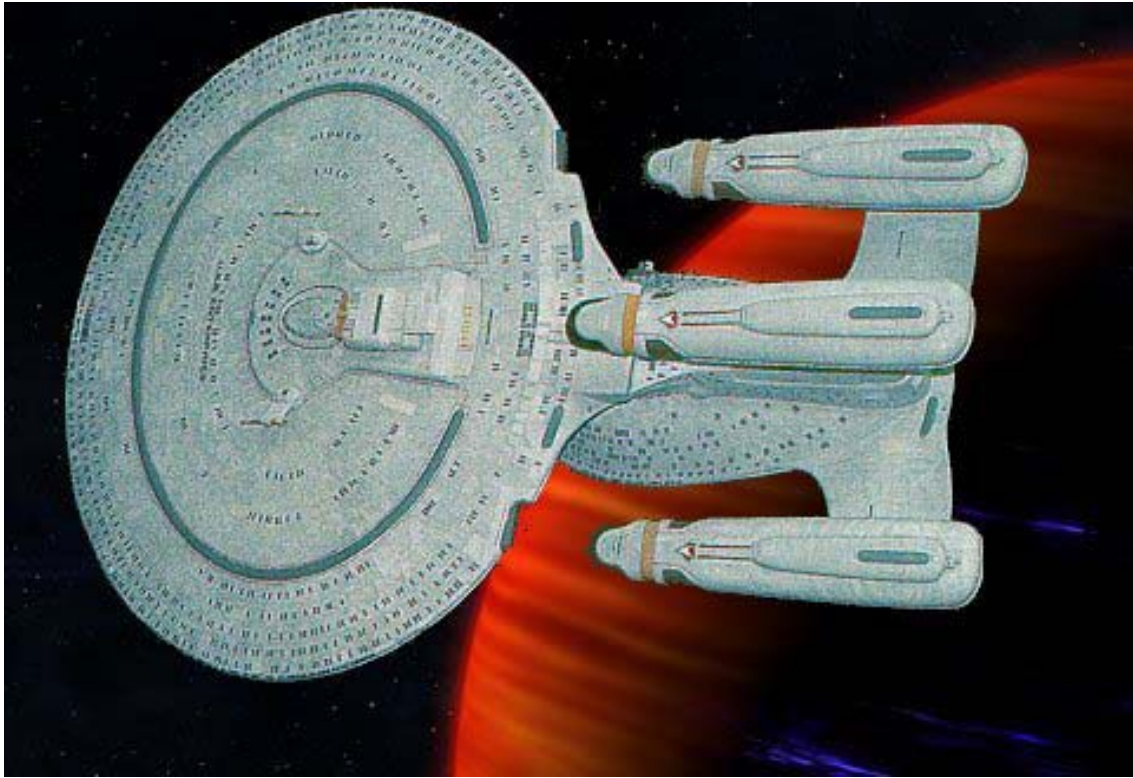


# USS *Mir*

**NCC-73281**



## **Crewmember's Handbook and Reference**

*Revised February 2004*

# The History of the USS Mir

The USS Mir began when STARFLEET Captain John Baldwin and his wife, Commander Linda LaSut, moved to Las Cruces, New Mexico from Philadelphia. Finding no STARFLEET presence in Las Cruces, they set a goal to create a STARFLEET chapter in their new home. Taking their first steps as the Flight Team Nexus, our founders began the difficult task of recruiting in April of 1995.

With 14 STARFLEET members on their roster, the Shuttle Nexus was launched from the USS Trinity Dawn NCC-21168 on October 15, 1995. Because Captain Baldwin had previously commanded a STARFLEET ship, Shuttle Operations Command (ShOC) approved the Shuttle Nexus for the accelerated program. Recruiting efforts continued and the membership grew steadily. In January of 1996, ShOC informed Captain Baldwin that the USS Trinity Dawn had defected to the UFPI (a happening that was all too common during that period in STARFLEET history). The Nexus was left to find a new mothership (a sponsor ship to new a shuttle) to commission under or be dissolved and have to start all over again. Sashi German, Commanding Officer (CO) of the USS Thagard in Philadelphia, agreed to sign on as mothership to the Nexus.



*John Baldwin & Linda LaSut*



Safely under the wing of the USS Thagard, the Nexus sailed through the remainder of its shuttle service. In June of 1996, the Nexus received verbal confirmation of our commissioning and officially became the USS Mir NCC-73281, the first Entente Class Dreadnought put into STARFLEET service. Although we wouldn't receive our commissioning paperwork until that December, the commissioning certificated lists our commissioning date as January 31, 1996. We have traditionally celebrated our anniversary in June,

the month we got verbal confirmation and approval of our starship status. Our only regret was that Captain Baldwin and Commander LaSut had to return to Philadelphia before our commissioning came through. Former Executive Officer (XO) Jeff Spurgeon, was appointed as our new CO by Captain Baldwin upon his departure. While Lieutenant Commander Nancy Lynch was listed as Acting XO in the interim, Captain Spurgeon named Ensign David Braddi as our new XO in July of 1996

The next three years passed uneventfully. It was during this time that the first version of our bylaws was written by Captain Spurgeon. In 1998, Major Randy Lynch created the 875<sup>th</sup> MSG, a STARFLEET Marine group, within the Mir and was named as the group's Officer in Charge (OIC). Dubbed the "Screamin' Weazels," this group added a new level of participation among the crew.

On May 7, 1999, Captain Spurgeon stepped down as CO due to a new job and Captain Nancy Lynch was appointed the new CO. While many traditions in the chapter were maintained, this was a period of many changes on the Mir. When Commander David Braddi resigned as XO in May of 2000, Commander Deb Kern was named as his replacement. Commander Kern inspired many of the crew to serve in the 17th Brigade, the SFMC staff, and on the Regional staff, resulting in the Mir becoming more connected to and involved with the rest of Region 17.

In June of 2002, Colonel Randy Lynch stepped down as 875<sup>th</sup> MSG OIC and was replaced by CSGM Jack Kern.

Also in June of 2002, the USS Mir hosted the Region 17 Summit in Las Cruces. We enjoyed an excellent turn-out and collected a little over \$600 for the Regional treasury plus significant funds for the Make-A-Wish Foundation, America. Soon after the end of the Summit, Deb Kern, who had returned to school, resigned as XO and was replaced by Elsa Baker in July of 2002.



October of 2002 saw another change in the 875<sup>th</sup>. Sergeant Major Jack Kern stepped down as OIC and was replaced with Brigadier General Deb Kern.

On January 1, 2004, Captain Elsa Baker resigned as XO of the USS Mir. Commander Everett Brooks was appointed as our new XO on that date.

As of the writing of this document, the USS Mir has sponsored 4 shuttles, 3 of which have commissioned without incident. In 2000, The Shuttles Arc Royal in Colorado and Soyuz in Albuquerque, NM were launched and later commissioned as the USS Arc Royal and USS Anasazi, respectively. Next was the Shuttle Sol's Fury in Colorado, which later launched as the USS Sol's Fury and eventually changed its name to the USS Orion. Finally, we launched the Shuttle Hapsburg in El Paso, TX. Unfortunately, due to severe conflicts in personality and leadership styles, the Mir, on the advice of ShOC, was unable to sign off on their commissioning and the Hapsburg was advised by ShOC to seek a new mothership in Region 3, where they were to be commissioned. In time, they commissioned under their new mothership as the USS Gun Slinger.

While the crew of the USS Mir has weathered many difficulties, we have continued our journey. With each new change in leadership, our chapter has been revitalized, proving that we a caring and capable crew on all levels. So the story continues...

## Chapter Mottos

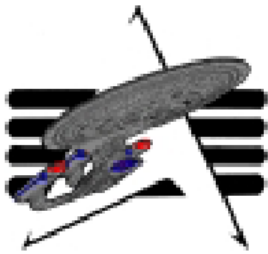
Traditionally, STARFLEET chapters adopt a motto. Our official chapter motto is, “Anything worth fighting for is worth fighting dirty for.”

The official motto for the 875<sup>th</sup> MSG is, “Death from the ankles up!”

The Unofficial motto for the 875<sup>th</sup> MSG is, “We are number on. All others are number two or lower.”

## Logos

The USS Mir has had a number of logos associated with it since its creation.



Original USS Mir logo  
Created by Nancy Lynch



Revised logo  
Created by Nancy Lynch



Alternate logo  
Created by Nancy Lynch



875<sup>th</sup> MSG logo  
Created by Randy Lynch

## **Community Service**

Part of the philosophy of Star Trek and STARFLEET International can be summed up in three words: “Let me help.” We believe in improving our world by improving our community. Our crew members work hard to raise funds for a number of worthy causes including:

- Ronald McDonald House Carities
- Stampede
- Overseas Coupon Program
- Make-A-Wish Foundation
- American Cancer Society’s Relay for Life
- La Casa Women’s Shelter

## **Activities**

The USS Mir is a chapter which focuses mainly on social activities. We are always looking for new event ideas. Some of our past activities have included:

- Alamogordo International Space Museum and IMAX Theater
- War Eagles Museum
- Oregon Space Murals
- Movie nights
- Game nights
- Holiday parties
- Costumed movie premieres
- Cookouts
- Western Playland
- Regional and Star Trek conventions
- Star Trek Experience in Las Vegas, NV
- Anime marathon
- Bowling
- Roswell UFO Festival

## **Departments or Sections**

On board the USS Mir, the crew is divided into Departments, sometimes called Sections. Each Section has a Chief who oversees all activity in that Section. The Chain of Authority goes from the CO to the XO to the Section Chiefs to the individual crew members. If a member of the crew has an issue to be discussed, it should be brought to their Section Chief, who will determine if it should be brought before the entire Command Staff (made up of the CO, XO, Section Chiefs, and special staff members), or if it should be taken directly to the CO and XO.

## **Command Staff and Staff Meetings**

The Command Staff is comprised of the CO, the XO, each Section Chief and their Assistant Chiefs, and any special staff members whose attendance is approved by the CO. As the majority of our staff meetings are closed, with only the Command Staff in attendance, this allows the individual member to maintain a certain amount of confidentiality when dealing with sensitive matters. In the past, closed staff meetings have been misinterpreted as an attempt at elitism and secrecy, however, it was found that due to the tedious nature of chapter business, only the Command Staff members were attending meetings when they were opened up to everyone anyway. Therefore, in order to protect the privacy of members during sensitive issues and to save the rest of the crew from the boredom of business dealings, staff meetings were returned to a closed status with open meetings occurring roughly quarterly. It is during these meetings that Section business will be discussed and future events will be scheduled.

## **Command Section**

The Command Section is made up of the CO and the XO. Command decisions, when necessary, are made in this department. The CO and XO should operate with trust and respect for each other. To them is entrusted the care of the chapter and its crew. In addition to the duties outlined in the SFI membership handbook and constitution, the CO is responsible for the timely filing of the Monthly Status Report (MSR). The CO is also responsible for reviewing any departmental reports, recommending and approving promotions and awards, approving the assignment of members to sections, and performing the day-to-day administrative duties. The CO may choose to delegate any of these tasks to the XO, as the XO must be able to step in and take over leadership if the CO is unable to perform his duties for any period of time.

In addition to the duties outlined in the SFI membership handbook and constitution, the XO maintains crew records, receives any departmental reports and sends summaries of these reports to the CO, collaborates with the CO to recommend and approve promotions and awards, and to approve departmental assignments. The XO serves as the right-hand of the CO and should be familiar with the duties of the CO in preparation to take command should the CO step down or be otherwise unable to perform his duties for any period of time. Generally speaking, where the CO is in charge of the ship, the XO is in charge of the crew.

## **Section Chiefs**

Each Section Chief is responsible for the members of their department. When a member of their section brings a concern to their attention, it is up to the Chief to determine if the issue needs to be taken to the entire Command Staff or directly to the CO and XO for resolution. At each staff meeting, the Section Chiefs will report on any activity in their departments.

## **Marines**

The 875<sup>th</sup> MSG, “The Screamin’ Weazels” consist of ground forces personnel serving aboard a starship. Any SFI member may join the SFMC as part of the 875<sup>th</sup> while maintaining their regular departmental assignment. Service in the SFMC does not affect your duties to your department in any way. The only requirement for membership in the SFMC is current membership in SFI.

### **875<sup>th</sup> Marine Strike Group (MSG) Officer in Charge (OIC)**

The MSG OIC is responsible for all Marine activities. He makes all decisions regarding the Marines under his care, with the exception of promotions, which falls under the authority of the CO. He is also responsible for filing unit reports with the SFMC every other month and for reporting on the state of the MSG to the Command Staff at staff meetings.

### **875<sup>th</sup> MSG Deputy Officer in Charge (DOIC)**

The Second in Command of the MSG, the DOIC, should be ready to step into the OIC position in case the OIC is unable to fulfill his duties for any period of time. The OIC/DOIC relationship is analogous to the CO/XO relationship. The OIC and DOIC should work closely in an environment of trust and respect in order to ensure a positive experience for the Marines under their care.

### **MSG Non-Commissioned Officer in Charge (NCOIC)**

The NCOIC works closely with the OIC and DOIC, however, the NCOIC is directly responsible for the Marines of non-commissioned rank within the unit. Often times, the NCOIC is charged with the orientation and training of the newest members of the 875<sup>th</sup>.

## **Promotion System**

The USS Mir promotion system is a means for recognizing crew member’s service to the chapter, the Region, and SFI. Our promotion point system is an attempt to reward our member’s service while providing enough of a challenge to make the attaining of higher ranks an occasion for celebration. The CO and Command Staff reserve the right to promote any member outside the promotion point system in recognition of outstanding service to the chapter, Region, an/or SFI. Any member, however, may recommend another member be promoted outside the point system by bringing the recommendation to their Section Chief.

The upper ranks should be held by members who have put a great deal of time and effort into the operation of the chapter; those who consistently step forward with the spirit of “I can do this, let me help”. These are the people who are most familiar with the ship, its crew, and the workings of the Region and SFI. These make take responsibility for the success of the Mir.

New members are assigned to the rank of Petty Officer 3<sup>rd</sup> Class. Members who have moved from another chapter will retain their previous rank at the discretion of the CO. Members of the Mir who choose not to join SFI will be considered civilian members and will not be eligible for STARFLEET rank or awards. They will, however, be eligible for any and all civilian service awards at the chapter, Regional, and Fleet level.

**\*\*See Appendix A for a chart of the Promotion Point system currently in use\*\***

## **Chapter Awards Program**

Any member may nominate another member for chapter level awards. This is done by sending your nomination to the CO with a carbon copy (cc) to the XO. Each nomination should include the name of the nominee as well as the person submitting the nomination, the award they have been nominated for, and a complete and specific description of why the member is deserving of the award (simply writing “For everything they do” is not specific enough to justify any award). The CO and XO will collaborate to decide on the recipients of the awards.

**\*\*See Appendix B for a complete listing of USS Mir chapter level awards\*\***

## **Reporting**

Every member is to be assigned to a section according to that member’s preference and available space in each section. It is the responsibility of each Section Chief to maintain communications with their section members. They are to disseminate all pertinent information to the members of their section. It is the responsibility of each section member to maintain communications with their Section Chief. Remember that your Chief cannot know if there are any problems or concerns if you don’t tell the. Communication is a two-way street and none of us are mind readers.

Every Section Chief is responsible for reporting to the Command Section a minimum of once a month at the Staff Meetings. These meetings will be scheduled in advance. If a Chief is unable to attend a meeting, they should submit their report to the XO via email to be taken to the meeting in their place. The report should consist of section concerns, recommendations for promotion and/or recognition, section activities, etc. This ensures that each section of the chapter is properly represented and that all members are given the recognition they deserve.

## **Elections**

The office of CO is an elected position and entails regular Votes of Confidence. For more information on the election process, see Appendix C: USS Mir Bylaws.

The office of XO is an appointed position and entails regular Votes of Confidence. . For more information on the appointment of the XO, see Appendix C: USS Mir Bylaws.

## **Appointing Section Chiefs**

A Section Chief position may become vacant when a Chief steps down or is removed by the CO and other members of the Command Staff. Section Chiefs are in a position of leadership and are expected to conduct themselves accordingly. We can't all attend every event and meeting, but a Chief who fails to report in or communicate with the Command Staff for an extended period of time may place themselves in jeopardy of being removed from their position. A Section Chief who is not representing their section members is cheating those members of their voice in ship decisions.

If the need arises, the CO may appoint an Acting Section Chief until a permanent Chief can be selected. The exception to this method is if the CO or XO positions become vacant. If the CO steps down or is removed, the XO will serve as "Acting CO" until an election is held. If the XO steps down or is removed, the CO will appoint a replacement as outlined in the USS Mir Bylaws.

## **Chapter Finances**

### **What are my dues used for?**

Members whose annual Mir dues are current will be considered members in good standing within the chapter. Current USS Mir annual dues can be found in each issue of the chapter newsletter or from any member of the Command Staff. The dues entitle you to one-year's subscription to the chapter newsletter, *The Mir Universe* and go toward offsetting the day-to-day cost of operating the chapter. Any member in good standing may request a complete copy of the ship's treasury at any time. As the CO is responsible for the treasury, all requests should be directed to this office. Additionally, a month-by-month accounting of the treasury is printed in each issue of *The Mir Universe*.

## **USS Mir Policy on Minors**

The USS Mir encourages minors to attend events with a parent or legal guardian. If a parent or guardian is unable to attend an event, no member of the crew shall be expected or required to provide transportation to an unescorted minor. This policy is in place for liability reasons. If the parent or guardian drops the minor at an event and plans to pick them up afterward, no other crewmember, civilian attendee or event host shall be held liable for any illness or injury which may potentially occur. In short, if you leave your child at an event, no one else shall be held responsible for their well-being. The Mir, however, is not a babysitting service, so these situations are expected to happen very rarely, if ever.

# Appendix A

## Rank Promotion Point System

Rank	Points	Service to Ship	Academy Courses	Officer's Review of Record	Other
Commander (Lt. Colonel)	102	10	OTS, OCC, 3 additional courses	Command Staff with majority vote	
Lieutenant Commander (Major)	84	8	OTS, OCC, 2 additional course	Command Staff with majority vote	
Lieutenant (Captain)	66	6	OTS, OCC, 1 additional course	Command Staff with majority vote	
Lieutenant junior grade (First Lieutenant)	36	4	OTS & OCC		age 13 or older
Ensign **automatic with OTS certificate (Second Lieutenant)	24	2	OTS		
Master Chief Petty Officer (MCPO) (Sergeant Major)	18				
Senior Chief Petty Officer (SCPO) (First Sergeant)	15				
Chief Petty Officer (CPO) (Gunnery Sergeant)	12				
Petty Officer First Class (PO1) (Staff Sergeant)	9				
Petty Officer Second Class (PO2) (Sergeant)	6				
Petty Officer Third Class (PO3) (Corporal)					

(Starfleet Marine Corps Ranking System)

\* Any member can be promoted outside the point system by a majority vote of the Command Staff for service above and beyond the call of duty.

How to gain points:

Each event attended = 1 point

Each new member brought in (must join Starfleet and Mir--i.e. pay dues for both) = 3 points

Service to ship (some examples):

Host and/or organize an event = 1 point


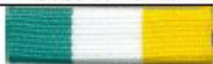
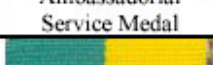







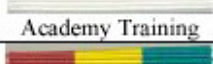
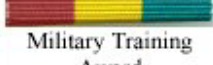
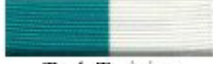
Establish an official (approved) web page = 1 point

Maintaining an official web page for three months = 1 point

# Appendix B

## USS Mir Chapter Level Awards

 Medal of Valor	Awarded for heroism at the risk of personal safety. Requires nominations by two members in good standing, one of whom must be a member of the Command Staff.
 Humanitarian Service	Awarded to any member who administers humanitarian aid to someone without placing his or her own life in danger. This includes administering first aid.
 Meritorious Service	Awarded to any member for distinguished service to the chapter. Requires nominations by two members in good standing, one of whom must be a member of the Command Staff.
 Transwarp Commendation	Awarded to any member for distinguished service during an away mission. Requires nominations by two members in good standing, one of whom must be a member of the Command Staff.
 Recruitment Medal	Awarded to any member who recruits an active member of the chapter and STARFLEET International.
 Departmental Award	Awarded by a Section Chief to any member who has made a significant contribution to their section. Section Chiefs can only award this to a member of their section.
 Unit Commendation	Awarded to any unit who has made a contribution to the chapter, region, or organization as a whole, which is deserving of recognition.
 Commissioning Award	Awarded to the crew of a shuttle upon achieving starship status.
 Reserve Corps	Awarded to any member in reserve, detachment, or correspondence status who makes a contribution to the chapter deserving of recognition.
 Khitomer Medal	Awarded to any member wounded seriously enough for medical attention during a club function.
 Freighter Service	Awarded to any member who provides carpool services during an out of town away mission.
 Crew Excellence	Awarded to any member who maintains at least a 90% event attendance rate for one calendar year.
 Hazardous Duty Medal	Awarded to any member who engages in an out of town away mission that lasts 3 or more consecutive days.
 Expedition Medal	Awarded to any member who engages in an out of town away mission that involves a single overnight stay.
 Public Relations Award	Awarded to any member who served the chapter during a convention.

 Good Samaritan	Awarded to any member who participates in a charity in the chapter's name.
 Ambassadorial Service Medal	Awarded to any member who participates in an away mission with another Star Trek-related club.
 Alien Relations	Awarded to any member who participates in an away mission with another non-Star Trek-related club.
 Artistic Achievement	Awarded to any member who makes any kind of artistic contribution to the chapter (i.e. newsletter, artwork, logos, flier designs, etc.)
 Civilian Achievement	Awarded to any civilian member who has made an outstanding contribution to the chapter.
 Service Cross	Awarded to any member in good standing who has served the chapter as a member for 10 years.
 5-Year Mission Medal	Awarded to any member in good standing who has served the chapter as a member for 5 years.
 Good Conduct	Awarded to any member in good standing who has served the chapter as a member for 1 year.
 Academy Training	Awarded to any member who passes any course involving Leadership Training. Schools accepted: OTS, OCC, Flag Officer's School, College of Chapter Development, any Cadet School, or has completed any known Officer Training.
 Military Training Award	Awarded to any member who passes any course involving Military Studies. Schools accepted: Any Security School, Klingon Warrior Academy, College of Survival Studies, College of Starship Operations, Fr. ROTC, or served or is serving in any of the Military Branches.
 Tech Training Award	Awarded to any member who passes any course involving the Study of Technology. Schools accepted: Vulcan Academy of Science, College of Medicine, College of Computer History, Starfleet Officers Radio School, School of Engineering, College of Trade and Commerce, or any Equivalent in any State or National School.
 Arts Training Award	Awarded to any member who passes any course involving Arts. Schools accepted: College of Communications, College of Federation Studies, College of History, School of Language Studies, Basic Website Design, or any equivalent in any State or National School.
 Cadet Training Award	Awarded to any Cadet that passes Cadet School. Schools accepted: Any Cadet School or equivalent at the State or National level.

# Appendix C

## USS Mir Chapter Bylaws

USS MIR NCC-73281

### A CHAPTER OF STARFLEET, INTERNATIONAL

#### STARSHIP REGULATIONS

(Revisions approved by 12+, 0-, 8 votes not cast of the crew 12/8/03)

#### Article I: Introduction

**Part 1.** The USS Mir is a chapter of STARFLEET International, the International Star Trek Fan Association. As such, it is subject to all rules and regulations as set forth by the Constitution, Membership Handbook (TM 9501-01), and other official documents of the international association. All rules and regulations of STARFLEET, Intl. shall, in cases of discrepancy, supercede any rules or regulations found in this document.

**Part 2.** Definitions:

Commanding Officer (abbr. CO) - The president, chief representative, and chief administrator of the USS Mir.

Command Staff - The governing body of the USS Mir. Consists of the Commanding Officer, the Executive Officer, The section Chiefs, and all others as deemed necessary by the Commanding Officer.

Crew - Collective term for the membership of the USS Mir.

Executive Officer (abbr XO) - The vice-president of the USS Mir.

Rank - fictitious designation given to crew members designed to reflect the accomplishments and service of the member to the USS Mir and to STARFLEET, Intl.

Region - Geographical organizational division within STARFLEET, Intl. that represents the chapter to STARFLEET Command.

Section - One of several divisions into which the members of the USS Mir are divided. Represented to the Command Staff by a Section Chief. Serves as an organizational unit, but may also serve as a committee for action or directives involving club activities at the discretion of the Commanding Officer.

Section Chief( abbr. SC) - Appointed leader of a given section. Responsible for representing the members of the section to the Command Staff and for setting and implementing policy for the club.

STARFLEET, International (abbr. SFI) - The International Star Trek Fan Association and parent organization to the USS Mir.

STARFLEET Command - The governing body of STARFLEET, Intl. Comprised of the Executive Committee and the Admiralty Board.

## **Article II. Command Structure**

### **Part 1. Commanding Officer (CO):**

A) By order of the SFI Membership Handbook, each chapter of SFI shall designate a chapter chairperson, known as the Chapter Commanding Officer, or CO (04:02:00)

B) Selection of a Commanding Officer:

Upon a vacancy in the position, the Commanding Officer of the USS Mir shall be selected by means of a popular vote. Any qualified member may submit themselves as a candidate. The election shall be administered by:

- i) the outgoing CO, unless unable to do so, or vacancy due to a loss of a vote of confidence.
- ii) the current XO, unless running for the position of CO.
- iii) the most senior member of the Command Staff who is not running for the position of CO.

The administrator of the election shall have full authority over scheduling of the election, and shall, with another duly appointed member, have the authority to use club funds to administer the election, if necessary.

C) Qualifications for Commanding Officer:

The qualifications for the position of Commanding Officer (CO), as set forth by SFI are as follows:

- i) must be a member of STARFLEET, International.
- ii) must be 21 years of age or older.
- iii) must have graduated from SFI's Starfleet Academy Officer Training School and Officer Command College Courses.

D) Duties of Commanding Officer:

The Commanding Officer serves as the president of the USS Mir. The CO is responsible for the administrations and supervision of the chapter. The CO will also represent the chapter to the Region and to SFI through regular reports as dictated by SFI and the Region, and will represent the chapter outside of STARFLEET, International. The Commanding Officer shall have the authority to make any and all decisions regarding operation of the club or its activities, unless otherwise stated in this document or the regulations of SFI.

E) In conjunction with the directives of SFI, “the Commanding Officer serves at the pleasure of the members of the local chapter.” (TM 9501-01) To insure that the CO is complying with this directive:

- i) there shall a vote of confidence taken once every six months by the members of the Command Staff. Additionally, any member in good standing (ie dues paying member of the USS Mir and of SFI) of the crew can call for a vote of confidence at any time. It is the responsibility of each Section Chief to accurately represent the members of their section in this matter.
- ii) if the CO fails this vote, then a general election will be held, as outlined above. At this time, the current XO will assume the responsibilities of the CO until the election can be held.
- iii) if the vote of confidence is tied, it will be recorded as a vote of dissatisfaction. In this case, there will be a second vote of confidence taken in two months. If the vote is again tied, it will be considered a vote of no confidence and will result in a general election.

F) Protocol for the Vote of Confidence

- i) the vote of confidence will be taken by ballot
- ii) the CO shall not be present in the room during a vote of confidence in order to allow the Chiefs total freedom to discuss any and all related issues before the vote is taken
- iii) each ballot shall include an area for the Chiefs to write down any concerns or problems with the CO and/or their command.
- iiii) ballots will be tallied by the XO, or by another officer appointed by the XO in the case that the XO is unable to carry out this duty.
- iiiii) the member appointed the duty of tallying the votes will be responsible for communicating any concerns and/or problems expressed during the vote.
  - the CO will be informed of the results of the vote once the ballots have been evaluated by the officer appointed to do so
  - the CO is not to see the original ballots so that each Chief may cast their vote without fear of retaliation
- iiiii) in the case that both the CO and XO fail their votes of confidence, it will fall to the next ranking member of the Command Staff to take over as acting CO, leaving the position of XO vacant, until a general election can be held. At the end of the election, the new CO will appoint a new XO.

G) Commanding Officer’s Term of Service

The CO will serve, at the pleasure of the crew, for a term of two years. During the second January of the current CO’s service, there shall be a general election held. Any member in good standing (including the current CO), who meets the qualifications for the position of Commanding Officer, may submit themselves as a candidate.

## **Part 2. Executive Officer**

A) The Executive Officer serves as the Vice-President of the USS Mir, and has all rights, privileges, and responsibilities of the CO under the following conditions:

- i) If the CO, for whatever reason, is unable to perform the duties of their office.
- ii) If the CO, for whatever reason, asks the XO to act in their place.

B) Qualifications for Executive Officer (XO):

The qualifications for the position of Executive Officer are the same as those set forth by SFI and this document for the position of Commanding Officer.

C) Appointment of the Executive Officer

The Executive Officer, as a member of the Command Staff, shall be appointed by the Commanding Officer.

D) To ensure that the XO is serving the needs of the crew and the CO:

- i) there shall be a vote of confidence taken once every six months by the members of the Command Staff. Additionally, any member in good standing (ie dues paying member of the USS Mir and of SFI) of the crew can call for a vote of confidence at any time. It is the responsibility of each Section Chief to accurately represent the members of their section in this matter.
- ii) if the XO fails this vote they will be removed from office and the CO will appoint a new XO
- iii) if the vote of confidence is tied, it will be recorded as a vote of dissatisfaction. In this case, there will be a second vote of confidence taken in two months. If the vote is again tied, it will be considered a vote of no confidence and will result in the CO appointing a new XO.
- iiii) in the case that both the CO and XO fail their votes of confidence, it will fall to the next ranking member of the Command Staff to take over as acting CO, leaving the position of XO vacant, until a general election can be held. At the end of the election, the new CO will appoint a new XO.

E) Protocol for the Vote of Confidence

- i) the vote of confidence will be taken by ballot
- ii) the XO shall not be present in the room during a vote of confidence in order to allow the Chiefs total freedom to discuss any and all related issues before the vote is taken
- iii) each ballot shall include an area for the Chiefs to write down any concerns or problems with the XO and/or their command.
- iiii) ballots will be tallied by the CO, or by another officer appointed by the CO in the case that the CO is unable to carry out this duty.
- iiiii) the member appointed the duty of tallying the votes will be responsible for communicating any concerns and/or problems expressed during the vote.
  - the XO will be informed of the results of the vote once the ballots have been evaluated by the officer appointed to do so
  - the XO is not to see the original ballots so that each Chief may cast their vote without fear of retaliation

**Part 3. Section Chiefs:**

A) The crew shall be divided, at the discretion of the CO, into “sections,” each with a Section Chief. Sections are created at the discretion of the Commanding Officer, and Sections Chiefs shall be appointed by the CO.

B) The Section Chiefs shall act as the representative of the members in their section to the Command Staff.

**Part 4. Command Staff:**

A) The Command Staff shall be the governing body of the USS Mir. It shall consist of the Commanding Officer, Executive Officer, the Section Chiefs, and any other crew members that may be deemed necessary by the CO.

B) In all matters requiring a Command Staff vote, each Section Chief shall represent the members of their section with one vote. The CO shall not have a vote except in the case of a tied vote, in which case the CO will act as tiebreaker.

**Article II: Membership:**

**Part 1:** In accordance with the guidelines established by SFI, the membership, or “crew”, of the USS Mir shall consist of any individual wishing to:

- i) participate in the activities of the USS Mir.
- ii) pay the annual dues, as set forth by the Command Staff.

**Part 2:** Each member of SFI assigned to the USS Mir shall be assigned to a “section” at the discretion of the CO.

**Part 3:** Each member of SFI may hold a fictional “rank,” which is designed to represent the members experience in and contribution to the USS Mir and SFI. In accordance with the regulations of SFI, ranks above those of Commander shall not be bestowed except by the authority of STARFLEET Command. Ranks up to and including Commander shall be granted at the discretion of the CO. (SFI Technical Manual TM 9501-01)

**Article IV: Procedure for changing USS Mir Regulations:**

**Part 1:** Any member of the USS Mir may propose changes or amendments to this document by submitting their proposal, in writing, to their Section Chief, the XO, or the CO.

**Part 2:** The Command Staff shall vote on the proposal at a Command Staff Meeting. This vote shall take place after ample publication and consideration of the proposal to all members of the crew. This time shall be determined by the CO, but shall be no less than one month after the proposal is first published or submitted to the crew. A majority vote of all members of the Command Staff is required to make any change or amendment effective. It is the responsibility of each Section Chief to accurately represent the members o their section in this matter. Any ties will be settled by the CO.

## **Article V: Financial Operations:**

**Part 1:** No club funds shall be spent by any member of the club, including the CO, without the approval of a majority vote of the Command Staff. (Side Note: while not mentioned here, the authority to spend club finances for the publication of the newsletter is provided for. See General Order #3 below)

**Part 2:** The signatures of the CO and one other duly appointed member shall be required for any withdrawal of club funds from the club's account. This other member shall be appointed to this position by the CO and approved by a majority vote of the Command Staff.

**Part 3:** All expenditures of club funds must be verified by the Command Staff.

## **Article VI: General Orders:**

The following General Orders are statements of policy held by the USS Mir. These orders carry the weight of all other regulations, orders, and directives contained within this document.

### **General Order #1: The Prime Directive:**

The primary mission of the USS Mir is for its crew members to have FUN. It is the responsibility of the Command Staff to ensure that activities and the environment they are held in allow all participating members to have FUN.

### **General Order #2: Open Door Policy:**

While the members of the USS Mir are encouraged to use the chain of command, the Commanding Officer and Executive Officer shall, at all time, be available to the members of the crew to answer questions, resolve disputes, or otherwise assist.

### **General Order #3: Publication of the Newsletter**

The Chief of the section assigned responsibility for publication and distribution of the newsletter shall have standing authority to use club funds for this purpose. The Section Chief must account for the funds spent in this manner. The funds needed for a given edition shall be allocated at the Command Staff meeting prior to its publication. Any change in the amount needed for this purpose shall be approved by a majority vote of the Command Staff.