

U.S.S. CONTINUUM NCC - 71821 BYLAWS

Section I – Definition

Bylaws assist the Command Staff (CS) in the 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:
 - a. 1) U.S.S. Continuum Welcome Letter
 - 2) U.S.S. Continuum Constitution *
 - 3) U.S.S. Continuum Bylaws *
 - 4) U.S.S. Continuum Promotion Point System *
 - 5) U.S.S. Continuum Crew Roster *
 - 6) U.S.S. Continuum Medical Data sheet (used for away missions in case of medical emergency).

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) – Individuals assigned primary responsibility for various events.

- 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 integration 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.

**U.S.S. CONTINUUM
NCC - 71821
BYLAWS**

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

Section V - Inventory

The CS will conduct an annual inventory of all the U.S.S. Continuum items during the first quarter of each calendar year, and prepare a written report enumerating the item, quantity, quality, and location.

Section VI - Publications

The SCS monitors all U.S.S. Continuum official publications. All publications (whether they are newsletters, flyers, booklets, webpages, social media, press releases, letters, etc.) are subject to review by the SCS before being sent out to the public.

Section VII - Records

The SCS will ensure that all ship records are maintained by assigned Continuum personnel as noted. The two types of records are General and Personnel.

A) General Records

- 1) General Records are those files that may be made available to any member of the crew to view upon request, and/or available to appropriate media with the approval of the SCS.
- 2) The following is a list of the documents currently considered General Records:
 - a) U.S.S. Continuum Constitution - all editions and accepted proposals. Maintained by the CO.
 - b) U.S.S. Continuum Bylaws - all editions and accepted proposals. Maintained by the CO.
 - c) U.S.S. Continuum Promotion System - All editions and accepted proposals. Maintained by the CO.
 - d) Financial Reports - past and present months. Maintained by the CFO.
 - e) Promotion Records. Maintained by the CO.
 - f) Sign-in sheets - each event for current year. Maintained by the Chief of Operations.
 - g) Awards - Ship, department, and individual. Maintained by the CO.
 - h) Monthly Meeting Notes. Maintained by the Chief of Operations.
 - i) Other printed publications (i.e., flyers). Maintained by the SCS.
 - j) Crew pictures. Maintained by the Ship's Counselor.
 - k) Crew rosters. Maintained by the Chief of Operations.

B) Personnel Records

- 1) Personnel Records are considered private and may only be viewed by the CO and the individual involved.

**U.S.S. CONTINUUM
NCC - 71821
BYLAWS**

Crew Disciplinary Reports are considered Personnel Records.

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.