

# TIBURON GENERAL ORDERS

## 1- Membership

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

Membership onboard the USS Tiburon is broken down into three varieties; STARFLEET, Local, and Family.

### STARFLEET;

STARFLEET Dues are set by STARFLEET the International Star Trek Fan Association Inc. These prices are current as of March 2007.

Individual	\$15
Family of 2	\$22
Family of 3	\$25
Family of 4	\$28
Family of 5	\$31
Family of 6	\$34

STARFLEET Dues are not required, but are highly recommended.

### LOCAL;

The USS Tiburon Command staff decided that it was necessary to charge local dues to any member wishing to receive mailings from the Tiburon. These dues are designed to offset the costs of printing and mailing items such as the Tiburon's Bi-Monthly newsletter Open Waters.

Individual	\$10
Family	\$15

Tiburon Dues are due on the Anniversary of joining the USS Tiburon, and will be published as a reminder in the Open Waters.

### FAMILY;

The Family membership is designed to accommodate families that wish to be part of the USS Tiburon. The only difference between a Local and Family membership is that the later will receive a Membership Certificate for each family member assigned to the Tiburon.

## 2- Newsletter Guidelines

The Open Waters is a bi-monthly publication. With issues in Jan/Feb, Mar/Apr, May/June, July/Aug, Sept/Oct, Nov/Dec.

The Open Waters will be distributed at every odd numbered month's General Crew Meeting.

Submissions are due on the 15<sup>th</sup> of every even numbered month.

Each newsletter must contain an article from each member of the Command Staff, a Finance Report, disclaimer, contact information, and website address.

During the respective issues the following will be included; Request for At-Large Nominations (July/August), At-Large member ballots (September/October), the Command Staff Vote of Confidence (May/June), Promotions/Awards/Decorations (as they occur), Regional Awards Nominations (Jan/Feb)

All layout/format changes must be approved by the Chief Communications Officer prior to going into effect.

The following Newsletter staff positions exist, Editor, Copy Editor, and Proofreader. Their responsibilities follow;

*Editor* – Oversee the production of the newsletter and ensure that the Copy Editor and Proofreaders are fulfilling their responsibilities.

*Copy Editor* – Input articles and graphics into the approved layout of the publication.

*Proofreader*- To read all aspects of the publication for errors and follow established policies and procedures.

Newsletter submissions may be edited for spelling, punctuation, and minor grammar without contacting the author of said article. Submissions may be edited for content as long as the author of said article is contacted and approves the changes. Submissions may be edited or declined due to libel/slander, taste, and to fit available space. No submission will be declined, or extensive editing done without contacting the author of said article. Submissions not received by the deadline do not have to be published, unless said article is time sensitive or prior contact with the Communications Officer has been made.

Newsletter Submission guidelines;

Submissions are to be submitted primarily by email to [communications@usstiburon.org](mailto:communications@usstiburon.org), other submissions can be mailed, please contact the Communications Officer for the proper mailing address, or hand delivered to the Communications Officer (or designated representative).

Submissions should be typed whenever possible (specifically for hand and mail options)

Submissions that are emailed should be attached as a separate file, Times New Roman should be the default font, should be in font size 12, and the file should be saved in it's most generic form (i.e. txt, rtf)

Submissions that contain graphics should have a note informing the staff where to place the graphic in the article and the graphic should be attached as a separate file to the email and should be in jpg format.

### 3- Promotion & Review Board

#### Guidelines:

Promotion aboard the USS TIBURON is based on performance and participation, rather than longevity points and test scores, although these count too. Ability and willingness to follow orders, instructions, and procedures is a very important element of performance review. A member who constantly challenges or questions procedures or instructions, or who requires constant prodding to provide information, return forms, renew dues, etc. is not likely to “make rank” and may actually lose points.

Upon receipt of a completed PDRS (Membership Application [Personal Data Reporting Sheet]) promotion points begin to accumulate. Points are awarded for participation in TIBURON activities or related events.

#### Recommended Points:

LENGTH OF SERVICE – Points automatically accrue with length of service. In your first year of service you will earn 1 point per month, in your second year 2 points per month, in your third year 3 points per month, etc.

TIME IN GRADE – Points are earned as a member passes certain career milestones.

Years	Bonus	Years	Bonus
5	25	20	500
10	100	25	750
15	250	30	1000

TRAVEL POINTS – Additional points above those for participation in an event are given for travel of a significant distance to that event and are based on your mailing address. The region has been divided into eleven zones radiating from Bangor at approximately 50-mile increments. Travel from each zone to Bangor, or across zones to attend events earns points based on the table below. Travel points are awarded for each instance of travel.

Zone	Area Covered	Points
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1	Greater Denver (within 25 miles)	5
2	25 to 50 miles	10
3	51 to 100 miles	20
4	101 to 150 miles	30
5	151 to 200 miles	40
6	201 to 250 miles	50
7	251 to 300 miles	60
8	301 to 350 miles	70
9	351 to 400 miles	80
10	401 to 450 miles	90

OPEN WATERS SUBMISSIONS – Given for contributing to or working on the TIBURON’s newsletter.

5 points	Previously Published Credited material. Must cite who, what, and where it came from
10 points original	Letters, essays, editorials, Reports, reviews, announcements
15 points	Trivia, Puzzles, Research articles
20 points	Original Artwork, Photographs

OPEN WATERS STAFFING – Given for working on different aspects of the TIBURON’S newsletter.

up to 25 points	Copy Editor
up to 25 points	Editor Assistant
up to 25 points	Proofreader

CLASSES – Given for taking classes in STARFLEET Academy & SFMC Academy.

10 points	Officer Training School
10 points	Professional Development 10
20 points	Officer Command College
5 points	Courses within Department
1 points	All other courses

Conventions /Conferences – Given for attending and participating in STARFLEET or Sci-Fi conferences and conventions.

5 points	Attending
5 points	Providing Transportation
10 points	Assisting with a panel
20 points	Leading a panel
Up to 30 points	Working a Convention/Conference

RECRUITMENT – Given for recruiting members. Excludes organized recruitment drives. The recruiter’s name must appear on the Membership Application for credit.

5 points	Bringing someone
5 points	Scouting Info Locations
10 points	Per member recruited
15 points	Per family recruited
30 points	STARFLEET recruit

DONATING BLOOD – Given for donated blood. Must be accompanied by proof of the donation.

25 points	Per visit
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ORGANIZING AN EVENT (Mission Commander) – Given for organizing and running an event for the TIBURON. Mission Commander Assistants earn points for their work on the event as well.

Up to 100 points	Per event	Mission Commander
Up to 50 points	Per event	Assistant Commander

PARTICIPATING IN AN EVENT – Points are also given for helping and attending events.

5 points	Bringing a food item to share	
25 points	Using vehicle to transport items necessary for club events	
0-9 points	For participating in TIBURON Events	
5 points	Monthly Meetings	Plus Travel Points
10 points	Attending Every Meeting within a Year	

TIME PARTICIPATING AT AN EVENT – Points are also assigned for the amount of time you spend working at the event. Round Off

1 credit	for both halves of the first hour
1 credit	for every hour after
2 points	Per hour after 8 hours

Miscellaneous – Items that do not fall into the categories above.

Up to 30 points	Making Costumes
Up to 30 points	Making Props
Up to 30 points	Creating Artwork

Others points to be determined by the Promotion & Review Board. Additional points may be awarded for contribution of materials for the event in question, determined by the Mission Commander and the Promotion & Review Board.

**Recommended Demerits:**

No Call No Show – Given to members who sign up for an event and then do not show up. Unless prior notice is given 24 hours prior to the start of the mission of shift, without Good Cause.

25 Demerits	No Call No Show
1 Demerit	Every Hour Signed up for

Late – Given to members who are late, without prior notice or Good Cause

1 Demerit	Every Hour Signed up for
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Good Cause is defined as a family, medical, work, or vehicle emergency, and others to be determined by the Promotion & Review Board.

Other Demerits to be determined by the Promotion & Review Board and approved by the Tiburon Command Staff.

**Rank Procedures:**

The Promotion & Review Board conducts periodic performance reviews to determine which members have earned promotion. Ability and willingness to follow orders, instructions, and procedures is a very important element of determining the results of a performance review. Overall behavior at functions attended is also considered. A person who constantly requires prodding to provide information, return forms, or persists in conduct unbecoming a crewmember is not likely to “make rank” and may actually lose points.

A member whose dues are received more than sixty (60) days after membership expiration will lose promotion points earned and will be reinstated as a crewman recruit.

Each member’s file will be reviewed at least twice a year (December and June). Promotions earned will be awarded in January and July. Except in special cases, notice of promotion will be printed in the newsletter. Status reports of points earned at other times may be requested in writing. Please include a legal size S.A.S.E. to receive a response.

**Recommended Points needed for Promotion:**

Enlisted Ranks -

Fleet Rank	Abbr.	Marine Rank	Abbr.	Points
Crewmen Recruit	CRR	Private	PVT	0
Crewmen Apprentice	CRA	Private 1 <sup>st</sup> Class	PFC	6
Crewmen	CR	Lance Corporal	LCPL	12
Petty Officer 3 <sup>rd</sup> class	PO3	Corporal	CPL	36
Petty Officer 2 <sup>nd</sup> class	PO2	Sergeant	SGT	60
Petty Officer 1 <sup>st</sup> class	PO1	Staff Sergeant	SSGT	120
Chief Petty Officer	CPO	Gunnery Sergeant	GSGT	200
Senior Chief Petty Officer	SCPO	First Sergeant	1SGT	300
Master Chief Petty Officer	MCPO	Sergeant Major	SGM	500

Officer Ranks -

As a member moves through the officer ranks more responsibility is requested of higher-ranking officers. In order to insure that those officers are ready for those responsibilities certain requirements are placed on moving up in the officer ranks.

Fleet Rank	Abbr.	Marine Rank	Abbr.	Points / Requirements
Ensign	ENS	2 <sup>nd</sup> Lieutenant	2LT	750
Lieutenant Jr. Grade	LTJg	1 <sup>st</sup> Lieutenant	1LT	1000 1 mission assist
Lieutenant	LT	Marine Captain	MCPT	1200 2 mission assists
Lieutenant Commander	LCDR	Major	MAJ	2000 1 mission lead
Commander	CMDR	Lieutenant Colonel	LTC	2500 2 mission leads

Note: Mission assists and Mission leads requirements are not accumulative. Meaning that you need a total of three (3) assists to become Lieutenant and three (3) leads to become Commander.

#### **4- Financials**

Each newsletter and Command Staff meeting will include a Financial Report. Each report will entail a full disclosure of all monies being taken in and spent

#### **5- Meeting types**

A- Command Staff Meetings

Held the first Friday of each month Currently held at CO's house

B- General Meetings

Held the second Saturday of each month, location TBA, activity TBA

C- Sci-Fi Fridays

Held each Friday, at CO's house

D- Game Night

Held the third Saturday of each month, location TBA, activity TBA

#### **6- Community Service Projects**

Community Service Projects are the hallmark of almost every fan organization out there. Although we come together from a love of a show or movie, we use our numbers to help the communities that we live within.

RTD Adopt a Stop

#### **7- USS Tiburon Child Rule**

It is the policy of the USS Tiburon that no children be allowed at Command Staff meetings. This is to ensure that all meetings run smoothly and without interruption. All children attending USS Tiburon events must be managed by their parents. If a child is unmanageable, their parents will be asked to find a babysitter during the events.

#### **8- Command Staff Vacancies**

Members who are interested in serving in a position on the Command Staff should submit a written letter of request to the Tiburon's Commanding Officer. That letter will then be submitted to the Command Staff for review and vote.

#### **9- At-Large Members**

Nominations for At-Large members will be accepted at the August Meeting. In the October issue of the Open Waters a voting ballot and nominee's list will be including for the membership to vote on. Any nominee is welcome to submit an article concerning their thoughts as At-Large member. Ballots will be do back to Tiburon HQ by the November General Crew Meeting. Elected At-Large members will be announced at the November Meeting and will take their seats at the January Command Staff Meeting.

#### **10- Welcome Aboard Package**

The USS Tiburon Welcome aboard package will include the following;

Local Membership

Membership Certificate

Copy of recent issue of Open Waters  
USS Tiburon Operations Manual  
USS Tiburon Window Decal  
10 USS Tiburon Business cards  
STARFLEET Membership  
Membership Certificate  
USS Tiburon Window Decal  
10 USS Tiburon Business cards  
Family Membership  
Membership Certificate for each member  
USS Tiburon Window Decal  
10 USS Tiburon Business cards  
Copy of recent issue of Open Waters (if local dues are paid)

### **11- Grievances**

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