

# **STARFLEET REGION ONE MEMBERSHIP HANDBOOK**





STARFLEET REGION ONE HANDBOOK  
Version 3.0  
October 2012



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## 1. Intent

### 1.1- INTENT OF THIS PUBLICATION

The information contained within this publication is intended for general informational purposes only. This document is designed to serve as a reference manual that will familiarize the reader with the various operations, procedures, programs, and staff positions that are utilized in STARFLEET Region One. No part of this document supersedes the regulations, policies, guidelines and operational procedures as set forth in the current edition of the STARFLEET Membership Handbook, STARFLEET Constitution or its associated bylaws.

This publication provides general operational and managerial guidelines as set forth by the duly elected Regional Coordinator and the membership of Region One. These guidelines are subject to change as the needs of the region evolve. This publication also includes general information about STARFLEET Region One which may be complemented by other reference material. STARFLEET Region One is a designated geographical administrative division of STARFLEET: The International STAR TREK Fan Association, Inc., a not-for-profit corporation, and is in no way affiliated with Paramount, CBS, VIACOM, or Star Trek: The official Fan Club.

### 1.2- LEGAL DISCLAIMER

STARFLEET Region One is an administrative division of STARFLEET, The International Star Trek Fan Association, Inc.; a not-for-profit corporation chartered by the State of North Carolina, and is dedicated to uniting the fans of Star Trek as well as pursuing the future envisioned by Gene Roddenberry as depicted in the various Star Trek television series and movies.

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## 2. Region One Data

**Official Name:** STARFLEET Region One

**Official Nick Name:** The First Fleet

**Official Website:** <http://www.regionone.net/R1/>

**Founded:** April 1975 - Outpost Canopus 3

**Unofficial Motto:** "We're Number One."

**Official Affiliations:** STARFLEET - The International Star Trek Fan Association, Inc.

**Regional Governing Command:**

Regional Coordinator  
Senior Vice-Regional Coordinator  
Vice Regional Coordinator(s)

**Command Base:** Starbase One

**Regional Staff:** The Regional Staff consists of the Regional Command Staff, Chapter Care Panel, the Regional Treasurers, Regional Program Directors (ShoC, Awards, RDC, Space Camp, Recruiting & Retention, Historian, and Publications), Region Division Chiefs and duly appointed assistant directors.

**Geographical Location:** Alpha Quadrant, Sector 001, Sol III, Terra, North American Continent, United States, States of Indiana, Ohio, Tennessee, Kentucky, North Carolina, South Carolina, West Virginia, and Virginia.

**Membership:** 47 Chapters with 862 dedicated members (as of this printing).

**Official Logo / Seal:**



### **3. GREETINGS FROM STARBASE ONE: A Letter from the RC**

Greetings Region One members,

The detail in this handbook is much greater than in previous versions. Many hours of work have gone into bringing it to you. There is something for everyone in this handbook, so please make use of it and the information here on how our region works and is structured.

Region One has a long history within STARFLEET and covers the states of Indiana, Kentucky, North Carolina, Ohio, South Carolina, Tennessee, Virginia and West Virginia. Our region is also one of the largest regions in STARFLEET with the number of chapters and members.

You should find most answers here to how the region runs and our policies. Thank you to all who worked on this handbook to make it possible.

Vice Admiral Ruth Lane  
R1 Regional Coordinator





## **4. A Brief History Of Region One**

### **4.1- How It All Began . . .**

Region One's beginnings lie with that of STARFLEET itself. STARFLEET was formed in 1974 from what was just one local club in Texas, called the USS Enterprise. This local club spread quickly, and soon reformed itself into the organization we know today: STARFLEET: The International Star Trek Fan Association. The very first separate chapter to form from the Enterprise/STARFLEET was a Region One chapter - Outpost Canopus 3 in Ohio in May 1975. Region One soon welcomed more chapters such as Makus 3, Andelli, and Constellation. The First Fleet was off to a good start.

Region one has made many contributions to STARFLEET, including a large number of chapters. First Fleeters would serve and influence the development of STARFLEET in a myriad of capacities over the years.

### **4.2- Starfleet Academy Involvement**

During the history of STARFLEET Academy, First Fleet has had many dedicated regional members serve as directors of different schools in the Academy. (Some of these colleges are no longer active.)

From its earliest days, Region One has been active in the development of the Academy. For example, The Vulcan Science Academy, which was, at one time, the largest school in STARFLEET Academy, was created by First Fleet member Steve Allred of the USS Alaric. And since its establishment, the majority of the directors of the Vulcan Academy of Science have been Region One members, such as succeeding directors Fran Costello and Marlene Miller. At this time Peg Pellerin is the Commandant of the STARFLEET Academy.

A few examples of schools started by First Fleet members are as follows:

Starship Operations - James Lee  
College of Medicine - Dana Borusky  
Security School - Beth Lipes  
Gorn Academy - Carolyn Donner  
Officer Training School - Dave Forvendal  
School Of Literature - Jill Rayburn  
College of Science Fiction - Michael Timko

A complete history of those who have served in the Academy will be located in the complete history of Region One when it is available.



### **4.3- STARFLEET SCHOLARSHIP**

The STARFLEET Scholarship program was formed under the Maddox-Hampton Administration. The founding administrator of the program was Admiral Sue Hampton of the Region One chapter USS Bonaventure.

Two of the scholarships that exist are from the efforts Region One members: The Patrick Stewart Scholarship for the Performing Arts which was launched by Patrick Stewart and the USS Lagrange in 1990, and the Law Enforcement/Criminal Law Scholarship was founded by USS Hawkeye member Cindy Glenn in 1992.

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## 4.4- THE STARFLEET LOGO

Region One Members have designed several versions of the STARFLEET logo. The comparison of the logo in early editions of the STARFLEET Communiqué and current editions reveals the evolution of the logo as seen below.

The first logo was designed in 1984 and appeared in the Communiqué until 1986.

The official logo and great seal of STARFLEET was formalized in 1987 by Bill Krause of the Region One chapter USS Lagrange.



The logo remained unchanged until recent years when the current logo was created by Kurt Roithinger, but remains the basis for the colorized logo in use today.

## 4.5- THE BEST OF THE BEST OF THE FIRST FLEET

The unofficial motto for Region One is “We’re Number One”. Since STARFLEET’s inception, the chapters and crew of the First Fleet have always strove for excellence, upholding the motto and setting the pace for the rest of the Fleet. The great works of these chapters and members have not gone unnoticed by the rest of the Fleet.

Listed below is a sampling of the honored chapters and crews of the First Fleet that have received recognition by STARFLEET for their hard work and dedication:

### **STARFLEET Chapter of the year**

USS Alaric, USS Athena, USS Heimdal, USS Jurassic,  
USS Lagrange, USS Maat, USS Ohio

### **STARFLEET Rookie Chapter of the year**

USS Hornet, USS Pathfinder

### **STARFLEET Shuttle of the year**

Shuttle Hokulani, Shuttle Shiloh, Shuttle Phantom, Shuttle Excalibur

### **STARFLEET Officer of the Year**

Gary Donner, Linda (Neighbors) Smith, Ted Tribby  
SE Sector Officer of the Year - Chris Atkins

### **STARFLEET Enlisted Member of the Year**

John Bryant, Garry Cameron

### **Helping Hands Awards**

Lynn Shaddrix

### **STARFLEET Cadet of the Year - Lori Kinney**

### **STARFLEET Newsletter of the Year**

USS Alaric, USS Heimdal, USS Intrepid, USS Lagrange,  
USS Maat, Shuttle Molakai, USS Wasp, USS Yeager

### **Web Site Recognition - USS Maat, Region One**

### **STARFLEET Academy Director of the Year**

Marlene Miller

### **STARFLEET Special Honors - Michael Timko**

### **Lifetime STARFLEET Membership (for Service to the Fleet)**

Marlene Miller, Linda (Neighbors) Smith

### **First Recipients of the STARFLEET Commendation**

Linda (Neighbors) Smith

These chapters and members listed here are by no means a complete list of the awards and accomplishments received by STARFLEET over the years. If you or your chapter would like to see your names listed in future updates, please contact the Regional Coordinator.

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### 4.6- REGION ONE MEMBERS OF THE STARFLEET EXECUTIVE COMMITTEE

STARFLEET has been privileged to have extremely dedicated members from Region One to serve on various positions of the Executive Committee during the history of this organization. Many of these talented members dedicated many hours and made lots of personal sacrifices, to both improve this organization as well keep the organization functioning.

This is the list of the few, and the proud, of R1, who have served on the Executive Committee:

#### **Commander, STARFLEET**

Jeannette Maddox, Mike Malotte, Les Rickard, Mandi Livingston, Sal Lizard

#### **Vice Commander, STARFLEET**

Anita Davis, Sue Hampton, Sal Lizard,  
Mike Malotte, Chris Smith, Les Rickard

#### **STARFLEET Chief of Operations**

Cindy Krell, Tom Monaghan, Les Rickard, Chris Smith

#### **STARFLEET Chief of Communications**

David Allen, Tim Gillespie, Bill "Buck" Krause,  
Robbie Lewis, Mike Malotte

#### **Commandant of STARFLEET Academy**

Scott Akers, Mandi Livingston, Marlene Miller, Carolyn Donner (interim)

#### **Chief of STARFLEET Shuttlecraft Operations Command**

Cindy Krell, Kenny Proehl, Warren Price

#### **Chief of STARFLEET Computer Operations**

Dave Forvendal, Sal Lizard,  
Mandi Livingston, Matt Moyer, Susan Fugate Ueffing

#### **STARFLEET Chief Financial Officer**

Tammy Wilcox

### 4.7- OUTSTANDING REGIONAL LEADERSHIP

The people who have held the position of Regional Coordinator have helped shape Region One into what it is today. Not only have these people exhibited outstanding leadership skills, loyalty, honesty, and dedication, but have also been role models for Coordinators of other Regions. Each First Fleet Coordinator's goal is the same: to serve and in doing so to hopefully build a stronger, better Region.



#### **Casey (Stuck) Byrd (1978- 1983)**

Casey, while serving as the Commanding Officer of the USS Hornet, not to mention being a student at James Madison University, pioneered the First Fleet through its infancy to become the model for all STARFLEET Regions. Her leadership laid the foundation of Region One and aided in the initial growth of new chapters to the Region. She also started the first Regional RC Newsletter.



#### **Steve Thomas (1984 – November 1985)**

Steve, while serving as the Commanding Officer of the USS Jamestown, assumed command of Region One from Casey and continued her tradition of providing a Regional Memo. Furthermore, his accomplishments include co designing the Regional Logos with Bill Krause of the USS Lagrange, starting the RDC Program, initiating the idea of having Regional Conferences, and providing many ideas to the development of the Region after his service as RC.

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### **Susan (Lee) Bolick (November 1985- September 1987)**

Susan, while serving as the Commanding Officer of the USS Alaric, was asked by STARFLEET HQ to take the helm of Region One, where she and VADM Thomas (See above) helped the First Fleet ride the first of STARFLEET's growing pains.



### **Linda (Neighbors) Smith (October 1987 – April 1998)**

Linda, while serving as the Commanding Officer of the USS Heimdal, guided Region One into a bountiful growth. Some of her accomplishments are starting the R1 Shuttle Program (ShOC), the R1 Relief Fund, and having R1 summits. She also initiated the Senior Captains and Section Rep program, started an annual R1 conference with a convention, initiated the R1 Awards Program, enhanced the RDC Program started by Steve(see above), and made sure that the region was kept up to date with regular Monthly Memos, rosters, and updates. Linda rewarded her Chief Assistant and VRC by marrying him.



### **Carolyn Donner (April 1998 - 2001)**

Carolyn, while serving as Commanding Officer of the USS Jurassic, helmed the First Fleet, obtaining Region One a Regional Treasury and the first Regional Handbook. She also enhanced the Regional Awards Program, refined the Regional Chain of Command, created a VRC for the Senior Captains and for R1 Shuttle Operations, initiated online meetings, and included chapter CO's in Regional/Fleet votes.



### **Robin Pillow (2002 - 2004)**

Robin, while serving as the Commanding Officer of the USS Tempest, took on the mantle of leadership for Region One. He started the process on redefining and updating the Region One Handbook. During his tenure, he worked to streamline the leadership of the Region to make it more efficient.



### **Greg Franklin (2004 – November 2005)**

Greg, who was the Commanding Officer for the USS Reprisal, moved the regional elections away from the traditional holiday time frame and continued to work on updating the Region One Handbook.



### **Ben Redding (November 2005 – October 2006)**

Ben, while serving as Commanding Officer of the Bennu Station, came into office and initiated the Sector Commanders program. Ben continued the updating of the Region One Handbook.



### **Jonathan Wilson Acting RC (October 2006 – December 2006)**

Jon served as interim RC after Ben Redding's resignation.



### **Bill Herrmann (January 2007 – April 2008)**

Bill, while serving as RC, made some radical changes to the command staff. He added positions that would get communication from the region to his staff. Due to political pressure he decided to step down before the end of his term.

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### **Robbie Lewis** Acting RC (April 2008 – June 2008)

Robbie served as interim RC after Bill Herrmann's resignation.



### **Ruth (Green) Lane** (June 2008 – Present)

Ruth, while serving as the Commanding Officer of the USS Liberator, has introduced the Chapter Care Program and reintroduced the Historian position along with the Recruiting and Retention positions.

## 4.8- THE REGION ONE LOGO

The Region One Logo was co-designed by Bill Krause under the leadership of Steve Thomas.

The Official Seal of Region One is an octagon that features one side and an inner tall star for each of the states of the Region; the words STARFLEET Region One on the border; and First Fleet in the Interior of the logo. There is also a version of the Logo that is meant for internal use in the organization that has the words on the outer border removed.



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*This has been a brief overview of the long and historic journey of Region One. This peek into its history is only meant to give a mere glimpse of what has been accomplished. This region is grateful to the individuals, RC's, VRC's, Sector Commander's, Senior Captain's, Section Rep's, RDC's, CO's, and Chapters that helped make this a great region and continue to strive for the perfection to be the best we can be. Each member of the First Fleet in his or her own way should endeavor to keep this region a model of greatness and add to the rich tapestry of Region One History.*

*Our thanks to everyone who helped with their assistance, feedback, suggestions, and other things in the preparation of this very brief overview.*

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## **5. Region One Staff**

### **REGIONAL COORDINATOR AND VICE REGIONAL COORDINATOR**

The regulations, duties, and qualifications of the elected office of the Regional coordinator (RC) are specified in the current edition of the STARFLEET Membership Handbook as well as the RC Duties Manual. This manual will only give a brief overview of this position.

#### **5.1-REGIONAL COORDINATOR**



##### **5.1.1-PURPOSE**

The Purpose of the position is that the Regional Coordinator acts as the representative of the Regional membership on the Admiralty Board and as the administrative head of the region.

The Regional Coordinator is elected and serves in the manner specified by the STARFLEET Constitution and Membership Handbook. Anyone wishing to serve, as RC must meet all requirements as specified by STARFLEET. These are specified in Article IV, Section 3, of the STARFLEET Constitution.

##### **5.1.2- DUTIES OF THE OFFICE**

Primarily, the Regional Coordinator represents the membership of the region to the governing body of STARFLEET in the following ways:

- By serving on the Admiralty Board. This is STARFLEET's equivalent to a Board of Directors. This is done mainly through the ECAB email list where all the Regional Coordinators regularly discuss the matters necessary to keep STARFLEET running properly.
- By attending (or sending a trusted qualified proxy) the annual STARFLEET Board of Directors meeting at the STARFLEET International Conference.
- By attending quarterly Admiralty Board phone calls with the Commander of STARFLEET.

Secondly, the RC coordinates all activities in the region. This doesn't necessarily mean they do everything, but the RC oversees all regional events/activities.

Thirdly, the RC is the head of the Regional chain of command. As with any organization, there are many Regional Staff Officers within the region and they all report to the RC through a chain of command. These Officers assist the RC in coordinating regional activities. Not all Staff Officers report directly to the RC but may report to a Vice Regional Coordinator or someone else who then reports to the RC.

Fourthly, the RC is also responsible for collecting Monthly Status Reports (MSR) from the individual chapters and compiling these reports into a monthly Regional Status Report (RSR), which is then sent the STARFLEET Chief of Operations and the Commander, STARFLEET. Additionally, the RC tries to assist or resolve any problems that the chapters in the region have reported on their Monthly Status Report or through other communications with the RC.

Communication is vital to maintaining a functional and efficient region. Region One has many modes of communications that the RC may use to maintain contact and relay necessary information to the membership of the region. These are as follows:

- An email list for all CO's (or their proxies) and Regional Staff Officers. This list is for the discussion of anything necessary to the running of the region.
  - Online chats as needed.
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- Attending (or sending a proxy) R1 Summits and Fall Conferences.
- Attending (or sending a proxy) to chapter events as often as possible.

While the STARFLEET Constitution grants certain powers and responsibilities to the Regional Coordinator, the RC will periodically poll the regional membership to get the majority consensus on a topic.

Examples of polls could be the selection site for the Regional Summit or a Conference or perhaps a new regional policy. These polls are conducted through a democratic and fair polling process. The following rules are used for all necessary voting procedures:

- Every Regional CO gets one vote each.
- The RC does NOT vote except in the case of a tie. If the RC is also a CO of a chapter, that chapter's XO may vote for the chapter.
- A ballot and information about the subject being voted on may be printed in the Regional Monthly Memo or sent to the R1-Staff list depending on how the RC wishes to conduct the poll.
- A deadline will be posted at the same time the ballot is posted. Deadlines will NOT be extended except in extremely unusual circumstances. All ballots must be present at either the RC's home or the designated officer's home by midnight on the deadline date.
- Votes may be made via email or postal mail.
- Results will be published in the Regional Monthly Memo, the Regional List serves, and any other place deemed necessary by the RC and staff.

### 5.1.3- QUALIFICATION AND ELECTION OF A REGIONAL COORDINATOR

Qualifications for the position of RC are setup by STARFLEET and are found in the STARFLEET Constitution (Article IV, Section 3). These qualifications include that the RC must live within the geographic area they represent (Region One) and must be at least 21 years of age. An RC is elected according to the rules setup by the STARFLEET Inspector General (IG) and can be found in the IG Handbook. To explain it briefly here, the following steps are taken every two years during regular election or when an RC resigns:

- 1) Chapter Commanding Officers in the region are asked to nominate one candidate by prescribed deadline.
- 2) The STARFLEET IG will then contact those with qualified nominations and send out a ballot to all Commanding Officers listing those who accepted and asking the Commanding Officers to vote for one candidate.
- 3) The candidate with the most votes wins the position.

Additionally the region may hold online question and answer sessions for the RC candidates. The candidates may send out information, set up websites and other resources to inform the region about their candidacy and platform; and an election email list may also be set up for election discussions. The whole process of electing a new RC can take several months.

While the actual election procedures are overseen by the IG, the following procedures are observed by Region One in the election of its regional coordinator:

- Six months before the end of the current Regional Coordinator's term ends, the Inspector General, Starfleet makes an announcement of the election approaching in six months. No campaigning of any kind is allowed before this announcement.
  - Once this announcement is made, candidates may campaign for nominations. However, the above restriction is strictly applicable to the biannual election of the Regional Coordinator ONLY and in no way
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applies to efforts and campaigns for or against, or in the seeking of a called Vote of Confidence on the sitting Regional Coordinator. (see Term of Office)

- The Regional Coordinator will select a person to oversee the R1 Election Listserv at this time. This person may not be either a part of the current RC's or regional staff, nor part of any candidate's team.
- No flaming, attacks, profanity, etc. will be tolerated on the election list. Repeated violations of this rule will result in the removal of the offender from the list.
- Any decision to remove individuals from the list may be appealed to the RC, unless he or she is a candidate for re-election. In that case, the Senior VRC will be the authority to appeal to. All decisions on appeals are final.

## 5.1.4- TERM OF OFFICE

According to the current STARFLEET constitution, the Regional Coordinator is elected for a term of 2 years. Every 2 years the region elects a new RC via popular election or confirms the current RC via vote of confidence (VOC) for another two years. At any time during an RC's term of office, a region or the RC can ask for an additional VOC to be taken. One fourth of the region's COs must petition the IG to do a VOC outside of the 2 year structure.

## 5.2-VICE REGIONAL COORDINATORS

### 5.2.1-PURPOSE

STARFLEET regulations require every region to have at least One Vice Regional Coordinator (VRC). The VRC must meet the same requirements and qualifications of the RC which are setup by STARFLEET and are found in the STARFLEET Constitution (Article IV, Section 3). Regions can however have as many VRCs as needed to insure a smooth running region. The VRC acts as an advisor to the Regional Coordinator. The VRC may also represent the RC as needed.



### 5.2.2- DUTIES OF THE OFFICE

The Regional Coordinator relies on the VRC for advice and help in keeping the region running smoothly. The RC of Region One may choose to add a VRC position or eliminate one as deemed necessary. These positions may be appointed or applied for as deemed by the RC.

The VRC will become "Acting RC" should the RC become temporarily incapacitated or resigns. It will be the duty of the VRC to act as RC while elections are held to decide on the new RC during any such RC vacancy. If there is more than one VRC, then the Senior VRC will become acting Regional Coordinator.

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## **6. Regional Program Directors**

### **6.1-REGIONAL DEPARTMENT CHIEFS PROGRAM**

#### **6.1.1- Regional Department Chiefs Program Coordinator**

More information on the Regional Department Chief Program can be found in the RDC manual, which can be downloaded from the documents page of the Region One Website: <http://www.regionone.net/R1/>. This is only a brief overview.



#### **6.1.2. Purpose**

The RDC program is under the guidance of the Regional Department Chiefs Program Coordinator who, as the name implies, coordinates and assists the different Regional Department Chiefs as needed. When a position is open, the RDC Program Coordinator chooses a new RDC from applications. Through various forms of communication the RDC Program Coordinator will stay in touch with the RDC's and provide regular articles about the RDC program for the Region One newsletter, "Channel One". The RDC Program Coordinator reports directly to the Vice Regional Coordinator (VRC).

#### **6.1.3- Qualifications**

- R1 Regional Department Chief experience, past or present preferably.
- Must have taken OTS and OCC.
- Must be over 21 years of age.
- Must be organized.
- Must have daily e-mail and internet access.

#### **6.1.4- Regional Department Chiefs**

The full responsibilities and duties of each Regional Department Chief can be found in the RDC manual, which can be downloaded from the documents page of the Region One Website: <http://www.regionone.net/R1/>. This is only a brief overview.

#### **6.1.5- Purpose**

The purpose of the R1 Regional Department Chief (RDC) Program is to open communications between chapters Region One. The RDC program is designed to form some sort of correspondence with the Department Chiefs (or designated contact people) of each chapter in the region. On most chapters in the region, there are people serving as the Chief Science Officer, Chief Engineering officer, Chief of Communications, Chief of Operations, etc. The RDC program has an RDC Program Director, who manages the different RDCs for various programs. The RDC program wants to help these chapters' Department Chiefs (DC) share their uniqueness with the other DCs in the region. This helps the DC's have more ideas for activities, programs, etc.; but it in no way requires that any chapter or department should or should not do something. RDCs are encouraged to develop programs that can offer information, resources and services that all members of R1 can utilize and enjoy. You could sum up the RDC program as being designed to help coordinate information or ideas that can help DCs accomplish their job more efficiently and therefore make the STARFLEET experience more meaningful and worthwhile for all members.

The RDC program started out with programs just for Department Chiefs, but has evolved to include everyone in the First Fleet. While there are programs for the Department Chiefs, other like-minded regional members can also join. The RDC program has programs for role-playing aliens, costuming and the paranormal. The RDC program continues to expand and grow as the needs of the region arises.

## 6.1.6- Qualifications

- Be a member of STARFLEET in good standing for at least one year.
- Be a member of a Chapter within R1, preferably a DC on that chapter. [NOTE: You don't have to physically live within the region as long as you are a member of a chapter that is within the region.]
- He/she must have taken and passed OTS and OCC.
- Passed any SFA school that is within the RDC position's subject. For instance if you are applying for the position of RDC of Sciences, you may want to take a course in the SFA Vulcan Academy of Science, etc. This may not apply to all positions. (include a copy of your diploma)
- Sense of humor. An absolute must!!!!
- Demonstrated leadership abilities (this could be on your chapter or in real life or both).
- Have pride and enthusiasm in Region One.
- The ability to perform duties in a timely and responsible manner. (While it is true that this is a volunteer position, you will have certain duties that MUST be done regularly as an RDC.)
- Willingness to invest personal time, effort, and money (postage, etc.) to perform an important, but sometimes thankless, job for the benefit of Region One's members.
- Must have daily e-mail and internet access.
- Preferably a DC on that chapter, or an "expert" on the subject matter (not a hard requirement, but, *definitely* a plus).
- Specific requirements for your position will be stated publicly by the RDC Program director when the position is announced as being open for applications.

## 6.1.7- RDC Divisions

Some traditional RDC Programs include:

- Alien Ambassador Corps
- Communications
- Computer Operations
- Counselors
- Engineering
- Health Sciences/Medical
- Operations
- Paranormal Sciences
- Sciences
- Security

Detailed information about the RDC Program can be found in the RDC Program Manual on the Region One Web Site. Qualifications for the open RDC position are tailored for the program itself. This includes specific qualifications and duties of anyone associated with the program. Commanding Officers are encouraged to have their Department Chiefs and members to participate in the program. Each chapter should download the latest version and pass it around so they can see other programs members may be interested in.



Just a few of the RDC Program Logos

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## 6.2- SPACE CAMP COORDINATOR



The Space Camp Program is a scholarship program for children ages 9 through 17. They must be entering the third grade and be no older than 17 when attending space camp. The child must be either a member of Starfleet International, a child whose parent(s), guardian or grandparent(s) are members of Starfleet International and assigned to a ship in Region One.

The scholarship covers only the registration fee, transportation fee charged by Space Camp to and from the airport in Huntsville, AL for the stay at camp. This fee covers all room and board at the camp. It does not cover transportation to and from Huntsville, AL and their home or any of the extras available from the camp, such as jump suits, patches, etc.

Each child must have a form filled out by a Starfleet officer on their ship, this can't be a member of their family, a letter of recommendation from a non Starfleet person such as a teacher, clergy man, scout leader, family friend who knows the child and his/hers interest in space, math or science. The child must also write a short essay stating why they wish to attend space camp. The nomination period is December 1 - January 15, if the funds are available. All of the above is returned to space camp coordinator for consideration. Selection is made on February 15, the Region One Coordinator. The child who receives the scholarship is announced at the Region One Summit along with a certificate. They have one year from the date of the summit to the next to use the scholarship.

### 6.2.1- Qualifications

- The coordinator should be 23 years of age or older.
- A member of Starfleet for at least one year.
- Assigned to a Region One ship.
- They should have taken and passed OTS and OCC.
- They should also be someone who wishes to encourage the young people of the region to study hard, aim high yet have fun with an interest in space, math or science.

### 6.2.2- Duties:

- 1) Name the members of the committee, between 4 to 6 members with the R1 Treasurer being the only standing member of the committee.
  - 2) Keep in contact with the R1 Treasurer to see if we have enough funds for one or more scholarships.
  - 3) Keep in contact with Space Camp to see what the cost and requirements are, to make sure we know of any increases or change of camp policy.
  - 4) Send annual letter (if funds are available) in November to all R1 CO's telling them nominations are opening on December 1 sending all nomination information and form for Starfleet officer to complete.
  - 5) Collect all the nominations sent in by the R1 ships.
  - 6) Make copies of nominations and send them to the committee members, asking them to review them and send their choice by February 15. The space camp coordinator votes only in case of a tie and only one scholarship is being awarded.
  - 7) Send name or names of the scholarship winners to the R1 Regional Coordinator.
  - 8) Send letters to the R1 CO's telling them about the program and requesting their support and ask for donations to the funds and ideas for raising funds.
  - 9) Make sure that all new ships to the region know about the program.
  - 10) Try to find ways to raise funds for scholarships.
  - 11) Keep the RC informed of all major changes, problems and ideas for the program.
  - 12) Promote the program, don't keep it a secret.
-

## 6.3- RECRUITING AND RETENTION OFFICER

The duties of the Recruiting and Retention Officer include monitoring Regional chapter membership strength and unassigned members in the Starfleet data base on a bi-monthly basis. This is done in order to introduce members who are unaffiliated with a chapter to a group in their area and to aid chapters that are in peril of losing their minimal number of Starfleet members to maintain and/or increase their membership rolls.



### 6.3.1- Retention Process

- A. Check for under strength chapters.
  1. Contacts the chapter Commanding officer to offer aid.
  2. If there is no response inform the RC to determine further action.
- B. Check the Region unassigned.
  1. Contact new individuals and welcome them.
  2. Send them information on the closest chapter.
  3. Send the CO closest to the new member contact information.
  4. Send new members that live in remote areas all the Correspondence chapters in Region 1.
  5. Try to encourage new members to join under strength chapters when possible.

The Recruiting and Retention (R and R) Officer also supports the efforts of the Region and its Chapters in recruiting new Starfleet members and promoting Starfleet and the Region.

### 6.3.2- Recruiting duties

- A. Maintain templates for generic recruiting pamphlets for the region.
- B. Maintain communication with chapter recruiting and retention officer.
- C. Encourage each chapter to have an active R and R person.
- D. Encourage chapters to submit quarterly reports to the Region R and R.
- E. Encourage involvement for recruiting at local science fiction conventions, book stores, movie releases, or malls.
- F. Develop other aids for recruiting such as videos or PowerPoint presentations.

The Recruiting and Retention Officer is expected to submit a monthly report to the Vice Regional Coordinator of Programs and a quarterly report to the fleet R and R officer.

### 6.3.3- Qualifications:

- Must be a member of STARFLEET in good standing and be a Region One member.
- OTS/OCC graduate
- Good researching skills
- Good organization, communication and marketing skills

## 6.4- REGION ONE HISTORIAN



Region One has a long line of history that needs to be carefully and methodically researched, documented, and preserved for our posterity. The Office of the Region One Historian is responsible for this task. This office is responsible for researching, assembling, and documenting the past and present events of the Region as well as serving as custodian of these factual records. These records are also shared with the Office of the STARFLEET Historian for the fleet archives.

The records include who the individuals involved were, when the event happened, and what contributions were made in the past so they can be referenced by future members and interested parties.

The types of items that are documented are the genealogy of every chapter and shuttle that has ever existed in the region, including commissioning date, decommissioning dates, initial CO and XO, and date of any change of commands.

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## STARFLEET Region One Membership Handbook

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This office also documents the installation of Region One Staff Officers and any relevant achievements while they were in office. This historian is responsible for documenting aspects of regional policies and any ramifications thereof. This recorded history must remain pure and objective without any “spin”, “white washing”, or bias. These collected records also serve as the official regional archives. The official archive contains copies of all available Regional Memos, as well as paper and electronic archive of all regional publications. This historian also maintains a photographic archive of regional activities in electronic format if possible. The archive is maintained in perpetuity with transfer between successive historians.

The Historian creates and maintains the official time line for the region and maintains a document that can be downloaded and reviewed by the members of the region from the website. If possible, the office of historian may create a web site that contains downloadable information and images.

### 6.4.1- Qualifications:

- Must be a member of STARFLEET in good standing and be a Region One member.
- OTS/OCC graduate
- Good researching skills
- Good organization, writing and record keeping skills

## 6.5- REGION ONE PUBLICATIONS OFFICER



The Region One (R1) Publication Officer is responsible for the production, editing and publication of “Channel One”, the official newsletter of Region One. The “Channel One” is a bi-monthly newsletter serving the informational needs of the Region One membership. The publication supplies information that is of interest to the whole region: articles by the RC, VRC(s), RDCs, Program Directors and the general membership. This publication includes material about the region’s chapters, conventions, summits, regional programs, and members. The “Channel One” is, in essence, the regional version of the Communique. Members of the region are encouraged to submit articles and other materials of interest to this publication.

The Region 1 Publications Officer is required to electronically post a copy of the “Channel One” newsletter to the official Region 1 website, <http://www.regionone.net/R1>, in a .PDF file format that can be viewed and/or downloaded by the membership in a bi-monthly manner. The Publications Officer will post a schedule of submission deadlines and publication dates for reference of the membership on the regional website and the publication itself. This position necessitates the regular interaction of the Publication Officer with the regional officers and membership to solicit articles and other contributions to the newsletter by various methods, including the regional lists and direct emailing. The Publications Officer is encouraged to create a website or other online archive to preserve past issues of the newsletter. The Publications Officer, as a Regional Program Director, is also required to make monthly Program Status Reports to the Vice Regional Coordinator (VRC) of Programming on the 21<sup>st</sup> of each month.

### 6.5.1- Qualifications

- Qualifications for publications officer:
  - Must be a member of STARFLEET in good standing and be a Region One member.
  - OTS/OCC graduate
  - Good written communication skills
  - Good background and experience in desktop publishing.
  - Must have access to a reliable computer and requisite software for desktop publishing
-

## **7. Chapter Care Program**



The Chapter Care Program consists of five members and is there to help the chapters. It is a one-stop place to get answers to questions, to get help for problems and mediation, or just wanting help planning a fun event.

### **7.1- CONTACTING CHAPTER CARE MEMBERS**

A Regional member needing help can contact a panel member directly. The email and snail addresses will be listed on the regional webpage.

Chapter Care panel members must have reliable internet access to check email often. Regional members may snail mail a Chapter Care panel member too. Should a panel member have an address change, be sure to tell the SVRC and RC so the changes can be made where needed.

### **7.2- INFORMATION**

Chapter Care panel members will be able to help members with information they need.

They will be knowledgeable about the following:

- STARFLEET member handbook
- Region One's handbook
- STARFLEET Academy
- Region One programs
- Regional Division Chief programs
- Who does what on the Regional level and FLEET level Meeting chapters Correspondence chapters

Chapter Care panel members are a resource for answering questions that chapter CO is unable to answer. If they do not know an answer to your question, they will find out the answer and get back to the member.

Chapter Care panel members will be able to give suggestions on:

- Charitable activities
- Chapter governance
- Chapter-to-chapter issues and interaction Chapter-to-region issues and interaction Chapter-to-Fleet issues and interaction Online issues such as networking, web sites and social networks Media relations Chapter fundraising Chapter activities

### **7.3- PROBLEMS**

Chapter Care panel members will help mediate and defuse issues.

Problems that Chapter Care panel members will help handle are:

- Conflicts between chapters that cannot be handled between the chapters.
- Assist with voting for a new CO of a Chapter Give positive suggestions to issues that a chapter cannot solve within itself.

### **7.4- FUN**

Chapter Care panel members will also help with and give suggestions for fun. They can help you plan multi-chapter events. They can give you suggestions on places to visit and events that might be of interest to hold. They can help with ideas to where to advertise your event or just help you get the email or snail mail address of the chapters you want to invite.

### **7.5- QUALIFICATIONS**

- OTS/OCC
  - Region One Member in good standing
  - STARFLEET member for at least three years
  - Thick skinned
  - Tactful
-

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- Patient and understanding
- Should be able to communicate in an even, diplomatic tone.
- Should be able to express themselves clearly, coherently, and succinctly in written form.
- Be willing to help and have the time to help
- Must be willing to handle all issues without bias and inserting personal points of view.
- Must be able to keep confidences when necessary with the exception of the RC and SVRC should they be needed to be brought in to help.
- Good knowledge of Fleet and Regional rules and handbooks and is able to interpret them.
- Reliable internet connection to check mail and chapter care list.
- Real life problem solving and crisis management, or leadership training/skills helpful.

### 7.6- APPOINTMENTS AND REPLACEMENTS

After applications have been reviewed by the RC and SVRC for qualifications, the applicants will be presented to the Region's commanding officers for their approval vote. The applicant that receives the plurality vote will be appointed to the Chapter Care panel. Should there be more than one opening; the next applicant with the plurality of votes over the other applicants will be appointed to the next position on the Chapter Care panel.

Complaints about Chapter Care members will be sent to the SVRC and/or the RC. Should there be many complaints or the Chapter Care panel member not be doing their job, the commanding officers will vote to remove or keep the member.

The Regional commanding officers will decide who is on the Chapter Care panel. RC and SVRC will collect applications for commanding officers to vote on. They will not appoint the panel members.

The Chapter Care Program consists of five members and is there to help the chapters. It is a one-stop place to get answers to questions, to get help for problems and mediation, or just wanting help planning a fun event.

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## 8. Members of the Region

### 8.1- REGION ONE CHAPTER COMMANDING OFFICERS



STARFLEET Chapter Commanding Officers have a great responsibility within Region One. While each chapter runs independent of each other, no chapter of STARFLEET exists in a vacuum, all alone. They are all part of the greater whole.

In Region One, Commanding Officers make up the representative body of the Regional Staff. But STARFLEET and Region One have certain requirements for Commanding Officers some of which are listed below.

Per regulations, to remain a Commanding Officer and maintain a chapter in good standing of STARFLEET, a Monthly Status Report (MSR) must be sent to the RC and STARFLEET's Chief of Operations EVERY month on the first. These reports can be filed in a variety of ways: online database (preferred), through email, or via the US postal system (snail-mail). There are forms to use for each method. If a copy of the form is needed, it can be acquired on the STARFLEET Web Site downloads page, or by sending a Self-Addressed Stamped Envelope or an email to the Regional Coordinator requesting the form.

The Region One Commanding Officer serves as part of the Regional Staff, and help in shaping the policies for the region. The Regional Coordinator may elect to poll the chapters on various fleet or regional issues, and the Commanding Officers are the representative of their chapter and crew. Each Commanding Officer should discuss the details of the poll with their crew and voice the majority vote of their crew. Official regional ballots appear in the Regional Coordinator's Monthly Memo. The RC may also elect to accept electronic ballots. It is the responsibility of each CO to ensure that the voice of their chapter is expressed and that ballots are returned by the due date. Commanding Officers are also required that they have an Official representative if possible on the Regional Staff (R1-Staff) Electronic List. This representative should, ideally, be the CO or XO of the chapter. The region recognizes that not every CO will have email access, but if you (or your XO) do not, then you should find someone on your crew who does and can be trusted to represent your chapter on the R1-Staff list. If your R1-Staff List representative is neither the CO nor XO of your chapter, you must contact the RC directly by mail to confirm that this member is your official representative.

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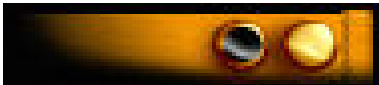
Commanding Officers are also responsible for ensuring that all relevant contact information is up to date. This includes but is not limited to the STARFLEET Vessel Registry, chapter web site URL, and contacts on the Official Region One Web site.

Region One provides a variety of programs for the benefit of the chapters and their crews. Commanding Officers should encourage their crew to participate all of these programs. These programs may include the RDC Program; various fundraisers such as the Relief Fund; and the Awards program. It is the duty of all the Commanding Officers to make sure their crew is represented every year in the annual Regional Awards. It is also understandable that every chapter will not have someone to nominate for every award, but every chapter DOES have an opportunity to nominate. Even if you think your chapter does not have a chance to compete against some of the other chapters, it is still your responsibility to see that they are represented and nominated. The awards committee reviews all the nominations very carefully and acknowledges all the candidates who have met the requirements of other R1 Awards, which are given out at the Annual Awards ceremonies during the spring summit.

Additionally every chapter should try to be represented at the two annual R1 meetings: The Spring Summit or the Fall Conference. Because of the geographic size of the region, it may not be possible for anyone from your chapter to travel to each of these events every year, but if you have a crewmember that is going, please consider making that crewmember your proxy for the weekend. Ask the crewmember to attend Captain's Calls, and as many of the meetings that he/she can, and report any vital information back to you immediately after the weekend. Commanding Officers are also encouraged to foster relationships with their sister chapters in the fleet. Chapters may wish to host gatherings, challenges and the like. Participation is up to each chapter, but fellowship with other chapters in the First Fleet enhances the STARFLEET experience.

And last, but certainly not least, it is the CO's duty to stay abreast of what is going on in the Region via the RC's Monthly Memo, to participate in the R1-Staff list, and relay all necessary information to the crew under their command. This is how information moves up and down the chain of command. The Regional Staff cannot possibly report to every single member of the region, so we depend on the CO's to serve as the communication's link to the Regional Staff and Regional Command.

### 8.2- REGION ONE MEMBERS



Each and every STARFLEET member in Region One is a valuable asset to the Region. Everything that is done in the region is done for their benefit. But every member also has some responsibilities and expectations in the Region. The primary one is to have fun. The secondary one is for them to participate in as many of the regional programs as each person is interested in.

There are a wide variety of things that the regional membership can do to be 'part of the region'. These include the following:

- Subscribing and submitting articles to the R1 newsletter (Channel One),
  - Subscribing and participating in the R1-chat lists,
  - Participating in the online chats,
  - Checking the R1 website regularly
  - Asking their CO about what's going on in the region,
  - Make sure their CO keeps them updated on activities within the region (In other words, ASKING for the information)
  - Attending the Summit and Fall Conference if possible
  - Participating in the RDC program
  - Applying for open positions that interest them and that they feel they can handle
  - Participating or hosting chapter activities
  - Asking to be put in for awards that they qualify for
  - Making their CO accountable for doing his/her job.
  - Talking to the members of the regional staff and asking questions or making constructive criticism when needed
  - Finding out the whole story on any subject BEFORE jumping in and accusing a regional officer or member of not doing their job
-



- Never criticizing a regional officer or member of something in a public forum until they have first discussed the problem with them in private.

*Everyone should make criticisms constructive ... not destructive.*

## 9. General Region One Policies

### 9.1- REGIONAL VOTES

The Regional Coordinator will periodically poll the regional membership to get the majority consensus on a topic. This poll could be the selection site for the Regional Summit or Conference or a new regional policy. This poll may be printed in the Regional Monthly Memo or sent to the R1-Staff list depending on how the RC wishes to conduct the poll. Every chapter Commanding Officer may cast one vote each which must be submitted by the announced deadline. The Regional Coordinator or a designated officer will tally the votes. The Regional Coordinator does not vote unless there is a tie. Results will be published in the Regional Monthly Memo or any other place deemed necessary.

### 9.2- PROBLEMS WITHIN THE REGION

Given the size, population, and various personalities that make up Region one, it is almost certain that conflicts or problems will arise. But before the disputing parties decide to throw insults at each other or worse fists, every attempt should be made to reach a diplomatic solution first.

While we all wish that every problem, crisis, and conflict could be resolved as quickly and easily as it appears on Star Trek®, we know that this will not always be the case. Each member should strive to make the best representation of the ideals of STARFLEET. Disputing parties are encouraged to make all attempts to work their problems out privately and to include as much details in their Monthly Status Reports. By including the problem and/or the resolutions reached, you have let the proper people know what is going on in case additional resources are required to help resolve any outstanding issues.

If it is not possible to resolve this problem amongst yourselves, then the next step is to contact a member of the Chapter Care Panel. If both parties have included the details of their problems in their MSR then the Chapter Care Representative will have both sides of the issue to analyze. The Chapter Care Program is designed so that the Regional Coordinator is thoroughly informed to any progress being made. All of these resources are available to assist, mediate, and possibly resolve the issues. While the Chapter Care Panelists, Vice Regional Coordinator and Regional Coordinator are willing to listen to your issues on the phone, they will need it documented in order to do anything more than offer suggestions. Also, please understand that these people, while dedicated to help both parties resolve the issues, do work on a volunteer basis, so things may take longer than you would like.

If your problem is beyond the scope of the authority of these officers, then your problem will be sent up the STARFLEET chain of command, all the way to the Commander, STARFLEET (CS) if necessary to help resolve the problem. The chain of command insures that the proper, most experienced people are called in when necessary to resolve the problem in as quiet and efficient a manner as possible. We do ask that you not put personal arguments and disagreements on any of the regional or fleet email lists. Please control yourselves in keeping with the high ideals and standards of conduct for a STARFLEET Member.

### 9.3- DISCIPLINE

The Regional Coordinator has many important duties and responsibilities to the Region. None of those duties entails being a disciplinarian. They cannot make everyone agree or get along. The Commanding Officers and Regional Staff Officers are expected to be mature adults that represent the best of STARFLEET Region One and the ideals of Star Trek. These Officers should be willing to work out their issues. However, in cases where this is not possible, the Regional Command Staff has worked out the following procedure:

1. When all attempts at reaching a resolution have failed, the complainant needs to submit a valid formal written complaint that gives the specific and detailed charges against the other person/chapter in the region. This complaint should also include any attempts made to reach a resolution.
  2. The Regional Coordinator will send a copy of the complaint to the person it is written against and allow that person to respond to the complaint.
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3. These documents shall be retained for six months from the date of the complaint and may be viewed by anyone on the Regional command staff at any time as deemed necessary, especially if the person the complaint is against applies for a Regional Staff position. This does NOT mean the person the complaint is against will not receive the staff position they apply for, it just means the complaint and response will be considered along with other factors/qualifications.
4. If there are no more complaints about this person in the next six months, the original complaint and response will be destroyed.

If there is a second valid complaint against the same person within six months, the same procedure will be taken, and the time for holding the complaints will be extended to one year.

If there is a third valid complaint against the same person, a VRC will be assigned to look into the situation further and report to the Regional Command Staff on any findings. If it is found that the person is continuing to act in a manner harmful to the region, its members, and/or chapters within the region, the following procedures will be taken:

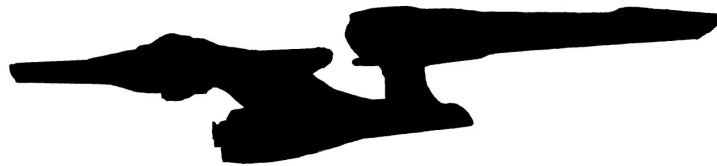
There will be a meeting of the Regional Command Staff (RC and VRC(s)). If the entire Command Staff agrees this person has repeatedly acted in a manner that is harmful to other chapters/persons or interferes with the region as a whole, the person will be banned from holding any regional offices or assistant positions to any regional officers for two years.

### **9.4- APPLYING FOR OPEN POSITIONS**

Region One requires many talented and dedicated people to keep it functioning smoothly. There are instances when someone is needed to fill a vacant or new staff position. When a regional staff position needs to be filled, the following steps will be used to select the best-qualified person for that position:

1. All Applicants MUST be members in good standing of STARFLEET and either be assigned to a chapter or chapter-in-training of Region One or an unassigned member residing within the geographic boundaries of Region One.
2. The open position will be listed in the Regional Memo and other official places. The listing will state what the positions are, the deadline for submitting an application, the duties and qualifications for the position, or reference where it can be found.
3. All interested applicants are required to submit two resumes, one that list all of their STARFLEET experiences and one that includes Non- STARFLEET experience, to the designated officer before the deadline.
4. If you have any questions about the open position, please contact the person who is accepting the applications.
5. With the size of the region and the many talented people that it contains, we ask that no one currently holding a regional staff position send in an application for another position, unless they really feel compelled to. No one should be allowed to hold more than two regional staff positions, not counting being a sitting commanding officer, unless circumstances dictate otherwise.

After the deadline has passed, all applications received for the open position will be looked at and compared so the best qualified person will be chosen for the position. If the deadline has passed and no one applies, then an adjustment can be made to the deadline or it may be open to personnel already holding other positions in the region. The person chosen will be notified and asked if he/she is still willing to perform the duties of the position. The person chosen for the position will be announced in the Monthly Memo, the STAFF List and other official places.



## 10. Regional Treasury

Unlike the 23rd and 24th Century, money is still required to provide some services to the members of Region One at a regional level. The following policy has been adopted to ensure careful stewardship of regional funds.

### 10.1- DUTIES AND QUALIFICATIONS OF THE TREASURERS

The Regional Treasurers will handle, record and report all finances for Region One. They:



- Are appointed by the RC and affirmed by majority vote of the chapter Commanding Officers.
- Are directly responsible to the RC.
- Are required to work with the RC, VRC, and other staff offices involved in the expenditure of funds.
- Skilled in proper accounting methods.
- Maintain the regions financial records and can readily report on them.
- Rectify account balances and notify the RC immediately of any account irregularities.
- Create a monthly report of the status of regional accounts in the monthly regional report and other media.
- Cooperate with authorities if/when audits are requested.
- Disburse funds as directed by the Regional Coordinator and thus must be approved by said Regional Coordinator.

### 10.2- TREASURY SETUP

Region One's treasury is handled by two treasurers who work jointly with the Regional Coordinator in the following manner:

- Treasurer A receives the monthly statements and forewords copies to the Regional Coordinator and Treasurer B.
- Incoming funds are directed to Treasurer A, while expense claims are directed to Treasurer B.
- Treasurer B has the checkbook with most of the checks.
- Treasurer A and the RC each have a few checks in case a situation arises in which the check cannot or does not need to start with Treasurer B (or Treasurer B is incapacitated). Each check that is entrusted to Treasurer A and the RC is logged as being in their possession.
- Both treasurers and the RC are named on the account and every check written must be signed by handy two of the three.
- When possible, Region One funds are held in a checking account at a national bank that has branches throughout Region One.
- The region has an EIN (Employee Identification number), which is used to obtain a free checking account.
- It is HIGHLY recommended that a computer software program be used to track the account activity. However, this software is not required as long as regular monthly statements are sent to the RC, Treasurer B, and included in the monthly regional report.
- There is one bank account. A ledger will be kept to separate the projects for all funds received and disbursed to ensure that an accurate record is kept of all money donated to and/or spent by Region One.



### 10.3- CURRENTLY AUTHORIZED LEDGER ENTRIES

#### 10.3.1- Channel One

This is the regional newsletter fund. Money for this fund comes from subscriptions, donations, and other fundraising efforts. Expenses deducted from this fund typically include copying, postage, paper, and ink used by the RDC of Communications to produce the newsletter.

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## 10.3.2- Awards Program

Money for this fund comes from the sales of award ribbons, other program merchandise, and donations. The R1 Awards director may have a variety of expenses, including paper (both plain and certificate paper), ink, award ribbons and certificate holders, replenishing awards merchandise, copying, and mailing.

## 10.3.3- Mile of Dollars

The Region One Mile of Dollars was created several years ago to benefit the STARFLEET Scholarship Program. The idea was that Region One collects enough dollar bills that if they were laid down end to end would stretch for a mile. At the time the project began, it was calculated that \$1 equaled .5129361 of a foot. There are 5,280 feet in a mile; therefore the goal was to raise \$10,293.68. Periodically, as donations warrant, we send the built up monies to the STARFLEET Scholarship Fund.

## 10.3.4- Relief Fund

This is a holding account for the Relief Fund donations. The treasurers periodically disburse checks to the recipient as described in the R1 Relief Fund section. The administration of this money is the responsibility of the Relief Fund Coordinator with oversight from the treasurers and the RC.

The following are examples of the criteria that will be used to judge the needs of applicants who wish to receive relief from the Region One Relief Fund:

1. Need of essential medicines not covered by insurance. (Copy of previous prescription receipts necessary).
2. Need for food that cannot be supplied by local assistance organizations.
3. Need for clothing, especially due to fire/flood.
4. Need to pay utilities that cannot be paid by state agencies or local assistance organizations.

The following are examples of emergencies:

1. Fire or other damage to the home.
2. Flood or other natural catastrophe.
3. Eviction from home. (A copy of the eviction notice must accompany the applicant's request).
4. Unexpected illness or injury causing loss of job or pay. (Copies of medical bills and type of illness or injury necessary).
5. Robbery or burglary of day-to-day living expenses. (A copy of the police report must accompany the request).
6. Utilities, i.e. gas/water/electric, where state agencies have refused. (Copy of shutoff notice necessary).
7. Sudden loss of income, such as loss of employment without notice or severance pay. (Copy of notification, employment security commission filing, etc.)



The Relief Fund will not provide relief for the following events:

- Missed house or rental payments not showing a valid reason, such as income loss or robbery.
  - Insurance payments.
  - Car payments not showing a critical need.
  - Club or organizational dues.
  - Lost vacation money.
  - Moving expenses, except in special circumstances.
  - Furniture payments, credit card payments, etc.
  - Tax payments.
  - Child support payments.
  - Alimony payments.
  - Gambling losses.
  - Travel expenses.
  - Lawyer's fees.
  - Automotive repair, except in special circumstances.
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An applicant may apply as many times as necessary until he or she has received help. Once an applicant has received help he or she may not apply again. The Relief Fund is a one-time help fund. We cannot send funds to one or two people repeatedly.

### A. Guidelines for Approval

The applicant needs to write a letter or email requesting help. In the letter/email, he or she needs to give as many details as possible. A letter or email from the chapter Commanding Officer as an independent source of verification is also a good idea. ALL INFORMATION RECEIVED WILL BE HELD IN STRICTEST CONFIDENCE. NO ONE OUTSIDE THE COMMITTEE WILL KNOW THE NAME OR PERSONAL INFORMATION OF ANY APPLICANT, WHETHER THE REQUEST IS GRANTED OR NOT.

The letter/email must also include:

- The amount requested.
- Proof such as an eviction notice, utilities shutoff notice, etc.
- Copy of police report in event of crime such as robbery or burglary.
- Copies of medical bills not covered by insurance, etc.
- The applicant also needs to provide their SCC number and must be good standing in their chapter and STARFLEET. A letter from the chapter Commanding Officer or presence in the STARFLEET database will suffice.

The member must be a member in good standing of an R1 chapter. The letter or email must be signed by the applicant with their full legal name, a postal address (and email address if applicable); no persona names allowed, for example we cannot make a check out to T'Marr of Vulcan. The letter or email should be sent to the R1 Treasurers and the RC. (Please see Treasury and Staff pages for addresses.)

We will accept an email providing we still get proof of your cause of need. For example, a scan of the eviction notice, utilities shutoff notice, etc. All letters of applicants requesting help will be kept on file for future reference.

When a check is issued, it will be made out to the creditor (with a notation on the check relating to the applicant), not to the applicant, in most cases. If a check is made out to the applicant, it will be limited in amount and only for food, clothing lost due to fire/flood or medicines. For medications, please send a copy of the prescription receipt normally received with picking one up, or a note from the pharmacy of its cost to the applicant. If available, gift cards for a chain grocery may be sent instead.

### B. Approval for Use

The decision regarding an application for Relief rests with the Region One Relief Fund Committee. The committee has authority to financially assist up to a maximum of \$500. The application for relief will be judged on a case-by-case basis, evaluating the applicant's need and conditions they are currently living in. We cannot replace a member's house, car, furniture, computer or vast sums of money, etc. That falls under insurance claims or their state's Victim of Crimes Fund. The Region One Coordinator has the final authority on any decision this Committee makes.

## 10.3.5- GENERAL FUND

Money from this fund comes from donations and other fund raising efforts.

Below are guidelines for Approval and Use of Monies from the Region One General Fund.

### A. Approval for Use

- Relief approval authority rests with the Region One Coordinator, who may consult others for advice as he or she sees fit or may share this authority with the R1 Treasurers as warranted. Approval for reimbursement from the general fund must be obtained prior to spending Region One Funds.
  - All requests for reimbursement must be in writing and must be accompanied by receipts which clearly show the date, to whom the funds were paid, the amount of funds spent and why the item(s) were purchased.
  - Advances from the fund will not normally be authorized unless it's in the best interest of Region One and is approved by the Regional Coordinator. A dated statement notifying the RC why the advance is necessary,
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who is requesting the monetary advances, what it is for, how much money is requested/estimated, why and when the advance is needed.

### **B. Uses of the Monies in the General Fund**

Reimbursement will normally be made from the fund to the Regional Coordinator or other persons he or she may designate for any of the following:

- Consumable office supplies used for Region One business, may include, but are not limited to, paper, envelopes, printer ribbons or printer ink cartridges, address labels, printing expenses, pens, pencils, computer disks, and the like.
- Postage for mailings related to Region One business.
- The establishment and/or maintenance of internet sites, fees, or other expenses, when the sites or fees enhance or contribute to the goals or interests of Region One.
- Expenses for such other purposes as the Region One Coordinator may deem appropriate and in the best interest of the Region.

Reimbursement will not be normally made from the fund for normal internet access, office equipment, dedicated phone lines, furniture, or other non-consumable items.

### **10.3.6- TRAVEL FUND**

This fund is for travel expenses of the Regional Coordinator while traveling to Region One Summits, and/or the STARFLEET International Conference.

#### **A. Approval for Use**

Approval authority for all travel reimbursement rests with the Senior Vice Region One Coordinator and Regional Treasurer, who may consult others for advice as they see fit.

Approval for reimbursement from the travel fund must be obtained in writing prior to spending Region One funds.

Advances from the fund will normally be authorized due to the extent of the expenses, provided they are supported before the travel commences by appropriate reservation documentation, receipts, and/or written estimates.

#### **B. Uses of the Monies in the Travel Fund**

Reimbursement for travel expenses will normally be provided for the actual cost of travel to and from the STARFLEET International Conference this includes the lodging for the Region One Coordinator or his/her qualified designated delegate. Reimbursement for travel for the Region One Coordinator or his/her designated delegate to the Region One Summit or Fall Conference may also be provided depending upon the availability of funds.

Cost of travel includes fare (air, bus, train or alternative transportation) to the city where the STARFLEET International Conference is held and taxi or shuttle service from terminal to hotel, or the actual cost of fuel should the Region One Coordinator or delegate drive their personal vehicle to the convention. Receipts are required to obtain reimbursement. Cost of travel does not include a rental car or local taxi fare other than to and/or from the hotel/airport, bus station, etc. while attending the conference.

Expenses for travel may include a rental car to drive to the STARFLEET International Conference if it can be shown that such mode of transportation is advantageous and in the best interest of the Region.

“Lodging” is defined as being the cost of the hotel room including all applicable taxes. The expenses for meals and entertainment are not reimbursable and remain the responsibility of the Regional Coordinator or his/her designated delegate attending the event.

As travel and lodging expenses can sometimes be discounted if purchased in advance it is recommended that the RC and/or delegate secure travel and lodging reservations immediately to take advantage of lower rates.

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### 10.3.7- Space Camp Fund

The Space Camp Fund collects moneys to send eligible Region One cadets to Space Camp in Huntsville, Alabama. The fund is designed to act as a “scholarship” to pay for the cost of the program only for one or more cadets (member(s) of Region One below the age of eighteen) but not for other associated expenses. Travel, food and other costs above and beyond the Space Camp program fee are not covered by this fund.

#### A. Approval for use

The Space Camp Scholarship is awarded to eligible Region One members based on essays submitted to the Space Camp Coordinator and judged by a panel of officers appointed by the Coordinator. Once the member (or members) who have been selected by the panel as recipient(s) of the scholarship, the Space Camp Coordinator submits the name(s) to the Regional Coordinator who authorizes disbursement.

The funds are paid directly to Space Camp in Huntsville, AL or they may be paid as a reimbursement to the child's (children's) family(or families) after the paid receipts are given to the Space Camp Coordinator who will forward them to the Region One Treasurer for reimbursement. The only person who can disburse funds from the space camp fund is the Treasurer.

#### B. Financial Reporting

All Fund and account activity is reported in the monthly regional report and the Channel One. Treasurers A and B will alternate writing these reports. Donation and expense forms can be downloaded from the R1 treasury website or by sending a SASE (SELF-ADDRESSED, STAMPED ENVELOPE) to either of the treasurers.

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## 11. Region One Awards Program



Awards and recognition have always been part of the Star Trek Universe. Captain Kirk wore his ribbons and a medal on his uniform (TOS: “Court Martial”); Lt. Commander Data had a display of distinctive awards, which he had earned (TNG: “Measure of a Man”); and Captain Sisko earned the Captain Pike Award for his distinguished service and accomplishments to the Federation (DS9: “Tears of the Prophets”).

The STARFLEET Region One Awards Program was developed to recognize outstanding service or accomplishments. The program is geared to recognize individuals, their academic achievements, Non-Affiliated member recognition, and chapter or team achievements. There is also an Annual Regional Awards competition to recognize the ‘Best of the Best’ of the First Fleet.

Some of the awards a person can earn are Commendations, Good Conduct, Distinguished Service award, Legion of Honor, Silver Star, Purple Heart, the “E” Ribbons as well as many more. When appropriate, awards are given by the Region One Awards Director upon recommendation of a qualified STARFLEET member. And while any STARFLEET member may nominate anyone for awards, the recommendations on the chapter level should come through the chapter’s CO or XO. Regional Staff Officers (RC, VRCs, RDCs, etc.) may also recommend anyone in the region for awards.

There is a R1 Awards website and Awards Manual that provides more detailed and comprehensive information about the program itself, the awards, the recommendation process, and answers general awards questions. The awards website also features all the recipients of the R1 Awards. There are plenty of opportunities for individuals and their chapters to have their name added to these lists. Every chapter in the region should have at least one copy of the R1 Awards Manual. Commanding Officers should contact the Awards Director to obtain a copy, or it may be freely downloaded from the R1 Awards website by anyone. The Program also provides a Ceremonies Manual that contains ceremonies for activities such as Change of Command, Commissioning, Award Ceremonies, etc.

The Awards program offers distinctive award ribbons, which can be used by its recipients to display their achievements. The program also provides each recipient with electronic awards certificates free of charge, printed ones for a nominal fee. The purchase of these ribbons and other merchandise, such as certificate jackets, ribbon bars, or pins are what financially supports the awards program.

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## 11.1- Duties of the Awards Director

The Awards Director organizes the Awards department for Region One. He/she performs the following duties (which may be divided between one or more Assistant Awards Directors as needed):

- Serves as the chairman of the Awards Committee
- Maintains or oversees the Awards website
- Keeps the Awards manual updated as needed.
- Makes sure new chapters in the region receive one copy of the Awards manual
- Keeps the region informed as to who is receiving awards in the region
- Makes sure the region's annual awards recipients are entered in the annual STARFLEET awards
- Prints or provides award certificates as needed
- Answers questions from members of the region
- Reports to the RC quarterly by a specific date on awards applications, awards given out, money coming in from sales, etc.

## 11.2- Qualifications of the Awards Director and Assistant Awards Director

- He/she must have taken OTS and OCC.
- Must be over 21 years of age.
- Must be organized
- Must be a member of a R1 chapter
- Must have the capability of printing certificates
- Make sure Annual Awards are presented at Regional Summit

## 11.3- The Awards Committee

The Region One Awards Committee is comprised of the Awards Director, Deputy Director, the Regional Coordinator and RDC Program Coordinator.

Six judges are selected by the Awards Director to aid in evaluating nominations and awarding recipients. Currently, the qualifications for award judges are as follows:

- He/she must be a member of good standing of STARFLEET and Region One
- Must possess a Flag Rank (however a minimum rank of Fleet Captain and/or Commodore will be considered.
- Must not be a currently serving Commanding Officer.

## 11.4- General Awards Process

Guidelines and criteria for each regional award are given out in detail in the STARFLEET Region One Awards and Ceremonies Manual and on the Awards web site along with guidelines for submission. Awards can be submitted online or via the postal service. When a nomination is submitted to the Awards Director, he/she then processes it. In the case of subjective recommendations where an opinion is involved in the determinations, the nomination is sent to the Awards Committee for evaluation. The results of the Awards committee are then sent to the Recommending Officer. When a Regional Award is approved, the recommending officer must send a 9X12 self-addressed stamped envelope or postage to receive the printed Awards Certificate, otherwise an electronic PDF version will be emailed to the recommending officer. Award Ribbons and Certificate Holders are also available for a small fee. Please consult the Awards Director for a price list for these items.

## 11.5- Annual Awards

The Region One Annual Awards are presented each year at the Spring Summit. Detailed information is presented in the Awards Manual, website, or you may contact the Awards Director for any information that you require to submit your chapter entry on-time. The Awards Director or Deputy Director will post the deadline for submission within three months of the deadline to give each chapter ample time to work on presenting the best entry for their chapters. Each Region One Chapter CO should make sure that his/her chapter and qualified chapter members are represented in the Annual Awards. Those Region One chapters and individuals that are the regional annual award winners will go on to represent Region One in the SFI Annual Awards competition.

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## **12. Region One Communications Channels**

Good Communications is essential to any Organization. Region One offers a multitude of avenues in which to inform its membership of all necessary information as well as regional and chapters' events, activities and various achievements. These are as follows:

### **12.1- REGION ONE WEB PAGE**

The Official URL of the Regional web site is <http://www.regionone.net/R1>. This is the central resource electronic media to all of the First Fleet. The purpose of maintaining an internet web connection is to keep its members informed and to serve as a recruiting tool. The Regional website contains information about regional organization, the various programs within the region, and provides links to regional chapters' web pages. Chapter and regional programs are asked to keep their information up-to-date at all times.

The regional website is set up and maintained by one or more webmasters who work together. The duties of the webmaster(s) are simple: to maintain and keep up to date website for the region. The qualifications of the webmaster(s) are to be a member of Region One and have knowledge of creating and maintaining websites; etc, and provide the necessary web space to host the Regional site.

### **12.2- REGION ONE EMAIL LISTS**

Region One maintains at least two official regional lists, and one unofficial, to keep the members informed. These official lists are the Staff List (R1-STAFF) and the Announce list (R1-ANNOUNCE). The Staff list is designed for chapter CO's (or their proxies), and regional officers (or their proxies). Discussion on this list is limited to regional business and concerns.

The Announcement list is designed to cut down the spamming of important regional and fleet announcements to the other list. Members are encouraged to send important chapter, regional and fleet announcements to this list as opposed to sending the same announcement to all the regional lists.

The unofficial list is the Chat list (R1-Chat). The Chat list is designed to be open to anyone for anything (appropriate). It is an outlet for anyone in the region to just chat with other members of the region or the fleet. The rules for this group are listed below.

While we try to keep these three lists as a minimum for the region, other lists are not discouraged. Regional programs and other groups can create mail lists as necessary to conduct their business on search services as Yahoogroups.com.

The current RC and VRC monitor and enforce the rules for both the R1-Staff list and the R1-Announcement list. The official list rules mentioned below will be posted from time to time. The main rules are that no one is to flame anyone else, and please remember this is a family oriented organization, so please keep it clean and constructive.

#### **12.2.1- Rules for R1-Chat**

1. This list is an unofficial communication channel for STARFLEET's Region One. Messages on the list reflect the attitudes and opinions of the posters and cannot be construed in any way to reflect the attitudes or opinions of STARFLEET, STARFLEET's Region One, the managers of weyr.org, the list moderators, or the staffs of the respective organizations.
  2. Only members of the list are allowed to post to the list. If you are not subscribed to the list or the address you are posting from is not subscribed to the list, the message will be held for moderator review. Messages deemed appropriate for the list by the list moderators will be approved all others will be discarded.
  3. Discussions about any aspect of Region One are welcome, as long as they have some relevance to the list topic. The list moderators are the final arbiters of the suitability of a message for this list.
  4. Unsolicited commercial Email (UCE), also known as "SPAM", is not allowed. In addition, chain letters, virus warnings, "test" messages, or "me, too!" posts are also considered inappropriate.
  5. When replying to a message, quote ONLY the relevant portions of the message to which you are replying. You should also NOT quote signature blocks from messages, but make it clear to whom the reply is directed.
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6. You should clearly identify yourself in your posts. It is frequently difficult to determine the source of a message without the addition of a signature. One to three lines should be sufficient to identify yourself and your chapter or regional affiliation. Any more is probably excessive.
7. Any commercial message or sales pitch, whether to promote something that would benefit you, a friend, or an unrelated company, is not allowed without prior approval by the list moderators.
8. Derogatory comments, name-calling, threatening, harassing or libelous material, "flame-wars", etc. are not allowed on this list. The authors of such content will be encouraged in the strongest terms to conform to the standards of the list or to stop posting. The list moderators are the final arbiters of whether content violates these guidelines.
9. Think before you send a message! Ask yourself "Is this really appropriate for this list?" There are enough other newsgroups and mailing lists around to cover the marginal topics. Perhaps there is another forum that is more appropriate for your message.
10. Forwarding private email messages to the list without the author's permission, or re-posting messages from restricted-access lists, is strictly prohibited. Additionally, forwarding messages for nonsubscribers is discouraged. Non-subscribers can post to the list and the moderators will approve or discard the messages as they deem appropriate.
11. The list moderators fully support an open exchange of ideas and opinions, but posters are expected to express themselves in a reasonable, mature manner. Private conversations and arguments should remain private and not posted for everyone to read.
12. There is only one consequence of violating the list regulations: the suspension of posting privileges. After an initial warning, violations will result in temporary suspension of privileges. Repeated violations will result in permanent suspension from the list. As the degree of the infraction may vary so can the penalty time allotted.

Any questions or comments concerning the R1-CHAT list or the policies relating to the list should be directed to [r1-chat-owner@weyr.org](mailto:r1-chat-owner@weyr.org)

### 12.2.2- Rules for R1-Staff

1. This list is an official communication channel for STARFLEET's Region One. Messages on the list are for the announcement and /or discussion of business and information relevant to the operation and function of STARFLEET's Region One, its programs and chapters. Membership to this list is limited to the following: The RC, the Region One Headquarters Staff and COs & XOs of Region One chapters.
  2. Only members of the list are allowed to post to the list. If you are not subscribed to the list or the address you are posting from is not subscribed to the list, the message will be held for moderator review. Messages deemed appropriate for the list by the list moderators will be approved all others will be discarded.
  3. Discussions about policies, operations and programs of Region One are welcome, as long as they have some relevance to the list topic. The list moderators are the final arbiters of the suitability of a message for this list.
  4. Unsolicited commercial Email (UCE), also known as "SPAM", is not allowed. In addition, chain letters, virus warnings, "test" messages, or "me, too!" posts are also considered inappropriate.
  5. When replying to a message, quote ONLY the relevant portions of the message to which you are replying. You should also NOT quote signature blocks from messages, but make it clear to whom the reply is directed.
  6. You should clearly identify yourself in your posts. It is frequently difficult to determine the source of a message without the addition of a signature. One to three lines should be sufficient to identify yourself and your chapter or regional affiliation. Any more is probably excessive.
  7. Any commercial message or sales pitch, whether to promote something that would benefit you, a friend, or an unrelated company, is not allowed.
  8. Derogatory comments, name-calling, threatening, harassing or libelous material, "flame-wars", etc. are not allowed on this list. The authors of such content will be encouraged in the strongest terms to conform to the standards of the list or to stop posting. The list moderators are the final arbiters of whether content violates these guidelines.
  9. Think before you send a message! Ask yourself "Is this really appropriate for this list?" There are enough other newsgroups and mailing lists around to cover the marginal topics. Perhaps there is another forum that is more appropriate for your message.
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10. Forwarding private email messages to the list without the author's permission, or re-posting messages from this list, is strictly prohibited. Additionally, forwarding messages for nonsubscribers is discouraged.
11. The list moderators fully support an open exchange of ideas and opinions, but posters are expected to express themselves in a reasonable, mature manner. Private conversations and arguments should remain private and not posted for everyone to read.
12. There is only one consequence of violating the list regulations: the suspension of posting privileges. After an initial warning, violations will result in temporary suspension of privileges. Repeated violations will result in permanent suspension from the list. As the degree of the infraction may vary so can the penalty time allotted.

Any questions or comments concerning the R1-STAFF list or the policies relating to the list should be directed to [r1-staff-owner@weyr.org](mailto:r1-staff-owner@weyr.org)

### 12.3- REGIONAL PUBLICATIONS

Region One currently maintains two official publications that are used to pass official and necessary information to members of the Region.

#### 12.3.1- RC's Report

The RC publishes a memo/newsletter on a periodic basis, which is announced to the region. It is transmitted in portable document format (PDF) to the region's COs and regional officers through email or may be obtained if available from the Region One website. It can also be obtained in printed format by sending business size self-addressed stamped envelopes to the RC. The Memo contains information that is vital to the running of the region, such as votes, information about future Summits and Fall Conferences, the region's treasury reports, etc. In short, this is a business-oriented newsletter containing information to help the COs and regional officers do their jobs. Regional Commanding Officers are encouraged to share the information in the Memo with their crews as well as let them know where and how to obtain their own copies.

#### 12.3.2- Channel 01 Newsletter

Channel One is the region's general newsletter. It is published every two months by the Publications Officer (PO). This newsletter is available for a yearly subscription cost from the PO to any member of the Region. The publication contains information that is of interest to the whole region: articles by the RC, VRC(s), RDCs, and general membership. This publication contains Information about the region's chapters, conventions, summits, RDC program, and any members of the region.



The "Channel ONE" is the regional version of the Communique. Members of the region are encouraged to submit articles of interest to the region to this publication. To find out more about how to submit art and articles or to obtain a subscription for the "Channel ONE", please contact the Publications Officer.



#### 12.3.3- Other publications

At the moment there are no other official publications for the region. However, there may be future publications, such as a fanzine or other publication as interest evolves. Individual chapters and programs within the region have their own newsletters and fanzines, which they are encouraged to share with other chapters in the region or their section.

## **13. Region One Shuttle Operations Command (ShOC)**

The regulations, duties, and qualifications of the elected office of the Region One Shuttle Operations Command (ShOC) as well as the shuttle program are specified in the current edition of the STARFLEET Membership Handbook. Specifics of the shuttle program are contained in the START and MOM manuals available from both STARFLEET and the R1 ShOC Director. The R1 ShOC Manual is also a valuable resource for R1 shuttles and deals with the specifics of the R1 ShOC program. This manual will only give a brief overview of this position.



### **13.1- PURPOSE:**

Region One Shuttle Operations Command is under the direction of the R1 Shuttle Operations Command Program Director. This officer's primary function is to assist any shuttle whose support ship, or mother ship, is assigned to Region One. The ShOC director is involved in the shuttle process once he or she is notified that a shuttle group wants to form. After contact is made by the potential shuttle, the R1 ShOC Director assists with many aspects of development. This involvement includes, but is not limited to: helping the group to resolve problems, obtaining the necessary forms, and contacting the appropriate STARFLEET or Regional offices which will aid in their development to a full chapter. In the end, the ShOC's goal is to assist STARFLEET chapters-in-training to becoming full chapters. This position is by appointment of the RC.

### **13.2- QUALIFICATIONS**

- At least 21 years of Age
- Passed OTS and OCC
- Fully knowledgeable of current the STARFLEET and Region One Shuttle Guidelines.
- The ability to maintain records and report to superiors as indicated.
- Should have past experience as a CO, XO, Chapter ShOC Officer or other real life experience that may be applicable to the position.
- Must be a member of STARFLEET in good standing and be a Region One member.

### **13.3- DUTIES:**

- The R1 ShOC Director receives each potential chapter's Vessel Registration Request (VRR) packet in between the support ship CO and the RC. The R1 ShOC Director reviews the information in the packet, signs VRR and sends it to the RC or notes any problems and contacts the potential shuttle CO to help correct the mistakes. The R1 ShOC director keeps copies of each shuttle's VRR packet on file.
- The ShOC Director, not to mention other required offices, receives a required Monthly Status Report (MSR) from the Shuttle Commanders. Upon receiving the report or communications from the shuttles, the R1 ShOC director must be able to answer questions, mediate problems, offer guidance when needed, or find the resources needed by the shuttle.
- The ShOC Director is required to submit a monthly report to the Regional Coordinator, which includes a compiled list of shuttle summaries. The RC includes this information in the Regional Status Report submitted to STARFLEET Ops and STARFLEET Headquarters. Missed MSRs to any of the required offices could result in a delay of launch as a full chapter.
- In addition to the duties listed above, the Region One ShOC Director is expected to maintain a Region One Shuttle Handbook or another publicly accessible resource detailing Region One Shuttle Program Policies and Procedures. Currently, an electronic version of the R1 Regulations is available on the R1ShOC webpage, <http://r1shoc.ussarizona.us/>, or can be obtained by contacting the R1 ShOC Director by phone or mail. The R1 ShOC Director should also have recent copies of the STARFLEET ShOC manual for newly forming shuttles (START), as well as the support ship manual (MOM).

If a group wishes to start a shuttle, it is important to contact the R1 Shuttle Operations Command Director as soon as possible. The R1 ShOC Director researches all info from potential shuttles and makes a recommendation to the RC on whether the potential shuttle is ready to launch.

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Then, near the end of nine month shuttle period, when a R1 Shuttle files its VRR to launch as a chapter, the R1 ShOC Director looks at the performance of the shuttle, researches the info on the form and makes a recommendation to the RC as to whether or not the R1 Shuttle Program has been successfully completed by the shuttle.

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## 14. Regional Spring Summit Guidelines

The R1 Summit is the region's main business meeting held on an annual basis. It is designed to have something for everyone (fun activities as well as informative meetings), and is not just for Commanding officers and Department Heads. Every year a chapter or a group of individuals send in bids for the joy of hosting a summit in their area of the region.

### 14.1- SUMMIT BID INFORMATION

When you are preparing your Summit bid package, please include the following:

- Host Chapter(s): List the primary and any supporting Region One chapters hosting the Summit.
- Summit Date: Since this event is scheduled to take place in the spring, it is recommended that the dates selected falls within the spring months (March, April, or May).
- Summit Location: The bidding location must be located within the geographic boundaries of Region One. Any selected location should be easily accessible to the driving public and also have areas of interest to non-fleet family members. (Museums, Theme Parks, Shopping, etc.)

#### 14.1.1- SUMMIT BIDDING PROCESS

The complete submitted proposal should contain all of the above information. A signed letter of intent from the hotel should also be included as well as a tentative outline of the schedule of events. Without this, your bid will not be accepted.

Please do not pay for anything to the hotel until after the bidding process is finished and you know for sure your package was selected in case your package is not selected. The Region will not be responsible for any money you lose because you did not win the bid.)

The bid package should be submitted to the Regional Coordinator by the deadline date. If your bid is chosen, a final draft of the schedule of events should be submitted to the Regional Coordinator approximately one month, or as soon as possible, before the summit for review and approval. Note: the General Session on Saturday will be handled by the RC and regional officers with input from anyone, but the Summit Committee will be responsible for planning and handling the Friday Opening Ceremonies and the Sunday General Session with input from regional officers as needed.

The Region is NOT responsible for paying for the summit. Be sure you are able to cover any losses you might possibly occur.

#### 14.1.2- Deadline for Bids

For a Summit occurring a year away, bids are due by the end of January the year before. (Ex: to put in a bid for the 2020 Summit, you must get the bid package to the RC by January 31, 2019.) This is to give the Region the ability to vote on the summit and notify to the winning bid committee to start making preparations and announce the date and location for the following year's summit at the current year's gathering.

#### 14.1.3- Additional Information

Fleet now requires you that you have event insurance for these functions. Also you will have pay taxes on the summit to the state you have the event in. Depending on the state, you may have to PAY taxes on any auction sales, banquets, registrations, merchandise sold and other possible items. You will have to work with Fleet CFO to

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find out what you WILL have to pay taxes on based where the event is held. The Region does NOT pay your taxes to the state for your event.

If you plan to have a celebrity at your Summit, please submit a letter from the celebrity or his/her manager stating they have agreed to be at the Summit if it is the winning bid. Without this letter you may NOT advertise that you plan to have a guest star at your location.

### 14.2- SUMMIT LODGINGS:

The lodging should be clean, neat, reasonably priced and have a sufficient number of rooms to allow all summit attendees to reside.

Estimates of the number of rooms needed should be based on the previous year's attendance and other appropriate factors. The location should also comply with all Federal Regulations for access and amenities for the handicapped or physically challenged individuals.

### 14.3- ADDITIONAL SUMMIT INFORMATION

#### 14.3.1- Regional Coordinator's Attendance:

The Summit is the region's annual business meeting. The Regional Coordinator should make every effort to attend. As is custom and tradition, the Regional Coordinator's summit registration, motel room, and banquet is financed using the profits from the registrations and banquet sales. This courtesy is extended ONLY to the Regional Coordinator. It does not include a meal or registration for any other person or persons. However, the hotel room would include the Regional Coordinator's spouse or significant other if it doesn't cost any extra.

#### 14.3.2- Meeting Space

There should be sufficient meeting space to hold all summit attendees based on projections from the last year's summit attendance and other appropriate factors. General meetings will be held theater style.

#### 14.3.3- Panel / Breakout Rooms

There should be sufficient breakout rooms to host 9 to 12 panels or meetings throughout the weekend.

#### 14.3.4- Banquet

The banquet should be reasonably priced and within a reasonable distance of the summit hotel, if not at the hotel.

The banquet facility should be able to accommodate any reasonable dietary request including but not limited to vegetarian and kosher dishes. Banquet tickets should be sold separately to allow non-fleet family members to at least attend the banquet without having to pay for a summit membership that they may not use.

### 14.2- SUMMIT SELECTION PROCESS

The Regional CO's and officers will vote on the bids. The length of the voting process should be 30 days. After the bids are announced, each committee/chapter submitting a valid bid may send out information about their summit package to all CO's and officers in the region at their own expense. Bids will be announced on the R1 Staff list, in the RC's Regional Newsletter, and other necessary Regional Communications media.

If you do not win your bid for the Summit, please consider reworking the bid if necessary and submitting it for the R1 Fall Conference. Bids for the Fall Conference are due at the RC's address by August 25, of the year before. (Ex: the 2007 Fall Conference bid would be due August 25, 2005)



## **15. Regional Fall Conference Guidelines**

The Fall Conference is an optional regional event designed mostly for fun and fellowship. It is a weekend event, which may be held at a hotel, campground, or other types of accommodations and sponsored by a chapter(s) or committee.

### **15.1- Guidelines for submitting Fall Con bids:**

1. As an optional regional event, the Region's chapters must vote to authorize the event as an official function of Region One. The prospective sponsoring chapter(s) or committee should submit a detailed bid to the RC with all available information concerning the event. The RC will distribute the proposal and ask for the chapters to vote to authorize the event. The vote to authorize will last thirty (30) days. The proposal will be considered approved by receiving a majority of affirmative votes from a majority of chapters in Region One. In the event more than one proposal is received by the RC, the Region's chapters will be asked to vote to authorize the event in general. If the event is authorized, then a second vote will be held by the Region to select which event will be the official Fall Conference. If there are multiple bids, the winning bid will be determined by a simple plurality of chapter votes.
2. The Fall Con can be hosted by any chapter(s) in the region.
3. It may be held in conjunction with a Star Trek or Science Fiction convention, but not necessary.
4. There must be suitable lodging (standard for the type of your event) and possible activities near the location for family members of R1 members who might not be Star Trek fans even if the event is not really Star Trek related.

### **15.2- Fall Con bid packages should include:**

1. Name of chapter(s) hosting the Fall Conference.
2. Name and location of event and cost of rooms, cabins, tent space etc. You will also need to send a copy of the letter of intent from the lodgings showing they are willing to have us there. (Please do not sign or pay for anything that you cannot get back if your event does not win. The Region is NOT responsible for any money you lose because of submitting a bid for the Fall Conference).
3. If held in conjunction with a Star Trek Convention or other event, you must include the name of the convention. Here again, we will need a letter from the convention saying that they are willing for us to have our conference in conjunction with their convention. Alternatively, if you are planning to create your own convention with guest "stars", you will need to submit a letter from the "star" or his/her manager stating that they are willing to appear at the R1 Fall Con if your event should be picked. Without this letter, you cannot advertise that you have a "star" appearing as part of your bid.
4. Planned activities for the event. (Generally, of course, we do not expect you to have every detail planned when you send the info.)
5. Cost of Event registration if any.
6. Any recreational activities or tourist sites that are located around the area that family members who are not Fleet members might enjoy (i.e. amusement parks, museums, theaters, miniature golf, etc.)

### **15.3- Deadline for bids:**

Fall Con bids should be sent to the Regional Coordinator by August 25<sup>th</sup> one year prior to the intended Fall Conference. (Ex: bids for the 2020 Mission will be due August 25<sup>th</sup>, 2019.)

### **15.4- Additional Information:**

As with the Summit, Fleet now requires you that you have event insurance for these functions (although, if this is being held with another event, such as a convention, this may already be covered by the host event. If so, contact the host event committee or promoter and obtain written confirmation). Also you will have pay taxes on materials and items sold at the event to the state you have the event in. Depending on the state, you may have to PAY taxes on any auction

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sales, banquets, registrations, merchandise sold and other possible items. You will have to work with Fleet CFO to find out what you WILL have to pay taxes on based where the event is held. The Region does NOT pay your taxes to the state for your event.

### **15.5- IC Exemptions:**

In the years that the STARFLEET International Conference is held within Region One, the region may elect, by majority vote, not to hold a conference that year. The region should decide this after this information becomes known.

### **15.6- Fall Con Selection Process**

The Regional CO's will vote on the bids. The length of the voting process should be 30 days. After the bids are announced, each committee/ chapter submitting a valid bid, may send out information about their summit package to all CO's and officers in the region at their own expense.

Bids will be announced on the R1 Staff list, in the RC's Regional Newsletter, and other necessary Regional Communications media. If you plan to have a celebrity at your Conference, please submit a letter from the star or his/her manager stating they have agreed to be at the conference if it is the winning bid. Without this letter you may not advertise that you plan to have a guest star at your location.

If you do not win your bid for the Summit, please consider reworking the bid if necessary and submitting it for the R1 Fall Conference. Bids for the Fall Conference are due at the RC's address by August 25, of the year before. (Ex: The 2014 Fall Conference bid is due August 25, 2013.)

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## **16. Acknowledgements:**

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## **17. Appendix:**

(The following information contained in this section is intended to supplement the policies and procedures found within this handbook. Nothing in this appendix is meant to supersede or amend any information stated in previous sections. Any amendments or alterations to existing policies and procedures must be made in the main body of the handbook during future revisions.)

There is currently no appendix to this manual.

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