



Regional Handbook

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Table of Contents

| | |
|--|----|
| Table of Contents..... | 2 |
| Forward from the Chief of Communications, STARFLEET | 4 |
| From the Regional Coordinator | 5 |
| Coverage | 6 |
| Chapters..... | 6 |
| Regional Structure | 7 |
| Regional Staff | 8 |
| Regional Coordinator (RC)..... | 8 |
| Vice Regional Coordinator (VRC)..... | 8 |
| Chief of Regional Operations (ChOPs)..... | 8 |
| Regional Coordinator’s Chief Of Staff (RCCoS)..... | 9 |
| Vice Regional Coordinator’s Chief Of Staff (VRCCoS) | 9 |
| Chief of Regional Finance (CoRF) | 9 |
| Chief of Regional Communications (CoRC) [Newsletter] | 10 |
| Chief of Regional Computer Operations (CRCOMPOPS) | 10 |
| Chief of Member Services (CMS)..... | 10 |
| Regional Recruitment Officer (RRO)..... | 11 |
| Chief of Regional Awards (CoRA) | 11 |
| Other Regional Staff..... | 12 |
| Quartermaster (QM) | 12 |
| Events Team | 12 |
| Other Advisors | 12 |
| Region 20 Admiralty Board (AB)..... | 12 |
| Region 20 Executive Committee | 12 |
| Liaison OICs | 12 |
| AWARDS..... | 13 |
| The Annual Awards Process..... | 13 |
| ANNUAL AWARD CATEGORIES | 13 |
| Chapter Awards | 13 |
| Chapter of the Year | 13 |
| Shakedown Chapter of the Year..... | 13 |
| Mothership of the Year | 14 |
| Individual/Member Awards..... | 14 |
| Flag Officer of the Year..... | 14 |
| Officer of the Year | 14 |
| Enlisted Member of the Year | 14 |
| Junior Member of the Year | 15 |
| Commanding Officer of the Year..... | 15 |
| The Commonwealth Shield | 15 |
| Other Regional Awards | 15 |
| Gallantry Awards..... | 15 |
| Service Awards | 16 |
| Achievement Awards | 16 |
| Other Awards | 16 |
| Regional Staff Policies | 17 |
| Reporting Procedures | 17 |
| Leave of Absence | 17 |
| Retiring from the Regional Staff | 18 |
| Removal of Regional Staff..... | 18 |
| The Right to Appeal..... | 18 |
| The Appointment and Removal of the Regional Coordinator..... | 18 |

| | |
|--|----|
| Handbook Amendments | 19 |
| Glossary..... | 19 |
| Appendix: Regional Charter | 20 |
| CHARTER OF STARFLEET: REGION 20..... | 20 |
| SECTION 01: Purpose | 20 |
| SECTION 02: Definition of associated groups and roles..... | 20 |
| SECTION 03: Regional Membership | 21 |
| SECTION 04: Financial Governance | 22 |
| SECTION 05: Cross Fleet Initiatives | 22 |
| SECTION 06: Communications..... | 22 |
| SECTION 07: Approval, Amendments and changes to the Charter..... | 23 |

Forward from the Chief of Communications, STARFLEET

Whether you're reading this for the first time as a newly-joined member or refreshing your wisdom as a veteran of STARFLEET, it is my distinct pleasure to bid you a warm welcome to Region 20.

I hold Region 20 and its members in the highest esteem. I've enjoyed my visits to the United Kingdom and treasure the memories of my interactions with the members of USS Stargazer and USS Alba. I have had the honour and privilege of serving as the representative-by-proxy for Region 20 during the International Conference in 2013. Though I reside in Region 4, I personally consider this region to be my second home and I look forward to returning in the future.

As the largest Star Trek fan association on the planet, STARFLEET and Region 20 enacts the ideology of Infinite Diversity in Infinite Combinations as we extend the hand of friendship and camaraderie to our fellow fans regardless of their origin or background. Our common ground is our love of Trek and the perpetuation of that adage, "Let me help," in our service toward others. I trust that you will come to enjoy your time with this organization and your Chapter or Marine Strike Group.

Your regional leadership stands among the best within STARFLEET; they are dedicated, attentive, and considerate of all of their members. If you should have questions or concerns regarding your membership, do not hesitate to communicate to your Regional Coordinator, Dan Adams, and Vice Regional Coordinator, Scott Peter.

Once again, welcome to Region 20!

Ahead full speed,

A handwritten signature in black ink that reads "Michael D. Garcia". The signature is written in a cursive, flowing style.

Commodore Michael D. Garcia
Commanding Officer, USS Gyax (NCC-63545)
Chief of STARFLEET Communications
comms@sfi.org

From the Regional Coordinator

I'd like to personally welcome you to Region 20.

Although I speak for the Region, I don't command the chapters. However, it's the chapters of Region that make SFI what it is; a group of chapters that transcend political boundaries to support each other and come together for the greater good.

Just as the TOS Enterprise had a multi-cultural crew, Region 20 is made up of members from the length and breadth of the UK and Ireland and beyond. *Infinite Diversity in Infinite Combinations* at its finest.

Whether you want to make the world a slightly better place in the name of Gene Roddenberry's vision, or if you want a natter with a group of like-minded friends about Trek, you in turn can help Region 20 grow.

This handbook is a document that shows you how the region works in line with the charter that you will find in the appendix.

For now, "*Engage!*" See you around the Fleet

Daniel Adams

FCAPT Daniel Adams

REGIONAL COORDINATOR

Coverage

Region 20 is defined by SFI as Ireland and Great Britain.

The Chapters of Region 20 are based around fictional star ships from various points in the Star Trek timeline. In similar fashion, the headquarters of Region 20 is referred to as **Starbase 20**.

Chapters

We have many Chapters within our regions that you can be a member of. A full list of these is detailed and maintained on our website at <http://www.20thfleet.org.uk/chapters.html>.

Region 20 members can also become involved in:

STARFLEET Medical, through the Assistant Surgeon General's Office at <https://assistantsurgeongeneralofficer20.wordpress.com/>

Some of our chapters also have a Marine Corp Unit and these are also detailed on the website at <http://www.20thfleet.org.uk/Marines.html>

The Region also has a Special Operations Unit – 305th “The Great Intelligence” at <https://www.facebook.com/groups/305thSFUnit/>

Region 20 Chaplaincy Services at <http://r20chaplainservices.webs.com/>

Region 20 Communications Page (for Chapter Comms Officers) <https://www.facebook.com/groups/1443543332628357/>

Region 20 Quartermaster Page (for Chapter QMs) <https://www.facebook.com/groups/R20QMStores/>

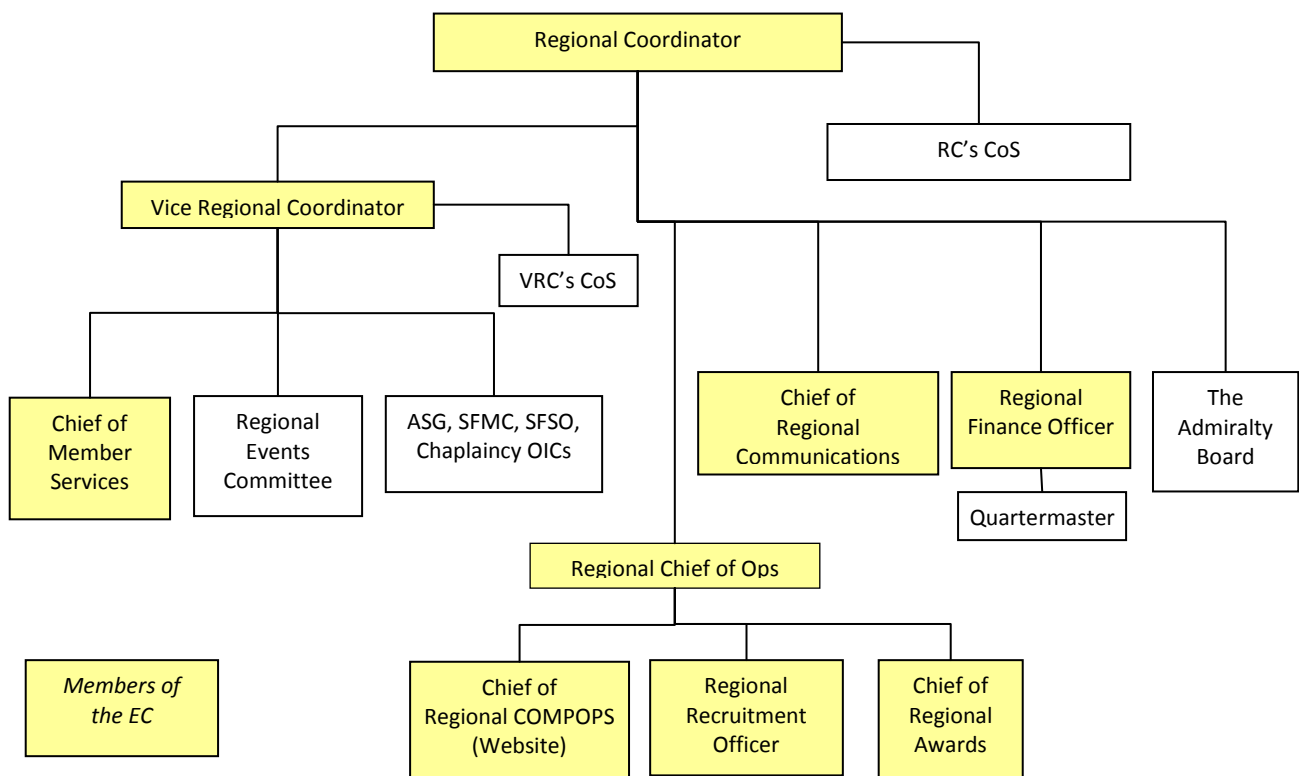
Regional Structure

The Regional Staff is designed to assist the Regional Coordinator (RC) with the development of procedures and policies to benefit the Region as a whole. The wider Regional Staff include those who are appointed by Department Heads to assist them in the effective administration of the Department.

To be eligible for appointment to a Regional Staff Post, the applicant must

- ⚓ be a member in good standing of STARFLEET International (SFI)
- ⚓ be resident in Region 20 and
- ⚓ hold membership within Region 20

There is no minimum rank required to sit on the Regional Staff, however, previous experience in a similar role would be advantageous. Being a member of the Regional Staff does not exclude anyone from serving their chapter in any capacity (Commanding Officer, Senior Officers, etc.), but only where no conflict of interest is intended or anticipated.



Regional Staff

Regional Coordinator (RC)

The Regional Coordinator is STARFLEET's representative to the Region, and the Region's representative to STARFLEET. They are appointed by the Chapter Commanding Officers to be their voice on the STARFLEET Admiralty Board, the governing body of STARFLEET. The Regional Coordinator is responsible for ensuring that all Fleet policies are adhered to within the Region. Regional finances and funds also fall under the jurisdiction of the Regional Coordinator.

| | |
|------------------------------|--|
| Term of office: | Two years from the date elected |
| Reporting: | The RC will report to the Commander, STARFLEET and the Chief of Operations, STARFLEET by the 15th of each month. |
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. |

With regard to the appointment and removal of the Regional Coordinator, please refer to Section 07 of the STARFLEET Member's Handbook.

Vice Regional Coordinator (VRC)

The Vice Regional Coordinator is the RC's right hand man/woman, providing the RC with any assistance or aid needed in the running of the Region. The VRC will also act as RC when the RC is on leave.

The VRC is also responsible for liaison with the various OICs of the ASG, SFMC, SFSO and Chaplaincy Services.

Although new chapters will have a Mothership appointed to them, it is recognised that they may also need a point of contact at regional level and this is offered by VRC.

| | |
|------------------------------|--|
| Term of office: | Appointed by the RC Appointment can be reviewed annually. |
| Reporting: | Receives reports from the Department Heads in his/her office by the 20th of each month and provides a summary of these reports to the VRC by the 25th of each month for inclusion in the Regional Command Status Report. |
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. |

Chief of Regional Operations (ChOPs)

The Chief of Regional Operations is the third in command of the running of the Region. The ChOPs supports the RC and VRC directly when necessary.

The ChOPs is also responsible for CompOps, Recruitment and Awards, and has department heads reporting for these areas.

| | |
|------------------------|--|
| Term of office: | Appointed by the RC Appointment can be reviewed annually. |
| Reporting: | Receives reports from the Department Heads in his/her office by the 20th of each month and provides a summary of these reports to the VRC by the 25th of each month for inclusion in the Regional Command Status Report. |

| | |
|------------------------------|--|
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. |
|------------------------------|--|

Regional Coordinator's Chief Of Staff (RCCoS)

The Chief of Staff is an aide to the Regional Coordinator (RC). The RCCoS acts as secretary and minute taker at all meetings of the Executive Committee and regional Admiralty Board.

The CoS works at the direction of the RC and may be delegated to assist as and where required on various committees and projects of the Region.

| | |
|------------------------------|---|
| Term of office: | Appointed by the RC |
| Reporting: | To the RC by the 20th of each month Appointment can be reviewed annually. |
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. Any member that has the OTS and is working towards their OCC can also apply for this post, but the appointment would be provisional for two months during which time the member will be required to complete and pass the examination. |

Vice Regional Coordinator's Chief Of Staff (VRCCoS)

The Chief of Staff is an aide to the Regional Coordinator (RC). The VRCCoS works at the direction of the VRC and may be delegated to assist as and where required on various committees and projects of the Region.

| | |
|------------------------------|---|
| Term of office: | Appointed by the VRC |
| Reporting: | To the VRC by the 20th of each month Appointment can be reviewed annually. |
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. Any member that has the OTS and is working towards their OCC can also apply for this post, but the appointment would be provisional for two months during which time the member will be required to complete and pass the examination. |

Chief of Regional Finance (CoRF)

The Chief of Regional Finance is the accountant for the Region. In line with the STARFLEET handbook section 03:06 the RC has all responsibility for regional finances, however the CoRF acts as a bank account signatory and administers the funds the Region might require for different unit events, stationery etc. The CoRF also manages the regional Quartermaster.

| | |
|------------------------|---|
| Term of office: | Appointed by the RC. Appointment reviewed annually. |
| Reporting: | To the RC by the 20th of each month. Appointment can be reviewed annually. |

| | |
|------------------------------|---|
| Minimum requirements: | All requirements set out by STARFLEET International. A good level of numeracy and the ability to effectively manage and plan budgets. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. Any member that has the OTS and is working towards their OCC can also apply for this post, but the appointment would be provisional for two months during which time the member will be required to complete and pass the examination. |
|------------------------------|---|

Chief of Regional Communications (CoRC) [Newsletter]

The Chief of Regional Communications is responsible for the regional newsletter, *The Runabout*. The CoRC acts as editor and ensures that the publication is approved by the RC before publication.

The CoRC will liaise closely with all other regional departments to encourage and assist them with articles and notices for *The Runabout*. They will also put out the call for contributions to *The Runabout* to the general membership of Region 20.

| | |
|------------------------------|---|
| Term of office: | Appointed by the RC |
| Reporting: | To the RC by the 20th of each month. Appointment can be reviewed annually. |
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. Any member that has the OTS and is working towards their OCC can also apply for this post, but the appointment would be provisional for two months during which time the member will be required to complete and pass the examination. |

Chief of Regional Computer Operations (CRCOMPOPS)

The Chief of Regional Computer Operations is responsible for the creation and maintenance of all the regional media. This includes (but is not limited to) the regional website, News Channel, regional e-mail addresses, regional newsletter and the regional Listservs; EC, AB and ECAB etc.

The CoRC will liaise closely with all other regional departments to assist them with any matters relating to regional communications.

| | |
|------------------------------|---|
| Term of office: | Appointed by the RC |
| Reporting: | To the Chief of Ops by the 20th of each month. Appointment can be reviewed annually. |
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. Any member that has the OTS and is working towards their OCC can also apply for this post, but the appointment would be provisional for two months during which time the member will be required to complete and pass the examination. |

Chief of Member Services (CMS)

The Chief of Member Services is responsible for the retention of members both assigned and unassigned.

For those that are assigned, he/she advises members who require any sort of assistance, often by directing them towards the correct departments that can respond to their issues.

For the unassigned, The CMS ensure they are fully briefed with regard to regional matters—ensures they get the link to *The Runabout*, know what events we are attending, have their say, get to vote and are generally included in all those things most members learn about through their

chapter. Note that the objective is not to get these members assigned to chapters. The CMS respects a member's decision to be unassigned if that is their wish, but will also assist any member that is considering joining a chapter, in the selection process by, perhaps, arranging a tour of duty with various chapters so that the member can decide.

| | |
|------------------------------|---|
| Term of office: | Appointed by the RC |
| Reporting: | To the VRC by the 20th of each month. Appointment can be reviewed annually. |
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. Any member that has the OTS and is working towards their OCC can also apply for this post, but the appointment would be provisional for two months during which time the member will be required to complete and pass the examination. |

Regional Recruitment Officer (RRO)

The Recruitment Officer will encourage the appointment of a Recruitment Officer on each ship which may form a committee to meet monthly or bi-monthly.

At Chapter level, the Recruitment Officer offers support to chapters and their Recruitment Officer, helping them to promote both their chapter and the region at chapter events.

At regional events, working with the Events Committee, the RRO organises a recruitment team to represent R-20.

| | |
|------------------------------|---|
| Term of office: | Appointed by the RC Appointment can be reviewed annually. |
| Reporting: | To the Chief of Ops by the 20th of each month. |
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. Any member that has the OTS and is working towards their OCC can also apply for this post, but the appointment would be provisional for two months during which time the member will be required to complete and pass the examination. |

Chief of Regional Awards (CoRA)

The Regional Awards Team is headed up by the Chief of Regional Awards. The CoRA chairs the awards team throughout the year and coordinates the distribution, reviewing and recommendation of the annual Regional Awards. The CoRA liaises with the RC and VRC when nominations for personal awards are made.

| | |
|------------------------------|---|
| Term of office: | Appointed by the RC Appointment reviewed annually. |
| Reporting: | To the Chief of Ops by the 20th of each month. |
| Minimum requirements: | All requirements set out by STARFLEET International. Minimum qualifications are that you must have completed and passed the OTS and OCC examinations and be at least 21 years of age. Any member that has the OTS and is working towards their OCC can also apply for this post, but the appointment would be provisional for two months during which time the member will be required to complete and pass the examination. |

Other Regional Staff

The RC can create positions to assist the Region as and when required. Some of these include the following posts.

Quartermaster (QM)

The Quartermaster is situated within the Finance Office and is the main point of contact for members searching for specific items. They are responsible for obtaining possible discounts with retailers, producing and promoting regional merchandise, and catalogues.

The QM is appointed by the RC and reports to the Chief of Regional Finance.

Events Team

Chaired by the VRC, the Events Team comprises of the Regional Event Adviser and the Chief of Regional Finance. The role of the team is to work with the chapter(s) hosting a regional event and to give advice on bidding and running a regional summit.

Other Advisors

Region 20 Admiralty Board (AB)

The Admiralty Board comprises of the RC and Chapter COs. It meets on a monthly basis to provide a sounding board for the RC on the development of the Region. The VRC will be invited to attend AB meetings when the discussion involves departments within their respective offices.

The RC CoS acts as secretary to the AB and conducts any votes required. Decisions of the AB affecting Regional Staff are communicated via the Region 20 ECAB Listserv.

Region 20 Executive Committee

The Executive Committee (EC) comprises the RC, VRC and all junior level regional staff members. It meets on a monthly or bi-monthly basis as current issues require to discuss and implement regional policy.

The CoS acts as secretary to the EC and conducts any votes required. Decisions of the EC affecting Regional Staff are communicated via the Region 20 ECAB Listserv.

Liaison OICs

The various Officers in Charge are also members of the regional staff in an advice and liaison role. (ASG, SFMC, SFSO, Chaplaincy)

AWARDS

The Annual Awards Process

| | |
|---|--|
| COMMENCEMENT DATE 28 th February | The CoRA announces the opening of the nomination phase asking for nominations and volunteers for the Awards Committee (at least one member from each chapter). |
| NOMINATION PHASE Throughout March with the closing date being midnight on the last day of February. | Chapter awards (Chapter, Shakedown and Mothership) – nominations are restricted to 1 per chapter, submitted by the CO or their nominated rep. For all other awards, all members of the region can make nominations for as many awards as they wish. Nominations should include the person's name, chapter (if applicable), SCC Number (which you can find on the STARFLEET database) and details of their achievement. See example below. Nominations are made through an online portal to the CoRA who will "anonymise" the nomination before submitting it to the Awards Committee at the end of this phase. "Anonymising" ensures that there is no favouritism in the awards process and that awards are given based upon merit. |
| COMMITTEE PHASE The first two weeks of April | The committee reviews the nominations and decides upon the winners. These recommendations are then passed on to the RC at the end of this phase. |
| WINNER ANNOUNCEMENTS By end of April | The RC announces the winners. Regional Award details are also sent to STARFLEET headquarters Fleet Awards by the CoRA. |

ANNUAL AWARD CATEGORIES

Chapter Awards

Nominations to these categories are restricted to one per chapter, submitted by the CO or their nominated rep.

Chapter of the Year

This is awarded to the most distinguished regional chapter. This chapter best represents the ideals of STARFLEET, the International Star Trek Fan Association, Inc., and, as a whole, represents the spirit and determination of SFI in Region 20. Qualifications for the chapter of the year include promotion of the basic philosophy of STAR TREK, involvement in community and/or charitable service, promotion of activities and projects that are fun for the chapter members, solid administration, and a vision for the future.

Shakedown Chapter of the Year

Awarded to the most exceptional regional shakedown chapter. The shakedown chapter of the year best demonstrates the qualities of and the potential to become an ideal ship or station. These qualities should include a chapter newsletter, prompt and proper reporting to their RC and STARFLEET Operations/ShOC, effective chapter structure and organization, and involvement in Regional or Fleet activities when possible. This chapter should be the one which best exemplifies the principles of the ShOC Program for developing chapters, and which best serves as a role model for other chapters-in-training.

Mothership of the Year

All shakedown chapters have a supporting Mothership for guidance during their chapter-in-training period. The Mothership shows chapters how to actively and effectively run their own chapter-level events, and participate in Regional or Fleet-level events when possible.

This award is presented to the most exceptional regional chapter that supported and launched a shuttle that commissioned. The Mothership of the year best demonstrates to a chapter-in-training the best qualities of a STARFLEET chapter, and serves as a role model and mentor to its shuttles and daughter chapters. It shows chapters how to actively and effectively run their own chapter-level events, and participate in Regional or Fleet-level events when possible. This chapter should be the one which best demonstrates the principles of the ShOC Program for developing chapters, and that serves as a role model for other STARFLEET chapters in Region 20.

Individual/Member Awards

Awarded to members who embody the ideals, visions, and philosophy of Star Trek as illustrated in the various series, as well as demonstrating consistent support for and contribution to Region 20.

Flag Officer of the Year

This award is reserved for officers who hold the rank of Fleet Captain or higher. This award is given to the individual who best embodies the ideals, visions, and philosophy of Star Trek, as illustrated in the various series, as well as demonstrating consistent support for and contribution to Region 20. The Flag Officer of the year takes an active role in chapter, region and fleet functions and demonstrates commitment to the organization through both word and action. The Flag Officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in regional and chapter functions. This individual serves as a role model for all personnel.

Officer of the Year

This award is reserved for officers who hold the rank of Ensign to Captain (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in Region 20 through both word and action. The officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in fleet, region, and chapter functions.

Enlisted Member of the Year

This award is reserved for members who hold the rank of PO3 through CPO. This award is given to the individual who best displays, through his/her individual contributions, consistent support for and contribution to Region 20, as well as a consistent level of direction, as appropriate. The enlisted member of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in regional and chapter functions. This individual is willing to do what it takes to get a quality job done quickly and efficiently.

Junior Member of the Year

This award is reserved for members 18 years old or younger. The junior member of the year, to the best of his or her abilities, takes an active role in chapter and regional functions and demonstrates commitment to the organisation through both word and action. The junior member of the year also demonstrates the potential for leadership, consistent conduct in accordance with the philosophy of Star Trek, and support for the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in Regional and Chapter functions.

Commanding Officer of the Year

This award is reserved for the Commanding Officer of a Region 20 Chapter. This award is given to an individual who has shown exemplary leadership and motivational skills, and helps set the direction and vision for his/her chapter. The commanding officer of the year encourages crewmembers to work hard for their chapter, and to take interest in Regional and STARFLEET activities. The commanding officer of the year demonstrates conduct consistent with the philosophies of Star Trek and promotes the vision of the various series. To be eligible for this award, the member must have been a commanding officer for at least six months of the calendar year for which he or she is nominated.

The Commonwealth Shield

The Commonwealth Shield winner will be the best of the Flag Officer, Commanding Officer, Officer of the Year, Junior Member of the Year, and Enlisted Member annual awards. In addition to the criteria listed above, this member will have taken an active part in Chapter and Regional activities, events and discussions, and will be seen as a role-model for new members throughout the Region.

Other Regional Awards

Nominations for these awards are accepted throughout the year, and will be announced bi-monthly. Nominations are made via a simple online form (URL to be provided) and are voted on by the Regional EC. Only one award for each category will be awarded in any 12 month period. All awards have 3 levels, Bronze, Silver & Gold.

Gallantry Awards

The Region 20 Cross of Honour

Awarded for acts of extreme bravery and/or heroism. It is also awarded to members who have persevered in the face of adversity/illness when it would have been reasonable for them to step back from participating as an active member of Region 20.

Service Awards

The Region 20 Service Medal

Awarded to members of Region 20 who have provided exceptional service to Region 20. This could be by promoting regional goals, presenting a positive face of STARFLEET and the Region to the public, and by taking a proactive attitude towards the region's aims.

Achievement Awards

The Region 20 Scholastic Award

Awarded to members of Region 20 who have shown excellence in their academic studies. This includes both SFA & SFMCA courses, as well as real-life scholastic achievement. It is not simply awarded for the number of courses taken.

Other Awards

Regional Coordinator's Commendation

This award can be presented by the RC to anyone who has provided service to Region 20. It is not restricted to SFI members. The award rests solely with the RC, and therefore while recommendations can be made, it is at the discretion of the RC to award, including the level.

R20 Certificate of Recognition

This award can be presented by the RC to any non SFI group who have provided service to Region 20 or its members. It is restricted to non SFI groups. The sole purpose of the certificate is to enable the Region to recognise the work undertaken by other Star Trek or Sci-Fi clubs. The decision to award a certificate rests solely with the RC, and therefore while recommendations can be made, it is at the discretion of the RC to award.

Length of Service Award

The Regional Awards Team will take the dates from the STARFLEET database as the relevant dates for the commencement of the service. Where a member has re-joined SFI, or joins a Region 20 chapter having served in another Region, only the most current service award will be made.

5 years' service

10 years' service

15 years' service

and multiples of 5 years thereafter.

SFI Orders of Merit

A full list of the SFI orders of Merit can be found here: <http://www.sfi.org/merit/> Nominations can be made via the R20 awards page if the nominator would like assistance with drafting the citation.

Regional Staff Policies

Reporting Procedures

In order for the RC to fulfil his/her duties as laid down in the SFI membership handbook, he/she has to send a monthly report to the Commander, STARFLEET. Department Heads are therefore required to set up their own departmental reporting timelines that fit in with the main Regional Reporting Schedule below:

| | |
|---------------------|---|
| 20th of every month | Department Heads report due to their relevant officer. |
| 25th of every month | Senior Officers' reports due to RC. |
| 30th of every month | VRC's report (Regional Command Status Report) due. To be sent to RC. |
| 1st of every month | Chapter CO's report due. To be sent to the Regional Coordinator. [Via SFI database] |
| 15th of every month | RC's report due. To be sent to the Chief Of Ops & Commander, STARFLEET |
| 6th of every month | Regional Command Status Report issued to Region |

Standardised report forms are available via the Regional Website or from the respective Chief of Staff.

Leave of Absence

From time to time it may become necessary for anyone holding a regional staff position to take a break from their role. It is important at all times to remember that membership of SFI is a hobby and there will be times when this particular hobby has to take a back seat.

In order to assist the other members of your Department in covering your duties for the required length of time, the following policy is in force:

- ★ Where a period of leave of 14 days or longer will be taken, and where the leave is pre-planned, the staff member is expected to give a minimum of 14 days' notice to their respective department head or the relevant senior officer. The start and end dates of the leave should be advised.
- ★ Where the leave is unplanned, communication should be sent as soon as is possible to the respective Department Head or relevant senior officer detailing the start and expected end dates of the leave of absence.
- ★ In both cases, the staff member is expected to provide details of any outstanding work and any passwords, codes, etc. that will be required to maintain business as usual. It is appreciated that for unplanned leave, this information may need to be passed on retrospectively.
- ★ If the planned end date for the leave changes from that advised, then the staff member is required to advise their Department Head/RC's Chief of Staff as soon as possible.

Retiring from the Regional Staff

When a Regional Staff Member feels that they can no longer fulfil the responsibilities and duties of their office, for whatever reason, they should consider retiring from said position.

When a staff member wishes to retire from their position, they must give one month's written notice to the RC's Chief of Staff so that an interim successor can be sought until a replacement is selected.

Removal of Regional Staff

Members of the Admiralty Board and Executive Committee are considered to be the leaders of this organization and as such are held to high standards in terms of their conduct and behaviour. Article 5, Section 5.16 and Article 6, Section 6.4 of the current Bylaws outlines the processes by which a member of one of these two bodies can be removed from office for failing to live up to their required obligations.

Any member of Region 20 has the right to petition the Regional Coordinator for removal of a member of the Regional Staff. Removal petitions may be based only upon the staff member's alleged lack of performance of official duties. No member of Region 20 may petition for removal of a staff member based upon a personal dispute between the petitioning member and the staff member. Such a petition is subject to summary denial.

Upon investigation by the Regional Command Council, if the petition is found proved, then the staff member shall be asked to resign by the RC, effective on a date determined by the RC. Should the staff member fail or refuse to resign in a timely fashion and as requested, the RC may, remove the staff member from office. The only two exceptions to this are:

- ★ If the staff member's SFI membership renewal has lapsed 4 weeks beyond the renewal date, in which case removal is automatic. If any member has difficulty in submitting their membership renewal, for whatever reason, it is highly recommended that they inform their Chapter CO as soon as is possible.
- ★ A Regional Staff Member may also be removed from their position if they transfer from Region 20 and join another Region.

These possible reasons for removal are by no means an extensive list, but should give an understanding for the removal criteria.

The Right to Appeal

(Please see the Membership Handbook, Section 02:13, Para 8 for full details.)

Any member who has been reprimanded or removed from their position has the right of appeal, as long as they do so within 30 days of the reprimand or removal. The appeal must be logged directly with the RC. All Regional Staff members serve at the discretion of the RC.

The Appointment and Removal of the Regional Coordinator

APPOINTMENT:

The process for election of the Regional Coordinator is determined by STARFLEET and laid out in the Inspector General's manual, Section 04.

REMOVAL:

- Article 5, Section 5.16 and Article 6, Section 6.4 of the current Bylaws outlines the processes by which a member of one of these two bodies can be removed from office for failing to live up to their required obligations.
- Section 07 of the Members' Handbook also covers the removal of a Regional Coordinator.

Handbook Amendments

Any amendments to this handbook will be made by the Regional Executive Committee. The updated handbook will be available via the Regional website.

Glossary

| | |
|------------------|---|
| AB | Admiralty Board |
| CoRA | Chief of Regional Awards |
| CoRC(N) | Chief of Regional Communications Newsletter |
| CoRF | Chief of Regional Finance |
| RC CoS | Regional Coordinator's Chief of Staff |
| EC | Executive Committee |
| ECAB | Joint Executive Committee/Admiralty Board |
| QM | Quartermaster |
| RC | Regional Coordinator |
| RRO | Regional Recruitment Officer |
| CMS | Chief of Members' Services |
| VRC | Vice Regional Coordinator |
| VRC CoS | Vice Regional Coordinator's Chief of Staff |
| CRCOMPOPS | Chief of Regional Computer Operations (Website) |

END OF DOCUMENT ...

Appendix: Regional Charter



CHARTER OF STARFLEET: REGION 20

SECTION 01: Purpose

The purpose of this document is to outline the function of Region 20 of STARFLEET: The International Star Trek Fan Association Inc., herein referred to as R20

SECTION 02: Definition of associated groups and roles.

Part 1: SFI

STARFLEET: The International Star Trek Fan Association Inc. is an international Star Trek fan club, SFI is a not for profit corporation in the United States of America. All membership dues are paid to SFI directly.

Part 2: R20

R20 is the geographical region of SFI covering Ireland and Great Britain. The region is a support network for individual chapters of SFI and members based in the area. At any point, the Region may deliver:

- Regional merchandise
- Regional events
- Awards and other recognition
- Donation to charities

Part 3: Chapters

Chapters of Region 20 are groups of SFI, that meet the standards to commission and launch. A chapter shall be considered part of Region 20 if:

- The chapter chairperson resides in Ireland or Great Britain.
- The chapter chairperson is allowed to operate their chapter in R20 with the ongoing consent of the R20 RC, the RC of the Region where the chapter chairperson resides, and a vote by the SFI Board of Directors.

Part 4: The Regional Coordinator

(taken from section 03:06 of the SFI membership handbook)

"The Regional Coordinators (RCs) are the representatives of STARFLEET to the members of the region they represent, and are responsible for representing the membership of their region to STARFLEET. RCs are responsible for all Fleet policies in the region they represent, and for all regional finances. RCs are required to comply with all policies and handbooks which are approved by the Admiralty Board"

Part 5: Regional Admiralty Board

The Region shall be led by the RC, who is answerable to the Regional Admiralty Board, herein the AB. The RC must keep the AB informed of key issues. The AB shall consist of the Chapter Chairpersons. Each chapter chairperson shall have one equal vote. The Admiralty Board appoints the RC by means of a poll in line with section 03:06 of the membership handbook. The Admiralty Board shall meet no less frequently than once every two months. Quorum in meetings will require 50% +1 of the members to attend.

Members shall be removed from the AB if:

- The member steps down from their post as Chapter chairperson
- Their chapter formally logs a vote of no confidence against them
- The chapter they represent is closed

Part 6: Executive Committee

The executive committee shall consist of the RC, at least one appointed Vice Regional Coordinator, and any amount of officers required to fulfill the functioning of the region. Members shall be invited to apply for any vacant post they feel able. The executive committee shall meet no less frequently than once every two months. Membership of the EC is granted at the discretion of the regional coordinator.

Part 7: Other Committees

With the RC's consent, other permanent and temporary committees may be set up for the purposes of:

- Event organisation
- Member recognition
- Production of goods for the regional membership and affiliates

SECTION 03: Regional Membership

Membership of Region 20 shall be granted to:

- Paid members of SFI who are based in Region 20 (Ireland and Great Britain) who do not elect a specific chapter to join.
- Any SFI member who elects to join a R20 chapter.

An R20 membership ends when

- The member elects to cancel their membership with SFI
- The member elects not to renew their annual membership with SFI
- The member is judged to be in violation of the rules of SFI

SECTION 04: Financial Governance

For financial purposes, the official address of R20 shall be that of the incumbent Regional Coordinator.

The region may secure and distribute funds for the following purposes:

- Meeting regional expenses (e.g. web hosting)
- Securing an event venue
- Production, and distribution of Regional goods to its members and third parties

To assist the region, a financial officer will be appointed to assist the RC.

SECTION 05: Cross Fleet Initiatives

There are a number of cross fleet initiatives, including, but not limited to the STARFLEET Marine Corps (SFMC), Starfleet Special Operations (SFSO), STARFLEET Medical/Assistant Surgeon General (ASG) and the STARFLEET Chaplains Corps.

These initiatives are NOT alternatives to SFI or Region 20 membership, but offer additional fields of interest to members

Participation in any of these schemes by any interested parties is encouraged. In the interests of fluid communication, the R20 representatives of each scheme shall be invited to keep the VRC updated with news as it relates to their represented areas and issues that affect R20.

SECTION 06: Communications

R20 shall offer the following methods of communication that are open to the majority of its members:

Part 1: Facebook

An open page to keep all interested in R20 updated with general Region and Sci-Fi news

A private page restricted to R20 members to discuss regional issues

An election page for interested parties.

Temporary project pages, selected individuals may be invited to participate.

Part 2: Twitter

A general account to keep all interested in Region 20 updated.

Part 3: Mailing List

A Regional Mailing list shall be operated. Members will have the opportunity to “opt in”. While polite questions and comments are encouraged, using the mailing lists for general “chat” is discouraged as this fills up mail boxes of those who are not interested. Membership shall be limited to Region 20 members, and selected representatives of Fleet to address questions quickly.

Part 4: Conduct

Open, polite discussion is encouraged. Sharing of content that is deemed to be inappropriate for families, irrelevant to discussions or otherwise inappropriate shall be challenged in the first instance, with suspensions of varying length from these mediums to follow if this activity is repeated.

Part 6: Advertising

Region 20 encourages news and updates from all chapters and cross fleet initiatives. However, open recruiting on Region 20 pages for chapters is not permitted

SECTION 07: Approval, Amendments and changes to the Charter

Part 1: Approval

Once approved by the Regional AB, this document shall be considered to be binding.

Part 2: Amendments

Amendments and additions can be submitted by any member of the AB, upon a second a formal vote will be called.

Part 3: SFI Regulations

The document will be automatically updated to reflect changes in the SFI membership handbook where applicable.