

STAR TREK

THE FLEET

Handbook for all fleet chapters

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"The human race is a remarkable creature, one with great potential, and I hope that 'Star Trek' has helped to show us what we can be if we believe in ourselves and our abilities."

— Gene Roddenberry

MISSION STATEMENT

Boldly venturing through the frontiers of fandom,
costuming and charity.

PREAMBLE

"A starship. A fleet of starships. A crew. A fleet of crews. When it comes down to having fun at what I enjoy, my job is to make sure the fun stays fun; I'm the Chief Engineer of a fun starship. In fact, "fun" is the ultimate goal of all the ships within "THE FLEET." But that's only part of the overall experience. I've explored strange places, assisted other beings in need, and made a real difference in the galaxy - all while wearing a snazzy uniform. You do those things in THE FLEET, and more, even command your own starship if you aim to. This manual is not a technical journal, but a valuable resource to help guide you throughout your career within THE FLEET. Because when you are part of a crew, no matter what your position may be, you can make a difference. And look good while doing it."

Welcome aboard!"

Lt. Joe Mignano
Chief Engineer
USS Artesia NCC-79191



ORGANIZATIONAL OVERVIEW

"Logic is the beginning of wisdom, not the end." Mr. Spock

The Breakdown.

THE FLEET. This is the name of the entire organization, which will one day promise to be a worldwide club. Its origin started in the LA and Orange county area of California in the USA. The Fleet is governed by Starbase Alpha Prime. Alpha Prime is the original Starbase.

“Starbase.” A Starbase is the central hub for an area. Example. Alpha Prime is the Starbase for the LA and Orange County area. All Starbases will coordinate with Alpha Prime until expanded to more than 5 Starbases. When 5 Starbases have been established a new command post may be established. A Starbase can have no more than 1 Squadron assigned to it.

“Squadron.” There can be 10 starships to a squadron. One ship from each Star Trek era. This allows for each area to have a multitude of Star Trek costumes to be available.

“Starship.” This is where the main fun originates. Each ship is specific to a Star Trek Era. These include: Enterprise, Discovery, The Original Series, Movie era (Motion picture to Star Trek VI), The Next Generation, Voyager, Deep Space Nine (First contact to Nemesis), Picard Era, Kelvin era (Commonly known as the Abrams films), and Star Trek Online era. Each Star Ship will have matching or common-sense costuming. They must be of the same look.



ORGANIZATIONAL OVERVIEW (CONT.)

Can a ship make slight modifications to dress code? Yes, but it must be approved through the local Admiral. It should generally be avoided, but there have been some points in Star Trek where civilians have taken vital roles on board. Character examples include Dr. Phlox, Dr. Marcus, Ginan, Quark, Neelix, and Seven of Nine.

The ships will follow the general Star Trek (Naval command structure) and will have a cap on members up to the design of the ship. (This may encourage chapters to have massive ships and have what may appear to be an endless amount of members. Each chapter will decide on what size of group they wish. Note that a larger ship sometimes can cause some members to feel lost in the mix yet may be more active. A smaller ship may feel more intimate, but it can have the reverse effect of closing off expansion to new members. *Generally it is not recommended to worry too much about it at first.)

Hero ships and characters. For the purposes of our organization, no crew or crew member will depict specific established characters from Star Trek. Be original, but within the guidelines.

“Shuttle.” This is a startup group that has a two month period to collect new members and get things going.



MEMBERSHIP DUES

There are no membership dues for any chapter of STAR TREK – THE FLEET.

There are times that money can become involved. At these times, the members will self-fund whatever the project. No penalty will be placed on a member for not contributing.

Promotions will not be given for members who do financially contribute as rank cannot be purchased. The leadership team may decide to show appreciation to a member who contributed.

“It’s not my fault your species decided to abandon currency-based economics in favor of some philosophy of self-enhancement.” -- Nog

AWAY MISSIONS (SOCIAL EVENTS)

The chapters within STAR TREK – THE FLEET are social. The goal is to have events both fun and of service. “Away Missions” are intended to be fun and social events. These events are to be a bit more casual than uniformed events or as intense as charitable events. These are the events where members can “let their hair down.”

Away Missions will be well communicated, coordinating between the officer in charge (a member that is organizing the event and does not have to be a senior officer, although must coordinate with the leadership team), the helmsman, communications officer, and operations officer. The officer in charge will choose the specific location, make reservations (when needed), and help promote the event. These events tend to make up a large amount of the chapters physical interactions. It is recommended that these events take place about once a month.



AWAY MISSIONS (SOCIAL EVENTS CONT.)

Suggested events include (but not limited to):

- Restaurant explorations
- Theme Park trips
- Camping
- STAR TREK viewing parties
- Laser Tag
- Beach Trip
- Board Game events
- Free Comic Book Day
- Trip to the movies
- Arts and Crafts Day
- And so many more ideas!

Chapter Leaders should review all events before posting to be sure that information is complete to limit confusion and questions. Remember that events do NOT have to cost a lot of money. Some events are unavoidable for cost, others can be simpler. Cost is a factor when planning.

Away missions are perfect ways to get to know new members and for existing members to learn more about each other.



CALL TO DUTY (UNIFORMED EVENTS)

An event where members wear the chapter uniform can be almost any of the social events that are appropriate. Any member that wishes to wear a uniform at an event should be encouraged (except where it would not be safe for the member or uniform).

There are some events where the uniform is highly encouraged and, after a significant number of members are 'uniform ready' (meaning the uniform is owned by the members and is complete), the chapter may make uniform only events. It should be noted that events where uniforms are required, with no exceptions, should be limited as it limits new members.

- Annual events
- Awards ceremony
- Conventions
- Some charity events
- Public outreach
- Marketing events



ERRANDS OF MERCY (CHARITY EVENTS)

One of the most important things that our chapters participate in is giving back to our communities through charitable events. These events can be simple or complex. It is up to the chapters to hold at least one charity event a year.

Working with non-profit companies (AKA 501(c)3 organizations) tend to have great impact.

It is important to remember that STAR TREK – THE FLEET is NOT a 501(c)3 in of itself. So if the chosen charity is a fundraiser then the charity MUST be a 501(c)3.

STAR TREK – THE FLEET holds an altruistic view on giving back to the community. The chapter will pick an event (at least one a year) that is important to the members. There can be more than one. It can change from one event or year to another. It is found, however, that when picking one main charity event for the chapter to get behind, it builds momentum within the group to do bigger and better for that event each year.

The chapter will use uniforms when appropriate, or even chapter t-shirts to build synergy within the members.

There are some great charities out there that can really use the support.



“The miracle is this: the more we share the more we have.” – Leonard Nimoy



ERRANDS OF MERCY (CHARITY EVENTS CONT.)

Examples (but not limited to)

- American Cancer Society
- Pop Culture Hero Coalition
- Homeless shelters and food banks
- Animal shelters
- Veteran hospitals
- Children's hospitals
- Public library reading programs
- Out of the Darkness Suicide prevention
- Community cleanup programs (like beach cleanup)

FLEET EVENTS

These are generally very large events. These events involve every ship within the squadron (and when possible the entire FLEET!).

ALL members will be invited to these events despite chapter. The uniform restriction is partly lifted. Chapters should arrive in the uniform from their chapter and are not required to match a different chapter. Example: Event takes place in Los Angeles, CA. The Los Angeles Chapter is The Original Series uniform, the Long Beach Chapter will not be required to conform to that chapter's uniform, so they can stay in the uniform of their own chapter.



FLEET EVENTS (CONT.)

What these events are all about is to widen the STAR TREK – THE FLEET community.

Launch Parties: Typically within the first year of a chapters operation, the Chapter Leader and Squadron Admiral will work together on starting a chapter launch party. The new chapter may not have all their members in uniform yet, that is okay. It's expected that the fellow attending chapters be made to feel welcome, and uniforms are **HIGHLY** appreciated.

Charity Events: One time a year the Squadron will hold a charity event. This is an opportunity to gather the chapters together for one big event. This can be charity or education supporting.





UNIFORM STANDARDS

STAR TREK -- THE FLEET is a costuming group. The goal is to have all senior officers (and an overall 80% of fleet-wide members) in screen accurate costumes. Since all of our members are part of a starship crew, *The Fleet* will only focus on standard Starfleet uniforms.

We are currently looking at 10 eras of Star Trek.

Each squadron can have one of each era costumed group. No duplication. Example: The USS ORACLE is a Kelvin Timeline Era crew. They are to be in the Kelvin Era Uniform for uniformed events. If a member wishes to suit up in a the Deep Space Nine Era uniform as well as Kelvin, they would be welcomed to attend USS ARTESIA uniformed events, as they are the Deep Space Nine Era group within that squadron.

Some of the Eras have different versions. The chapter will decide which version best fits the needs of the overall team. There may be some variations that are not listed below (combat uniforms, pilot uniforms, EV suits, ect.), and it is up to the captain and quartermaster of the chapter to determine if the specific allowance for the costume is acceptable. The captain is responsible for ensuring that they stay within the era assigned and does not encroach on a fellow chapter's era.



UNIFORM STANDARDS (CONT.)

We understand that high-quality costumes can be very expensive. As such, it is not mandatory to own a costume to join *Star Trek - The Fleet*. We will do our best to make events accessible for all members; however, certain events may require a standard of dress for participation. (For example, a charity event where our officers are interacting with children as an immersive experience would require Class A uniforms.)

There are two classes of dress:

Class A Uniform is the full costume with accessories. The costume must be approved by your captain and requires black dress shoes. Accessories such as wigs, phasers, tricorders, and jewelry are encouraged, but not required.

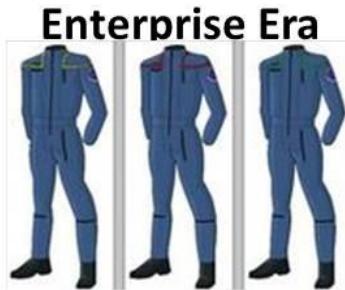
Class B Uniform is a t-shirt with your department color and black tennis shoes. The t-shirt may include printed or authentic rank pips, printed or authentic comm. badge, or text that identifies your ship, rank, or *The Fleet*.

Costumes that deviate from the standardized uniform of your Starfleet era must be approved by your captain. For example, civilian costumes are allowed, but must follow a high standard and should be limited. Approval or denial of your costume is at your captain's discretion. If leadership feels that too many exceptions are being made by a ship's captain, then the captain's decision may be overruled by a Fleet Admiral.

The following are pictures of the specific era standard uniforms for reference only.



UNIFORM STANDARDS (CONT.)



Enterprise Era



Discovery Era



Original Series



Movie Era



Next Generation Era



Voyager Era



Deep Space Nine Era

Information
to be
determined

Online Era



Kelvin Era



Christopher Pike: Do not covet thy neighbor's starship, commander. Besides, we've got the new uniforms.

Saru: And lovely uniforms they are, Captain.

Michael Burnham: Very...colorful.



UNIFORM STANDARDS (CONT.)

The following chart illustrates the department colors needed for each era along with the alternate versions not shown on the above chart of uniforms.

	Enterprise Era	Discover Era	Discovery V2	The Original Alternate	The Original Era	Movie Era Alternate	Movie Era	Next Generation Era	Voyager Era	Deep Space Nine Era	Picard Era	On Line Era	Kelvin Time Line
Captain	Yellow	Orange	Yellow	Yellow	Yellow			Red	Red	Red	Red	Red	Yellow
First Officer	Yellow	Orange	Yellow	Yellow	Yellow			Red	Red	Red	Red	Red	Yellow
Helmsman	Yellow	Orange	Yellow	Yellow	Yellow		Orange	Red	Red	Red	Red	Red	Yellow
Operations/Navigation	Navigation	Navigatio	Navigatio	Navigatio	Navigatio	Navigatio	Navigation						Navigation
Security/Tactical	Red	Red	Red	Red	Red	Red							Red
Quarter Master						Yellow	Black						Red
Engineering	Red	Red	Red	Red	Red	Red	Yellow						Red
Communications	Blue	White	Red	Blue	Red	Yellow	Light Blue	Blue	Blue	Blue	Blue	Blue	Red
Science	Blue	White	Blue	Blue	Blue	Yellow	Light Green	Blue	Blue	Blue	Blue	Blue	Red
Medical Officer						Green							
Councilor/Mako	Mako					Green	Light Green	Blue	Blue	Blue	Blue	Blue	Blue
Other colors of mention													
Admirals (Generally)													Grey
Marines	Mako	NA	NA	NA	NA	NA	NA						NA
Junior Officers	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept
Section 31													

The reason for the rule on eras is two fold. One, and most importantly, it promotes teamwork and solidarity in the public view. Two, it is a point of differentiation between a STAR TREK – THE FLEET Chapter and other Star Trek costuming clubs.

Off Duty

There may be times that the team will want to show solidarity/team work, but the use of the uniforms is impractical. The chapter may wish to create a team t-shirt. This is optional, but is encouraged.



AWARDS

Each chapter is encouraged to hand out annual awards to its members. These are ways to show appreciation for service, commitment, and performance. These awards will stay with the member as part of their profile, even if transferred to another chapter.

Awards include the following...

Awards	How to get this award	Who Can Receive this award	Who Grants the award
Christpher Pike Medal of Valor	This is the highest honor award. This award is given to a member that embodies the goals and values of the fictional world the Federation, and also within the social group of STAR TREK -- THE FLEET. This member is a consistently positive member.	Any Active Member	Captain's Vote fleet wide
<u>Cochrane Medal of Excellence</u>	Given to a member that has shown the highest level of dedication. This member would have shown remarkable positivity and lead positive changes within a ship/chapter organization or culture.	Any Active Member	Captain (Chapter leader)
<u>Grankite Order of Tactics</u>	Given to a member that has organized and executed 6 or more events within a 12 month period. The events would have to be deemed a success by the chapter Captain.	Any Active Member excluding the Captain	Captain (Chapter leader)
<u>Karagite Order of Heroism</u>	Given to a member that has shown extreem selflessness to one or more members of the fleet. This could be a single act or a long term line of smaller acts.	Any Active Member	Captain (Chapter leader)
<u>Legion of Honor</u>	Given to a member who has recived three of the awards listed here.	Any Active Member	Squadron Ranking officer (Admiralty). Subject to a review board before awarding.



AWARDS (CONT.)

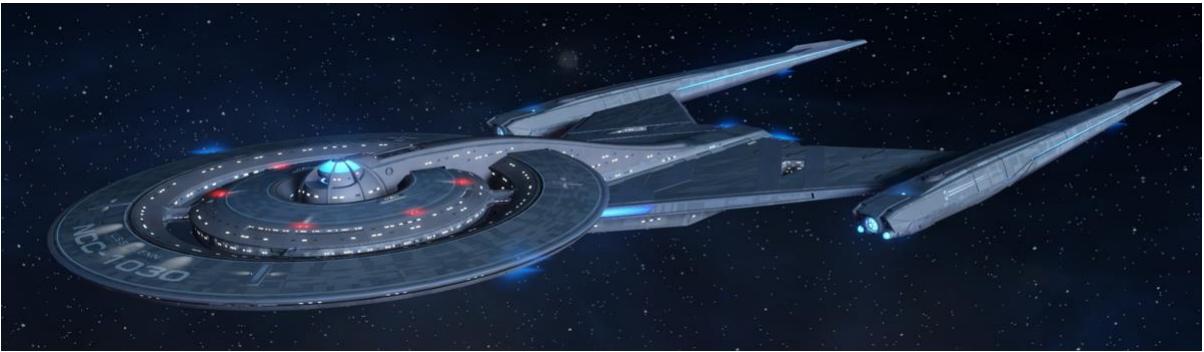
<u>Palm Leaf of (enter mission here)</u>	Given to a member who has done specific acts during a mission that was integral to its success. In lore, an example is the Palm Leaf of Axanar Peace Mission. Within the organization the award may be called something like Pal Leaf of Out Of Darkness Awareness Mission, when the member made specific actions that saved the mission during an event ending event.	Any Active Member	Captain (Chapter leader)
<u>Star Cross</u>	Given to a member who has demonstrated excellence in matters of improving quality of people around them. This is in regards to charitable acts, helping members with personal issues, and assisting in medical needs. It needs to be stated again however, Star Trek -- The Fleet is NOT a group of practicing medical or psychological professionals)	Any Active Member	Captain (Chapter leader)
<u>Starfleet Citation for Conspicuous Gallantry</u>	Given to a member who has shown extreme acts of selflessness. A member who has sacrificed own benefits to aid in the needs of another member.	Any Active Member	Captain (Chapter Leader)
<u>Starfleet Decoration for Gallantry</u>	Given to a member who has shown outstanding acts of selflessness. A member who consistently puts others needs first.	Any Active Member	Captain (Chapter Leader)
<u>Starfleet Extended Tour Ribbon</u>	Given to a member who has completed five years of service within a chapter. Will be awarded upon the completion of each five years.	Any Active Member	Captain (Chapter leader)
<u>Starfleet Medal of Commendation</u>	Given to a member that consistently attends many chapter events, maintains a positive attitude, and contributes in other ways to enhance events.	Any Active Member	Captain (Chapter Leader)
<u>Starfleet Medal of Valor</u>	Given to a member that has stepped in to assist the chapter. They will have gone above and beyond to aid when needed. Example would be if a senior officer is not available, this member consistently shows that they are willing to take on the added responsibilities including currently active ones.	Any Active Member	Captain (Chapter leader)



AWARDS (CONT.)

21st Century Citizen Award	Given to a member who has decided to limit their involvement to non-costumed events; however, has done great positive contributions. Often times these members are hosts at events, costume support, and even online assistants.	21st Century Citizens only	Captain (Chapter Leader)
Montgomery Scott Medal of Excellence	Given to a member who has shown outstanding performance for online activities, website design, high level maintenance, and continued development.	Primaraly a member in the engineering department, but can be given to any Active Member	Captain (Chapter leader) or Squadron Leader (Admiralty)
Starship Recruiter Award	Given to a member who recruits three active members. The newly recruited member must be active for at least three months.	Any member excluding the ships Captain or First Officer	Captain (Chapter Leader) or First Officer
Away Team Leader Specialist	Given to a member that has hosted a social event with 10 or more members 3 times in a rolling 12 month period.	Any member excluding the ships Captain or First Officer	Captain (Chapter Leader) or First Officer
Fleet Recruter Award	This award goes to a member that takes lead on recruiting or highly influences a member(s) to Any Active Member create and start a chapter within the fleet. Must have Squadron Admirals approval. The Chapter Captain or higher. must be fully functioning and run for at least 9 months before award is given.	with the Rank of Fleet	Squadron Ranking officer (Admiralty). Subject to a review board before awarding.
Custom awards	A Captain or Admiral may decide to add an award not on this list. The award needs to be well thought out.	Decided by chapter leadership or Squadron Leadership	Captain (Chapter leader) or Squadron Leader (Admiralty)





MEMBERSHIP CREED

- 1. Each member has the right to be informed of all Chapter meetings and events, and allowed to participate in these activities (allowing for space limitations, guests must be approved by the Commanding Officer. Exception may be for Senior Officer Meetings)
- 2. Each member has the right to pursue his or her choice of rank path, to advance according to that path, and to hold positions aboard the ship according to the requirements of that path.
- 3. Each member has the right to vote on all motions put before the Chapter by the Senior Officers, as well as in the election of pertinent Chapter and parent organizational positions.
- 4. Each member has the duty to uphold the basic tenets of the Chapter and of the parent organization, and to respect the will of the Chapter upon vote completion.
- 5. Each member has the right to voice their opinions and concerns in a direct and honest manner, while providing logic to back up their statement.



MEMBERSHIP CREED (CONT.)

- 6. Each member has the duty to behave in a forthright and respectful manner to their fellow members, to respect their concerns & and choices, and to generally promote a supportive & courteous environment.
- 7. Each member has a right to privacy. No member will give out any fellow members information (e.g. telephone number, address, e-mail, etc.) to any individual, without prior permission from that member. Exception to this is granted to the CO and XO for event and announcement use.
- 8. Each member has the duty to represent the Chapter in an honest and forthright manner in any Squadron or Fleet functions that they attend.



* Art by Nick Lacke



MEMBERSHIP STANDARDS

- What is a member? A member of Star Trek – THE FLEET is an individual who has joined in at least one event. That event can be via electronic communication or in person, so long as it is an official event designated by a chapter leader, AKA Captain.
- What is an active member? An active member is a member that has attended at least 3 events in a rolling 12 month period. See Rank Section for more regarding active members.
- “Cadet” - This is a member who is under the age of 15 years, and an active member.
- What is a non-active member? This is a person that shows up on the list of members, but has not attended or has stopped attending events and is not communicating with the chapter leaders. This is not a ban on a member. This member can return to activities when the member wishes. (There may be some rank penalty. There may also be a reduction in rate if they were a senior officer)
- What are the dues to join? There are none. STAR TREK – THE FLEET is not a non-profit organization nor a for profit organization. This was done intentionally so that members can dedicate personal funds to their costume(s). This also prevents the need for chapter leadership to take dues or “chase” members for money.
- All members (active or not) are subject to the rules of STAR TREK– THE FLEET, including the code of conduct.
- What is a senior officer? These are members that have volunteered and have been approved, by the Captain, to hold leadership or specialist roles. They hold no special privilege above other members, but may be asked to do more to serve the individual chapter.



MEMBERSHIP STANDARDS (CONT.)

- Can a member belong to more than one chapter? Yes, of course. Each chapter will represent a different costumed era of Star Trek. A member can potentially become a member of every single chapter in the fleet. For costume standards, they will be asked to adhere to the costume of the chapter that they are participating with for that event.
- What is a mothership? This is a member's home chapter. This member will do most of the activities with this chapter and will most likely focus on that chapter's uniform first. Rank of this member will be determined by the captain of their mothership.



RANKS AND STATUS

All members of THE FLEET have the opportunity to advance in rank. Aboard the members' home chapter, a new member is ranked as a "21st century citizen" or "Crew." If the member does not wish to pursue costume, rank, or position, they will simply be listed as "21st century citizen." If they do want to pursue costume, rank or position, the member is listed as "crew." To attain and advance in rank, they would then follow the guidelines for costuming and participation. The ranks are assigned by the Captain (Chapter Leader). The Captain is authorized to promote any crew member to a rank that they feel is appropriate, up to and including the rank of Commander. Ranks are generally based upon a member's activity and commitment. Some captains may wish to take real world accomplishments into account when granting rank.

Members with higher rank may be looked upon for more responsibility.

Rank may be revoked or reduced upon disciplinary action or inactivity. Members have the right to know verbally, or in writing, if they will be demoted in rank and for what reason. This can be done by the Captain or First Officer who will meet and talk over the situation on the given crew member.

Rank	Command
Ensign	
Lieutenant, Junior Grade	
Lieutenant	
Lieutenant Commander	
Commander	
Captain	
Commodore	
Rear Admiral	
Vice Admiral	
Admiral	
Fleet Admiral	
Adm. Starfleet	



CODE OF CONDUCT

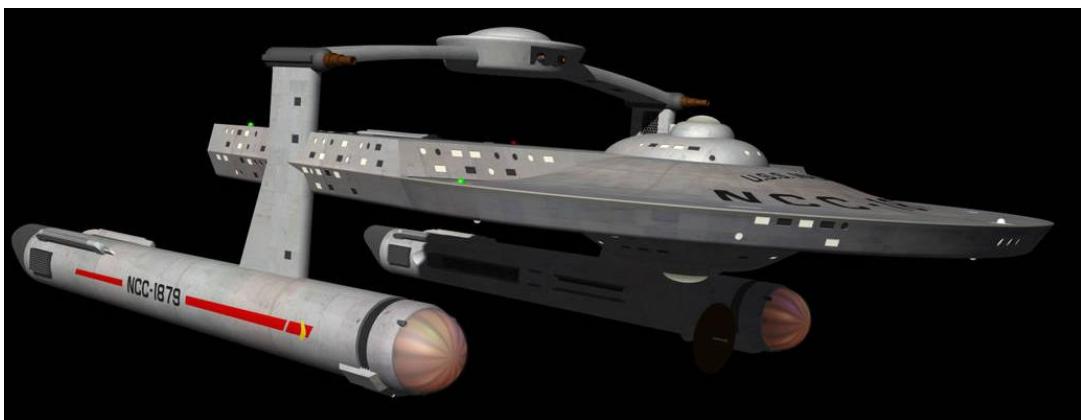
Ultimately, members are to treat other members, vendors, and the public with respect and understanding. Cruelty, rude behavior, and bullying are never acceptable.

Please see conflict resolution section for details on how these and other matters are to be handled.

Here are some simple rules for conduct:

- To praise in public and critique in private;
- To never assume, but always verify;
- To be the first to praise and the last to criticize;
- To not willfully cause negative or unproductive confrontations;
- To strive to be part of the solution, not part of the problem.

It is important to keep outside issues separate from any and all chapters of STAR TREK – THE FLEET. If a member cannot follow the rules of conduct or are unwilling to follow/violates the code of conduct and/or conflict resolution, they will be removed from the organization.



USS ENGAGE STOCKTON CA



OFFICIAL COMMUNICATION

Each chapter will decide on a standard method of communication. It is generally thought that electronic communication is the best method. Emails are found useful; however, there is a greater chance of getting better communication through social media, like Facebook.com or Meetup.com.

It is important to be sure that members understand what is going on within the chapter. It is the responsibility of the individual member to stay up-to-date on events, votes, and other communication. It is in leadership's best interest to find the best method of communication. Best demonstrated practice is to communicate early and often.



Uhura “Hailing frequencies open, sir.”



THE BEGINNING (HISTORY)

In November of 2014, a group of friends gathered to talk about their mutual love for the Star Trek franchise. There was some discussion about a theory of what a fan club would look like and how to differentiate it from other Star Trek clubs that were already in operation.

Quickly the first chapter of STAR TREK – THE FLEET was born. The core group decided on some basic ideas. First, this group was to be a Costuming club where each chapter would dress in a different 'era' of uniform and as Starfleet officers. Secondly, events would not be limited to costuming events, but have ununiformed social events where we could find likeminded people who also enjoy Star Trek. Finally, the team wanted to be able to use the fandom to give back to the community through charitable acts.

STAR TREK – THE FLEET is a welcoming group wishing to expand to people all over the world. We are a positive group that embraces diversity in the best tradition of Star Trek.

A hierarchy has been established to be able to give responsibility to members wishing to take on a leadership role; however, it was very important to the founding members that no leader has a greater say than any other member. The leaders are simply members that wish to take on the greater responsibility and help shape the individual chapter.

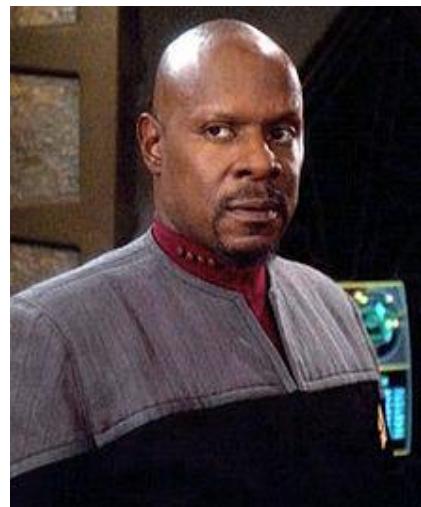


CHAIN OF COMMAND IN CHAPTERS

Within each chapter of THE FLEET, there are certain people that need to take up roles of authority. These roles do not give higher voting power than any other member, but are given higher responsibility to the chapters operation.

There are eleven (11) senior officer roles per chapter. The following are guidelines for use of these roles. It is up to the Commanding officer (Captain) to interpret these roles so that they best fit the operations of that particular chapter.

1) Captain (aka CO, aka Chapter Leader) is the leader of the chapter. This is an extremely important role within the organization. The Captain is the representative of THE FLEET within the chapter. They are the ones who will report to their Squadron Admiral and communicate back to the chapter on FLEET correspondence. They are the driving force to move the group forward and they help keep the group on track. The Captain must foster talent within the organization in order to put the best people in position of the senior officers within the body of membership. They delegate responsibilities for specific assignments and are responsible for the success of the chapter.



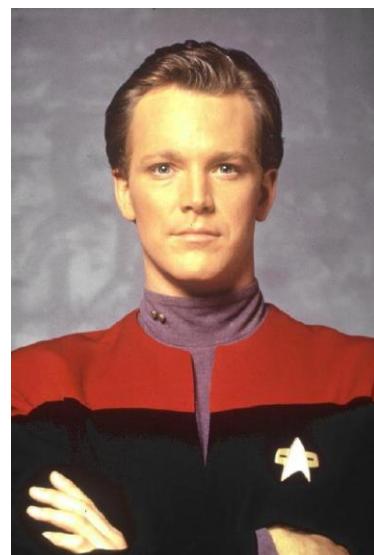
CHAIN OF COMMAND IN CHAPTERS (CONT.)

2) First officer (aka XO) is the second in command of the chapter, often thought of as Co-Leader where needed. The primary responsibility of the First Officer is on recruiting and development of talent. When the Captain is not available, the First Officer is in command. The first officer oversees operations of the chapter. The First officer may be called upon to be the final say on internal disputes.



There are several departments within each chapter. The departments are headed by a member that oversees the tasks and execution of standards. Other members may work under them if they wish. All these members must meet all membership standards.

3) Helmsman. Aids members in finding carpools, public transportation, and best routes to events. This member is NOT required to be the driver of all members. This member should look into parking options and potential traffic concerns, and communicate that to either the event leader and/or to the attending members.



CHAIN OF COMMAND IN CHAPTERS (CONT.)

4) Operations officer (aka Navigator depending on era). This member aids in keeping inventory on chapter owned property and personal property that is allowed to be borrowed by the group. This member works with the event leader during the planning stages of an event to be sure that all necessary items and materials have been obtained, and help anticipate any other materials that have not been considered.



5) Security/Tactical. This member is responsible for ensuring that personal and club property is in a secure location during events. They will work with the Operations Officer to consider security matters and also work with other members to provide costumed member escort for VIP guests at an event.



CHAIN OF COMMAND IN CHAPTERS (CONT.)

6) Chief Engineer. This member is in charge of online activity, including website design and execution, and social media development (Facebook, Instagram, Meetup, Twitter, ect). This member would also aid in development of computer graphic material (photoshop and other photo/video editing). They may be asked to help the Quartermaster with digital art or other computer based art projects.



7) Chief Medical Officer. The member needs to have at least a basic knowledge in first aid. This member is NOT required to give medical aid. In case of an emergency, they will have someone call 911. The Chief Medical Officer needs to be aware of medical challenges that individual members may be going through to aid if there is an issue. This member should also be aware of a venue's environmental issues (ex: air quality, temperature, physical exertion, handicap access) to help in planning to make the event a positive one for all.



CHAIN OF COMMAND IN CHAPTERS (CONT.)

8) Quartermaster. This member is in charge of finding materials, websites, and stores that would aid in the costuming of all members. It is helpful if this member has a background in sewing or costume design, but should NOT be expected to build costumes. If they do build a costume, the recipient of the costume and the Quartermaster need to find an equitable agreement that compensates the Quartermaster. The Quartermaster will make sure that the uniforms that are being used are specific to the assigned era that Chapter operates in, and is of a quality standard agreed upon by the Captain and First Officer. The Quartermaster is free to expand to physical art (paintings, set pieces, etc) if desired.



9) Counselor. This member works with the First Officer in helping settle internal disputes between members, and aid in recruiting. This person is not a psychologist for the group and is not to offer professional psychiatric advice. This member is to be an aid in finding a mutual or equitable solution to grievances or concerns when possible.



CHAIN OF COMMAND IN CHAPTERS (CONT.)

10) Communications Officer. The Communications Officer needs to be able to keep other members apprised of upcoming events and information, and they need to keep a record of contact information on members. This member needs to help keep information compiled on an event and communicate to the whole group to promote an event or an upcoming vote. They may use social media as a tool and can work with the Chief Engineer if needed.



11) Science Officer (aka Charity Liaison). This member is the main lead for charity events. They will be the main person to organize the event, or the clubs involvement in the event, and will work with all senior officers to promote and execute the plan. They are a go-between for the event and the Captain, making sure to keep them apprised of changes and new developments.



CHAIN OF COMMAND IN CHAPTERS (CONT.)

Some other roles that may be considered for members that wish to expand the experience and not become a senior officer. *Remember that a member is not required to take on responsibility if they do not wish.*

1. Armory officer. Works with the Quartermaster on finding props that are era specific to the chapter
2. Chief Historian. Keeps a timeline and general information of their chapters big meetings and events for possible future usage.
3. Cadet Training officer. This officer would help instruct younger members on Star Trek lore and operations of the individual chapter
4. Lead Non-Commissioned Officer. Appointed by the First Officer. Duties include, but not limited to, training and advancement of all Non-Commissioned adult personnel.
5. Xenobiologist. Works with the quartermaster and members on makeup when needed.
6. Stellarcartographer. Chapter photographer.
7. Head Nurse. Works with Chief Medical officer as a backup.
8. Personnel officer. Aids with Recruiting
9. Transporter Chief. Aids the Helmsman
10. Pilot. Aids as an active driver for carpools
11. Marine or Commando. Aids Security Chief
12. Community Leader. Helps promote and encourage excitement for events.

The Captain has the authority to create other titles and non-commissioned positions to better their members and chapter



CHAIN OF COMMAND IN CHAPTERS (CONT.)

Two other rated roles that may be considered.

1. Second officer. This is a member that already has a role listed above within the senior officer rank, and also holds the role of third in command of the chapter. If the Captain and First Officer are unavailable, this person can be asked to be lead for a temporary, designated time frame.
2. Third officer. This is a member that already has a role listed above within the senior officer rank, and also holds the role of fourth in command. If the Captain, First Officer, and Second Officer are unavailable, this person can be asked to be lead for a temporary, designated time frame.



VOTING PROCEDURE

The standard voting method will be by popular vote within the chapter. The chapter may decide to do voting as a simple show of hands or ballot. All Active members are eligible for a vote.

It is up to the captain to be clear on the voting method and duration of a voting process before any vote is cast.

When many options are concerned, one suggested method is a vote based off of a series of assigning points in a double vote process. A member would choose the top three items that they prefer when casting their vote. That member assigns three points to their top favorite item, two points to the second favorite, and one point for their third favorite. Once all members have assigned points to their top three, the group will have a final vote on the top three items that scored the highest. The final vote will be a simple popular vote only between the top three items. Again, this method is optional, and to be used upon the discretion of the Captain.

The Captain settles ties, or calls for further conversation and holds a revote.



USS ORACLE ORANGE COUNTY CA



SUGGESTIONS FOR RUNNING AN OFFICIAL MEETING

Chapters within STAR TREK – THE FLEET are not required or mandated to have meetings. When meetings are held, there will be a general online meeting on the last Sunday of every odd month at 1500 hours (3pm) PST, unless otherwise stated on Facebook or via an official communication method. In addition, there may be special events, during the month. There will also be opportunities to participate in volunteer community service projects. These special events will always be announced in the preceding meetings, by phone from the Communications Officer, or through notices on our Facebook Group. ORDER OF MEETING Meetings of the chapter will proceed accordingly:

1. Social/Set up period (10 minutes prior to item 2)
2. Call to order
3. Roll call and quorum declaration
4. Presentation of certificates and awards
5. Reading of any correspondence
6. Divisional reports
7. Committee reports
8. Presentation of guests
9. Disposition of unfinished business
10. Introduction of new business
11. Announcements
12. Miscellaneous matters
13. Call to adjourn



SUGGESTIONS FOR RUNNING AN OFFICIAL MEETING (CONT.)

The order of business may be altered at any time by the decision of the CO or by a majority vote of the present membership. An online venue may be used in order to attend the meeting. Present is defined as physical, phone, or visual video presence provided by modern technology, such as Skype, OOvOO or Google Hangouts. In the case of any medical or other emergency, the meeting will be immediately interrupted and either canceled, or postponed until the situation has been resolved. It is the responsibility of all members to bring any emergency to the attention of the CO or meeting chairperson.



FINANCIAL REPORTING

This would generally be considered a rare thing, but there are times that a group will collectively fund a project. If that happens, the cost of the project and where the funds originated from should be made clear and transparent. It is the responsibility of the Captain (Chapter Leader), with the aid of the Operations Officer (Logistics), to compile these financials and report to the group.

It needs to be repeated that STAR TREK – THE FLEET is NOT a dues collecting organization. No chapter will collect dues for membership. They may sometimes request donations from members to collectively fund a project.

If funds are collected for a 501(c)3 organization, the funds should go to the organization at first opportunity. The Captain (Chapter Leader) and Science Officer (Charity Liaison) are the two members entrusted to see that all monies go to the charity.



USS ARTESIA CERRITOS CA





SOCIAL MEDIA AND INTERNET STANDARDS

In the modern twenty-first century, technology has become prevalent in our daily lives and even has become inseparable for many. As such, technology can be our greatest tool to recruit and engage members in THE FLEET. The following tools will be of much help to existing and future chapters and their members.

1) Social Media: Social Media is definitely one of the biggest platforms you can use to reach out to the public and your members. Facebook, Twitter, Instagram, Snapchat, and Pinterest are just many possibilities you can use.

First, for Facebook, keep a public page for recruiting and for members who may just want some general information. Second, keep a group page for Crew. This is because there may be things that are privy to only chapter members, such as business related posts or anything that is just among crew.

Again with using social media the person using your account should be few and normally shared between members such as the CO, XO, and a Designated Officer. Not everyone should have access or admin privileges, and always remember to use your best judgement on social media. Try to keep everything neutral and avoid conflict as it could cause problems, not just for the chapter, but the organization as a whole.



SOCIAL MEDIA AND INTERNET STANDARDS (CONT.)

2) Website: The website is an important tool and can be more so than social media. The Website is basically a big cover letter and resume of the chapter, showing what the chapter does and the values of said chapter. Many people may avoid social media, but websites are accessed daily. Again the website should be the place where you show off your convention photos, community service photos, award ceremonies, awards, and, of course, the crew as well. There are many site builders you can utilize for free such as Wix. If you wish to have a domain name, it is best to discuss with your crew before making any decisions.

3) Marketing: The third important tool of the chapter is marketing. Without marketing, you will have a hard time recruiting new members. One of the best ways to market is by going to conventions, but there are other ways. Try putting up a flyer at the neighborhood, local coffee shop, or market. Most of the time they will be responsive to you putting up flyers, as many have an appreciation for our fandom, even if it is a bit secretive. Another way to market is a big social media push to market your chapter or event through a number of status updates.

One of the most important things to do is to keep in contact with your members and leadership team. Your members keep your chapter going and are an integral part of your success. As such, it is important to keep in touch with your members so they know that they are important to the chapter and THE FLEET as a whole. This goes for the leadership team as well, because, like other members, they want to feel important too. This opens communication so you can all work together well and discuss any issues that come up. For any CO, his/her leadership is important, because, like an actual ship, they are your advisers and it is good to get a second or multiple opinions before making a decision.



CONFLICT RESOLUTION

Why do we have Conflict?

Conflict in small, personal organizations like ours usually arise from one of five different kinds of situations.

Different Needs

The first is when members have different needs, objectives, or values. If the members involved are mature enough to recognize the problem and to reach a compromise, this kind of conflict can be the least troublesome and the most rewarding. It's especially useful in broadening people's viewpoints!

Different Perceptions

The second is when members have different perceptions of each other's motives, or the meaning of each other's words of actions. This can range from simple misunderstandings to a complete lack of trust. Again, if the members involved are mature adults, the problem can usually be solved if each member explains his/her point of view in a reasonable and intelligent manner (and then gets on with business as usual).

Different Expectations

The third is when members have expectations of results. This kind of conflict is best addressed before it has a chance to get started. That's why it's always best to clearly identify what results are expected from a project before we begin working on it.



CONFLICT RESOLUTION (CONT.)

Personality Clashes

The fourth Is when two or more members are unwilling to work through issues: to collaborate or to compromise. This is usually the result of a basic personality clash and may require the intervention of either the chapter leader (Captain) or Ship's Counselor. If the squabbling members still cannot effectively work together, the chapter lead may need to remove them from the project concerned with an oral warning.

Immature Members

Finally, the fifth situation is when we have a member who is immature and won't take no for an answer. They will receive a written warning as well as an oral warning, which will probably require the intervention of the chapter leader (Captain) or Ship's Counselor. Next, after receiving a written reprimand, the offending member will be given a probation period of not less than three months. Finally, if he/she does not mend his/her ways, then the chapter leader has only one recourse: the member must be removed with the due process. People like these can ruin this experience for everyone around them and any member's first duty is to preserve the harmony of the chapter (ship) and THE FLEET overall.

How can I avoid conflict?

Conflict is inevitable. IT will happen. It is important to recognize the difference between positive conflict and negative conflict, and to understand how to deal with negative conflict when it occurs.



CONFLICT RESOLUTION (CONT.)

Negative conflict quite often masquerades as positive conflict. Immature individuals sometimes learn to get their own way by using the “What’s the matter, afraid of a little positive criticism?” line as a weapon. It’s important to be able to distinguish between the two.

Positive Conflict

The hallmark of positive conflict is an obvious willingness on the part of those concerned to: discuss their differences calmly and rationally, respect their differences as individual human beings, and compromise so that each party gets something that they want (this is called a win-win situation). Positive conflict should not be avoided. In fact, it's a very healthy thing. Positive conflict breeds respect for diversity, which is the foundation of successful win-win interaction with others. It helps each of us to broaden our viewpoint and to remind ourselves that we do not have a monopoly on creative input.

Negative Conflict

The hallmark of negative conflict is stubbornness or the lack of active listening. Negative Conflict usually results from either a personality clash, or an immature member. It may result from differences of need, perception of expectation; but, when it does, there's usually a personality clash or an immature member escalating the situation. If one or more members insist on replacing an equal discussion of opinions with a one-sided barrage of demands, refuse to respect the viewpoints of others, continue to refer to others' ideas in insulting or demeaning terms, refuse to compromise with their fellow member and insist on getting everything their own way, then you've got negative conflict.



CONFLICT RESOLUTION (CONT.)

How do I deal with negative conflict?

If the situation is not yet severe, or is just beginning to get started, attempt to resolve the problem by speaking directly to the member(s) involved. If you feel that this is a little out of your league, you must first ask the Ship's Counselor to step in and help resolve the situation in your place.

However, if the situation is seriously compromising the harmony of the chapter (or it appears likely to in the near future), then, via the Ship's Counselor, it must be reported to the First Officer. The First officer (or XO) will try to defuse the situation and reason with the parties involved. If they are unwilling to listen, the XO, with the Ship's counselor present, will report the problem to the Chapter leader (Captain). The Captain has the authority to call the members "before the mast" and discipline them, when necessary.

How does the Chapter Leader (Captain) deal with Negative Conflict?

How the Captain deals with negative conflict depends on whether the situation is a personality clash or an immature member.



CONFLICT RESOLUTION (CONT.)

Personality Clashes

Personality clashes are usually caused by unresolved animosity. This could be the result of insult or injury, real or imagined, on the part of one or both of the parties involved. If left unresolved, the animosity will grow into full-fledged hostility. At this stage, the situation becomes extremely dangerous to the chapter, and it's likely our membership will begin to polarize as each of our members unconsciously choose sides. Such a situation must be dealt with quickly and decisively. The Captain, with the Ship's Counselor present, will meet with both parties together and require each of them, in each others' presence, to voice his or her grievance. Then the Captain will require each party to apologize for those words or actions which were inappropriate on their part. Then require them both to work together, suggesting that if they can't succeed together, they will both fail! When they realize they're in the same boat, hopefully they'll come to their senses. If this approach is not successful, the Captain may have to remove the offending member(s) from the project(s) they were working on with an oral warning/written warning.

Immature Members

Most people don't realize it, but having an immature member is one of the most dangerous situations in which an organization, like THE FLEET, can find itself. This is especially true since many immature people can be, nevertheless, quite clever. When you think about it, this makes a lot of sense. Someone who has managed to reach physical maturity, without having to develop any emotional maturity, is probably very ingenious at those tricks which are the hallmark of the immature member. Examples are: making "suggestions" which are, in fact, barely concealed demands; stating "opinions" as if they were undeniable fact, having neither professional knowledge of the subject at hand, nor any ability to back those opinions with hard evidence or solid logic, camouflaging as "positive criticism" remarks which are actually attempts to demean or ridicule



CONFLICT RESOLUTION (CONT.)

opposing ideas; forcing each “discussion” into a win-lose situation with him/herself as a winner; and using the “member’s right to speak” as a cover for bullying the chapter into doing things his/her way.

An important note: sometimes an immature member will attempt to make his/her attacks seem like they are merely one-half of the personality clash. This is a diversionary tactic and seeks to make a reacting victim look like an initiator of hostilities. IT is very important to understand the difference between these two situations.

The cleverest and the most dangerous of all in the immature member’s arsenal is the trick of accusing the accuser. The immature member cannot afford exposure. Once the organization begins to see these games for what they really are, they lose their effectiveness and their abuser becomes and object of amusement, rather than of power. This is intolerable to the immature member and he/she must do whatever is necessary to focus the organization’s attention on another member, ideally the very one that is making the accusation. The immature member will attempt to convince the chapter that the accusation is, in and of itself, an act of hostility and will accuse his/her accuser of playing precisely those tricks mentioned above. He/she does this by confusing the difference between an unjustified attack and an act of self-defense. The immature member will try to make others think that these are the same thing. THEY ARE NOT! No one has the right to commit an unjustified attack on another person. Everyone has the right to self-defense, to whatever extent is necessary to end such an attack and to prevent it in the future. The chapter and THE FLEET reserve that right, too. The Captain will, of course, give the member the chance to “mend his/her ways.”



CONFLICT RESOLUTION (CONT.)

Resolution of the conflict

First, the member will be given an oral warning. If that is not effective, the member will be given a written reprimand. At this point, the member is on probation and temporarily removed from his/her post for no less than 30 days. If the immature member still refuses to change his/her behavior, then the Chapter Leader (Captain), with the council of the first officer may decide to expel the member. The Captain has the authority and responsibility to permanently expel such a member. The decision may be appealed through the Squadron JAG Officer and Squadron Admiral. If such an appeal is made, the JAG officer and squadron Admiral MUST partner with the Captain to review all information. If the Admiral sees fit to keep the member in THE FLEET, the member will need to be transferred to a different chapter (if available), and that member will not be able to participate in any activity that the first chapter attends. If the member has any further issues (similar to the issue that caused the removal of the first chapter), the member will be expelled from THE FLEET permanently. No appeal will be available.

Disclaimer of Inclusion

This Conflict Resolution Policy applies to all primary, secondary, and attendees of any chapter of STAR TREK – THE FLEET and its functions. Ignorance of this policy does not preclude responsibility to this policy.



EXPULSION OF A MEMBER

When a person joins a chapter, there are some basic expectations of that member. The member is expected to treat and be treated fairly and with respect. All members will be held to the code of conduct (see conflict resolution for details).

From time to time, a member will not be a good fit within a chapter, and sometimes within the overall organization.

If the transgression happens within the members' home chapter the commanding officer has two options.

1. Preferred Option: The member is transferred to another chapter. The admiralty (squadron commanding officer) needs to be brought in on this decision. The Admiral will need to coordinate with the member and the new chapter. The chapter accepting the member will need to be made fully aware of the situation. They must also agree to the transfer. If the member causes any further transgression, this option will no longer be made available and will be removed from the overall organization.
2. Final Resort: Remove the member from STAR TREK – THE FLEET. This will mean the member is no longer welcome to attend events, share in the online experience, or participate in chapter/squadron/fleet events. The member has been effectively banned. This should always be considered an undesirable outcome, but sometimes is necessary.

Final decision of removal of a member will be made by the captain (chapter leader). The Admiral (Squadron Leader) may be asked to be an advisor to aid the captain. If the captain is the member in question, then it is up to the Admiral to take the Fleet Admiral (highest ranked member of STAR TREK – THE FLEET) as a partner to review and decide.





STARBASES

In the Organization of the collective groups of chapters, there needs to be a point of coordination. The organizational hubs that help guide a squadron of chapters is the Starbase.

The Starbase is NOT a separate chapter. It is made up of selected members that help guide the squadron, coordinate efforts, and disseminate fleet information to the chapters.

The importance of the Starbase is not to be underappreciated, nor should it be glamorized. The strength of THE FLEET is determined by the strength of the chapters. The Starbases should always operate for the betterment of the chapters.

Members of the Starbase are made up of members from the collective chapters. A Starbase member MUST belong to a home chapter. These members do not have to be senior officers on a chapter. It is advisable to get members that have the ability to contribute on a higher level, but don't have the opportunity on their home ship.

Very much like a chapter's senior staff, the Starbase is broken down into 11 members. If all 11 members are not available, then members of the Starbase can take on multiple roles if needed.



STARBASES (CONT.)

1. Commanding Officer (normally an Admiral). They are responsible for operating the Starbase and coordinating the needs of the chapters. The Admiral of the Starbase (or squadron) reports to the next level up Admiral or directly to the Admiral of Starbase Alpha Prime (the main Starbase of THE FLEET). They are to act as advisor to the chapter leaders, and help enforce the rules of STAR TREK – THE FLEET. They also coordinate the members of the Starbase to ensure that they are supporting the squadron in their roles listed below.
2. Liaison Officer. This member is a back up to the Admiral (sometimes thought of as a first officer on the Starbase). This officer assists the Admiral in supporting the chapters with talent development and looking for members that can fill vital roles within both the chapters and the Starbase. They focus on Leadership.
3. Strategic Operations Officer. This member helps with promotion of the individual chapters, guiding them in marketing and image. This member also helps the Admiral in locating areas within their geographical area that is lacking presence from STAR TREK – THE FLEET. This member looks for expansion.
4. Judge Advocate General (or JAG Officer). This role supports the chapters Councilors and First Officers in settling personality disputes and guides them through the conflict resolution policies.
5. Sector Security Officer. This Officer works during fleet or squadron events ensuring that areas are properly secured. Also, coordinates with security officers from chapters in technique and celebrity escorts.



STARBASES (CONT.)

6. Sector Medical Officer. Coordinates with the Medical officers of the chapters. Looks for environmental concerns in the area. During Squadron or multi chapter events, they would assist the chapters in preparing for potential medical concerns. Example of this would be a trip to the desert, and listing and communicating items needed for heat conditions.
7. Chief of Operations. Coordinates with chapters on developing web presence, and works with ALPHA PRIME Chief of Operations to ensure each chapter is represented on THE FLEET website via regular updates. Also, works with ALPHA PRIME to increase the squadron web presence, if desired. This officer will also help the chapters coordinate recruiting efforts.
8. Minister of Science. This member coordinates at least one main charity event for the Squadron a year. Assists the chapters in the individual charity efforts when needed.
9. Sector controller. Helps coordinate transportation needs for cross chapter events.
10. Sector Quartermaster. Works with the chapter leaders and Quartermasters to find the best sources for props and uniforms. They help uphold the standards on costuming to ensure they fit the needs of THE FLEET.



STARBASES (CONT.)

11. Communications Officer. Looks at each event that is placed within the squadron, watching for issues that have come up that the chapter, but has not yet asked for help. The Officer will open up communication with the chapter leader to be sure that the chapter is supported. If help is needed, the communications officer will get as much information as possible and bring it to the Admiral so that the proper assistance can be found.



USS STEPHEN HAWKING LONG BEACH CA



“You can settle for less in ordinary life, or do you feel like you were meant for something better? Something special” – Christopher Pike

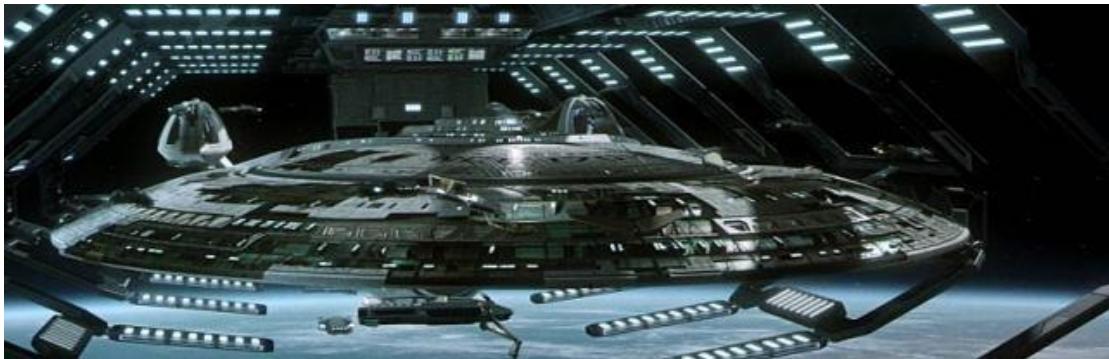
HOW TO START A CHAPTER

How to Start a Chapter

First, it is recommended to speak to the Squadron Admiral before undertaking this task. There is a great amount of responsibility when running a chapter. This is said, not to discourage a member from starting a new chapter, but rather inform a member what they are taking on. It is the responsibility of a chapter leader to follow the rules in this book, as well as keep the team engaged and active.

Here are the steps to take when starting a new chapter.

1. Conversation with the Squadron Admiral. The Admiral will discuss the details of what is needed, review this list and prepare a member for taking on the role. Not every request for a new chapter will be approved.
2. Review the Chapter Handbook with the perspective Chapter Leader.
3. Build a team. Gather five members (including the chapter leader/Captain). It is recommended that these members would be the beginnings of a senior officer's team (not required for this stage).
4. Once the Admiral has approved the creation of a new chapter and the five members have agreed to join, the “shakedown cruise” may begin.



HOW TO STAR A CHAPTER (CONT.)

“Shakedown cruise.” This is when the five original members start to form the foundation of a chapter.

- 1. Squadron Admiral communicates to Alpha Prime that a shakedown has begun and who are the members.
2. A basic social media platform begins (highly recommended). They may build own website too if that is more to the liking of the chapter leader.
3. Communication lines are opened between all members. Progress and steps are still needed, including votes that will be handled through the communication platform decided by the Chapter Leader.
4. Chapter Leader delegates responsibility to the other four (or more) members.
5. With the review of the Squadron Admiral, the Era of costuming is selected. The Admiral will inform the Chapter Leader what eras are available (no duplicated eras within a squadron).
6. The team will vote on an era based on the availability. Note that once decided, the chapter will not be able to switch eras without expressed permission from the Squadron Admiral. This act is highly discouraged as it can cause confusion and other new starting chapters may be made to settle for their second choice when the first choice could have been available.



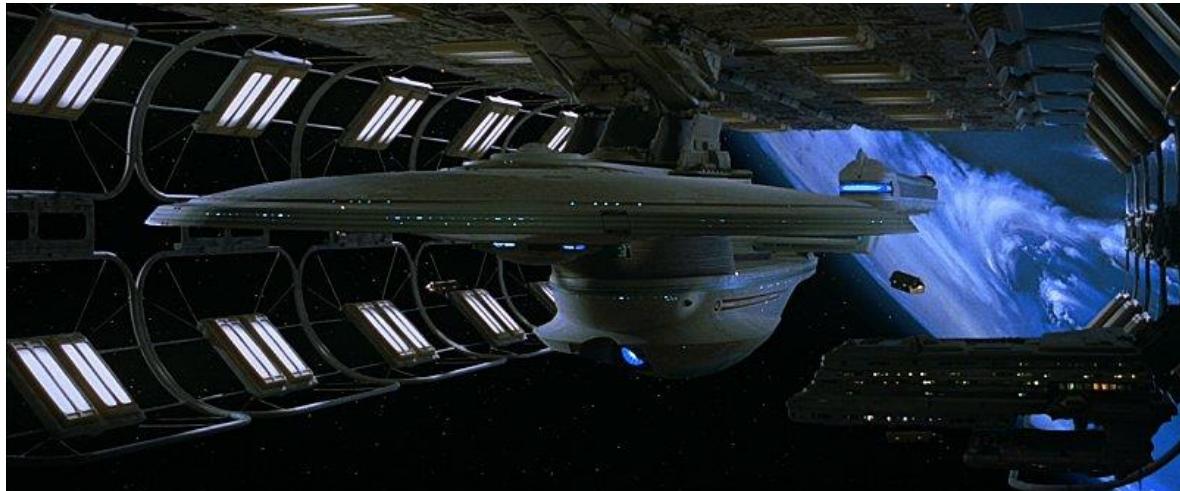
HOW TO START A CHAPTER (CONT.)

7. The team will then vote on a name for the chapter. The name will begin with USS as it will consider a ship within the fictional STARFLEET in STAR TREK. Once a name has been selected, it will be sent to the Squadron Admiral who will discuss with THE FLEET Admiral. Final approvals will come from ALPHA PRIME Starbase.
What is THE FLEET Admiral looking for in a name? Has it been used by local fan chapters, has it been used within STAR TREK – THE FLEET, and also has it been used in any Star Trek show or film. Names may be denied based on these factors and also on appropriateness. Explicit language will be denied.
8. The chapter will vote on the class of ship. See the charts on available classes of ships within each era to select. Classes of ships are limited on number of uniformed members (active) to what is the crew count. Example: A Nova Class ship is limited to 80 members, but a Galaxy Class is limited to over 1000 members. This count does NOT include 21st century citizens or inactive members. These do not count against the total. This does NOT include members that are in that are uniform, but whose mother ship is a different chapter. This basically makes the number more of a flavor than a strict rule.
9. Once a name and class are selected, then a registry number will be generated by ALPHA PRIME/THE FLEET Admiral's office. If the chapter does not approve of the registry number, the office will generate a new one.



HOW TO START A CHAPTER (CONT.)

- .10. The Chapter begins events. The chapter plans what the events will be.
11. The shakedown is complete, and the ship has launched.



HANDBOOK CERTIFICATION

This is to certify that STAR TREK – THE FLEET has written and adopted this handbook and Conflict Resolution Policy and affirms that it is binding upon itself, subject to future amendment, the Fleet Chairperson (or FLEET ADMIRAL), in conjunction with those appointed and in cooperation with Chapter Leaders (Captains) and affiliated members on this date the Tenth Day of July, 2019. This is the 1st edition of THE FLEET Membership Handbook.



DRY DOCK

*Success is how high you bounce when you hit bottom --
General George S Patton*

From time to time, a chapter may find themselves in a state of inactivity. When this happens the chapter leader and Squadron Admiral MUST communicate about the factors that are leading to the chapter not succeeding. Often this is from a lack of leadership. This can come from the chapter itself or from the leadership team at the Starbase.

Evaluating the chapter should not be seen as a negative thing. There may be many factors to consider. Every effort should be made to recover the chapter. If active membership falls below the five active members within a 12 month rolling period, the chapter should be seen as ‘in danger’ and will require the presence of the Squadron Admiral to assist.

If a solution can not be found in a reasonable time, the chapter may be considered “dry docked,” also known as on hold or under evaluation. If it is found that the chapter does not have the support and is found to be too difficult to support, the chapter may be decommissioned and its active members invited to join other chapters. Other options would be to find a change of leadership within the chapter, and if there is no support there, then leadership from another chapter transferred over.

Best way to avoid this is constant communication with members and staying active with events.

If a chapter leader is not getting support from the local admiral, they are encouraged to contact Alpha Prime for support.



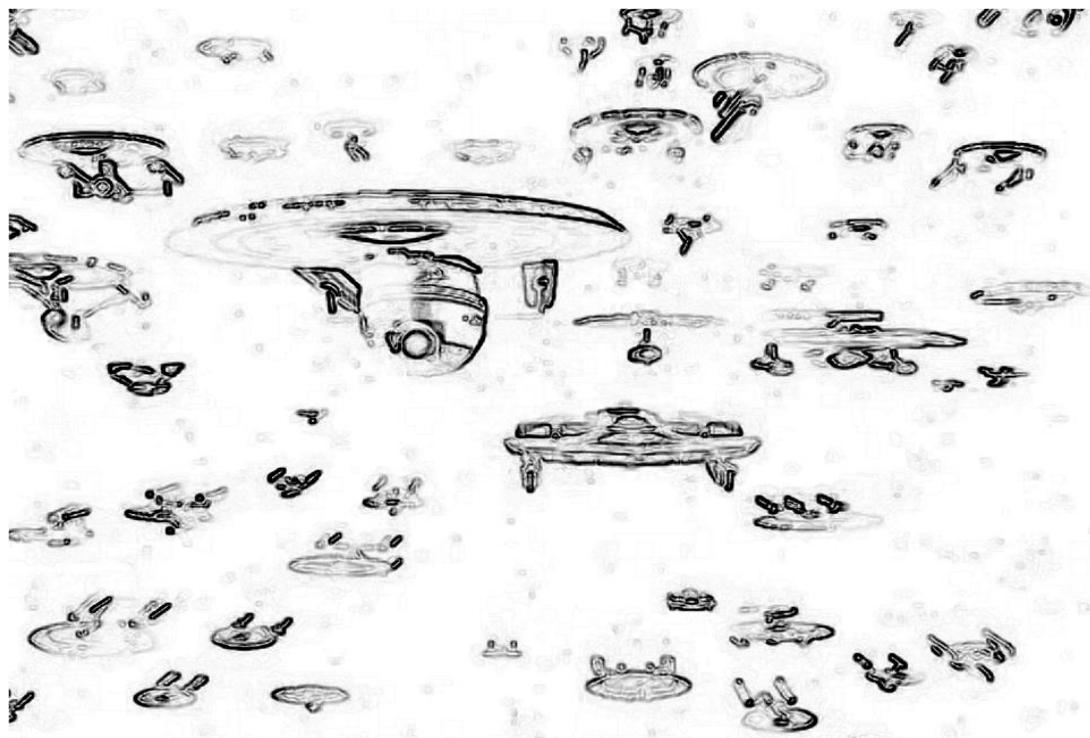
SHIP CLASSES BY ERA

The following sections are a breakdown of all the starships that are able to be used as chapter layouts per costumed era.

If a chapter wishes to use a class of ship NOT listed in this section, it needs to be communicated to the squadron Admiral, and approved by Alpha Prime.

The following is extensive, but some classes may have been missed. If more classes are found, please contact Alpha Prime.

The number of crew is the limit of that class for active uniformed members that are assigned to the chapter as their mother ship



“And all I ask is a tall ship and a star to steer her by” – John Masefield



ENTERPRISE ERA



Class: Bonaventure

Crew: 200



Class: Daedalus

Crew: 229



Class: Freedom

Crew: around 50



Class: Ganges

Crew: around 30

Class: Intrepid

Crew: 46



ENTERPRISE ERA (CONT.)



Class: NX

Crew: 84

Class: NX Refit

Crew: 105



"Starfleet could have sent a probe out here, to make maps and take pictures, but they didn't. They sent us, so that we could explore with our own senses." - Jonathan Archer



DISCOVERY ERA



Cardenas Class
Crew of unknown Count



Constitution Class
Crew of 202



Crossfield Class
Crew of 136



Eagle Class
Crew of unknown count



Hoover Class
Crew of unknown count



DISCOVERY ERA



Magee Class Crew of Unknown count



Malachowski Class Crew of unknown Count



Nimitz Class Crew of unknown Count



Shepard Class Crew of unknown



DISCOVERY ERA



**Walker Class
Crew of 100**



**Classes that Carry over from previous:
None**

"We come in peace, that's why we're here. Isn't that the whole idea of Starfleet?" – Michael Burnham



THE ORIGINAL SERIES ERA



Class: AKULA
Crew Count: 160



Class: CONSTITUTION
Crew Count: 400



Class: CONSTITUTION
PHASE 2
Crew Count: 400



Class: FEDERATION
CLASS
Crew Count: 500



Gemini Class
Crew of 200



THE ORIGINAL SERIES ERA (CONT.)



Class: HERMES
Crew Count: 195



Class: MIRANDA
Crew Count: 210



Perseus Class
Crew of 100



Class: PTOLEMY (Tug)
Crew Count: 220



Ranger Class
Crew of 300



THE ORIGINAL SERIES ERA (CONT.)



**Class: SALADIN
Crew Count: 200**



**Classes that Carry over from previous:
None**

"There's no such thing as the unknown—only things temporarily hidden, temporarily not understood." – James T. Kirk



MOVIE ERA



Class: Alka-selcior
Crew: around 400

Class: Ambassador
Crew: 750

Class: Antares
Crew: around 75

Class: Apollo
Crew: around 300

Class: Centaur
Crew: 315



MOVIE ERA (CONT.)



Class: Constellation

Crew: 520

Class: Constitution

Crew: 400

Class: Curry

Crew: 290

Class: Excelsior

Crew: 705

Class: Excelsior Refit

Crew: 659

MOVIE ERA (CONT.)



Class: Merced
Crew: 50



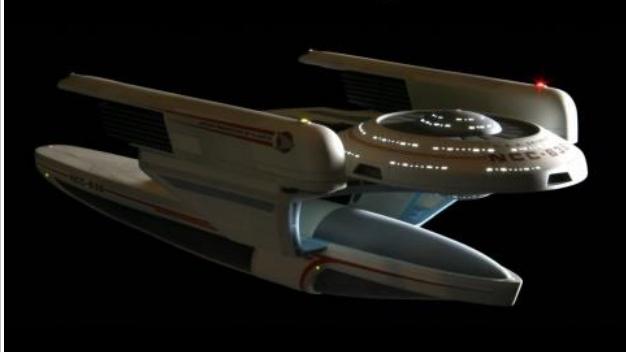
Class: Miranda One
Crew: 210



Class: Miranda Two
Crew: 80



Class: Miranda Three
Crew: 100



Class: Oberth
Crew: 80



MOVIE ERA (CONT.)



Class: Renaissance
Crew: 240



Class: Soyuz
Crew: 270



Class: Sydney
Crew: 120

"Young. I feel young." James T. Kirk

Classes that Carry over from previous:

- **Constitution Phase 2 (limited)**
- **Federation**
- **Hermes**
- **Ptolemy**
- **Saladin**
- **Ranger**
- **Gemini**
- **Perseus**



THE NEXT GENERATION ERA



Class: Challenger
Crew: 212



Class: Cheyenne
Crew: 245



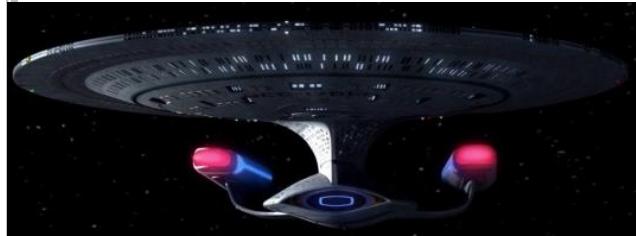
Class: Elkins
Crew: about 150



Class: Freedom
Crew: 370



THE NEXT GENERATION ERA (CONT.)



Class: Galaxy
Crew: 1013



Class: Korolev
Crew: 650



Class: Nebula Type 1
Crew: 750



Class: Nebula Type 2
Crew: 750



Class: Nebula Type 3
Crew: 750

“Seize the time... Live now! Make now always the most precious time. Now will never come again.”

— Jean-Luc Picard



THE NEXT GENERATION ERA (CONT.)



Class: New Orleans
Crew: 290

Class: Niagra
Crew: 520

Class: Springfield
Crew: 120

Classes that Carry over from previous:

- Alka-Selsior Class
- Ambassador Class
- Apolo Class
- Centaur Class
- Constellation Class
- Constitution Class Refit
- Curry Class
- Excelsior Class
- Excelsior Class Refit
- Merced Class
- Miranda Class (all three types)
- Oberth Class
- Renaissance Class



VOYAGER ERA



Class: Akira

Crew: 500

Class: Bradbury

Crew: 428

Class: Defiant

Crew: 50

Class: Intrepid

Crew: 141



VOYAGER ERA (CONT.)



Class: Norway
Crew: 500



Crew: Nova
Crew: 80



Class: Saber
Crew: 40



Class: Steamrunner
Crew: 185



VOYAGER ERA (CONT.)



Classes that Carry over from previous:

- Ambassador Class
- Centaur Class
- Challenger Class
- Cheyenne Class
- Constellation Class
- Curry Class
- Elkins Class
- Excelsior Class
- Excelsior Class Refit
- Freedom Class
- Galaxy Class
- Korolev Class
- Merced Class
- Miranda Class (All three Types)
- Nebula Class (All Three Types)
- New Orleans Class
- Niagra Class
- Oberth Class
- Renaissance Class
- Springfield Class

"Most of the species we've encountered have overcome all kinds of adversity without a caretaker. It's the challenge of surviving on their own that helps them to evolve." - Janeway



DEEP SPACE NINE ERA



Class: Achilles
Crew: 340



Class: Holoship
Crew: 75



Class: Luna
Crew: 350



Class: Nova Refit
Crew: 95



DEEP SPACE NINE ERA (CONT.)



Class: Olympic
Crew: 360



Class: Prometheus
Crew: 175



Class: Sovereign
Crew: 700



Class: Vesta
Crew: 750



Class: Yeager
Crew: 135



DEEP SPACE NINE ERA (CONT.)



Classes that Carry over from previous:

- Akira Class
- Ambassador Class
- Bradbury Class
- Centaur Class
- Challenger Class
- Cheyenne Class
- Constellation Class
- Curry Class
- Defiant Class
- Elkins Class
- Excelsior Class
- Excelsior Class Refit
- Freedom Class
- Galaxy Class
- Intrepid Class
- Korolev Class
- Merced Class
- Miranda Class (All three Types)
- Nebula Class (All Three Types)
- New Orleans Class
- Niagra Class
- Norway Class
- Nova Class
- Oberth Class
- Renaissance Class
- Saber Class
- Springfield Class
- Steamrunner Class

"It's life, Jake! You can miss it if you don't open your eyes." - Ben Sisko



PICARD ERA



Since this show is still in production at the time of this edition of the handbook, no classes of ships will be speculated.

*"For that one fraction of a second, you were open to options you had never considered. *That* is the exploration that awaits you. Not mapping stars and studying nebulae, but charting the unknown possibilities of existence."* -- Q



ONLINE ERA



Class: Avenger
Crew: 500



Class: Chimera
Crew: 750



Class: Concord
Crew: 750



Class: Daystrom
Crew: 1000



ONLINE ERA (CONT.)



Class: Dauntless
Crew: 150

Class: Destiny
Crew: 500

Class: Dyson
Crew: 250

Class: Galaxy X
Crew: 1000



ONLINE ERA (CONT.)



Class: Guardian
Crew: 1100



Class: Jupiter
Crew: 2500



Crew: Mercury
Crew: 40



Class: Odyssey
Crew: 1000



Class: Sentinel
Crew: 1000



ONLINE ERA (CONT.)



**Class: Tempest
Crew 200**



**Class: Yorktown
Crew: 1000**



- Classes that Carry over from previous:
- Akira Class
- Achilles
- Ambassador Class
- Centaur Class
- Cheyenne Class
- Constellation Class
- Defiant Class
- Excelsior Class
- Excelsior Class Refit
- Galaxy Class
- Intrepid Class
- Luna Class
- Miranda Class (All three Types)
- Nebula Class (All Three Types)
- New Orleans Class
- Nova Class
- Nova Refit\
- Oberth Class
- Olympic Class
- Prometheus class
- Saber Class
- Sovereign class
- Steamrunner class
- Vesta Class



KELVIN ERA



Class: Armstrong Type
Crew: about 650

Class: Constitution
Crew: 1100

Class: Constitution
Crew 1000

Class: Dreadnaught
Crew: 1200

Class: Kelvin Type
Crew: 800



KELVIN ERA (CONT.)



**Class: Mayflower
Crew 800**

**Crew: Newton
Crew 600**



**Classes that Carry over from previous:
None**

“You understand what the Federation is, don't you? It's important. It's a peacekeeping and humanitarian armada...” – Christopher Pike

