SECTION I – THE CHAPTER

1) What is a chapter?

A chapter is the designation STARFLEET uses for its affiliated clubs. A chapter has to have 10 members and its CO and XO need to have successfully completed OTS and OCC.

2) What do chapters do?

Anything the want to do… they are only limited by the imagination of their members. STARFLEET doesn't restrict its chapters to doing Star Trek-related events only. Many chapters do public service or charity work, others are social groups, and other focus on fan-fiction and role-playing.

3) What kind of chapters are there?

While there are 2 different technical designations for STARFLEET chapters, a chapter is a chapter is a chapter. All chapters in STARFLEET are considered equal, regardless of designation or size. The 2 designations used for STARFLEET chapters are:

A) Meeting: This type is where the majority of the chapter members meet in person, usually once a month, to conduct chapter business.

B) Correspondence (a.k.a., 'Correy'): This type is where the majority of the chapter members use remote forms of communication (i.e., e-mail, social media such as Facebook) to conduct chapter business.

4) Can I start a chapter?

Of course you can! Merely contact Shakedown Operations for the specifics regarding starting a chapter. The general rule of thumb is that you need 5 SFI members in good standing and a completed Vessel Registration Request (including the signatures of the sponsoring chapter's CO, the Region Coordinator, and the ShOC Chief).

5) But there is a chapter less than 30 miles away, isn't there some rule saying I can't start a chapter that close?

THERE IS NO 30-mile RULE!

This famous urban legend was merely a suggested "guideline" mentioned in a document used by Correspondence Operations a very long time ago. It was used to help chapters in determining whether it would be a good idea to become of Correy chapter or not. Many population centers can support multiple chapters, so talk to your RC and ShOC for assistance and further information.

SECTION II – CHAPTERS & STARFLEET OPERATIONS

1) **A new CO and XO just got elected but they don't have the required tests. Are they still able to take their respective offices on the chapter?**

   OPS will give new COs and XOs a minimum of 60 days to complete the necessary tests. If the tests are not completed in that time-frame, OPS will deem the chapter to be without a CO and/or XO and will take appropriate action.

2) **What are the various status Operations uses for chapters?**

   A) **Deployed:** A Deployed chapter is on that meets all criteria for continued operations. Reports are on time, the crew is at minimum strength or better, and the command crew has met and passed all STARFLEET-mandated requirements. A Deployed chapter enjoys all the rights and privileges granted to it by the STARFLEET Bylaws and Membership Handbook.

   B) **Stand-By:** Should a chapter fall below required crew strengths, have a CO and/or XO who do not have OTS and/or OCC, or has failed to follow proper reporting procedures, the Chief of Operations shall place them on Stand-By status. Chapters on Stand-By status shall have 60-days to correct the problem or they shall be moved to Dry-Docked status. Any chapter placed on Stand-By status due to crew strength shall remain on Stand-By for 180 days (6 months), provided the chapter shows a continued and documentable effort to recruit members. This status is subject to review by the Chief of Operations every 60-days.

   C) **Dry-Docked:** A Dry-Docked chapter is one that has been on Stand-By status for more than 60-days without correcting the problems that placed it there. A Dry-Docked chapter has 60 additional days to correct these problems or it will be decommissioned. If a chapter is in Dry-Dock status due to being below the required crew strength, the chapter shall remain in Dry-Dock status for a period of 180 days (6 months), provided the chapter shows a continued and documentable effort to recruit members. The status shall be renewable for a 1-year period with a review by the Chief of Operations every 60-days.

   D) **Restricted:** A Restricted status chapter is one whose CO is a non-voting member of STARFLEET. A Restricted status chapter is not permitted to submit nominations for RC or CS elections, or to vote in an RC election/vote of confidence. A Restricted status chapter is a non-voting chapter within their region.

   E) **Decommissioned:** When a chapter is decommissioned, either voluntarily or involuntarily, it is removed from the STAFLEET rolls and its crew may be assigned to other chapters. A decommissioned chapter may only re-enter STARFLEET though the Shakedown Program.

3) **I want to change the chapter's name. What do I do?**

   The Department of Technical Services (DTS) is the repository of all the names and NCC #s used by SFI. In order to change a chapter's name, you must petition DTS and get permission for the new name and NCC # (if applicable). Once said permission has been secured, forward that to the SFI Chief of Operations who will recognize the new name and make the appropriate change in the database.

4) How do I file my Monthly Status Report (MSR)?

A) The preferred method of reporting is via the STARFLEET database (http://db.sfi.org). To file report on the database:

    a. Log into the database with your Username and Password. If you fail to log-in or you don't have a Username ro Password, please e-mail the Helpdesk at helpdesk@sfi.org.

    b. Once logged in, on the left-hand side there will be a number of options you can choose from. Under the CHAPTER heading, select "MSR Report". Fill in and change the information as necessary, and don't forget to choose the month you're reporting for.

    c. There are 2 options at the bottom of the MSR Report: "Store MSR" and "Submit to Departments". Storing the MSR will save it in the database for future editing but will not actually submit the report. "Submit to Departments" will file it in the database and send a notification to Operations, your RC, and yourself.

B) If a CO finds that they don't have the "MSR Report" in their list of available tools in the database there are 2 ways to get around it:

    a. All COs should also have an option labeled "CO Permissions". With this tool you can assign permissions to crewmembers of your chapter. Simply use that to assign yourself the "MSR Report" tool and that should fix the problem.

    b. If that does not work, please send an e-mail to the Chief of Operations at ops@sfi.org so the problem can be rectified.

C) Another option for submitting you MSR is via e-mail. Go to the SFI Document Center at http://www.sfi.org/wp/chapter-management/ and download the MSR Form. Complete the form and e-mail it to MSRReports@sfi.org, your RC, and anyone else in your region that requires it.

D) The final option is by using the good old-fashioned postal service. Mail a filled-out copy of the MSR form (from the SFI Documents Center) to STARFLEET Operations, your RC, and anyone else that requires a copy. The address for STARFLEET Operations is:

    Robert Westfall
    929 Park Avenue
    Leavenworth, KS 66048-5551

Under options C & D, the Operations staff will enter the information from the MSR into the database.

5) How do I change the chapter's City of Charter?

In order to change your chapter's City of Charter, first contact your Region Coordinator for approval. You will need to submit details of the circumstances surrounding why you want to make the change. Once you have the approval from your RC, they will contact the STARFLEET Chief of Operations and forward your request, and their approval, for final approval.

Final approval for all City of Charter change requests is made by the STARFLEET Executive Committee.

If the new City of Charter is located in region different than the one the chapter CO resides in, you must also get the approval of the Region Coordinator before the information is forwarded to Operations.