

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 and Enlisted crewmembers and Ambassadors-at-Large. 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. Ambassadors-at-Large are “civilian” members in good standing ~~that have paid U.S.S. Continuum membership dues but are not members of STARFLEET~~ but have specifically stated that they do not wish to hold a rank.

Section B – Member Privileges

Officers in good standing have the right to assume leadership positions within the U.S.S. Continuum, have one vote on all matters open to the general U.S.S. Continuum membership, and have one vote on all matters specifically noted open to the STARFLEET-U.S.S. Continuum crew.

Enlisted crewmembers in good standing have the right to have one vote on all matters open to the general U.S.S. Continuum membership.

Ambassadors at Large in good standing have the right to have one vote on all matters open to the general U.S.S. Continuum membership and, if they are also members of STARFLEET, have one vote on all matters specifically noted open to the STARFLEET – U.S.S. Continuum crew.

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 may be by hard copy (handwritten or typed) or by electronic submission (i.e. email) addressed to co@USSContinuum.com. 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), consisting of the Command Department and the Department Heads.

Section B – Duties

The duties of the CS include:

- 1) Supervise and approve all U.S.S. Continuum and Department activities.

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- 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 scheduled CS meetings or arrange for a representative to attend in their place.
- 6) Add, disband, or alter any department as deemed necessary.

Section C – Department Heads (DH)

DHs are appointed by the CS. 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 be a current member of the U.S.S. Continuum and STARFLEET and be at least eighteen years of age.
- 2) Will communicate to the CS and their department members monthly.
- 3) Will support and correspond to their respective counterparts aboard U.S.S. Continuum chapters-in-training.
- 4) May appoint an assistant who must be approved by CS and will assume the DH duties as needed.
- 5) May schedule department activities. Activities can range from meetings to workshops to social events. All activities should be coordinated with the CS.
- 6) Must turn over all department materials to the CS upon leaving the position.
- 7) If this position is vacated, the assistant DH will take over until a new DH can be appointed.

DH positions and their respective duties as determined by the CS are listed in the U.S.S. Continuum By Laws.

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 – Senior Command Staff (SCS)

Section A – Definition

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

Section B – Duties

The duties of the SCS as a whole include:

- 1) Mediate disputes among crewmembers.

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- 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 be a Lieutenant, junior grade (LTjg) or higher, and must be at least eighteen years of age. The 12-month requirement may be waived in unusual circumstances with the approval of the current CS by a simple majority vote.
- 2) The candidate must also have passed Officers Training School (OTS), Officers Command College (OCC), and STARFLEET Data Protection Policy 101 and 102 or will pass both courses within sixty days after taking office.
- 3) 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 by in person or electronic vote at the next scheduled meeting.
- 4) 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.
- 5) Is responsible for submitting the monthly Ship's Status Reports (MSR) as required by STARFLEET. This is the single most important duty of the CO.
- 6) Has the authority to grant promotions up to the rank of Commander and, if necessary, demotions if recommended by CS.
- 7) 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 a member of STARFLEET for the past 12 months. He or she must also be a Lieutenant, junior grade (LTjg) or higher, and must be at least eighteen years of age. The 12-month requirement may be waived in unusual circumstances with the approval of the current CS by a simple majority vote.
- 2) The candidate must also have passed both Officers Training School (OTS), Officers Command College (OCC), and STARFLEET Data Protection Policy 101 and 102 or will pass both courses within sixty days after taking office.
- 3) 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 CO will appoint a replacement. If the appointee does not wish to accept the position, U.S.S. Continuum officers will, by a simple majority vote, nominate and elect a replacement by in person or electronic voting at the next scheduled meeting.

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- 4) 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.
- 5) Must report to the CS monthly.
- 6) Acts as advisor to the CO and stands in as Acting Commanding Officer when the CO is absent or is temporarily unable to perform his/her duties.

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 a member of STARFLEET for the past 6 months. He or she must also be at least eighteen years of age. The 6-month requirement may be waived in unusual circumstances with the approval of the current CS by a simple majority vote.
- 2) When the position is vacated, the CO will appoint someone to the position. The newly appointed official will serve until the next scheduled election. If the appointee does not wish to accept the position, U.S.S. Continuum officers will, by a simple majority vote, nominate and elect a replacement by in person or electronic voting at the next scheduled 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 a member of STARFLEET for the past 6 months. He or she must also be at least eighteen years of age.
- 2) When the position is vacated, the CO will appoint someone to the position. The newly appointed official will serve until the next scheduled election.
- 3) Maintains an accurate accounting and reports to the CS monthly regarding the status of the U.S.S. Continuum's finances.
- 4) Monitor all expenditures actual and recommended. Anyone may recommend expenditures, but only the CO or XO and one additional member of SCS may approve expenditures of more than \$20. CO/XO may make expenditures up to \$20 without prior approval, but must immediately report such expenses to the CFO for entry into the financial records.
- 5) Maintain receipts for reimbursements and expenditures.
- 6) Upon request, will make financial records available to crewmembers.
- 7) Will make recommendations to CS regarding financial matters.
- 8) Sends reminders to the crew regarding their renewals to the Continuum and STARFLEET.

Section G – Counselor

- 1) Is an elected position. A candidate for Counselor must have been a member of the U.S.S. Continuum and a member of STARFLEET for the past 6 months. He or she must also be at least eighteen years of age.
- 2) When the position is vacated, the CO 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 wishes to crewmembers.
- 4) Will represent members who are not affiliated with a specific department.

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- 5) Will contact visitors and follow-up with a letter and application to join the U.S.S. Continuum and STARFLEET as a good-will gesture.
- 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.

Section B – Election Procedures

- 1) 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 CS (not running for the position currently being elected) will assist the SOE. SOE will announce procedures by which members may vote by proxy. The U.S.S. Continuum Facebook page is an acceptable medium for nominations and other forms of communication regarding the elections up to, but not including, the actual vote.
- 2) September – 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 or before the October meeting. Platform may be presented verbally and/or in writing to the entire membership.
- 3) October Election Meeting – This meeting is the only one 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 Election Meeting. A member may be nominated for more than one position, however he or she may only hold one position at a time.
 - a) The election for CO will be held by a written ballot of STARFLEET members of the U.S.S. Continuum as determined by a simple majority of those voting.
 - 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 of STARFLEET members of the U.S.S. Continuum as determined by a simple majority of those voting.
 - 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 of STARFLEET members of the U.S.S. Continuum as determined by a simple majority of those voting.

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- 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 of STARFLEET members of the U.S.S. Continuum as determined by a simple majority of those voting.
- 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 of STARFLEET members of the U.S.S. Continuum as determined by a simple majority of those voting.

Section C – Voting by Proxy

Any crewmember unable to attend the November Election Meeting may designate a proxy to vote on his or her behalf, provided that the proxy chosen is not a candidate in that particular election. The proxy's name must be given to the SOE in writing and the current CO prior to the election.

Section D – Vote of Confidence for Command Department

Any member may call a Vote Of Confidence for a member of the SCS. A two-thirds vote of all STARFLEET- U.S.S. Continuum members will be required to remove a member of CD from office. 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. 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

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Individual disagreements may from time to time 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.
- 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 SCS. The mediator will be solicited among the members of the Region 2 Staff or among the Commanding Officers within Region 2.

Depending on the nature of the offense, disciplinary actions may be taken by the SCS which may include demotion or removal from office as applicable.

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 with the CS. The CS may approve membership on a probationary basis. Probation shall not exceed 6 months.

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.

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ARTICLE VIII - Amendments

Any member may propose, in writing to the CO, amendments to the Constitution and/or Bylaws. An amendment committee will be appointed by the CS and bring proposals to the crew annually. A simple majority of the STARFLEET-U.S.S. Continuum members is needed to amend any portion of the Operations Manual, which includes the U.S.S. Continuum Constitution, Bylaws, and Promotion System.