

# USS TIBURON BY-LAWS

## **Preamble;**

The starship USS Tiburon NCC-74220 provides an avenue for persons of diverse backgrounds to interact and share their enjoyment of various genres of Science Fiction. Our primary goal is to enjoy Science Fiction through social activities, holding general meetings, and to promote the ideals through community activities.

## **I General Information**

1.01 Mission Statement – To encourage creativity, fun, and involvement in the community through various genres of Science Fiction.

1.02 Organization – For the purposes of management the USS Tiburon will be based on the organizational structure of a starship as seen in the Star Trek television series. This organization will exist as a non-profit organization.

1.03 Name – The name of this organization shall be USS Tiburon, hereafter referred to within this document as “organization”, “Tiburon”, and “USS Tiburon”.

1.04 Affiliation – This organization is affiliated with STARFLEET: The International Star Trek Fan Association Inc.

1.05 Purpose of this Organization – The purpose of this organization is as follows – We will engage in all legal activities in the State of Colorado and all other states. Tiburon will serve as a forum for persons with an interest in Star Trek and any other Science Fiction genre. Tiburon will provide a social organization in which people of diverse backgrounds with similar interests can interact and to promote an optimistic future through community service, social activities, and the appreciation of all Science Fiction.

1.06 Statement of Execution – We, as the members of the USS Tiburon, fully support Starfleet, it’s purpose, and maintain a similar structure based on the needs of a starship. However, this starship is a social club, not a para-military organization. The ranks issued are strictly fictional and are used to complement the uniforms we wear and are indicative of position or performance. The organization shall hold monthly general meetings for execution of business and planning activities. These special activities shall include, but are not limited to community activities, conventions, and crew gatherings.

1.07 Records – No member shall obtain for private use, nor cause to be released, the membership lists of the chapter’s complement. Personal information shall not be released to Third Parties, without the express written consent of the member evolved.

1.08 Membership – Membership in the organization shall be open to all those interested in our purpose and objectives without regard to race, creed, color, sex, age, mental or physical impairment, personal lifestyle, religious preference, or planetary origin.

## **II Command Organization**

2.01 Command Staff – The command staff/board of directors, is the decision making body of the USS Tiburon and acts as an advisory council to the President/Commanding Officer. It is composed of the following officers/directors who have functional responsibilities for chapter operations:

2.01A – Commanding Officer/President

2.01B – Executive Officer/Vice President

2.01C – Chief Operations Officer

2.01D – Chief of Communications

2.01E – STARFLEET Marine Officer in Charge/Second Officer

- 2.01F – Chief Science Officer
- 2.01G – Chief of Security/Tactical Officer
- 2.01H – Chief Medical Officer
- 2.01I – Chief Engineer
- 2.01J – Counselor
- 2.01K – 4 At-Large Members

2.02 Vacancies – Vacancies of the Command Staff will be filed by appointment of the Command Staff.

2.03 At-Large Members – At-Large members are the crews representatives on the Command Staff.

2.03A Nominations – Any Tiburon member in good standing may nominate or be nominated for the posts of At-Large member. Nominations will be in writing and submitted three months before the election. In the event that the Tiburon crew does not nominate 4 individuals for the posts of At-Large members the Command Staff may appoint members at their discretion.

2.03B Election of At-Large Members – The membership shall elect 4 At-Large representatives. The 4th At-Large member will be considered an alternate member, who will vote only when one of the regular At-Large representatives are not present. The Alternate member will act as proxy if requested by a regular At-Large member who cannot attend a meeting and may vote independently in other circumstances.

2.04 Command Staff Organization - In order to conduct business the Command Staff will elect for following officers to serve a term of one year.

2.04A Chairperson – The chairperson will conduct all business brought before the Command Staff. The chairperson is also responsible for creating the agenda for the meetings.

2.04B Secretary - The secretary is responsible for taking minutes during the meeting and taking attendance. They are also responsible for supplying copies of the minutes at the next meeting or upon request. An alternate maybe selected at the Secretaries discretion.

2.04C Command Staff Elections – At the December Command Staff meeting elections will occur for the next years Command Staff Officers.

2.04C1 Elections – All elections will be executed by written ballot.

2.04C2 Majority – For all votes by the Command Staff, a quorum must be present to take a vote.

2.04C3 Quorum – A quorum is at least two thirds of the members of the Command Staff.

2.05 Command Staff Meetings – The Command staff will meet regularly at times determined by the Command Staff, but not less then 12 times per calendar year.

2.05A Attendance – Each member of the Command Staff must attend a majority of Command Staff meetings. Any member with three consecutive unexcused absences must appear before the Command Staff to determine a course of action in the best interests of the USS Tiburon.

2.05B Closed Meetings – Command Staff meetings are open to only the Command Staff members, it's invited guests, and members of the Command Advisory Staff.

2.05C Invited Guests – Any Command Staff member may request a guest in writing to the Command Staff Chairperson at least 2 weeks prior to the Staff meeting.

2.05D Removal of Command Staff Member – The removal of any Command Staff Member or any At-Large Member must be approved by a vote of at least 2/3rds of the total Command Staff Membership.

2.06 Command Advisory Staff – The Command Advisory Staff is encouraged to attend and is welcome to participate at all Command Staff meetings as ex officio advisors, by virtue of office or position, to the Command Staff. The Command Advisory Staff consists of:

2.06A - Regional Staff

2.06B - Other Chapter Commanding Officers

The Command Advisory staff has no voting privileges at Command Staff Meetings.

### III Ships Operations

- 3.01 Constitution – The By-Laws of the organization will be considered the constitution of the USS Tiburon. The By-Laws can only be amended as outlined in section VIII
- 3.02 General Orders – The General Orders detail how the Constitution is implanted. General Orders cannot be used to change the Constitution, and in no way shall conflict with it. General Orders can be altered by vote of the Command Staff. If new versions of the General Orders are implemented, printed copies must be distributed to all members.
- 3.03 Availability – All governing documents of this chapter are of public nature. Therefore, they are available to all interested persons upon request.
- 3.04 Governance – In no way will the constitution of the organization conflict with the General orders or constitution of STARFLEET: the International Star Trek Fan Association Inc.
- 3.05 Command Structure -
- 3.05A Commanding Officer/President – The Chief Executive Officer of the USS Tiburon. The Commanding Officer is empowered to make all decisions and formulate all policies for the Tiburon, as long as such policies do not conflict with these By-Laws. The Commanding Officer may authorize transfers, promotions, demotions, disciplinary action, and merit awards for all members. The Commanding Officer shall represent the chapter at all levels of STARFLEET. The Commanding Officer ensures that the members are informed of national, regional, and local events. The Commanding Officer is ultimately responsible for all chapter finances, and oversees the day to day operations of the chapter.
- 3.05B Executive Officer/Vice President – The Executive Officer assumes all duties and responsibilities of the Commanding Officer when the Commanding Officer is unavailable. The Executive Officer may act as a spokesman for any individual member or group of members who wish a topic to be brought before the Command Staff when those members have not found satisfaction through the normal chain of command.
- 3.05C Chief Operations Officer – The Chief Operations Officer maintains and disseminates (as necessary) ship's records, mission logs, educational records, promotional records, heads the chapters Promotion and Award Board, and conducts all of the ships votes.
- 3.05D Chief Communications Officer – The Chief Communications Officer is responsible for maintaining the chapters telephone list. Passing information quickly and accurately, using a variety of methods as needed to the membership. The Chief Communications Officer is also charged with producing and distributing the chapters newsletter, the Open Waters. They also work as a liaison to the other chapters.
- 3.05E Chief Science Officer – The Chief Science Officer acts as the chapters Finance Officer. The Chief Science Officer is responsible for setting up and maintaining a bank account in the ship's name. The Chief Science Officer is one of three people in the club able to sign the checks to make them valid (the Commanding Officer and Executive Officer are the other two).
- 3.06F STARFLEET Marine Corps (SFMC) Officer in Charge (OIC) /Second Officer – The SFMC OIC is responsible for coordinating the activities of the 888th Tiger Shark Marine Strike Group (MSG) and must follow all directives set by the STARFLEET Marine Corps. The SFMC OIC also serves as the Second Officer and is responsible to assuming the role of Executive Officer if the Executive Officer is not available.
- 3.06G Chief of Security/Tactical Officer – The Chief of Security maintains order at meetings, and acts as the Sergeant-at-Arms.
- 3.06H Chief Medical Officer – The Chief Medical Officer maintains the organizations first aid kit, and maintains pertinent medical histories of members.
- 3.06I Chief Engineer – The Chief Engineer is responsible for mission related projects and technical support to other departments.
- 3.06J – Counselor – The Counselor is responsible for maintaining and supporting the Cadets

of the chapter.

#### **IV Membership Rights and Responsibilities**

- 4.01 Membership Dues – Membership dues for the organization cover a twelve-month period, and are determined by the Command Staff.
- 4.01A Payment – Members are responsible for their own renewals
- 4.02 Membership Rights – Membership rights vary depending on membership type.
- 4.02A Local Membership – Membership with the chapter that has no national membership with STARFLEET: The International Star Trek Fan Association Inc.
- 4.02A1 – One year Subscription to the chapters newsletter, the Open Waters.
- 4.02A2 – Input in ships management
- 4.02A3 – Participation in “Member Only” events
- 4.02A4 – Welcome Aboard Package
- 4.02A5 – Right to hold the office of At-Large Member on the Command Staff
- 4.02B – STARFLEET Membership – Membership with the chapter that has a national membership with STARFLEET: The International Star Trek Fan Association Inc.
- 4.02B1 – One year Subscription to the chapters newsletter, the Open Waters.
- 4.02B2 – Input in ships management
- 4.02B3 – Participation in “Member Only” events
- 4.02B4 – Welcome Aboard Package
- 4.02B5 – Right to hold any Command Staff position
- 4.02C – Cadet Membership – Membership with the chapter of all members under the age of eighteen (18) no matter whether or not they have a national membership.
- 4.02C1 – One year Subscription to the chapters newsletter, the Open waters.
- 4.02C2 – Input in ships management
- 4.02C3 – Participation in “Member Only” events
- 4.02C4 – Welcome Aboard Package
- 4.02D – Family Membership – Membership with the chapter that is designed for members with familial ties either by blood or marriage up to six members. Family memberships are entitled to all the individual rights and privileges but only receive one copy of the chapter’s newsletter, the Feeding Frenzy and a modified version of the Welcome Aboard Package.
- 4.03 Transfer of Membership – Members who wish to transfer aboard from other chapters must have informed their Commanding Officer of their intentions. Rank will be honored with adequate documentation.
- 4.04 Conditional Membership Acceptance – Any person convicted of a felony maybe be denied membership. The seriousness of the felony will be reviewed by the Command Staff and they will decide upon acceptance or denial.

#### **V Promotion & Awards Board**

- 5.01 Promotion & Awards Board – The Promotion and Awards Board is responsible for examining member conduct and determining appropriate action in accordance with promotion and award guidelines.
- 5.01A - The Promotion & Awards Board will make recommendations for promotions, demotions, commendations, and disciplinary action to the Commanding Officer.
- 5.01B - The Promotion & Awards Board will make determinations of assignment of promotion points.
- 5.02 Promotions & Awards Board – The Promotion & Awards Board is comprised of the Operations Officer and four members appointed by the Command Staff, by recommendation of the Operations Officer
- 5.02A – The four appointees will serve a term of one year, unless reappointed.
- 5.02B – The Commanding Officer and Executive Officer shall replace any member(s) of the

Promotion & Awards Board is said member(s) is being reviewed.

5.03 Officers of the Board – The Promotion & Awards Board shall elect the following officers and they will serve a term of one year

5.03A Chairperson

5.03B Secretary

5.04 Promotion & Review Board Meetings - The Promotion & Review Board will meet at least two times each calendar year and at any time deemed necessary by the Promotion & Review Board.

5.04A - A report of each meeting will be submitted to the Command Staff.

5.04B - Any club member whose performance is being reviewed may attend, but has no voting rights.

5.05 Submissions of Recommendations - Recommendations are submitted to the Promotion & Review Board in writing. Recommendations may be for promotion, commendation, demotion or possible disciplinary action.

5.06 Notification of Possible Disciplinary Action - Any member being reviewed for possible disciplinary action or demotion must be notified in writing at least one (1) week in advance of the Review Board Meeting and given every opportunity to attend and present his or her side of the issue.

5.07 Recommendations of Termination - A majority of the Review Board is required to make a recommendation of termination to the Commanding Officer.

## **VI Finances**

6.01 Dues - The Tiburon will collect dues on an annual basis

6.01A – Ships dues can be collected in follow manner

6.01A1 – Cash

6.01A2 – Check – Checks should be made out to USS Tiburon, and presented to the Ship's Financial Officer at the monthly meetings.

6.02 Penalties – If dues have expired, and payment is not promptly made, the individuals will not receive that month's issue Open Waters or be allowed to participate in ship's votes. The crewmember is allowed to participate in all other ship's functions as a guest. All benefits will be restored upon payment of ship's dues if within two months of expiration.

6.03 Waivers – Ship's dues may be waived under special circumstances. The decision will be made by the Command Staff or Commanding Officer.

6.04 Other Income – The ship may hold other fundraising activities , to include, but not limited to sales of Club related merchandise, bake sales, and raffles. All monies collected are put into the ship's general fund, and accounted for by the Financial Officer.

6.05 Bank Account – The Tiburon shall maintain a checking account at a facility decided upon by the Command Staff.

## **VII Grievances**

7.01 – All grievances will be in writing, signed, dated and submitted tot he Sergeant-At-Arms. The Sergeant-At-Arms will mediate the problem, and will bring in any other people deemed necessary to the case. All parties involved will be allowed to speak and must adhere to the decision rendered. The Command Staff will be informed of the decision. If the problem cannot be resolved, then a non-partial third party will be asked to render a decision.

## **VIII Amending**

8.01 Notwithstanding any decision herein made, these Bylaws may be amended by a simple majority of the whole Command Staff using the following procedure;

8.01A – A proposed amendment to the bylaws is submitted in written form to the Command Staff.

- 8.01A1 – Any member of the Tiburon may submit bylaw amendments.
- 8.01B – The proposed amendment is discussed by the Command Staff,
- 8.01C – Printed copies of the proposed amendment are distributed one month prior to the scheduled vote to all the Command Staff,
- 8.01D – Proxy votes should be delivered, sealed and in writing, at least twenty-four hours prior to the scheduled vote. Proxy votes are the responsibility of the Operations Officer.
- 8.01E – Voting will be done by secret ballot. Results will be tabulated by the end of the meeting, and announced to the members present. Tabulation of the vote is the responsibility of the Operations Officer, aided by the Science Officer.
- 8.01F – A simple majority of the entire Command Staff will be required for a proposed amendment to pass
- 8.01G – The Commanding Officer can veto an amendment. If this happens, a second vote will be taken one month after the first. A 2/3rds majority of the entire Command Staff will be required to override the veto.

## **IX Disolution**

- 9.01 – In the event the ship decides to disband, all mailing list of the ship's complement shall be destroyed, and all property in invested in the ship sold at auction to the ship's active members. After all the ship's debts have been paid, any remaining monies from the ship's treasury and the funds raised at auction shall be donated to a charity to be determined by the Command Staff.