

Articles Of Federation



Organizational Bylaws and Regulations

STARFLEET COMMAND EST. 1974

Revised 11/1/2021

Effective 1/1/2022

Table of Contents:

General Information

Article I	Membership Classifications
Article II	Dues
Article III	Active Membership
Article IV	Starfleet Academy
Article V	Departments and Ranks
Article VI	Ships and Installations
Article VII	Unit Activities
Article VIII	Unit Communications and
Article IX	Local Treasuries
Article X	Starbases
Article XI	Promotions and Reductions
Article XII	Admiralty Board
Article XIII	Command Support Staff Positions
Article XIV	Fleet Commander Elections and Admiralty Successions
Article XV	CINC
Article XVI	Boards of Inquiry & Court Martial
Article XVII	Awards and Criteria
Article XVIII	Dissolution of the Organization
Appendix A	Abbreviations
Appendix B	Chain of Command Charts



ARTICLES OF FEDERATION

(AFED)

General Information



NAME OF ORGANIZATION: Starfleet Command (SFC or SFCQ1)

PURPOSE: The purpose of SFC is multi-faceted: to promote the concepts of *Star Trek* as portrayed in all television series of the same name and the subsequent movies; to establish the concept of Infinite Diversity in Infinite Combinations (IDIC); to act as a creative and recreational forum for the *Star Trek* philosophy, science fiction, space exploration enthusiasts; and to promote the peaceful exploration of outer space.

ORGANIZATIONAL STRUCTURE: The organization of SFC will be like that depicted by the Starfleet military organization in the *Star Trek* TV series and movies. It cannot be over emphasized that the organization is NOT paramilitary in nature. In addition, while SFC is not a corporation in the legal sense, it is incorporated under the Articles of Federation of the United Federation of Planets as portrayed in the *Star Trek* Technical Manuals.

SUMMARY: This regulation provides Starfleet Command policy specific to Quadrant One (Q1). It encompasses real world U.S. military personnel administrative procedures and those depicted in the *Star Trek* series and movies. **This regulation has been revised and this issue replaces and supersedes all previous issues of the Articles of Federation (AFED).**

APPLICABILITY: This regulation applies to the international fan club known as SFC, specifically Q1 of SFC, and the individual members affiliated with it. It applies to all commanders and the general membership of all clubs, units or installations associated with SFC in Q1.

INTERNAL CONTROL/COPYRIGHTS: All SFC membership materials, newsletters and other publications are copyrighted by SFC. SFC recognizes the sole right of Paramount Pictures and its licensees to profit from the *Star Trek* franchise. There is no intention to infringe upon the rights of Paramount Pictures or its licensees nor is there any intention made to use this publication for profitable gain.

SUPPLEMENTATION: Supplementation of this regulation is prohibited without prior approval from the Admiralty Board, except as otherwise noted herein.

SUGGESTED IMPROVEMENTS: Users are invited to send comments and suggested improvements directly to the Fleet Commander at fc@sfcq1.com

DISTRIBUTION: This publication is for SFC use only. Requests for copies from non-members or outside organizations must be made through the Fleet Commander and/or Commander-in-Chief, Starfleet Command. A copy will be posted on the SFC website for membership purposes (www.starfleet-command.com).

GEOGRAPHICAL STRUCTURE: SFC is organized into major geographical areas of control designated as quadrants. Under each quadrant are smaller areas of control designated as starbases. The number of quadrants and starbases may vary in number based on the size and needs of the fleet.

REGISTRATION: SFC is a nonprofit organization and is currently registered as such with the Internal Revenue Service of the United States of America.

DISCLAIMER: Any and all reference to "Sir" refers to a military style address and is not gender specific



ARTICLES OF FEDERATION

(AFED)

ARTICLE I – MEMBERSHIP CLASSIFICATIONS



Active Membership

Membership in SFCQ1 is open to any and all persons interested in *Star Trek*, science fiction, and/or space exploration regardless of race, color, creed, religion, sexual orientation or planetary origin. Members are accepted into SFCQ1 upon payment of annual dues and approval of the Chief of Membership Services and Chief Financial Officer (see Article II & III of this document).

The *Star Trek* philosophy of IDIC (Infinite Diversity in Infinite Combinations) is a vital equality principle of SFC. Gene Roddenberry said, "Infinite Diversity in Infinite Combinations represents a Vulcan belief that beauty, growth, progress – all result from the union of the unlike. Concord, as much as discord, requires the presence of at least two different notes. The brotherhood of man is an ideal based on learning to delight in our essential differences, as well as learning to recognize our similarities."

Honorary Membership

1. SFC bestows honorary memberships to those it deems worthy. Placement on the honorary roll is decided upon the approval of the fleet commander and can only be conferred by an officer of the Admiralty Board. Members who are placed on the roll must have accepted honorary membership in person or in writing.
2. Honorary members pay no dues but receive a certificate from SFC and placement on the honorary rolls only. If honorary members decide to receive SFC benefits other than participation in SFC activities, they must pay dues.
3. Honorary members' names may be placed on the website but will not be used in any form as recruitment or for promotional purposes.
4. Requests for honorary membership must be accepted in writing. A valid email address or contact information must be provided.
5. Requests must be sent to the fleet commander or the deputy fleet commander with the honorary request form.

The Fleet Commander will review the information and make a determination on honorary status. If deemed acceptable, the Deputy Fleet Commander or a member of the Admiralty Board will complete the honorary membership certificate and provide it to the honorary member in question.

Ships may bestow honorary membership at their discretion but this will only be recognized by the ship and not the SFC organization. Honorary membership status for an individual unit may not include the SFC logo nor offer rights or privileges within the organization.

Inactive Membership

Officers of SFCQ1 who wish to go on an inactive status for an indefinite period of time without losing their rank may request service with the Diplomatic Corp. This branch of SFC is also known as the Retired Roll.

1. Officers who choose to serve in the diplomatic service must give up their present duty position and petition the Fleet Commander for a transfer. For example, "Commodore John/Jane Doe, Commander of Starbase 00 desires temporary placement to inactive status." Once approved,

Commodore Doe will be removed from active duty and placed on the rolls of the diplomatic service as Ambassador John/Jane Doe, COMM, Ret.

2. Members of the Diplomatic Corp do not receive membership benefits such as newsletters or promotions.
3. Should AMB Doe later wish to return to active duty, they must again petition the Fleet Commander for a transfer.
4. The petition for reactivation may be granted if a position compatible with AMB Doe's previous rank is available. If a position is not available, the member has the right to remain in the Diplomatic Corps or accept a rank reduction to become active again.

Termination of Membership

SFC members who voluntarily terminate their membership are not entitled to a refund of membership dues. Termination of membership will result in loss of whatever position and/or rank the member held.

Revocation of Membership

Membership may be revoked on the grounds of unlawful conduct in the country of domicile, engaging in efforts that undermine SFC activities, or conduct that is detrimental to SFC, any of its units/chapters or individual members.

1. Memberships in SFC can only be revoked by the Admiralty Board. Those who have their memberships revoked are not entitled to a refund of membership dues.
2. Members who bring discredit upon themselves, their unit, or SFC by direct action, inaction, or proven misconduct may be demoted or their membership may be revoked. The reduction and revocation will be accomplished through a properly convened Board of Inquiry or court martial in accordance with this document.

Members can be removed from membership rolls and denied membership for proven violation of this regulation.



ARTICLES OF FEDERATION

(AFED)

ARTICLE II – DUES



1. All dues will be used solely for the purposes of providing website expenses, awards, postage costs, membership materials, or other expenses deemed necessary to operate the organization.
2. Other sources of income will be received as donations and used for the cost of operation or charity within the organization.
3. All funds for SFC will be kept in a general treasury to be administered jointly by the Fleet Commander and the Chief of Financial Management.
4. The members must pay the necessary renewal dues at the time prescribed to remain a member in good standing. Failure to pay the necessary renewal dues will result in the loss of whatever position and/or rank the member held.
5. January 1 to February 1 of each calendar year is the official renewal period of SFCQ1 and is the **final** date of renewal to remain a member in good standing. Membership renewal must be received by Feb 1; however, members are not required to wait until January to renew. Members can renew at any time within the prior year.
6. All new members of SFC with a valid email address, will receive, upon payment of the appropriate dues and membership acceptance; a digital certificate of commission/duty/assignment orders.
7. Valid email addresses and the reporting of such is the responsibility of the membership. Contact the Chief of Communication to make a change, correction or report a new email address.
8. All members with a valid email address will receive a subscription to the newsletter of Quadrant One, *Starfleet Communications*.
9. All members will have access to the Starfleet Command Articles of Federation (<https://starfleet-command.com>).
10. A member of SFC may only be an active member of one unit at a time.
11. Each member is expected to conduct themselves in a manner that reflects favorably upon SFC and maintains the ideals and traditions of the *Star Trek* philosophy.
12. Members assigned as commanding officers of SFC units will receive a Commander's Guide to assist in setting up chapters.
13. Unit Commanders may grant honorary ship memberships at their discretion and expense. Honorary ship memberships will only be recognized by the granting unit and the units are not allowed to use the SFC logo nor title SFC in its documents. Honorary members do not count

toward crew complement, awards, promotions or Honorary SFC membership (see Article I).

14. Family memberships are extended to households of two or more, paid on a yearly basis, provided that all members under the plan reside in the same household. Upon leaving the household for a different residence, the member loses the family membership benefits and must begin paying the annual dues at the next renewal date to remain in SFCQ1.
15. Lifetime memberships are available to members. The owner of the membership can, for a few extra dollars, add members of their household to their lifetime plan. The added members must reside at the same residence as the plan owner. Lifetime memberships are non-refundable. The lifetime plan cannot be traded, inherited or passed to another member upon loss of the original owner. At the time of leaving the household for a different residence, added members lose the lifetime benefits and must begin paying the annual dues at the next renewal date to remain in Starfleet Command. The only exception to this rule is spousal privilege, wherein the spouse and any minor child still living in the residence is allowed to maintain lifetime membership in SFC but without an actual membership plan.
16. Members of the family or lifetime plans will receive individual certificates of duty assignment, orders, and a digital subscription to the Quadrant One newsletter, *Starfleet Communications*.
17. SFC members who voluntarily terminate their membership are not entitled to a refund of membership dues. Termination of membership will result in loss of whatever position and/or rank the member held.



ARTICLES OF FEDERATION

(AFED)

ARTICLE III – ACTIVE MEMBERSHIP



Active Membership

1. Crew members should be current on dues.
2. Crew members actively participate in local or online ships/chapters activities.
3. Crew members should participate in SFCQ1 activities.
4. Inactivity or failure to participate in activities may be grounds for denial of promotions.
5. All new members, Starfleet personnel and marines, ages 10 and up, will begin as a non-commissioned officer, either a recruit or a private (enlisted/marine).
6. New members, midshipman, recruits or privates, choose the department that they wish to serve. Most people choose something similar to what they enjoy in real life but it is not a requirement. Members may choose whatever department they wish.
7. Membership Services assigns new members a rank, department and to a local unit/chapter/starbase. If no chapter exists in the area, a new member may opt to start a chapter by requesting the Commander's Guide and the Commission Guide.

Membership Process

1. As membership is validated and members are registered with the organization, the Chief of Membership Services (CMS) will send a membership certificate along with a New Member Introduction to SFC document.
2. This document gives each member the basics for continuing membership within the organization. The process may take two to four weeks from the moment dues are received.
3. If the application and/or dues were mailed to the PO Box, allow six to eight weeks for completion.

Departments

Communications
Engineering
Marine
Medical

Operations
Science
Search and Rescue
Security

More information on active membership may be found in the New Member Introduction Guide and throughout this document.

Transfers

Although initially assigned to a unit or starbase, adult members may transfer at any time to another unit or starbase by contacting the Chief of Membership Services (CMS).

1. All SFCQ1 members wishing to transfer to a new unit must submit their request in writing to Membership Services (CMS) via the transfer request form found on the website. Membership Services will, in turn, get permission from the new CO before processing the transfer.
2. Ship-to-ship transfers will be denied if requested by a third party.
3. Transfers for an officer to a different department requires passing the SFC Academy exam for that department.
4. Enlisted crew members wishing to change to a different department need to contact Membership Services in writing via a transfer request. It will be noted on the database without further documentation.
5. Commanding officers may only request a transfer of an individual if the CO is wishing to transfer the member out of their chapter.



ARTICLES OF FEDERATION

(AFED)

ARTICLE IV – STARFLEET ACADEMY (SFA)



Academy exams are a fun, useful and a necessary part of Starfleet service. Chapter Commanding Officers are encouraged to consider their members' academic activity in promotion decisions.

Who needs to apply:

1. Any recruit, 16 years or older who wishes to begin an officer's career
2. Any member who wishes to add to their SFC portfolio for advancement
3. *Star Trek* fans who wish to prove their trivia skills against the Academy

Academy Application and Exam Procedure

All new recruits to Starfleet Command must be a member of SFC for 30 days before applying to Starfleet Academy to request any exams.

If you are new to Starfleet Command or have never taken an exam with Starfleet Academy (SFA), you must register with the Academy to receive any exams. Go to the website, under the enlist tab, click on Starfleet Academy and then click on “apply for Starfleet Academy” at <https://www.starfleet-command.com/starfleet-academy>. Requests will **not** be accepted by email or text.

All tests must be **completed and submitted within 10 days of the original transmission.**

Members may only request one exam at a time. The Academy will not transmit another exam until the completed exam is graded, and the member has received official results from the Academy.

To qualify for promotion as an officer, you must take the OCSGE and specific departmental exams. The score of each individual exam must be at least 50 percent. The combined score (aggregate) of both exams must be 75 percent. The OCSGE and specific departmental exams must be taken in the same time frame.

Recruits must take the exam for their assigned department. Transfer of an officer to a different department requires passing the SFC Academy exam for that specific department.

Any member completing, but not passing, an exam may reapply to the Academy after 30 days to retake the same exam. If reapplying, another version of the test will then be given. The 30-day wait does not apply to taking a different exam.

STEP (Star Trek Episode Probe) Exams

1. These Probes are open book exams.
2. Watch the episode before or while taking a Probe.
3. Most Probes have 10 questions. Pilots and two-part episodes have 20 questions.
4. You may use online resources. For these Probes, the official episode summaries are at Memory Alpha (website).
5. A link to the exam is emailed within 24 to 48 hours from the M2000 Academy Academic Database after the request is made.
6. Completed tests must be submitted via email within 10 days of the transmission from the Academy.

To learn more, contact the Commandant of Starfleet Academy (CSFA), or visit the website at <https://www.starfleet-command.com/starfleet-academy>.



ARTICLES OF FEDERATION

(AFED)

ARTICLE V – DEPARTMENTS AND RANKS



While commanding officers are responsible for developing the specific job descriptions for their unit members, the following provides a guideline of the possible unit level responsibilities of each position.

1. **Commanding Officer:** Leads unit and assigns subordinates; requests promotion for assigned members; recruits and retains members; communicates with superiors and subordinates; and maintains accountability and responsibility for all unit activities, funds, and property.
2. **First Officer:** Primary assistant to the commanding officer; supervises senior staff; and fulfills the duties of the commanding officer should they become incapacitated, relieved, or resigns. While Starfleet Command uses the title of first officer, executive officer is sometimes used in the *Star Trek* universe to identify the same position.

Departments

1. **Second Officer:** A senior staff member (e.g., chief operations officer, chief science officer) fulfills the duties of the commanding officer and/or first officer should they resign, become incapacitated, or are relieved. This is an optional position.
2. **Communications:** The staff of the Communications Department is responsible for unit newsletters, websites and the email distribution system as well as maintaining contact with the crew members.
3. **Engineering:** The staff of the Engineering Department manages the property and logistics of the unit.
4. **Marine:** The staff of the Marine Department assists the Security Department with the safety and security of the crew and guests. The officer would also coordinate veteran-based or other charity events such as Toys for Tots.
5. **Medical:** The staff of the Medical Department provides information for the health and well-being of crew and guests through education, training, and/or awareness events or activities.
6. **Operations:** The staff of the Operations Department manages unit funds and schedules meetings and away missions.
7. **Science:** The staff of the Science Department provides non-medical scientific education, training, and/or awareness events or activities. Space and space exploration should be of top consideration when planning events/activities.
8. **Search and Rescue:** The staff of the Search & Rescue Department focuses on recruiting new members and retaining current members.
9. **Security:** The staff of the Security Department provide for the safety and security of crew plus guests. Providing education, training, and/or awareness events or activities for the crew would be beneficial.

10. **Marines:** Fleet Marine is defined as a member who chose the marine department and has passed the OCS and marine exams at the Academy.
 - a. Marine reservist is defined as a member who is a Starfleet Officer and passed the OCS as well as the marine and departmental exams but prefers the Starfleet Officer ranking.
 - b. Marines have different ranks for their enlisted (NCO) crew members and officers but have no other differentiation in SFCQ1.
 - c. To hold the chief position, marines must take the marine, the departmental and OCS exams.
 - d. To hold a command position, marines must also take the Command Basics exam.
 - e. Marines report to the commanding officer of the assigned unit.
 - f. Marines are allowed to command ships/unit and hold upper office positions as a CSO or CSSO.

11. **Deputy Department Chiefs:** Departments of sizeable units that have a staff too large for the department chief to adequately manage may consider adding a deputy chief position.

Ranks

SFC is an international organization and as such will be similar to that depicted by the Starfleet military organization in the *Star Trek* TV series and movies. It cannot be over emphasized that the organization is NOT paramilitary in nature.

The top post in Starfleet Command is the Commander-in-Chief (CINC) with the rank of Fleet Admiral. The Fleet Admiral is selected by consensus of the three governing Quadrant Admiralty Boards and presides over the three quadrants.

Each quadrant has a Fleet Commander also known as the FC or Fleet Admiral and this title and rank refers to the SFC Quadrant One (National) Commanding Officer. It's the highest position and rank in Quadrant One.

1. **Midshipman** is a person under 10 years of age; they do not qualify for promotions. Midshipman refers to a position, not a gender. At age 10, the crew member may be promoted to a non-commissioned crew rank of recruit or private, depending on their departmental choice. At age 10, the crew member is allowed to take any of the step exams at the Academy. The crew member is not allowed to become an officer until age 16, whereby allowed to take the officer exams.

2. **NCO/ Non-Commissioned Officer** is a Starfleet or marine crew member who do not attend the Academy. Ages 10 and up, these crew members are a vital part to each unit but may NOT hold an officer position. They are eligible for promotion as an enlisted or NCO member. These ranks include:

<u>Starfleet NCO Ranks</u>	<u>Starfleet Marine Ranks</u>
Recruit	Private
Specialist	Corporal
Petty Officer	Sergeant
Chief Petty Officer	Staff Sergeant
Senior Chief Petty Officer	Gunnery Sergeant
Master Chief Petty Officer	Sergeant Major

3. **Commissioned Officer** is defined as Starfleet personnel or marine (age 16 and up) who attended the SFC Academy and passed both the OCS and departmental exams for their areas. These members are allowed to hold officer positions with ranks such as:

Commissioned Officer Ranks

Ensign
Lieutenant Junior Grade
Lieutenant
Lieutenant Commander
Commander
Captain

Commissioned Marine Officer Ranks

Second Lieutenant
First Lieutenant
Marine Captain
Major
Lieutenant Colonel
Colonel

Officer positions are defined as department heads such as first officer or a command position.

Please note, the terms commander, captain, and fleet captain can refer to either a rank or a position. As an example, the commander of a unit maybe referred to as captain even though it is not used as a rank but as a position; likewise, someone with the rank of captain may not be commanding a unit.



ARTICLES OF FEDERATION

(AFED)

ARTICLE VI – UNITS AND INSTALLATIONS



Unit Types and Designation

A unit is defined as an Outpost, Research Facility, Space Station, Shipyard, Starship, Starbase or any other type chapter the Fleet Commander or Admiral Board deem fit to install.

Unit Size

Starfleet Command Q1 permits units to have less than five members; however, a unit must have at least five members to qualify for ship awards at SFCQ1's Annual Awards Meeting. Units of less than five members all compete for the Horizon award.

1. 1-2 members would be a shuttle or planetary outpost.
2. 1-4 members could be a runabout, planetary outpost or research facility.
3. 5-14 members can be a small ship, space station or research facility.
4. 15- 29 members constitute a medium ship, space station or research facility.
5. 30-100 members would be a large ship, space station or research facility.

Each ship has a basic type (ex: heavy cruiser) and class (ex: Constitution) relative to its membership size. (i.e., a ship with only 1-5 members cannot be a Galaxy-class cruiser).

For the purposes of awards, all SFC units are designated based on their membership size as follows:

1. Large – A local unit with 30 or more members
2. Medium – A local unit with 15 to 29 members
3. Small – A local unit with 5 to 14 members
4. Runabout/Shuttle/Planetary Outpost – A provisional unit with one to four members

Note:

1. Provisional units do not meet the minimum SFC guidelines for ship-level award recognition but may qualify for the Horizon Award (see awards criteria).
2. The chain of command may review provisional status annually for all units of this size to assist in increasing their membership.
3. SFC reserves the right to establish other unit types and change membership requirements. Any such changes will be made under the approval of the Fleet Commander and/or a majority vote of the Admiralty Board.

Ship Designations

1. All ships will be designated by name and Naval Construction Contract (NCC) number as approved by the Fleet Commander.
2. A unit commander may only change the name or NCC number one time within the lifetime of the chapter, except for A-B-C designations. If a name change occurs, the unit forfeits the right to that name, and it can be used by another chapter.
3. Any variation of ship name or NCC number must be submitted to the Deputy Fleet Commander for Fleet Commander approval.
4. Outposts and other installations' names are also approved by the Fleet Commander.
5. A list of all current and inactive and former names/NCC pairs is maintained for the quadrant.
6. All units will receive a commissioning certificate from SFC.

Unit Commanding Officers

1. A unit commanding officer is defined as a member who has been placed in a position of responsibility to lead a local unit.
2. Unit commanding officers are responsible for requesting promotions for the members of their units and will establish the best method for doing so for their unit.
3. Members serving as unit commanding officers or in positions of responsibility requiring handling of monetary funds must be of legal age as prescribed by local law, US codes, and international agreements. In most jurisdictions, the legal age is 18. Any exceptions must have the approval of the Fleet Commander and parental consent, in writing and notarized.



ARTICLES OF FEDERATION

(AFED)

ARTICLE VII – UNIT ACTIVITIES



SFC is designed to allow and encourage the free flow of ideas amongst the membership. Therefore, each individual unit is responsible for maintaining its own level of activity.

At a minimum, these activities should include the publication of a newsletter/blog or a social media page, regular meetings for the members online and in person, and other social or fan-related activities that will maintain the interest of the members.

Unit commanding officers are responsible for coordinating the activities of their units.

1. All local activities and projects are sponsored by the local unit. All local activities and projects are approved by the unit commander.
2. Regional activities are approved and coordinated by the starbase commanding officer.
3. Activities and projects that have a quadrant impact are approved by the Fleet Commander, coordinated by the Deputy Fleet Commander or an attending Admiralty Board member, or by special permission from the Fleet Commander.
4. Results of such activities and projects shall be through the chain of command via SPAR I reports.
5. Individual units are required to make monthly reports to their starbase commander, (via SPAR I reports), who in turn must make monthly reports to the Office of the Deputy Fleet Commander.
6. Unit commanding officers who regularly fail to submit timely reports or exceed 90 days between reports may be subject to disciplinary action. The lack of timely reports will not result in penalties against the crew of the unit but will take the commanding officer and the unit out of contention for quadrant awards.
7. Units are encouraged to establish a mass communication method that will promote ship events and provide a medium for its members to communicate freely.
8. The unit commanding officer is responsible for ensuring responsible policies and procedures in the administration of the ship's website and other communication media.
9. Starfleet Command authorizes the use of Starfleet uniforms as seen in the various *Star Trek* television series and movies. To provide a system of uniformity among fleet units, Starfleet Command suggests (but does not require) that each unit choose a single type of uniform for the entire unit.
10. On uniforms that have an option for unit specific logos, such as the original television series, units may develop a ship specific logo. Ships/installations may also use the SFC logo or the USS Enterprise logo, as pertains to the uniform.

Appointment of Unit Commanding Officers and First Officers

1. Unit commanding officers and first officers must hold a commissioned officer rank (see promotions and Academy sections).
2. Unit commanding officers and first officers must complete the Command Basics exam prior to assuming command.
3. Units are free to choose how their commanding officer and first officer are selected if all fleet requirements are met.

Recruitment

1. Units deemed as local are permitted a 350-mile radius for recruitment.
2. Recruitment of members outside of a 350-mile radius requires Admiralty Board approval.
3. CMS will present the information to the Admiralty Board for approval.
4. Units are not allowed to recruit members, including honorary members, from other SFC units.



ARTICLES OF FEDERATION

(AFED)

ARTICLE VIII – UNIT COMMUNICATIONS



1. *Starfleet Communications* is the official newsletter for Quadrant One. It is edited and published by the newsletter editor, distributed by the Chief of Communications, and is funded by the local treasury.
2. Individual Unit Publications
 - a. Individual units are encouraged to create their own form of communication whether by newsletter or other media source. If a newsletter is the choice, a copy must be sent to the Chief of Communications (COC) and the Chief of Public Affairs (CPA), and then posted on the SFC website. Copies should be sent to the appropriate starbase commanding officer.
 - b. The Chief of Communications (COC) and Chief of Public Affairs (CPA) is hereby granted permission to extract items from the unit newsletters for replication in the quadrant newsletters, if deemed appropriate.
 - c. The SFCQ1 website is the singular place the Admiralty Board will go to look up unit newsletters for award purposes.
3. Individual Unit Websites
 - a. Individual units are encouraged to publish their own website. At a minimum the site will include on its homepage the SFC banner with hyperlink to the quadrant's official main site. Contact the webmaster at webmaster@sfcq1.com to get a site added to the list.
 - b. The Chief of Communications (COC) and the Chief of Public Affairs (CPA) are hereby granted permission to extract items from the unit's website for replication in the quadrant newsletters and main website, if deemed appropriate.
 - c. The SFCQ1 website is the singular place the Admiralty Board will go to look up unit websites for award purposes.
4. Individual Unit Internal Communication and Social Media Platforms
 - a. Individual units are encouraged to develop internal communication systems to facilitate rapid information exchange such as message boards, instant messaging, chat rooms, etc.
 - b. The Chief of Communications and the Chief of Public Affairs are hereby granted permission to extract items from the unit's social media platforms for replication in the quadrant newsletter.
 - c. The SFCQ1 website is the singular place the Admiralty Board will go to look up unit social media platforms for award purposes.

It is not the responsibility of the COC or CPA to determine what a unit commanding officer deems newsworthy of inclusion in the newsletter. It is the responsibility of the unit commanding officer to inform the newsletter editor of any item they wish considered for inclusion.



ARTICLES OF FEDERATION

(AFED)

ARTICLE IX – LOCAL TREASURIES



Neither SFC nor any unit within SFC will operate on a for-profit basis, and no member of SFC may accept funds from any treasury within SFC as wages or salary.

1. All units are empowered to establish and operate their own individual treasuries.
2. Members serving as unit commanding officers, or in positions of responsibility requiring handling of monetary funds, must be of legal age as prescribed by local law, US codes, and international agreements. In most jurisdictions, the legal age is 18. Any exceptions must have the approval of the Fleet Commander AND with parental consent, in writing and notarized.
3. All funds collected for said treasuries must be used for the purpose of providing additional membership materials, newsletters, promotional aids or other expenses directly connected to the operation of the unit.
4. The unit commanding officer or their designated representative will be responsible for the collection of and disbursement of said funds. Sources of income may include but are not limited to additional dues, donations, or funds obtained through unit activities.
5. Fundraising activities by units within SFC must be conducted in such a manner that said activities do not give the appearance of being endorsed by Starfleet Command or Paramount Studios, unless such endorsement has been received in writing before the activity is conducted.



ARTICLES OF FEDERATION

(AFED)

ARTICLE X – STARBASES (SB)



A starbase installation provides a regional headquarters for other SFC units within a specific area. The starbase is responsible for providing coordination between their subordinate units and SFC.

Starbases are appointed by the Fleet Commander (FC) and Deputy Fleet Commander (DFC). Members are not allowed to set up a starbase.

Starbase Commanding Officers (SBCO)

1. A starbase commanding officer will not serve as unit commanding officer concurrently.
2. Starbase commanding officers will be assigned to their respective starbase.
3. Starbase commanding officers are responsible for monitoring and making recommendations for fleet awards to the Admiralty Board on the units in their area, thereby avoiding a conflict of interest.
4. An acting starbase commanding officer may serve no longer than 12 months and must return to their previous position. Given that an acting starbase commanding officer may find it necessary to return to their previous posts at the finish of their acting tenure, their unit's first officer will rise to the position of acting commanding officer of said unit in the commanding officer's absence.
5. Starbase commanding officers must have completed the Command Basics exam prior to assuming command and have at least a minimum of two years membership in SFCQ1.
6. Starbase commanding officers are appointed by the deputy fleet commander and may be removed from office by the deputy fleet commander or fleet commander for:
 - a. Resignation
 - b. Negligence or dereliction of duty
 - c. Conduct detrimental to the quadrant
 - d. Committing an unlawful act detrimental to SFC, Quadrant One, its units, and/or members
7. Starbase commanding officers who regularly fail to submit timely reports or exceed 90 days between reports will be subject to disciplinary action. The lack of timely reports will not result in penalties against the crew of the starbase but will take the commanding officer and the starbase out of contention for quadrant awards.
8. All regional activities are approved and coordinated by the starbase commanding officer. Regional activities shall include, but not be limited to, conventions, cruises, Away Missions, commissioning ceremonies or other events in which the starbase commander will be present along with members of the starbase.



ARTICLES OF FEDERATION

(AFED)

ARTICLE XI – PROMOTIONS AND REDUCTIONS



Unit commanding officers request a promotion for a member by filling in the Promotion Request form and sending it to the starbase commander. The Chief of Membership Services should be copied on the request. **** (This serves to ensure it was received at the staff/board level.) ****

1. The starbase commanding officer reviews the information to ensure that it is correct and approves (or denies) the request.
2. It is then forwarded to the Chief of Membership Services for review. The CMS can either grant or deny the promotion based upon the information given.
3. If a denial of promotion is the outcome, the CMS will give a brief description to the starbase commander as to why it was denied.
4. The starbase commander will contact the unit commanding officer with the explanation.
5. The commanding officer can then attempt the promotion at a later date.
6. The unit commanding officer may request promotion for members of their chapter, up to one rank below their own rank.
7. Starbase commanding officers request a promotion for unit commanding officers by filling in the Promotion Request form. It is sent to the CMS.
8. CMS will check the database to ensure that the information given is correct. The CMS can either grant or deny the promotion, based upon the information given.
9. If a denial of promotion is the outcome, the CMS will give a brief description to the starbase commander why it was denied.
10. The commanding officer can then attempt the promotion at a later date.
11. All promotion certificates will be emailed to the crew member.

Promotions

In general, no promotions will be considered activated or granted until the Chief of Membership Services has granted the promotion and set it up in the database. The Chief of Membership Services has final say in the promotion of members based on qualifications, status, and rank classification. Ranks will not be skipped except where detailed in this document.

Midshipman

1. All members aged 9 and below are assigned the rank of midshipman and are not eligible for promotion until they reach the age of 10 years.
2. Upon their tenth birthday, the commanding officer can request a promotion to the rank of recruit (or private if a marine).

Non-Commissioned Officers (Non-Coms or NCOs)

1. NCO/non-commissioned officer is defined as Starfleet or Marine crew members who do not go to the Academy and take the exams, age 10 and up.
2. Ages 10 to 16 years, is defined as a non-commissioned officer and can be promoted within the NCO ranks.
3. Any non-commissioned officers under the age of 16 years are allowed to take any supplemental or step exam the Academy offers but are not allowed to take the officer departmental or OCS exams.
4. These crew members are a vital part to each ship but may not hold an officer's position.
5. These crew members are eligible for promotion as an enlisted or NCO crew member.
6. The rank will not to exceed the rank of FMCP0/SMSFC.
7. The Chief of Membership Services and Deputy Fleet Commander have the right to review the membership roster on a yearly basis and request from any commanding officer a one rank promotion for any recruit who has been kept at recruit/private rank for two or more years. The chapter commanding officer will have 30 days to comply with a promotion request to membership services or give valid reason for denial. CMS may bring the issue to the attention of the Starbase Commander, Academy Commandant and Fleet Commander requesting a one rank/grade promotion for any recruit/private, in any chapter who has failed to be promoted within two years. This action requires a vote from the Admiralty Board and the appropriate starbase commanding officer. This action does not guarantee a promotion but may result in one thus overriding the unit commanding officer's decision, if deemed appropriate by the voting panel.

Eligibility

1. Members must have at least eight months' time in grade before being considered for promotion except for Academy sanctioned promotions.
2. Members must be current on dues.
3. Members must be active within Starfleet Command or the local unit to warrant a promotion.

<u>Starfleet NCO Ranks</u>	<u>Starfleet Marine Ranks</u>
Recruit	Private
Specialist	Corporal
Petty Officer	Sergeant
Chief Petty Officer	Staff Sergeant
Senior Chief Petty Officer	Gunnery Sergeant
Master Chief Petty Officer	Sergeant Major

4. At age 16, members are allowed to attend the Academy to take the OCS and departmental exams to begin a future as an officer.
5. Promotion to the NCO rank of Fleet Master Chief Petty Officer or Marine equivalent of Sergeant Major of SFC requires an Admiralty Vote. Only the Admiralty Board may approve a promotion to Fleet Master Chief Petty Officer or Sergeant Major of SFC (FMCP0 / SMSFC).

Commissioned Officers

1. Commissioned officer is defined as a member, age 16 years or older, who attended Starfleet Academy, and passed the required exams.
2. At age 18, a member can take the Command Basics exam to accept a position of XO, a chief position, or begin a chapter.
3. The starbase and unit commanding officer may request promotion for members of their chapter, up to one rank below their own rank, not to exceed the rank of captain.
4. Starbase and unit commanding officers are not allowed to skip a rank during the promotion process.
5. Promotion to the rank of Fleet Captain or Marine equivalent of Brigadier Colonel and above requires an Admiralty Vote but may be requested by starbase commander.

Eligibility

1. No candidate shall be considered for promotion to officer equivalent ranks unless said candidate has passed the Starfleet Command OCS and departmental exams offered at the Starfleet Academy.
2. Members must have at least eight months' time in grade before being considered for promotion except for an Academy sanctioned promotion.
3. The unit commanding officer or starbase commander may request promotion up to one rank below his/her own rank, not to exceed the rank of captain.
4. Members must be active within Starfleet Command or the local unit to warrant a promotion.
5. Ranks cannot be skipped unless approved by a majority Admiralty Board vote.

Commissioned Officer Ranks

Ensign
Lieutenant Junior Grade
Lieutenant
Lieutenant Commander
Commander
Captain

Commissioned Marine Officer Ranks

Second Lieutenant
First Lieutenant
Marine Captain
Major
Lieutenant Colonel
Colonel

All non-flag ranks (captain/colonel or below) within SFC are considered permanent in nature unless otherwise designated.

1. Once a rank is attained, the member will retain that rank if they remain an active member in good standing.
2. Ranks may change upon transfer, failure to renew membership, or being promoted or reduced by proper authority, as described in this document.
3. All ranks require a minimum eight months' time in grade except for promotion to command staff or deputy command staff or upon promotion to a commissioned officer status from NCO status.

4. To be considered for promotion, the crew member must be an active member who participates in Starfleet Command (to include local unit) activities to a degree that warrants a promotion.
5. The promotion criteria listed in this document are the minimum requirements for promotion. **Minimum requirements do not guarantee a promotion.**
6. Members will not be automatically promoted upon meeting the criteria.
7. Promotion will be effective the date of submission by the promotion requesting authority to Chief of Membership Services, if the CMS grants the promotion.
8. No members will be granted a promotion until they have met the eight months in rank criteria. Promotions will NOT be set up/granted in advance.

Flag Officers

Commissioned

Fleet Captain
Commodore
Rear Admiral
Vice Admiral
Admiral

Marine

Brigadier Colonel
Brigadier General
Major General
Lieutenant General
General

The following guidelines shall be followed for a candidate to be considered for promotion as/or to the rank of a flag officer.

Eligibility

1. No candidate shall be considered qualified for promotion unless, in addition to the criteria set forth herein, said candidate has passed the Starfleet Command – Command Basic Exam offered at the Starfleet Academy.
2. A member must meet the following minimum time in grade to be eligible for promotion to the rank listed:
Fleet Captain/Brigadier Colonel - 12 months as a Captain.
 - a. Commodore/ Brigadier General - 18 months as Fleet Captain
 - b. Rear Admiral/ Major General - 24 months as Commodore
 - c. Vice Admiral/ Lieutenant General - 30 months as Rear Admiral
 - d. Admiral/ General - 36 months as Vice Admiral.
2. Flag officer ranks will be adjusted with the position/department and with exception to accepting a board or staff position.

Flag Officer Definitions

1. Fleet Captain/Brigadier Colonel: This is typically the senior rank for commanding officers of large ships; or first officers of starbases and large ships commanded by a commodore or higher. Appointments by the Admiralty Board will be based on the member's experience, participation in Starfleet activities, and demonstrated abilities to fill specific command or command staff support positions.
2. Commodore/Brigadier General: This position is appointed by the Admiralty Board only. These appointments are typically the senior rank for command staff support officers; commanding officers of starbases and large ships of merit; or first officers of starbases and large ships commanded by a rear admiral or higher. Appointment will be based on the member's experience, participation in Starfleet activities, and demonstrated abilities to fill specific

command or command staff support positions.

3. Rear Admiral/ Major General: This position is appointed by the Admiralty Board only. These are typically the senior rank for assistants to command staff officers, or commanders of starbases and large ships of exceptional merit.
4. Vice Admiral/Lieutenant General: This position is appointed by the Admiralty Board only. These are typically the senior rank for deputies of command staff officers, and commanders of starbases and large ships who have served in a meritorious manner in such a position for five years or more and have shown exceptional merit.
5. Admiral/General: This position is appointed by the Admiralty Board only. These are typically the senior rank for command staff officers, active-duty former fleet commanders or commanders in chief (or equivalent titles).
6. Fleet Admiral: This position is appointed by SFC or Quadrant Admiralty Board in accordance with the articles of this document. Marine equivalents do not apply, and the member must accept the rank of fleet admiral.
7. Individuals that have held the rank of fleet admiral may be placed on the retired roll in the rank of fleet admiral but must revert to a lower rank (admiral) if remaining on active duty with Starfleet Command or any unit within Starfleet Command. Normal reduction of a fleet admiral is to the rank of admiral.

Extraordinary Service - Fleet Captain/Brigadier Colonel and Above

1. To be considered for extraordinary service to Starfleet Command, a member may be nominated for promotion ahead of the time in grade schedule.
2. Qualifications for extraordinary service promotions shall include, but are not limited to, performed actions above and beyond the normal scope of their position that benefits one of the following areas: Starfleet Command as a whole, the nominee's starbase area, or the nominee's local starship.
3. Examples of extraordinary service include, but are not limited to, taking a lead position or participating on a special project within SFC, or accepting an assistant support position.

Outstanding Performance of Duty - Fleet Captain/Brigadier Colonel or Above

1. To be considered for outstanding performance of duty, a member may be nominated for promotion ahead of the time in grade schedule if they meet the eligibility requirements of satisfaction of all eligibility requirements in this section and served with distinction in any office or position for a minimum of 10 months. The term "served with distinction" shall mean that the candidate has performed with honor in the essential functions of their office or position to the satisfaction of the starbase commander, the fleet commander and deputy fleet commander.
2. The qualifications for promotion in outstanding performance shall include, but are not limited to, performed actions above and beyond the normal scope of their position that benefits at least two of the following areas: the nominee's local starship, the nominee's starbase area, and Starfleet Command as a whole.
3. All promotions will be one grade promotions within the established rank structure as set forth in the outline. The only exception to this would be accepting a position as a command staff officer.

Academic Promotions

Attending the Academy and passing the required exams is the only way to begin an officer's career. As members move through the Academy, their records and sanctions for promotion will be forwarded to the Chief of Membership Services.

1. CMS will review the diplomas to then approve or deny promotions.
2. Denials for promotion could be many different reasons such as the crew member's age to lack of time in SFC.
3. Recruits/cadets must have 30 days in SFC membership before requesting any exams.
4. Members must pass both the OCS & departmental exam in the time frame allotted to qualify for promotion to an officer's rank.
5. Any members 18 years of age or older may also take the Command Basics exam.

Resignations

1. In the event a person attains a promotion in accordance with these criteria and resigns or is demoted after taking an office, their rank shall revert to their prior permanent rank of captain or below



ARTICLES OF FEDERATION

(AFED)

ARTICLE XII – ADMIRALTY BOARD (A-B)



Each quadrant has an Admiralty Board for their governing body. All proposed changes to command policies and the AFED must be approved by a majority vote of the Admiralty Board for the affected quadrant.

1. The Admiralty Board of Quadrant One is composed of the following members, each with one vote: Fleet Commander (Chairman); Deputy Fleet Commander (Vice Chairman); Chief of Membership Services; Chief of Financial Management; Chief of Communications; Chief of Public Affairs; Commandant of Starfleet Academy, and other members of SFC selected and approved by the Board to serve on the Board. These officers will also be designated as Command Staff Officers.
2. The Chairman of the Board (FC) will convene the Board at least three times each calendar year. Additional meetings of the Board may be scheduled whenever deemed necessary by the Fleet Commander or a majority opinion of the board members.
3. The Fleet Commander is the only Admiralty Board member allowed to make executive privilege decisions affecting quadrant operations, policies, and disbursements of fleet funds.
4. The Admiralty Board has the responsibility of selecting a new Fleet Commander upon the resignation, termination of membership, retirement, or relief of the incumbent, should the Deputy Fleet Commander decline the position.
5. Selection of the new Fleet Commander shall be made in accordance with Article XIV of this document.

Unit Command

Dual Command Service - Admiralty Board members will not serve as a unit or starbase commanding officer and an Admiralty Board member at the same time, except as emergency Assumption of Command.

1. **Emergency Assumption of Command** - Admiralty Board members may assume command of an existing unit if it can be clearly demonstrated that the unit is in danger of disbanding or otherwise becoming dormant. Such action is considered an act of last resort, must be fully documented, and approved by the Fleet Commander. The goal is to select/train a new commander for that unit within 120 days.
2. Members of the Board are responsible for the making of fleet policy, voting on awards, and other decision-making processes that directly affect individual units and members. Such dual command service presents the image of, if not the possibility for, conflict of interest.

Change of Command

Upon assuming an Admiralty Board position, the newly elected member, if they are a unit commander, will have 120 days to select/train a new commander for that unit. Failure to comply with the deadline may result in the removal of the selectee from the Board.

Admiralty Board Positions - Responsibilities and Requirements

1. Fleet Commander (FC)

The Fleet Commander is designated as the chief executive officer in Quadrant One and chairs the Admiralty Board. The Fleet Commander is the only Admiralty Board member allowed to make executive privilege decisions affecting quadrant operations, policies, and disbursements of fleet funds. Such decisions may be overturned or revoked by a majority vote of the remaining members of the Admiralty Board if deemed in the best interests of the organization. New incoming Fleet Commanders choose their staff instead of a vote process.

- a. Authorized Rank: Fleet Admiral
- b. Responsibilities:
 - i. Works closely with the Board to ensure the security and longevity of the organization
 - ii. Jointly administers the quadrant treasury with the Chief of Financial Management
 - iii. Chairs meetings of the Board
 - iv. Reviews reports from the Admiralty Board
 - v. Votes on Board business matters
 - vi. Oversees the staff under their command
- c. Requirements for the position:
 - i. In the rank of captain/colonel or above
 - ii. Nominated by a captain/colonel or above
 - iii. A member in good standing of SFC
 - iv. Have a minimum of seven years of service in SFC
 - v. Served as a unit commanding officer or in a fleet support position for a minimum of one year
 - vi. Passed the Command Basics Exam
 - vii. Be a minimum of 21 years of age

2. Deputy Fleet Commander (DFC)

The Deputy Fleet Commander is designated as the second highest ranking officer in Quadrant One in line of succession and is the chief assistant to the Fleet Commander.

- a. Authorized Rank: Admiral/General
- b. Reports to: Fleet Commander
- c. Responsibilities:
 - i. Fulfills the office of the Fleet Commander in the absence of the incumbent Fleet Commander
 - ii. Is vice chairman of the Admiralty Board
 - iii. Is the chief investigating officer for quadrant activities
 - iv. Oversees the operations of all Starfleet Command units and their related activities
 - v. Reviews reports from starbases
 - vi. Commissions new chapters and the establishment of such Starfleet Command units as described in Article VI and X of this document
 - vii. Issues command packets to unit commanding officers

- viii. Sends updated rosters for ships and starbases
 - ix. Serves on a Board of Inquiry and Court Martial
 - x. Oversees the staff under their command
 - xi. Responds to quadrant internal and external communications concerning matters not specifically under the jurisdiction of the fleet commander
 - xii. Votes on Board business matters
- d. Requirements for the position:
- i. In the rank of captain/colonel or above
 - ii. A member in good standing of SFC
 - iii. Have a minimum of four years of service in SFC
 - iv. Served as a unit commanding officer or in a fleet support position for a minimum of one year
 - v. Passed the Command Basics exam
 - vi. Be a minimum of 21 years of age
 - vii. Working knowledge of AFED policy
 - viii. Working knowledge of Microsoft Word and Excel programs

3. Chief of Membership Services (CMS)

The Chief of Membership Services is designated as the third highest ranking officer in Quadrant One in line of succession and maintains the quadrant membership database.

- a. Authorized Rank: Admiral/General
- b. Reports to: Fleet Commander and Deputy Fleet Commander
- c. Responsibilities:
 - i. Prints quadrant documents and mailing labels, as appropriate
 - ii. Responds to communications dealing with this specific area
 - iii. Issues initial membership materials
 - iv. Handles personnel position/rank changes, promotions, and renewals
 - v. Processes transfers and ship/chapter reassignment of all members within Q1
 - vi. Votes on Board business matters
 - vii. Oversees the staff under their command
 - viii. Files a monthly report to the Fleet Commander on department status
 - ix. Works closely with CFM, COC, COR and Academy Commandant to ensure all member records and manuals are kept up to date
- d. Requirements for the position:
 - i. Holds the rank of captain/colonel or above
 - ii. A member in good standing of SFC
 - iii. Have a minimum of four years of service in SFC
 - iv. Served as a unit commanding officer or in a SFC support position for a minimum of one year
 - v. Passed the Command Basics Exam
 - vi. Working knowledge of the AFED policy
 - vii. Be a minimum of 21 years of age
 - viii. Working knowledge of Microsoft Word and Excel programs

4. Chief of Financial Management (CFM)

The Chief of Financial Management is designated as the fourth highest ranking officer in Quadrant One in line of succession and maintains the organization's finances.

- a. Authorized Rank: Admiral
- b. Reports to: Fleet Commander and Deputy Fleet Commander
- c. Responsibilities:
 - i. Publishes financial reports to the Admiralty Board for review/approval
 - ii. Submits financial reports for publication in the quadrant newsletter
 - iii. Files tax returns as required by law
 - iv. Votes on board business matters
 - v. Oversees the staff under their command
 - vi. Files a monthly report to the Fleet Commander on department status
 - vii. Maintains the appropriate files and receipts for expenditures and income for the organization
 - viii. Assists the Fleet Commander in protecting the assets of the organization, which include but are not limited to, the nonprofit status, bank account activity & balances, SFC store inventory, and other tangible/intangible items owned by the organization
- d. Requirements for the position:
 - i. In the rank of captain/colonel or above
 - ii. A member in good standing of SFC
 - iii. Have a minimum of four years of service in SFC
 - iv. Served as a unit commanding officer or in a SFC support position for a minimum of one year
 - v. Passed the Command Basics exam
 - vi. Be a minimum of 21 years of age
 - vii. Working knowledge of the AFED policy
 - viii. Working knowledge of Microsoft Word and Excel programs

5. Chief of Fleet Communications (COC)

The Chief of Communications is designated as the fifth highest ranking officer in Quadrant One, in line of succession.

- a. Authorized Rank: Admiral
- b. Reports to: Fleet Commander and Deputy Fleet Commander
- c. Responsibilities
 - i. Oversees the production, editing, and distribution of the quadrant newsletter, *Starfleet Communications*
 - ii. Responds to communications
 - iii. Votes on Board business matters
 - iv. Files a monthly report to the Fleet Commander on department status
 - v. Maintains the appropriate files for quadrant newsletters
 - vi. Works with the CPA to maintain the main quadrant website (www.sfcq1.com) and other web-related services for the quadrant
 - vii. Maintains the email database for the mass distribution mailing system
 - viii. Oversees the staff under their command

- d. Requirements for the position:
 - i. In the rank of captain/colonel or above
 - ii. A member in good standing of SFC
 - iii. Have a minimum of four years of service in SFC
 - iv. Served as a Unit Commanding Officer or in a Fleet Support position for a minimum of one year
 - v. Passed the Command Basics exam
 - vi. Working knowledge of websites, Microsoft and Excel programs
 - vii. Be a minimum of 21 years of age

6. Chief of Public Affairs (CPA)

The Chief of Public Affairs is designated as the sixth highest ranking officer in Quadrant One in line of succession.

- a. Authorized Rank: Admiral
- b. Reports to: Fleet Commander and Deputy Fleet Commander
- c. Responsibilities:
 - i. Oversees the communication with areas outside of the organization's normal range
 - ii. Promotes the organization to the public at large to gain public attention and support
 - iii. The officer works to build and maintain a strong reputation with national broadcast and media communications
 - iv. Works closely with Chief of Communications to ensure website is current and accurate
 - v. Oversees representation at conventions and similar venues
 - vi. Votes on Board business matters
 - vii. Files a monthly report to the Fleet Commander on department status
 - viii. Oversees the staff under their command
- d. Requirements for the position:
 - i. In the rank of captain/colonel or above
 - ii. A member in good standing of SFC
 - iii. Have a minimum of four years of service in SFC
 - iv. Served as a unit commanding officer or in a SFC position for a minimum of one year
 - v. Passed the Command Basics exam
 - vi. Be a minimum of 21 years of age
 - vii. Working knowledge of websites, Microsoft, and Excel programs

7. Chief of Records (COR)

The Chief of Records maintains all documents for the organization, making them accessible to the Admiralty Board. COR is not in line of succession.

- a. Authorized Rank: Admiral
- b. Reports to: Fleet Commander and Deputy Fleet Commander.
- c. Responsibilities:
 - i. Keep the meeting minutes
 - ii. Maintains the AFED document, command manuals, award records, and other documents with up-to-date and accurate information
 - iii. Works closely with other Admiralty Board members to ensure that all departmental changes are recorded in their proper and accurate destination

- iv. Ensures that all departmental changes are reported to the members via mass distribution
- v. Votes on Board business matters
- vi. Files a monthly report to the Fleet Commander on department status
- vii. Oversees the staff under their command
- d. Requirements for the position:
 - i. Hold the rank of Lieutenant/Marine Captain above
 - ii. A member in good standing of SFC
 - iii. Have a minimum of three years of service in SFC
 - iv. Served as a unit commanding officer or in a fleet support position for a minimum of one year
 - v. Passed the Command Basics exam
 - vi. Be a minimum of 21 years of age

8. Commandant of Starfleet Academy (CSFA)

As the commanding officer of Starfleet Academy, the Commandant oversees the staff, structure and operations of the Academy. The Academy Commandant is not in line of succession.

- a. Authorized Rank: Admiral
- b. Reports to: Fleet Commander and Deputy Fleet Commander
- c. Responsibilities:
 - i. Votes on all Board business matters
 - ii. Works closely with Membership Services to ensure exam data is transferred and accurate
 - iii. Researches, develops curriculum, and publishes all testing materials
 - iv. Maintains test archives and correctly scores all exams
 - v. Mitigates exam material disputes
 - vi. Generates diplomas and sanctions the promotion of new Starfleet Command officer members who meet the criteria
 - vii. Files a monthly report to the Fleet Commander on department status
 - viii. Oversee the staff under their command
- d. Requirements for the position:
 - i. Hold the rank of Lieutenant/Marine Captain or above
 - ii. A member in good standing of SFC
 - iii. Have a minimum of three years of service in SFC
 - iv. Served as a unit commanding officer or in a fleet support position for a minimum of one year
 - v. Passed the Command Basics exam
 - vi. Be a minimum of 21 years of age.

9. Chief Advisor (CADV)

The Officer advises the current Admiralty Board but is not in line of succession.

- a. Authorized Rank: Admiral
- b. Reports to: Fleet Commander and Deputy Fleet Commander
- c. Responsibilities:
 - i. Assists in planning meetings, events and away missions
 - ii. Oversees the staff under their command

- iii. Files a monthly report to the Fleet Commander on department status
- iv. Votes on Board matters
- d. Requirements for the position:
 - i. Hold the rank of captain/colonel or above
 - ii. A member in good standing of SFC
 - iii. Have a minimum of four years of service in SFC
 - iv. Served as a unit commanding officer or in a SFC position for a minimum of one year
 - v. Passed the Command Basics exam
 - vi. Working knowledge of the AFED policy
 - vii. Be a minimum of 21 years of age

Exception to the minimum requirement of years in SFC requires a two-thirds vote of the Admiralty Board. If approved, the selectee shall carry the title "acting" for a period of one year or until the years of service within SFC is completed, whichever occurs first.

Deputy Command Staff Positions

1. Each command staff officer may select a deputy. Each deputy will assume the duties of the command staff officer to whom they report upon that commanding officer's incapacitation, relief, resignation, or removal from office. They will occupy the office until the command staff officer returns to duty, a determination is made to announce a vacancy, or until the deputy is confirmed.
2. During any period when the deputy is filling in for the command staff officer, they will have full authority and rights to include Admiralty Board vote.
3. The selection process will be similar to that of the command staff officer. The command staff officer, for whom the deputy will report, has the authority to make the selection and forward their recommendation to the Admiralty Board for approval.
4. Exception to the minimum requirement for four years in SFC requires a two-thirds vote of the Admiralty Board. If approved, the selectee shall carry the title "acting" for a period of one year or until four years of service within SFC is completed, whichever occurs first.

Vice Deputy Fleet Commander (VDFC)

1. Authorized Rank: Vice Admiral
2. Primary assistant to the Deputy Fleet Commander

Deputy Chief of Member Services (DCMS)

1. Authorized Rank: Vice Admiral
2. Primary assistant to the Chief of Membership Services

Deputy Chief of Financial Management (DCFM)

1. Authorized Rank: Vice Admiral
2. Primary assistant to the Chief of Financial Management

Deputy Chief of Communications (DCOC)

1. Authorized Rank: Vice Admiral
2. Primary assistant to the Chief of Communications

Deputy Chief of Public Affairs (DCPA)

1. Authorized Rank: Vice Admiral
2. Primary assistant to the Chief of Public Affairs.

Deputy Chief Advisor (DCADV)

1. Authorized Rank: Vice Admiral
2. Primary assistant to the Chief Advisor

Deputy Chief of Records (DCOR)

1. Authorized Rank: Vice Admiral
2. Primary assistant to the Chief of Records

Deputy Commandant Starfleet Academy (DCSFA)

1. Authorized Rank: Vice Admiral/Lt. General
2. Primary assistant to the Commandant of the Starfleet Academy

Removal from Office

Command staff officers, deputy command staff officers, and command staff support officers can be removed from office by the Fleet Commander or the appointing authority for:

1. Resignation
2. Negligence or dereliction of duty
3. Conduct detrimental to the quadrant
4. Committing an unlawful act detrimental to SFC, Quadrant One, its units, and/or members

Exception to the minimum requirement of years in SFC or desired rank requires a two-thirds vote of the Admiralty Board. If approved, the selectee shall carry the title "acting" for a period of one year or until four years of service within SFC is completed, whichever occurs first.



ARTICLES OF FEDERATION

(AFED)

ARTICLE XIII – COMMAND STAFF SUPPORT OFFICERS



Command Staff Support Officers (CSSO)

Command staff support officers provide quadrant-wide subject matter expertise in a specific functional area of responsibility. Command staff support officers may have a deputy if the workload is sufficient to warrant the position.

1. To be deemed eligible for a command staff support officer position or their deputy, the officer must have a minimum of two years of service in SFC.
2. Selection procedures for command staff support officers and their deputies are as follows:
 - a. A vacancy exists in a command staff support or deputy position.
 - b. The command staff officer responsible for the command staff support or deputy position announces the vacancy and qualifications in the quadrant newsletter and/or through electronic media.
 - c. The responsible command staff officer selects a candidate from the respondents.
3. Promotion and Probation of Command Staff Support Officers
 - a. Upon selection to a command staff support officer or deputy position, the selectee will hold the position for a probationary period of not less than 90 days and not more than 180 days.
 - b. Upon successful completion of the probationary period, the officer will be promoted one rank.
 - c. Promotions will not exceed nor cause the selectee to outrank their unit commanding officer.
 - d. Upon satisfactory completion of the probationary period, subsequent promotions may be requested by their unit commanding officer or their command staff officer in not less than 240-day increments. The unit commanding officer must concur with the promotion recommendation of the command staff officer. The promotion will not exceed the maximum for the position.
 - e. If the selectee's performance is unsatisfactory, the responsible command staff officer will recommend removal to the Fleet Commander. The selectee will be reduced to the rank held prior to being selected.
 - f. Command staff support officers are prohibited from creating a new office within SFC.

CSSOs may continue to command a unit in addition to their CSS responsibilities. Such dual service will be permitted only if the individual performs all duties in a satisfactory manner. Should the workload exceed the individual's abilities, they will be required to choose between the two positions.

Members appointed to CSS positions may continue to serve with their present unit. Whenever a CSSO is promoted to a rank higher than that of the unit commanding officer, it is expected that the CSSO cease active service with the unit unless requested by the commanding officer that they continue in an advisory role.

Removal from Office

Command staff officers, deputy command staff officers, and command staff support officers can be removed from office by the Fleet Commander or the appointing authority for:

1. Resignation
2. Negligence or dereliction of duty
3. Conduct detrimental to the quadrant
4. Committing an unlawful act detrimental to SFC, Quadrant One, its units, and/or members

Exception to the minimum requirement of years in SFC requires a two-thirds vote of the Admiralty Board. If approved, the selectee shall carry the title "acting" for a period of one year or until four years of service within SFC is completed, whichever occurs first.

Command Staff Support Officers/Positions (CSSO)

1. Academic Instructors (AI)

Officers of this department are appointed by the commandant of Starfleet Academy and can be a non-commissioned or a commissioned rank (NCO or officer).

- a. Authorized Rank: one rank promotion
- b. Reports to: Commandant Starfleet Academy (CSFA)
- c. Responsibilities:
 - i. Creates Academy exams for selected division/series
 - ii. Reevaluates exams every 60 days for integrity and new material based upon new canon
 - iii. Rewrites exams every two years
- d. Provides assistance to cadets with disabilities by verbal administration
- e. Requirements:
 - i. Have a minimum of one year of service in SFC
 - ii. Working knowledge of Google sheets/docs/forms
 - iii. Be a minimum of 21 years of age

2. CINC Liaison (LCINC)

- a. Authorized Rank: Admiral
- b. Reports to: Fleet Commander, Deputy Fleet Commander and Commander-in-Chief
- c. Responsibilities:
 - i. Act as a diplomat for the SFC Q1 Admiralty Board, keeping the CINC apprised of issues or situations within Q1
 - ii. Offer advice to the fleet admirals and Admiralty Board
 - iii. Serve as an impartial member of review boards and court martials
 - iv. While the CINC liaison has no standing to make rules, vote or mandate policy in Q1, this person will monitor/review procedures to ensure fairness for all members
- d. Requirements:
 - i. Must be a member of the CINC staff
 - ii. Must be a member approved by both the CINC and the Q1 FADM
 - iii. Be a minimum of 21 years of age

3. Chief of Search and Rescue (CSRO)

- a. Authorized Rank: not to exceed fleet captain/brigadier colonel
- b. Reports to: Chief of Membership Services
- c. Responsibilities:

- i. Provides email reminders to crew members who haven't renewed
- ii. Surveys former members to determine the reason for their departure
- d. Requirements
 - i. In the rank of lieutenant/marine captain or above
 - ii. Have a minimum of two years of service in SFC
 - iii. A member in good standing of SFC
 - iv. Be a minimum of 21 years of age

4. Chief Networking Officer (CNO)

- a. Authorized Rank: one rank promotion
- b. Reports to: Chief of Public Affairs
- c. Responsibilities:
 - i. Works with all online social groups to ensure messages (meetings, events, etc.) are shared on each social groups page
 - ii. Keeps updated records of all SFC social media pages
- d. Reports new pages/groups to CPA and COC for inclusion on the website
- e. Requirements:
 - i. Have a presence in online social media
 - ii. A member in good standing of SFC
 - iii. Have a minimum of two years of service in SFC
 - iv. Be a minimum of 18 years of age

5. Fleet Chaplain

Provides support to individuals and groups for spiritual or religious guidance:

- a. Authorized Rank: Not to exceed fleet captain/brigadier
- b. Reports to: Fleet Commander
- c. Responsibilities:
 - i. Tends to members and their families' needs during periods of distress, illness, or death
 - ii. Offers prayer at meetings and ceremonial functions as the need arises
- d. Requirements:
 - i. The crew member must be a certified counselor or an ordained minister with an active congregation
 - ii. In the rank of lieutenant/marine captain or above
 - iii. A member in good standing of SFC
 - iv. Have a minimum of two years of service in SFC
 - v. Be a minimum of 21 years of age

6. Inspector General (IG)

This position hears complaints from any crew member and investigates the issues.

- a. Authorized Rank: Not to exceed fleet captain/brigadier colonel
- b. Reports to: Fleet Commander and Deputy Fleet Commander but is available to the entire membership. If the dispute involves the Fleet Commander or the Deputy Fleet Commander, the IG will go first to the CINC liaison and then to the Commander-in-Chief, if necessary. If the issue is not resolved, a Board of Inquiry will be convened, and a ruling will be attained. If the ruling is for court martial, a full Admiralty Board vote will be required.
- c. Responsibilities:

- i. Resolves all possible issues through the normal chain of command
- ii. If necessary, may convene a Board of Inquiry
- d. Requirements:
 - i. In the rank of lieutenant/marine captain or above
 - ii. A member in good standing of SFC
 - iii. Have a minimum of two years of service in SFC
 - iv. Working knowledge of the AFED policy
 - v. Passed the Command Basics exam
 - vi. Be a minimum of 21 years of age

7. Judge Advocate General (JAG)

This position is utilized as needed. When legal counsel is required, a JAG officer will be consulted on an as needed basis. The Fleet Commander and/or Admiralty Board will appoint a disinterested officer to give advice and perform the duties necessary to the office.

- a. Authorized Rank: Not to exceed fleet captain/brigadier colonel
- b. Reports to: Fleet Commander and Deputy Fleet Commander
- c. Requirements:
 - i. A basic knowledge of US law
 - ii. A member in good standing of SFC
 - iii. Passed the Command Basics exam
 - iv. Have a minimum of two years of service in SFC
 - v. Be a minimum of 21 years of age

8. Fleet Master Chief Petty Officer/Sergeant Major of Starfleet Command (SNCO)

- a. Authorized Rank: Fleet Master Chief Petty Officer or Sergeant Major of Starfleet Command.
- b. Reports to: Deputy Fleet Commander
- c. Provides enlisted perspective to the Admiralty Board and acts as senior enlisted (NCO) member for the quadrant.
- d. Requirements:
 - i. Have a minimum of two years of service in SFC
 - ii. Be a member in good standing of SFC
 - iii. Be a minimum of 21 years of age

Assistant Command Staff Officers

1. Typically chosen by an Admiralty Board officer
2. Individuals may be appointed for a specific time period for the accomplishment of special projects/tasks
3. May be given temporary promotions, not to exceed rear admiral
4. Are not in the Admiralty Board line of succession



ARTICLES OF FEDERATION

(AFED)

ARTICLE XIV – FLEET COMMANDER ELECTIONS AND ADMIRALTY SUCCESSIONS



A. Fleet Commander

1. The Fleet Commander is elected for a four-year term by the Admiralty Board and starbase commanders. The office may be held by the same person for a maximum of two elected terms.
2. To be deemed eligible to be placed in nomination for the office of Fleet Commander, the nominee must be:
 - a. In the rank of captain/colonel or above
 - b. Nominated by a captain/colonel or above
 - c. A member in good standing of SFC
 - d. Have a minimum of seven years of service in SFC
 - e. Have served as unit commanding officer or in a fleet support position for a minimum of one year
 - f. Passed the Command Basics exam
 - g. A minimum of 21 years of age

The Fleet Commander is the only Admiralty Board member allowed to make non-voted decisions affecting quadrant operations, policies and disbursements of fleet funds.

B. Fleet Commander Election Procedures

1. At the beginning of the election year, the Fleet Commander must appoint an election officer no later than March 31 of that year.
 - a. The election officer must sign an affidavit stating they will not run for any elected office during the election year and will enforce the election rules as set forth by this regulation.
 - b. The election officer must hold the rank of commodore or above.
2. The opening of the election plus the name and address of the election officer must be published in the first issue of *Starfleet Communications* and announced to all Admiralty Board and commanding officers in the first quarter of the election year.
 - a. Nominations for Fleet Commander will be open until July 1 of the election year.
 - b. Nominees shall be contacted and must accept the nomination in writing or verbally.
 - c. All nominees that have accepted the nomination and meet the qualifications set forth in this document will be forwarded to the Admiralty Board members and starbase commanding officers by the election officer no later than August 1 of the election year.
 - d. The Admiralty Board and starbase commanding officers must make a final decision and vote no later than October 31 of the election year.
 - e. Each board member will either vote or abstain. Proxy votes are not allowed.
 - f. The Admiralty Board and starbase commanding officers will hold a closed vote on all forwarded nominees and submit the results to the election officer.
 - g. In the case of a tie vote, the Commander-in-Chief will cast the deciding vote.
 - h. An outgoing Fleet Commander may remain in office until January 1 to accommodate a smooth transition of quadrant materials to the new Fleet Commander. Transition includes, but not limited to, certification of the election by the Admiralty Board; transfer of all

Starfleet Command documents pertaining to operations; membership services; information technologies; public affairs; and the quadrant treasury, taxes, and exemption filings.

C. Resignation of the Fleet Commander

1. Upon the resignation of the Fleet Commander or upon the termination of the term of office of the Fleet Commander for reason or cause, chain-of-command succession will immediately take effect.
2. The new Fleet Commander will have 30 days to reorganize the office.
3. The new Fleet Commander will be promoted to admiral if they do not already hold the rank. The new Fleet Commander will not be promoted to fleet admiral until confirmed by the Admiralty Board. The Admiralty Board will decide whether the new Fleet Commander shall fulfill the remainder of the term of the outgoing Fleet Commander or if a special election will be necessary to confirm the new Fleet Commander.

D. Election Year

The regular election year for SFC shall be every fourth year, beginning with the year 1986 (1990, 1994, 1998, 2002, 2006, 2010, 2014, 2018, 2022, 2026, 2030, and so forth) with the newly elected Fleet Commander assuming command January 1 of the following year.

E. Voting

1. All voting for Fleet Commander by the Admiralty Board and starbase commanders will be by closed ballot.
2. All ballots for nominees shall have the name of the nominee and be signed and dated by the board member.
3. Admiralty Board members placed in nomination for the fleet commander position may vote for themselves.
4. Each Admiralty Board member and starbase commander will have one vote. Voting by proxy is not permitted. Each member will vote or abstain.
5. It is the responsibility of the Election Officer to keep the signed ballots and report voting results to the Admiralty Board.
6. When a Fleet Commander has been elected, it is the responsibility of the Election Officer to report the results in SFC newsletter for the December edition.
7. The Elections Officer is hereby granted the authority to submit the Admiralty Board Letter of Certification to the office of the Fleet Commander. A copy of this letter must also be sent to each Admiralty Board member. The original letter is to be sent to the newly elected Fleet Commander and must be notarized or duly witnessed by a similar authenticating agent.
8. An incumbent Fleet Commander who does not follow these guidelines or refuses to transfer Starfleet Command documents for a change of command transfer, will be held liable and subject to criminal prosecution for theft or misappropriation of properties. Such action will be undertaken by the new Fleet Commander and complaints will be filed with the appropriate authorities.

F. Removal of the Fleet Commander

1. Any Fleet Commander can be removed from office by a majority vote of the Admiralty Board. The outgoing Fleet Commander must transfer command within 30 days of the board's decision.

A Fleet Commander removed from office by such impeachment will be replaced through the normal succession of the chain of command.

2. A Fleet Commander may be removed from office for any of the following reasons:
 - a. Negligence or dereliction of duty
 - b. Conduct detrimental to SFC
 - c. Unlawful conduct in the country of domicile
 - d. Committing an unlawful act detrimental of SFC, its units, and/or SFC members
3. The Admiralty Board's notice of removal action, including the charges and specifications, must be submitted in writing to the affected Fleet Commander within 14 days of the board's vote. The affected Fleet Commander may submit a written appeal, rebutting the charges and specifications, to the Admiralty Board within 14 days of the removal action notice. The Admiralty Board then has 30 days from receipt of the appeal to render a decision and notify the affected Fleet Commander. If the appeal is denied, the provisions of this document, will be implemented immediately upon issuance of the appeal denial.
4. Utilization and placement of an outgoing Fleet Commander that has been removed for cause by the Admiralty Board will be determined by the new Fleet Commander (unless membership termination was part of the determination findings of the Admiralty Board decision).

G. Utilization of Outgoing Fleet Commander

1. An outgoing Fleet Commander who has completed a term of honorable service and has left office will be immediately placed on the honorary membership roll at their highest rank designation. Another avenue is for the outgoing Fleet Commander to serve in either the Ambassador Corps or another active position within the fleet (i.e., Admiralty Board vacancy, quadrant staff, unit command, etc.). The move must be approved by the new Fleet Commander or Admiralty Board as warranted, depending on the position selected.
2. The outgoing Fleet Commander will have to take a rank reduction to admiral to fill any active fleet position.

H. Command Staff Officers

1. Command staff officers are members of the Admiralty Board as defined in this document.
2. Eligibility of Command Staff Officers:
 - a. A minimum of three to four years of service in SFC depending upon the position or a two-thirds Admiralty Board majority vote
 - b. Passed the Command Basics exam
3. Procedures for selecting a command staff officer:
 - a. A vacancy exists in the command staff position.
 - b. The Fleet Commander or designee announces the vacancy and qualifications in the quadrant newsletter and/or through electronic media.
 - c. The Fleet Commander selects one primary candidate or two alternates, if available, from the respondents.
 - d. The Fleet Commander submits the candidates to the Admiralty Board for approval. A majority vote of the Admiralty Board confirms the selectee.
 - e. The exception to this standard would be a new incoming Fleet Commander, choosing a new staff.

4. Promotion and Probation of Command Staff Officers

- a. Upon selection to a command staff position, the selectee will be promoted to the lowest flag rank of commodore/brigadier general unless already holding an equal or higher rank for the probationary period of not less than 90 days and not more than 180 days.
- b. Upon satisfactory completion of the probation period, the selectee will be promoted in increments of no less than 90 days until they reach the full authorized rank of the command staff position. If the selectee's performance is unsatisfactory, the Fleet Commander or Admiralty Board will remove the selectee from the position and reduce the selectee's rank to that held prior to being chosen. Returning to the previous duty position may not be possible.

I. Deputy Command Staff Officers

1. Each command staff officer may select a deputy. Each deputy will assume the duties of the command staff officer to whom they report upon the incapacitation, relief, resignation, or removal from office. They will occupy the office until the command staff officer returns to duty; a determination is made to announce a vacancy; or until the deputy is confirmed.
2. During any period when a deputy is filling in for the command staff officer, they will have full authority and rights including Admiralty Board vote.
3. The selection process will be similar to that of the command staff officer. The command staff officer, for whom the deputy will report, will make the selection and forward to the Admiralty Board for approval.
4. To make an exception to the minimum requirement of three to four years in SFC requires a two-thirds vote of the Admiralty Board. If approved, the selectee shall carry the title "acting" for a period of one year or until four years of service within SFC is completed, whichever occurs first (see Command Staff definitions in this document).
5. Promotion and Probation of Deputy Command Staff Positions
 - a. Upon selection to a deputy command staff position, the selectee will be promoted one rank, unless already holding the rank of vice admiral or higher, for the probationary period of not less than 90 days and not more than 180 days.
 - b. Upon satisfactory completion of the probation period, the selectee may be promoted in increments of no less than 90 days until they reach the rank of vice admiral. If the selectee's performance is unsatisfactory, the Admiralty Board will remove the selectee from the position and reduce his rank to that held prior to being selected. Returning to the previous duty position may not be possible.

J. Command Staff Support Officers

1. Command staff support officers provide quadrant-wide subject matter expertise in a specific functional area of responsibility. Command staff support officers may have a deputy if the workload is sufficient to warrant the position.
2. To be deemed eligible for a command staff support officer position or their deputy, the officer must have a minimum of two years of service in SFC.
3. Selection procedures for command staff support officers and their deputies are as follows:
 - a. A vacancy exists in a command staff support or deputy position.
 - b. The command staff officer responsible for the command staff support or deputy position announces the vacancy and qualifications in the quadrant newsletter and/or through electronic media.

- c. The responsible command staff officer selects a candidate from the respondents.
4. **Promotion and Probation of Command Staff Support Officers**
 - a. Upon selection to a command staff support officer or deputy position, the selectee will hold the position for a probationary period of not less than 90 days and not more than 180 days.
 - b. Upon satisfactory completion of the probationary period, the selectee will be promoted one rank. Subsequent promotions may be requested by their unit commanding officer or their command staff officer in not less than 180-day increments. The unit commanding officer must concur with the promotion recommendation of the command staff support officer. The promotion will not exceed the maximum for the position.
 - c. If the selectee's performance is unsatisfactory, the responsible command staff officer will recommend removal to the Fleet Commander. The selectee will be reduced to the rank held prior to being selected.
5. Command staff support officers are prohibited from creating new offices within SFC. Only the Fleet Command may create new command staff support offices.

K. Assistant Command Staff Officers

1. Individuals may be appointed to assistant a command staff officer position for a specific period for the accomplishment of special projects/tasks.
2. Assistant command staff officers may be given a one rank promotion, not to exceed rear admiral, by the supervising command staff officer.
3. Assistant command staff officers are not in the Admiralty Board line of succession but must be approved by the Fleet Commander.

L. Removal from Office

Command staff officers, deputy command staff officers, and command staff support officers can be removed from office by the appointing authority for:

1. Resignation
2. Negligence or dereliction of duty
3. Conduct detrimental to the quadrant
4. Committing an unlawful act detrimental to SFC, Quadrant One, its' units, and/or members

M. Advisory Board

Not all Admiralty Board positions are command staff positions. These positions are designated the Advisory Board with the titles of:

- Deputy Chief Advisor
 - Advisor(s)
1. Each advisor has duties and responsibilities similar to, but not overlapping, those of the command staff. Retiring command staff officers who wish to remain in an active role within SFC may serve on the Advisory Board.
 2. The Advisory Board, as an entity, has one vote in all Admiralty Board proceedings, if the Admiralty Board approves and requests the vote in such proceedings.

N. CINC Liaison

This position is an intermediary for SFC Quadrant One and the Commander-in-Chief and offers advice on subjects but has no vote in quadrant proceedings.



ARTICLES OF FEDERATION

(AFED)

ARTICLE XV – Commander in Chief (CINC)



- A. The Commander-in-Chief (CINC) is designated the highest-ranking officer in Starfleet Command and is authorized the rank of fleet admiral. The responsibilities of the office are:
 - 1. Chairman for Joint Admiralty Board meetings of all the Quadrant Admiralty Boards.
 - 2. Ceremonial duties such as promotions, unit commissioning, award presentations, and such, as requested or needed.
 - 3. Representation of Starfleet Command at functions such as conventions or regional gatherings of Starfleet Command units, as requested or needed.
 - 4. Other duties as requested or needed by the Quadrant Admiralty Board(s).
- B. The CINC will not be involved with the internal administration of any quadrant unless requested to do so by that quadrant's Admiralty Board or a member thereof.
- C. The CINC may recommend any member for awards or promotions but may not confer such unless they are members of the CINC staff.
- D. The CINC may create awards to be given at their discretion to any member/unit of Starfleet Command.
- E. The CINC position is not an elected position per se. The CINC is selected by consensus agreement of the chairs of the respective Admiralty Board in each quadrant.
- F. The CINC position may be filled by any individual from any quadrant who has completed at least one full elected term as a chair of a quadrant Admiralty Board.
- G. Treaties/agreements between Starfleet Command and other similar fan organizations will normally be done within each quadrant under the jurisdiction of each Admiralty Board.
- H. Such treaties/agreements binding on the whole of Starfleet Command fall under the jurisdiction of the CINC. These treaties/agreements will be coordinated with each of the Admiralty Boards by the CINC with the assistance of the CINC staff.



ARTICLES OF FEDERATION

(AFED)

ARTICLE XVI – BOARDS OF INQUIRY AND COURT MARTIALS



- A. The command staff officers, starbase commanders, and unit commanders are empowered to convene Boards of Inquiry or courts martial to investigate and hear evidence in matters where members are accused of violating the articles of this regulation or acting in a manner detrimental to SFC and/or its units. These methods are punitive in nature and should only be used as a last resort.
- B. A Board of Inquiry may be convened by the commanding officer of any unit. The board must consist of at least three voting members, normally the three highest ranking officers in the unit, one Admiralty Board member and the SFC CINC liaison.
- C. If the recommendations or decisions of the Board of Inquiry are accepted by the defendant, the senior officer of the board will carry out the decision of the board.
- D. Should the defendant request or demand trial by court martial or not accept the recommendations or decisions of the Board of Inquiry, a court martial shall be convened.
- E. Whenever a Board of Inquiry or court martial is to be convened, the fleet commander, deputy fleet commander and affected starbase commanding officer will be notified of the action before the Board or Court is convened.
- F. Depending on the severity of the proven misconduct, local boards may invoke punishments ranging from verbal or written reprimands to recommendation for expulsion from SFC. All local board actions are subject to review by the next higher level of command before punishment is imposed. A quadrant-level board may invoke punishments ranging from verbal or written reprimands to actual expulsion from SFC.
- G. A Board of Inquiry or court martial may be waived for cases of inactivity.
- H. The defendant may appeal the final verdict of either tribunal, demotion or reduction within 30 calendar days to the deputy fleet commander.
- I. The deputy fleet commander or appointed vice deputy fleet commander will investigate the appeal. They may appoint additional boards if necessary and submit findings/recommendations to the fleet commander for a final ruling.
- J. The final ruling will be handed down within 60 days of the receipt of the appeal by the deputy fleet commander.



ARTICLES OF FEDERATION

(AFED)

ARTICLE XVII – SFCQ1 AWARDS



Starfleet Command Quadrant One issues several awards at its annual meeting each year.

- A. The SFCQ1 website is the singular place the Admiralty Board will go to look up data for award consideration.
- B. The award year is September 1 to of August 31 of the following year.
- C. The primary criteria for the Member of the Year and Ship of the Year awards are derived from the SPAR reports. It is better for a unit to submit the occasional “nothing to report” SPAR or a late report than to not submit one at all.
- D. Any SFC member may also submit a written nomination to the Admiralty Board no later than September 1. Nominations must list specific reasons why a member deserves the specific award.
- E. A member or unit’s activities, including community service, must be done while representing the unit or SFC.
- F. If a ship’s size or a member’s rank changes near the end of the award year, the Admiralty Board reserves the right to consider them at the prior size/rank, as applicable.
- G. Ships that were commissioned after March 1, and ships with less than five members as of August 31, are not eligible for any ship-level award though the members may still compete for member-level awards.
- H. Members who have less than six months in SFC (joined after March 1) may not compete for member-level awards.
- I. Most awards are uniquely designed just for that year.
- J. The awards are presented during the SFC Annual Meeting.
- K. If a representative of the winning unit is not present at the meeting, the award will be mailed to the unit commanding officer. If a winning member is absent, the award will be mailed to the member.

Awards and Criteria

Member of the Year

1. To qualify for a Member of the Year award, a member should have been mentioned in a SPAR and/or written nomination submitted to the Admiralty Board.
2. Commanding officers who consistently send in late SPAR reports or do not send in SPAR reports at all may be removed for consideration.

3. Member of the Year awards are broken down by rank groupings:
 - a. Non-Commissioned Officer
 - b. Junior Officer (ensign to captain)
 - c. Senior Officer (fleet captain to admiral)

Ship of the Year

1. The three categories for the Ship of the Year award are based on ship size (small, medium, and large) as defined in this document.
2. Each ship will be compared against the other ships in its category.
3. Ship size is as of March 1 of the award year.
4. Common factors used to determine this award include activities done (as listed on SPAR reports), timely SPAR reporting, and member participation.
5. Ships that do not send in SPAR reports will be removed from consideration.

Newsletter of the Year

1. Newsletter of the Year awards will be based on the newsletter's quality, size, and frequency of publication.
2. The SFCQ1 website is the singular place the Admiralty Board will go to review unit newsletters. It is the unit's responsibility to ensure that their newsletters are posted on the SFCQ1 website.
3. The award is given to the newsletter and its respective unit.
4. All ships and starbases compete equally for the Newsletter of the Year award.

Website of the Year

1. Ships and starbases who publish a public website may compete for the Website of the Year award.
2. All ships and starbases compete equally for Website of the Year.
3. Website of the Year awards will be based on the website's design and how current the site's information is kept.
4. A unit's website must include a link back to SFC's homepage.
5. The URL of any unit's website must be submitted to the Chief of Public Affairs and the Chief of Communications to be put on the SFCQ1 website.
6. It is the unit's responsibility to ensure that their website is linked correctly from the SFCQ1 website.
7. The website is the singular place the Admiralty Board will go to review unit websites.
8. Social media groups and pages (such as Facebook) do not qualify for Website of the Year awards.

Communicator of the Year

1. Criteria is based on a unit's communicating ability and includes social media pages, convention tables, and interactive online meetings.
2. All members, ships and starbases compete equally. The award can go to an officer or unit.
3. The link of any unit's social media page/group must be submitted to the Chief of Public Affairs and the Chief of Communications to be put on the SFCQ1 website.
4. Websites are the singular place the Admiralty Board will go to review units' social media pages/groups.

Starbase of the Year

1. This award is determined by multi-ship activities, the activities of the starbase commander and starbase staff.

Recruiter of the Year

1. The ship and the individual who has recruited the most members will receive Recruiter (Unit) or Recruiter (Individual) of the Year awards, as appropriate.
2. Individual recruiter awards will be based on the name listed on the membership application in the recruited by area.
3. This data is automatically generated by Membership Services.
4. New members joining an existing family give recruiting credit to that family and unit.

Retention Award

1. Retention awards are based on the number of non-renewals based on ship size.
2. Late renewals do count in the ship's favor.
3. Transfers do not impact retention awards.

Academic Awards

1. The Red Squadron Promotion Award is given upon achievement by passing the OCS and department with ACES.
2. The annual Academy Curriculum Achievement Award is given for taking all eight departmental exams in six months.
3. The annual Commandant's Academy Achievement Award is given for taking all exams within six months and attaining an ACE on all of them.

Admiral's Ovations

1. A specific board member will award this honor.
2. Members chosen for this rare prestigious award will have distinguished themselves with meritorious service within their local unit, their region and Starfleet Command Quadrant One as a whole.

Paul A. Sundstrom Lifetime Achievement

The Admiralty Board may elect to award the Paul A. Sundstrom Lifetime Achievement Award to a worthy recipient. This award recognizes a member who has consistently contributed to SFC. He or she must have at **least 10 years** in Fleet and may not have previously received this award_.



ARTICLES OF FEDERATION

(AFED)

ARTICLE XVIII – DISSOLUTION OF THE ORGANIZATION



- A. In the event Quadrant One ceases to function, the organization may be disbanded by a majority vote of the Admiralty Board. If the Admiralty Board no longer exists, the senior officer remaining in the quadrant shall undertake that responsibility. All assets of the organization will be used to settle outstanding debts (to include refunding of membership dues).
- B. Any assets remaining shall be donated to an organization of worth that supports the *Star Trek* philosophy or space exploration. The Admiralty Board or senior officer ordering the disbandment will be responsible for the disposition of said assets.



ARTICLES OF FEDERATION

(AFED)

APPENDIX A – ABBREVIATIONS



<u>Rank Abbreviations</u>		<u>Position Abbreviations</u>	
ADM	Admiral	AB	Admiralty Board
BCOL	Brigadier Colonel	AI	Academic Instructor
BGEN	Brigadier General	CADV	SFC Chief Advisor
CAPT	Captain	CFM	Chief of Financial Management
CMDR	Commander	CINC	Commander in Chief
COL	Colonel	CMS	Chief of Membership Services
COMM	Commodore	CO	Commanding Officer
CPL	Corporal	COC	Chief of Fleet Communications
CPO	Chief Petty Officer	COR	Chief of Records
ENS	Ensign	CPA	Chief of Public Affairs
FADM	Fleet Admiral	CSFA	Commandant Starfleet Academy
FCAPT	Fleet Captain	CSRO	Chief of Search & Rescue
FMCP	Fleet Master Chief Petty Officer	DCOR	Deputy Chief of Records
GEN	General	DFC	Deputy Fleet Commander
GSGT	Gunnery Sergeant	FC	Fleet Commander
LT	Lieutenant	IG	Inspector general
LTCDR	Lieutenant Commander	JAG	Judge Advocate General
LTCOL	Lieutenant Colonel	NO	Networking Officer
LTGEN	Lieutenant General	SBCO	Starbase Commanding Officer.
LTJG	Lieutenant Junior Grade		
MAJ	Major		
MCPT	Marine Captain		
MCPO	Master Chief Petty Officer		
MDSHM	Midshipman		
MGEN	Major General		
PO	Petty Officer		
PVT	Private		
RADM	Rear Admiral		
RCT	Recruit		
SCPO	Senior Chief Petty Officer		
SMAJ	Sergeant Major		
SMSFC	Sergeant Major of SFCQ1		
SGT	Sergeant		
SPC	Specialist		
SSGT	Staff Sergeant		
VADM	Vice Admiral		
1LT	First Lieutenant		
2LT	Second Lieutenant		

Miscellaneous Abbreviations

AFED	Articles of Federation
DOB	Date of Birth
ED	Earth Date
HQ	Headquarters
IAW	in accordance with
IDIC	Infinite Diversity in Infinite Combinations
NCC	Naval Construction Contract
NL	Newsletter
SD	Star Date
SB	Starbase
SFA	Starfleet Academy
SFC	Starfleet Command
SFCQ1	Starfleet Command Quadrant 1
USS	United Space Ship

ARTICLES OF FEDERATION (AFED) APPENDIX B – CHAIN OF COMMAND CHART

