



# USS Fire bird handbook

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### A. General Meetings

The USS Firebird will hold its general meetings normally on the second Sunday of every month at 1400 hours (2:00 pm) until NLT 1630 hours (4:30pm), unless otherwise stated in the newsletter or official communication method.

-01. In addition, there may be special events held; parties or “away missions” during any given month, these will be announced NLT one week prior by as broad a method as possible.

-02. There will also be opportunities to participate in volunteer community service projects at a minimum of a bi-annual basis.

-03. These special events will always be announced as early as possible in preceding meetings, primarily through notices on our Facebook Group or by phone/text from the Chief of Operations.

#### A.1. Order of Meeting

Meetings of the USS Fire Bird will proceed accordingly:

- 1.01. Social/Set up period (30 minutes prior to item 2)
- 1.02. Call to order (By appointed meeting “chair”, SAA or Highest Ranking in room)
- 1.03. Roll call and quorum declaration
- 1.04. Presentation of guests
- 1.05. Presentation of certificates and awards
- 1.06. Reading of any correspondence/communications.
- 1.07. Divisional reports/Department Reports
- 1.08. Committee reports
- 1.09. Disposition of unfinished business
- 1.10. Introduction of new business
- 1.11. Announcements
- 1.12. Miscellaneous matters
- 1.13. Audio/Visual viewing or special presentation
- 1.14. Auction bidding on “open items”.
- 1.15. Call to adjourn
- 1.16. Social/Cleanup period (until 1 hour after item 15)

#### A.2 Order Of Business

The order of business may be altered at any time by the decision of the CO or by a majority vote of the present membership.

2.01. From time to time, an online venue may be used, in order to attend the meeting.

“Present” is defined as the physical, telephonic or audio/video “active presence\*” of members able to participate. (\*; provided by modern technology, such as Skype or AOL).

2.02. In the case of any medical or other emergency, the meeting will be immediately placed on “hold” and at an appropriate time either canceled, or postponed until the situation has been resolved.

2.03. It is always the responsibility of all members to bring any emergency to the attention of the Commanding Officer or meeting chairperson.

#### A.3. Voting Procedure

The standard voting method used during a General Meeting will either be by secret ballot, or by an open show of hands when approved by a majority of the present assembly.

3.01. In the case of division of the present assembly, each vote may be registered by roll call and entered into the minutes.

3.02. Matters put before the Chapter concerning the bestowing of honors or the infliction of discipline will always be decisions voted upon by secret ballot.

#### A.4

##### Code of Conduct

The USS Bismarck has adopted these Membership Goals for it's conduct guidelines, as given in the STARFLEET Membership Handbook:

To praise in public and critique in private.

To never assume, but always verify.

To be the first to praise and the last to criticize.

To not willfully cause negative or unproductive confrontations.

To strive to be part of the solution, not part of the problem.

#### A.5.

##### Membership Creed

1. Each member has the right to be informed of all Chapter meetings and events and to participate in these activities. (allowing for space limitations when they apply, guests must be approved by the CO).
2. Each member has the right to pursue his or her choice of rank path, to advance according to that path and to hold positions aboard the ship, according to the requirements of that path.
3. Each member has the right to vote on all motions put before the Chapter, as well as in the election of pertinent Chapter and parent organizational positions.
4. Each member has the duty to uphold the basic tenets of the Chapter, of the parent organization and to respect the will of the Chapter, when voted on and approved.
5. Each member has the right to voice their opinions and concerns in a respectful, direct and honest manner, providing logic to back up their statement.
6. Each member has the duty to behave in a forthright and respectful manner to their fellow members, to respect their concerns & choices and to generally promote a supportive & courteous environment.
7. Each member has the sole responsibility to maintain all of their financial obligations, to the Chapter and parent organization, in a timely and courteous manner.
8. Each member has a right to privacy: No member will give out any information (e.g. telephone number, address, e-mail, etc.) to an individual outside of their fellow members, without prior permission from that member. Exception to this is granted to the CO and XO for event and announcement use.
9. Each member has the duty to represent the Chapter in an honest and forthright manner in any Local, Sector or Regional functions that they attend.

#### A.6 Affiliated Organizations

The USS Bismarck is affiliated with STARFLEET, The International Star Trek Fan Association, Inc., or STARFLEET International (Int'l) whose structure is based on fictional civilian and paramilitary activities, realistically supported within a secure system of checks and balances.

As a STARFLEET member, the member may choose to be able to advance in rank and assume positions within the organization. through activities, education (SFI Academy), and the recognition they engender.

.1. While these ranks and titles are purely fictional, they can represent certain real positions and functions within the Chapter, and in the "Fleet".

.1.1. Members of the USS Bismarck are strongly encouraged, but not required to join STARFLEET Int'l. which will be hereafter known as "Fleet" or "SFI".

.1.2. Rank Exception; Being awarded "Command Rank" status, becoming a member of the Command Staff, or awarded "Ambassadorial Rank". This automatically places the member in a SFI membership status of "Active".

.2. The USS Bismarck is affiliated with INSFA; otherwise known as; The International Science Fiction Fan Association Inc. hereafter referred to as "the parent organization.

.2.1 INSFA is a charitable corporation which is allied with but not part of SFI+.

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.2.2. INSFA maintains our web site, holds our Tax Status and is the POC of our “Charitable Organization” aspect for both dispersing and receiving donations

(+Some of the following rules and guidelines are used due to that relationship.)

### A.7. Intellectual Property

During certain times, members of the Chapter may create items intended for the use/betterment of this chapter.

- .1. It is here stated that all artwork, logo's, websites or anything created under the name or associated with the name USS Bismarck in relation to the Chapter of SFI whether paid for by an individual member or given freely by a member, one received will become the sole property of the Chapter in perpetuity.
- .2. If said member later leaves the chapter, by accepting membership in the USS Bismarck they relinquish any rights to any intellectual property created by them unless there is a written document agreed to by the Commanding Officer receiving such property to the contrary.

## B. Membership

### B.0. Classifications of membership:

Corps.

Fleet; Space/Star ship “naval” positions and uniformed posts.

Marine; UFP “Military” positions using military discipline and weapons

Civilian; UFP trained and employed subject specialists for research, development and diplomatic situation advancement.

#### 0.1 Active (General)

Fleet	Officer	Enlisted
Marine	Officer	Enlisted
Civilian	Specialist	Consultant

#### 0.2 Reserve (Associate)

Fleet	Officer	Enlisted
Marine	Officer	Enlisted
Civilian	Specialist	Consultant

#### 0.3 Cadet Corp.(all positions are brevet ranks)

Fleet	Officer	Enlisted
Marine	Officer	Enlisted

### B.1. Membership paths

You may join the USS Fire Bird in several different capacities, or

- 1.0.1 ~~All~~ members of any path should, after a suitable period of time, make known a departmental preference; See D.2.2 for details
- 1.0.2 This preference should be finalized in written form and addressed to the section/ department chief, or if vacant posted to the ExO.

#### B.1.1 Ranks & Positions

All ranks and positions are granted through the authority of SFI

- 1.1.1 All recognition and advancement is preceded by applying for various coursework and passing the listed exams available from SFI.
- 1.1.2 The CO, according to the By Laws and in response to demonstrated participation and initiative, may as needed also grant higher rank up to the level of Commander.

1.1.3 All rank and position is styled to follow "Cannon" Star Fleet / Star Trek verbiage.

## **B.2 Classification of Corps. Path**

The "Officer" positions as seen in the the Star Trek shows and movies are similar to our modern day Commissioned Officers, and require a degree of competency and knowledge.

.2.0. Therefore to attain any Officer position one has to achieve two goals:

1; join SFI/SFMC,

2; complete the OTS / OCC courses offered by SFI's Starfleet Academy

### **B.2.1 Fleet personnel;**

Space Service Fleet personnel are interested in both theoretical and practical sciences, practicing medicine both in research and clinical environments, studying physical phenomena, performing active as well as passive research and recording the efforts of themselves, their UFP and SFI partners as well as their predecessors for posterity.

2.1.1 They are interested as well in how things work, how to control and improve technology, in Sociology; how people interact and solve their problems, not just by using force either!

### **B.2.2 SF Marine personnel :**

The SF Marine is interested in the more Military path aspects of STARFLEET.

2.2.1 When you choose to follow the Marine path, it means you are also automatically affiliated with the StarFleet Marine Corp organization (SFMC) as well as Starfleet (SF)

2.2.2 For advancement a Marine will be able to study for and take any of the exams offered by Fleet and SFMC

2.2.3 The SF Marine is eligible to wear any authorized awards and ribbons on their uniform, as long as it adheres to the regulations outlined in the SFMC Manual.

2.2.4. When available a physical training regimen might be made available to support and encourage improved physical as well as psychological health and well-being.

### **B.2.3 Civilian personnel;**

Are termed non "Uniformed" specialists, using the "UFPS" Grades of GS-01 thru 12,

2.3.1 Ranking is equivalent to "Officer Grade", but divided into "Specialists " or "Consultant"

2.3.2 Civilians are by definition "Ultra Specialists" in a particular branch or field of knowledge and are therefore a bit more restricted in what positions they can take.

2.3.3 Civilians are not authorized to carry or use weapons, except in emergencies, and are to be protected by Fleet or Marine personnel at all times if possible.

2.3.4 Civilian personnel can hold a "command" level rank but must cede authority under ship combat, use of deadly force or armed conflict conditions.

### **B.2.4 Enlisted personnel;**

Not every member wants or needs to take the "Officer" path, there is also the chance for you to be able to function as an "enlisted" member as well.

2.4.1 The backbone of every "military" organization is in its enlisted personnel; more jobs, with more training, more adventure, less responsibility.

2.4.2 Enlisted personnel are used in both Fleet and Marine positions, have their own ranks, titles and specialized fields of knowledge.

2.4.3 At present there is NO Basic Military Training (BMT) offered by SFI!

Needless to say, no "Officer" graded training is required, and Enlisted may sign up for any "non-officer" or "command" courses offered, thereby improving and advancing themselves.

### **B.3. Categories of Activity: Active, Reserve, Cadet, Correspondence**

#### **B.3.1. Active membership (AD):**

An active, or “Active Duty” member is one who decides to fully participate in the Chapter and its parent organization by not just attending meetings, activities, and paying dues, but by showing initiative, taking responsibility, taking classes, receiving/accepting rank and taking a position within the Chapter command structure.

3.1.1. Active Duty or “Active” members are permitted one vote per AD membership.

3.1.1.1. All members are allowed one (1) membership per person/life-form, not per name.

3.1.2. Active members are allowed the opportunity to work up to and try to attain positions above the rank of Commander (Cmdr) and are expected to be willing and available for leadership positions when they become open.

3.1.3. Active members will be able to receive all club communications as well as parent organization communications via their choice of email, the newsletter (hardcopy) or Facebook Group.

3.1.4 They must also be willing to know about and agree to follow the rights and responsibilities of the parent organization.

#### **B.3.2. Active Space Service Fleet (ADF)**

Active Space Service Fleet, or Active Fleet members are the core of our club and the parent organization, they occupy the majority or the highest and most active positions, and are given the most opportunities to achieve, excel and be rewarded.

3.2.1 All avenues of access are open and available at all times for these worthy folk, and their efforts are much appreciated.

3.2.2 AF members are actively invited to participate in numerous in-person as well as on-line conferences and discussions, as well as social activities and tactical exercises.

#### **B.3.3. Active Fleet Marine (ADM)**

Active Fleet Marines postings are similar to Space Service members except that to gain rank and position the AM member must apply through the Star Fleet Marine Corp web site access.

3.3.1 However since the SFMC is oriented towards a more martial activity, their knowledge base is more geared towards military and engagement viewpoint vs the Fleets orientation to science and research.

3.3.2 AM members have the additional opportunity of completing both SF and SFMC website courses to achieve advancement.

3.3.3 AM members are often invited to tactical exercises, both in-person (paintball, lazertag), and Virtual (on-line), as well as any other simulated live-fire environments which are their forte’

#### **B.3.4. Reserve membership (RD)**

Members choosing the Reserve Duty or “Reservist” option usually have more commitments in life but can attain rank, position and gain experience in command, but at a slower pace.

3.4.1. Reservists do not have a vote on decisions unless they hold a “ranked” position where they are required to make an appearance at specific meetings.

3.4.2 Because Reservists are less available they have less opportunity for involvement, therefore less participation/ access time, but also they incur lower costs.

- 3.4.3 But when available and deserving Reservists can be eligible to be awarded any/all appropriate ranks and awards.

**B.3.1. Reservist Space Service Fleet (RDF);**

A reservist of the Space Service Fleet is a member who wants to retain the ranking and structure of the parent organization in the grades used for the fleet, but at a reduced level of activity / time commitment.

- 3.1.1 As a SSRF member, the reservist, as well as the active member, will be able to take the exams in the SFI Academy and is authorized to wear their awarded ribbons/badges/ rank on their uniforms.

**B.3.2. Reservist Fleet Marine (RDM):**

A reservist Marine is a member who wants to retain the ranking and structure of the parent organization in the grades used for the fleet, but at a reduced level of activity / time commitment.

- 3.2.1. As a STARFLEET Marine, the reservist as well as the active Marine, will be able to take the exams in the SFMC Academy and is authorized to wear all their earned awards on their uniforms.
- 3.2.2. If the RDM is also assigned as an ADF member they can maintain both their Naval and Marine rank and grade.

**B.4.0 Cadet Corps: (SFCC)**

Members of the Star Fleet Cadet Corps (SFCC) are those members that are of the ages from birth through 13 years old.

- 4.1. All SFCC members, are considered members of the reserve and must be sponsored and mentored by at least one (1) AD member of the rank of LT or higher.
- 4.2 The CC have their own rank listings, and always qualify as enlisted or midshipman grade Reserve Fleet or Reserve Marine
- 4.3 A good communication point for training material may be found at:  
[www.cadet.ussgoldengate.org](http://www.cadet.ussgoldengate.org).

**B.5. Civilian Crew Member, Active / Reserves: (AD/RDCn)**

A “civilian crew member” is one who wants to participate in the club activities, events, attend meetings and receive the Chapter communications, but who chooses not to join the parent organization directly, or take part in “Fleet” or “Marine” duties.

- 5.1 Civilian members are not eligible to receive ranked positions, “duty titles” or achieve regular recognition as leaders.  
It is recommended that after a suitable amount of time, the civilian member will opt for a departmental or Section area of interest and participate as a subject matter specialist.
- 5.2 it is also suggested that the Civilian member join the parent organization as an associate, when possible if just to gain better insight into the byplay and information exchanges.

**B.6. Correspondent: (\*\*C):**

Correspondent members (XXCX) can be either AD or RD Fleet or Marine and choose to exclusively participate through receiving and contributing to the Chapter via technology and other non direct methods of communication.

- 6.1. These members if RD may be primary members of other groups and are not otherwise required to join the parent organization, but should consider it.



- 6.2. These members are not limited to any geographical area or time zone+.
- 6.3. They also should make an effort to maintain regular contact via the Club's official website, email or social media venues.

### C. Uniforms (Costumes)

- C.0. The Nominal "uniform" for duty officers will be a Club T-Shirt, with a magnetic attached name badge, worn on the upper left breast area.

The badge will contain the following;

- personal name, full legal name,
- Personae Name, race, age,
- current duty assignment,
- current awarded rank of the wearer.

- 0.1 Full Uniforms are usually not required; however, many members like to purchase or make uniforms and wear them to meetings and special events.

- 0.1.1. The USS Fire Bird welcomes you to wear a uniform or costume from any of the Star Trek series or movies.

- 0.2. Our current preferred era will be that style used on THE NEXT GENERATION / DEEP SPACE 9 and VOYAGER TV series's.

- 0.3. ~~diversity and wear it. We only ask that you respect our dedication to Trek Canon and~~  
wear the correct insignia for your rank as well as the department while "aboard ship," in whatever uniform you wear.

- 0.4. At times, the Commanding Officer, or the appointed OIC will specify appropriate attire for a particular meeting or event. If so it is requested that you properly respect these uniform specifications.

### C.1. Duty Uniforms (Costumes)

Are generally agreed to be in the style of the TOS, TNG or DS9 styles.

To be worn for special meetings, special events (movie nights, "TREK" celebrations, etc.), or Social Events (Conventions, Conclaves, etc.)

### C.1.1 Off Duty Uniforms

- 1.2 Off duty uniforms, are created to be more cost effective, will usually be in the form of modified "normal" civilian wear; Usually a T shirt with a logo or a pin, however several good examples can be found at this website:  
<http://USSGoldenGate.spreadshirt.com>.

### C.2. Duty Uniforms / Details;

2.1. Space Service Fleet	Department Colors;	Source; TOS, TNG, DS9/Voyager:
Command:	Starfleet Red	TNG, DS9
Tactical	Starfleet Red	TNG, DS9
Diplomatic:	Starfleet Red	TNG, DS9
Services	Starfleet Red	TOS, TNG, DS9
Operations	Starfleet Gold	TOS, TNG, DS9
JAG/OPA	Starfleet Gold	TNG, DS9
Security:	Starfleet Gold	TNG, DS9
Engineering:	Starfleet Gold	TNG, DS9
Medical:	Starfleet Blue / Teal	TOS,TNG, DS9
Science:	Starfleet Blue	TOS,TNG, DS9

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2.2	<u>Star Fleet Marine</u>	<u>Department piping Color:</u>	<u>TOS, TNG, DS9/Voyager, (M)ovies:</u>
	Aerospace:	Starfleet Red	TNG, DS9
	Armor:	Royal Blue	
	Combat Engineering:	Forest Green	M
	Infantry:	Black	M
	Maritime Operations:	Light Blue	TNG, DS9, M
	Mecha:	Dull Silver/Light Grey	
	Medical:	Teal	TNG, DS9, M
	Special Operations:	Dark Gold	
	Support Operations:	Dark Grey	

### **C.3. Rank Insignia**

#### **C.3.1. Rank Placement**

Duty Uniform Tunic, on outside surface of right side collar, or top of right breast  
Duty Uniform Overalls; on right breast above name tape, on back of left shoulder  
Flight/Combat Suits; on outer edge of shoulder epulets and on back of helmets  
Off Duty; on lower edge of Name Badge

#### **C.3.2. Space Fleet Rank Insignia**

##### **3.2.1. Commissioned Officer**

Cadet:	OCS	1-4 gold vertical lozenge pip
Midshipman	OCM	One blackened gold pip (OJT Only)
Ensign:	O-1	One gold pip
Lieutenant (JG):	O-2	One blackened gold pip & one gold pip
Lieutenant: (SG)	O-3	Two gold pips
LT. Commander:	O-4	One blackened gold pip & two gold pips
Commander:	O-5	Three solid gold pips
Captain:	O-6	Four solid gold pips
Fleet Captain:	O-7	Four solid gold pips & 1 blackened gold pip
Commodore:	O-7	1 gold pip on black bar
Rear Admiral	O-8	2 gold pip on black bar
Vice Admiral	O-9	3 gold pip on black bar
Admiral:	O-10	4 gold pip on black bar

##### **3.2.2. Enlisted Ranks (Silver)**

Crewman 4th	E-0	1 Vertical line (Normally in "training status")
Crewman 3rd	E-1	1 Diagonal line
Crewman 2nd	E-2	2 Diagonal lines
Crewman 1st	E-3	3 Diagonal lines
Petty Officer 3rd	E-4	1 Chevron*
Petty Officer 2nd	E-5	2 Chevron*
Petty Officer 1st	E-6	3 Chevron*
Chief Petty Officer	E-7	3 Chevron* 1 stars
Senior Chief PO	E-8	3 Chevron* 2 stars
Master Chief PO	E-9	3 Chevron* 3 stars
Ships Master Chief	E-10	4 Chevron* Circled Star
Command MCPO	E-10	4 Chevron* 1 warp sign

##### **3.2.3 Warrant Officer Ranks**

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Warrant Officer	WO-1	1 Chevron, 1 black pip
(Senior) WO	WO-2	1 pr. Chevron* 1 blk pip
(Master) WO	WO-3	2 pr. Chevron* 1 blk pip
Chief WO	WO-4	3 pr. Chevron* 1 blk pip

(\*SF chevrons are mounted at right angles to the ground, or pointing to the outside)

### C.3.3 Fleet Marine Rank Insignia:

#### 3.3.1 Warrant Officer Ranks

Warrant Officer	WO-1	1 silver hash bar
Chief WO 3	WO-2	2 gold hash bar
Chief WO 2	WO-3	3 gold hash bar
Chief WO 1	WO-4	3 gold hash bar, 2 lines

#### 3.3.2 Commishioned Officer Ranks

2nd Lieutenant:	O-1	One gold bar
1st Lieutenant:	O-2	1 silver bar
Marine Captain:	O-3	2 silver bar
Major:	O-4	gold oak leaf
Lieutenant Colonel:	O-5	silver oak leaf
Colonel:	O-6	silver winged warp
Brigadier:	O-7	gold winged warp
Brigadier General:	O-8	one star
Major General:	O-9	Two stars
Lt.General:	O-10	three stars
General	O-8	4 stars
Field Marshal	O-12	5 stars

#### 3.3.3 Enlisted Ranks

Private 4th Class	E-P	No insignia (Prisoner)
Private 3rd class	E-0	1 brass chevron (BMT > 1 year)
Private 2nd Class	E-1	1 silver chevron
Private 1st Class	E-2	1 chevron black flash
Lance Corporal	E-3	1 chevron red flash
Corporal:	E-4	2 chevron red flash
Sergeant:	E-5	3 chevron red flash
Platoon Sergeant;	E-6	3 chevron, gold flash
Staff Sergeant:	E-7	3 chevrons, 1 rocker
Gunnery Sergeant:	E-8	3 chevrons, 2 rockers
Master Gunnery Sgt:	E-9	3 chevrons, 3 rockers
Sergeant Major:	E-10	3 chevrons, 4 rockers & a gold star under the chevrons
Command Sgt Mgr;	E-10	3 Chevrons, 4 rockers & gold Warp Sign under chevrons

### C.3.4. Communications device/Badge

#### -3.4.1 Fleet insignia / Communication Badge

The official "communications badge" used is the one that first appeared in the TNG episode "All Good Things."

-3.4.2. Will be worn on Right Breast area, 5 cm from center line, 2 cm below Black area.

-3.4.2 Marine Communication Badge

The Marine “communications badge” for the 49th is the taken from the one that appeared in TNG episode “Future Imperfect.”

-3.4.3. This will be worn on the Right Breast area, 5 cm from center line, 12 cm below shoulder.

**D.1 Dues Structure**

The base scheduled dues to participate in the USS Fire Bird; For details please consult the Clubs site; "[ussbismark.org](http://ussbismark.org)".

-1.1. All members are responsible for paying their own SFI membership dues.

-1.2. For any out of pocket expenses for meetings, events and away teams, the cost is equally split between the members to be present at each event.

-1.3. Any costs incurred for Chapter materials beyond budget will be discussed with the EC for resolution.

-1.4. Any member that has chosen to participate at a function, contributed funds and for whatever reason is a no-show (MIA up to 1 hour past the end of the function), will forfeit their monetary contribution to the event.

**E.0 Chain of Command (Reference to Sect C.3.2. & C.3.3.)**

Within the Chapter, any qualified member may be eligible to hold listed Staff positions; Please consult with your assigned Section Head for details.

0.1. Command Staff; Executive Staff levels are:

CO, EXO, CDO, SOC, SMC, CTO, CSO, CEO, CMO & MEF

0.2. Senior Staff; Departmental Staff levels are:

DO1;	CDO, JAG, , CIO, SCO	Gold
DO2;	CEO, CTO, SOC, CCO	Red
DO3;	CSO, CMO, CSS, CFO	Blue
DO4;	SFM; All	Black

0.3 Section / Functional “Duty” assignment areas

Command; Administration / Diplomatic / Intelligence / JAG / Security

Tactical; Ships weapons / Targeting systems / Sensor systems / Combat Training

Operations; Ships Primary (Bridge)

>Operations; Security / Tactical / Astrogation / Personnel

Sciences; research / records /

>Medical; Practical / Surgery / Treatment / Pathology / Pharmacy

Engineering; Main systems / Small systems / Communications / Transporters /

>Environmental / Propulsion / Repair & Maintenance / Systems Diagnostics /

Recycleing / waste Management / Exterior (Hull) maintenance.

>Services; Replicators / Billeting / Shipping & Receiving / Environmental controls /

Records Management / Finance Management / Social Engagements / Social coordination

0.4 Titles & Duty Areas

Abr.	Position titles	Department	Section
CO	Ships Commanding Officer	Command	Administration
EXO	Ships Executive Officer	Operations	Personnel
CDO	Chief Diplomat	Diplomatic	Administration
SOC	Ships Operations Chief	Operations	Administration
CPO	Chief Personnel	Operations	Personnel
JAG	Judge Advocate	Judge Advocate	Administration
CFO	Chief Finance	Finance	Administration
CIO	Chief Intelligence	Diplomatic	Administration/ Intelligence
CEO	Chief Engineering	Engineering	Administration
MCO	Marine CO	Marine / Tactical	Administration
CTO	Chief of Tactical	Tactical	Administration
CCO	Chief Communication	Communications	Administration
COO	Chief of Operations	Command	Operations
CSO	Chief of Sciences	Sciences	Administration
CMO	Chief of Medical	Medical	Administration
CSS	Chief Ships Services	Administration	Ships Services

However, to effectively function, any position appointee must maintain certain levels of knowledge and experience as recommended by the parent organization.

The following are breakdowns of responsibilities and descriptions of levels of knowledge pertinent to the main or primary “senior” staff office holders.

**E.1. The Chapter Chairperson, CO**

Also known as the Chapter Commanding Officer (CO), is first in command and plays an extremely important role in the day-to-day operations of the Chapter.

1.1 The CO represents the parent organization to the members of their Chapter, and likewise, through regular reports, represents the opinions and needs of their members to the parent organization.

1.2. The CO of a Chapter must be (at minimum) a graduate of both Officer Training School (OTS) and the Officer Command College (OCC).

1.3. The CO serves as the senior leader and administrator, they may be involved with organizing Chapter activities, administering policy and developing Chapter projects and operations or may delegate such duties as required..

1.4. The CO is granted a commission by the parent organization but always serves at the “will & pleasure” of the ship’s crew.

1.5. The CO supervises everything, but more importantly is charged with final administration the ship’s funds.

1.5.1 The CO must approve all formal appointment of all Officer positions including Departmental Chiefs.

1.5.2 They must review and approve departmental crew appointments based on the COO and the DC’s recommendations.

1.6. The CO is ultimately responsible for recruitment and discipline aboard the ship.

1.6.1. The CO must reside in the City of Charter and hold current memberships in any affiliated organizations.

1.6.2. Chapter members should expect their CO to be familiar with the parent organization’s policies, operations, current events.

- 1.6.3. Members should recognize the CO as a resource for information and issue resolution.
- 1.7. COs have the authority to grant promotions to their Chapter members, up to and including the grade of O-5 (Commander), and may demote members within those same grades.

**E.2. The Chapter Vice Chairperson, EXO**

Is also known as the Chapter Executive Officer (EXO/XO), who is second in command of the ship and is appointed by the CO with ratification by the crew.

- 2.1. The XO is responsible for assisting the CO with ship operations as well as overseeing the functions of the Chief of Operations
- 2.2. The XO is responsible for the creation of the "minutes" of the ship meetings, as well as delegation of another for that responsibility if required.
- 2.3. The XO communicates directly with the CO.
- 2.4. In the event the CO is incapacitated, the XO will assume command and complete and submit any Chapter Status Reports to the parent organization, until relieved of said duty by either the CO, or the parent organization.
- 2.5. The XO should reside in (or within easy commute distance) the Chapter's City of Charter and hold current memberships in all affiliated organizations.

**E.3. Chief Diplomatic Officer. CDO**

The CDO is third in command of the ship and is recommended by the COO, appointed by the ExO with the approval of the CS.

- 3.1 The CDO is responsible for Regional/Sector intership diplomatic relations and reports directly to the CO.
- 3.2 The CDO is usually drawn from, or with experience in the JAG Department
- 3.3 The CDO is the only member of the crew who does not bear arms.
- 3.4 This position is also granted Command of the Commander's Yacht in times of off-Ship peaceful negotiations or Sector-authorized off-ship activities.

**E.4.0 Judge Advocate General; JAG/DOJ**

The JAG will report to the CDO, provide advice and support to the CS on decisions, supervise ships security, and act as on-board arbitrator and legal council. Is assigned to ship by SFI DOJ as a JAG member, appointed by the CS and approved by the CO

**E.4.1. Chief Intelligence Officer CIO**

Coordinates all Tactical information, Fleet dispatches and Intelligence reports received from open or clandestine sources. (min rank LtCmdr)

**E.5. Ships Operations Chief SOC**

- 5.0.1 The SOC is forth in command and is proposed by the XO, appointed by the CO, approved by the CS.
- 5.0.2. The SOC will report to and assist the CO and the XO in any/all ship-wide operations or activity coordination.
- 5.0.3. The SOC will coordinate the agenda for all Club meetings or activities

**E.5.1. Chief of Operations: COO**

- 5.1.1 The COO is proposed by the SOC, appointed by the CO, approved by the CS.
- 5.1.2 The COO will report to and assist the XO in any/all ship-wide communications or event coordination

- 5.1.3. The COO will set the agenda for all Club meetings or activities
- 5.1.4. The COO will be responsible to originate the calling phone tree if needed.
- 5.1.5. The COO will provide suggestions for all appointments of Department/Section Officers.

**E.5.5 Services Management Officer SMC**

- 5.5.1 Commands most of the “behind the scenes” functions; Logistics, Finance, Legal, Counselors, Chaplain, and Administration.
- 5.5.2. Recommended by the SOC and CDO, approved by the CS and appointed by the ExO.

**E.6.0 Chief of Engineering: CEO**

- 6.0.1 The CEO will be fifth in command, proposed by the XO, approved & by the CS, appointed by the CO
- 6.0.2. The CEO will provide or assign competent personal for technical assistance as and where needed.
- 6.0.3 Will function as the Transportation Coordinator (no transporters yet!)
- 6.0.4 May also function as the “Ship’s Photographer.”

**E.6.1. Chief of Communications CCO**

- Reports to the Command/Administration /CO and to the CEO.
- 6.1.1 The CCO will be responsible for the creation and distribution of the Ships Newsletter, both in on-line and in hardcopy formats.
- 6.1.2 Coordinates all information used with COO, CIO, CDO & JAG.

**E.7. Chief Medical Officer: CMO**

- The CMO is sixth in command of the ship, is appointed by the COO with approval of the Command Council and is responsible for keeping/maintaining the ship’s first aid kit.
- 7.0.1. While present on away missions, or any official function, the CMO will be available to monitor the health of all members involved.

**E.7.1. Chief Counselor: SCC**

- Will provide personal counseling assistance for any member dispute following the guidelines of the Conflict Resolution policy.
- 7.1.1. The Counselor reports to the CDO, JAG and the CMO but is also a direct and confidential liaison to the CO.
- 7.1.2. Holds a “rank” of O-3 (Sr. Lt.) but serves as a member of the Civilian Population

**E.7.4. Chief Tactical Officer CTO**

- Administrative Officer over Security, Intelligence, Main and small arms maintenance and operations, as well as small ships operations as well as tactical training.
- 7.4.1. Officer is recommended by the EXO, approved by the CS and appointed by CO.

**E.7.5. Chief of Ships Security: CSS**

- The CSS will provide and maintain ship security functions as needed.
- 7.5.1. The CSS is responsible for all training for security personnel prior to deployment.
- 7.5.2. Coordinates security detail organization for any major event or public gathering.
- 7.5.3. The CSS will coordinate with JAG for legal responsibilities and with the MEU for any “covert” missions if needed.

**E.8. Chief of Sciences: CSO**

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The CSO will provide or assign competent personal for scientific assistance and advice or council as needed.

- 8.0.1. This Officer will be available for consult for dealing with environment hazards, reading warning labels, etc
- 8.0.2. Maintains an MSDS file for all materials controlled by the club.

### **E.9. Marine Commander:**

#### **MEU/CO = MCO**

The MCO (OIC) is appointed/recognized by the SOC, elected by the Marine Unit assigned and is approved by SFMC.

- 9.1. The MCO is responsible for maintaining tactical preparedness.
- 9.2. The MCO will serve as the PPC for the "Honor Guard" of the USS Fire Bird, and coordinate training for it's functions.
- 9.3. The MCO reports to the CO and CoS while on ship and to the CDO or their designate while off ship.

### **F.1. Divisional / Departments / Sections / Shops;**

- 3.1 There are Three Divisions on the USS Fire Bird.  
These are "Chaired" by a Senior Member of the Command Staff (DVC).
- 3.1.1 The DVC's primary duty is to coordinate actions within their Departments and Sections and be able to represent and account for/report on all the departments at CS meetings, allowing all Offices to run with maximum efficiency.
- 3.2 Division 1; Command;  
SFI Administration, Diplomatic Corp, Tactical,
- 3.3 Division 2; Operations,  
Personnel, Navigation, Ships systems, Logistics, Stewards, Records  
Management, Counselors, Billeting, JAG, Bursar
- 3.4 Division 3; Sciences;  
Medical Sciences, Physical Sciences, Research Services,

### **E.4. Departmental Chiefs & Heads of Section:** There are several departments within the ship, each with a Chief Officer (DCO) and various crew staff.

- 4.1 The Departmental Chief will be responsible for appointing members to posts within his/ her department, with approval of the CO and the Command Staff (CS)
- 4.2 All department heads are required, by the handbook, to create reports worthy of publication on the Online Site Web Group Page or the newsletter on a monthly basis.
- 4.2.1 If two reports are missed consecutively, or four in a 12-month period, a DCO can be removed as head of that department.
- 4.3 Under each Department are several "Sections" each with it' s appointed Head or officer in charge, each section must report monthly to their Department Chief to they in turn can report prior to the monthly CS meeting

### **E5. The Departmental / Head of Section positions:**

- 5.1 COMMAND COS  
Commanding Officer. Bridge Crew, Command Staff operations, Special Project Heads, Midshipmen, Mission Operatives, and Captains Yeoman
- 5.2 Communications COO



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responsible for the creation and distribution of the Ships Newsletter, both in on-line and in hardcopy formats.

- 5.3 Engineering CEO  
competent personal for technical assistance as needed.
- 5.3.1 May also function as the "Ship's Photographer."
- 5.4. Diplomatic Corp. CDO
- 5.4.1 The CDO is responsible for Regional/Sector intership diplomatic relations and reports directly to the CO.
- 5.4.2 The CDO is usually drawn from, or with experience in the JAG Department
- 5.4.3 The CDO is the only member of the crew who does not bear arms.
- 5.4.4 This position is also granted Command of the Commander's Yacht in times of off-Ship peaceful negotiations or Sector-authorized off-ship activities.
- E.5.5 Judge Advocate General; JAG/DOJ  
Will report to the CDO, provide advice and support to the CS on decisions, supervise ships security, and act as on-board arbitrator and legal council. Is assigned to ship by SF
- 5.5.1. DOJ as a JAG member, appointed by the CS and approved by the CO
- E.5.6. Intelligence Officer CIO  
Coordinates all Tactical information, Fleet dispatches and Intelligence reports received from open or clandestine sources. (min rank LtCmdr)
- E.5.7. Medical Sciences Officer: CMO  
responsible for keeping/maintaining/deploying the ship's first aid kit.
- 5.7.1. While present on away missions, or any official function, a MO will be available to monitor the health of all members involved.
- E.5.8 Ships Counselor: SC  
Will provide counseling assistance in any member dispute following the guidelines of the Conflict Resolution Policy (CRP).
- 5.8.1. Counselors report to the CDO, and the CMO but is also a direct and confidential liaison to all Command Staff up to the CO
- 5.8.2. All Councillors hold a "Officer rank" but serve as a member of the Civilian Population.
- E.5.9. Operations: OO/OS  
Will assist the XO in any/all ship-wide communications or event coordination.  
The gather information to assist in setting the agenda for all Club meetings or activities.  
The OO/OS will assist in running the calling phone tree if needed.  
The OO/OS will forward all information to suggest all appointments of Division/Department Officers.
- E.5.10. Ships Security: SSO  
The SSO will provide and maintain ship security functions as needed.  
The CoS is responsible for all training for security personnel prior to deployment.  
security detail organization for a major event or public gathering.  
The CoS will coordinate with JAG for legal responsibilities and with the MSC for any "covert" missions if needed.

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### E.5.11. Sciences: SO/PSS

The SO will provide or assign competent personal for scientific assistance and advice or council as needed.

This Officer will be available for consult for dealing with environment hazards, reading warning labels, etc

The SO will have access to the MSDS files for all materials controlled by the club.

### E.5.12. Marine Tactical Unit: MTU

fMTU will be prepared for maintaining tactical preparedness.

The MTU will serve as the PPC for the "Honor Guard" of the USS Fire Bird, and coordinate training for it's functions.

The MTU members will report via their own CoC to the CO and CoS while on ship and to the CDO or their designate while off ship.

## F.0; Ranks and Status policy

All members of the ships personnel have the opportunity to advance in rank.

-F.1. Aboard the USS Bismarck, all members is always ranked "CREW."

To attain and advance in rank, the "crew-member" would then decide their activity level.

-F.1.1. Active Duty, Reserve or Correspondance Level; This is also affected by whether the Crew-member joins Starfleet or remains outside the officer path.

-F.1.2. Starfleet allows you to join as a Civilian, a Space Service (Fleet), an/or StarFleet Marines (SFMC) member.

F.2. At this point you are assigned a position aboard the ship.  
(Division/Department/Section/Office)

F.2.1. All Active and Reserve Fleet crew-members will then be issued their initial rank and pips as approved by Starfleet's guidlines.

-2.2. All Active and Reserve Marines will bear and wear the approved standard Starfleet Marine Corps rank and pips, unless otherwise deemed appropriate by the MSC.

All AD, RD, or CM members will be issued an ID badge, with magnetic catch that will display the following data;

Name of Member; Else in small print lead by "sponsor;" below sponsored members name.

Position; Division / Department / Section / Office symbol /

Status; Rank / TIS / TIG /

### Membership Creed

1. Each member has the right to be informed of all Chapter meetings and events and to participate in these activities (allowing for space limitations when they apply, guests must be approved by the CO).

2. Each member has the right to pursue his or her choice of rank path, to advance according to that path and to hold positions aboard the ship, according to the requirements of that path.

3. Each member has the right to vote on all motions put before the Chapter, when available as well as in the election of pertinent Chapter and parent organizational positions.

4. Each member has the duty to uphold the basic tenets of the Chapter, of the parent organization and to respect the will of the Chapter, when voted on and approved.

5. Each member has the right to voice their opinions and concerns in a direct and honest manner, providing logic to back up their statement.

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6. Each member has the duty to behave in a forthright and respectful manner to their fellow members, to respect their concerns & choices and to generally promote a supportive & courteous environment.

7. Each member has the sole responsibility to maintain all of their financial obligations, to the Chapter and parent organization, in a timely and courteous manner.

8. Each member has a right to privacy. No member will give out any information (e.g. telephone number, address, e-mail, etc.) to an individual outside of their fellow members, without prior permission from that member. Exception to this is granted to the CO and XO for event and announcement use.

9. Each member has the duty to represent the Chapter in an honest and forthright manner in any Sector or Regional functions that they attend.

\* See Ranking Chart in Appendix

### Newsletter

Our Chapter may from time to time publish a newsletter. It shall be called the SCUTTLEBUTT and may be either in print, or an online format. This newsletter will contain reports from the Command Staff and department heads, any information pertaining to the ship and news about other parent organizational Chapters in our Region. In addition, all members are encouraged to submit reports from away missions, artwork and letters.

When a newsletter is published, every member will receive a copy of the publication by e-mail, USPS or at an official Chapter function. Our primary mode of communication will be our closed Facebook Group and community pages.

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We may also have an exchange program with other her ships in the Fleet. If you have an interested party for an exchange, please contact either the CO, or Chief of Communications.

Any articles published in the SCUTTLEBUTT are the property of the Chapter. Any retraction in the SCUTTLEBUTT must be by the author of the article.

The spelling and grammar of any article is the responsibility of the author neither the Chapter, nor the editor.

### Electronic Communications

The primary communication point for all non-paper published documents will be the Chapter's Facebook Group.

This may be found by pointing your browser to: <https://www.facebook.com/groups/USSBismark>. You must be subscribed to this group, as the group is closed to all non-Chapter members. Any guests that are subscribed to this group must be approved by the CO and will be moderated by the CO and the Chief of Communications.

If guests do not join Starfleet or the Chapter, they will be removed from the group with no notice. Additionally the Marines Facebook Group is located at: <https://www.facebook.com/groups/569thMSG/> and the same rules of the closed group apply.

The USS Fire Bird also maintains a community page on Facebook at: <https://www.facebook.com/FireBird>.

This page is open to all persons and it is recommended that all members "Like" this page to keep up to date.

These groups contains electronic documents of both the Chapter and parent organization, photos, polls, Chapter calendar and discussions.

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Our Chapter also has a web site that will be updated periodically at: <http://www.ussbismark.org>  
The Marines also maintain a web presence at <http://www.569th-Marines.ussbismark.org>  
Away Missions.

Several times a year, the ship may send away teams and participate in away missions of special importance (or, in other words, field trips!!!).

On a Regional level, there is the Region 4 Conference, as well as the Annual International Conference of the parent organization.

While the main goal is to enjoy ourselves, there are some inherent responsibilities to maintain the safety and well being of the away team participants.

The primary responsibility falls to the away team leader, who has been appointed by and reports directly to the Commanding Officer. If any problem should occur, the leader will contact the CO immediately, to inform him/her of the status of the mission and provide any help or solutions needed.

The away team leader should not feel embarrassed to contact the CO if there is a problem. The leader should always put the safety of the team first, above all else. Membership sign-up sheets for away teams will be provided at meetings and on the Facebook Group.

Sign-ups will be on a first come, first served basis with three alternate positions available. In the event of a time constraint, a random phone poll of the membership will be conducted. Final responsibility for any conduct, or action taken by any member of an away team is the sole responsibility of the individual(s) involved, not that of the Chapter.

### Service Projects

The USS Fire Bird formally organizes two regular service projects each year.

Although a special opportunity may come up at any time, we generally plan our projects as follows:

January: Clothing, Blankets and Linens July: Youth Services

The members nominate and vote to choose the particular group to receive the goods. Each project will be announced and confirmed at least two months in advance. All members are encouraged to participate.

### Annual Awards

The USS Fire Bird chooses to create its own rewards program, based off of the existing pattern for the "parent organization".

The awards are for a calendar year period and are usually awarded at the May general membership meeting.

Winners of these awards will be nominated to the Regional level. If the member is selected for award then, if granted, they are taken up to the Fleet level.

The following is a list of the available awards within STARFLEET and our Region, which translate to the Chapter Awards. Winners of Regional Awards will always be submitted to The Fleet Awards program No Later Than (NLT) April 30th of each year in the same categories:

- Officer of the Year Award:
- This award is reserved for Fleet and SFMC officers who hold the rank of O-1 inclusive of O-6. This award is given to the individual who best demonstrate outstanding direction, a consistent level of guidance for fellow members and leadership in STARFLEET, through both word and action. The officer of the year selectee also demonstrates consistent good 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 STARFLEET, Region and Chapter functions.

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- Enlisted Member of the Year Award:
  - This award is reserved for all members who hold the rank of E-1 through E-9. This award is earned by the individual who best displays, through his/her individual contributions, consistent support for and contribution to STARFLEET, 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), as well as participation in STARFLEET, Regional and Chapter functions. This individual will be seen as some one willing to do what it takes to get a quality job done quickly and efficiently.
- Junior Member of the Year Award: This award is reserved for members under 18 years of age. The junior member of the year, to the best of his or her abilities, takes an active role in Chapter and STARFLEET functions and demonstrates commitment to the organization 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 STARFLEET and Chapter functions.

### Other Awards

- Chapter Appreciation Award:

This award is granted to other Chapters or members of other Chapters and organizations for positive participation and a solid contribution in the functions of the USS Fire Bird.
- Chapter Recognition Award:
  - This award is granted to Chapters members for positive participation and contribution in functions of the USS Golden Gate .
- Leader's Commendation Award:
  - This award is given by a Unit OIC to a Marine under their command who exemplifies meritorious service either by demonstrating consistent outstanding performance over time, or by performing a particular task or service to a high standard of excellence. The award is represented by SFMC

Ribbon Name: Murphy Ribbon

### Nominations:

Nominations for awards that are being submitted to Fleet are limited to a minimum of 300 and maximum of 750 words. Send all nominations the Commanding Officer of the USS Golden Gate . All nominations should be detailed and specific as to why you believe your nominee should receive the award. Nominations may be submitted by any member in good standing in STARFLEET, within our Region.

Any member may submit Chapter submissions. Please be complete in your nomination submission.

Awards that are either too short, or do not provide references will not eligible for Fleet Award nominations. While self-nominations are accepted, it is discouraged.

If you believe a nomination has already been sent in for your nominee, do not let that prevent you from submitting yours as well. All submissions will be considered, including multiples.

- All nominations must include the nominee's name, rank (If known), Chapter (if applicable), SCC (if known), as well as the nominator's name, Chapter and SCC #.

- All Nominees must be current members of Fleet and will be verified in the Fleet database.

Award nominations are due by March 1st each year. Accolades and reasonings should encompass the previous calendar year.

#### Financial Requirements

Members are required to pay their fair share of any events, prior to participation in any said event.

If by the due date of an event their obligations are not in compliance then an alternate will be given the opportunity to participate.

Any additional charges incurred by the Chapter due to a bounced check will be paid by the owner of that check, prior to participation in future events. Additionally, all Chapter privileges of that member will be suspended, until such time as the Chapter is made financially whole.

Any fees for PayPal transactions will be paid by the payee and added to any costs. PayPal is the preferred method of electronic payment.

Members are also required to be in good standing with the parent organization and its International and Regional events.

If a member, for whatever reason, chooses to not participate in a function and has paid monies to that function, it is assumed that any purchases and guarantees that have been made are not refundable.

#### Revocation of Membership

The Chapter's Commanding Officer may revoke the membership of any member that may have outstanding debts to the Chapter or parent organization.

Three attempts at notification will be made in writing to that member or by means of the official communication methods.

#### Expulsion of a Member

The Chapter may, by a two-thirds vote of its active membership, present at any scheduled general meeting, with no less than 30 days' notice, expel a member for any offense which directly violates the person, safety, property or dignity of any individual human being or pet, which seriously compromises the safety, harmony or the reputation of the Chapter and its crew. Expulsion guidelines and procedures are outlined in the Conflict Resolution Policy of the Chapter.

The USS Fire Bird reserves the right to refuse any new or renewal member application, for any reason, with the agreement/concurrence of the Command Staff, given just cause.

This action will result in official notice being given to that applicant in writing shortly thereafter.

#### Financial Reporting

The Commanding Officer is responsible for providing, through the Chief Financial Officer (CFO) to the Chapter an annual financial report each January for the previous year and/or as requested by the parent organization through its constitution or bylaws.

#### Internet

The Commanding Officer, through INSFA owns and pays for the domain USS Bismarck.org

#### Web

All sub-domains and web pages are considered intellectual property of the USS Bismarck and its Commanding Officer. All art created for use by the chapter fall under the rules previously stated under the term Intellectual Property and are considered owed by the Chapter and Commanding officer of the Chapter unless the contrary is documented in writing.

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### E-mail

All e-mails using, or addressed to the domain USS Bismarck.org are the property of the USS Bismarck and its Commanding Officer. These e-mails are to be used for official Chapter business, unless permission is given by the Commanding Officer in written form for personal use.

Proper signature usage should be followed; Rank, Name, Position, SCC number, and Chapter URL should be included.

### Facebook Groups and Pages

All Facebook message contents are public domain. The Commanding Officer has the right to revoke or refuse membership to the group of the USS Bismarck and with agreement of the Marine OIC for the group of the Marines assigned/affiliated to the USS Fire Bird.

### USS Fire Bird

#### Conflict Resolution Policy

#### Why do we have conflict?

Conflict in small, personal organizations like ours usually arises from one of five different kinds of situations.

#### Different Needs

The first is when members have different needs, objectives or values. If the members involved are mature enough to recognize the problem and to reach a compromise, this kind of conflict can be the least troublesome and the most rewarding. It's especially useful in broadening people's viewpoints!

#### Different Perceptions

The second is when members have different perceptions of each other's motives, or the meaning of each other's words or actions. This can range from simple misunderstandings to a complete lack of trust.

Again, if the members involved are mature adults, the problem can usually be solved if each member explains his/her point of view in a reasonable and intelligent manner (and then gets on with business as usual!!).

#### Different Expectations

The third is when members have different expectations of results. This kind of conflict is best addressed before it has a chance to get started. That's why it's always best to clearly identify what results are expected from a project before we begin working on it.

#### Personality Clashes

The fourth is when two or more members are unwilling to work through issues: to collaborate or to compromise.

This is usually the result of a basic personality clash and may require the intervention of either the intervention of a Command Level Officer or Ship's Counselor. If the squabbling members still cannot effectively work together, the OIC or Commanding Officer may need to remove them from the project concerned with an oral warning issued.

#### Immature Members

Finally, the fifth situation is when we have a member who is immature and won't take "no" for an answer. This will probably require the intervention of the Commanding Officer, a Command Level Officer and/or Ship's Counselor and starts with a oral warning.

The next incident within a 180 day period will require a Written Warning or reprimand.

After receiving a written reprimand, the offending member will usually be given a probation period of not less than three months; but if he/she does not mend his/her ways, then the Commanding Officer has only one recourse: the member must be removed with due process. People such as these can ruin this experience for everyone around them and any crew-member's first duty is to preserve the harmony of the ship.

How can I avoid conflict?

Conflict is inevitable. It will happen. But, it is important to recognize the difference between positive conflict and negative conflict and to understand how to deal with negative conflict when it occurs.

#### Positive Conflict

The hallmark of positive conflict is an obvious willingness on the part of those concerned: to discuss their differences calmly and rationally, to respect their differences as individual human beings and to compromise so that each party gets something that they want (this is called a win-win situation). Positive conflict should not be avoided. In fact, it's a very healthy thing. Positive conflict breeds respect for diversity, which is the foundation of successful win-win interaction with others. It helps each of us to broaden our own viewpoint and to remind ourselves that we do not have a monopoly on creative input. However, negative conflict quite often masquerades as positive conflict. Immature individuals sometimes learn to get their own way by using the "What's the matter, afraid of a little positive criticism?" line as a weapon. So, it's important to be able to distinguish between the two.

#### Negative Conflict

Negative conflict usually results from either a personality clash, or an immature member. It may result from differences of need, perception and expectation; but, when it does, there's usually a personality clash or an immature member escalating the situation. The hallmark of negative conflict is stubbornness or the lack of active listening. If one or more members insist on replacing an equal discussion of opinions with a one-sided barrage of demands, refuse to respect the viewpoints of others, continue to refer to others' ideas in insulting or demeaning terms, refuse to compromise with their fellow members and insist on getting everything their own way, then you've got negative conflict!!

How do I deal with negative conflict?

If the situation is not yet severe, or is just beginning to get started, attempt to resolve the problem by speaking directly to the member(s) involved. If you feel that this is a little out of your league, you will first ask the Ship's Counselor or Diplomatic Officer to step in and help resolve the situation in your place.

However, if the situation is seriously compromising the harmony of the Chapter (or it appears likely to in the very near future) then, through the Ship's Counselor, it must be reported to the Executive Officer.

The XO will first try to defuse the situation and after first hearing from all parties attempt to reason with the parties involved. If they are unwilling to listen, the XO, with the Ship's Counselor present, will report the problem to the Commanding Officer.



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The Commanding Officer has the authority to call the members “before the mast” and to instill discipline in them, when necessary.

How does the Commanding Officer deal with negative conflict?

The Commanding Officer deals with negative conflict depending on whether the situation is a personality clash or an immature member.

### Personality Clashes

Personality clashes are usually caused by unresolved animosity. This could be the result of insult or injury, real or imagined, on the part of one or both of the parties involved.

If left unresolved, the animosity can grow into full-fledged hostility. At this stage, the situation becomes extremely dangerous to the Chapter, since our membership will begin to polarize as each of our members unconsciously chooses sides.

Such a situation must be dealt with quickly and precisely. The Commanding Officer, with the Ship’s Counselor present, will meet with both parties together and require each of them, in each other’s presence, to voice his or her grievance.

Then, the Commanding Officer will require each party to apologize for those words or actions which were inappropriate on their part.

It is best if they next be required to work together, suggesting that if they can’t succeed together, they will both fail!

When the antagonists realize they’re in the same boat, hopefully they’ll come to their senses!!

However, if this approach is not successful, the Commanding Officer may have to remove the offending members from the project(s) they were working on with an oral warning.

### Immature Members

Most people don’t realize it, but having an immature member is one of the most dangerous situations in which an organization like ours can find itself. This is especially true since many immature people are, nevertheless, quite clever!! When you think about it, this makes a lot of sense. Someone who has managed to reach physical maturity, without having to develop any emotional maturity, is probably very ingenious at those tricks which are the hallmark of the immature member: making “suggestions” which are, in fact, barely concealed demands; stating “opinions” as if they were undeniable fact, having neither professional knowledge of the subject at hand, nor any ability to back those opinions with hard evidence or solid logic; camouflaging as “positive criticism” remarks which are actually attempts to demean or ridicule opposing ideas; forcing each “discussion” into a win-lose situation with him/herself as the winner and using the “member’s right to speak” as a cover for bullying the Chapter into doing things his/her way.

An important note: sometimes an immature member will attempt to make his/her attacks seem like they are merely one-half of a personality clash. This is a diversionary tactic and seeks to make a reacting victim look like an initiator of hostilities. It is very important to understand the difference between these two situations.

But the cleverest, and the most dangerous of all in the immature member’s arsenal is the trick of accusing the accuser. The immature member cannot afford exposure. Once the organization begins to see these games for what they really are, they lose their effectiveness and their abuser becomes an object of amusement, rather than of power. This is intolerable to the immature member and he/she must do whatever is necessary to focus the organization’s attention on another member, ideally the very one that is making the accusation.

## USS Fire Bird handbook

The immature member will usually attempt to convince the Chapter that the accusation is, in and of itself, an act of hostility and will use the ships Membership Handbook procedures to accuse his/her accuser of playing precisely those tricks mentioned above.

He/she does this by confusing the difference between an unjustified attack and an act of self-defense.

The immature member can try to make others think that these are the same thing. They are not!!! No one has the right to commit an unjustified attack on another person. But everyone has the right to self-defense, to whatever extent is necessary to end such an attack and to prevent it in the future.

The Chapter reserves that right, too! The Commanding Officer will, after giving corrective council, will of course, give the member the chance to "mend his/her ways."

### Resolution of the conflict

First; the member will be given an oral warning.

Second; If that is not effective, the member will be given a written reprimand, and will be considered "on probation".

Thirdly; At this point, the member is on probation and therefore temporarily removed from his/her Duty post for no less than 30 days.

If the immature member still refuses to change his/her behavior, then the Commanding Officer can/will petition the Chapter to expel the member.

The Chapter has the authority and the responsibility to permanently expel such a member, by a two-thirds vote, taken in secret ballot, at a Chapter meeting for which not less than 30 days' notice was given.

If required the Chapter also has the authority to rescind such an action, by a three-fourths vote,