



CHAPTER HANDBOOK
&
BY LAWS

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USS SUSQUEHANNOCK CHAPTER HANDBOOK & BY-LAWS

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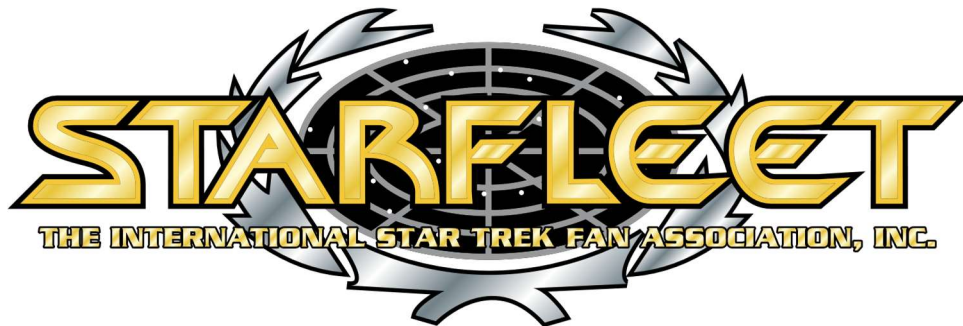
1 General

1.1 Introduction

This handbook is intended to provide information and guidance on the procedures and operations that are specific to our chapter for its membership and activities.

1.2 Chapter Affiliation

The U.S.S. Susquehannock NCC-71833 is a chapter member of Starfleet International (SFI) Region 7 and is bound by all the rules, procedures, and requirements as defined and set forth by SFI.



1.3 Chapter History

During a visit to the "Shore Leave" convention a small group decided to create a new chapter of the Starfleet International Star Trek Fan Association under Region 7 in 2008 under the name U.S.S Buchanan.

In 2010 renamed as the U.S.S. Susquehannock.

The name "Susquehannock" is representative of the Native American Indian tribe that resided in the York and Harrisburg area.

The logo shows the "Wolf" to represent the spirit of the Susquehannock tribe.

Our chapter ship is a Galaxy Class starship that is similar in appearance to the U.S.S. Enterprise NCC-1701D.

Founding members were dedicated to forming a fan group of all things Star Trek. It has expanded its interest over the years to include all Science Fiction, Fantasy, Comic books, Horror, Science, and History.

The main purpose of our chapter is to have fun while meeting others that share common interests.

The secondary purpose of our chapter is to raise funds for our designated charities.

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2 Membership

2.1 Requirements, Rights, and Privileges

An Active-Duty Crew Member is defined as someone who:

- Maintains an Active membership of STARFLEET International (SFI) with a valid Security Clearance Code (SCC) membership card issued by SFI.
- Registers within SFI as assigned to this Chapter USS Susquehannock.

Active-Duty Crew members have the following rights and privileges within this chapter:

- Right to participate in any chapter activities.
- Right to hold a rank within the chapter that is also recognized by SFI.
- Right to vote and participate in any SFI specific related decision-making processes of the Chapter such as the Bylaws, Election of Officers, etc.
- Right to vote and participate in any non SFI specific related decision-making processes of the Chapter such as charities, activities, locations of gatherings, etc.
- Right to hold a position of responsibility within the Chapter as a member of the Command Staff or Senior Staff of the chapter.

A Non-Active-Duty Chapter Crew Member is defined as someone who does not meet the requirements for Active-Duty Chapter Membership. This includes:

- Potential new recruits.
- Former Active-Duty members who have left SFI.
- Guest (Friends and Family) of Active-Duty and former members.

Non-Active-Duty Crew members have the following rights and privileges within this chapter:

- Right to participate in any chapter activities.
- Right to vote and participate in any non SFI specific related decision-making processes of the Chapter such as charities, activities, locations of gatherings, etc.

Although everyone is strongly encouraged to become members of SFI, it is not a requirement for participating in Susquehannock Chapter activities related to fun and charity. However, anyone who is NOT an active-duty member may be asked not to participate or attend any Susquehannock meeting, event, or activity at the discretion of the Command Staff.

2.2 Children and Youth Attendees

Underage Individuals (17 years old and younger) shall adhere to the following:

- Must always be accompanied by an adult to attend any Susquehannock meeting, event, and activity.
- May not hold a position of responsibility within the chapter (Command or Senior Staff) but can serve within any Department Section.
- Referred to in all Susquehannock communications by their first name only and will not be identified either in the newsletter or on the Internet in a way that discloses either their address or last name.
- May hold rank of "Cadet".

3 Command Structure and Organization

3.1 Staff

The governing organization of the Susquehannock will consist of the following Command Structure:

Regional Staff:

- Regional Commander (RC)

Command Staff:

- Regional Commander (RC)
- Commanding Officer (CO)
- Executive Officer (XO)
- Second Officer (SO)

Senior Staff:

- Communications Officer
- Operations Officer
- Engineering Officer / Chief Engineer
- Charities Officer
- Marines Officer in Charge (MOIC)

Qualifications for Command Staff are defined within the SFI.org handbook.

A Vote of Confidence will be conducted for the Command Staff every two years.

Senior Staff are appointed by the Command Staff.

Unassigned Senior Staff positions are filled in by one of the Command Staff on an as-needed basis.

3.2 Definition of Roles and Responsibilities

Region Commander (RC) is responsible for:

- Overseeing the Command Staff and the Susquehannock chapter follow the protocols of the SFI as a chapter assigned to the SFI Region 7 group.
- Assisting with any issues that cannot be resolved within the Chapter as the representative of the SFI Region 7 organization.

Command Officer (CO) is responsible for:

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- Making decisions regarding the daily organization of the chapter in a manner that best reflects the wishes of the chapter.
- Dissemination of information to the chapter.
- Promotion of Active-Duty Crew members in rank.
- Complete and submit the Monthly Status Report (MSR) of the Chapter and any other required communications with SFI.
- Acting as any unassigned Senior Staff on an as needed basis.

Executive Officer (XO) is responsible for:

- Stepping in temporary for the CO should they be unavailable. Permanent replacement of the CO with the XO is subject to a vote by the chapter Active-Duty members.
- Keeping the CO informed of new and current developments within the chapter.
- Availability to the CO for assignments or special tasks.
- Maintain records of the chapter
- Responsible for Tracks SFI membership renewal dates and provides reminders when renewal dates are approaching.
- Acting as any unassigned Senior Staff on an as needed basis.

Second Officer (SO) is responsible for:

- Stepping in temporary for the XO should they be unavailable or if the XO is acting as the CO in the absence of the CO. Permanent replacement of the XO with the SO is subject to vote by the chapter Active-Duty members.
- Stepping in temporary for the CO should both the CO and XO become unavailable. Permanent replacement of the CO or XO with the SO is subject to vote by the chapter Active-Duty members.
- Availability to the CO and XO for assignments or special tasks.
- Serving as lead for special committees.
- Filling in temporary for Senior Staff who are unavailable to attend meetings or functions.
- Acting as any unassigned Senior Staff on an as needed basis.

Communications Officer is responsible for:

- Acting as Section Head leading Communications Department Efforts.
- Coordinating with other Senior Officers as required.
- Reporting Status to the Senior Staff at Monthly meetings. (May be done in person, remotely, or by submitting a report to Command staff ahead of the meeting.)

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Operations Officer is responsible for:

- Acting as Section Head leading Operations Department Efforts.
- Coordinating with other Senior Officers as required.
- Reporting Status to the Senior Staff at Monthly meetings. (May be done in person, remotely, or by submitting a report to Command staff ahead of the meeting.)

Engineering Officer / Chief Engineer is responsible for:

- Acting as Section Head leading Engineering Department Efforts.
- Coordinating with other Senior Officers as required.
- Reporting Status to the Senior Staff at Monthly meetings. (May be done in person, remotely, or by submitting a report to Command staff ahead of the meeting.)

Charities Officer is responsible for:

- Acting as Section head leading Charities Department Efforts.
- Coordinating with other Senior Officers as required.
- Reporting Status to the Senior Staff at Monthly meetings. (May be done in person, remotely, or by submitting a report to Command staff ahead of the meeting.)

Marines Officer in Charge (MOIC) is responsible for:

- Acting as Section Head leading Marines Department Efforts.
- Coordinating with other Senior Officers as required.
- Reporting Status to the Senior Staff at Monthly meetings. (May be done in person, remotely, or by submitting a report to Command staff ahead of the meeting.)

3.3 Department Sections

- Communications – Section that produces the materials used for internal and external communications within the Chapter and for recruitment efforts. Examples include Newsletter, Brochures, Flyers, Posters, Handouts, Handbook, etc.
- Operations – Section that organizes the logistics, scheduling, and general operations of any Chapter activities. Examples include Meetings, Away missions, Picnic, Parties, Recreation and Charity events, etc.

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- Engineering – Section that maintains and supports the technical requirements and technology needed for the Chapter. Examples include Internet communications setup and support, Technology required for events, Green-screen setup, etc.
- Charities – Section that promotes, monitors, and handles the activities associated with the chapter charity efforts. Examples include finding new opportunities, tracking of all funds collected, and distribution of funds to the designated charities.
- Marines – Section that includes the Special division of the Susquehannock consisting of the Marine Strike Group also known as the “713th Stormeagles”. The Marines often have separate activities and day-to-day operations. But all members of the Susquehannock are invited to participate.

Any member is encouraged to participate in as many department sections as desired. In fact, many activities require the talent and input from multiple department sections.

4 Voting

4.1 Vote of Confidence – Command Staff

A Vote of Confidence (VOC) in the Command Staff will be taken every two years during the May monthly meeting to determine if the active-duty members of the crew feel they are being faithfully represented. Only active-duty members will participate in the VOC. The highest-ranking officer that is not involved in the VOC shall tabulate the votes received.

As each Command Staff name comes up for a VOC, that person will leave the room while the VOC is being taken and tabulated. The Command Staff member must receive a 50% VOC (at least 50% positive approval) to remain in the position.

If the Command Staff member does not receive a 50% VOC, an election will be held for that position. The position is considered open to new candidates. The person currently holding the position may run for re-election if they so desire.

Candidates who would like to be considered for the open Command Staff position(s) will be presented to the membership at the June monthly meeting, and the election for new member(s) of the Command Staff will be held during the July monthly meeting.

4.2 Voting Procedures

Voting procedure applies to Command Staff who have been removed per negative VOC or have chosen to step down. The election will take place for "step down" will be at the discretion of the remaining Command staff.

The senior Command Staff holding a positive VOC will collect all election votes. If all Command Staff are not eligible then a designated Voting Tabulation Person will be selected from the Senior Staff.

Active-duty Members are given one vote in the election process as a written vote. A written vote may be cast via e-mail. The vote must be received before the date and time the voting takes place. The vote must be for one of the official candidates. "Write-in" votes for persons not on the voting ballot will not be accepted.

If more than two people run for a position and no one receives a majority of the votes (50% +1) a run-off election with the top two vote getters will be held.

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5 Rank and Promotion Guidelines

5.1 Rank

The assignment of ranks should be considered fictional and has no actual bearing or reflection on assignments, orders, interaction between members, or any other command structure related item. It is simply a means to recognize dedication, commitment, service, and involvement within this chapter and SFI.

All Active-Duty crew members may select one of two promotion rank paths. The paths are based on Starfleet service or Marines Service.

The ranking system of the Susquehannock will consist of the following ranks:

STARFLEET

Ensign
Lieutenant JG
Lieutenant
Lieutenant Commander
Commander

MARINES

2nd Lieutenant
1st Lieutenant
Captain
Major
Lt. Colonel

Commander/Lt. Colonel is the highest rank that can be awarded by the Command Staff of the Susquehannock. Higher ranks can only be assigned through SFI per the procedures and requirements listed in the SFI handbook.

An active-duty crew member must hold a position of the Senior Staff as a Section Head for a minimum of 1 year before being eligible for the rank of Commander/Lt. Colonel.

A person's having rank earned while a member of another SFI recognized chapter before coming aboard the USS Susquehannock shall keep that same rank. Example: A person who had the rank of Lieutenant JG while a member of another SFI chapter will be given the same rank when joining the Susquehannock.

5.2 Promotions

Rank Promotions by the Command Staff will be based on the following:

- Attendance of Monthly meetings. (In person or Virtual)
- Support in the planning, setup, and execution of Susquehannock events. (Recruitment and Charity Fundraisers)

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- Participation in Susquehannock activities. (Parties and Away Missions)
- Successful completion of courses through SFI Academy.
- Recommendations from Senior Staff Section Heads.
- Performance or support considered above and beyond normal duty.

6 Meetings, Events, and Activities

6.1 General

Any cost to attend and participate in any meetings, events, and activities of the USS Susquehannock are entirely at the expense of members unless otherwise noted. Most common expenses are travel cost, food, and admissions.

Events and activities are selected based on the input of the members, and at the discretion of the Command Staff and Senior Staff. Any member is free to suggest any activity by bringing it up at a meeting or posting on the Susquehannock Facebook page.

No member is required to join or participate in any specific event or activity. It remains the personal decision of each member to attend or not attend.

6.2 Conduct

All members of the Susquehannock are expected and required to:

- Conduct themselves in a manner that reflects complete respect and consideration for all other members and the public.
- Respect and tolerance for all members and attendees regardless of physical appearance, ethnicity, age, sex orientation, or disability. Discrimination in any form is not tolerated.
- Follow the laws, rules, and regulations of the place where the meeting, event, or activity is being held.
- Adhere to all requirements of this handbook and those established by the SFI.

Failure to comply may result in disciplinary actions.

6.3 Monthly Crew Meeting

A monthly crew meeting will be scheduled and held once a month for eleven months of the year. A monthly crew meeting may not be scheduled in December, but the crew members may choose to hold a Holiday Party instead.

Attendance at the monthly crew meeting may be either in-person or virtual. However, Command and Senior Staff are expected to attend in person as much as possible.

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Decisions on cancelling a meeting for any reason will be at the discretion of the CO and XO. This would likely be a result of severe bad weather or too many people unable to attend. Notice will be posted as soon as possible.

Cancelled meetings will not be rescheduled unless sufficient notice of 2 weeks is provided and that it is not within 2 weeks of the next scheduled monthly meeting.

7 Disputes, Disciplinary Actions, and Resignations

7.1 Disputes

Conflicts between any members of the chapter should be best attempted to be worked out by the members involved in the dispute. If this is not possible, the CO and XO will take steps to assist in resolving the problem.

If the unresolved conflict becomes too disruptive to the chapter, the Command and Senior Staff may vote on appropriate disciplinary actions against one or both parties in the dispute.

Conflicts with the Command Staff are to be handled by the members of the Command Staff and Senior Staff who are not involved in the conflict.

If the conflicts with Command Staff cannot be resolved within the Chapter to the satisfaction of all parties involved, the conflict will be referred to the SFI Regional Coordinator (RC) or their designated representative to resolve the problem.

7.2 Disciplinary Actions

Disciplinary actions may be issued by the Command Staff to any crew member including:

- Verbal/Email reprimand.
- Formal citation issued and kept on record.
- Removal from Senior Staff position.
- Temporary suspension of participation in events.
- Permanent expulsion from the Chapter.

If any member is found to be unworthy of membership of the Susquehannock resulting in permanent expulsion, the member will never be allowed in any future activities or events. A record of the incident will be filed with SFI and Region 7. Additional disciplinary actions may be issued by SFI and the Region 7 RC.

7.3 Resignation from Susquehannock

An active-duty crew member may choose to resign from the Chapter for any reason by formally notifying the Command Staff. This includes a person's choice to transfer to another SFI chapter. The person will be provided with the information needed to change their SFI chapter affiliation.

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They will have 30 days to reconsider and withdrawal the request for resignation.

If this person has not indicated a change of interest within the 30 days to the Command Staff, this person will be removed from the active roster of the Susquehannock chapter effective the date of the next monthly crew meeting. At the same time, the CO will contact the RC to have the person removed from the Region 7 Susquehannock member chapter list. This person will be considered as completely resigned from the Susquehannock chapter, but not from SFI.

After a crew member completely resigns from the chapter for any reason, they may not be permitted to participate or attend any chapter meetings or activities at the discretion of the Command staff. If the person wishes to return to the chapter, the membership must be approved by a majority vote of the Active-Duty Members.

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8 Revision Log

<u>Rev No.</u>	<u>Revision Date</u>	<u>Revision Notes</u>
0.3	November 26, 2023.	Final Draft revised from 2015 version.
0.4	December 2, 2023.	Draft for Review and Approval.
1.0	December 3, 2023.	New Approved version.