



CORRESPONDENCE CHAPTER GUIDELINES

INTRODUCTION

Correspondence chapters, or Correy chapters as they are sometime called, provide a wonderful opportunity for members of STARFLEET. Whether you live in a remote, rural area; your schedule is too hectic to make monthly in-person meeting; or you just enjoy hanging out on-line correspondence chapters can provide an outlet for your energy, creativity, and imagination.

There is nothing like working together with people from all over the world to enjoy a shared fandom. In that respect, correspondence chapters are not really that much different from meeting chapters. Both want to offer activities that are fun and engage their members. While both meeting and correspondence chapters have to stay in touch and communicate with their members, meeting chapters tend to rely on in-person contact while correspondence chapters utilize other means to do so (i.e., e-mail, Skype, Facebook, etc.). It's up to the preference and needs of the correspondence chapter members as to how they do that – do they want to be purely an "on-line" group, use a printed newsletter, etc.

Each correspondence chapter is different, just like every meeting chapter is, adding their own uniqueness to STARFLEET. The focus of one is as diverse as the Trek universe itself. Browse the STARFLEET WebSite (www.sfi.org) and see for yourself. You will find the chapters of STARFLEET are finding fun in exploring the different eras depicted in Star Trek; focusing on a particular field of interest; making its name as a community-service oriented group; or exploring various facets of Trek and Sci-fi fandom.

The guidelines below are merely to give you an idea of what makes correspondence chapters different from meeting chapters. You will discover that your options are only as limited as your imagination when you are a member of a correspondence chapter.

If you have further questions, please do not hesitate to contact STARFLEET Operations (ops@sfi.org). We thank you for your interest.

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STARFLEET correspondence chapters differ from meeting chapters in that their members choose to interact via means other than face-to-face meetings. Typically the members of correspondence chapters are geographically distant from each other and thus unable to get together for regular in-person meetings. Because of the rather "unique" characteristics of correspondence chapters, there are several additional regulations that apply specifically to them.

- 1) Correspondence Chapters are prohibited from holding regular face-to-face meetings of its members. Command staff meeting – which are not open to the public and/or general chapter membership – as well as conventions or other special events are exempt from this rule.

This rule sparks one of the biggest questions STARFLEET Operations receives from Correspondence Chapters: what kind of get-togethers can we do? This is actually a fairly fluid situation. The guideline is that if you plan to conduct monthly face-to-face activities that potentially involve a majority of your crew, then you are a Meeting Chapter. Occasional parties or outings are okay, but the majority of a correspondence chapter's member



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- interaction cannot be done on a regular face-to-face basis. Thus attending Regional, Fleet, or other special events is fine as they are not considered to be "regularly scheduled."
- 2) The official address of a Correspondence Chapter will be that of its Commanding Officer (CO), or a mailing address (i.e., Post Office Box) in the STARFLEET region the CO physically resides in. Should the CO move to another region, then the chapter also moves to that region.
 - 3) Region of Record: A STARFLEET Correspondence Chapter's Region of Record is the region in which the chapter's CO physically resides. If a correspondence chapter decides that they wish to move to another region, such a change cannot be made by simply finding a new mailing address in the new region and recording it in the database. The only way for a Correspondence Chapter to change its Region of Record is for the chapter CO to physically move to that region.
 - 4) New Correspondence Chapters must go through the STARFLEET Shakedown Program, the same as Meeting Chapters, and follow all the program's regulations.
 - 5) Newly commissioned Correspondence Chapters must remain as such for a minimum of 2 years before they can request a change of status to convert to a Meeting Chapter with local face-to-face meetings. If there are compelling reasons as to why a Correspondence Chapter requires a status change earlier than that, they may petition their Region Coordinator and the STARFLEET Chief of Operations for a review of status. Such petitions are handled on a case-by-case basis.
 - 6) To distinguish itself as such, and help avoid any confusion, Correspondence Chapters must clearly state on their recruiting materials that they are a correspondence-only chapter.
 - 7) Like Meeting Chapters, Correspondence Chapters must submit a Monthly Status Report (MSR) to their Region Coordinator and STARFLEET Operations. Correspondence Chapters that are still going through the Shakedown Program must also report to their Mothership CO and the STARFLEET Chief of Shakedown Operations. If the Correspondence Chapter CO is using the database to file their MSR, it will automatically disperse the MSR to the appropriate recipients.
 - 8) If a Meeting Chapter desires to change their status to that of a Correspondence Chapter, the CO must contact STARFLEET Operations and your RC with a petition for a change of status. After considering the petition, Operations will inform the chapter CO and RC of the decision – it is only at that time that the chapter's status may/may not change.
 - 9) Chapters that have changed from Meeting Chapter to Correspondence Chapter must adhere to the same 2-year waiting period (see #5 above) before they can petition for a return to their former status. As mentioned above, special circumstances will be considered on a case-by-case basis.



LISTING OF STARFLEET CORRESPONDENCE CHAPTERS (AS OF JULY 2014)

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USS *Charleston* NCC-80114

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USS *Chicago* NCC-75011

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USS *Robins* NCC-71838

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USS *Exeter* NCC-1706

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USS *Odin* NCC-1875

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USS *Ganymede* NCC-80107

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REGION 06:

USS *Saint George* NCC-63541

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REGION 09:

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USS Callisto NCC-80109

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REGION 20:

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