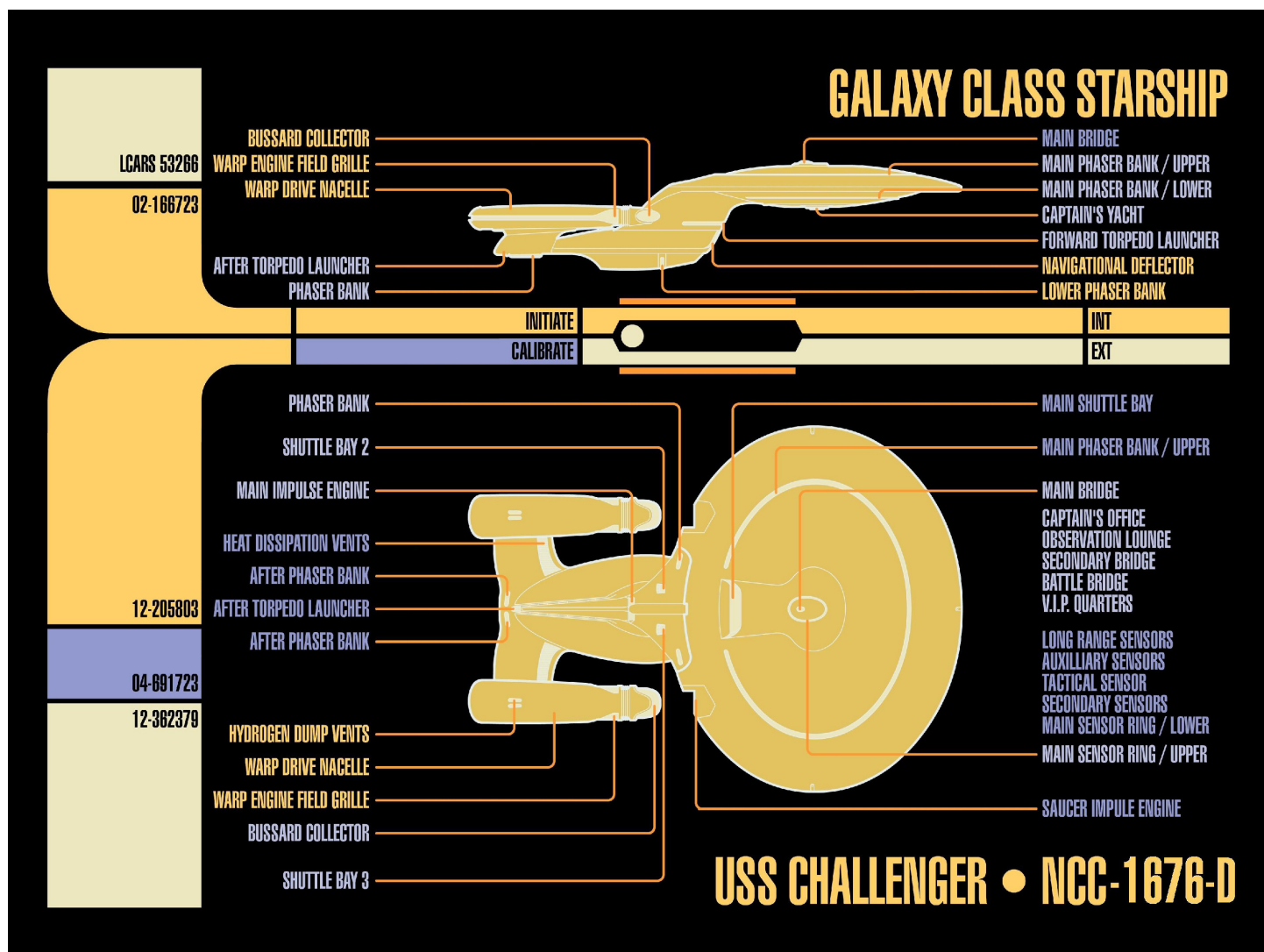
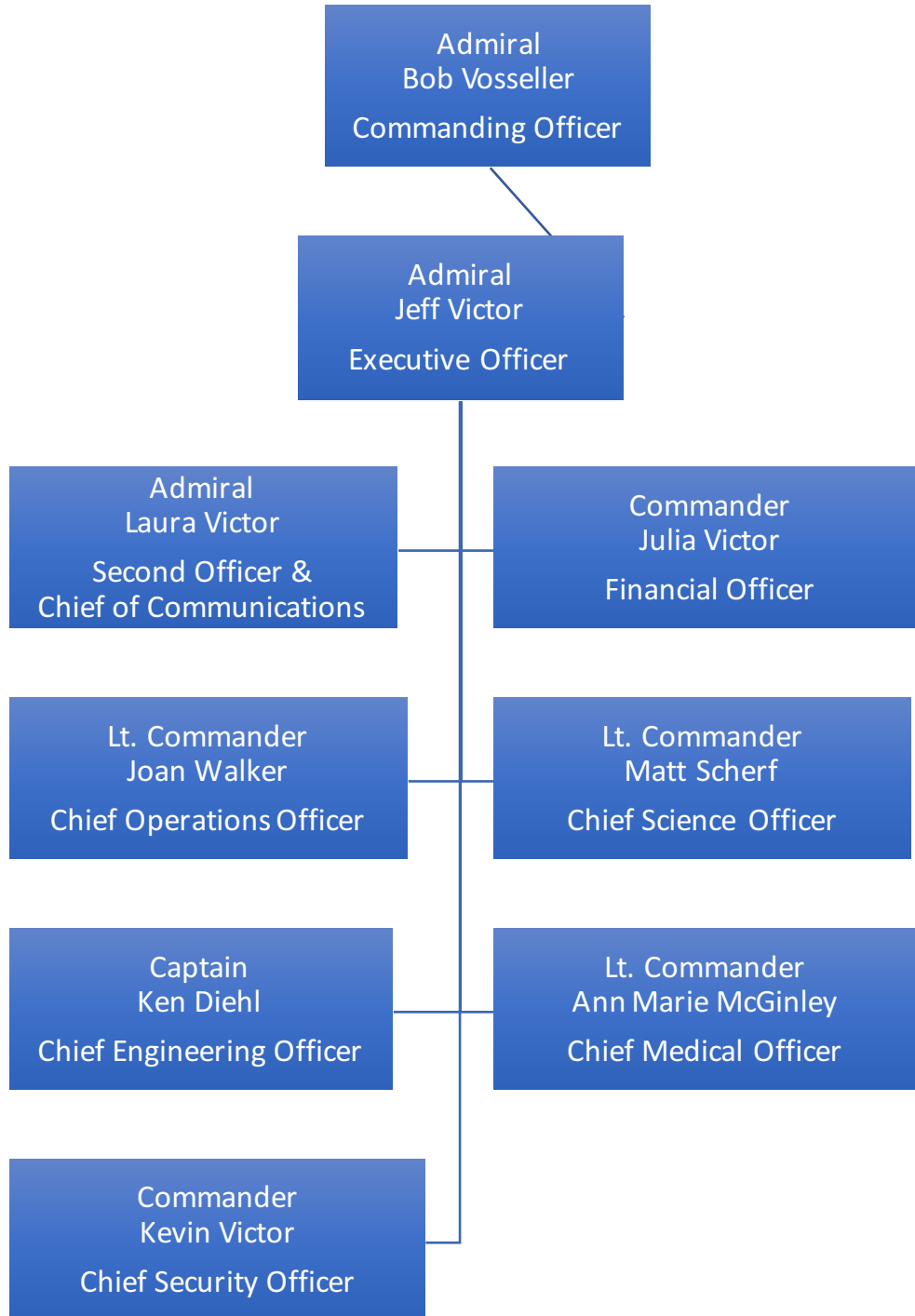


# USS CHALLENGER



# MEMBERSHIP HANDBOOK

# USS CHALLENGER STRUCTURE & COMMAND STAFF



# INTRODUCTION:

By Admiral Robert E. Vosseller, Jr.  
Commanding Officer

On behalf of the senior officers and crew of the Galaxy Class Starship, USS Challenger, NCC- 1676-D, I would like to take this opportunity to welcome you to your first tour of duty onboard this vessel and this chapter of STARFLEET. You have joined an extremely active group of STAR TREK fans. This manual will serve as a guide for how we operate and how you can become involved with our organization, gain recognition for the involvement, and learn more of the procedures and programs of our ship and STARFLEET.

You may have served with another STARFLEET chapter, or another STAR TREK/Science Fiction type fan organization before. Perhaps this may even be your first foray into fandom. In any case, I believe you will find your time with the Challenger to be both interesting and unique. We have completed many ambitious projects and intend to continue that trend in the future.

Remember, the true secret of any organizations success, whether it be fan-related or not, is cooperation, team spirit and a lot of work. My hope is that you will be as active a member as you feel you can be. The purpose of this club is to bring out the enjoyment we feel for STAR TREK and other forms of science fiction. We also hope to harness that interest in a productive and creative manner.

Again, welcome aboard! Should you have any questions relating to our club's operation, please contact your section chief first. They are your first line of communication, and they can be your best guide. If you do not feel that your questions have been adequately answered, the Executive Officer, or myself are also available to help.

There is much to know and much to enjoy. For you, the adventure is just beginning!

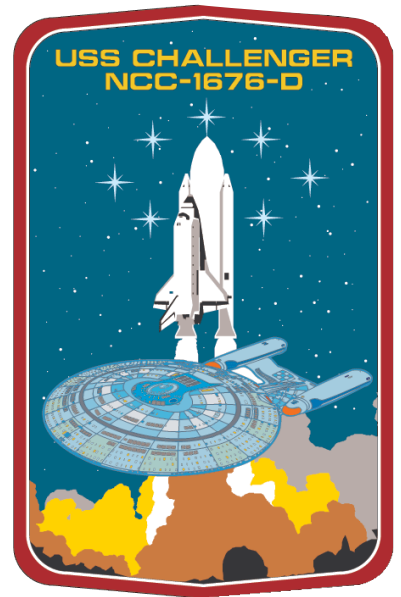


# THE HISTORY OF THE USS CHALLENGER

The USS Challenger has a long history, rooted in Star Trek fandom and an association with STARFLEET, its parent organization.

The principal crewmembers of the Challenger began their full ship training while serving aboard the USS Avenger's Shuttlecraft Discovery NCC- 1860/01. The shuttlecraft proved to be a very active part of the ships membership and hosted a number of shuttle and ship projects. The groundwork had been set up for a long time for the shuttlecraft to expand and become a full-fledged starship and chapter of Starfleet. In 1987, after three years of serving in a shuttle capacity, crewmembers decided it was time to take the next step.

In January of 1988, the crew of former shuttlecraft Discovery had formulated its organizational structure to act as a full ship/chapter. We began producing membership materials, holding ship meetings and spearheading activities under our new name, the USS Challenger. Our name was important to us. The name Challenger was most appropriate for us. While some people may ask why we would name our vessel after such a great tragedy, we would answer that Challenger represented an ideal and a dream to push onward and discover. That became our theme as well. To discover, and to meet the challenge of our self-proclaimed "prime directive".



To seek out new friendships and boldly go beyond being "just a fan club", to perform services for our fellow man: to promote real-life space exploration and (of course) science fiction and Star Trek: and to treat each other truly like brothers and sisters.

We must always remember the Vulcan principle of IDIC. Infinite Diversity in Infinite Combinations. and that it can work in the 20th century too. As long as we embrace the fact that we are all individuals and are different, and delight in that fact, we can seek out the strengths and good qualities in each of us. The Challenger has strived to reach out to fans and how them how our common interests can help us have fun. We strive also to serve our community, and to promote the dreams and ideals that Star Trek represents. It's a tough assignment, but we are "Challengers" in more than one sense of the word.

In its first few months as a club, the USS Challenger continued to grow in number. Our ship became a collection of friends and in many ways we are a close knit family of people of different ages, nationalities, religions, and economic backgrounds. We found each other's friendship through shared enjoyment of a SF' saga first created by Gene Roddenberry over 30 years ago and whose legend continues to this day.

We've also served as a support ship to many chapters over the course of our 20-plus years of service, including the USS Thagard, USS Lexington, USS Valiant, USS Justice, USS New Horizons, USS Ascension, USS Prevailing Wind, USS Guadalcanal, USS Belgica, USS Britannic and most recently, the USS Storm. Challenger was also awarded the Support Chapter of the Year award from STARFLEET in 2007 for its work with the USS Britannic.

Recently, our chapter celebrated our 25th anniversary in September 2013 and was STARFLEET's Chapter of the Year in 2014.



## MEET THE CHALLENGE OF BECOMING A “CHALLENGER”!

You are a new officer of the USS Challenger; a Central-Southern NJ chapter of STARFLEET, The International STAR TREK Fan Association. STARFLEET has chapters all across the U.S. as well as in other foreign lands where STAR TREK is popular.

Within the structure of STARFLEET, all chapters are referred to as ‘Starships’ or “Starbases/Space Stations’ to give an added feeling of being part of the STAR TREK universe. Consequently, the members and group leaders are given military-style ranks like those of Starfleet Officers

The president or chapter chairperson is called the Commanding Officer. The vice president or vice-chairperson is the Executive Officer, also known as the First Officer. The rank structure will be discussed later in this manual. For now, we’ll concentrate on the different ways that you, as a new member, can become involved immediately with our club.

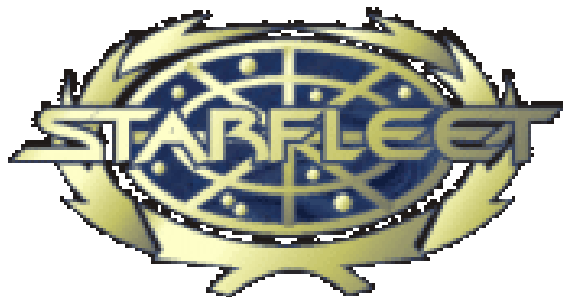
On your membership form you may have selected a designated “section”. When you picked this section you probably, chose it based on what you would like to do on a starship, such as being a “science officer” in the Sciences section, or “navigator” in the Helm section, or perhaps you chose your “section” based on what interests you in real life. Each section (Communications, Engineering, Helm & Navigation, Medical, Sciences, and Security) has a Department Head who will head up projects for their members and lead special duties designated to that section. This person is called your “Section Chief.”

One way that you can get involved is by helping your section in whatever capacity you can through ideas, support and generally lending a hand with projects and getting involved. Ship-board projects are another level of activity. These are projects and events in which members from all sections are encouraged to participate. They might include charity fundraisers, conventions, meeting attendance, and any other kind of general-membership gathering.

Most shipboard projects and events will be announced through the “Calendar Of Events” on [usschallenger.org](http://usschallenger.org), on our email listserve and at our monthly meetings. You may also be notified of an event by special bulletin or by phone.

The e-mail listserve is where Challengers and even members of other chapters can discuss Star Trek, Science Fiction in general, or pretty much anything they want to. This is a open list to members of Starfleet and of course members of Challenger. To subscribe to this list, please contact the Executive Officer at [xo@usschallenger.org](mailto:xo@usschallenger.org)

We have done, and plan to continue to do, much in the area of community service work and charity fund-raising. We have not selected one specific charity to help but have become involved in helping a number of charities at various times.



## MEMBERSHIP MATERIALS:

When you join the CHALLENGER, you receive the following:

**WEB SITE ACCESS** - Our Web site is the main communications and information tool for the chapter. You can find out what's new with Star Trek and other Sci-Fi shows, what's going on within the chapter, upcoming events, as well as the newest versions of this handbook, promotion points form, the history of the Chapter in fiction, fictional character bio sheets, and other great information. You can visit the Web site at: <http://www.usschallenger.org>.

**MEMBERSHIP CERTIFICATE AND CARD:** When you gain access to the special "members only" section of USS Challenger.org, you may download a printable membership card and membership certificate, suitable for framing.

**MEMBERSHIP ROSTER:** This is a telephone and address listing of all the people who are currently members of the chapter. This is used as a tool to provide contact information for planning of events and even just to get to know your fellow crewmates. Please ask the permission of the person that you wish to contact prior to contacting them. Most of us do have full time jobs and lives outside the chapter and are not always available to chat. This information is to be kept strictly confidential. ]



**STARFLEET MEMBERSHIP MATERIALS:** Since a requirement to become a member of Challenger is to become a member of STARFLEET, you will also receive a membership packet from our parent organization. Enclosed will be a membership handbook, certificate and membership card as well as a subscription to the bi-monthly STARFLEET Communique. In addition, you'll also get access to discounts from companies such as Choice Hotels, Brooks Brothers and even Enterprise Rent-A-Car.

## USSCHALLENGER.ORG:

**PHOTO GALLERIES** -Our digital photo album, these are photos from events past and present. Anyone is welcome to submit photos to the album. Email them to [webmaster@usschallenger.org](mailto:webmaster@usschallenger.org)

**DOCUMENTS CENTER** - An area of the Web site that contains our handbook, promotion point forms, recruitment materials, and other important documents.

**MISSION REPORTS / AFTER ACTION REPORTS** - cover what an "away team" of our membership has done in the area of a project or event. Such reports include convention trips, club events, and special club meetings. Anyone is encouraged to write an after-action report on any event.

**CALENDAR OF EVENTS / MISSION BRIEFINGS** - are listings of upcoming events which crewmembers may wish to attend and get involved with. You can also RSVP for upcoming events right online.

## USS CHALLENGER COMMAND OFFICER DUTIES:

**COMMANDING OFFICER (CO):** The Commanding Officer is the president of the chapter and the leader of the ship. They shall direct the activities of all crew members and preside over all ship meetings of the crew and command staff, unless he/she designates otherwise. The CO must be a member of STARFLEET and meet all qualifications set forth by the international organization.

The CO is responsible for the chapter's activities and its general operations. They are also responsible for reporting on the chapter's activities to STARFLEET on a monthly basis, although this task can be designated to any command staff officer. The CO is also charged with representing the chapter at STARFLEET or regional events, maintaining morale, making sure that command staff personnel are fulfilling their obligations to the chapter and generally keeping the organization running as smoothly as possible.

During Command Staff meetings, the CO acts as Chairman but only votes on matters in times of a tie. The CO also presents ship proposals and can use their veto power over the Command Staff to suspend action on any given matter during a Command Staff session. This can be described as calling for a 30-day deliberation period. However, at the next session, the matter will be decided through a vote of the Command Staff.

The CO also serves as the primary treasurer of the chapter, and is a custodian of the chapter's finances, per STARFLEET regulations. They also are a signatory on the chapter's checking account and may also retain use of the chapter's debit card.

In the case of a catastrophic change of command (such as the disability of the commanding officer), command will immediately pass to the Executive Officer until the CO can resume their duties. If the CO is unable to return to his or her duties, the Executive Officer would become Commanding Officer and should select an Executive Officer from the chapter's ranks as quickly as possible.

**EXECUTIVE OFFICER (XO):** The Executive (or First) Officer is the Vice President of the chapter and the second-in-command. They shall direct the crew in the CO's absence. The XO's primary responsibility is to assist the CO in the operations of the chapter. They also represent the ship at STARFLEET or regional events and is expected to remain informed of all goings on at the regional and international level. It is preferred that the XO and CO remain in contact at least weekly, to ensure that no issues "fall through the cracks".

The XO is the second representative of the Command section but does retain a vote at Command Staff sessions. If they are also filling a Sector Chief position, they do not receive a second vote. He is also charged with the duties of Records Officer and maintaining the chapter's promotions system. The XO also serves as the secondary treasurer of the chapter, and is another custodian of the chapter's finances, per STARFLEET regulations. They also are a signatory on the chapter's checking account and may also retain use of the chapter's debit card.



# USS CHALLENGER COMMAND OFFICER DUTIES:

**SECTION CHIEFS:** Section Chiefs are the “front line” leaders of the chapter. There is one section chief for the communications, medical, engineering, helm, security and sciences sections. Section chiefs retain a vote in command staff matters, are responsible for the members in their section and are required to be active participants in both the command staff and the general events the chapter holds. Section chiefs may also appoint an Assistant Section Chief with the consent of the Command Staff. Assistant chiefs carry the same responsibility as Section Chiefs

Section Chiefs are required to attend 50% of the general and command staff meetings, as well as general events. They also are required to be in contact with and engage the members within their section. Each member should be contacted by their section chief at least quarterly. This could be at a meeting, in-person, by E-mail, or phone call. They should also contact any new members within two weeks of being made aware of the new member. They are also responsible for 1-2 projects per year.

If a section chief is not meeting these requirements, the issue will be addressed in the following manner. The CO will inform the section chief they are falling below the standards set for Section Chiefs. They will then be required to attend two of the next four command staff and general meetings. If they do not meet this requirement, they will be offered an opportunity to retain their position if they attend three of the next four command staff and general meetings. If they do not meet these requirements, they will be removed from their position and the position will be opened up to application by the command staff.

## **RECORDS OFFICER:**

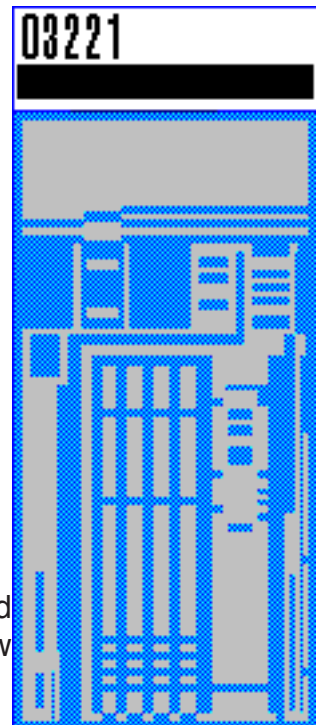
The Executive Officer will maintain the following information:

1. Name
2. Home Address
3. E-mail address
4. Phone Number
5. Service Expiration Date (Starfleet & Challenger)
6. Rank
7. Date of Last Promotion
8. Positions held (Chapter, Regional and International)
9. Current Promotion Point Total
10. Section Assignment
11. Starfleet Security Clearance Code (SCC) Number

## **FINANCIAL OFFICER:**

The Ship's Financial Officer shall handle all Ship's financial transactions and shall maintain records of all transactions. Reports should be made to the crew and C-Staff at all general ship meetings.

It is STARFLEET policy that the financial security of the chapter rests with the CO. However, it has been the practice of the USS Challenger to have a financial officer to serve independently and to record all financial transactions. The CO and XO are the only officers allowed to write checks or use a debit card for the ship. As a standard practice, the CO/XO cannot write any check above the amount of \$25 unless it is for a normal club operation purchase. No ATM withdrawals are permitted without the consent of the Command Staff. Anything above the cost of \$25 concerning the ship's expenses is discussed and voted upon by the crew's command staff and financial officer who is required to offer opinion on the expenditure.














# PROMOTIONS AND POINT SYSTEM

## Section 1 - Promotion Eligibility, Tracking and Point Levels:

Eligibility for promotion is tracked by means of promotion points, which are awarded to crewmembers for the completion of assigned duties and for their activity within the chapter. The ships commanding officer will maintain a log of the entire crews activities listing who was present at each meeting and each event.

It is the responsibility of the member to maintain thier own promotion points and inform the section chief of their activities and to sign in for meetings or events. Section Chiefs should be aware of all their members current point totals. The member will inform their Section Chief when they feel they have reached a point total for promotion. If the member is a Section Chief, they should inform the Executive Officer. The Section Chief or XO will then verify that point count and inform the command staff so that a promotion certificate can be made and the promotion awarded at a ship meeting, club event, or the certificate will be sent in the mail.

Promotions will be announced at ship meetings and through the ships listserve. Starfleet promotions will be noted within the ship's record system and the members point tally brought up to that of the appropriate rank tally. If a member fills a command staff position, the CO may issue the title of "brevet: or "acting" officer to fulfill a position until it is determined that the member has achieved the proper amount of promotion points. If the member leaves that position before they have achieved the requisite amount of promotion points for the minimum rank, their rank will revert to the rank corresponding to thier current promotion point total.

| RANK                       |   | POINTS NEEDED   |
|----------------------------|---|---|
| Cadet                      |   | Anyone under age of 13  |
| Chief Petty Officer        |  | 0 points  |
| Senior Chief Petty Officer |  | 50 points   |
| Master Chief Petty Officer |  | 100 points  |
| Ensign                     |  | 200 points  |
| Lieutenant Junior Grade    |  | 400 points plus comple-<br>tion of OTS                                    |
| Lieutenent                 |  | 600 points  |
| Lieutenent Commander       |  | 1200 points plus com-<br>pletion of OCC                                   |
| Commander                  |  | 2400 points   |
| Captain                    |  | 4800 points, plus the<br>approval of the CO, XO<br>& Regional Coordinator |

# PROMOTIONS AND POINT SYSTEM (continued):

## Section 2 - Additional Promotion Criteria:

- For ranks of Lieutenant and above, promotion must be attained by approval of the Command Staff up to the rank of Captain. The rank of Captain must be approved by the Starfleet Region 7 Coordinator.
- For ranks of Lieutenant and above, you must be a member of Challenger/Starfleet in good standing. Also, you must earn the minimum required number of points before a promotion will be considered. You must also have passed the Officer's Training School offered by STARFLEET Academy.
- For promotion to Lieutenant Commander, you must chair two events and co-chair a minimum of two events (minimum of four events) or run a general meeting. You must have also passed the Officer's Command College offered by STARFLEET Academy.
- For promotion to Commander, you must chair five events and co-chair an additional two events (seven to ten events total) and conduct three general meetings.
- For promotion to captain, your promotion must be recommended by the CO to the Region 7 Coordinator, and per STARFLEET regulations, you must have passed the Officer's Training School and Officer's Command College Tests.
- Promotion Point Submissions shall be submitted quarterly to the Executive Officer.

## Section 3 - Earning Promotion Points:

- Participation in the following events will earn you promotion points:
- Attending a ship's meeting - 5 Points
- Wearing Star Trek or Challenger apparel at a meeting - 5 Points
- Attending an official convention and working ships table - 5 Points
- Attending a ship event - 5 Points
- Planning a ship event (Points assigned at discretion of Section Chief and CO) - 5-50 Points
- Working on a section project - 5 Points
- Recruiting a member for Starfleet (paid) - 15 Points
- Submitting an after action report (photos and text) - 5 Points
- Completing a Starfleet Academy Course - 5 Points
- For special projects or duties, points are awarded at the discretion of the command staff.



## DISCIPLINARY PROCEDURES AND OTHER POLICIES:

When a member acts in a manner which is deemed a detriment to the fun of the rest of the group, then the Commanding Officer and Command Staff must take action to ensure that the rest of the group can continue to function correctly. An example of this can be a member talking out of turn during meetings, creating arguments amongst the membership, attempting to cause disharmony among the club and so on.

Many problems stem from personal arguments between members. When said incidents occur, a member of the Command Staff (usually the member's section chief) should speak to that individual. A verbal warning is issued. If it goes ignored, then a stronger action is taken including demotion or reduction of promotion points total based on the problem and agreed upon by members of the Command Staff.

What if a Command Staff member is involved? The same rules apply. After a verbal warning, members of the C-Staff agree on a form on punishment, which would cause the member to respond in a positive manner. Starfleet does not have court-martials, but we do want to see our chapter run in a fun manner. Those who seek to hurt the group through the spreading of mistruth or in other harmful ways will find their way to the airlock if such behavior persists. A member who is accused of a misconduct is allowed to present their side of the story and to give their view of what happened.

If any criminal action takes place (such as bringing any illegal items or substances to an event or meeting) this officer will be placed on automatic suspension and in this case, can be removed from the club by a majority vote of the Command Staff alone for the protection of the chapter and its members. Though we like animals, we discourage members from bringing their pets to ship events or meetings unless it is cleared with the CO or their section chief first, as well as the event venue.

The Challenger is not a forum for you to solve any personal problems you might have. We are a forum for fun, recreation, and creative expression. We want to have a friendly carefree atmosphere, but certain rules of conduct and decorum do apply. The rules of conduct of a Starfleet officer are the ones we operate by. We ask that you follow them. In regards to actions of prejudice or sexual harassment, we defer to the law, as such is not proper in any organization.

The Command Staff of the USS Challenger in cases shall follow the following guidelines where disciplinary procedures are considered necessary:

### Verbal reprimand:

A verbal reprimand may be issued by any Challenger member to any fellow member who is conducting him/herself in a way detrimental to others: examples of this kind of conduct may be talking out of turn, using profanity at club functions, arguments between members. etc.

### Formal reprimand:

The Command Staff shall issue A formal reprimand if the verbal reprimand is not obeyed or is considered to be inadequate to the violation. These violations shall be entered into club records and held for a period not exceeding 6 months. In order to issue a formal reprimand, the Command Staff must receive a written warning sponsored by one Command Staff member. The Command Staff will discuss the need for the formal reprimand and vote on it. Such a vote must pass by at least a majority of C-staff members voting and enough CS members must be present to make a quorum, although the presence of the offending member is not required. Club members receiving formal reprimands must be notified within one week of the Command Staff's vote.

## DISCIPLINARY PROCEDURES (Continued):

### Suspension:

Should three formal reprimands accrue to a member's record within a 6 month period, this person shall be subject to a mandatory 6-month suspension from club membership and shall be excluded from all club activities and functions. Suspensions shall be entered into the member's permanent club record and shall not be removed. Should a serious code of conduct infraction occur, the CO, XO or a Section Chief may temporarily suspend a member until the command staff can meet to discuss the issue. As suspension is a serious step, and it is considered necessary to protect club members from the actions of an individual who cannot conduct themselves in a manner befitting an officer, suspensions shall include the loss of all rank and promotion points, as well as any position of authority within the club held by the offending officer.

### Expulsion:

Once a club member has received his third suspension, that member shall be required to be expelled permanently from the club. If a serious code of conduct or policy infraction occurs, the command staff may expel any member at any time by a simple majority vote.

### Code of Conduct:

The Starfleet Code of Conduct will apply, but simply stated, treat your fellow crewmember with the same respect that you would wish to be treated.

1. I will always behave in a manner that brings credit to the Fleet, my ship, and myself.
2. I will always praise in public and critique in private.
3. I will show courtesy to my subordinates, fellow officers, and superior officers at all times.
4. I will never assume, but always verify.
5. I will be resolute in the performance of my duty and the execution of Fleet policy and regulation.
6. I will always diffuse confrontations, not cause them.
7. I will listen to both sides of a dispute and act upon fact, not innuendo.
8. I will strive for impartiality and fairness in judgment and disqualify myself from decisions where my judgment may be compromised.
9. I will be the first to praise and the last to criticize.
10. I will always strive to be part of the solution, not part of the problem.

In all legal matters, US federal laws and New Jersey State laws will apply.





# SHIP POLICIES:

## Alcohol:

No alcohol will be present in at any ship-organized function unless it is designated as a special “Adult” event. Any member introducing alcohol to any ship event that is not designated will be summarily ejected and disciplinary action will be taken.

## Drugs:

Any discovery of illegal drug use or possession by a crew-member at a ship function means an automatic discharge from the club, with no exceptions!

## Hygiene Policy:

All members are expected to maintain good hygiene in consideration of other members. Members who do not follow this policy will not be allowed to attend meetings and events until they comply.



## Listserve Rules:

1. Keep Civil: All members participate in the listserve, so it is not to be a negative environment. This also means that other members should not be put down, ideas ridiculed, or opinions trampled upon. Everyone has a voice and an opinion, of which no one is more important or more valuable than the next. We all may have different opinions, but it is no one's place to put others down, even if we feel or know they are incorrect.
2. Keep Private Conversations Private: If an email is only meant for one member, please send it to that one member. There is no need to keep private conversations on the listserve, even if it a response to an email on the listserve.
3. Issues should be addressed privately: If you have an issue with another member or the group in general, please address them to the individual or to the CO. XO, listserve owner or any member of the command staff.
4. In unique situations, the listserve may be put into a moderated mode as a result of a violation of any of the above rules at the discretion of the moderator or CO. A post will be made to the command staff and general membership within a reasonable amount of time explaining the situation.
5. As a reminder, the listserve is sometimes used as a recruitment tool: therefore keep all messages in the context that they are read by prospective members.

## Member/non-member policy:

A non member of the USS Challenger is invited to attend either three meetings or three events of the ship (events which are not generally open to the public) in which to decide whether they wish to join the chapter or not. After that it will be necessary to collect their membership or renewal fee.

## Minors:

For everyone's safety, all minors must be accompanied by their adult guardians. Challenger cannot take responsibility, nor will be held liable for any minors or their actions.

## SHIP POLICIES (Continued):

### Renewal Policy:

A renewing member has a month grace period between their expiration date and their renewal date should they forget or are unable to renew. After that time, their promotion points will revert to 0 unless they appeal first to the Financial Officer with an explanation which if approved by the command staff would extend that period of time, not to exceed 2 months.

### Resignation:

Members who resign at their own volition forfeit their membership and the balance of their membership dues for the membership year. They lose all promotion points and rank, unless flag rank has been afforded by Starfleet. If a member wishes to rejoin the chapter, they must pay full dues for the year, and will only be allowed to rejoin at the discretion of the command staff.

### Shakedown Chapters:

Members who wish to form a shakedown chapter should consult with the CO. Requirements for forming a shakedown chapter are set forth by STARFLEET, but for Challenger to endorse or act as a support chapter to any shakedown group, approval of the command staff is required.

### Transportation/Expenses:

The Challenger does not formally offer transportation to any event. However, members who do drive may choose to open up their cars to other members who do not. On these occasions, a gas charge can be assessed by the driver to help with expenses. For most trips, this charge would be about \$10.00. If you do request a ride, you must contact the event coordinator or their Section Chiefs at least 7 days prior to the event. However, this contact by no means guarantees you transportation.

