

# U.S.S. CONTINUUM NCC - 71821 CONSTITUTION

## ARTICLE I --- Preamble

We, the members of the U.S.S. Continuum, a chapter of STARFLEET, the International Star Trek Fan Association (henceforth known as STARFLEET), to establish this club's purpose, to define the responsibilities of both the U.S.S. Continuum's Command Staff and crew, and to create order throughout this club for the enjoyment of its members, do establish this constitution as the governing document of the U.S.S. Continuum.

Proposals to this constitution that violate STARFLEET policies shall not be considered for amendments.

## ARTICLE II --- Purpose

### Section A – Definition.

The U.S.S. Continuum exists for two distinct objectives:

- 1) To promote the ideals Gene Roddenberry established through his creation, Star Trek.
- 2) To be a social organization for Star Trek Fans.

U.S.S. Continuum crewmembers accomplish these goals through a variety of purposes, including public service, meetings, and social activities, as well as through promotion of positive and optimistic attitudes.

### Section B – The Officer's Code of Conduct.

In order to help promote the ideals set by Gene Roddenberry, STARFLEET has established the Officer's Code of Conduct to be followed by all crewmembers regardless of rank or position.

- 1) I will always behave in a manner which brings credit to the fleet, my ship, and myself.
- 2) I will always praise in public and critique in private.
- 3) I will always show courtesy to my subordinates, fellow officers, and superior officers at all times.
- 4) I will never assume, but always verify.
- 5) I will be resolute in the performance of my duty and the execution of fleet policy and regulation.
- 6) I will always diffuse confrontations, not cause.
- 7) I will listen to both sides of a dispute and act upon fact, not innuendo.
- 8) I will strive for impartiality and fairness in judgment and disqualify myself from decisions where my judgment may be compromised.
- 9) I will be the first to praise, the last to criticize.
- 10) I will always strive to be part of the solution, not part of the problem.

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## **ARTICLE III – Membership**

### **Section A – Types of Members**

There are three types of members within the U.S.S. Continuum: Officers, Enlisted crewmembers and Civilian crewmembers. Officers are those U.S.S. Continuum members who are also members of STARFLEET. Enlisted members are members that have paid U.S.S. Continuum membership dues but are not members of STARFLEET. Civilian crewmembers are U.S.S. Continuum members who have not paid membership dues to the U.S.S. Continuum or to STARFLEET.

### **Section B – Member Privileges**

Officers in good standing have the right to:

- 1) Assume leadership positions within the U.S.S. Continuum.
- 2) Have one vote on all matters that are specifically noted open to the STARFLEET-U.S.S. Continuum crew.
- 3) Propose amendments to the U.S.S. Continuum Constitution and Bylaws.

Enlisted crewmembers in good standing have the right to:

- 1) Have one vote on all matters that are not specifically noted open to STARFLEET members only.
- 2) Propose amendments to the U.S.S. Continuum Bylaws.

Civilians are members in name only and, by request, may have their name and contact information placed on the ship's roster.

### **Section C – Withdrawal of Membership.**

Each individual member may withdraw his/her membership at any given time by written request to the Commanding Officer. This request must be in hard copy form; emails or electronic submissions will not be considered valid. All membership fees are non-refundable. Withdrawal of U.S.S. Continuum membership will not affect the crewmember's STARFLEET membership in any way.

## **ARTICLE IV – Governing Body**

### **Section A - Definition.**

The governing body of the U.S.S. Continuum is the Command Staff (CS). The CS consists of the Command Department, the Chief of Engineering, the Chief of Science, the Chief of Operations, the Chief of Medical, the Chief of Security, the Chief of the Cadet Corps, and the Marine OIC (Officer-in-Charge).

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## Section B – Duties

The duties of the CS include:

- 1) Supervise and approve all U.S.S. Continuum and Department activities.
- 2) Appoint, lend aid to and, if necessary, remove personnel from Project Head positions.
- 3) Maintain U.S.S. Continuum funds.
- 4) Implement the orders of STARFLEET, this Constitution and all decisions made by the CS and general membership.
- 5) Attend monthly CS meetings or arrange for a representative to attend in their place.

## Section C – Department Heads (DH)

The DH does not necessarily hold the highest rank in that department; however, position takes precedence over rank. A DH is the representative to the CS for their department. Requirements for DH are as follows:

- 1) Must hold rank of LTJG or above.
- 2) Must have been a member of the U.S.S. Continuum for the past six months, a current member of STARFLEET, and be at least eighteen years of age.
- 3) Will take and pass OTS and OCC within 6 months of taking office.
- 4) Will report to the CS and their department members monthly.
- 5) Will support and correspond to their respective counterparts aboard U.S.S. Continuum chapters-in-training.
- 6) May appoint an assistant who must be approved by CS and will assume the DH duties as needed.
- 7) May schedule department activities. Activities can range from meetings to workshops to social events. All activities should be coordinated with the CS.
- 8) Must turn over all department materials to the CS upon leaving the position.
- 9) If this position is vacated, the assistant DH will take over until a new DH can be elected.

## Section D - Fulfillment of Responsibilities

Any member of the CS who fails to fulfill his or her duties and responsibilities will be subject to a review and possible removal from office.

## ARTICLE V – Command Department

### Section A – Definition

The Command Department consists of the CO, the XO, the SO, the CFO, and the Counselor.

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## Section B – Duties

The duties of the Command Department as a whole include:

- 1) Mediate disputes among crewmembers.
- 2) Organize and chair monthly Ship and Command Staff meetings.
- 3) Monitor ship publications.
- 4) Perform the daily operational activities of the organization.
- 5) Formulate policy.
- 6) Lend aid to and, if necessary, remove personnel from the Command Staff.
- 7) Interpret this Operations Manual.
- 8) When needed, grant transfers and citations of merit.

## Section C – Commanding Officer (CO).

- 1) Is an elected position. A candidate for CO must have been a member of the U.S.S. Continuum and a member of STARFLEET for the past 12 months. He or she must also have passed both Officers Training School (OTS) and Officers Command College (OCC), be a Lieutenant, junior grade (LTjg) or higher, and must be at least eighteen years of age.
- 2) If the position is vacated, the XO will assume the position of CO until elections are held again. If the XO does not wish to assume the position, the position then goes to the SO. When neither officer accepts, the STARFLEET-U.S.S. Continuum members will, by a simple majority vote, nominate and elect a replacement at the next General Meeting.
- 3) Holds the rank of Captain (unless already promoted to a higher rank) upon meeting the requirements established by STARFLEET and upon the approval of the Executive Committee.
- 4) Is responsible for submitting the monthly Ship's Status Reports (MSR) as required by STRFLEET. This is the single most important duty of the CO.
- 5) Has the authority to grant promotions up to the rank of Commander and, as necessary, demotions.
- 6) Must report to the CS monthly.

## Section D – Executive Officer (XO)

- 1) Is an elected position. A candidate for XO must have been a member of the U.S.S. Continuum and STARFLEET for the past 12 months. He or she must also have passed OTS, be a LTjg or above, and be at least eighteen years of age. By his or her first six months of office, the XO must take and pass OCC.
- 2) If the position is vacated, the SO will assume the duties of the XO until elections are held again. If the SO does not wish to assume the position, the STARFLEET-U.S.S. Continuum members will, by a simple majority vote, nominate and elect a replacement at the next General Meeting.
- 3) Holds the rank of Commander (unless already promoted to a higher rank) upon meeting the requirements established by STARFLEET and upon the approval of the Executive Committee.
- 4) Must report to the CS monthly.

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Section E – Second Officer (SO)

- 1) Is an elected position. A candidate for SO must have been a member of the U.S.S. Continuum and STARFLEET for the past 12 months. He or she must also have passed OTS, be a LTjg or above, and be at least eighteen years of age. By his or her first six months of office, the SO must take and pass OCC.
- 2) If the position is vacated, the STARFLEET-U.S.S. Continuum members will, by a simple majority vote, nominate and elect a replacement at the next General Meeting.
- 3) Must report to the CS monthly.

Section F – Chief Financial Officer (CFO)

- 1) Is an elected position. A candidate for CFO must have been a member of the U.S.S. Continuum and STARFLEET for the past 12 months. He or she must have passed OTS, be a LTjg or above and must be at least eighteen years of age. By his or her first six month of office, the CFO must take and pass OCC.
- 2) When the position is vacated, the CS will appoint someone to the position. The newly appointed official will serve until the next scheduled election.
- 3) Maintains an accurate accounting of Ship finances. The CFO will report to the CS monthly regarding the status of the U.S.S. Continuum’s finances.
- 4) Monitor all expenditures, which must be pre-approved and presented for approval to the CS.
- 5) Maintain all vouchers with receipts attached and make reimbursements.
- 6) Upon request, will make financial records available to crewmembers.
- 7) Will provide the CS a proposed annual budget at a special meeting.

Section G – Counselor

- 1) Is an elected position. A candidate for counselor must have been a member of the U.S.S. Continuum and STARFLEET for the last 12 months. He or she must have passed OTS, be a LTjg or above and must be at least eighteen years of age. By his or her first six month of office, the counselor must take and pass OCC.
- 2) When the position is vacated, the CS will appoint someone to the position. The newly appointed official will serve until the next scheduled election.
- 3) Is responsible for sending out birthday/anniversary/get well cards to crewmembers.
- 4) Will contact members who are not affiliated with a specific department.
- 5) Will contact visitors and follow-up with a letter and application to join the U.S.S. Continuum and STARFLEET.
- 6) Will report to the CS monthly.
- 7) Will assist the CS in crew relations.

ARTICLE VI – Elections

Section A -- Terms

Elections will be held at the end of every odd-numbered year. The terms for each elected officer begin on January 1 of every even-numbered year and end on December 31 of every odd-numbered year.

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Section B – Election Procedures

- 1) August Command Staff Meeting – The CS will appoint a minimum of one crew member not running for any of the elected positions to be the Supervisor of Elections (SOE). The SOE will monitor candidates' speeches and prepare and count ballots. A member of the CD (not running for the position currently being elected) will assist the SOE.
- 2) September Meeting – An announcement will be made that nominations for CO will be accepted at the October ship's meeting and that each prospective CO will present his platform at the October meeting.
- 3) October Meeting – The October meeting is the only meeting at which nominations for CO will be accepted. The nominee must accept his or her nomination. Each nomination must have a second (except for the current CO). Each nominee will be allowed five minutes to address the crew and present his or her platform.
- 4) November Meeting – Elections
  - a) The election for CO will be held by a written ballot among a quorum of STARFLEET members of the U.S.S. Continuum.
  - b) Nominations for XO will be accepted (a nominee who was not elected to a previous office may choose to run). The nominee must accept his or her nomination. Each nomination must have a second (except for the current XO). Each nominee will be allowed to address the crew for three minutes.
  - c) The election for XO will be held by a written ballot among a quorum of STARFLEET members of the U.S.S. Continuum.
  - d) Nominations for SO will be accepted (a nominee who was not elected to a previous office may choose to run). The nominee must accept his or her nomination. Each nomination must have a second (except for the current SO). Each nominee will be allowed to address the crew for two minutes.
  - e) The election for SO will be held by a written ballot among a quorum of STARFLEET members of the U.S.S. Continuum.
  - f) Nominations for CFO will be accepted (a nominee who was not elected to a previous office may choose to run). The nominee must accept his or her nomination. Each nomination must have a second (except for the current CFO). Each nominee will be allowed to address the crew for one minute.
  - g) The election for CFO will be held by a written ballot among a quorum of STARFLEET members of the U.S.S. Continuum.
  - h) Nominations for Counselor will be accepted (a nominee who was not elected to a previous office may choose to run). The nominee must accept his or her nomination. Each nomination must have a second (except for the current Counselor). Each nominee will be allowed to address the crew for one minute.
  - i) The election for Counselor will be held by a written ballot among a quorum of STARFLEET members of the U.S.S. Continuum.
  - j) Elections of Department Heads (DH) will be held among the members of each department.
  - k) Nominations for DH will be accepted (a nominee who was not elected to a previous office may choose to run). The nominee must accept his or her nomination. Each nomination must have a second (except for the current

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DH). Each nominee will be allowed to address that department for one minute.

- l) The election for DHs will be held by a written ballot among the department members present.
- m) The election for Chief of Cadet Corps will be held by the CS at their regular January meeting.

**Section C – Voting by Absentee Ballot**

Crewmembers who are unable to attend the November General Meeting may vote by absentee ballot for CO only. Instructions for voting by absentee ballot will be presented by the SOE.

**Section D – Vote of Confidence for Command Department**

Any member may call a Vote Of Confidence for a member of the CD. A two-thirds vote of all STARFLEET- U.S.S. Continuum members will be required to remove a member of CD from office. If the member does not survive a Vote of Confidence, the CS will fill the vacancy as described in Article V, Section C-G. Loss of Vote of Confidence does not result in loss of membership in STARFLEET or the U.S.S. Continuum.

**Section E – Vote of Confidence for Department Heads**

Any member may call a Vote Of Confidence for a DH. A two-thirds vote of all CS members will be required to remove a DH from office. If the member does not survive a Vote of Confidence, the CS will fill the vacancy as described in Article Vi, Section L. Loss of Vote of Confidence does not result in loss of membership in STARFLEET or the U.S.S. Continuum.

**Section F – Quorum**

A quorum is defined as at least fifty-one percent of the STARFLEET-U.S.S. Continuum members present.

**ARTICLE VII - Disciplinary Procedures**

**Section A - Procedures**

Individual disagreements are bound to occur within the ship. Disagreements should be dealt with as soon as possible, preferably on a departmental or personal level. If this proves unsatisfactory, the chain of command should be followed. Communication is a key tool in diffusing confrontations. To be as fair as possible to all crewmembers, the following procedures have been implemented:

- 1) First Occurrence. A panel of three members, one of which may be the counselor and at least one other member of the CD, will counsel the member. A notation including the date, people present, and subject, will be placed in the member's file. The member will receive a copy of the notation.

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- 2) Second Occurrence. Counseling will take place as outlined above with a detailed written report going into the members file.
- 3) Third Occurrence. The CO will review written statements collected from affected crewmembers. The CO and the Counselor will schedule a meeting with the crewmember. All parties will agree on a mediator to preside at the meeting and to make recommendations to the CD.

Depending on the nature of the offense, disciplinary actions may be taken by the CD.

**Section B – Expulsion**

Recommendation for expulsion of a crewmember must be presented for a crew vote at a General Meeting. A two-thirds majority of U.S.S. Continuum members is needed for the expulsion to pass. If the motion is passed, the member's U.S.S. Continuum dues will be refunded on a prorated basis along with the member's proof of STARFLEET membership. Documentation will be forwarded to the Regional Coordinator.

**Section C - Reapplication After Expulsion**

After one year, a former member may reapply for membership by sending a written request to the CO. The CO will then discuss the matter at the next CS meeting. The CS may approve membership on a probationary basis.

**Section D - Emergency Situation**

In emergency situations, the project head or a senior officer may suspend an offending member from the activity until the incident can be reviewed by the CS.

**Section E - Inappropriate Behavior**

Inappropriate behavior is defined in the Officers Code of Conduct as interpreted by the CS.

**ARTICLE VIII - Amendments**

**Section A - Constitution**

Any STARFLEET-U.S.S. Continuum member may propose, in writing to the CO, amendments to the Constitution. An amendment committee will be appointed by the CS. The amendment committee will bring proposals to the crew annually. A two-thirds majority of the STARFLEET-U.S.S. Continuum members is needed for the proposal to pass.

**Section B - Bylaws**

Any U.S.S Continuum member may propose, in writing to the CO, amendments to the Bylaws. An amendment committee will be appointed by the CS. The amendment committee will bring proposals to the crew annually. A two-thirds majority of the U.S.S. Continuum members is needed for the proposal to pass.