

U.S.S. CONTINUUM

NCC - 71821

BYLAWS

Section I – Definition

Bylaws assist the CS in the daily running of the ship.

Section II - New Membership Materials

The membership material packets may change from time to time, but they should always include the following basic items:

A. U.S.S. Continuum Materials

- 1) U.S.S. Continuum Constitution *
- 2) U.S.S. Continuum Bylaws *
- 3) U.S.S. Continuum Promotion Point System *
- 4) U.S.S. Continuum Crew Roster *
- 5) U.S.S. Continuum Medical Data sheet
- 6) U.S.S. Continuum Newsletter
- 7) U.S.S. Continuum Bio-sheet
- 8) U.S.S. Continuum Crew Badge

- Note - Family membership includes only one of these items.

B. Missing Materials

If any of these materials are missing, inform the CS for assistance in obtaining a replacement.

Section III - Project Heads (PHs)

- A) Must be approved by the CS.
- B) Must report to CS on all aspects of projects

Section IV - Departmental Duties

- A) Cadet Corps - Headed by the Chief of Cadet Corp (CCC). Duties include ensuring the streamlining of each cadet in one of the other departments.
 - 1) Junior Cadets - Ages 11 and under.
 - 2) Senior Cadets - Ages 12 through 17.
- B) Engineering - Headed by the Chief Engineering Officer (CEO). Duties include constructing ship items (i.e., displays).
- C) Marines - Headed by the Marine Officer-in-Charge (OIC). Duties include presenting the ship's colors during formal ceremonies.
- D) Medical - Headed by the Chief Medical Officer (CMO). Duties include providing medical information and maintaining the ship's first-aid kit.
- E) Operations - Headed by the Chief Operations Officer (COO). Duties include assisting the CS with organization and communications.
- F) Science - Headed by the Chief Science Officer (CSO). Duties include promoting interest in, and understanding of, all aspects of science and technology.

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- G) Security - Headed by the Chief Security Officer (COS). Duties include providing security at all U.S.S. Continuum activities.

Section V - Finances

- A) Financial Reports
- 1) The CFO will report to the CS monthly.
 - 2) The CFO will make financial records available to crewmembers upon request.
- B) Budget
- 1) Non-budgeted items require a majority vote of the CS.
 - 2) The CD has the authority to authorize expenses up to \$75 for emergency procedures.
- C) Expenditures
- 1) All expenditures must be pre-approved or presented for approval to the CS.
 - 2) Vouchers with receipts attached must be submitted to the CFO for reimbursement.

Section VI - Inventory

The Quartermaster (QM) will conduct an annual inventory of all the U.S.S. Continuum items and prepare a written report enumerating the item, quantity, quality, and location.

Section VII - Publications

The CD monitors all U.S.S. Continuum publications. All publications (whether they are newsletters, flyers, booklets, webpages, press releases, letters, etc.) must be approved by the CD before being sent out to the public or media.

Section VIII - Records

The Records Officer will be in charge of maintaining all ship and personnel records. The two types of records are General and Personnel.

- A) General Records
- 1) General Records are those files that any member of the crew can view upon request.
 - 2) The following is a list of the documents currently considered General Records:
 - a) U.S.S. Continuum Constitution - all editions and accepted proposals.
 - b) U.S.S. Continuum Bylaws - all editions and accepted proposals.
 - c) U.S.S. Continuum Promotion Point System - All editions and accepted proposals.
 - d) Annual Budgets - per each year.
 - e) Financial Reports - past and present months.
 - f) Promotion Point Records
 - g) Sign-in sheets - each event for current year.
 - h) Awards - Ship, department, and individual.
 - i) The Newsletter - per month.
 - j) Other printed publications (i.e., flyers)
 - k) Crew pictures.
 - l) Crew rosters.

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- B) Personnel Records
 - 1) Personnel Records can only be viewed by the CO, the individual, and the Records Officer.
 - 2) The following is a list of the documents currently considered Personnel Records:
 - a) Crew Disciplinary Reports (including department reports containing that information).

- C) Medical Records
 - 1) Medical Records will be kept by the CMO. A copy of the medical form will be given to the officer in charge on away missions.