



STARFLEET COMMAND QUADRANT 1

NEW MEMBER INTRODUCTION

MEMBERSHIP SERVICES 2019

Introduction	3
SFC Structure	3
Basic Terminology	4
New Members & Renewals	4
Transfers	4
Academy	5
Classification of Rank	5
Member Activities	6
Meetings	6
Reporting	6
Promotions	7
Starfleet Command Online Resources.	7

INTRODUCTION

This pamphlet is designed to introduce new members to Starfleet Command Quadrant 1 (SFCQ1). It is expressly intended as an introduction and nothing more.

Every member, just as every entity, is unique, with its' own personality, direction, and goals. While there are specific requirements laid out in Starfleet Command's Articles of Federation (**AFEDS**), the contents and suggestions in this guide are intended as an introduction to SFC, not a directive. New members should read the entire manual and be aware of items that affect your membership within SFC and discuss with your Commanding Officer what suggestions apply to the type of ship or Starbase you have joined.

SFC STRUCTURE

Our organizational structure is patterned after the classic Star Trek series.

Currently we have three major Quadrants worldwide: **Quadrant One** (North America), **Quadrant Two** (United Kingdom and Europe) and **Quadrant Three** (Australia and Asia).

The main headquarters is located in the United States and is known as Quadrant One. You have joined Quadrant One.

True to the Star Trek series, we have military ranks; however, we are NOT a military organization.

The top post in Starfleet Command is the **Commander-in-Chief or CinC**. He/she is selected by consensus of the three governing Quadrant Admiralty Boards and presides over the three Quadrants.

Each Quadrant has a Fleet Commander. Fleet Commander, FC or Fleet Admiral refers to the SFC Quadrant (National) Commanding Officer. There is no higher position in Quadrant One.

Each Quadrant is governed by the Fleet Commander and administered by an Admiralty Board or similar institution. The Admiralty Board serves the general membership and has several functions. They include: Ensuring membership information is accurate and that new memberships/renewals are processed in a timely manner, publishing newsletters, presenting annual Fleet Awards, modifying or changing Fleet policies known as the Articles of Federation (AFEDs) as the organization expands or as necessary.

Quadrant One is divided into geographical regions known as **Starbases**. Each **Starbase** has a commanding officer.

All ships (units/chapters) have a Commanding Officer. The CO of a particular ship reports monthly to their Starbase Commanding Officer.

Members (you) of a chapter, should report to your Commanding Officer regularly and participate in events.

A ship is your gateway to new friends, discovering new challenges and new frontiers and should provide a fun forum for you to share your love of Star Trek, science fiction, or space exploration. Individual units help with local and regional charities, hold regular meetings, publish newsletters and usually have social media sites.

BASIC TERMINOLOGY

Throughout this pamphlet, you will see several terms, which, in many cases refer to only one thing or the same thing.

- **SFC** is Starfleet Command
- **SFCQ1** Starfleet Command Quadrant 1. **SFCQ2** is Starfleet Command Quadrant 2
- **Local Units/Ships/Chapters** all refer to one individual group within Starfleet Command. Ships are the most important asset in Starfleet Command. Without ships, we as an organization would not exist.
- The terms “Unit Commander”, “Commanding Officer”, “CO”, and similar expressions all refer to the presiding officer of a local unit (starship). The term “Captain” also generally refers to unit commanding officer, no matter his/her actual rank.
- **Fleet Commander**, FC or Fleet Admiral refers to the SFC Quadrant (National) Commanding Officer.
- **AFEDs (Articles of Federation)** refer to the governing rules of Starfleet Command Quadrant One.
- **Chief** refers to both a position and a rank. Examples are “Chief’ O’Brien with Chief being the rank of an NCO and Chief of Membership with “Chief of” being the position.
- Commander is both a position and a rank as well as is Captain.

NEW MEMBER & RENEWALS

New members who joined in the first half of the year will need to pay renewal dues the next January. New members who joined July 1st or later do not have to pay dues for the upcoming calendar year.

All other members need to renew every January or risk rank reduction and loss of position in their chapter. COs who do not renew, risk forfeiture of their Command. If no members on a given ship renew, the ship will be decommissioned.

A yearly **Family/Household membership** is set up by the purchaser/head of household and for a few dollars more; those living at the same residence can be added as family/household member. The Purchaser/Head of house must renew annually and any member who moves to a new residence must assume responsibility for their own membership dues.

Life-time memberships are granted to the purchaser/Member. For a few dollars more those living at the same residence can be added under the same membership. If a member moves to a new residence, they lose the lifetime benefit and must be responsible for their own membership dues. Life-time memberships cannot be bequeathed, inherited, exchanged or given to another individual or group. Upon divorce, death, revocation or the termination of membership of the purchaser/Member, the life time membership becomes null and void and all members listed on the plan become responsible for their own membership dues.

Only one Newsletter will be mailed to the Head of House for household/family/life-time memberships.

TRANSFERS

All SFCQ1 adult members wanting to transfer to a new ship must submit their request in writing to Membership Services. Membership Services will, in turn, get permission from the new CO **before** processing the transfer. Members can only be assigned to only one unit at a time. A transfer request form can be found on the website.

Transfers for an Officer to a different department, requires you to take and pass the exam for that department.

Enlisted Crewmen wishing to transfer to **a different department** only need let Membership Services know in writing/email etc. of the change. It will be noted on the database, without further documentation.

ACADEMY

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

Academy Exams are no longer mailed to new members with the New Member Packet. After receiving your membership packet, you must contact the Commandant at the Academy and request the exams you wish to take. Academy@SFCQ1.com. The exams, once you receive them; do have a deadline to be completed. If you do not complete the exam in the required time-line, you will have to request a new exam.

It is strongly suggested that you wait until you have received your membership packet before requesting the exams, as the packet contains the information you will need to pass the exams.

All new members will be placed on a ship as Recruits or Privates, with the exception of those under 10 years of age. Member's age 10 to 15 yrs. may take departmental or provisional exams, but not Officer (OCS) exams. The provisional exams **do not carry a rank promotion** after passing, but can be viewed by Commanding Officers as grounds for promotion in the enlisted ranks. Any member, 16 yrs. or older, regardless of time in grade or time in service, may take the (OCS) Officer Exams. (**OCS Core and one of (8) Departmental exams**.) Passing the OCS & Departmental exam (via notification from the Academy) will result in an immediate promotion to an Officer's rank.

To Command a Unit a Commissioned Officer, 18 yrs. of age, must also attend the Academy, take and PASS the Command Basics exam. The term commissioned officer refers to someone who has already taken and passed the OCS & Departmental exams.

Officers, who wish to change departments, must first attend the academy and take the exam for the department they wish to join. Example: The Engineer wishes to change to Medical, he must first take the Medical exam and pass before being transferred to that department.

CLASSIFICATION of RANK

The **Unit Commander is the command authority on the ship, regardless of rank**. If an Admiralty Board member is also a local member of that ship, the Board member is still subject to the Command Authority of the Unit Commander, regardless of the CO's rank.

Starfleet Command has 3 classifications of rank.

- 1) **Midshipmen**. This is anyone **under** 10 years of age. At age 10, they are promoted to a Non-Commissioned Crewman rank of Recruit or Private, depending on their departmental choice. They are **not allowed** to become Officer's until age 16, when they can take the Officer exams. They are allowed to take any of the other exams at the academy.
- 2) **NCO = Non Commissioned Officer/Crewman** = Starfleet or marine crew members who **do not** go to the academy and take the exams, age 10 and up. These crewmen are a vital part to each ship, but **may NOT hold an Officers position**. They are eligible for promotion as an enlisted or NCO crew member. Those positions include: (Starfleet/Fleet Marine) Recruit/Private; Specialist/Corporal; Petty Officer/Sergeant; Chief Petty Officer/Staff Sergeant ... on so forth.
- 3) **CO = Commissioned Officers**= Starfleet personnel or a marine (age 16 or up) who has attended the SFC Academy and taken and passed both the OCS & Departmental exam for their areas. These members **are allowed to hold OFFICER Positions** with ranks such as Ensign/2nd LT; LTJG/ 1st LT; LT/Marine CAPT; Commander/LT Colonel and so forth.

Please note: Fleet Marines have different rank for their enlisted crewmen and officers, but have no other differentiation in SFCQ1. Fleet Marines may command or be a First Officer in any SFC chapter. To hold Chief OFFICER positions, they must also take that marine departmental, and OCS exams. To hold a Command Position they must also take the Command Basics.) Marines report to the Commanding Officer of the unit they are assigned to.

MEMBER ACTIVITIES

SFC is designed to allow and encourage the free flow of ideas amongst the membership. Therefore, **each individual is responsible for maintaining a level of activity.** In order for your local ship to be successful, you have to participate. In order for you to have fun and gain from your experience in SFC, you have to participate. Some examples of participation include (but are not limited to) Away Missions, where the chapter as a group visits a museum exhibit, goes to a movie, has dinner, walks in a parade, goes to a convention and so forth. Some Commanders also encourage individual participation, such as if you attend a convention, exhibit or movie, reporting to the group what your thoughts were and what your activities included. It could also be something as simple as taking Starfleet Academy exams, a book review or bringing cookies to a meeting. Many chapters have social media sites and adding to these sites is another form of participation.

Participation levels vary from chapter to chapter. **Discuss this with your Commanding Officer so you will know what is expected of you and above all else get involved.**

MEETINGS

Informal, family ships typically hold simple meetings and ask for a consensus and open forum before making decisions that affect the ship, while military ships can follow Robert's Rules of Order; complete with a bell for the captain and closed voting for all major decisions.

While in-person meetings should be held on a regular basis if all members live in proximity to each other, online meetings can also be used to facilitate communication. Attend if you can.

The formal **SFCQ1 Awards Meeting** is held **annually** in Indianapolis in **November**. It coincides with the local **Starbase Indy convention**. All Starbase Commanders and chapter members are encouraged to attend. The CinC, Fleet Commander, Deputy Fleet Commander and as many of the SFCQ1 Admiralty Board members as possible attend. *Informally*, (and not required per AFEDs) a mid-year meeting is held at the locally-produced INCONvention in Indianapolis, IN. (Usually in late June/Early July)

REPORTING

Unit COs must provide monthly **Ship Periodic Activity Reports** (SPARs) to their Starbase Commander (SBCO) by midnight the 15th of every month.

You, as a member should have any valid information to your CO no later than the 1st of each month, so that it can be included in the SPAR I report. Valid information can be defined many ways, but what the CO's really want to know is "what did you do that month"? Perhaps you took an exam at the academy, wore your SFC apparel to a convention and represented your chapter, handed out flyers for the local unit, or donated to a local charity in the name of your chapter/ship. Discuss this with your Commanding Officer to determine what information they consider valid and what they require.

PROMOTIONS

To be considered for normal promotion, you must be an active member who participates in Starfleet Command (to include local unit) activities to a degree that warrants promotion and must be current on membership dues.

A promotion should signify dedication, effort, and commitment. Some ships work on a point system where points are earned for attending meetings, heading committees, attending events, fund raisers, or conventions, or promoting the ship. Some ships give promotions solely at the discretion of the captain, while others take a vote from the local membership.

- All non-flag ranks (Fleet Captain/Brigadier Colonel and below) within SFC are considered permanent in nature unless otherwise designated.
- Ranks may change upon transfer, failure to renew membership, or being promoted or reduced by proper authority, as described in the AFEDs.
- All ranks require a minimum six months' time in grade with the exception of promotion to Command Staff or Deputy Command Staff.

The Ship Commander is responsible for promotion of their crew.

The Starbase Commander is responsible for promoting the local unit commander.

Promotions will **not be effective** until **after** Membership Services has approved and processed the request from the Starbase CO/Unit CO, and the documents have been completed.

STARFLEET COMMAND ONLINE RESOURCES

The Starfleet Command website (www.starfleet-command.com) is an excellent resource for all members. The main page of the website is the portal giving you a broader view of SFC. It introduces you to the members of the current Admiralty board, and lets you know a little of the history behind this organization. It highlights some of the members and chapter achievements as well as introduces you to the Starbases and Individual chapters within SFC. It contains the **AFEDS**; our by-laws; as well as links to various departments that can answer any questions you may have. You should visit it regularly as it is ever changing.

The Yahoo!Group is "starfleetint" (<http://groups.yahoo.com/group/starfleetint/>) This group is used to inform members of changes and to pass along information from the hierarchy.

Starfleet Command Quadrant One has both a Facebook **Page** (www.facebook.com/sfcq1) and a Facebook **Group** (www.facebook.com/groups/SFCQ1). Join us there to share relevant Trek or science events.

Share, participate and get involved.

The expressions "Fandom is what we make it" and "you get back what you put in" hold very true to any organization. The more you share, the more members know and the more you will also know. Get involved because without any involvement there are no causes or sharing of information. Participate in general, even if it's a small thing. You never know when it could lead to a larger thing.

The more you participate and contribute, the more rewarding the experience will be.

To learn more about Starfleet Command Quadrant 1, visit our web-site, <https://starfleet-command.com/> and read the Articles of Federation (AFEDs)