

STARFLEET REGION ONE MEMBERSHIP HANDBOOK



Version: 2024.1:1

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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 and STARFLEET 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: <https://www.r1.sfi.org>

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 and Vice-Regional Coordinator

Command Base: Starbase One

Regional Staff: The Regional Staff consists of the Regional Command Staff, Regional Treasurer, Regional Program Directors, Sector Commanders and duly appointed directors.

Geographical Location: Alpha Quadrant, Sector 001, Sol III, Terra, North American Continent, United States, Alpha Quadrant consists of Alpha Sector (Kentucky and Tennessee), Beta Sector (Indiana and Ohio), Delta Sector (Virginia and West Virginia), and Gamma Sector (North Carolina and South Carolina).

Official Logo / Seal:



3. 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.

3.1 REGIONAL COORDINATOR



3.1.1 PURPOSE

The Purpose of the position is that the Regional Coordinator acts as the representative of the regional membership on the Admiralty Board (The AB is like a Board of Directors). The Regional Coordinator, as an AB member, must consider STARFLEET's wellbeing in their actions and with the AB update policy for the organization.

The Regional Coordinator is elected and serves in the manner specified by the STARFLEET Bylaws, STARFLEET Membership Handbook and SFI RC Manual. Anyone wishing to serve, as RC, must meet all requirements as specified by STARFLEET. These are specified in Article V, Section 5.2, of the STARFLEET Bylaws and STARFLEET Regional Coordinator Duties Manual.

3.1.2 DUTIES OF THE OFFICE

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, the Regional Coordinator helps update STARFLEET's policy. The RC will discuss any concerns the Region may have about these policies to the AB.
- By attending (in-person or virtually) the annual STARFLEET Board of Directors meeting at the STARFLEET International Conference.
- By attending Admiralty Board phone calls or Zoom meetings with the Commander STARFLEET.
- The Regional Coordinator must cast votes for least 75% of the issues being voted on by the AB.
- The RC coordinates activities in the Region. This doesn't necessarily mean they do everything, but the RC oversees all regional events/activities.

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 to 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. The RC should be the one reading the MSR to put into the RSR. This way the RC knows what is going on within the Region. On the rare occasion, the RC cannot submit the RSR, the VRC should be able to submit it.

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.

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 and Zoom meetings as needed.
- Attending R1 Summits.
- Attending Chapter events as often as possible.

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

Examples of polls could be the selection site for the Regional Summit 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, *Hailing Frequencies Open*, or sent to the R1-Staff list Facebook page 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 must be made via email address you signed up with in the SFI Database.
- Results will be published in the Regional List serves, and any other place deemed necessary by the RC within the next following month. The results must be published to the CO list.

3.1.3 QUALIFICATIONS AND ELECTION

Qualifications for the position of RC are setup by STARFLEET and are found in the STARFLEET SFI Members Handbook (Section 03:06), STARFLEET By-Laws (Article V) 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. The RC must have completed Officer Training School (OTS), Officer Command College (OCC), and the current STARFLEET Data Protection Plan (SFDPP). 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:

- Chapter Commanding Officers in the Region are asked to nominate one candidate by prescribed deadline.
- 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.
- 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 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.

3.1.4 TERM OF OFFICE

According to the current STARFLEET By-Laws (Article V, Section 5.4), 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. The Regional Coordinator can serve as many terms as the Region desires.

3.2 VICE-REGIONAL COORDINATOR



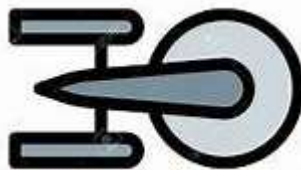
3.2.1 PURPOSE

STARFLEET regulations require every Region to have 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 By-laws Article V, Section 5.2 and STARFLEET Regional Coordinator Duties Manual. The VRC acts as an advisor to the Regional Coordinator. The VRC may also represent the RC as needed.

3.2.2 DUTIES OF THE OFFICE

The Regional Coordinator relies on the VRC for advice and help in keeping the Region running smoothly also help the RC with the Chapters in the Region to make sure they meet STARFLEET's policies including monitoring member numbers and any other policy the RC appoints to the VRC. The VRC does not have a vote in regional polls. The Vice-Regional Coordinator monitors the AB as the backup for the RC. The VRC should know what is going on in the Region and the AB so anything happens to the RC, they can step in as Acting RC.

The VRC will become "Acting RC" should the RC become temporarily incapacitated or resigns.



3.3 DIRECTOR OF OPERATIONS



3.3.1 PURPOSE

The Director of Operations will assist the VRC in the overview and management of the R1 Staff. They will ensure that positions that require monthly reporting are compliant, and that requests for updates from others are filled in a timely manner.

3.3.2 QUALIFICATIONS

- Must be a member of STARFLEET in good standing and be a Region One member.
- Must have taken OTS, OCC and SFDPP.
- Must be over 21 years of age.
- Should possess good organizational and planning skills.
- Should possess good time management skills.
- Must have the ability to deal with people in a manner which shows sensitivity, tact and professionalism.
- Must exercise responsibility, discretion and judgment in making decisions.

3.3.3 DUTIES OF THE OFFICE

- Send reminders to all R1 Staff of any important reporting deadlines and dates.
- Directly support of R1 Staff in any inquiries or issues they have.
- Ensure the accuracy of the R1 Website with the Webmaster.
- Serve as a member of the R1 Leadership Team.
- Take up special projects as directed by the Regional Coordinator.
- Responsible for taking minutes in meetings if the chief of staff is unavailable.
- Review and discuss the RSR with the R1 leadership team to identify any Chapter issues.
- Support and assist members with taking mandatory courses, if needed.

4. SECTOR COORDINATORS

Region One is divided into four sectors. Each has its own coordinator who is there to help the Chapters. The sector coordinators can help you get answers to questions, get help for problems in mediation, or just help to plan a fun event.

Each of the Sectors are grouped into two adjoining states:

- Alpha Sector - Tennessee and Kentucky
- Beta Sector - Indiana and Ohio
- Delta Sector - Virginia and West Virginia
- Gamma Sector - North Carolina and South Carolina

4.1 CONTACTING SECTOR COORDINATORS

A Regional member needing help can contact their Sector Coordinator by the email address listed for them on the regional webpage. The Sector Coordinators must have reliable internet access to check email often.

4.2 DUTIES OF THE OFFICE

Role and Responsibilities:

- The Sector Coordinator reports directly to the Region One Director of Operations.
- Keep in close contact with all Chapters in your sector. Help plan and coordinate inter-Chapter activities.
- Promote events in the Region/Sector Enter events on the R1 Event Calendar

- Schedule meetings with the Chapter COs in your area to discuss issues, concerns, or address questions. Report monthly about events, issues, concerns, or questions.
- Foster Chapter cooperation and interaction.
- Conduct a meeting at the Summit with all the Chapters in your Sector when possible. Assist ShOC with new Chapter induction and during the shakedown process.
- Contact Unassigned STARFLEET members in your sector to pass along possible Chapters in their area.

Sector Coordinators will be able to help members with information they need. They will be knowledgeable about the following:

- STARFLEET member handbook and the Region One handbook.
- STARFLEET Academy Region One programs.
- Regional Division Chief (RDC) programs.
- Job assignments and who to contact on the regional level and Fleet level.

Sector Coordinators 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 the answer and get back to the member. Sector Coordinators will be able to give suggestions on:

- Chapter Activities and governance
- Chapter-to-Chapter issues and interaction Chapter-to-Region issues and interaction Chapter-to-FLEET issues and interaction online issues such as networking, websites and social networks media relations
- Chapter fundraising Chapter activities.

4.3 PROBLEMS

Sector Coordinators will help mediate and defuse issues and assist Chapters with such items as:

- Conflicts between Chapters that cannot be handled by the Chapters themselves.
- Assist with voting for a new CO of a Chapter.
- Give positive suggestions to issues that a Chapter cannot solve internally.
- Crisis Intervention.
- Negotiating disputes and concerns.
- Questions that may arise (ie: "who would I contact for....", "where do I find...").

4.4 FUN

Sector Coordinators 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 about where to advertise your event or just help you get the email or snail mail address of the Chapters you want to invite.

4.5 QUALIFICATIONS

- OTS/OCC.
- Region One Member in good standing.
- STARFLEET member for at least three years Up to date SFDPP courses.
- 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 VRC should they be needed to be brought in to help.
- Good knowledge of Fleet and Regional rules and handbooks and can interpret them.
- Reliable internet connection to check mail.

- Real life problem solving and crisis management, or leadership training/skills helpful.



5. REGION ONE CHAPTER-IN-TRAINING (ShOC) DIRECTOR

Specifics of the Chapter-in-training 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 Chapters-in-training and deals with the specifics of the R1 ShOC program. This manual will only give a brief overview of this position.



5.1 PURPOSE

Region One Shuttle Operations Command is under the direction of the R1 Chapter-in-training Program Director. This officer's primary function is to assist any Chapter-in-training whose support ship, or mother ship, is assigned to Region One. The ShOC director is involved in the Chapter- In-training process once he or she is notified that a Chapter-in-training wants to form.

After contact is made by the potential Chapter-in-training, 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, answering questions and contacting the appropriate STARFLEET or Regional offices which will aid in their development to a full Chapter. In the end, the ShOC Director's goal is to assist STARFLEET Chapters-in-training to become full Chapters. This position is by appointment of the RC.

5.2 QUALIFICATIONS

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

5.3 DUTIES OF OFFICE

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 Chapter-in-training CO to help correct the mistakes. The R1 ShOC director keeps copies of each Chapter-in-training's VRR packet on file.

The ShOC Director, not to mention other required offices, receives a required Monthly Status Report (MSR) from the Chapter-in-training commanders. Upon receiving the report or communications from the Chapter-in-training, the R1 ShOC director must be able to answer

questions, mediate problems, offer guidance when needed, or find the resources needed by the Chapter-in-training.

The ShOC Director is required to submit a monthly report to the Regional Coordinator, which includes a compiled list of Chapter-in-training 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 Chapter-in-training 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 and can be obtained by contacting the R1 ShOC Director. The R1 ShOC Director should also have recent copies of the STARFLEET ShOC manual for newly forming Chapters (START), as well as the support ship manual (MOM).

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

Then, near the end of nine-month shuttle period, when a R1 Chapter-on-training files its VRR to launch as a Chapter, the R1 ShOC Director looks at the performance of the Chapter-in-training, 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.

6. RDC (REGIONAL DEPARTMENT CHIEFS) PROGRAM

6.1 REGIONAL DEPARTMENT CHIEFS PROGRAM COORDINATOR

More information on the Regional Department Chiefs Program can be found in the RDC manual, which can be downloaded from the documents page of the Region One Website: r1.sfi.org. This is only a brief overview.

6.2 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, *Hailing Frequencies Open*. The RDC Program Coordinator reports directly to the Director of Operations.



6.3 QUALIFICATIONS

- Preferably have R1 Regional Department Chief experience, past or present.
- Must have taken OTS, OCC and SFPPP.
- Must be over 21 years of age.
- Must be a member of STARFLEET in good standing and be a Region One member.
- Must be someone who understands the program.

6.4 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: r1.sfi.org. This is only a brief overview.

6.5 PURPOSE

The purpose of the R1 Regional Department Chief (RDC) Program is to open communications between Region One Chapters. 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 DCs 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, crafting and the paranormal. The RDC program continues to expand and grow as the needs of the Region arises. Commanding Officers are encouraged to direct department heads to the RDC program for their department.

6.6 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, OCC and SFDPP.
- Passed any SFA school that is within the RDC position's subject,
- 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.

6.7 RDC DIVISIONS

Below is a partial list of possible RDC Divisions. This can change according to the needs of the Region, and to promote cooperation with the various Departments and Auxiliaries of STARFLEET:

- Alien Ambassador Corps
- Communications
- Computer Operations
- Counselors
- Diplomatic Corps
- Engineering
- Medical and Fitness
- Operations
- Paranormal
- Sciences
- Security
- Star Crafters
- Uniforms and Costuming
- Logos and Graphics

Detailed information about the RDC Program can be found in the RDC Program Manual on the Region One Website. 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



7. 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/her 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 by 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.

7.1 QUALIFICATIONS

- The coordinator should be 21 years of age or older.
- Should be a member of STARFLEET for at least one year.
- Must be assigned to a Region One ship.
- They should have taken and passed OTS, OCC and SFDPP.
- 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.

7.2 DUTIES OF OFFICE

- Name the members of the committee, between 4 to 6 members with the R1 Treasurer being the only standing member of the committee.
- Keep in contact with the R1 Treasurer to see if we have enough funds for one or more scholarships.
- 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.
- Send annual email in November to all R1 COs telling them nominations are opening on December 1 sending all nomination information and form for STARFLEET officer to complete.
- Collect all the nominations sent in by the R1 ships.
- 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.
- Send name or names of the scholarship winners to the R1 Regional Coordinator.
- Send emails or letters to the R1 COs telling them about the program and requesting their support and ask for donations to the funds and ideas for raising funds.
- Make sure that all new ships to the Region know about the program.
- Try to find ways to raise funds for scholarships.
- Keep the RC informed of all major changes, problems, and ideas for the program.
- Promote the program, don't keep it a secret.

8. 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.

8.1 RETENTION PROCESS

- Check for under strength Chapters.
- Contacts the Chapter Commanding officer to offer aid.
- If there is no response inform the RC to determine further action.

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.

8.2 RECRUITING DUTIES

- Maintain templates for generic recruiting pamphlets for the Region.
- Maintain communication with Chapter recruiting and retention officer.
- Encourage each Chapter to have an active R and R person.
- Encourage Chapters to submit quarterly reports to the Region R and R.
- Encourage involvement for recruiting at local science fiction conventions, bookstores, movie releases, or malls.
- 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.

8.3 QUALIFICATIONS

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

9. 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 Region One history should also save the history files in a Google drive or such, as backup of the history. This is a safety to not lose what have previously been done should the historian does not transfer files to new historian, hard drive crash, or any other reason that the history could be lost.

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.

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”, “whitewashing”, 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 timeline 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 website that contains downloadable information and images.

9.1 QUALIFICATIONS

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

10. 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.

10.1 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.

10.2 QUALIFICATIONS OF THE AWARDS DIRECTOR AND ASSISTANT AWARDS DIRECTOR

- He/she must have taken OTS, OCC and SFDPP. 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

10.3 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.

10.4 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 website 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.

10.5 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.

11. 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.

11.1 DUTIES AND QUALIFICATIONS OF THE TREASURER

- At least 21 years of Age
- The Regional Treasurer will handle, record and report all finances for Region One.
- Is appointed by the RC and affirmed by majority vote of the Chapter Commanding Officers.
- Answers directly to the RC.
- Is 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.



11.2 TREASURY SETUP

Region One's treasury is handled by the treasurer who works jointly with the Regional Coordinator in the following manner:

- Treasurer receives the monthly statements and forewords copies to the Regional Coordinator.
- Incoming funds and expenses are directed to the Treasurer.
- The treasurer has the checkbook with most of the checks.
- The RC has a few checks in case a situation arises in which the check cannot or does not need to start with the Treasurer (or Treasurer is incapacitated). Each check that is entrusted to the Treasurer and the RC is logged as being in their possession.
- The treasurer and the RC are named on the account and every check written must be signed by one or the other.
- Each transaction must be approved by the RC as He /She is responsible for the funds.
- 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 recommended that a computer software program be used to track account activity. However, this software is not required as long as regular monthly statements are sent to the RC and the Treasurer and included in the monthly regional report.

There is one bank account. A ledger will be kept separating 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.

11.3 CURRENTLY AUTHORIZED LEDGER ENTRIES

11.3.1 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.

11.3.2 RELIEF FUND

This is a holding account for the Relief Fund donations. The treasurer periodically disburses 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 treasurer 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:

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

The following are examples of emergencies:

- Fire or other damage to the home.
- Flood or another natural catastrophe.
- Eviction from home. (A copy of the eviction notice must accompany the applicant's request).
- Unexpected illness or injury causing loss of job or pay. (Copies of medical bills and type of illness or injury necessary).
- Robbery or burglary of day-to-day living expenses. (A copy of the police report must accompany the request).
- Utilities, i.e. gas/water/electric, where state agencies have refused. (Copy of shutoff notice necessary).
- 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, tax payments etc.
- Child support payments.
- Alimony payments.
- Gambling losses.
- Travel expenses.
- Lawyer's fees.
- Automotive repair, except in special circumstances.

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.

11.3.2-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.

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.

11.3.2-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.

11.3.3 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.

11.3.3-A Approval for Use

- 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 Treasurer 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, who is requesting the monetary advances, what it is for, how much money is requested/estimated, why and when the advance is needed.

11.3.3-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 ink cartridges
 - Address labels
 - Printing expenses
- Postage for mailings related to Region One business.

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

11.3.4 SPACE CAMP FUND

The Space Camp Fund collects money 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.

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.

12. COMMUNICATIONS OFFICER



12.1 PURPOSE

The Region One Communications Director job is to disseminate information that s/he receives from the Regional Coordinator, STARFLEET and monitor and make postings to the Region One public and private Facebook Groups and the Region One Discord Server.

The Region One Communications Director is the responsible party for answering the visually impaired. A recorded audio conversation between the Region One Communications Director and the visually impaired regional member is the best communication option all around. Be certain to inform the visually impaired regional member that you are recording the conversation, ensure that they consent to being recorded at the time and that they understand the recording could be forwarded to the Staff Officer that can better answer their question. Additionally, the Communication Director provides upon request, large print of all the regional documents or providing audio recordings/immersive reader options of the regional documents to those that have low vision.

12.2 QUALIFICATIONS

- Must be a member of STARFLEET in good standing and be a Region One member.
- OTS/OCC and SFDPP graduate.
- Have a reliable internet service.
- Working knowledge of Facebook, Discard, Zoom, X (Formerly known as Twitter), Instagram, TikTok, Facebook Messenger, Google Chat, WhatsApp and other dynamic social media platforms.

12.3 DUTIES OF THE OFFICE

- Disseminate information to commanding officers and Region One members via social media, email lists, and any current used forms of media.
- Maintains Region One's Google calendar of events.
- Posts job openings within the Region One Staff as requested.
- Distributing and publishing regional materials, such as certificates, manuals, pamphlets as requested.
- Answers questions from regional members and passing the questions on if necessary.

13. PUBLICATIONS OFFICER



The Region One (R1) Publication Officer is responsible for the production, editing and publication of *Hailing Frequencies Open*, the official newsletter of Region One. *Hailing Frequencies Open* is a quarterly 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, RDCs, Program Directors and the general membership. This publication includes material about the Region's Chapters, conventions, summits, regional programs, and members. *Hailing Frequencies Open* 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 *Hailing Frequencies Open* newsletter to the official Region 1 website, <https://www.r1.sfi.org> in a PDF file format that can be viewed and/or downloaded by the membership. 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 social media. 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 Director of Operations by the 21st of each month.

13.1 QUALIFICATIONS

- Must be a member of STARFLEET in good standing and be a Region One member. OTS/OCC and SFDPP 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.

14. Region One Communication Channels

Good communication 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:

14.1 REGION ONE WEBMASTER

The Region One website, accessible at <https://r1.sfi.org>, serves as a central hub for all members of the First Fleet, providing crucial information and serving as a recruitment platform. As the steward of this vital resource, the Region One Webmaster ensures the effectiveness and accessibility of the site.

RESPONSIBILITIES:

The primary responsibility of the Region One Webmaster is to maintain the website, and ensure that it remains up-to date, user-friendly, and visually appealing. This includes tasks such as:

- Updating content regularly to reflect current information about the Region's staff organization, programs, events and staffing opportunities.



- Fixing any broken links or images to ensure seamless navigation for users.
- Ensuring the website's code functions smoothly across all web browsers for optimal user experience.
- Collaborating with the Information Services Department for support, particularly if the website is hosted on SFI servers.

SPECIFIC DUTIES INCLUDE:

- Maintaining the Region One Staff Organization page.
- Updating the Region One Chapter and First Brigade Unit Rosters.
- Managing and promoting events through the Region One Events Calendar.
- Posting staff job openings within Region One on the website.
- Providing online access to handbooks and newsletters.
- Offering information on Region One charities, scholarships, and programs.
- Promoting other STARFLEET websites and social media channels.

QUALIFICATIONS:

- Membership in STARFLEET in good standing and affiliated with Region One.
- Age requirement: Must be over 21 years old.
- Completion of OTS/OCC and SFDPP training.
- Reliable internet service.
- Proficiency in WordPress for website management.
- Ability to troubleshoot technical issues.
- Strong organizational skills.
- Effective communication abilities.
- Adherence to STARFLEET Officers Rules of Conduct.

The Region One Webmaster plays a vital role in maintaining the online presence of our region and ensuring that members have access to essential information and resources.

14.2 REGIONAL EMAIL LISTS

Region One maintains official regional commanding officer list. The official list is the Staff List. The Staff list is designed for Chapter COs and Regional officers Discussion on this list is limited to regional business and concerns.

The current RC and VRC monitor and enforce the rules for the Region One Staff 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.

14.2.1 RULES FOR REGION ONE STAFF LIST

- This list is an official communication channel for STARFLEET Region One. Messages on the list are for the announcement and discussion of business and information relevant to the operation and function of STARFLEET 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- Any commercial message or sales pitch, whether to promote something that would benefit you, a friend, or an unrelated company, is not allowed.
- 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.
- 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.
- Forwarding private email messages to the list without the author’s permission, or reposting messages from this list, is strictly prohibited. Additionally, forwarding messages for nonsubscribers is discouraged.
- 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.
- 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 Region One staff list or the policies relating to the list should be directed to Regional Coordinator, Vice-Regional Coordinator or Director of Operations.

14.3 REGIONAL PUBLICATIONS

Region One currently publishes *Hailing Frequencies Open* used to pass official and necessary information members of the Region.

14.3.1 RC’s MONTHLY REPORT

The RC may publish an optional memo/newsletter on a periodic basis. It will be announced to the Region and will be 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. The memo contains information that is vital to the running of the Region, such as votes, information about future Summits, 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.

14.3.2 HAILING FREQUENCIES OPEN

Hailing Frequencies Open is the Region's general newsletter. It is published quarterly by the Publications Officer. The publication contains information that is of interest to the whole Region: articles by the RC, VRC, RDCs, and general membership. This publication contains information about the Region's Chapters, conventions, summits, RDC program, and any members of the Region.



Members of the Region are encouraged to submit articles of interest to the Region for publication.

14.3.3- 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(s) 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.

15. 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.

15.1 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.)

15.1.1 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 incur.

15.1.2 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 2030 Summit, you must get the bid package to the RC by January 31, 2029.) 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.

15.1.3 ADDITIONAL INFORMATION

SFI now requires that you have event insurance for these functions. Also, you will have to 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 find out what you will be required 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.

15.2 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.

15.3 ADDITIONAL SUMMIT INFORMATION

15.3.1 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.

15.3.2 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.

15.3.3 PANEL/BREAKOUT ROOMS

There should be sufficient breakout rooms to host meetings throughout the weekend.

15.3.4 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.

15.4 SUMMIT SELECTION PROCESS

The Regional COs 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 COs 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.

16. Sector Summit Guidelines

The Sector Summits are to be held in the absence of a regional summit in the spring. They are to be held in each sector. (Alpha, Beta, Delta, and Gamma) The Region 1 sector summit will be somewhat of a business meeting. It is designed to have something for everyone such as some type of activity or event as well as a meeting. And it is not just for the commanding officers and department heads.

16.1 Sector Summit Location

The Sector Summit should be in a central location within both states where the majority of the participating Chapters agree on. The Sector Coordinator shall be the one to coordinate with the Chapter COs where the event will take place as well as keep the RC up to date on Summit plans. The Summit date will take place in the summer or in the fall. It may be held in conjunction with a Star Trek or science fiction convention, but it is not necessary. There must be suitable lodging (standard for the type of event).

16.2 Additional Sector Summit Information

16.2.1 REGIONAL COORDINATOR'S ATTENDANCE

The Sector Summit is to be in lieu of the Region's annual business meeting, but more focused on business that pertains to the sector. The Regional Coordinator and/or Vice-Regional Coordinator should make every effort to attend. If either is unable to attend, the Sector Coordinator will be the official regional representative.

16.2.2 MEETING SPACE

There should be sufficient meeting space to hold the annual meeting; it can be either at a designated hotel or other facilities such as a restaurant to be able to hold the meeting. The time and place of the meeting shall be forwarded to those who will be attending the sector summit. The location for the sector meeting shall not have an admission fee to attend the meeting.

16.2.3 ACTIVITIES

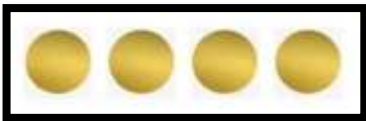
If held in conjunction with a Star Trek convention or other event, you must include the name of the convention and location along with admission information.

If held in public places, information on the locations will be provided to attendees. There should be a planned activity itinerary for the event.

If there are any recreational activities or tourist sites that are located near the summit, they should be listed for members to enjoy as well.

17. MEMBERS OF THE REGION

17.1 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 submitted via the STARFLEET database, db.sfi.org, EVERY month by the fifth. Must keep at least ten STARFLEET members in good standing to be a Chapter. Commanding Officers are required to pass Officer Training School (OTS), Officer Command College (OCC) and STARFLEET Data Protection Plan (SFDPP).

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 representatives 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. 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 to have an Official representative, if possible, on the Regional 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 Region One Staff list. If your Region One Staff List representative is neither the CO nor XO of your Chapter, you must contact the RC directly to confirm that this member is your official representative.

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 website URL, and contacts on the Official Region One Website.

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 any R1 meetings, such as the Spring Summit or Sector events. 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 Region One 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 COs to serve as the communications link to the Regional Staff and Regional Command.

17.2 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:

- Submitting articles to the R1 newsletter (*Hailing Frequencies Open*), participating in the R1 social media pages, participating in the online chats, checking the R1 website regularly.
- Make sure their CO keeps them updated on activities within the Region (In other words, ASKING for the information)
- Attending the Summit and sector events.
- 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
- 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.
- Everyone should make criticisms constructive ... not destructive.

18. GENERAL REGION ONE POLICIES

18.1 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 a new regional policy. This poll may be printed in the Regional Monthly Memo or sent to the Region One 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.

18.2 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 many details in their Monthly Status Reports as possible. 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 the Sector Commander. If both parties have included the details of their problems in their MSR then the Sector Commander will have both sides of the issue to analyze. The Sector Command 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 Sector Commander, Chief of Operations, 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 ensures 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.

18.3 DISCIPLINE

The Regional Coordinator has many important duties and responsibilities to the Region. None of those duties entail 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.
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, the 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, there will be a meeting of the Regional Command Staff (RC and VRC). If the 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.

18.4 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 *Hailing Frequencies Open* 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.

19. STARFLEET MEMBERSHIP BEHAVIOR POLICY

It is the policy of STARFLEET that harassment or misconduct, defined as behavior by one member perpetrated upon another member that would be construed as illegal under local, county, state, provincial, federal, or international law, will not be tolerated at any time. This includes, but is not limited to, sexual harassment or harassment based on a member's ethnicity, religion, social or economic background, sexual preference, gender identification, or any other legally defined category. Any STARFLEET member, regardless of rank or position, found to be in violation of this Section shall be subject to immediate expulsion. SFI seeks to provide a social environment that is safe and enjoyable for all; thus, bullying will not be tolerated.

WHAT IS BULLYING?

- Bullying occurs when an individual or a group of individuals repeatedly behaves unreasonably towards a member or group of members, which creates a risk to health, safety, and good order of the organization. Bullying behaviors can take many different forms, from the obvious (direct) to the more subtle (indirect).
- Bullying has a detrimental effect on SFI and its members.
- Bullying can create an unsafe social environment.
- Bullying can (and has) result in the loss of trained and talented volunteers.
- Bullying can (and has) cause the breakdown of teams and individual relationships.
- Members who are bullied can become distressed, anxious, withdrawn, and can lose self-esteem and self-confidence. Members who exhibit this sort of behavior can become calloused and jaded by it.
- Bullying is also (in some circumstances) against the law. Therefore, SFI shall operate with a zero-tolerance policy for bullying of any kind by and to its membership.

WHAT IS NOT BULLYING?

Action taken by SFI leadership to direct and control the way work is carried out is not considered to be bullying if the action is taken in an objectively reasonable way. SFI recognizes that bullying may involve comments and behaviors that offend some people and not others. SFI also accepts that individuals may react differently to certain comments and behavior. That is why a minimum standard of professionalism, etiquette, and behavior is required of its members and leadership. This standard means that all members are to be respectful to others at all times. This includes all media in which members interact.

OTHER UNACCEPTABLE CONDUCT

Single incidents of unreasonable behavior (such as harassment, violence, or threatening behavior) can also present a risk to health, safety, and good order; they will not be tolerated.

LEADERSHIP ROLES

Leaders (to include Commanding Officers and their staff, Regional Coordinators and their staff, and EC and their staff) of SFI have an important role to play in terms of fostering a culture that does not tolerate or encourage harassment, bullying, or violence and should ensure that they do not engage in any conduct of this nature themselves. Leaders should also ensure that members understand this Policy and the consequences of non-compliance. When leaders observe harassment, bullying, or violence occurring, they should take steps to stop this conduct from continuing.

20. PERSONAL INFORMATION AND PRIVACY

20.1 POLICY SUMMARY

It is the policy of SFI that the information received from members (hereinafter referred to as “member information”) is for the sole purpose of providing membership services to the organization’s members. At no time will any member information be provided to any person or entity not authorized to possess and use the information.

20.2 INFORMATION DISTRIBUTION POLICY

Under no circumstances shall member information be given or sold to any person or entity outside of STARFLEET without approval of the AB. This approval must be in writing, providing the name of the person or entity receiving the authorization, the need for the information, the date the approval was granted, and if the authorization is for a limited time, the start and end date. The only exception to this policy is in the event information is being provided by a member of the EC, or other authorized agent of the corporation, while performing their appointed duties, pursuant to this document or the By-Laws, or while ensuring the daily operations of the organization are being performed.

20.3 INFORMATION USE POLICY

Some members of STARFLEET are granted elevated access rights to member information for them to carry out their job responsibilities. Those members are expressly prohibited from using, retaining for personal use, or providing any other party or entity with member information for purposes other than their specific job requires. Any member with elevated access rights to member information who is found to have misused member information will be subject to disciplinary measures as deemed necessary and appropriate pursuant to the STARFLEET Membership Handbook. The matter may also be referred to the appropriate civil or criminal authorities.

Information about STARFLEET’s Chapters, including the contact information of the Chapter Commanding Officers, is available on STARFLEET’s public website for the purpose of contacting the Chapters either to obtain information about the Chapter or to provide information to the Chapter Commanding Officer and/or to the Chapter. This may be used by members for purposes that include, but are not limited to, providing information about STARFLEET services, election campaign information, and other information deemed appropriate by STARFLEET.

20.4 INFORMATION SECURITY POLICY

In the event of an external breach of information, STARFLEET will, as deemed necessary and appropriate, contact our third-party vendors to determine the nature and severity of the breach and may choose to contact the appropriate authorities to resolve the incident. A full report of the incident will be provided to the AB. Members may be contacted to advise them of the matter as deemed necessary and appropriate by the CS or their representative.

In the event of an internal breach of information, STARFLEET will, as deemed necessary and appropriate, conduct an internal investigation of the matter to determine the best course of action to address the incident. A full report of the incident will be provided to the AB. The CS shall contact the Chief of Information Services to temporarily suspend the access rights to electronic records and/or require physical records to be returned to the CS pending the outcome of actions, if any, by the AB and/or EC. Members may be contacted to advise them of the matter as deemed necessary and appropriate by the C.S. or their representative.

20.5 RETENTION OF INFORMATION

All member personal information will be retained for a period of up to five (5) years after a member allows their membership to expire. All member personal information, regardless of active or expired/archived, is covered by this policy and protected from unauthorized use.

21. SOCIAL MEDIA POLICY

A social media policy is essential for any organization that wants to protect its reputation, safeguard confidential information, and ensure members are representing the organization in a professional manner. The Region One Social Media policy covers websites, social media platforms, and all other resources of the Region that are utilized in similar fashion.

21.1 PURPOSE

The purpose of the R1 social media policy is to provide clear guidelines and expectations for members when using social media in both personal and professional contexts. R1's social media policy has been designed to help protect the region's reputation, ensure compliance with legal and regulatory requirements, and promote responsible and respectful online behavior.

21.2 SCOPE

The R1 social media policy applies to all members of the Region One and STARFLEET International who use social media in any capacity related to their work for Region One, or the general use of its resources. This includes, but is not limited to, official Regional social media accounts, personal social media accounts used for Regional-related purposes, and any online interactions that could be reasonably associated with the Region or its business. The policy also applies to any contractors, vendors, or other third parties who may have access to the Region's social media accounts or be involved in online communication on behalf of Region One. This policy covers all types of social media platforms, including but not limited to, Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, Discord, and blogs. This policy outlines the expectations for appropriate and responsible behavior on social media, as well as the consequences for violations of the R1 social media policy.

21.3 GUIDELINES FOR ONLINE CONTENT

The internet is a vast and diverse space where people from different backgrounds and cultures come together to exchange ideas, collaborate, and socialize. To maintain a positive and constructive online environment, it is essential to follow certain guidelines for online conduct. Here are some guidelines that members are expected to follow on R1 resources:

- **Respect others:** Treat others with respect, kindness, and empathy. Avoid using language or behavior that is derogatory, hateful, or offensive. Remember that everyone has a right to their opinion and beliefs, even if they differ from yours.
- **Think before you post:** Before posting anything online, think about the potential impact it may have on others. Consider the tone, language, and context of your message. Avoid posting anything that may be hurtful, misleading, or inappropriate.
- **Avoid cyberbullying:** Cyberbullying is a serious issue that can have severe consequences. Avoid engaging in any form of cyberbullying, including posting hurtful comments or sharing private information about someone without their consent.
- **Protect your privacy:** Be mindful of the information you share online. Avoid sharing personal information, such as your address, phone number, or financial information, with anyone you do not trust. Use privacy settings to control who can see your posts and profile.
- **Be honest and transparent:** Always be honest and transparent in your online interactions. Avoid spreading false information or misleading others. If you make a mistake, be accountable for your actions and apologize if necessary.

- **Report any abusive behavior:** If you encounter any abusive or inappropriate behavior online, report it immediately to R1 Staff. Most social media platforms have reporting systems in place to deal with such behavior.
- **Engage in meaningful conversations:** Engage in meaningful conversations and debates online. Share your thoughts and opinions respectfully and be open to learning from others. Avoid engaging in arguments or "flame wars".
- **By following these guidelines, you can help create a positive and constructive online environment here at Region One where everyone feels safe and respected.**

21.4 POLITICAL & RELIGIOUS DISCUSSION

STARFLEET International truly embodies the Vulcan philosophical principal of "infinite diversity in infinite combinations". Globally and within Region One, our membership is drawn from a tremendous variety of backgrounds, united by our shared love of Star Trek.

Politics play a role in both Region One and SFI but can also be very polarizing for members. We recognize that both politics and religion are both very personal and emotional issues for all. Engaging in such talk outside of the realm and relevance to Star Trek is inappropriate as it relates to the intent of the social media platforms for this Region. Real-world politics and religious discussions are not permitted on R1 social media resources.

21.5 POST MODERATION

Post moderation is a crucial aspect of managing any online community or platform. It involves reviewing and approving or removing user-generated content, ensuring that it follows community guidelines and standards. Moderating posts helps to maintain a respectful and safe online space where users can share their thoughts and engage with each other without fear of harassment or inappropriate behavior.

Moderating posts can be challenging, especially in large communities such as Region One, with many users and a high volume of content. However, it is essential to maintain the integrity of the Region and uphold its values. R1 leaders have established clear community guidelines that outline what types of content are allowed and what is not. These guidelines are accessible to all users and consistently applied across all R1 resources:

- **Relevance:** Posts should be relevant to the Star Trek, SFI, Region One or a Regional topic or purpose. Irrelevant posts may be removed or redirected to a more appropriate Regional or SFI forum.
- **Respectful Language:** Posts should be respectful and avoid using derogatory or discriminatory language towards other users or groups. Posts containing hate speech or personal attacks will be removed.
- **Legal Compliance:** Posts should comply with local laws, including copyright and trademark laws. Posts containing illegal or unauthorized content will be removed.
- **Spam:** Posts should not be spam, including promotions, advertisements, or repetitive or excessive content. Spam posts will be removed.
- **Inappropriate Content:** Posts should not contain inappropriate content, including nudity, sexual content, or graphic violence. Such content will be removed.
- **Safety:** Posts should not contain harmful or dangerous content, including instructions on how to commit self-harm or harm others. Such content will be removed.
- **Accurate Information:** Posts should contain accurate and truthful information. Misleading or false information will be removed and/or denied.

MODERATION TEAM

The moderation team consists of a group of individuals responsible for reviewing and moderating user-generated content on any of the R1 resources listed above. Depending on the size and needs of the Region, the moderation team can range from a single individual to a

large team of moderators. Currently, the Moderation Team of Region One consist of the following:

- Region Coordinator.
- Vice-Regional Coordinator.
- Chief of Operations.
- Coordinator of Events.
- Communications Officer.

The moderation team is responsible for ensuring that all content posted by members and users adheres to Region One guidelines and standards. This includes reviewing new posts, comments, and messages, and removing or flagging content that violates the R1 social media policy, such as spam, hate speech, or inappropriate content.

The R1 Moderation Team is committed to effective communications with the Region and to establish and maintain clear guidelines, provide feedback and support to members, and promote a safe and welcoming environment for all. Everyone plays an important role in building and maintaining the integrity of Region One's online communities and platforms.

REGION ONE SOCIAL MEDIA POLICY VIOLATIONS

When it comes to enforcing R1 social media policies, here are the clear and consistent consequences for violations.

Consequences:

- **Warning:** For minor social media policy violations, users may receive a warning from the moderation team. The warning will clearly state what policy was violated and how the user can avoid repeating the violation.
- **Post removal:** Posts or comments that violate policies may be removed by the moderation team. The user may receive a notification explaining why the content was removed and how to avoid violating policies in the future.
- **Account suspension (where applicable):** For repeated or more severe policy violations, the moderation team may suspend a user's account. The length of the suspension can vary depending on the severity of the violation and may be permanent in some cases.
- **Refer to the RC for Membership Handbook Violations:** In extreme cases, such as when a user repeatedly violates policies despite previous warnings and suspensions, the moderation team may refer the user and their documented social media policy violations to the Regional Coordinator for investigation. This should only be done after careful consideration and with clear documentation of the violations.

Enforcement Procedures:

- **User reporting:** Users can tag, copy or otherwise directly report policy violations to the moderation team. Reports will be reviewed promptly, and appropriate actions taken.
- **Appeals process:** Users who receive consequences for R1 social media policy violations can contest the decision directly with the VRC. The appeals process will be fair, transparent, and include clear documentation of the violation and the evidence used in the decision-making process.
- **Consistent enforcement:** Enforcement procedures will be consistently applied to all members and users, regardless of their status or history within the Region.

ACKNOWLEDGMENT AND CONSENT FOR R1 SOCIAL MEDIA

I, [INSERT NAME], acknowledge that I have read and understand the policies and guidelines of the Region One Social Media Policy. I agree to comply with all policies and guidelines set forth by the platform, including but not limited to the following:

- **Respect for others:** I will not engage in harassment, hate speech, or any other form of behavior that is disrespectful to others.

- **Privacy:** I will respect the privacy of other users and will not share or distribute their personal information without their consent.
- **Intellectual property:** I will respect the intellectual property rights of others and will not post content that infringes on those rights.
- **Illegal activity:** I will not use the platform for any illegal activity or to promote illegal activity.
- **Reporting:** I will report any violations of the platform's policies and guidelines to the moderation team.

I understand that failure to comply with the policies and guidelines of the R1 resource may result in consequences such as post removal, account suspension, or reference to the Office of the Region Coordinator of Region One.

By accessing or using the platform or R1 resources, I acknowledge that I have read and agree to the policies and guidelines set forth by the R1 social media Policy and that I am bound by them.

22. A Brief History of Region One

22.1 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.

22.2 STARFLEET ACADEMY INVOLVEMENT

STARFLEET Academy and STARFLEET Marine Corps Academy, both now part of the recently formed Educational Services department, have a rich history that includes many Region One members.

Region One is proud of all First Fleeters, past and present, who have served the educational needs of STARFLEET members with honor. This list includes, but is not limited to, the following members: Sherry Brinson, James Cecil, Carolyn Donner, Roger Ellis, Jared Fielder, Gregory Franklin, Paul Grittini, Nancy Hall, Darlene Harper, Richard Hewitt, Don Horn, Ana Hotaling, Carl (David) Kent, Mandi Livingston, Katie Monceli, Jimmy Nelson, Franklin Newman, Ron Novak, Erin Poole, Cindy Ray, Ben Redding, William Sanderson, Cher Schleigh, Dawn Shaw, Jim Simonson, Greg Staylor, Michael Timko, Jill Tipton, and John Troan. We also want to remember those Region One members who served Educational Services, but are no longer with us: Robin Fleming, Gary Hollifield, Barry Jackson, Patty Lewis, Tracy Lilly, Keith McNeil, Marlene Miller, Sherry Anne Newell, Dennis Rayburn, and Jason Schreck.

Several colleges have been founded by members of Region One. A few examples include:

- Starship Operations - James Lee
- College of Medicine - Dana Borusky
- Security School - Beth Lipes

- Gorn Academy and STARFLEET Officers Radio School - Carolyn Donner
- Officer Training School - Dave Forvendal
- School Of Literature - Jill Rayburn
- College of Science Fiction - Michael Timko
- College of Chiropractic Services – TJ Allen

22.3 STARFLEET SCHOLARSHIP PROGRAM

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.



22.4 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.



22.5 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 strived 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	Garry Donner, Linda (Neighbors) Smith, Ted Tribby
SE Sector Officer of the Year	Chris Atkins
Website Recognition	USS Maat
STARFLEET Academy Director of the Year	Marlene Miller
STARFLEET Special Honors	Michael Timko
STARFLEET Enlisted Member of the Year	John Bryant, Garry Cameron, Scott Grant
Helping Hands Award	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
Lifetime STARFLEET Membership (for service to the Fleet)	Marlene Miller, Linda (Neighbors) Smith
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.

22.6 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 STARFLEET Executive Committee:

Commander, STARFLEET	Jeanette Maddox, Mike Malotte, Les Rickard, Mandi Livingston, Sal Lizard, Steve Parmley
Vice Commander, STARFLEET	Anita Davis, Sue Hampton, Sal Lizard, Mike Malotte, Chris Smith, Les Rickard
Chief of Operations	Cindy Krell, Tom Monaghan, Les Rickard, Chris Smith
Chief of Communications	David Allen, Tim Gillespie, Bill "Buck" Krause, Robbie Lewis, Mike Malotte
Commandant, STARFLEET Academy	Mandi Livingston, Marlene Miller, Carolyn Donner (interim)
Chief of Educational Services	TJ Allen

Chief of Shuttlecraft Operations Command	Cindy Krell, Kenny Proehl, Warren Price
Chief of Computer Operations/Chief of Information Services	Dave Forvendal, Sal Lizard, Erin Poole, Mandi Livingston, Matt Moyer, Susan Fugate Ueffing
Chief Financial Officer	Tammy Wilcox

***Notes:**

- Commandant, STARFLEET Academy is no longer part of the EC; the Chief of Educational Services oversees all educational aspects of STARFLEET and holds the EC position.
- Chief of Shuttlecraft Operations Command (ShOC) is no longer part of the EC but is a sub-department under the Chief of Operations.
- Chief of Computer Operations was renamed Chief of Information Services.

22.7 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.



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 COs 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 due to illness.



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.



Robbie Lewis Acting RC (April 2008 – June 2008)

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



Ruth (Green) Lane (June 2008 – May 31, 2020)

Ruth, while serving as the Commanding Officer of the USS Liberator, introduced the Chapter Care Program and reintroduced the Historian position along with the Recruiting and Retention positions. She is the longest-serving R1 RC to date.



Jason Williams (June 2020 - November 2020; illness)



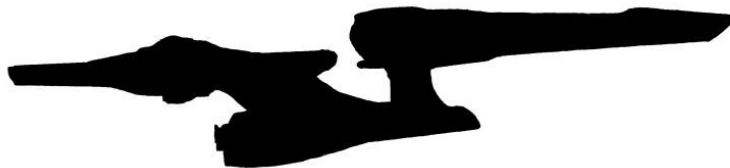
Phillip Cox (Acting January 2021 - May 2021; elected June 2023 – May 2024)

Phillip, while serving as CO of the USS Thunder, introduced regular online Zoom meetings for the R1 Staff and CO/XOs. He served during the time of COVID and is responsible for restarting the Summit after the restrictions were lifted.



Mike Wilson (Current R1RC June 2024-)

Mike served for 30 years as commanding officer of the USS Aries and currently serves as commanding officer of the USS Excelsior. He is the former Director of the RDC program and served as Acting VRC Sept 2023 - May 2024.



22.8 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.



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, RCs, VRCs, Sector Commanders, Senior Captains, Section Reps, RDCs, COs, 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.

