please take the time to review and make yourself familiar with this content of this manual and it will likely answer most questions you may have.

1.1.2 Deciding the Individual Path-The Individual's Path is that of Commissioned Officer or Enlisted Crewman. Officers are generally your leadership corps and handle most of the items of responsibility from Department Heads and up. The Enlisted Crewman is no less valuable, but may be better suited for people that enjoy the idea of being part of the group without the added work of leading others.

The ranks from the beginning are:

ENLISTED

E-1 Crewman
E-2 Crewman First Class
E-3 Able Crewman
E-4 Petty Officer 3rd Class
E-5 Petty Officer 2nd Class
E-6 Petty Officer 1st Class
E-7 Chief Petty Officer
E-8 Senior Chief Petty Officer
E-9 Master Chief Petty Officer

COMMISSIONED

O-1 Ensign
O-2 Lieutenant Junior Grade
O-3 Lieutenant
O-4 Lieutenant Commander
O-5 Commander
O-6 Captain

FLAG OFFICERS

O-7 Fleet Captain
O-8 Commodore
O-9 Rear Admiral
O-10 Vice Admiral
O-11 Admiral
O-12 Fleet Admiral
O-13 Fleet Admiral (Emeritus)

This process is mostly governed at the Chapter level as promotions of personnel are up to the Chapter Commanders and their Staff. Support from the Command Council and the Zone and Fleet Captains will be provided to create solid promotion plans that do not advance the member too quickly but also

ensure that said member is recognized for promotions when they are appropriate.

1.2 The Chapter

1.2.1 Forming a Chapter – The Chapter or each Ship within the club is essentially its own free agent. Captains and their crews are able to select everything from their vessel's selected time period to the uniforms standards to their own awards and promotion scale all the way to Commander, with the rank of Ship's Captain to be conveyed upon a member as they take command of a chapter.

Chapter organization is quite simple.

CAPTAIN (CO) - There is one Captain, the Commanding Officer who is the primary voice of the group and is in charge of final decisions where the ship is concerned. This officer reports to his Zone Commander. This officer is considered the guiding force and the central leader of the ship.

Executive Officer (XO) -They are supported by an Executive Officer or XO, who holds the rank of Commander. This officer is the other half of the Chapter's Primary Leadership Element. The Executive Officer oversees the chapter's operations, hands down the Captain's orders and is the first step in any disciplinary resolution process. This will be outlined later. The XO should be fully capable of stepping up In the event of the Captain's absence or inability to command.

These officers may elect or appoint subordinate staff such as:

Ship's Operations Officer/Chief of Operations – typically the Second Officer and third in the traditional command structure. Where complex votes or items requiring such are needed, the Second Officer is considered the tie breaker – although individual chapter structure is not governed that tightly. These officers also oversee and coordinate the individual Department Heads which are listed traditionally as follows:

CSE – Chief of Security

CEO- Chief Engineering Officer

CMO- Chief Medical Officer

CCO- Chief Communications Officer

CSO- Chief Science Officer

SSO- Ship's Services Officer

And other departments the chapter sees fit to create or need.

Ship's Chief of Staff – This officer supports the CO, XO and Second Officer by overseeing and collating data from the following:

SC – Ship’s Counselor

QM – Ship’s Quartermaster or Logistics Officer

SRS – Ship’s Religious Services or Chaplain (if your chapter elects to have one)

SPO – Ship’s Purser’s Office or Finance Officer (again, elective)

PAO – Public Affairs Officer

And other stations as the chapter sees fit to create

1.2.2 The Chapter Transition Process – This area fills in the question of “what if my whole group wishes to transfer over to Starfleet, Sol Sector Command?” The answer is YES, you CAN! We are saddened that the last group your chapter participated in did not provide the experience you were seeking, but we are also ecstatic that we get the chance to change that here!

Prospective new groups have only to reach out to the Fleet Chief of Operations to begin this process. We will require a Crew Manifest to let us know who all is coming in to our club, a brief history of what your chapter has done and its pertinent history, links to your chapter’s social media and web presence so that we can link you to our club via Central Operations and so on.

Provided there is not conflict with another existing chapter’s name and hull registry, you are pretty much good to go within the Sol Sector Command. Should there be a conflict with another chapter, seniority will apply. We WILL try to resolve these issues with as little drama as possible.

Note that we may not elect to recognize your rank from a previous club as it was not earned with us and we are not trying to have a field full of flag officers with nothing to DO. We WANT to recognize your service as a reflection of your time with US. As time passes, there will be a concise Awards Program put in place. But remember, Rome was not built in a day.

1.2.3 The Making of a Crew – While these groups can be one of the most rewarding things people can do, sometimes things happen. People have personality conflicts, differences of opinion and so on. This is perfectly normal and resolution becomes necessary to move past said issue. While the Command Council is not tasked with conflict resolution as one of its duties, that doesn’t mean that we won’t help. We have all been around these clubs and chapters for many years and have been through it.

These matters should start with your Zone Commander and then progress up the Chain of Command as needed. The general rule is “at the lowest possible level”. We are NOT going to do as other groups do and air out our dirty laundry in public. IF a problem arises that the CO and the ship’s staff cannot repair, then leadership can be sought.

Creation of a solid crew centers around making sure that no one goes unrecognized. People begin to feel stagnant and as if they don’t matter and that’s when problems start. A good Command Crew

keeps the group INVOLVED. Three simple things are keys to long living chapters: DELEGATE, COMMUNICATE and RECOGNIZE.

Delegation of duties and letting your Department Heads run their departments means knowing your people can do their jobs and not micromanaging them. Let them show you what they can do. Set up a monthly reporting schedule. Don't try to take on the galaxy by yourself. Being a leader means knowing when to count on your team. However, you should also be willing to step in and be the motivator when things aren't going as planned. Be the person people WANT to follow.

Communication sounds easy but it takes skill. You are going to have people who think and believe differently about literally EVERYTHING. That said, you are more a moderator sometimes and under the auspices of IDIC, sometimes you may have to refrain from interjecting your personal opinion and do what the situation calls for. Make sure your personnel are FULLY informed of what you expect from them. Set goals and tasks. Make sure they understand that you WANT them to have fun and know that in that process they are USEFUL. Let them run meetings, organize tasks that are specific to their areas and make places for them to advance. Rank is NOT everything. People are far more interested in knowing that their efforts were not pointless.

Recognizing your crewmen doesn't mean slapping a pip on their collar every two weeks. It means that you inject the personal element of OPENLY talking to the rest of the crew about things that this person has done. Set up Ship's Awards programs which could be something as simple as a certificate of appreciation, Member of the Year, Department Head of the Year and so on. Rank needs to be about a person's demonstrated leadership abilities and NOT about what they've done. While it's true that sometimes these things CAN go hand in hand, it is NOT a good idea to use ranks as a reward. This leads to people "hunting" rank and making it an obsession. Let your crew know you SEE and APPRECIATE them out in the open.

1.2.4 Creating and Launching New Chapters from Existing Chapters – The creation of a new chapter is what we live for most. It means that a group of fellow fans have gotten together to LIVE THE DREAM. It's literally one of the easiest things you can imagine. There will be Academic Certifications required as the club grows, but for now what we ask is for the prospective CO and XO to have at least 5 members in a group.

A NEW group will start under the following requirements:

A SHUTTLE: will consist of a group of FIVE members, CO and XO included. This means that the group has room to grow and earn its place among its peers. This can relieve the stress of trying to form a fully staffed starship with only limited members. The option also exists to list your chapter as an Away Team from another chapter or even a Deep Space Outpost. We don't want to limit the ability of our members but we also need to consider the propriety of much larger groups that are setting the membership bar. We FULLY understand that some areas do not afford massive levels of people to recruit from and we are no way unsympathetic to this. Special accommodations can and will be

made for groups that demonstrate the sincerity of effort over time. Jumping chapters to starship status sets no goals for growth and doesn't allow for recognition.

A STARSHIP: is the premier group within Sol Sector Command. This is the backbone of The Fleet and the most recognizable element within our club. A Starship will consist of **TEN** members. With one Captain (CO) and one Commander (XO). Personnel who have completed terms of service where promotions beyond Captain or Commander are NOT to be demoted at the completion of their service. The more members a single chapter has, the more they can get done. It is encouraged although not mandated that a chapter try to contain it's members to a geographical range conducive to it's members being able to attend and participate regularly.

Having more than one chapter in a city is COMPLETELY doable but members should be careful to not start "member poaching" and "taking your ship and going home" as has been seen in other clubs. We are NOT going to allow this. We want people to get along and have FUN. Make it COMPETATIVE in your area and get your groups together in fandom.

OTHER CLASSES: We also encourage DIVERSITY! If you want to be a Runabout (to be given the NX designation until graduated to full starship status) , Space Lab, Outpost, Task Force or Deep Space Station – it CAN be done! Just ask your Zone Commander and we will see about making it happen. Limitations are not something we want to do here so long as what's being requested is TREK and in good fandom spirit, very rarely if ever will the answer be no. And we assure you, if it is a no we WILL give a concise explanation as to why and we will offer a counter solution. But ASK ANYWAY! We WANT to hear your ideas!

THE USE OF THE -A DESIGNATION AND BEYOND – The use of the -A designation and beyond is restricted to chapters who have endured their first 5 Year Mission and will be issued as a Special Commendation from the Chief of Operations.

1.2.5 Promotions Within a Chapter – are quite frankly NOT something the chapter is going to be dictated to beyond the prescribed regulations. We suggest strongly that you NOT promote quickly or without good reason. Create a "time in grade" and point system to make it a little harder to earn rank and this is one of the most hotly contested issues chapters face. We also suggest making the service term lengthy enough that your chapter doesn't get full of Captains in one year. The job of being a Captain SHOULD be HARD and should require more than just signing one's name as such.

Your chapter is at FULL liberty to make your own policies about internal promotions and reductions but we suggest strongly working out your chapter's awards program first. Not everyone is going to pursue a commission and not every officer is going to want command. Just make sure that however you set your group up, it's always in the best spirit of Gene's Dream and the truest commitment to being a Starfleet Officer.

It is fully acceptable to make promotions contingent on commitment, demonstrated capability,

academic achievement and personal caliber. Don't make it impossible to advance but by the same token don't make it impossible. INVOLVE your founding members in this decision.

1.3 The Zone

1.3.1 The Zones – Zones are the geographical regions in which chapters are based. Each continent on planet Earth is considered a “Zone” and is then subdivided into Fleets to be overseen by respective Fleet Commanders.

Let's take North America for example. North America is considered to be Headquarters, Starfleet, Sol Sector Command. Zone 1. As there are at present four time zones, there will be four “Fleets” within Zone 1. Allow me to clarify:

PST: Zone 1, First Fleet

MST: Zone 1. Second Fleet

CST: Zone 1, Third Fleet

EST: Zone 1, Fourth Fleet

So, should your current chapter CO reside in the Mountain Time zone, they would be designated as: Zone 1, 2nd Fleet and would report monthly to the Zone 1, 2nd Fleet Captain.

1.3.2 Zone Committees- And they're development are left entirely up to the Zone's Fleet Captains. They can be Task Forces assembled for recruiting, support, conventions or literally any other task the Zone needs assistance with. The Fleet Captains and Commodores are encouraged to create these resources when and wherever they deem fit and to seek outside counsel when needed. As has been stated, many hands make light work.

Committees and Task Forces should have a documented list of needs, wants, desires, personnel participating, deadlines, goals and expectations. They should be headed up by a central leader and overseen by the Fleet Captains until the task at hand has been completed.

Reports on progress and requests for assistance can be made to the Command Council at any time and will be replied to as soon as possible.

1.4 The Fleet Captains

1.4.1 The Fleet Captains and Commodores - The Fleet Captains are the first step up the Chain of Command beyond the Chapter CO. The Chapter CO's in a Zone will report once monthly to their Fleet Captain to update on their chapter's activity. This can also be accomplished using social media

such as Facebook pages and so on. The Fleet Captains will at first hold the rank of Fleet Captain and will preside over organizing, leading and launching of new chapters, establishing communications with the Fleet Chief of Operations to denote his Zone's ongoing and to serve as the voice of his area.

These officers should have first served as a Captain of a chapter in good standing so that the advice they offer is steeped in experience. They will peak at the grade of Commodore. Once the prescribed service term has been completed, they will retain the grade they have earned.

1.4.2 Reporting – Reports to the Fleet Chief of Operations should take place on a monthly basis and should contain the details of what the chapters in their Fleets are up to. Reports do not necessarily need to be a literal dictation of every breath a chapter or Fleet has made. It needs to be a concise overview that highlights the best parts so that we can all enjoy what other areas are doing! Directing attention to a chapter or Fleet's social media sites can make for an exciting and informative experience and is just as good as any other form of administrative applications. Remember always, this is supposed to be a FAN CLUB, NOT a JOB. None of us get paid and we all have things to do in life. This club is supposed to enrich your life through Star Trek fandom. Not make it miserable by overloading you with expectations and deadlines. We don't disband chapters for not reporting. That, to us is counterproductive.

1.4.3 Growing a Fleet – Is the responsibility of us all! It's not up to the Command Council nor one Fleet Captain. It means we all have to work to support one another and provide answers, solutions and motivation. It means that within reason, we must support local events of other groups and make sure that we are doing what we can to help as much as possible.

1.5 The Sector

1.5.1 Shaping the Sector – "The Sector" is the area in which we all live, in other words our entire solar system. It is important to consider the diversity we live amongst and that we are just as different as we are alike. We are not always going to understand everything from one another's perspective and must from time to time accept others' way of life. As this club grows, things ARE going to change. We may not always like it or agree with it, but under the auspices of IDIC, we are all ONE. This means that we must all strive to be part of solutions and not problems.

Many other groups are plagued by corruption, greed, rank seeking, power plays and other such NON-Trek behavior. It cannot be overstated that this type of behavior will NEVER be tolerated in this group. One of this group's foundation bricks was "ZERO DRAMA", and we MEAN it. Persons showing any behavior that is not in accord with IDIC and what is widely considered to be The Starfleet Officer's Code of Conduct will simply be set free from this organization. None of us have time to attempt to rehabilitate those who refuse to act in the good nature of Star Trek and it's philosophies. So the rule on this is quite simple. Act and treat others (and YOURSELF) with respect, dignity and courtesy. Treat them as you would be treated or seek life elsewhere. This is NOT trying to be rude,

but there is quite enough negativity in the world. There is no room for it here. We will attempt to help with the normal day to day issues of being human – but people who are looking for trouble will simply be returned to the other groups where it's acceptable to act that way.

1.5.2 Mutual Cooperation – The Vulcan IDIC philosophy is the cornerstone of Trek ideals in our opinion. It paints with a pretty wide brush and therefore is conceivably the “Golden Rule” in this organization. Remembering that even in just the USA that we come from hundreds of different backgrounds and cultures, showing RESPECT to one another can most times eliminate problems before they occur.

“Mutual Cooperation” is the idea that we can all help one another by sharing ideas, asking for help, making suggestions and when needed offering CONSTRUCTIVE criticisms. So long as the intent was to make whatever the item might be better, more Trek-like and contribute to a better and more harmonious future – then it's the right idea.

A chapter's best growth is done when they KNOW they are not alone and that others want to see them succeed! This is not a complicated or foreign concept, but it's also much easier said than done. Sometimes we lose sight that Star Trek has been here for FIFTY YEARS and that is a long time for ANYTHING to be around and still be THIS strong. That means that there are a LOT of fans out there from all walks of life and every age range. There are no shortages of potential members, only ways that have not yet been discovered how to reach them.

THAT is the train of thought behind Sol Sector's need for mutual cooperation.

1.5.3 Development of Professional Networks – Most often what is needed is NETWORKING! One of the other things we hope to accomplish is creating a LARGE network of fans, costumers, prop makers, writers, fan film makers, graphic designers and so on so that we can all LOOK as good as we feel when inspired by Star Trek.

This is best done by TALKING to one another and reaching out with invitations, events, showings, attendance of conventions and other such things. If you know someone has a special talent that could make our mutual fan experience better, SAY SO! We can link them to incredible resources that can not only make connections but friendships as well.

As part of our ongoing growth, we are going to provide flyers, business cards and so on to make introducing yourselves much easier. You can OF COURSE feel free to create your own chapter specific resources, but basic templates are being developed. Making sure to professionally represent yourself, your chapter and our organization is the key to longevity for the club and Star Trek in general for ALL fans!

Section 2 Divisions of The Fleet

2.1 The Command Council – The Command Council are the five original founding members of the Sol Sector fan organization. They each provide a separate service to the club as a whole and are completely volunteer. These members are considered permanent until resignation or retirement. Should one of these positions become available, a posting will be made and the replacement officer shall be selected from a pool of what will be announce as “eligible candidates”. This is not to try and be a dictatorship, but more precisely the contrary. The people that created this club are 100% committed to making this the best club it can be. It is our view that if we can eliminate the chance of competition or manipulation of key positions that this club will enjoy a long and happy life.

Should a member in any position fail to represent the club in it’s prescribed capacity, they will be voted on and removed by the other four members. Should there be an issue that requires a vote that results in a deadlock, a Fleet Captain will be “read in” and asked to cast the tie breaking vote.

If you have ideas that you feel would better the club, PLEASE, submit them! It does not require a positional appointment to affect change. Filling one of the Council appointments is not without it’s challenges and these positions will not be treated carelessly. Other groups have flooded their ranks with flag positions that now have nothing to do. We intend to avoid this at all costs.

2.1.1 Outline of the Command Council Officers – Following will be a breakdown of each of the Command Council seats and what they provide to the club. These officers compose the guiding element of the club and control it’s functionality. They each have specific duties so as to concentrate on building the club into the best entity it can be and to serve it’s members with as much efficiency as possible.

2.2 The Fleet Chief of Operations – The Fleet Chief of Operations (FCO) is the officer that oversees the creation, launch and direction of the chapters and Zones. This officer accepts and passes on the information that shows what our club is doing and where it’s going. This officer holds the grade of Rear Admiral and upon completion of term of service shall retain this grade unless otherwise promoted beyond by their peers.

2.2.1 Duties and Responsibilities – This officer will once monthly coordinate with the other members of the Command Council to provide a concise report on Fleet activities and membership status, new chapters, changes or happenings at the Zone level and other prescribed duties. This officer shall also directly oversee the needs of the Zones and Chapters by communication with the Fleet Captains and the Director of Sol Sector Communications.

2.2.2 Reporting – Shall be done in an official format via website, email, social media and other established methods to the Command Council and the Zone Commanders for dispersal to each chapter CO and thus the individual member.

2.2.3 Resignation and Replacement – Should this officer resign or otherwise require replacement, the pool of eligible officers shall be polled and a qualified person shall be selected by approval and appointment of the Command Council. The sitting FCO should understand and agree that the office should and cannot simply be abandoned. There should be a smooth transition process in place so that the incoming officer can assume the duties as easily as possible. All passwords to all compartmentalized areas should be changed immediately upon taking on the new duties to avoid any issues afterwards.

2.2.4 Subordinates - The Fleet Chief of Operations can at their leisure appoint a Vice Chief or other subordinate officers to assist with the tasks of completion of their duties. And grade advancement to Captain or beyond must be approved by the Command Council Members. Any officer holding any position of information or authority should be documented with the Command Council and the Director of Fleet Communications to be added to the roster, website and other registers for accountability.

2.2.4A The Zone Commander – The Zone Commander is the senior most Fleet Captain or Commodore in a Zone that has accepted the responsibility of overseeing their respective areas. Upon selection to this position, this officer shall be advanced in grade to that of Fleet Captain and will be tasked with the duties therein.

2.2.4B The Fleet Captains and Commodores – The Fleet Captains and Commodores are the spine of the Fleet. These are your senior and seasoned officers that provide the guiding force for the chapters and compose the first major leadership component.

They also serve the first and what should be primary angle of conflict resolution, should one arrive. It is widely known that sometimes “stuff happens” and when it does it helps to have someone available to help diplomatically dissolve matters before they get worse....erupt....and then collapse a chapter or ruin friendships.

These officers will at first serve in a voluntary appointment and later when membership numbers and need provide, will be appointed via election from a qualified talent pool. Their term of service will be a requested two years with extensions granted providing the Fleet Captains have no objections.

2.2.4C The Ship’s Captains – These officers are the first ranks of serious command responsibility. “The Center Seat” is where most officers enjoy the best parts of their careers and are looked upon by their peers as real leaders. They will serve as the voice and face of their chapters while serving in this

capacity.

Appointments or elections to this position are left up to the chapters themselves with a report to the Fleet Chief of Operations and Director of Communications to make the necessary adjustments to Fleet rosters and public access media. The nature of chapter elections and/or appointments need to be concise and adhered to to prevent flooding a chapter with Captains. It is HIGHLY recommended that once a chapter CO complete a term of service that they accept a voluntary downgrade to a rank appropriate to their current station. A permanent note in their member file should also be made to notate "Captain Emeritus", showing having served as a Captain of a chapter. This is of course up the chapter members.

2.3 The Fleet Chief of Staff – The Fleet Chief of Staff or COS is the officer on the Command Council that coordinates and maintains the public image of the club. They will be selected from a pool of qualified personnel and accept a two year term of service. The importance of this position cannot be overstated in that they will have personal contact with entities outside the club's membership and will need to maintain a professional level of outreach and representation.

2.3.1 Duties and Responsibilities – Beginning with representing the members, the COS will maintain regular contact with the Director of Communications to ensure that the membership has a current list of vendors and service providers to keep the Fleets well dressed and looking as good as they can. Outreach duties should include contact with potential new dealers and those that can enrich our club.

The COS should also have a good relationship with the Zone Commanders and Fleet Captains to guarantee that events are announced to gain support and opportunity. This officer should be well versed in the authoring of "first contact" documentation to prove to those we approach that while having fun in fandom is our main goal, that being ambassadors to Star Trek and it's philosophies is also equally important.

2.3.2 Reporting - Shall be done in an official format via website, email, social media and other established methods to the Command Council and the Zone Commanders for dispersal to each chapter CO and thus the individual member.

2.3.3 Resignation and Replacement - Should this officer resign or otherwise require replacement, the pool of eligible officers shall be polled and a qualified person shall be selected by approval and appointment of the Command Council. The sitting FCO should understand and agree that the office should and cannot simply be abandoned. There should be a smooth transition process in place so that the incoming officer can assume the duties as easily as possible. All passwords to all compartmentalized areas should be changed immediately upon taking on the new duties to avoid and issues afterwards.

2.3.4 Subordinates - The Fleet Chief of Staff can at their leisure appoint a Vice Chief or other subordinate officers to assist with the tasks of completion of their duties. And grade advancement to Captain or beyond must be approved by the Command Council Members. Any officer holding any position of information or authority should be documented with the Command Council and the Director of Fleet Communications to be added to the roster, website and other registers for accountability.

2.3.4A Chief of Communications/Public Affairs – The Chief of Sol Sector Communications is the officer responsible for the public’s access to our club. They are essentially the voice and billboard for the Sector. This officer will maintain the web presence and imagery associated with the club and oversee the public’s view of the Sector as a whole.

This officer will fall under the Sector’s Chief of Staff and shall once monthly regarding the status of the Sector. This officer will also play a role in the maintenance of the Sector’s strength and membership reports and will also coordinate with the Fleet Chief of Operations in keeping an accurate posting of chapter’s web presence and associated media.

This officer will coordinate with the Command Council to announce available positions, promotions and appointments.

2.3.4B Quartermaster – The QM Office will be the primary outreach officer for the club’s connections to current and potential vendors of goods and services. This officer should have a solid and functional knowledge of Trek merchandise, accuracy of uniforms and props, the current values of these items and also be competent in presenting these resources to the Sector.

2.3.4C Judge Advocate General – The JAG is exactly as it sounds, our legal arm. Should the need arise for legal advice or otherwise counsel in the mundane world, the JAG would be there to assist. This officer should be well versed in current legal procedures and operations and know how to make sure our club doesn’t step on the wrong feet.

Due to the nature of this officer’s position, certification of license or experience should be requested by the Command Council.

2.3.4D Chief Financial Officer (As NEEDED) – This position is not needed at this time but can be arranged at a later date should it be required. Each chapter functions as it’s own independent entity and as such are individually responsible for their own monies.

2.4 Director, Engineering and Technology

2.4.1 Duties and Responsibilities – The DET is the officer that oversees the technical aspects of our club’s accuracy in it’s starships, gear, stations and all matters “techno”. From starship design and hull number assignment, to generating content relevant to these matters to creation of imagery and assisting chapters and divisions source needed applicable materials, ask your Engineer!

2.4.2 Reporting - Shall be done in an official format via website, email, social media and other established methods to the Command Council and the Zone Commanders for dispersal to each chapter CO and thus the individual member.

2.4.3 Resignation and Replacement - Should this officer resign or otherwise require replacement, the pool of eligible officers shall be polled and a qualified person shall be selected by approval and appointment of the Command Council. The sitting FCO should understand and agree that the office should and cannot simply be abandoned. There should be a smooth transition process in place so that the incoming officer can assume the duties as easily as possible. All passwords to all compartmentalized areas should be changed immediately upon taking on the new duties to avoid and issues afterwards.

2.4.4 Subordinates – This officer is encouraged to create positions, committees and subordinate offices at their leisure. Having places to put people and to allocate out duties and tasks will ensure that no one person gets weighed down with literally everything on their plate. Creations and availability of new positions should be coordinated with the Sector Communications Director and placed on social media and other areas of contact to source from the available talent pool should no other candidate be readily appointed or available.

2.5 Director, Sciences and Research

2.5.1 Duties and Responsibilities – The DSR is the officer in charge of relating all matters of science to our club’s relevance and making sure that the club has a venue and source for all things related. This division will play a critical role in that sciences played a vital role in how long Star Trek has been around, it’s fan base and how it’s leading us into the future. The DSR should stay abreast of current scientific projects, research and development issues as it pertains to our club and the world and create exciting ways to share these things with the membership. Use of museums, planetariums and other areas of public scientific exploration would be paramount to furthering peoples’ understanding of how incredibly important the sciences are to our planet and peoples’ lives – both past and present. And how crucial Star Trek has been and continues to

be in that respect.

2.5.2 Reporting - Shall be done in an official format via website, email, social media and other established methods to the Command Council and the Zone Commanders for dispersal to each chapter CO and thus the individual member.

2.5.3 Resignation and Replacement – Should this officer resign or otherwise require replacement, the pool of eligible officers shall be polled and a qualified person shall be selected by approval and appointment of the Command Council. The sitting FCO should understand and agree that the office should and cannot simply be abandoned. There should be a smooth transition process in place so that the incoming officer can assume the duties as easily as possible. All passwords to all compartmentalized areas should be changed immediately upon taking on the new duties to avoid and issues afterwards.

2.5.4 Subordinates - This officer is encouraged to create positions, committees and subordinate offices at their leisure. Having places to put people and to allocate out duties and tasks will ensure that no one person gets weighed down with literally everything on their plate. Creations and availability of new positions should be coordinated with the Sector Communications Director and placed on social media and other areas of contact to source from the available talent pool should no other candidate be readily appointed or available.

2.6 Commandant, Academic Services

2.6.1 Duties and Responsibilities – The DAS is essentially the head of our version of Starfleet Academy. This officer shall establish and oversee the educational portion of the Sector to include officer training, coordinating and administrating the classes of the different divisions and appointing/supervising the Professors of said classes. This officer should source from the DET or other readily available sources to have attractive and proper graduation materials ready for completion of courses upon grading. This can be left to the class professor, and shall be open for interpretation and left at the Academy Commandant's discretion.

2.6.2 Reporting - Shall be done in an official format via website, email, social media and other established methods to the Command Council and the Zone Commanders for dispersal to each chapter CO and thus the individual member.

2.6.3 Resignation and Replacement - Should this officer resign or otherwise require replacement, the pool of eligible officers shall be polled and a qualified person shall be selected by approval and appointment of the Command Council. The sitting FCO should understand and agree that the office should and cannot simply be abandoned. There should be a smooth transition process in place so that the incoming officer can assume the duties as easily as

possible. All passwords to all compartmentalized areas should be changed immediately upon taking on the new duties to avoid any issues afterwards.

2.6.4 Subordinates – Will come in a variety of forms from appointing course professors, establishing Academy personnel and so on. While this task will be somewhat involved, much of the development will be at the discretion of the Commandant.

2.6.5 Coordinating and Construction of Academic Material – Should be based in the ideals and philosophies of Star Trek at all times. We are here as a group of dedicated Star Trek fans and that culture is what should drive our courses. Sourcing from the mundane world is of course unavoidable but we should note that Trek is what brought us here. That said, all courses in their development should at some level tie back to actual Trek reference, philosophy or example. All courses should have a concise explanation of the expected answers, where to source material from and graduation materials to be submitted electronically. Should the professors wish, they can elect to print and mail certificates by whatever agreement they and the graduate see fit.

All exams must be produced in an email format so that no one is incurring expenses for mailing. The professors must realize the importance of a speedy and accurate grading and graduating process. These positions are all VOLUNTEER and as such care should be taken to not have any expense apart from donated time.

2.6.6 Fostering “The Educational Environment” – Starfleet, Sol Sector Command is at its core, an educational entity. We seek to examine, learn about, apply and hope to assist in developing the technology and creating a better society for tomorrow based upon the many years of Star Trek’s inspiration has brought us. In order to facilitate these ideals, we must make sure that education and training stay at the forefront of our club.

Great care should be taken in creating our educational environment. The Academy Commandant and professors should note that as a Star Trek fan club, our curriculum should reflect Star Trek in as many ways as possible. The club should also strive to help keep Star Trek alive by encouraging people to remember how much of what they enjoy now was due to Star Trek inspired creators.

Use public events, movie premiers and so on where your chapters are concerned to remind potential members how beneficial membership can be for those with children as a source to encourage the “Next Generation” to see their education as a GOOD thing!

Section 3 General Rules and Guidelines

3.1 Personal Conduct

3.1.1 The Starfleet Officer – The Starfleet Officer is a model of professionalism and dedication. We are at all times courteous and polite. We set ourselves apart with our dedication to making the universe a better place. We lead with our actions and how we treat others. Putting positive energy back into the universe is our hallmark. Call on us in times of fandom – both in need and desire and we will strive always to be worthy of respect and admiration.

3.1.2 Code of Conduct – The following is our ten rule Code of Conduct to which ALL personnel are required to adhere to. Breach of this Code is considered grounds for immediate dismissal.

1. At all times, lead in a manner worthy of your uniform and station
2. Give praise in public and critique in private
3. Be the first to make solutions, not problems
4. Be the model of compassion and understanding
5. In all things, be committed to honesty and integrity
6. Support your shipmates, Senior Officers and Subordinates in all ways reasonable
7. Perform your chosen and assigned duties energetically and completely
8. Stand up for and DO what's right, not what's popular
9. Always In all things, better yourself and your chapter, Fleet, Zone and Sector
10. HAVE FUN doing this. It's a FAN CLUB!!!

3.1.3 When No One is Looking – You will never receive more judgement than when you are NOT looking. How you conduct yourself in your personal life is how you will be seen by your peers and your community. As such you are representing yourself, so are you representing your peers. Remember always to be worthy of the respect we all want. The first step to this is knowing that at all times you are being watched by someone, somewhere. If you are wearing a comm badge, a convention ID, your uniform or any other item that marks you as a fan or member of this club, you will be representing us as a whole.

3.2 Representing “The Fleet”

3.2.1 Looking the Part – Wear your uniform or Chapter shirts with pride! Star Trek and it's fans have been around for FIFTY YEARS now and are recognizable all over the planet. If you are going to appear in an official capacity, i.e. out in public or seen in uniform, how you LOOK will be how you are judged. Keep your uniform clean and in good repair. Wear your rank and other items properly placed. People will

make their opinions based on how they SEE you first, and then how you are as a person. If you are in need of assistance, advice or other support – you have but to ask. There are considerable resources at your disposal and many members often have items they can or wish to part with.

3.2.2 Feeling the Part – You need to feel as good as you look. Know that your uniform represents many aspects of you as a person. Your chosen career path. Your aptitudes and skill sets. And many times, how long you have been in service. Ours is a chosen path of service in all things. Service to our chapters, communities, families and many other directions. If you are not FEELING professional and happy, you often will not look it. Your chapter mates are your friends and fellow fans and will many times be willing to be a sounding board or sympathetic ear. We owe it to one another to offer support and assistance when needed. That is one of our best qualities.

3.2.3 Best Foot Forward – This means more than just “giving your best”. It means that you recognize and know that your best is what is required in ALL things. This means acknowledging that one of our best virtues is taking the good with the bad. We are certainly going to face some hard times along the way. Enduring those issues means that we have to try our best to always look for the positive and look for answers. Part of the best of Star Trek was that they always worked together to seek the answer and often had to look past cultural and personal issues to do so. THIS is what we strive to be in the best respects to Gene Roddenberry’s dream of the future.

3.2.4 The First Duty – Means a LOT more than just “to the truth”. It means that our first duty is to ourselves, our shipmates, our fandom and our club. It means that We must try our hardest to be the standard by which others are compared. It means that we endeavor to be the finest and most professional fan club there is. This is done by communication, coordination and effort. There are many positions starting with being a chapter CO that require one to actually DO things, be places and yes – even work. No one gets paid in the literal sense, but the payoff of having the most admired and respected club out there is worth a hundred times it’s weight in latinum. Being a good leader often means being a good follower first. It also means knowing how and when to delegate, share the load and rely on your teammates. THIS is the key to success and longevity.

3.3 Uniforms and Insignia

3.3.1 Accuracy – It is requested of all members of this club to maintain as accurate a representation of canon appearance as fiscally possible. We understand that people are not made of money but looking professional is something that we consider a hallmark of an ambassadorial fan club – meaning one that best represents the Star Trek ideals and philosophies to the best of it’s ability.

3.3.2 Copyright Consciousness – With having said the above, we must also be cautious not to breach the line of financial impropriety. The purchase of a pattern made for commercial sale is typically considered a “one time license” for the consumer’s personal use. There are a myriad of online vendors that produce materials under their own licensure that the Quartermaster and the Command Council

shall strive to maintain a current list of while keeping a good relationship with said vendors.

3.3.3 Ambassadors of The Fleet – It is our belief that how we are viewed and how we conduct ourselves both in public and private can and will affect how the public and the parent company(s) will view us and treat us in the long run. Therefore, it goes without saying that upholding and presenting oneself, your chapter and your club in the best light possible is our primary mission. Whether your chapter focuses on civil service, conventions, costuming or even just social gatherings, always strive to be as professional as possible in all ways.

3.3.4 Obtaining Items and Materials – There are literally tons of places out there to obtain your gear or uniforms. At this time, we have no plans to create any specific or unique items that are apart from the canon versions. Consult with your Chain of Command to locate these vendors. At some point there will be a uniform and rank policy guide that will more clearly outline the display and wear of the uniforms.

3.4 Financial Policy – This section shall cover the questions related to finances within our club that seem to have plagued other groups. This is how we will resolve said issues. Note that violations of these policies will not be tolerated at any time and will be considered grounds for dismissal.

3.4.1 Incorporation, Taxes and Other Such Issues – Are at this time completely UNNECESSARY as we are NOT interested in the generation or revenue nor is it our intent to infringe in ANY way upon the trademarks, copyrights, patents or any other implied or owned intellectual properties or owned rights of CBS Pictures or Paramount Motion Pictures or any of it's subsidiaries. This club is INSPIRED by those rights holders and we in NO way intend to jeopardize our relations in good standing with said corporations.

3.4.2 Individual Responsibility of The Chapter – Be it known to any and all interested parties that each chapter in good standing of Starfleet Sol Sector Command is classified as it's own individual entity and as such are responsible for their own operations, finances, imagery and on. At NO time are they to incorporate in the name of Sol Sector. They are at NO time to take any official capacities that could place the club in any legally actionable position.

3.4.3 Where "The Fleet" Starts and Money Stops – It is widely known that the parent companies of our fan interests take it quite personally as soon as money becomes a factor. This is the sole reason we refuse to let money play a role in this club. From fan films to anything imaginable, litigation seems to be rampant these days and this club has gone to extensive lengths to guarantee that we do not cross those who would bring legal action against it. This policy is easy and contains one rule only: NO MONEY. If your chapter does fund raisers or anything else that could present legal or financial issues, then it falls upon THAT chapter to ensure that all bases are covered.

3.5 Usage of Organizational Material and Image Rights – It goes

without saying that the parent owners of Star Trek and it's associated media protect it fiercely. That said, the unlawful or offensive usage of any and all materials owned in any part by the parent companies is UNINTENTIONAL. This club is INSPIRED by Gene Roddenberry's Star Trek concept and any items or images used herein or by this club shall be considered FORBIDDEN to generate revenue in any fashion. The leadership of this club shall issue ONE warning to any offending group should any offense take place and after shall dismiss member or chapter with good cause. It is not now nor shall it be our intent to tread upon legally owned or held Star Trek related properties.

Usage of CLUB imagery should only take place with the express permission of the Command Council and must be obtained in advance to ensure integrity is maintained.

3.5.1 Materials Covered as PROTECTED – Be it known to any and all that all materials in all conceivable fashions not expressly covered under the legal copyrights and trademarks held by Paramount Pictures, CBS Television Productions or any affiliated subsidiaries who are the overall intellectual property holders – belong SOLELY to the club as it's own intellectual property. This is to include graphics, images. Blueprints, patterns or any other related material.

3.5.2 Generation of New Material – The generation of new materials is at all times welcome and encouraged to make sure we look as good as we feel. All members are encouraged to bring forth ideas and concepts and should that material be approved for development, that member shall be deemed "Team Lead" and be in charge of overseeing it's completion. Awards or recognitions will be based on the merit of the task and it's overall impact on the club.

3.5.3 Intellectual Property – Be it known that ANY and ALL submissions to Starfleet, Sol Sector Command for it's usage or benefit immediately become the sole property of this organization. This is to include graphics, published materials or any other generated materials or resources.

3.5.4 Requests to Use Organizational Materials – Shall be handled by a joint decision of the Command Council and the current JAG Officer. Our materials are made by the membership and once submitted become the intellectual property of the club itself. This is to stop any disagreements before they start. It cannot be overstated that we ALL make this club work or fail based on our efforts. No one person is or ever shall be better than another and that said – we all must strive to keep this club a positive thing.