

# Crewmembers Handbook and Guide to the USS COLUMBIA NCC-2049

Version 3.0 (6/20/2023)



## Introduction

*The USS Columbia is a correspondence chapter of STARFLEET the International Star Trek Fan Organization. As a correspondence chapter we have members all over the world and do not hold regular meetings though we will occasionally hold more informal online meetings or meet in person at STARFLEET events. As a STARFLEET chapter membership in STARFLEET is required to become a crew member with rank and position however we do welcome civilian specialists as well. Though civilian non fleet members are welcome they hold no voting rights within the organization.*

*Much of this manual you will find familiar if you have read any Star Trek tech manual. There are, of course, some things that are specific to this ship and time frame.*

*Many of the things in this manual are also located elsewhere on the USS Columbia website, but this book was put together so the crew may have a ready source of information about the ship*

## Welcome Aboard from the Commanding Officer

As the commanding officer of the USS Columbia, I would like to say Welcome Aboard. Whether you are a new member of STARFLEET or have been a member for many years you can find a home with our crew. We welcome members of all walks of life regardless of sex, race, ethnicity, religious beliefs, disability, or sexual preference. We believe the group should embrace the ideas of IDIC as expressed in Star Trek. Infinite Diversity in Infinite Combinations was at the very heart of what made Star Trek the success it is and is the idea behind the series itself. Our motto is "To Sail Beyond..." this motto can have many meanings. Fictionally it could mean sail beyond the known as part of Starfleet's exploration mission. In the real world I like to think it means to sail beyond prejudices, and differences that so often separate us.

We welcome all members regardless of age as well. We offer a cadet program for members under the age of 16 to allow them to participate as much as adults. All members regardless of age may pick a department and position and can choose to become an officer, enlisted or civilian crew member. Every member may choose a Department from Command, Operations, Engineering, Medical, Science, Security or choose to join as a STARFLEET Marine. Choosing a department and position helps in writing club related fiction and Role playing.

Please take some time to look over this handbook. In it you will find information on STARFLEET, the ships, its departments, promotion and Rank Structure as well as the fictional vessel we represent and its history and legacy.

Commodore Charlotte Gordon

CO USS Columbia NCC-2049



# Table of contents

**1.0 Bylaws of the USS Columbia**

**2.0 Promotion Points**

**3.0 Constitution of the USS Columbia**

**4.0 Accounting Procedures**

**5.0 Ships Records**

**6.0 Standing Comities**

**7.0 Rank System and Uniforms**

**8.0 Position Categories**

**9.0 Starfleet Membership**

**10.0 Disciplinary Actions**

**11.0 Newsletters and Other Publications**



## 1.0 Bylaws of the USS Columbia

The Constitution and Bylaws of the U.S.S. Columbia, NCC-2049, was adapted from a document generated by the USS Jamestown NCC-1843D, which was a document adapted from the U.S.S. Sovereign, NCC-2505. It is based upon the work of the Founding crew.

### Command Staff

The Senior Command Staff of Columbia shall consist of:

The Commanding Officer

Executive Officer

2nd Officer (Spot may be vacant till filled)

Department heads (Communications, Operations, Engineering, Medical, Security, Marines  
OIC/DIC

Quorum: A quorum for conducting business shall be not less than fifty percent of the Command Staff.

- Voting for Commanding Officer

The Commanding Officer is elected by a vote of the General Membership, as provided in the ship's constitution. The term of office is two years. Starfleet will be contacted to approve promotion to the rank of captain. (Current SFI.org Manual). The Commanding Officer will appoint the initial Command Staff. Appointment of replacement Command Staff members shall be made by the Commanding Officer. A Command Staff officer who does not comply with assigned responsibilities may be relieved of office by the CO or a majority vote of the Command Staff. An officer may step down from office by submitting their resignation in writing. *In the event that the Commanding Officer is unable to fulfill his/her duties, the Executive Officer will temporarily assume the role of Commanding Officer. If the Commanding Officer steps down with less than six (6) months remaining in his/her term, the Executive Officer will complete the term. If more than six months are left in the term, a special election will be held.*

The Command Staff of Columbia shall bring proposed amendments to the bylaws and/or officer's manual to a vote. A two-thirds majority must approve the amendment. The bylaws will be reviewed at least once each year.

Those areas of policy not covered by the Columbia Constitution and Bylaws will be superseded by those in the STARFLEET Constitution, in such cases.



## 2.0 Promotion Points

To provide for a defined system of promotion within the chapter, the Columbia will employ the Promotion Points System described below. Promotions will be determined by a combination of points and time in grade. 24 points are required for the first promotion. 36 points are required for each subsequent promotion through commander. Promotions above commander must go through STARFLEET and will be recommended as warranted by the decision of the Commanding officer and or senior staff. These can be earned through the promotion points system below or by time in grade. For each year in grade 12 points will be awarded. Thus after 3 years a promotion will be earned whether any other points have been accumulated. Points will be awarded for the other following activities. The XO will track crew member points

### Promotion Point System

Taking a STARFLEET Academy course: 1 Point.

*1 additional point will be added for a grade of honors and 2 for a grade of distinction.  
(Maximum 25 points per year)*

Attending an online meeting: 1 point

Attending a Staff meeting: 1 point

Attending the meeting of another Starfleet vessel: 1 point

Recruiting new member: 1 point per member

Article for Newsletter: 1-5 points

Participating in other ship projects: *(points to be determined at the discretion of the Commanding Officer)*

Participating in the ship's role-playing: (points to be determined based on participation)

Attending STARFLEET events: 2 points per day

Participating in a STARFLEET event in an official function: 4 points

Contributing time to a charity 1-6 points depending on work done.

Attending a convention in Uniform as a Columbia member: *2 points for a single day, 4 for a weekend.*

Participating on the Columbia's Social Media sites

Attending a convention in Uniform as a Columbia member: 2 points for a single day, 4 for a weekend

***Points may be awarded for other activities at the discretion of the Commanding Officer.***



### 3.0 Constitution of the USS Columbia

All active crewmembers shall have the right to vote on issues brought before them. Columbia is a democratically run entity, with all that it implies. All issues brought to a vote must pass by a simple majority, unless otherwise specified. There are three types of voting procedures used on Columbia

**Open meeting vote.** *A simple vote of the membership during an open meeting is made by a simple "yea" or "nay" vote.*

**Open ballot:** this vote will be conducted via email or regular mail. This style is employed when explicit documentation of voting is needed. Mail-in ballots may be employed in this voting procedure.

**Closed ballot** used for elections and votes of confidence votes are to be confidential.

In most cases, the Executive Officer will act as the administrator for voting procedures. and report, the results of the written ballots including mail-in ballots if employed.

Issues relating to policy will, in most cases, be voted on by the CO, XO and Command Staff. Issues relating to general operation, projects and activities will be voted on by the Command Staff.

The Commanding Officer has the right to VETO all issues being voted upon. This includes within any committee that is related to the Columbia. If at any time the Commanding Officer is unavailable during a vote, the Executive Officer shall carry the VETO privilege. In the event of a VETO, this action may be overridden by a two-thirds majority vote of the Command Staff. If a VETO is upheld for any vote, the issue can be re-entered for a vote, but must be presented in a different form. If an issue cannot be resolved within the chapter, a decision may be sought from the Region One Coordinator.

All active members are eligible to vote on any issue open to general membership vote or in an election. Each active member has one vote.

Biennial every 2 years election for the position of Commanding Officer will be held in the even numbered years in accord with the following procedures. If there is more than one candidate, a "closed ballot" vote will be taken. If there is only one qualified candidate, an "open ballot" vote may be used.

The most senior member of the Command Staff will administer the election, count the votes in secret, announce the outcome and provide information for publication. Any member of the Command Staff who is a candidate will not participate in this activity. A ballot must be produced (and a mandatory Ship-wide meeting called.) The active membership must be notified no less than six weeks prior to the (meeting) vote. If an active member is unable to attend, the member may elect to vote by mail or email. The ballot will remain sealed, to be opened at the time of ballot counting. At the Ship-wide meeting the election will be by a secret written ballot.

Nominations and seconds will be made in September from the website. All candidates must meet all the requirements stated in the SFI.org handbook before running for the position

The election will take place *from November 1-15*. Results will be announced as soon as all members have voted, or the election time has expired

The winner of the election must receive the majority (over 51%) of the votes.

The winner of the election will officially take office on January 1. The outgoing CO must turn over all records to the new CO by that date.

*Should the general membership of the club feel that the Commanding Officer is not acting in the best interests of the club; a vote of confidence may be called for.*

*A petition for a vote of confidence (VOC), signed by at least 1/3 of the Ship's complement, is submitted to any Senior Officer. The petition must include specifics as to the reason for this action. The officer who receives the petition shall act as the Coordinator for the VOC proceedings. Under no circumstances will the coordinator reveal the original source of the petition.*

*The coordinator must notify the Captain of the Vote of Confidence proceedings within ten (10) days of receiving the petition.*

*The captain has ten (10) days after the coordinator's notice to present to the coordinator justification for the actions challenged in the petition.*

*Within thirty (30) days of the captain's answer, the coordinator must notify the club membership of the Vote of Confidence proceedings, the nature of the complaint, and the captain's response*

*At the second meeting following notification, a vote of the crew is taken. (Any crewmember that is unable to attend the meeting may choose to mail the ballot to the coordinator.) If a simple majority of the club supports the captain, no further action is taken. The captain is specifically barred from taking punitive action against the real or perceived originator of any Vote of Confidence petition.*

*If most of the Ship does not support the captain, he/she will be asked to step down immediately. A special election for interim Captain will be held, and the new Captain shall serve the remainder of the term.*

*The captain may not be subjected to a Vote of Confidence proceeding for a period of one hundred and twenty (120) days following successful defense in a Vote of Confidence.*



## 4.0 Accounting Procedures

Any funds collected for ships operations or charities and other projects will be the responsibility of the commanding officer. The CO will make available all information regarding use of these funds in detail to the command staff, or other crew members, when asked to do so. Since no annual dues are collected funds may be requested by the CO or other staff to accomplish needed work for the club. This request is not mandatory, but the crew should know that expenses do arise from time to time in the running of the ship. Money collected towards a charity will be collected by the CO and donated in the name of the ship to said charity.

Columbia shall maintain financial records for the documentation of all funds either received or distributed by the group. Any money received by the Columbia will be acknowledged by receipt. Financial records will be available to all crew.



## 5.0 Ships Records

Columbia's records are maintained as computer files. Copies shall be stored in a physically separate location in the event of a "disaster." Official publications, newsletters, etc., will be kept in a library and will be available for examination.



## 6.0 Standing Committees

Various committees exist for specific purposes on Columbia. There are two permanent committees established for the general direction and operation of Columbia. These are the Command Staff and the Promotion Review Board.

### **Command Staff Members**

Commanding Officer

Executive Officer

Chief of each Department



## Review Board Members

Commanding Officer

Executive Officer

Three Most-Senior Staff Officers

*Function: Disciplinary Review Board; Appeals Board; Awards Review Board; Promotion Review Board. Promotion Board meets twice a year The Review Board will make recommendations for promotion to the Commanding Officer, who has the sole authority aboard Columbia to grant promotions up to the rank of Commander.*



## 7.0 Rank System and Uniforms

This is to be a general guide for members of the USS Columbia NCC-2049. This guide presents graphics of each of the uniform styles, department colors, insignia, and specific notes on use by the Columbia crew in some instances. This is to be combined with the rank guide to provide a general overview of the uniform of the era our club represents. Crew members are not required to have a uniform and are free to choose whichever style of uniform they wish and other guides to the various trek eras will also be made available. The movie era uniforms are the most complex and generally expensive. These uniforms take a great deal of time to create and when all the pieces come together including belts and insignia can be expensive. Some of the components are also getting harder to find however some new sources have become available in recent years.



## 8.0 Position Categories

Commanding Officer (CO)

As defined by the STARFLEET Constitution, the ship's Commanding Officer (CO), also known as the Chapter Chairperson, is the leader of the Starship. The CO is the focal point of all local STARFLEET activities and should maintain an image that personifies the philosophy of STARFLEET and Columbia. The CO is the chapter's highest placed member and acts as the Chief of Staff. In general, the CO will represent Columbia to STARFLEET Command and is legally responsible for the chapter's activities. The CO shall be responsible for the general administration of the chapter. The CO functions as a coordinator and is expected to delegate specific activities to various members of the senior staff and crew. The CO is expected to ensure that the various assignments are completed correctly and in a timely manner to keep the ship "running smoothly."

As the leader of the chapter, the CO will organize Columbia activities, and at the same time will respect the member's rights to participate or not participate. The member may look to the CO and expect proper knowledge of STARFLEET rules, regulations, and procedures. The CO has the authority to grant transfers, promotions in rank up to the level of Commander and citations of merit.

The CO may designate chapter officers such as Vice Chairperson (XO), Secretary-Treasurer, etc. The CO will head the ship's Command Staff and will act as chairperson of the ship's governing body. The chapter president does not vote, except in the case of a tie. The CO is empowered to make decisions for the chapter on all matters, routine and important. However, decisions of major significance, or any major expenses must be reported to the Command Staff. The CO shall report any situation and the decision to the Command Staff as soon as possible.

**Requirements:**

Active Member in good standing on Columbia for 1 year or more

Minimum 21 years of age

Successful completion of Officer's Training School and Officer Command College

Very Active Membership in STARFLEET

Very Mature, very patient, good organizational and leadership skills

*Rank -- Minimum: Commander*

**Executive Officer (XO)**

The Executive Officer (Exec or XO) is the assistant to the CO and the second-in-command, the next highest-ranking officer. He/she is the CO's direct representative. His/her duties include maintaining the general efficiency of the ship and crew and coordinating with the Department Chiefs. The Exec is the Command Department Chief, and oversees all junior command officers, associate members, and civilian specialists. The Exec shall be kept abreast of all events and activities of the ship as they occur. The Exec shall aid the CO in coordinating ship activities as well as heading special programs.

*If the CO cannot fulfill his/her responsibilities to Columbia, the XO will become the Acting Commanding Officer.*

**Requirements:**

Active Member in good standing on Columbia for 1 year or more

Minimum 21 years of age

Successful completion of Officer's Training School and Officer Command College

Very Active Membership in STARFLEET

Very Mature, very patient, good organizational and leadership skills

*Rank -- Minimum: Lt. Commander*

**Second Officer (#2)**

The 2<sup>nd</sup> officer is not a required position within STARFLEET for ship operations. At the discretion of the CO this position maybe filled. Responsibilities include support the XO in ship operations.

**Requirements:**

Active Member in good standing on Columbia for 1 year or more

Minimum 21 years of age

Successful completion of Officer's Training School and Officer Command College

Very Active Membership in STARFLEET

Very Mature, very patient, good organizational and leadership skills

### **Department Chiefs**

The Columbia has six departments; each is designed to meet the interests and talents of the crew. Each department has a designated Chief who is responsible for the overall operation and duties of the department. Chiefs have the right to suggest and develop projects and programs with the members of their departments.

The specific responsibilities of a Department Chief depend on the department. However, in general each chief shall submit a written report on their department activities, progress, problems, comments, etc., to the CO/XO/2<sup>nd</sup> officers each month

Requirements:

Active Member in good standing on Columbia for 6 months or more

Minimum 18 years of age

Successful completion of Officer's Training School (encouraged to take SFA course in Department field if available)

Active Membership in STARFLEET

Mature, patient, good organizational and leadership skills

Rank -- Minimum: Lieutenant (Starfleet) or Captain (SF Marine)

### **Individual Member**

The individuals, also referred to as crewmembers, are a vital part of Columbia. They are welcome to participate in all activities organized by Columbia. Members may suggest ideas for activities or projects. These suggestions should be submitted to Columbia's CO, Exec, or Department Chiefs.

Depending upon the department they choose, a member can do a variety of jobs for the ship; for example, in the Communications Department, the member may want to become a photojournalist, etc. A member may choose a department without selecting a specific job within that department.

Requirements:

Active Member in good standing in STARFLEET

Active Member in good standing on Columbia

Minimum Rank -- Cadet 4th class



## 9.0 Starfleet Membership

Membership is open to all interested individuals. Active Columbia Membership requires membership in STARFLEET. Application for membership on Columbia requires completion of information forms, submission of proof of STARFLEET membership. Only active members may be an officer. Active members will start as a Crewman Recruit until they have successfully completed STARFLEET ACADEMY's Officer's Training School at which time, they become a full officer. Or a member may elect to remain an enlisted rank.

Supporting members may join the club and participate in meetings and online activities however they hold no rank within the club and will be considered civilian specialist. These members may not vote in ship elections however and will not have a direct say in matters relating to club operations though they are welcome to make suggestions.

### Affiliate Membership (Sister Ships)

Affiliate memberships are available to members of other STARFLEET chapters who want to receive Columbia materials. Honorary and Affiliate memberships do not have any voting rights in Columbia matters.

### Membership Renewal

Renewal of membership requires update of membership records, confirmation of STARFLEET membership. Each member will be notified no less than four weeks prior to the due date.

Regardless of the type of meeting, a record of attendance will be taken and recorded in the Ship's log. Descriptions of the types of both Mandatory and Voluntary meetings are shown below:

### Meetings Ship-wide

Mandatory ship-wide meetings may be called when necessary for all Columbia members. Such meetings are intended for the discussion of very important matters. This will be done via Discord or another platform

### Ship's Meetings

These are normally held monthly Attendance by Command Staff is encouraged but not required. Crewmembers are encouraged to attend.

This is the best way to stay up to date on Columbia's many activities.

Scheduled at the discretion of the Department Chief, this meeting is intended for department activities and to address issues specifically directed to the interests of the department.

## Ship Activities

Community activities are those projects that involve interaction between Columbia crew and society. They may include participation in fund-raisers or similar activities.

## Fund Raising

As Columbia is an independent organization, fund-raising is our primary source of income. All suggestions for raising funds should be appropriate for the group.

All money raised at an activity will be placed in the care of the CO of the Columbia unless it has been earmarked for a specific community charity. Funds and/or materials may be solicited from the rest of the crew, or from the Ship's account to support a project. No member may be coerced into contributing either money, materials, or time to any activity. Any excess material may be donated to the Ship and used by the group.



## 10.0 Disciplinary Actions

If a member of U.S.S. COLUMBIA behaves in a manner that is unbecoming and/or commits an offense reflecting poorly on him/herself, the U.S.S. Columbia and STARFLEET, they will be brought under reprimand. If the offense is minor, the member's Department Chief or most senior U.S.S. Columbia member will counsel the member. A major offense will warrant disciplinary action by the U.S.S. Columbia Review Board.

## Repercussions

Demotions are serious actions and are reserved for serious problems. Per STARFLEET regulations, such demotion cannot revoke a commission granted by graduation from OTS.

Any behavior that violates civil law, such as breach of alcohol and narcotics statutes, physical violence, theft, etc., will be referred to appropriate police authority. Any adult crewmember found to be abetting a minor in the commission of a crime will also be reported. **NO EXCEPTIONS WILL BE MADE.** Breach of civil law constitutes action for Command Staff Review for Termination of Membership.

Following appropriate review, the Review Board may act to terminate an individual's membership on Columbia. **MEMBERSHIP IN STARFLEET IS NOT AFFECTED.** However, recommendation may be forwarded to STARFLEET Command for further action. No one person aboard Columbia has the right to expel another member from the Ship.



## **11.0 Newsletters and Other Publications**

### **The Commlink**

The Commlink is a quarterly newsletter (published in Jan-Apr-July-Oct) that is available to all active members of Columbia and is included as part of the membership. The Commlink is the official ship-wide information source and provides our members with valuable and in-depth information concerning the universe of Star Trek and Columbia. The newsletter includes sections dedicated to sharing information about the group; upcoming events including conventions and special activities; news regarding movies, the television series and other Star Trek-related programming; public notification of commendations, promotions and new members; trivia, games, puzzles and comics; brief reports of departmental activities; reports highlighting members of the crew; editorials, letters to the editor; publication of original stories; monthly event calendars; and feature reports.

The Columbia publishes the newsletter. The Chief Communications Officer functions as the editor.

All submissions must be neat and legible, preferably typed. The name and address of the author must be enclosed. If the name is to be withheld, notification to the editor should be included with the submission.

Material which is to be published in a specific newsletter (dated material) must be submitted to the editor not later than the 20th of the publishing month. Material that is not dated may be submitted at any time and will be included in the newsletter at the discretion of the editor.

All members who have material printed in the newsletter will have a copy of the article placed in their file as documentation of active participation.

### **Departmental Newsletters**

At the discretion of the individual department chief, a departmental newsletter may be published. There will be a defined editor and production crew. The newsletter will be available to any chapter member or guest, although the responsible department member determines the number of copies available. Other distribution, outside of chapter meetings, is also at the discretion of the department.