

**STARFLEET
TASK FORCE
31**

STARFLEET TASK FORCE 31

THE NORTH AMERICA STAR TREK FAN CLUB



MEMBERSHIP MANUAL

2023 EDITION

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STARFLEET TASK FORCE 31 MEMBERSHIP MANUAL

By Order of the Commander, Starfleet Task Force 31:

Paul C. Dyl
Fleet Admiral
Commander, STF31

Paul C. Dyl

Official:

Mark Anderson
Admiral
Deputy Commander, STF31

Mark Anderson

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Summary. The Starfleet Task Force 31 Membership Manual provides Starfleet Task Force 31 (hereinafter referred to as STF31) policy, procedures and guidelines for all it's members and units. It encompasses all aspects of Star Trek from a fleet task force point of view.

Applicability. This Membership Manual applies STF31 and the individual member organizations affiliated with it. It applies to all commanders and the general membership of all chapters, units, or installations associated with STF31.

Supplementation. STF31 members are invited to send comments and suggested improvements directly to the DCSTF31 at: DCSTF31@gmail.com

Distribution. The STF31 Membership Manual is approved for public release; distribution is unlimited. The STF31 Membership Manual is available electronically only on the STF31 homepage at [Taskforce31 | Taskforce31](http://Taskforce31.com).

Pronoun Disclaimer. Unless stated otherwise, masculine nouns or pronouns do not refer exclusively to men.

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Barry Jackson
Mark Anderson
David Richards
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Paul G Dyl

Dedication. To all those who have served their country and made sacrifices for the freedom we cherish so much today and to those who sacrificed and dedicated their lives to further space exploration.



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SECTION 01:00 - INTRODUCTION

“Transporter Room Three, this is the personnel officer. We have several new members ready to transport over”



Section 01:01 – Welcome to Starfleet Task Force 31 (STF31)

As the commander of STF31, I extend a warm welcome to you. Our organization, like the crew of the TOS Enterprise, is a diverse community of members from the United States, Canada, and Mexico. The ideals of "Infinite Diversity in Infinite Combinations" are truly reflected in our membership.

The recent resurgence of Star Trek fandom, fueled by the release of new TV shows like "Star Trek: Discovery", "Star Trek: Picard", "Star Trek: Strange New Worlds", and the two animated series "Star Trek: Lower Decks" and "Star Trek: Prodigy", as well as the increased availability of sci-fi content on television and streaming services, has created a wealth of opportunities for new Star Trek fan clubs like STF31.

Whether your goal is to make the world a better place in line with Gene Roddenberry's vision, or to connect with like-minded Trek fans and enjoy engaging conversations, you can help STF31 grow.

For both new and returning members, I encourage you to take a moment to read through our membership Manual. It provides important information on how we are structured and operate, as well as details on the various departments and programs we offer for your enjoyment.

I look forward to seeing you around the Task Force.

Paul C. Dyl
Fleet Admiral
Commander, STF31



Section 01.02 — What is Starfleet Task Force 31?

STF31 strives to deliver unparalleled service to its members with humility and emotional intelligence. Our goal is to provide the ultimate Star Trek fan experience. We differentiate ourselves from other organizations by fostering loyalty through our members and consistently exceeding their expectations.

Starfleet Task Force 31, The North American Star Trek Fan Club, adopts its structure from the Starfleet organization depicted in Star Trek media. In the Star Trek universe, Starfleet serves as both the exploratory and security arm of the United Federation of Planets. The foundation of STF31 lies in the idea that Starfleet primarily serves as an exploratory entity, and much of the organization's framework is built upon this concept.

Although the official name of the organization is Starfleet Task Force 31, The North America Star Trek Fan Club, it is commonly referred to as "Task Force 31," "STF31," or "Starfleet Task Force 31." Members are encouraged to use "Starfleet Task Force 31" whenever possible.

Section 01:03 - Components of Starfleet Task Force 31

The foundation of Starfleet Task Force 31 (STF31) is its members, who come from diverse backgrounds and locations around the world. The next level of organization is the Chapter, a group of STF31 members who choose to form a local community. Each Chapter is modeled after a starship or space station from the Star Trek franchise and is led by a Commanding Officer (CO).

Following the Chapters, STF31 is divided into geographical Sectors, each of which is managed by a Sector Chief (SC). Finally, Fleet Operations Command (FOCOM) oversees the operations and institutions of the North American organization as a whole.

Section 01:04 - Starfleet Task Force 31 Sector Structure

To support the Fleet Operations Command in addressing the needs of members and Chapters, STF31 divides North America into fifteen geographical Sectors, each governed by a Sector Chief. Each active Sector of STF31, with active Chapters, is headed by a Sector Chief. (See Appendix B - Starfleet Task Force 31 Sector Composition for a comprehensive listing of all currently active Sectors of STF31.)

Section 01:05 - Who Leads Starfleet Task Force 31 ?

As per Article 3 of the current STF31 Bylaws, the governing body of STF31 is the Council of Representatives (COR). The COR is composed of all serving all current Sector Chiefs in STF31. The FOCOM, defined in Article 4, serves as the Operations officers of STF31. The COR makes decisions and approves policies for STF31, while the FOCOM determines the procedures for implementing those policies. This division of responsibility ensures that the voice of STF31 and its members is heard and carried out, through the COR members who represent the individual members of their Chapters, Sectors and STF31 as a whole.

Section 01:06 - The Starfleet Task Force 31 Hierarchy of Authority

The term "Chain of Command" is a common phrase in STF31 and refers to the established escalation process for addressing questions and concerns raised by members. The Chain of Command in STF31, from lowest to highest, is as follows:

- Member
- Chapter Commanding Officer (CO)
- Sector Chief
- Fleet Operations Command (FOCOM)
- Deputy Commander, STF31
- Commander, STF31
- Council of Representatives (COR)

It is important to follow the established Chain of Command in STF31 in order to ensure efficient and fair resolution of

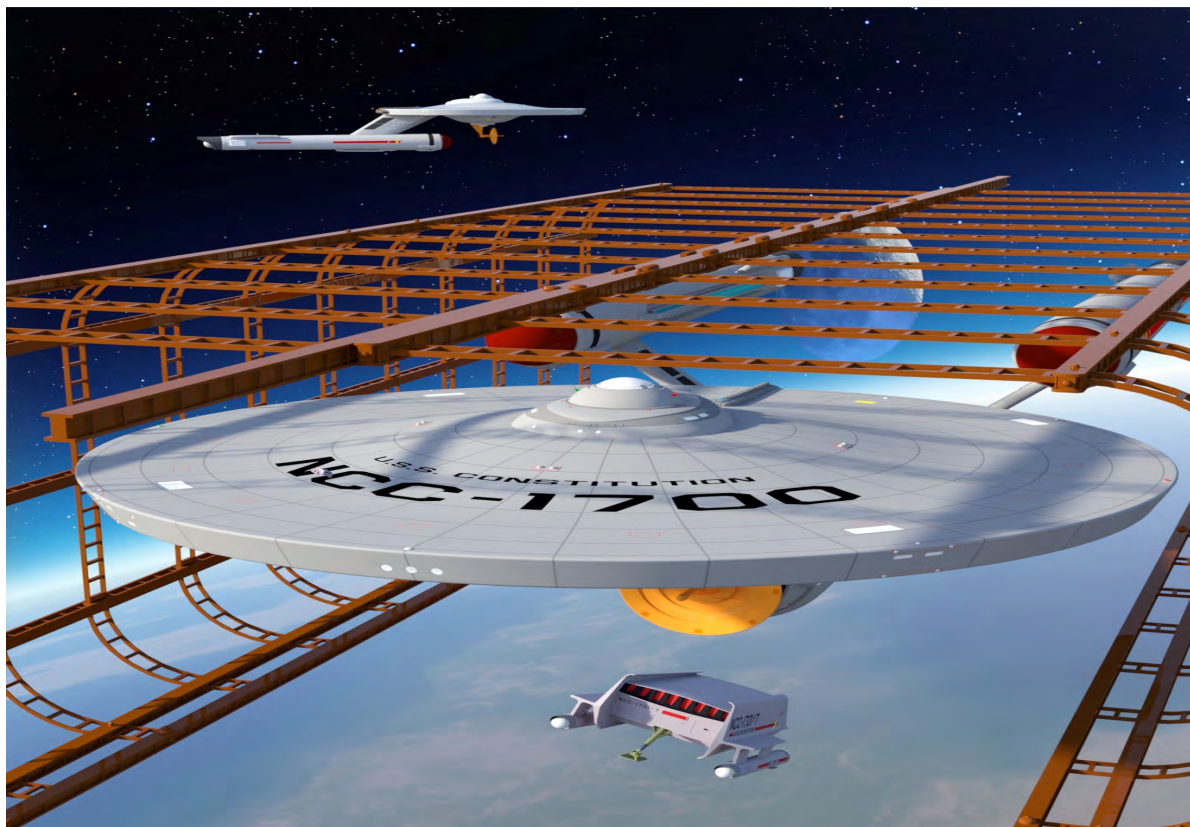


issues. Taking problems directly to the Commander, STF31 would burden them with an excessive workload and delay resolution for everyone. By following the Chain of Command, you allow the appropriate individuals to address your concerns in a timely manner.

The STF31 Chain of Command ensures that the quickest response is given to questions and grievances raised by members. The first point of contact for most issues is the Chapter Commanding Officer, followed by the Sector Chief, FOCOM member, and finally the Commander, STF31. This system helps to avoid overwhelming the Commander, STF31, and ensures fair and efficient resolution of issues.

Remembering the following guidelines will ensure the quickest response to your query:

- It's important to keep in mind that STF31 is run by volunteers who have other responsibilities outside of the organization, so it may take some time for them to respond to your inquiry. If you haven't received a response after 72 hours, you can send a follow-up email to inquire if they received your first email and restate the issue you're trying to address. This will help ensure your inquiry is addressed in a timely manner.
- It is important to always include a Self-Addressed Stamped Envelope (SASE) when mailing a letter. Many recipients, including volunteers, do not receive reimbursement for their expenses, and the cost of a First-Class stamp and envelope can add up quickly if purchased frequently. Inclusion of a SASE is a polite and considerate gesture to minimize these expenses for the recipient.
- To ensure a prompt response to your request, it is important to send it to the appropriate office. STF31 officers do not have all the answers, so directing your inquiry to the relevant office that handles the specific issue will result in a faster response. If you have questions regarding your membership or membership materials, contact the Director, Fleet Personnel Operations, as they handle such issues. If you are unsure of the correct office to contact, consult the Membership Manual that explains the primary duties of each department in FOCOM, or refer to the Organization Chart. If needed, you can also ask your Commanding Officer or Sector Chief for assistance.



SECTION 02:00 STARFLEET TASK FORCE 31 MEMBERSHIP

Section 02:01 – Individual and Family Memberships

STF31 has no membership dues. All memberships are categorized in with two groups. The Individual membership and the Family Membership.

Individual Membership: Open to everyone 18 years and older, this membership is for a single individual.

Family Membership: Designed for one adult member and members under the age of 18 who share a legal residence. This membership type allows for up to 6 members and can include an adult with a physical or mental disability that prevents them from making decisions for themselves. Family membership offers the same rights and privileges as individual membership.

Section 02:02– Membership Options

As membership is free to all, everyone is a voting member. Members have the option to join a STF31 chapter of their choice and hold a fictional rank within the organization, or they may remain unassigned in their sector. There is no requirement to join a chapter and any member can belong to any chapter located in any of the fifteen sectors of STF31.

Members can also choose to become involved in operations and activities and/or hold a position of responsibility at the Chapter, Sector, and STF31 levels. To do so, they must have a registered unique, functional email address that is compatible with STF31 technologies. All members have the right to vote. Parents or Guardians of minor children are expected to act in their best interests, and STF31 is no different. A child is defined as any human being under the age of 18.

Members who are 18 years of age or older and suffer from a disability that prohibits them from making decisions for themselves can have a Parent or Guardian request a Vote by Proxy application.

Membership ID Card Every member receives a STF31 Membership ID Card, which serves as proof of membership and documents important information such as the member's name, a distinctive Serial Number (SN), and membership expiration date. Members can choose to join any chapter of STF31 near or far, subject to acceptance by the Commanding Officer of their chosen chapter. Please note that some chapters may charge dues. If a chapter assignment was not requested when the application was filled out, it can be requested by contacting the Director, Fleet Personnel Operations and the Chapter Commanding Officer.

STF31 policy states that a member can officially belong to the roster of only one chapter at a time, to allow STF31 FOCOM to track memberships and chapter crew strengths efficiently. This chapter is known as the member's Primary Chapter. Members are free to participate in the activities of chapters other than their Primary Chapter. If a member wishes to transfer their Primary Chapter membership from one chapter to another, they must inform both Commanding Officers involved and the Director, Fleet Personnel Operations to make the necessary updates to the STF31 Database and crew rosters.

Section 02:03 – Individual Membership Rights and Responsibilities

As a STF31 member, there are certain rights and responsibilities associated with membership. These rights, subject to change by a vote by the Council of Representatives and contingent upon fulfilling membership responsibilities, include but are not limited to:

- Voting Rights - Members have the right to cast a vote in the STF31 triennial election and any special elections. They also have the right to vote on any STF31 National documents.
- Membership Packet - Members have the right to receive one membership packet per primary contact for their membership, whether they are new or renewing members.
- Subspace Relay - Members have the right to receive issues of the Subspace Relay (if published), which will be announced for download on the website.
- Membership specification - Members have the right to choose between single or family membership and the



ability to switch between the two, as long as it complies with Section 02:01.

- Due Process - Members have the right to a fair hearing process and for all parties involved to be heard before any penalties are imposed.
- Appeal - Members have the right to appeal any penalties issued according to Section 02:06.
- Position Access - Members have the right to access information and apply for any open positions within STF31 or their sector.
- Voicing Opinion - Members have the right to express their views at any level of STF31.
- Starfleet Academy Participation - Members have the right to participate in the STF31 Starfleet Academy.
- Chapter Transfer - Members have the right to transfer from one STF31 chapter to another, with the agreement of the other chapter, for any reason.
- Event Participation - Members have the right to attend all sector and STF31 events, including Summits and Conferences.
- Program Participation - Members have the right to be considered for participation in any STF31 program, if they meet the necessary qualifications.

STF31 Member's Responsibilities

To exercise their membership rights, STF31 members have certain responsibilities that must be fulfilled. Every member is responsible for adhering to a code of behavior and conduct, including but not limited to:

- Conducting themselves in a manner that brings credit to STF31, their sector, chapter, and themselves.
- Fulfilling their duties and following STF31 Bylaws, Membership Manual, other handbooks, Electronic Mailing List Rules, Summit/Conference rules, meeting rules, etc.
- Acting with impartiality and fairness and avoiding decisions where their judgment may be compromised.
- Showing courtesy to fellow members at all times.
- Investigating both sides of a dispute and basing decisions on facts, not assumptions.
- Avoiding actions that could harm STF31's reputation.
- Renewing their membership in a timely manner before it expires.

Non-compliance with these Member Responsibilities could result in disciplinary action according to the guidelines in Section 9 of the Manual.

In addition to the Member Responsibilities, members are encouraged to strive towards the following goals, which are not enforceable but serve as guidelines:

- Praising in public and criticizing in private.
- Verifying before assuming.
- Being the first to praise and the last to criticize.
- Avoiding negative or unproductive confrontations.

Section 02:04 – STF31 Ranks and Recognition

STF31 acknowledges its members' contributions through the granting of fictional ranks. Promotions are based on the member's participation and contribution to the organization. The more you contribute, the higher you will be promoted. The current STF31 rank and grade structure is listed in Appendix C. Ranks are referred to by their grade equivalent (E-x / O-x) as STF31 has multiple branches of service.

Initial Rank Upon joining STF31 and a chapter, you will be given a starting rank by your Commanding Officer. For chapters that use enlisted ranks, the initial rank is usually E-1. For chapters that don't use enlisted ranks, the initial rank is usually O-1. The starting rank is at the discretion of the chapter.

Promotion Authority The chapter Commanding Officer has the authority to promote members up to the grade of O-5 (Commander) and is responsible for creating and implementing the chapter's promotion policy for all grades through O-5. For information on your chapter's promotion policy, please contact your Commanding Officer.

Promotions up to the grade of O-6 (Captain) can be granted to unassigned members within a sector by the Sector



Chief. Contacting the Sector Chief regarding the sector's Promotion Policy guidelines is recommended.

The grade of O-6 (Captain) in STF31 can be awarded through one of three ways:

- by becoming the Commanding Officer of a chapter,
- by the authority of the Sector Chief,
- by the authority of the Fleet Operations Command (FOCOM).

The Fleet Operations Command (FOCOM) is responsible for awarding all grades of O-7 and higher in STF31, known as Flag Ranks, and is the only body that may reduce an officer of O-6 or higher grade in rank. Any member of STF31 can recommend another member of the grade of O-6 or higher for promotion to Flag Rank, and nomination and requirement forms can be found on the STF31 website.

Ranks within STF31 are meant to be awarded for service and responsibility within the organization and are not based on political or personal favors. Ranks are fictitious and are used to enhance the Star Trek feel of the organization, but should never be used to belittle or demean another member. Authority is real, and Fleet Operations Command (FOCOM), Sector Chiefs, and chapter Commanding Officers have the authority to perform their administrative and management jobs within STF31. The watchword for both rank and authority is service.

Section 02:05 - Grievance Handling and Disciplinary Process

Chapter Level

Starfleet Task Force 31 is guided by the principles of Star Trek, including tolerance, brotherhood, cooperation, and just treatment of others. However, disputes may arise between members or chapters. To resolve these issues, it is recommended that members try to find a solution at the local level before involving higher authorities. The chapter CO or SC can assist with resolving disputes within the chapter, and sectoral representatives can help with inter-chapter conflicts.

Avoid using military-style court martial proceedings as these can be confrontational and worsen the situation. Instead, the focus should be on finding a fair and compassionate solution. Ask the individual for their input on how the problem can be resolved.

There are three disciplinary actions that cannot be taken by the chapter or SC: expelling a member from Starfleet Task Force 31, revoking a commission to the Flag Ranks, and imposing punishment that violates civil law. Any violations of these rules will result in expulsion from Starfleet Task Force 31 by the Council of Representatives. Only the Office of the Chief of Fleet Operations has the power to reduce an officer of grade O-6 or higher in rank.

The highest punishment that a chapter can exact from an individual is expulsion, but this should be used as a last resort and only on the truly deserving. The decision to expel a crew member must be conveyed by written letter, and must be forwarded to the Director, Fleet Personnel Operations. The expelled member will then be removed from that chapter's roster and offered membership in another chapter, if possible. Starfleet Task Force 31 will not overrule this action if it has been demonstrated that the expulsion was carried out fairly, and that all other options were fully considered or pursued prior to the expulsion.

STF31, however, is not so naive to believe that people are not occasionally dealt with unfairly, therefore, all members of STF31 are reminded of their right of due process, which guarantees the right to a full investigation into any allegation; the opportunity for both sides of an issue to be fully heard before any judgment is passed; the right to be assumed innocent until proven guilty; and the right to appeal any decision up to the Council of Representatives, whose decision is considered final. Members may appeal any decision that they feel violates their rights as set down by STF31 regulations. Members must remember that with these rights also comes the responsibility of appropriate behavior as set down in Section 02:03, under Member's Responsibilities. One final note—the Senior Officers of STF31 (SC's and up) are not a substitute for local, state, and federal authorities of law and order. If a crime has been committed, summon the police.

Sector/STF31 Level

The STF31 COR and FOCOM are the leaders of the organization and are held to high standards in terms of their conduct and behavior. The process for removing a member from one of these two bodies due to failure to meet their obligations is outlined in Article 3, Section 3.16 and Article 4, Section 4.4 of the current Bylaws.



Section 02:06 – Harassment and Misconduct

STF31 has a strict policy against harassment and misconduct. Any member found to be in violation of this policy shall be subject to immediate discipline and possible expulsion.

What is Bullying?

STF31 also has a zero-tolerance policy for bullying, which is defined as repeated unreasonable behavior towards a member that creates a risk to the health, safety, and good order of the organization.

The effects of bullying on the organization and its members can be detrimental and may result:

- in the loss of trained and talented members,
- the breakdown of teams and relationships,
- distress, anxiety, and loss of self-esteem and confidence in the members who experience this behavior.

The policy against bullying is in place to provide a safe and enjoyable social environment for all members of STF31.

What is not Bullying?

In other words, actions taken by the leadership to manage the work of the organization are not considered bullying as long as they are done in a reasonable manner and without any malicious intent.

In summary, STF31 recognizes that bullying may be subjective and that individual reactions to certain comments and behaviors may vary. Therefore, a minimum standard of professionalism, etiquette, and behavior is required of all members and leadership to ensure respect is shown to others at all times, regardless of the medium of interaction.

Other Unacceptable Conduct

Single incidents of unreasonable behavior like harassment, violence, or threatening behavior can present a risk to health, safety, and good order and will not be tolerated by STF31. Such behavior goes against the minimum standards of professionalism, etiquette, and behavior required of its members and leadership.

Leadership Responsibilities

Leadership in STF31 has a responsibility to create a culture that does not allow or condone harassment, bullying, or violence. Leaders should not engage in such behavior themselves, and should ensure that members understand the policy and the consequences for non-compliance. If leaders observe any such behavior, they should take steps to stop it and refer the matter to the process outlined in STF31 MM Section 09:01.

Section 02:07 – Membership Renewals

Membership renewal dates are displayed on the membership ID cards. If you need assistance finding this information, reach out to the Director, Fleet Personnel Operations. Please note that the renewal process can take up to three weeks, so renew your membership well in advance.

As a Commanding Officer, Executive Officer, Sector Chief, or FOCOM staffer, it is essential to renew your membership on time. You must renew within 30 days of the expiration date to maintain your active membership status. If you experience difficulties meeting the deadline, contact the Director of Fleet Personnel Operations for support. Failure to renew your membership on time may result in a suspension of your commission. If this occurs, you must petition the FOCOM for reinstatement to your previous rank after renewing your membership.

Any member of STF31 may cancel their membership at any time by submitting a written and signed request to the DCSTF31, or by using any other method approved by the CSTF31. The cancellation request may be verified through telephone or email, and the email must match the member's information in the database. The CSTF31 will determine the eligibility for reinstatement of a previously cancelled membership on a case-by-case basis.

A majority vote of the Council of Representatives can also result in membership cancellation. However, the member must first be presented with a list of grievances via Certified Mail and given 30 days to respond in the same manner. The member also has the option to request an additional 30 days to prepare their response.



Members who leave STF31 to avoid an ongoing investigation will be banned from the organization for a minimum of five years. Any future membership application from such individuals must be reviewed by the Council of Representatives.

Section 02:8 – Communications

At STF31, we firmly believe that an engaged and compassionate membership can only be achieved through open and effective communication. That's why we strive to keep our members informed and encourage their active participation in our numerous discussions. We encourage our members to ask questions and share their viewpoints with both their peers and STF31 officials. At STF31, communication is a collaborative effort where everyone's voice is heard and valued.

The STF31 Fleet Coms

STF31 publishes the official quarterly newsletter, Subspace Relay, which provides updates on organizational events, Chapter news, policy changes, Star Trek-related news and reviews, and other articles of interest to STF31 members. Members can download a copy from the STF31 website and are encouraged to submit their own articles, artwork, and photographs for publication. If you'd like to contribute, please reach out to the Subspace Relay Editor for more information.

Chapter Publications

In addition to the Subspace Relay, we strongly recommend that all Chapter Commanding Officers (COs) publish their own newsletters on a regular basis to keep their local members informed of events, projects, and operations. Chapters are responsible for setting their own subscription rates and policies. It's the CO's responsibility to ensure that their members are kept up-to-date with STF31 information.

Online Communication Options

Over the past few years, electronic means of communication have become increasingly important within STF31. We maintain official electronic functions such as a site on the World Wide Web, an electronic mailing list server, and several Facebook pages/groups. Many individual Departments and Chapters also have their own electronic gateways and facilities. All the necessary information can be found at the STF31 website (www.taskforce31.org). Although not all STF31 members have access to these electronic communication facilities yet, we continue to use them to disseminate information to the membership.

We'd like to remind everyone that official communication policies regarding "self-promotion" apply to all media and restrict the direct solicitation of goods and services not approved by the COR or FOCOM in official STF31 channels.

Section 02:9 – Personal Information and Privacy

Starfleet Task Force 31, The North America Star Trek fan Club (referred to as "STF31") is committed to protecting the privacy and security of its members' information. This policy outlines the guidelines for the collection, use, and distribution of member information.

Policy Summary

Member information collected by STF31 is solely intended for providing membership services to its members. The organization does not provide any member information to unauthorized individuals or entities.

Information Distribution Policy

Member information is not to be sold or shared with any person or entity outside of STF31 without approval from the COR. Any approved distribution must be in writing and include the name of the authorized recipient, the date of authorization, and the duration of authorization, if limited. The only exception to this policy is for FOCOM members or authorized agents performing their duties in accordance with the organization's by-laws.

Information Use Policy

Members with elevated access rights to member information must not use, retain, or share the information for personal use or provide it to any unauthorized party. Misuse of member information may result in disciplinary action, as outlined in the STF31 Membership Manual. The matter may also be referred to appropriate authorities.

Information about STF31 Chapters, including the contact information of the Chapter Commanding Officers, is



available on the organization's public website for the purpose of communicating with the Chapters.

Information Security Policy

In the event of an external breach of information, STF31 will contact third-party vendors to investigate the severity of the breach and may involve appropriate authorities. Members may be informed of the incident if deemed necessary.

In the event of an internal breach of information, STF31 will conduct an internal investigation to determine the best course of action. Access to electronic records may be temporarily suspended, and physical records may be required to be returned. Members may be informed of the matter if deemed necessary.

Retention of Information

All member personal information is retained for up to five (5) years after a member allows their membership to expire. All member personal information is covered by this policy and protected from unauthorized use, regardless of whether the membership is active or expired/archived.



SECTION 03:00 – STARFLEET TASK FORCE 31 ORGANIZATION

Section 03:01 – The Council of Representatives

The Council of Representatives (COR) is the ultimate authority on policy decisions within STF31 and serves as an advisory council to the Commander, STF31. The COR consists of all current Sector Chiefs. While the COR oversees policy determination, the FOCOM handles the implementation of such policies. The Commander, STF31 acts as Chairman of the COR, with the Deputy Commander, STF31 taking their place in their absence. If both are absent, the COR will appoint a temporary Chairman from among its members. Matters can be brought to the attention of the Council through any of its members or a petition signed by ten or more STF31 members.

Section 03:02 – Officers of the Council of Representatives

Chairman of the COR:

The Commander, STF31 serves as the chairman of the Council of Representatives. If the CSTF31 is unavailable, the DCSTF31 will serve as chairman. If neither the CSTF31 nor DCSTF31 is available, the CB will choose a member to act as temporary chairman.

Voting Coordinator:

The DCSTF31 or their designated representative will oversee and tally votes on relevant issues voted upon by the COR.

Archivist:

The DCSTF31 or their designated representative will serve as Archivist of the COR, responsible for compiling and maintaining a record of all discussions and votes.

Section 03:03 – The Sector Chief

The Sector Chiefs (SCs) serve as the representatives of STF31 to their assigned sector and act as the voice of their sector's members to STF31. They are responsible for implementing all STF31 policies in their sector and managing its finances. They must abide by all policies and guidelines established by the Council of Representatives.

The SC's serve as the chairpersons of their respective sector, holding ultimate authority over all members in regards to STF31 matters. They have the power to launch and dissolve shuttles within their sector and must submit a monthly operations report to the Director, Fleet Chapter Operations and the CSTF31. Failure to report or participate in voting may result in removal by the Council of Representatives with a two-thirds vote. The SC's are responsible for creating programs and activities within their sector, appointing at least one Deputy Sector Chief, and may serve as a chapter CO if they choose. The chapter they belong to, whether as CO or not, is considered the flagship of the sector.

SC's are elected through a democratic process by the Commanding Officers of the chapters in the sector, following balloting guidelines set by FOCOM and monitored by the Director, Fleet Chapter Operations. They serve at the discretion of their sector and must undergo a biennial election or vote of confidence to ensure their sector and members' needs are being met. To run for the position of Sector Chief, candidates must have completed the Officer Basic Course and Officer Advance Course.

When a situation arises where there are only two chapters in a sector and the voting concludes in a tie, the IG, STF31 will pole each member assigned to the sector in question. The candidate that receives the majority ballots casted will be the incoming Sector Chief.

Section 03:04 - Fleet Operations Command (FOCOM)

The Fleet Operations Command is comprised of the seven top officials of STF31. The chain of command is as follows:

Commander, Starfleet Task Force 31 (CSTF31)
Deputy Commander, Starfleet Task Force 31 (DCSTF31)
Director of Fleet Chapter Operations (DFCO)
Director of Fleet Personnel Operations (DFPO)
Director of Fleet Communications Operations (DFCOMO)



Director of Fleet IT Operations (DFITO)
Director of Fleet SFA Operations (DFSFAO)
Director of Fleet Logistics Operations (DFLO)
Master Chief Petty Officer, Starfleet Task Force 31 (MCPOSTF31)
The responsibilities of each position will be further described in the following paragraphs.

Commander, Starfleet Task Force 31 (CSTF31)

The Commander, Starfleet Task Force 31 (CSTF31) serves as the head of STF31 and presides over the Council of Representatives, which serves as the governing body of the organization. The CSTF31 is responsible for overseeing the general administration and management of STF31, as well as representing the organization in official capacities to external entities and the public. All representatives of STF31 holding positions within the organization are accountable to the CSTF31 or their designated representative.

The CSTF31 holds a critical role in ensuring the financial stability of STF31. They are the only member of the Council of Representatives with the authority to disburse STF31 funds on behalf of the organization. The CSTF31 appoints the Director, Fleet Logistics Operations and other support personnel to handle financial and budget-related duties. They are also accountable for commissioning an annual financial review of STF31 funds and making the results available to the members.

The CSTF31 is responsible for reviewing all organizational Iconography and Heraldry to ensure compliance with all relevant intellectual property laws. Although the CSTF31 may delegate this responsibility, they retain ultimate accountability. All departments and branches within the organization must comply with this effort and provide updates as directed.

The CSTF31 is required to secure a fiduciary bond in the amount of at least \$25,000.00 using funds provided by the organization before taking office (The fiduciary bond requirement is only required if STF31 begins to receive monetary funds). If the CSTF31-elect fails to obtain the bond before January 1st despite the availability of organizational funds, the Council of Representatives may, with a two-thirds vote of its sitting members, prevent the CSTF31-elect from assuming office until they have fully complied with the bonding requirement. In such cases, the Council of Representatives may appoint a temporary CSTF31 to serve until the CSTF31-elect has secured the required bond.

The CSTF31 is elected by the Council of Representatives to serve a non-consecutive two-year term of office. The CSTF31 is required to be at least 25 years of age, bondable (The fiduciary bond requirement is only required if STF31 begins to receive monetary funds), and must be a member in good standing of STF31 for the 4 years immediately prior to the date of term in office begins. Regardless of their current rank, at the time they assume the duties of CSTF31, they shall be promoted to the grade of O-12. Unless overturned by a two-thirds vote of the Council of Representatives, decisions of the CSTF31 regarding STF31 administration and operation are to be considered final.

In the event that the office of CSTF31 becomes vacant, the Deputy Commander, STF31 (DCSTF31) will immediately assume the role and duties of CSTF31. The appointment of a new DCSTF31 shall follow the procedures outlined in Section 07:03 of the STF31 Membership Manual.

Deputy Commander, Starfleet Task Force 31 (DCSTF31)

The Deputy Commander, Starfleet Task Force 31 (DCSTF31) is the second-in-command of STF31, serving as the Council of Representatives Secretary and acting as the organization's representative in the absence of the Commander. The DCSTF31 is responsible for overseeing the production and revision of the Membership Manual, which outlines the structure, policies, and operations of STF31. Additionally, the DCSTF31 directs committees, boards, and departments as assigned by the Commander and may delegate secretarial duties as needed.

The DCSTF31 is elected by the Council of Representatives for a non-consecutive two-year term alongside the CSTF31 and must be at least 25 years old and meet any other qualifications for the CSTF31 position. The DCSTF31 is required to provide a monthly report to the CSTF31 and will be promoted to the rank of O-9 upon assuming the role, assuming they do not hold a higher rank. In the event of a vacancy in the DCSTF31 position, it will be filled by appointment of the CSTF31 with approval from the majority of the Council of Representatives. If the vacancy is due to a specific procedure described in Section 07:03 of the STF31 Membership Manual, the procedure set forth in that section will be followed for appointment of the next DCSTF31.

Director, Fleet Chapter Operations (DFCO)



The Director, Fleet Chapter Operations (DFCO) is the third-in-command of STF31 and is responsible for overseeing the smooth operation of the Sectors, Chapters, and Shuttles. The DFCO collects reports from Sector Chiefs and Chapter COs, administers the Shuttle Program, distributes manuals and materials, and provides approval for launch requests. The DFCO is also responsible for generating the Vessel Registry and assisting members and chapters with operational programs. Decisions made by the DFCO regarding operations are final unless overturned by the CSTF31. The DFCO is appointed by the CSTF31 and must provide a monthly report.

Staff members of the DFCO are available to assist chapters and Sector Chiefs with operational programs and the DFCO must provide an updated list of newly commissioned ships to the Director, Fleet Personnel Operations. The DFCO must be at least 23 years old.

Director, Fleet Communications Operations (DFCOMO)

The Director, Fleet Communications Operations (DFCOMO) is the fourth-in-command of STF31 and is responsible for the timely publication and distribution of official Fleet communications. The DFCOMO coordinates with the STF31 IG for publishing of election related documents. The DFCOMO may also be responsible for publishing other STF31 documents at the discretion of the CSTF31. The DFCOMO is appointed by the CSTF31 and must provide a monthly report to the CSTF31. The DFCOMO must be at least 23 years old.

Director, Fleet Personnel Operations (DFPO)

The Director, Fleet Personnel Operations (DFPO) is the fifth-in-command of STF31 and is responsible for overseeing key membership initiatives such as recruitment, orientation, retention, membership processing, award and promotions processing. Appointed by the CSTF31. The DFPO must provide a monthly report to the CSTF31 and must be at least 23 years old.

Director, Fleet IT Operations (DFITO)

The Director, Fleet IT Operations (DFPO) is the sixth-in-command of STF31 and is accountable for managing and keeping all STF31's computerized records and databases up-to-date. They ensure accurate membership records and assist in the distribution of membership materials and official communications. The DFPO is responsible for creating mailing labels for STF31 publications and election materials. Appointed by the CSTF31, the DFITO must submit a monthly report to the CSTF31 and must be at least 23 years old.

Director, Fleet SFA Operations (DFSFAO)

The Director, Fleet SFA Operations (DFSFAO) is the seventh-in-command of STF31 and responsible for overseeing the administration of the STF31 SFA, which is a correspondence educational program. The DFSFAO is in charge of maintaining an education policy for the entire organization, ensuring that all education services are provided via the adopted learning management system (Moodle), collecting monthly reports from Training Center directors, and maintaining records of graduates. The DFSFAO is appointed by the CSTF31 and must provide a monthly report to the CSTF31. The DFSFAO must be at least 23 years old.

Director, Fleet Logistics Operations (DFLO)

The Director, Fleet Logistics Operations (DFLO) is the eighth-in-command of STF31 and has the responsibility of managing the organization's finances. This includes maintaining financial records and preparing an annual budget. The DFLO also supervises the Quartermaster and is appointed by the CSTF31, and is required to provide a monthly report to the CSTF31. The DFLO must be at least 23 years old.

Master Chief Petty Officer, Starfleet Task Force 31 (MCPOSTF31)

The CSTF31 nominates the Master Chief Petty Officer, STF31(MCPOSTF31) for the position, and the nomination is then sent to the Council of Representatives for confirmation by a simple majority vote. If confirmed, the MCPOSTF31 will serve for a term of two years, starting on the same day of the newly elected CSTF31 takes office and ending on the last day of the same CSTF31's term.

As an advisor and sounding board for all matters relating to enlisted members, including the nearly one-quarter of STF31 who are presently in the enlisted ranks, the Master Chief Petty Officer of STF31 serves the CSTF31. Their responsibilities include promoting growth within the enlisted corps, representing the rank-and-file member in discussions with the CSTF31, and coordinating and mentoring enlisted programs at the Sector and Chapter levels.

Section 03:05 – Order of Succession



In the event that the Commander, STF31 becomes unable or unwilling to fulfill their duties, the Deputy Commander, STF31 may take their place. Upon taking the office, the new Commander, STF31 must appoint a new Deputy Commander. If both the Commander and Deputy Commander are unable to perform their duties, the Director, Fleet Chapter Operations will step in as acting Commander until either the Commander or Deputy Commander returns. If neither return, the Director, Fleet Chapter Operations will become Commander, STF31 through a vote by the Council of Representatives. The new Commander will then appoint a new Deputy Commander and Director, Fleet Chapter Operations. This process will continue within FOCOM as necessary. If the entire office becomes unable to perform its duties, the Council of Representatives may appoint an interim Commander from within their own members to serve for the remaining term.

Section 03:06 – Chapter Commanding Officer

To serve as a Chapter Commanding Officer (CO), one must meet the qualifications outlined in the current STF31 Membership Manual and be at least 18 years old. The CO serves at the discretion of the chapter members and can be removed by them if desired. The chapter's decision to appoint a CO will be reviewed and either affirmed or denied by the Director, Fleet Chapter Operations based on their eligibility and membership standing. Unless there are exceptional circumstances, denial is only based on failure to meet the eligibility criteria. In such cases, the potential CO will be informed of their shortcomings and given 60 days to rectify the issue, during which time they may continue serving as Interim CO.

All CO's are required to send a monthly chapter status report to their Sector Chief and the Director, Fleet Chapter Operations or Deputy Director, Fleet Chapter Operations as per the instructions in the current STF31 Membership Manual. In addition to their legal responsibilities, CO's are responsible for the overall well-being and management of their chapters or shuttles, handling and disbursing their chapter's funds, and keeping financial records.

CO's are expected to act as role models for their crew members and to uphold the values of STF31 and Star Trek. They should strive to encourage growth and cooperation within their chapters and minimize conflicts.

Every STF31 chapter and shuttle must have an Executive Officer (XO) who meets the qualifications set forth in the Membership Manual and is able to take over as Commanding Officer if needed.

Section 03:07 – Judge Advocate General, STF31

To appoint a Judge Advocate General (JAG) in STF31, any current member of the COR can nominate a candidate, who must then be confirmed to the position by a simple majority vote of the COR. If more than two nominees are submitted and none of them gain a clear majority, the top two candidates will face a run-off election, with the one gaining the majority winning. The JAG will serve for a term of up to three years, starting from the first day of the Commander, STF31 taking office and ending on the last day of the year following the election of a new Commander. The COR may reconfirm the existing JAG or allow additional candidates to apply every three years, using the confirmation process outlined above.

The specific duties and responsibilities of a JAG can vary depending on the country, organization, or agency they serve, but typically include:

Providing legal advice: The JAG provides legal advice to the chain of command and other STF31 members on matters related to STF31 only. They do not get involved with real-world individual legal matters outside of STF31.

Prosecuting and defending cases: The JAG serves as both prosecutor and defense counsel in cases dealing with investigations and or punitive actions against any STF31 member.

Ensuring legal compliance: The JAG ensures that all STF31 operations and activities are conducted in accordance with domestic and international law, as well as STF31 regulations.

Supervising legal affairs: The JAG is responsible for the supervision and management of all legal affairs within their jurisdiction, including legal assistance programs, investigations, and administrative proceedings.

Advising on STF31 policy: The JAG advises both the FOCOM and COR leadership on the development and



implementation of STF31 policy related to legal matters, STF31 policy, and operating procedures.

Training and education: The JAG is responsible for providing training and education to STF31 members on topics of the STF31 Code of Conduct, Member Duties and Responsibilities as outlined in the STF31 Membership Manual.

Conducting investigations: The JAG is often responsible for conducting investigations into alleged violations of STF31 rules and operating procedures, and making recommendations to the CSTF31 and the COR on disciplinary action or prosecution.

Overall, the JAG plays a critical role in ensuring that STF31 operations are conducted in a legal and ethical manner, while also protecting the rights and interests of STF31 members.

The COR has discretion over setting Operational and Administrative Guidelines for the Office of the Judge Advocate General, which may be adopted by a simple majority vote. If a member of the COR is dissatisfied with the performance of the JAG, they may submit a motion to the entire COR to have the JAG removed from office. The COR will have 30 days to investigate the matter, which may be extended for an additional 30 days by a simple majority vote. At the end of this period, the Board will submit the motion to a vote, and a simple majority will decide whether to remove the JAG or not.

To be eligible for the position of JAG, the candidate must be at least 23 years old, a member in good standing of STF31 for the three years immediately prior to the date the term in office begins, and must have passed Officer Basic Course and Officer Advance Course. The JAG must report at least once per month to the Commander, STF31.

Section 03:08 – Inspector General, STF31

The Office of the Inspector General (IG), STF31 shall be appointed by the Commander, STF31 and confirmed by a simple majority vote of the COR. The IG shall serve a term of up to three (3) years, starting on the first day of the new CSTF31 term and ending on the last day of the following year's election of a new CSTF31. The IG may be reconfirmed for another term by the COR at the end of their initial term.

The IG is responsible for ensuring the efficiency, effectiveness, and integrity of STF31 operations. The specific duties and responsibilities of an IG can vary depending on the organization they serve, but typically include:

Conducting audits and investigations: The IG is responsible for conducting audits and investigations of STF31 programs, operations, and activities to identify waste, fraud, abuse, and mismanagement.

Ensuring compliance with laws and regulations: The IG ensures that STF31 comply with applicable laws, regulations, and policies, and that they operate in a fair, ethical, and transparent manner.

Evaluating program performance: The IG evaluates the effectiveness and efficiency of STF31 programs, and makes recommendations to improve their performance and outcomes.

Protecting whistleblowers: The IG protects whistleblowers who report misconduct or violations of law within STF31 from retaliation.

Providing advice and recommendations: The IG provides advice and recommendations to STF31 Leadership at all levels, from Chapter CO's, SC's, FOCOM and COR officials on how to improve operations, reduce costs, and enhance transparency and accountability.

Conducting inspections and assessments: The IG conducts inspections and assessments of STF31 and its programs, operations, and activities to identify potential risks and vulnerabilities.

Reporting to COR: The IG reports regularly to the COR on their findings and recommendations, and provides testimony on issues related to STF31 operations and oversight.

Overall, the IG plays a critical role in ensuring that STF31 operates in an efficient, effective, and transparent manner, while also protecting the interests of STF31 members and promoting public trust and confidence in STF31.



The IG is responsible for overseeing electoral processes to elect or confirm Sector Chiefs within various STF31 Sectors, as well as serving as the Election Coordinator responsible for oversight and administration of the CSTF31 election. The IG is responsible for oversee the tallying of the returned ballots.

To be eligible for the position of IG, STF31, candidates must be at least 23 years old, a member in good standing of STF31 for the past 3 years, and must have completed Officer Basic School and Officer Advance Course. The IG shall report to the CSTF31 at least once a month.

Section 03:09 – The Sectors of Starfleet Task Force 31

The Sectors of STF31 are designed to help the organization meet the needs of individual chapters and members. The sectors are geographical divisions and each one is led by a Sector Chief (SC). STF31 currently has fifteen sectors, with a Sector Chief appointed to each sector that contains active chapters. The SC plays a crucial role in ensuring that the policies and objectives of STF31 are implemented in their sector and in representing the members of the sector to the organization.

Section 03:10 – The Chapters of Starfleet Task Force 31

Each chapter of STF31 is unique and its members have a variety of interests, but they all share a common bond of love for the Star Trek universe and Gene Roddenberry's vision of a better future. The individual chapters play an important role in the growth and stability of STF31, with a variety of activities and events being held, ranging from watching Trek episodes and movies to working in community service and participating in role-playing, costuming, and starship/installation design. For more information about the chapters, you can refer to Section 05.

Section 03:11 – Starfleet Task Force 31 Elections

The membership holds Commander, STF31 elections every two years, as outlined in Section 04 of the STF31 Membership Manual. This section covers the election timeline, candidate nomination, and ballot counting and verification procedures.

Section 03:12 - STARFLEET TASK FORCE 31 Officer Disqualification

Officers listed in Section 03:01 to 03:04 and Sections 03:06 to 03:8 may be disqualified by STF31 leadership with or without cause. "Cause" can include, but is not limited to:

- Repeated violations of STF31's mandatory reporting requirements
- Financial misconduct related to a chapter or sector, including failure to keep records
- Refusal to allow chapter or sector members to review financial records or documentation
- Criminal conviction or civil judgment for offenses such as rape, theft, fraud or any felony
- Sexual harassment or misconduct towards a member, as defined in the Membership Manual

Disqualified officers have the right to appeal as outlined in Section 09 of this Manual. The appeal must be concluded by the COR within 60 days of the decision, unless further information is required. In such cases, the COR may extend the period or dismiss the appeal. The officer in question may remain in their position during the appeal process, at the discretion of the COR.

Section 03:13 – Removal of a Senior Officer

STF31 leadership has the authority to remove or decline to acknowledge officers outlined in Sections 03:03, 03:04 and 03:06.



SECTION 04:00 – VOTING AND ELECTIONS

Section 04:01 – Term of Office and Electing Body

The CSTF31 and DCSTF31 will take office on January 1st following the biannual general elections. The CSTF31 and DCSTF31 positions must be filled as a slate. The eligible voters in these elections will be all STF31 members who are in good standing as of August 1st of the election year.

Section 04:02 – Voting Method

If there are only two slates, the slate that receives the most votes from the electorate body will take office on the specified date. If there are three or more slates, an Instant Runoff Voting (IRV) process will be conducted to determine the winner. IRV is a voting system in which voters rank candidates in order of preference. If no candidate receives a majority of first preference votes, the candidate with the fewest first preference votes is eliminated, and their ballots are reallocated to the remaining candidates based on the next preference listed. This process continues until a candidate receives a majority of the remaining votes. The term "instant runoff" refers to the simulation of a series of runoff elections conducted in rounds, as in an exhaustive ballot election. In the contingent vote form of IRV, all but the top vote-getters are eliminated before the instant runoff.

Once a candidate has been eliminated, all of their assigned ballots are redistributed based on the voters' second preference. The vote totals for the remaining candidates are updated, and the candidates are rearranged. If the leading candidate has a majority, they are declared the winner, otherwise, the candidate with the fewest votes is eliminated, and their votes are reassigned. Each ballot is assigned to the remaining candidate who is most preferred by the voter. If a ballot has all of its ranked candidates eliminated, it becomes "exhausted" and can no longer be counted towards any candidate. Ultimately, one candidate must receive a majority of the votes cast for continuing candidates, and they will be declared the winner.

If the combined votes of any group of the candidates with the fewest votes is less than the votes received by the next weakest candidate, then all of those bottom-tier candidates can be eliminated at the same time. This rule applies in any elimination round, regardless of ties. If there is a tie for the last place during elimination, the slate with the least votes from the previous round will be eliminated. If there is still a tie, the vote counters will go back to the next most recent round, and if necessary, to progressively earlier rounds, until one slate can be eliminated.

Section 04:03 – Limitations

If an election for the CSTF31 and DCSTF31 cannot take place, the current CSTF31 must resign immediately at the end of their term. The Council of Representatives will then appoint an Acting CSTF31 from among its members to carry out the duties of the CSTF31 until a STF31 general election can be held. The election schedule will be determined by the Council of Representatives and must adhere to the general rules and regulations for a regular CSTF31 election. The Council of Representatives may also choose to appoint the sitting CSTF31 as the Acting CSTF31, as long as it does not exceed the term limit outlined below.

A person must be a member of the organization for at least three consecutive years before being eligible to run for the office of CSTF31. No person may serve as CSTF31 for four consecutive years or more than six years in total. A person who has served as CSTF31 for three consecutive years or acted as CSTF31 for more than half the duration of another person's term cannot run for the office again until three years have passed since their last day in the office.

Section 04:04 – Election Coordinator

The Inspector General, STF31 is responsible for coordinating all election activity for the duration of the STF31 electoral process, unless they are an announced candidate or have been named to serve on the FOCOM slate. If the Election Coordinator is also a candidate, they must announce this within 5 days and either not stand for election or relinquish the election process to the Deputy IG, STF31. If both the IG, STF31 and DIG, STF31 are ineligible, the Council of Representatives shall choose a member in good standing to act as the Election Coordinator.

Section 04:05 – Supervision of Election Process

The Inspector General of STF31 is responsible for ensuring that the election process follows all the guidelines set forth by the Council of Representatives and the organization's bylaws, and that there are no improprieties. For the



biannual general election, the Inspector General will receive and tabulate all ballots cast. If a special election is called, the Inspector General will perform these duties as specified by the Council of Representatives.

Section 04:06 – Nomination of Candidates

This section outlines the process for submitting nominations for the position of CSTF31. Nominations can be submitted by Chapter Commanding Officers or Sector Chiefs, but not by Shuttle Commanding Officers. Nominations must be signed and dated for hard copy submissions and subject to a verification process for electronically transmitted nominations. The same person cannot nominate in both their capacity as a Commanding Officer and a Sector Chief, and no person can submit more than one nomination. In the case where the CO is also the Sector Chief, the chapters First Officer (FO)/Executive Officer (XO) is authorized to submit a nomination for the chapter.

This section outlines the procedures for nominating candidates for the office of CSTF31. The nominations must be submitted to the Election Coordinator by Chapter Commanding Officers or Sector Chiefs and must be signed and dated. There is a verification process for electronically transmitted nominations. The minimum number of nominations required to qualify as a candidate for CSTF31 is five. Once a member is declared an eligible candidate, they must publicly announce their choice for DCSTF31 within ten days, or decide not to run. The candidates for CSTF31 and DCSTF31 must run together as a slate, and the office of DCSTF31 is subject to the general election of the STF31 membership. The results of the nominations must be handled in accordance with the current Membership Manual.

Section 04:07 – Election Publications

The official election publication is the source of information on the platforms and proposals of the eligible candidates for the position of CSTF31. It may be distributed as a standalone mailing, sent using 1st class mail service or its international equivalent, or as part of an issue of the Subspace Relay. The publication may include the ballots, if allowed under election guidelines. The size and parameters of the election publication are decided by the Election Coordinator and must be published before June 1st via the Subspace Relay and any other medium deemed necessary.

Section 04:08 – Election Timetable

The timetable for the election of the CSTF31 requires that no campaigning can take place before June 1st. Any announcements of platform, candidacy, or intent to seek candidacy are considered as campaigning. The Election Coordinator may make exceptions, and prospective candidates are encouraged to consult with the coordinator. Any violation of the rules regarding early campaigning should be reported to the Election Coordinator, who will then forward the information to the STF31 Council of Representatives. The Council of Representatives will make the final decision on any transgression and determine appropriate punishment.

June 1st to July 15th: Nominations for the position of CSTF31 are accepted.

June 1st: Campaigning may commence for the purpose of soliciting nominations.

July 15th: The Election Coordinator must receive all nominations by this date. Any nomination received after this date will not count towards the official tally.

July 16th: Qualified candidates are announced via the most expedient means possible. Qualified candidates must accept the nomination and announce their DCSTF31 candidate within 10 days or be disqualified.

August 1st: Campaign literature must have been submitted to the Election Coordinator for inclusion in the official Election Publication.

September 1st: All ballots and Election Publications must be in the mail by this date.



October 15th: The IG must receive all ballots by this date.

November 1st: The winning candidate is notified and incumbent CSTF31 begins a transition period, as defined below, if necessary.

December 1st: Results are announced in the Subspace Coms.

January 1st: The newly elected officials take office.

Section 04:09 – One Eligible Candidate

If only one candidate meets the eligibility criteria for the CSTF31 position, the Voting Membership will conduct a vote of confidence. Ballots will be distributed according to the established election schedule. If the sole candidate does not receive a majority of the votes, they will not be appointed as CSTF31. The Council of Representatives will then appoint an Acting CSTF31 from its members to fulfill the duties of the CSTF31 until the next regular election or until a special election is called by the Council of Representatives with the Election Coordinator's advice.

Section 04:10 – Withdrawal From Candidacy

If a nominee for CSTF31 accepts the candidacy and later decides to withdraw from the election, they cannot re-enter the same election. The candidate must inform the Election Coordinator of their withdrawal by electronic or certified mail, and the withdrawal must be verified by the Election Coordinator.

Section 04:11 – Office Turnover

An out-going CSTF31 must make provisions to turn over all materials connected with the office of CSTF31 to the incoming CSTF31 on or before December 31st of the election year. If the out-going CSTF31 fails or refuses to promptly turn over all such materials, the incoming CSTF31 or his designee is authorized to take all appropriate actions, including but not limited to the filing of legal proceedings and the filing of a criminal complaint, which may be needed to ensure compliance with this Section.



Section 05:01 – Chapter Fictional Designations

Throughout the history of Star Trek, an array of ships, star bases, and space stations have been featured. These physical entities are also a prerequisite for any STF31 chapter to become a member of STF31. Chapters are given the liberty to select any fictional structure from the Star Trek universe as their designation, with only a few minor exceptions.

The mainstay of the STF31 is comprised of Fleet Vessels - the traditional starships. These vessels make up the bulk of STF31 and can either be well-known designs from the Star Trek TV series and movies, or unique designs that the chapter has created. In case a chapter requires assistance in choosing and submitting vessel designs, they can contact the Department of Chapter Construction (DCC).

Apart from Fleet Vessels, Fleet Installations are also a part of STF31. With the introduction of Star Trek: Deep Space Nine and Star Trek: Voyager, installations such as space stations have gained popularity among fans. The installations that are part of the Task Force include but are not restricted to, STF31 Headquarters, starbases, space stations, shipyards, and specialty facilities such as communication stations, research facilities, embassies, and consulates. In case a chapter needs help in creating and submitting installation designs, they can reach out to the Department of Chapter Construction.

At the discretion of the Director, Fleet Chapter Operations, certain vessel classifications may be designated that are not typically available to individual chapters. These classifications may include, but are not limited to, the following:

The STF31 Headquarters is reserved for the personnel of the FOCOM.

The STF31 Flagship is designated for the chapter where the Commander, STF31 serves as their personal flagship.

Sector Flagships are assigned to the chapter where the Sector Chief serves as their personal flagship.

STF31 permits only one starbase per sector, which represents the headquarters of the Sector Chief and a home for their staff. No commissioned chapter can opt to become a starbase. Starbases are numbered in sequence, which corresponds to the sector in which they are situated. For example, Starbase 1 is located in Sector One, Starbase 14 is located in Sector Fourteen, and so on. A Starbase cannot be chosen as a chapter's primary membership.

A STF31 chapter can be in one of four operational states: deployed, dry-docked, mothball, and decommissioned. The following sections provide more information on each of these operational states.

Deployed- A Deployed chapter is one that meets all the necessary criteria for ongoing operations. This includes timely submission of reports, having a crew of minimum required strength or better, and the command crew meeting all the necessary requirements specified by STF31. A Deployed chapter is entitled to all the rights and privileges granted by the STF31 Bylaws and Membership Manual.

Dry-Docked- If a chapter falls below the required crew strengths, has a Commanding Officer or Executive Officer who lacks OBC and/or OAC, or has failed to follow proper reporting procedures, the Director, Fleet Chapter Operations can place them in Dry-Dock. Chapters on Dry-Dock have sixty days to rectify the problem, or they will be moved to Mothball status. In cases where a chapter is placed on Dry-Dock due to crew strength, they will remain in Dry-Dock for 180 days (six months), provided the chapter demonstrates continued and documented efforts to recruit members, subject to review by the Director, Fleet Chapter Operations every sixty days.

Mothball- A Mothball chapter is one that has been on Dry-Dock status for more than sixty days without correcting the problems that placed it there. A Mothball chapter is given an additional sixty days to correct these problems, or they will be decommissioned. If a chapter is in Mothball status due to being below required crew strength, they will remain in this state for a period of 180 days, provided they can demonstrate continued and documented efforts to recruit members. This status can be renewed for up to one year, subject to review by the Director, Fleet Chapter Operations every sixty days.

Maintaining Deployed status is crucial for a chapter to be able to fully participate in STF31 activities and exercise all



the rights and privileges granted to it by the organization's Bylaws and Membership Manual. Falling into Dry-Dock or Mothball status can limit a chapter's ability to engage with other members and impact its overall effectiveness within STF31.

Decommissioned - Once a chapter is decommissioned, it is no longer an active member of STF31 and its crew may be reassigned to other chapters. If the former members of the decommissioned chapter wish to continue their membership in STF31, they may do so by joining the Shuttle Program. The Shuttle Program provides a way for members to start a new chapter or join an existing one, and helps ensure that they have the necessary resources and support to get started.

Section 05:02 – Chapter Chairperson/Commanding Officer

The Chapter Chairperson or Commanding Officer (CO) is responsible for leading their chapter and ensuring that its operations align with the values and goals of STF31. As the main point of contact between their chapter and STF31, the CO is also responsible for submitting regular reports to STF31 on the status of their chapter, its members, and its activities.

To be eligible to serve as a CO, an individual must be a member in good standing of STF31 and must have completed both the Officer Basic Course (OBC) and the Officer Advance Course (OAC). These courses provide essential training in leadership, management, and communication skills that are necessary for effective chapter operations. A CO of a Shuttle must have completed OBC, while a CO of a full chapter must have completed both OBC and OAC.

COs are responsible for leading and managing the local chapters, and may participate in arranging chapter events, enforcing policies, and designing projects and operations for the chapter. Members of the chapter should anticipate their CO to possess knowledge of STF31 policies, operations, and ongoing events, and should acknowledge the CO as a reliable source of information and assistance for resolving issues. COs hold the power to confer promotions to chapter members up to the O-5 rank and may also demote members within the same ranks.

Chapters are urged to create and approve their own operational protocols for electing and retaining COs, provided that such procedures do not conflict with the Bylaws or policies of STF31. The CO has the duty of appointing all chapter positions, such as the Executive Officer (XO), department heads, and others. In the case of a chapter-in-training, the XO must be a graduate of the Officer Basic Course (OBC), while for a chapter, the XO must have completed both the OBC and Officer Advanced Course (OAC). The CO is ultimately accountable for the financial management of the chapter.

Section 05:03 – Crew Organization

While the ultimate responsibility for the operation of a STF31 chapter lies with the Commanding Officer, it is indeed common sense to delegate some duties to other members. This not only helps to share the workload but also allows other members to gain experience in running a chapter, which can be beneficial in the long run.

Assigning "real-world" functions to each Department Head is a good idea to ensure that everyone has a specific role and responsibility within the chapter. For example, Communications might be responsible for publishing the chapter newsletter, which could include articles on upcoming events, member spotlights, and news from the wider Star Trek community. This can help keep members informed and engaged in the chapter's activities.

Similarly, Operations could be responsible for setting up and running facilities at monthly meetings. This might include arranging for a suitable meeting venue, ensuring that necessary equipment is available, and coordinating with other



departments to ensure that everything runs smoothly.

Other examples of duties that could be assigned to Department Heads might include organizing fundraising events, managing social media accounts, coordinating with other STF31 chapters, or overseeing recruitment efforts. By assigning specific roles and responsibilities to Department Heads, everyone can work together to ensure the smooth and effective operation of the chapter. This can help build a sense of teamwork and community, which can ultimately benefit the chapter and its members.

Section 05:04 Chapter Crewmembers who are not STF31 Members

STF31 allows for non-STF31 to be crewmembers assigned to STF31 Chapters. These crewmembers are not entitled to benefits that are exclusive to STF31 members. This means that non-members will not receive a STF31 newsletter or be allowed to attend courses at the STF31 SFA.

It is important to note that non-STF31 members may not be counted towards the five-member minimum required to maintain Deployed Status. Deployed Status refers to the minimum requirement of members that a chapter needs to maintain in order to remain an active chapter within STF31.

Additionally, it is important to note that only STF31 members are eligible to hold the positions of chapter Commanding Officer and Executive Officer. This means that non-members are not eligible for these positions.

Section 05:05 – Chapter Finances

Keeping accurate and timely financial records is an essential aspect of responsible financial management for any organization, including STF31 chapters. Accurate records enable chapters to track their income and expenses, monitor their financial health, and prepare financial reports for audits or other purposes.

Maintaining a separate chapter account is also important as it helps to ensure that chapter funds are not commingled with personal funds. It allows for greater transparency and accountability in financial transactions, as well as making it easier to manage financial reporting requirements.

Having more than one authorized signature on chapter checks is also a good practice to help prevent unauthorized or fraudulent transactions. This ensures that no single individual has complete control over the chapter's finances, and that any disbursements are subject to review and approval by multiple parties.

Section 05:06 – STF31 Shuttle Program

The development of the STF31 Shuttle Program was aimed at providing training to individuals and groups who desire to establish official chapters of STF31 and receive a chapter charter. New chapters of STF31 are typically formed for various reasons such as geographical distance from an active chapter, the specific requirements of a group of members, and cultural or philosophical differences. In order to aid these members in creating a successful and thriving chapter, the STF31 Shuttle Program was designed to facilitate their growth and development.

It is equally important, if not more so, to choose an appropriate chapter name. The Department of Chapter Construction is responsible for approving names for chapters, and a plethora of options are available for nomenclature. However, all chapter names are subject to approval by DCC, and no STF31 shuttle or chapter can be launched or commissioned without an approved DCC chapter name. For additional information on chapter naming and any applicable restrictions, please contact DCC.



In the STF31 Shuttle Program, new chapters operate as chapters-in-training under the guidance of established chapters, which are known as Support Ships. The formation of a Shuttle requires the fulfillment of the following conditions:

- The crew should comprise a minimum of three (3) active members of STF31, including both the Commanding Officer (CO) and the Executive Officer (XO). However, only individual memberships or a maximum of two (2) members per family membership will count towards meeting this minimum requirement.
- The CO and XO are required to have passed the STF31 Officer Basic Course (OBC) examination.
- Authorization must have been obtained from the Department of Chapter Construction for the vessel name, NCC/TFR number, and starship/station class and type. (Note that Shuttles will utilize NX/TFX prefixes during the Shuttle Program.)
- Both the CO and XO must be at least 18 years of age.

Since there may be Shuttle chapters that lack internet connectivity, there are two methods of submitting a CCR package: either via the Postal Service or electronically.

If the above requirements have been met, the Shuttle Chapter's CO is required to compile the following items into an envelope and submit it via postal service:

- A completely filled and signed Chapter Construction Request (CCR) form.
- A copy of the CO and XO's Officer Basic Course (OBC) certificates.
- A copy of the DCC vessel approval letter.
- Three self-addressed stamped envelopes - one addressed to the Sector Chief (SC), One to the Shuttle Support Chapter (SSC) and the other to the Deputy Director, Fleet Chapter Operations (DDFCO).

After preparing the package, it should be sent to the CO of the Support Chapter for their signature on the CCR. Once signed, the entire package should be forwarded to the Sector Chief. In the event that the vessel is located in a Sector outside of their Support Chapter, both the Sector Chief's of the vessel's Sector and the Support Chapter's sector must receive and sign all paperwork during the shuttle period. Additionally, your sector may require you to send a copy of the CCR to the Sector ShOC officers. After the Sector Chief(s) sign the CCR, they will forward the package to the Deputy Director, Fleet Chapter Operations.

The process for electronically submitting the launch CCR involves several steps, including obtaining vessel approval from DCC, obtaining OBC eligibility information, and completing the CCR form. Here is a summary of the steps involved in electronically submitting the launch CCR:

- Obtain vessel approval: The prospective Shuttle receives vessel approval from DCC via email.
- Obtain OBC eligibility information: The prospective Shuttle obtains the OBC eligibility information from the STF31 Database or has a copy of the certificates that can be emailed as an attachment.
- Fill out and submit CCR form: The prospective CO downloads and prints the CCR PDF file, fills out the form, scans it, and emails it to the official email addresses of the Support Chapter CO, the SC, any Sector ShOC officers that may request it, and the Deputy Director, Fleet Chapter Operations.
- Obtain signatures and distribute CCR: After each person signs the CCR, he/she scans it and sends it via email attachment to the next person on the CCR distribution list. The DCC approval email and the OBC eligibility information or certificates are attached to this email.
- Receive final approval and launch Shuttle: When the final approval is issued by the Deputy Director, Fleet Chapter Operations, the Shuttle Chapter is launched. Once Fleet Chapter Operations has received and verified the



package, they will formally launch the shuttle and promote the CO to the grade of O-5 and the XO to the grade of O-4 (provided they do not already hold those grades or higher).

In the Shuttle Program, trainee chapters undertake tasks and operations akin to those of an established chapter of STF31. They are required to submit monthly reports to the Support Ship CO, SC(s), and Deputy Director, Fleet Chapter Operations. As part of their experience in the program, the crew is prompted to initiate the creation of operational procedures, newsletters, recruitment drives, and other activities that are typically carried out by established chapters of STF31.

To complete the Shuttle Program, new Shuttles of STF31 must spend a minimum of five (5) months, although the duration may extend further if deemed necessary. The program typically spans from five (5) to eight (8) months to finish.

Section 05:07 – STF31 Chapter Program

Typically within a timeframe of five (5) to eight (8) months, the Shuttle Program chapter crew has the option to submit another CCR form with the goal of becoming a chartered chapter. However, certain conditions must be met before being granted this commission, which include:

- The crew must consist of a minimum of five (5) active members of STF31, which should include the CO and XO. It's worth noting that individual memberships and up to two (2) members per family membership count towards this minimum.
- The CO and XO must have successfully completed the Officer Advance Course (OAC) exam.
- Authorization must have been obtained from the Department of Chapter Construction for the ship name, NCC/TFR number, and starship/station class and type. If the group hasn't changed their vessel, the original authorization can be used.

In order to submit a CCR package via Postal Service, after meeting the requirements mentioned earlier, the Shuttle CO is required to compile the following documents into an envelope:

- A new, completed, and signed Chapter Construction Request (CCR) form.
- Copies of both the Officer Basic Course (OBC) and Officer Advance Course (OAC) Certificates of both the CO and XO.
- A copy of the DCC vessel approval letter.
- Three self-addressed stamped envelopes; one for the SC, one for the Support Chapter CO, and one for the Deputy Director, Fleet Chapter Operations

The process for electronically submitting the commissioning CCR is as follows:

- The prospective Chapter receives approval from DCC via email, which may use the previous approval.
- The prospective Chapter obtains the OBC/OAC eligibility information from the STF31 Database or provides a copy of the certificates as an email attachment.
- The CCR PDF file is downloaded, filled out by the prospective Commissioning CO, printed, scanned, and emailed as an attachment to the official email addresses of the Support Chapter CO, the SC (both SC's if the Support Chapter is in a different Sector), any Sector ShOC officers that may request it, and the Deputy Director, Fleet Chapter Operations
- Each person signs the CCR, scans it, and sends it via email attachment to the next person on the CCR distribution



list, along with the DCC approval email and the OBC/OAC eligibility information or certificates as attachments.

After Fleet Chapter Operations has received and verified the CCR package, it will be forwarded to the Director, Fleet Chapter Operations. The Director will then proceed to formally commission the chapter and promote the CO to the grade of O-6 and the XO to the grade of O-5 (provided that they do not already hold those grades or higher).

If you would like to obtain more detailed information about the STF31 Shuttle Program or learn how to become a chapter of STF31, please feel free to reach out to either the Deputy Director, Fleet Chapter Operations or the Director, Fleet Chapter Operations. If you prefer to contact them via postal mail, please include a self-addressed stamped envelope with your inquiry. We highly recommend that proposed chapters keep copies of all submitted materials, particularly the completed CCR.



Section 06:01 – Membership Dues

Members of STF31 are not required to pay any dues for membership. However, if it is deemed necessary to implement membership dues at a later time, approval from the Council of Representatives will be required.

Section 06:02 – Chapter Charter Fee

The Council of Representatives has the authority, with a simple majority vote, to impose an annual Chapter Charter Fee on STF31 Chapters or Shuttles. If enacted, the Chapter Charter Fee will be imposed on all Chapters starting from the calendar year following the completion of their first year as a STF31 Chapter. Shuttles and newly commissioned Chapters will be required to pay a Chapter Charter Fee equivalent to the Chapter Charter Fee. The annual Chapter Charter Fee must be reasonable in amount and used solely to provide services and benefits to all Chapters and Shuttles.



SECTION 07:00 – REMOVAL OF OFFICERS FROM A POSITION

Section 07:01 – Sector Chiefs

In the event that the Commanding Officers (CO's) of any Sector are dissatisfied with the performance of their Sector Chief (SC), they must first attempt to reconcile their differences with the SC. If all avenues of reconciliation have been exhausted, the CO's may petition the Inspector General of STF31 to initiate the process of removing the SC from office. The petition must be signed by at least 25% of the Sector's CO's.

Upon receiving the petition, the Inspector General will conduct an oral interview and/or request written statements from all parties involved. If the Inspector General believes that their participation in the matter would create a conflict of interest, they may recuse themselves and their staff. If there is no one on the Inspector General's staff who can assume jurisdiction over the matter, the petition will be sent to the CSTF31 for further action.

After considering all positions, the Inspector General (or the investigator who assumed authority over the case) must decide whether to submit the petition to the Council of Representatives for further consideration or call for an immediate Vote of Confidence by the Commanding Officers of the Sector in question. If the petition is submitted to the Council of Representatives, they will deliberate on the matter and then vote on whether to request a Sector Vote of Confidence. The vote will exclude the SC who is the subject of the removal petition, and no voting proxies will be accepted.

If the petition to remove the SC is supported by over 50% of the Sector's CO's, the Vote of Confidence process will be initiated automatically. If the Sector Vote of Confidence favors removal, the CSTF31 will promote the senior-most sitting Vice Sector Chief to serve as Interim Sector Chief until a new SC can be elected.

Furthermore, if an SC fails to cast votes in at least 75% of the matters put forth for vote in a calendar year, the Council of Representatives may, by two-thirds vote of the assembled Council, remove the SC as specified in Article 5, Section 5.16 of the STF31 Constitution.

Section 07:02 – Member of the Fleet Operations Command (FOCOM)

Any member of STF31 has the right to request the removal of a member of Fleet Command Operations (FOCOM) by submitting a petition to the Commander, STF31 (CSTF31) or the Council of Representatives (COR). However, removal petitions can only be based on the alleged lack of performance of official duties by the FOCOM member and not on personal disputes between the petitioner and the FOCOM member. Any petition based on personal disputes shall be summarily denied.

If, after conducting an investigation, the CSTF31 or the Inspector General (IG) determines that the FOCOM member is unable or unwilling to perform their official duties in the best interest of STF31, the FOCOM member shall be removed as per Article 6, Section 6.4 of the STF31 Constitution.

Section 07:03 – Commander, Starfleet Task Force 31 (CSTF31)

In the event that the Commander, STF31 (CSTF31) fails to fulfill their duties as outlined in the Constitution and Membership Manual, or if their actions bring harm to the reputation of STF31, an impeachment process can be initiated by the Council of Representatives (COR) upon receipt of a petition signed by at least 5% of the current membership from a minimum of 10 chapters in at least 2 separate Sectors.

During the impeachment proceedings, the CSTF31 will have the opportunity to defend their actions to the assembled COR, and can choose any member of STF31 to act as their advisor. If the CSTF31 is unable or unwilling to select an advisor, the COR may appoint one for them.

The COR will appoint a STF31 member, who may be a current Sector Chief, to act as an advocate during the proceedings. If necessary, portions of the proceedings may be conducted in closed session to prevent the release of potentially defamatory material. However, a transcript of the proceedings will be made available for public review at an appropriate time after the conclusion of the proceedings, unless both the COR and CSTF31 mutually agree in writing that the transcript should not be made available.



If the COR votes in favor of removal of the CSTF31 with a two-thirds majority after a full and fair review of the charges, the CSTF31 must resign within thirty days or any shorter period set by the COR. Failure to comply with the resignation order will result in removal by the COR, with the CDSTF31 taking over as the new CSTF31. The new CSTF31 must nominate a candidate for the new DCSTF31 position within ten days of taking office, and the COR must confirm or reject the nominee within thirty days by a majority vote.

If the former CSTF31 does not cooperate with the new CSTF31 or the COR in the timely transition of all required STF31 files and materials, as outlined in the Membership Manual or other official resolutions, either the new CSTF31 or the Inspector General of STF31 may pursue legal action in accordance with the laws of the United States of America.

Section 07:04 – Commanding and Sector Officers

The Commanding Officers of all STF31 chapters are accountable to their crews and may only be removed by their members, except under the circumstances specified in Section 03:01.

Sector Officers, including Vice Sector Chiefs, are under the authority of the Sector Chief and cannot be removed by anyone else.

Auxiliary Departments, as described in Section 10:01, seeking to appoint an officer responsible for an area of shared responsibility with a sector will receive guidance from their department or the DCSTF31. These officers are not automatically part of a Sector Chief's staff and are not under their direct supervision. However, as they need to work with the Sector Chief and their staff, the Sector Chief's approval is required for their appointment. Additionally, these Departmental Officers must provide the Sector Chief with copies of their required reports as defined by their departmental guidelines.

Section 07:05 – The Judge Advocate General, Starfleet Task Force 31

In the event that a member of the Council of Representatives becomes dissatisfied with the performance of the Judge Advocate General, that member may submit a motion to the entire Council of Representatives to remove the Judge Advocate General from office. The Council of Representatives will have a period of thirty days from the date of the motion to investigate the matter. However, by a simple majority, the Council of Representatives may vote to extend this period for an additional thirty days.

At the conclusion of the investigation period, the Council of Representatives will vote on the motion to remove the Judge Advocate General. A two-thirds majority of the Council of Representatives is required for the removal of the Judge Advocate General from office.

Section 07:06 – The Inspector General, Starfleet Task Force 31

If the CSTF31 is dissatisfied with the performance of the Inspector General, he may initiate a process to have the Inspector General removed from office. The Council of Representatives will investigate the matter and then vote whether to remove the Inspector General or not, with a two-thirds majority vote required for removal.



Section 08:01 – Fiscal Year

The fiscal year of STF31 starts on July 1st and ends on June 30th of the following calendar year, and all transactions are conducted in US currency.

Section 08:02 – Accounting System

It is the responsibility of the Office of the CSTF31 to establish and upkeep an accounting system for STF31 that adheres to generally accepted accounting principles, ensuring compliance with tax-exempt regulations. This system should produce financial statements that are clear and straightforward, published in the Subspace Relay no fewer than three times annually.

Section 08:03 – Funds Invested

STF31's funds, apart from necessary current expenses, must be invested in United States Federally insured bank deposits or instruments guaranteed by the full faith and credit of the United States of America, or in other investments authorized by the Office of the CSTF31. Safe deposit boxes cannot be used for depositing funds, and no investments or loans should result in personal profit or advantage of any member or officer of the organization. Except for funding the annual conference and essential business operations, no funds should be invested or spent in any business venture or manner that leads to an actual loss of money. Any individual authorizing such a business undertaking shall be held personally accountable to the corporation and its members for all losses incurred.

Section 08:04 – Fiduciary Bonded

To ensure financial integrity, all individuals who handle STF31's funds exceeding \$750, including their designates, must be bonded in amounts determined by the Office of the CSTF31. (The fiduciary bond requirement is only required if STF31 begins to receive monetary funds, otherwise it is not required).

Section 08:05 – Money and Property

The money and property owned by this organization, any of its Sectors, or individual chapters (including Shuttles) shall be utilized solely for the benefit of the organization, sector, or chapter, its members, or for the charity or fund to which the money or property is assigned. No contracts or expenses involving STF31 funds shall be made that would lead to personal gain or benefit of any officer or member of STF31.

Section 08:06 – Disbursements

The Director, Fleet Logistics Operations shall be responsible for all disbursements made by STF31. They must maintain accurate records of each disbursement, including the date, payee, description of the goods or services received, the relevant budget line item, and the amount paid.

Section 08:07 – Financial Reviews

The Office of the CSTF31 shall ensure an annual review of STF31's financial records by an audit committee composed of a subset of the Council of Representatives. The review must be completed before filing the annual return to the IRS. All members of the Council of Representatives shall have read-only access to the organization's financial statements and records.

Section 08:08 – Financial Liquidation

If STF31 is dissolved, liquidated, or ceases operation, any property and assets owned by the organization shall be used to pay all outstanding debts before any remaining assets are donated to a charitable corporation recognized under Title 26, United States Code, Section 501(c)(3) or (c)(7), as selected by the Office of the CSTF31 on behalf of the membership.



Section 08:09 – Starfleet Task Force 31 Conference (STF31C)

If a Starfleet Task Force 31 Conference is approved, the Director, Fleet Logistics Operations shall oversee all funds related to the event. The conference chair shall receive funds from the Director, Fleet Logistics Operations in accordance with guidelines specified in the Membership Manual.



SECTION 09:00 – DISCIPLINARY PROCESS AND APPEALS

Section 09:01 – Disciplinary Action and Possible Sanctions

STF31 refrains from handling criminal matters, unless the criminal activity specifically pertains to the functions of STF31. In the event that a member has information regarding a criminal act committed by another member, they must promptly report it to the relevant authorities and also inform their immediate chain of command.

This section is intended to address matters that directly pertain to STF31, specifically any violations of the provisions outlined in the STF31 by-laws and membership manual. In the event that a member wishes to file a complaint against another member for violating these documents, they must follow the process outlined below.

Step 1: Filing a Complaint

To file a complaint against another member for violating the STF31 by-laws or membership manual, the complainant member must submit their complaint to the CSTF31. The complaint must include all relevant supporting documentation and information.

Once received, the CSTF31 will review the complaint to determine whether it has merit and whether an investigation is warranted. If the complaint pertains to Section 02:05 and the CSTF31 finds that there is insufficient evidence or information to proceed with an investigation, or if he/she does not believe an investigation is necessary, the CSTF31 will inform the Complainant Member via email or letter. However, the Complainant Member will have 30 days to submit additional information if they wish to make a final request for an investigation.

Step 2: Processing the Complaint

If the CSTF31 finds that the complaint has merit and warrants investigation, the complaint will be forwarded to the Judge Advocate General for further review. The Judge Advocate General will then record the details of the complaint, assign a tracking number, and commence an investigation according to the procedures outlined in the Judge Advocate General, STF31 Manual.

It is important to ensure that the investigation is conducted as promptly as possible to maintain timeliness.

Step 3: Reporting

Once the investigation is complete, the JAG will prepare a report detailing the findings of the investigation. This report will be submitted to the CSTF31, COR, and all members involved in the complaint.

The report will include a comprehensive list of the grievances raised and sections of the STF31 by-laws and membership manual that were found to be in violation. The report will be sent to the Accused Member via email or certified mail, using the address listed in the membership records. The report may also include any recommendations by the JAG.

It is important to ensure that all parties involved are fully informed of the findings of the investigation, as well as any recommendations made by the JAG.

Step 4: Accused Response

After the report is sent to the Accused Member, they will have thirty (30) days to respond to the JAG via email or certified mail. The Accused Member has the right to request a single extension of thirty (30) additional days from the JAG to prepare their response.

It is important to ensure that the Accused Member is given ample opportunity to respond and defend themselves against the allegations made in the report.



Step 5: The Decision

After the expiration of the response term or upon receipt of the Accused Member's response, the CSTF31 Operations will call for the creation of a disciplinary board. The disciplinary board will be made up of three Sector Chiefs from sectors other than the defendant member or any interested parties. The senior Sector Chief, as determined by the length of time in office, will serve as the chair of the disciplinary board.

Once the disciplinary board is formed, the CSTF31 will immediately submit the complaint and all relevant evidence to the board for review and decision.

It is essential to ensure that the disciplinary board is impartial and comprised of individuals who have no conflicts of interest with the defendant member or any of the parties involved.

Step 6: Sanctions

If the complaint is found to be valid, the disciplinary board may impose one or more of the following sanctions:

- The Accused Member may receive a written warning, which will be provided to them by their Sector Chief, and kept on record by the Member's Sector Chief and the JAG.
- The Accused Member may be demoted in rank.
- The Accused Member may be recommended to the CSTF31 for expulsion from the organization.
- The Accused Member may be subject to legal action in a civil proceeding or face charges in a criminal court of appropriate jurisdiction.
- The case may be deferred to the entire COR for any other sanctions that they may deem necessary.

It is essential to ensure that the sanctions imposed are fair, reasonable, and proportionate to the violation committed by the Accused Member.

Step 7: Notification

The Accused Member will be informed of the disciplinary board's decision and any imposed sanctions by the CSTF31 or their duly appointed representative. Notification will be sent by email or mail, depending on the preference of the Accused Member, to the address listed in the membership records.

It is essential to ensure that the Accused Member is informed of the decision in a timely and respectful manner, and that they are provided with any necessary information regarding the sanctions imposed, including the reasons for the decision, and the expected timeline for compliance with the sanctions.

Step 8: Appeal

The Accused Member has the right to appeal the disciplinary board's decision and any imposed sanctions. To lodge an appeal, the Accused Member must submit a written appeal to the JAG and the CSTF31 via email or certified mail within thirty (30) days of the date of the email sent notifying them of the decision and sanctions or of the date of receipt of the decision letter if sent via certified mail.

The appeal must include a detailed explanation of the grounds for the appeal, any evidence or documentation supporting the appeal, and the requested outcome. The JAG will review the appeal and make a determination whether to uphold, modify, or reverse the decision and sanctions imposed. The Accused Member will be informed of the outcome of the appeal in writing.

Step 9: Complaint against CSTF31

In the event that the complaint is against the CSTF31, the DCSTF31 shall fulfill all of the duties where the CSTF31 is listed in the process above. This includes reviewing the complaint, determining if an investigation is warranted,



processing the complaint, and forming the disciplinary board.

If the complaint is found to be valid, the disciplinary board will make a recommendation to the COR for appropriate sanctions, including but not limited to, a written warning, reduction in rank, or expulsion from the organization. The Accused Member has the right to appeal the decision and any imposed sanctions, following the appeal process outlined in Step 8.

Section 09:02— STF31 Appeals Process

Starfleet Task Force 31 members have the right to appeal any judgments made against them by Starfleet Task Force 31 or its officers, as stated in the Starfleet Task Force 31 Membership Manual. The Council of Representatives serves as the formal appellate body, but a body of three members will be convened to review appeals to avoid burdening the COR. Members have 30 days from the date of the Notice of Findings to file an appeal with the Judge Advocate General, STF31, which must include the request for appeal and the matter or case number being appealed.

To establish a Starfleet Task Force 31 Appeal Review Board, the JAG informs the Commander, STF31 of the appeal within 48 hours of receipt. If an Appeal Review Board is required, the CSTF31 instructs the Deputy Commander, STF31 to form the Board within 24 hours. The DCSTF31 selects one volunteer each from the Council of Representatives, Fleet Operations Command (excluding the DCSTF31 and CSTF31), and a member-at-large who has been with Starfleet Task Force 31 for at least 3 years. The members of the Board must be chosen within 15 days, and none of them can be from the same sector as the member filing the appeal or be part of the disciplinary board that first reviewed the matter.

The DCSTF31 posts a request for volunteers through official channels, and if multiple volunteers step forward, the first qualified volunteer from each group should be chosen. If no volunteers present themselves, the DCSTF31 will draw a random name from the most current roster of the Fleet Operations Command, Council of Representatives, and Commanding Officers. Once the Board is assembled, it contacts the appellant to request any relevant materials and has a maximum of 15 days for the delivery of said materials. The Board also requests copies of any relevant investigation reports and disciplinary board's deliberations.

The Appeal Review Board reviews the materials and determines whether the appeal has merit and warrants reconsideration by the full Council of Representatives. The Board is not authorized to re-investigate the matter under appeal and has a maximum of 90 days to conclude its review. Once the review is complete, the Board informs the appellant and the Commander, STF31 of their decision within 48 hours. If the Board determines that the appeal has merit, the Commander, STF31 presents their determination to the full Council of Representatives for review within 48 hours of receipt. The COR has 60 days to review the appeal and render a decision by a two-thirds or greater vote, which may allow the prior decision and sanctions to stand, vacate all prior sanctions and impose new sanctions, or vacate the prior decision and all sanctions completely. No extensions on this review are allowed.

If the Appeal Review Board determines that the appeal is without grounds for consideration by the full Council of Representatives, then the appeal ends, and the original decision stands.



Section 10:00 – AUXILIARY DEPARTMENTS

Sometimes, a group of members within STF31 may wish to come together based on a shared interest that extends beyond the local level or is not accommodated by the existing structure. To enable such groups to form, STF31 provides them with the opportunity to establish an Auxiliary Department. An Auxiliary Department is a subset of STF31 that offers members a new service or focus area while remaining integrated within the larger command hierarchy of STF31. This means that while the Auxiliary Department may have its own distinct organizational structure, it is still ultimately accountable to STF31 as a whole.

To establish an Auxiliary Department, interested members should reach out to the Deputy Commander, STF31 (DCSTF31) who is responsible for overseeing these departments. The DCSTF31 can initiate the formation of an Auxiliary Department and provide support in its administration as needed. However, it's important to note that Auxiliary Departments should not serve as a replacement to the parent organization, but instead, should contribute to the STF31 experience.

If an Auxiliary Department gains significant membership, the DCSTF31 may request the department to be officially recognized in the next version of the Members Manual (MM). Once codified in the MM and ratified by the COR, these Auxiliary Departments are considered approved member services that are offered directly to the member, and no director or officer can obstruct the delivery of these services.

It's important to note that creating an Auxiliary Department is not a requirement for like-minded STF31 members who want to organize around a shared interest. If a sub-group is smaller in scale and wishes to remain that way, they are not obligated to become an Auxiliary Department. However, interested members can still explore the option of forming an Auxiliary Department with the DCSTF31 at any time.

There are many "unofficial" groups throughout STF31, and they serve as a valuable starting point for potential future Auxiliary Departments. These unofficial groups can provide a space for members to come together, share their interests, and potentially grow into an organized Auxiliary Department in the future.

Section 10:01 — STF31 Auxiliary Departments Statuses

As a department within STF31 grows or declines, it may transition through different statuses in the program. Here are the different statuses and their descriptions:

- **Permanent Auxiliary Department:** An Official Auxiliary Department can attain this status if it has consistently provided excellent service to members, has gained widespread membership support over a significant period of time, and has been approved by the COR (as being codified in the MM). Permanent Auxiliaries receive the support of the FOCOM, including website establishment and other relevant services. They will also be added to Section 10:02 of the Membership Manual, with a detailed description for each.
- **Official Auxiliary Department:** Any Provisional Auxiliary Department that has met the approval of the DCSTF31 after a year of provisional status is eligible to become an Official Auxiliary Department. However, the DCSTF31 reserves the right to revoke this status at any time if the Auxiliary fails to meet service provision standards.
- **Provisional Auxiliary Department:** Groups that have created a service that members are interested in and have applied for official status fall under this category. The DCSTF31 will review and approve or reject the group's application. If approved, the group will undergo a twelve-month provisional period to provide services to the membership with the support of the FOCOM as designated by the DCSTF31.



- **Unofficial Group:** This refers to a group that has not sought DCSTF31 approval and operates without FOCOM support.

It is important to note that groups with any political affiliation or religion as their focus or interest are prohibited and will not be approved as an Auxiliary Department of STF31.

Section 10:02— Established Permanent Auxiliary Departments

Section 10:02:01 - STF31 Military Assault Command Operation (MACO)



The STF31 Military Assault Command Operations (STF31 MACO or MACO) is a Permanent Auxiliary department under the DCSTF31. The MACO Commander is appointed by, and reports to, the DCSTF31, with the advice and consent of the CSTF31.

To become a member of STF31 MACO, one must be a member in good standing of STF31. The designation of "MACO Operator" within the organization can be utilized as either an Active or Reserve role as part of a STF31 membership. The membership of the MACO is diverse, including veterans, active duty military personnel, and individuals who simply prefer a military theme to their Star Trek fan activities. MACO are not a military or paramilitary organization, despite its use of common military terminology.

MACO is organized along traditional military lines, similar to STF31. However, instead of being organized along Navy lines and using terms such as 'Fleets' and 'Ships', MACO uses ground force equivalents, such as 'MACO Groups' or 'MACO Company'. MACO uses the same geographical boundaries that define STF31 Sectors, with each sector area of responsibility (AOR) having a corresponding MACO Group. The MACO Group Commanders (MGRPC) are appointed with the guidance of the local Sector Chief, in accordance with Section 07:04 of the Member Manual. STF31 MACO units can only be attached to a chapter (MACO Company (MCO)).

It should be noted that MACO is a Permanent Auxiliary department due to its consistent outstanding service to members, widespread adoption through active membership affiliation, and approval by the COR.



Section 11:01— STF31 Starfleet Academy

This academy serves as the training grounds for the most talented and productive officers within STF31, and is organized into various Colleges, each of which is overseen by a Dean. The courses are directed by dedicated individuals who are here to assist members in their development as part of a premiere group in fandom.

The STF31 SFA has an extensive awards program that recognizes top-performing students for their academic achievements. These awards are given yearly, with the Red Squad recognizing the "Best" students who have attended the STF31 SFA, the Blue Squad recognizing the best Cadets who have completed courses, and the Gold Squad recognizing families who have completed the STF31 SFA school together.

In addition to these annual awards, there are also Picard Awards that are given on a monthly basis, based on the total number of courses a member has passed throughout their career with STF31.

Participation in all courses is encouraged, with special emphasis on the Officer Basic Course (OBC) as a starting point for newer members to learn how the STF31 operates and begin making basic command-level decisions. Other courses provide valuable insights into STF31, Trek trivia, and real-life activities.

For a complete list of the Academy courses, members can contact the Director, STF31 SFA.



Section 12:01 – Procedures to Update the Bylaws

If a proposed amendment has been approved by the COR, it may be presented to the general membership for their approval. Alternatively, if a petition for an amendment has been submitted and includes the proposed amendment at the top of each signature page, with signatures from at least 10% of the general membership at the time the petition is turned in to the Commander, STF31, the amendment may also be presented to the general membership for their approval after verification of the signatures by the Director, Fleet Personnel Operations.

However, the COR may authorize cosmetic amendments by a two-thirds vote, such as correcting spelling, numbering, or grammatical errors. Such amendments may not alter the basic meaning, purpose, or function of any provision in the Bylaws.

Section 12:02 – Procedures to Update the Membership Manual

The Membership Manual or any revised version can only be adopted with the approval of a majority of the COR. Significant changes, which are required by approved Bylaw changes, COR resolutions, or changes in compliance with the law, must be made within 30 days of adoption or implementation. These changes require the majority approval of the COR.

Operational changes resulting from changes in office or technology or due to human error, which do not substantially alter the basic meaning, purpose, or function of the Membership Manual, may be made as necessary. Such changes do not require approval from the COR, except for the following three instances:

1. The "Welcome" note from the CSTF31 - Only the CSTF31 may change this item, which can be done at any time to facilitate smooth transitions. No other item may be changed without notification and approval from the COR.
2. Appendices that may change due to updates in URLs and email addresses - When such changes are made by the STF31 FOCOM, the information must be submitted to the COR within 30 days of authorization. However, efforts should be made to minimize such changes. If the COR feels that any of the alterations do not meet the criterion of not substantially altering the basic meaning, purpose, or function of the Membership Manual, the matter is immediately placed before the COR for discussion and a subsequent vote.
3. Correcting misspellings, mistakes in numbering, or similar grammatical errors - If necessary, the FOCOM may make changes to the Membership Manual to address such errors, provided that the changes do not substantially alter the basic meaning, purpose, or function of the Manual. The information must be submitted to the COR within 30 days of authorization. If the COR feels that any of the alterations do not meet the criterion, the matter is immediately placed before the COR for discussion and a subsequent vote.

Within 30 days of any changes to the FOCOM, the DCSTF31 is required to submit an updated Membership Manual. If the changes require approval from the COR, the CSTF31 is responsible for submitting the updated Membership Manual to the COR for their approval and subsequent vote.



APPENDIX A - ACRONYMS AND TERMINOLOGY

Abaft: Farther aft, as, "The plot room is abaft the bridge."

Abeam: On a bearing of 90° (abeam to starboard) or 270° (abeam to port).

Aboard: In or on a ship. Sometimes used in reference to being in or on a station, when there is a close-by shore facility to avoid confusion.

Aerospace: 1. The atmosphere of a planet and the space immediately surrounding it. 2. The combat arm that conducts operations in aerospace.

Aft: Toward the stern. Not as specific as abaft.

After: Of two locations, the one farthest aft, as, "The after wardroom."

All Hands: The entire ship's (station's) company.

Amidships: An indefinite area midway between the bow and the stern. "Rudder Amidships" means maneuvering thrusters are off or employed equally to port and starboard so the ship does not change course in the XY plane.

AMOS: Additional MACO Occupational Specialty

Astern: Directly behind a ship.

Athwart: Across; at right angles to; perpendicular.

Away Mission: Any mission assigned to an Away Team, (this usually means it will take place off ship).

Away Team: A group of ship's personnel that are sent off ship for some specific purpose. Used to be called "Landing Party".

AWD or Awd: Award

Aye or Aye, Aye: Reply to a command or order meaning "I understand and will comply" used aboard ship (many times used ashore as well, though sometimes supplanted by roger and/or wilco).

Battalion (BN): A unit of organization consisting of three or more companies, plus attached elements.

Battery: A company-sized artillery unit.

Beam: 1. The extreme breadth of a vessel; 2. A structural support; 3. A focused energy transmission; 4. To move by matter transporter.

Bear: The act of being located on a bearing, as, "The target bears 045 mark 3."

BOS: Branch of Service.

Brig: Confinement facility for prisoners aboard a vessel. Off ship facilities are known as jails or prisons.

Bulkhead: A wall on a ship.

Caliber: Measurement of a projectile's diameter, usually measured in millimeters or in hundredths of an inch.

CB: Captain's Board

Chapter:

CMF: Career Management Field

CSTF31: Commander, Starfleet Task Force 31

CO: Commanding Officer

Company: a unit composed of two to four platoons.

COR: Council of Representatives

DA: Direct Action

DCSTF31: Deputy Commander, Starfleet Task Force 31

DFCO: Director, Fleet Chapter Operations

DDFCO: Deputy Director, Fleet Chapter Operations

DFPO: Director, Fleet Personnel Operations

DDFPO: Deputy Director, Fleet Personnel Operations

DFCOMO: Director, Fleet Communications Operations

DDFCOMO: Deputy Director, Fleet Communications Operations

DFITO: Director, Fleet IT Operations

DDFITO: Deputy Director, Fleet IT Operations

DFLO: Deputy Director, Fleet Logistic Operations

DDFLO: Deputy Director, Fleet Logistic Operations



DFSFAO: Director, Fleet Starfleet Academy Operations

DDFSFAO: Deputy Director, Fleet Starfleet Academy Operations

Fire Team: The smallest level of organization in an infantry unit, consisting of four personnel. The standard fire team consists of a team leader, two infantrymen, and a light weapons specialist. Two teams make a squad.

FOCOM: Fleet Operations Commander

Gear: Equipment To get dressed/strap on all of your equipment is to "gear up".

JAG: Judge Advocate General. JAG officers are the military equivalent of lawyers.

JSOTF: Joint Special Operations Task Force

Line Officer: An officer who commands combat troops. See also Staff Officer.

Local Commander: The MACO Operator in charge at any specific time/event is considered the 'local commander'. For example, the 1MGRP Commander would be the local commander for the 1MGRP Muster (even if the STF31 MACO Commander is in attendance) and would specify the highest level uniform for the muster.

MACO: Military Assault Command Operations

MACOCO: Military Assault Command Operations Commander

MACOCMCPO: Military Assault Command Operation Command Master Chief Petty Officer

MACODCO: Military Assault Command Operations Deputy Commander

MACOCOM: MACO Command

MACOG1: MACO General Staff 1 - Personnel

MACOG2: MACO General Staff 2 - Intelligence

MACOG3: MACO General Staff 3 - Operations

MACO G4: MACO General Staff 4 - Logistics

MACOG5: MACO General Staff 5 - Training

MACOG6: MACO General Staff 6 - Signal

MACOG7: MACO General Staff 7 - Public Relations

MACO Special Warfare Operator Manual (MSWOM): Primary manual for the MACO Company and MACO Operators

MBN: MACO Battalion

MBNCMCPO: MACO Battalion Command Master Chief Petty Officer

MBNCO: MACO Battalion Commander

MBNXO: MACO Battalion Executive Officer

MCCO: MACO Correspondence Company, a company which does most of its activities through regular or electronic mail or via telephone.

MCO: MACO Company also referred to as a MACO Team

MCOCO: MACO Company Commander, also known as the MACO Team Leader

MCOXO: MACO Company Executive Officer, also know as the Assistant Team Leader

MGRP: MACO Group

MGRPCMPO: MACO Group Command Master Chief Petty Officer

MGRPCO: MACO Group Commanding Officer

MGRPDCO: MACO Group Deputy Commanding Officer

MGS: MACO General Staff

MOD: MACO Operational Detachment.

MODA: MACO Operational Detachment- Alpha, the tactical team consisting of 12 MACO Operators.

MODACO: MACO Operational Detachment Assistant Commander, also referred to a MACO Operational Detachment Assistant Team Leader.

MODB: MACO Operational Detachment- Bravo, Headquarters Section of a MACO Company.

MODC: MACO Operational Detachment- Charlie, Headquarters section in a MACO Battalion.

MODCO: MACO Operational Detachment Commander, also referred to as MACO Operational Detachment Team Leader.

MOS: MACO Occupational Specialty

MOU: MACO Operational Units



MQC: MACO Qualification Course
MSWO: MACO Special Warfare Operator
MTCO: MACO Training Company
NCOIC: Non Commissioned Officer in Charge
Noncom: Another term for NCO, or Non Commissioned Officer.
Non Commissioned Officer (NCO): Enlisted grades E5 through E9.
OAC: Officer Advance Course, second of three officer development courses available through the STARFLEET TASK FORCE 31 Training Center. You must complete OBC before you can take OAC and then the Officer War College.
OIC: Officer in Charge
OAC: Officer Advance Course
OBC: Officer Basic Course
OWC: Officer War College
Platoon: An organizational unit consisting of 3 (or more) squads. Platoons usually have an OIC (the Platoon Leader) and a NCOIC (the Platoon Sergeant).
PMOS: Primary MACO Occupational Specialty
SAC: Sector Awards Committee
SC: Sector Chief
Serial Number (SN): Your STF31 membership number. It is usually a five digit number.
SFA: Starfleet Academy
Sector: Numerical Geographic area comprising of several States or Provinces
STF31: Starfleet Task Force 31: The North America Star Trek Fan Club
SF: Special Forces
STF31MTC: Starfleet Task Force 31 MACO Training Center
SMOS: Secondary MACO Occupational Specialty
SOF: Special Operational Forces
SOP: Standard Operating Procedure, a set of instructions that cover a standard situation and what needs to be done in such a situation.
SPECOPS: Special Operations
Squad: An infantry unit consisting of two to four fire teams, plus a squad leader.
Squad Leader: The individual in charge of a squad, usually an experienced enlisted man or Junior NCO.
Staff Officer: Any officer assigned to a unit who is not directly responsible for the command of troops. A good example are the officers who run the intelligence, logistics, and personnel departments at a unit's headquarters.
Task Force: A task-formed STF31/MACO Unit, which is almost always composite (elements from many branches) in nature. It is usually larger than battalion strength and composed of several different units or MCO. For STF31 this would be a grouping of ships to complete a specific task/mission.
Starfleet Task Force 31: The North America Star Trek Fan Club
Task-Formed: A unit composed to accomplish a task. It may consist of an existing unit or may draw from existing units to form a new unit. It may be permanently established or exist only until the task is accomplished.
STF31: Starfleet Task Force 31
Troop: A company-sized cavalry unit.
Uniform Code of Military Justice (UCMJ): The laws and regulations that real-world US military personnel are expected to follow.

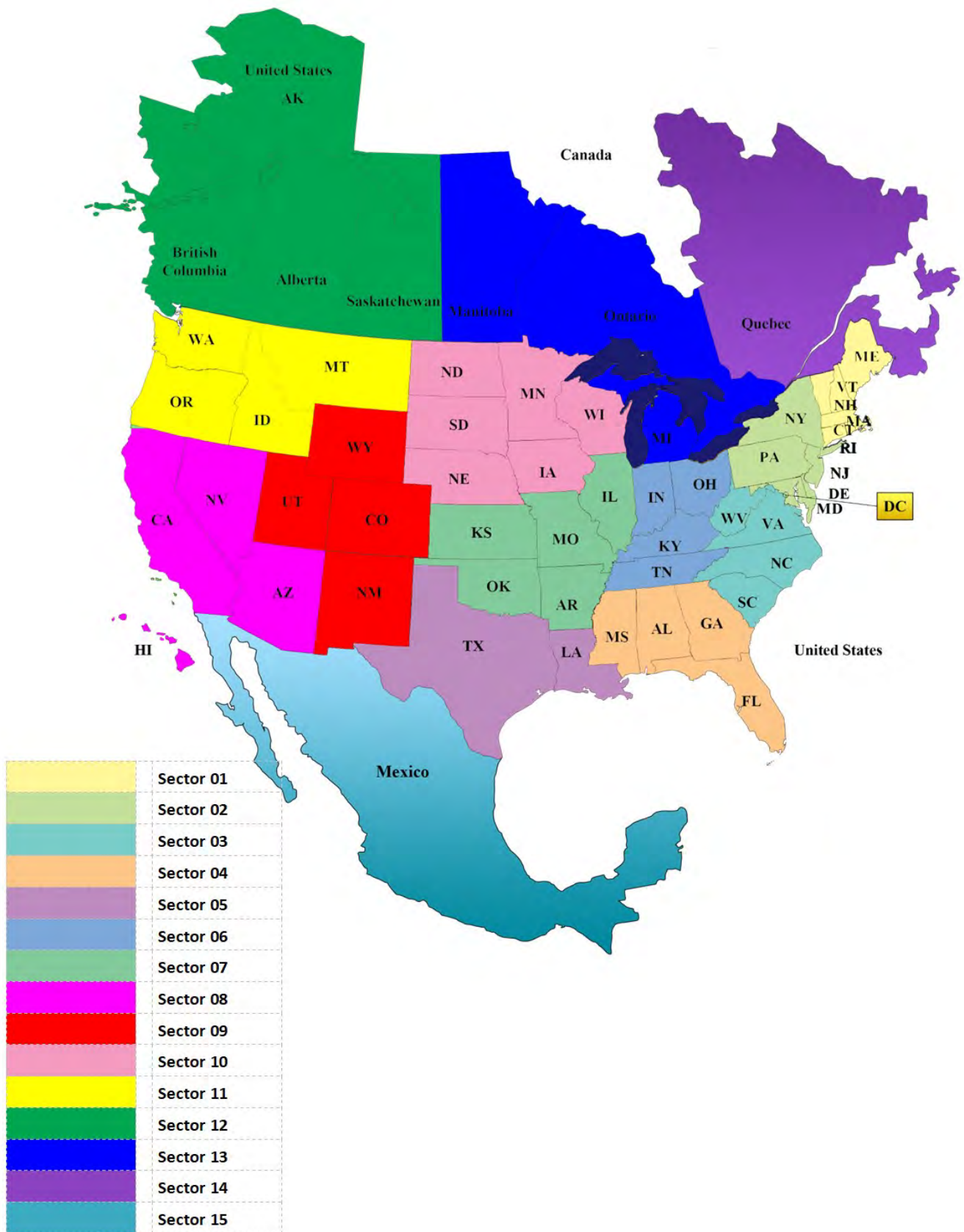
APPENDIX B - STARFLEET TASK FORCE 31 SECTOR COMPOSITION

The following is a comprehensive listing of all currently active Sectors of Starfleet Task Force 31

Sector One	First in Space	
	Connecticut	Maine
	Massachusetts	New Hampshire
	Rhode Island	Vermont
Sector Two	Second To None	
	Delaware	District of Columbia
	Maryland	New Jersey
	New York	Pennsylvania
Sector Three	Never Out Of The Fight	
	North Carolina	South Carolina
	Virginia	West Virginia
Sector Four	We Quell the Storm, and Ride the Thunder	
	Alabama	Florida
	Georgia	Mississippi
Sector Five	Force for Freedom	
	Louisiana	Texas
Sector Six	Fury From the Sky	
	Indiana	Kentucky
	Ohio	Tennessee
Sector Seven	To liberate the oppressed	
	Arkansas	Illinois
	Kansas	Missouri
	Oklahoma	
Sector Eight	Always Above	
	Arizona	California
	Hawaii	Nevada
Sector Nine	Swift, Silent, Deadly	
	Colorado	New Mexico
	Wyoming	Utah
Sector Ten	Make Peace or Die	
	Iowa	Minnesota
	Nebraska	North Dakota
	South Dakota	Wisconsin



Sector Eleven	If you wish for peace, prepare for war	
	Idaho	Montana
	Oregon	Washington
Sector Twelve	Whatever It Takes	
	Alaska	Alberta
	British Columbia	Saskatchewan
Sector Thirteen	Deeds, Not Words	
	Manitoba	Michigan
	Ontario	
Sector Fourteen	Ready for All, Yielding to None	
	Quebec	New Brunswick
	Newfoundland	Nova Scotia
	Prince Edward Island	
Sector Fifteen	Strike And Hold	
	Mexico	



APPENDIX C - STARFLEET TASK FORCE 31 RANK AND GRADE COMPARISON CHART

Officer Ranks				
Grade	STF31	Abbrev.	STF31 MACO	Abbrev.
O-12	Fleet Admiral	FADM	No Equivalent	
O-11	Admiral	ADM	Admiral	ADM
O-10	Vice Admiral	VADM	Vice Admiral	VADM
O-9	Rear Admiral	RADM	Rear Admiral	RADM
O-8	Commodore	COMM	Commodore	COMM
O-7	Fleet Captain	FCPT	Senior Captain	SCPT
O-6	Captain	CAPT	Captain	CAPT
O-5	Commander	CMDR	Commander	CDR
O-4	Lieutenant Commander	LCDR	Lieutenant Commander	LCDR
O-3	Lieutenant	LT	Lieutenant	LT
O-2	Lieutenant Junior Grade	LTJG	Lieutenant Junior Grade	LTJG
O-1	Ensign	ENS	Ensign	ENS

Warrant Officer Ranks				
Grade	STF31	Abbrev.	STF31 MACO	Abbrev.
W-5	Warrant Officer 5	WO5	Warrant Officer 5	WO5
W-4	Warrant Officer 4	WO4	Warrant Officer 4	WO4
W-3	Warrant Officer 3	WO3	Warrant Officer 3	WO3
W-2	Warrant Officer 2	WO2	Warrant Officer 2	WO2
W-1	Warrant Officer 1	WO1	Warrant Officer 1	WO1

Enlisted Ranks				
Grade	STF31	Abbrev.	STF31 MACO	Abbrev.
E-9	Master Chief Petty Officer	MCPO	Command Master Chief Petty Officer Master Chief Petty Officer	CMCPO MCPO
E-8	Senior Chief Petty Officer	SCPO	Command Senior Chief Petty Officer Senior Chief Petty Officer	CSCPO SCPO
E-7	Chief Petty Officer	CPO	Chief Petty Officer	CPO
E-6	Petty Officer First Class	PO1	Petty Officer First Class	PO1
E-5	Petty Officer Second Class	PO2	Petty Officer Second Class	PO2
E-4	Petty Officer Third Class	PO3	Petty Officer Third Class	PO3
E-3	Crewman	CRM	Crewman	CRM
E-2	Crewman Apprentice	CRA	Crewman Apprentice	CRA
E-1	Crewman Recruit	CRR	Crewman Recruit	CRR



APPENDIX D - STARFLEET TASK FORCE 31 RANK CHART

STF31 Officer Rank Insignia



O-11
Admiral



O-10
Vice Admiral



O-9
Rear Admiral



O-8
Commodore



O-7
Fleet Captain



O-6
Captain



O-5
Commander



O-4
Lieutenant
Commander



O-3
Lieutenant



O-2
Lieutenant
Junior Grade



O-1
Ensign

STF31 Cadet Officer Rank Insignia



Cadet
4th Class



Cadet
3rd Class



Cadet
2nd Class



Cadet
1st Class

STF31 Warrant Officer Rank Insignia



WO-5
Warrant
Officer 5



WO-4
Warrant
Officer 4



WO-3
Warrant
Officer 3



WO-2
Warrant
Officer 2



WO-1
Warrant
Officer 1

STF31 Enlisted Rank Insignia



E-9
Command Master
Chief Petty Officer
STF31

E-9
Command Master
Chief Petty Officer



E-9
Master Chief
Petty Officer



E-8
Command
Senior Chief
Petty Officer



E-8
Senior Chief
Petty Officer



E-7
Chief Petty
Officer



E-6
Petty Officer
First Class



E-5
Petty Officer
Second Class



E-4
Petty Officer
Third Class



E-3
Crewman



E-2
Crewman
Apprentice



E-1
Crewman
Recruit



Enlisted
Cadet

APPENDIX E - STARFLEET TASK FORCE 31 MACO RANK CHART

STF31 MACO Officer Rank Insignia



O-11
Admiral



O-10
Vice Admiral



O-9
Rear Admiral



O-8
Commodore



O-7
Fleet Captain



O-6
Captain



O-5
Commander



O-4
Lieutenant
Commander



O-3
Lieutenant



O-2
Lieutenant
Junior Grade



O-1
Ensign

STF31 MACO Cadet Officer Rank Insignia



Cadet
4th Class



Cadet
3rd Class



Cadet
2nd Class



Cadet
1st Class

STF31 MACO Warrant Officer Rank Insignia



WO-5
Warrant
Officer 5



WO-4
Warrant
Officer 4



WO-3
Warrant
Officer 3



WO-2
Warrant
Officer 2



WO-1
Warrant
Officer 1

STF31 MACO Enlisted Rank Insignia



E-9
Command
Master Chief
Petty Officer
STF31



E-9
Command
Master Chief
Petty Officer
MACO



E-9
Command
Master Chief
Petty Officer



E-9
Master Chief
Petty Officer



E-8
Command
Senior Chief
Petty Officer



E-8
Senior Chief
Petty Officer



E-7
Chief Petty
Officer



E-6
Petty Officer
First Class



E-5
Petty Officer
Second Class



E-4
Petty Officer
Third Class



E-3
Crewman



E-2
Crewman
Apprentice



E-1
Crewman
Recruit

APPENDIX F – GLOSSARY

Realizing that many of the terms and acronyms we use so casually in conversation may confuse those who haven't had the benefit of years of active military service, we have included this glossary of "Mil-speak." While it is far from it should cover most of the ones found in this manual and what you might overhear in normal 'Grunt' conversation.

Nautical Terminology - Because MACO Operators have a long history of service on naval vessels and with naval personnel, they freely use nautical terminology just like their naval counter-parts. This can be confusing for the recruit when someone tells him to "secure the hatch" when they really want him to "shut the door". The following guide may help:

- ◆ When you are on a planet or space station, you are ashore.
- ◆ To move from shore to ship, you go onboard.
- ◆ If you make the journey via transporter you beam aboard.
- ◆ If you walk aboard via access tube through a docking hatch, you go aboard the quarterdeck via the brow.
- ◆ If you go aboard via shuttle or aerospace craft, you land aboard.
- ◆ When such craft land aboard a ship, they are recovered - when they leave the ship, they are launched.
- ◆ When a ship is cruising under its own power it is said to be underway - when it is docked or grounded at a base or station it is in port or more infrequently it may be said to be moored or anchored.

Directions - MACO Operators will often use nautical terms for directions:

- ◆ The front of the ship is the bow and its forward-most point is called the stem - to move in that direction is to go forward.
- ◆ The rear of the ship is called the stern - to move in that direction is to go aft.
- ◆ If something aboard is behind you, it is aft - something is behind the ship itself, it is astern.
- ◆ In between the bow and the stern is amidships.
- ◆ As you face the bow, things on your left are to port - things on your right are to starboard.
- ◆ An imaginary line drawn from the stem to the stern is called the centerline.
- ◆ Things placed on a line perpendicular to the centerline are said to be athwart ships.
- ◆ To move toward the centerline is to move inboard - to move away is to move outboard.
- ◆ To go up to an upper deck is to go topside - to go down to a lower deck is to go below.

Structural Terms - Terms used in reference to ship construction are widely applied to structures ashore as well.

- ◆ The floor is called the deck – the ceiling is the overhead.
- ◆ The wall is the bulkhead and a door a hatch.
- ◆ A hallway is a gangway or passageway and stairs are known as ladders.

of rooms also have different names:

- ◆ A bedroom is known as a stateroom.
- ◆ A bunk room is a berthing compartment.
- ◆ A dining room is a wardroom (for officers) or a mess deck/hall (for enlisted).
- ◆ The bathroom is a head... and the general term for an unspecified room is simply compartment.



