

# ***USS Bismarck*** **NCC-1797-E**



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**Fleet Captain Kevin L. Johnson, Commanding**

**Commissioned March 8, 1992**  
**Re-commissioned March 10, 2007**

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**A unit of Starfleet Command (SFC)**

## **Introduction**

The mission of the USS *Bismarck* is to be the best ship in Starfleet Command (SFC) by providing a welcome, family-friendly gathering place for people interested in science-fiction, fantasy, fellowship, and personal growth.

This handbook is a guide to the day-to-day operations of the USS *Bismarck*. It reflects procedures and processes that are currently in use or have been used in the past. It is not meant to restrict what may occur in the future. This handbook may be altered at any General Meeting by a majority vote of those present.

The USS *Bismarck* is governed by its own by-laws, Starfleet Command's Articles of Federation (AFED), and all local, state, and national laws. Business decisions are typically decided by majority vote at General Meetings. Emergency measures are approved or disapproved by Command Staff and/or Senior Staff Officers. The Captain is the final authority on-board ship.

This handbook was last updated in March 2008.



# SECTION I

## Basic Information



## **History of the USS *Bismarck*** (updated March 2008)

The *Galaxy*-class USS *Bismarck*, NCC-1797-D, was commissioned on March 8, 1992, with a crew of 12. Commander Kevin B. Klien was the first Captain. The commissioning ceremony was held at the Middletown Public Library, Middletown, Ohio. The Commissioning Officer was Fleet Admiral Don Dailey. During Commander Klein's command, we went on many Away Missions, published a monthly newsletter and grew as a unit.

On July 18, 1992, during the yearly Starfleet Command outing to the National Museum of the United States Air Force (Wright Patterson Air Force Base, Ohio), a transfer of command took place. Lieutenant Commander Matthew B. Hudson became the second Commanding Officer of the 48-member crew. Lieutenant Lisa Barr was elected First Officer. Under Commander Hudson the ship found a permanent meeting place to hold general meetings, began to develop uniforms, printed a bi-monthly newsletter, attended several conventions, and began a tradition of holding an annual Halloween Murder Mystery Party and an annual Holiday Party.

Commander Hudson stepped down on March 27, 1993, to take a position within Starbase Five. At that time, Lieutenant Commander Richard "Bear" Bengé was assigned by Starfleet Command to the position of Acting Captain until one could be properly elected by the crew. The crew compliment was 15.

The election process was held on May 22, 1993, and Lieutenant Commander Lisa D. Barr was elected to the position of Commanding Officer. The installation ceremony was held at Forest Fair Mall, Cincinnati, Ohio, on June 25, 1993, where she was also raised in rank to Commander. Lieutenant Commander Anthony Day was elected First Officer. By June 1994 the crew compliment had grown to 40.

With Commander Barr at the helm and through her leadership, the ship substantially increased positive relations with other chapters of Starfleet Command, Star Fleet International, and other organizations of Star Trek: Bajorans, Klingons, Romulans just to name a few. The crew attended and worked many conventions, taken on the Community Pantry as a charity, participated in Middletown's recycling program, offered a one-year survival course through our Science Department, put out a bi-monthly state-of-the-art newsletter, developed local cadet packets, written the ship's By-Laws, designed and purchased ship business cards, designed summer uniforms, and adapted the ship's motto, logo, seal, and flag.

On April 1, 1995, now-Captain Matt Hudson presented Lisa Barr with a rank increase to Captain. Through Captain Barr's and Commander Day's efforts the crew enjoyed an annual banquet at which awards, commendations, and rank increases are given to outstanding personnel. The crew was introduced to an objective promotion point system in which crew members could obtain increases in rank by deeds instead of by time and the Captain's whim.

On August 26, 1995, Lisa Barr announced that she was stepping down as Captain of the USS *Bismarck* to take a position as head of the local Order of the Eastern Star chapter. At the holiday party on December 16, 1995, Anthony Day was sworn in as the new Captain with a rank increase from Commander to Captain. He, in turn, increased the rank of the newly-elected First Officer David MacDonald from Lieutenant Commander to Commander.

Under the leadership of Captain Day and Commander MacDonald, and on the recommendation of Captain Barr, the ship began a new annual fund raiser in August of 1995: working at Peasant's Orchard, a beverage booth at the Ohio Renaissance Festival. The *Bismarck* worked with Captain Barr's OES chapter to raise money for both organizations. In 1997, the ship took over the Peasant's Orchard. RenFair has become the main fund raiser each

year, which runs for nine weekends. In order to work at the Renaissance Festival, we all had to be in costume of the medieval times. Thanks to Linda Collins, Elaine Parton, and Lisa Barr, the costumes were made in time. Our RenFair booth became big business with our famous fruit drink. The fruit drink recipe is Top Secret, and while it contains no alcohol, its caffeine is addictive to the RenFair patrons and workers, as well as Melville, one of the Queen's birds.

Due to Captain Barr's diplomatic skills, Starfleet Command offered her the position of Starfleet Inspector General as of April 1999. She accepted and was promoted to Fleet Captain. Because of the respect the crew had for Captain Barr, Captain Day initiated two proposals for the crew to vote on. The first one granted Captain Barr the first lifetime membership onboard the USS *Bismarck*. The second granted Captain Barr the newly-created position of Captain Emeritus. Both were the crew's way of saying "thank you" for her past, present, and future leadership and dedication to the USS *Bismarck*. Captain Day was promoted to Fleet Captain the following year at the Admiralty Board's semi-annual meeting at MARCON.

The ship still continues to grow as a family. There has been a ship wedding almost every year since 2000. Amy Melke and Paul Sylvester married in 2000, Jennifer Krause and Scott Fish in 2001, Lisa Barr and Kevin Johnson in 2002, Sarah Mack and Will Crespo in 2004, Maria Wartinger and Harry Sober, David and Judy Heighton, and Daryl and Ronda Barnett. Seven children were born to *Bismarck* members between 2000 and 2007.

The weekend of April 6-7, 2002, commemorated the end of our first ten-year mission. The celebration was held at the Kings Island Resort & Conference Center. On Saturday, the crew divided into teams to participate in a seven check-point road rally. Upon returning to the hotel, the members got ready for a banquet dinner and awards ceremony. In front of his crew and several Fleet dignitaries, Fleet Captain Anthony Day was awarded the *Bismarck's* second lifetime membership.

The annual summer picnic fell a few months later on July 20<sup>th</sup>, 2002. In addition to Fleet Admiral Sundstrom joining us for the festivities, his deputy, Admiral Mark Bischoff, was also there. After everyone had eaten, the admirals asked everyone to join them outside. There they promoted Lisa (Barr) Johnson and Anthony Day to the rank of Commodore.

The ship's bylaws were updated in 2004 and 2005. The Captain's term of office was changed to 2 years (renewable). All other Senior Staff officers' terms were changed to expire when the Captain's term of office expires. If the Captain leaves office before two years, the First Officer will serve as Acting Captain only until a new Captain is elected.

Eight *Bismarck* members experienced the ultimate Away Team Mission in February 2006. These members took a 10-day vacation which included a 7-day Royal Caribbean cruise. The M/V *Voyager of the Seas* travelled round-trip from Florida to Haiti, Jamaica, Grand Cayman, and Mexico. Each traveler had been saving \$10 a week for the past four years. Commander Kevin Johnson and Commodore Lisa Johnson served as *Bismarck* Cruise Directors. BisCruise was a rousing success, and a BisCruise II is planned for 2010.

On March 10, 2007, at the 15<sup>th</sup> anniversary of the USS *Bismarck's* commissioning, Commodore Anthony Day stepped down as Commanding Officer. He had served 10 years in the center seat. Starfleet then offered him the position of Chief of Command Staff, an Admiralty Board slot. Starfleet also offered Commodore Lisa Johnson the position of Deputy Chief of Command Staff, and Captain Rick Pinsky the position of Deputy Commandant of Starfleet Academy. For serving as the *Bismarck's* CO for a decade, now-Vice Admiral Day was awarded Captain Emeritus by his former crew. To honor 15 years of the USS *Bismarck*, the crew elected to retire the *Galaxy*-class NCC-1797-D and commission the new *Sovereign*-class NCC-1797-E. Commemorative planks were issued to the 8 original *Bismarck*-D members who were still serving aboard the ship at the time of her decommissioning. Fleet guests included FADM Mark

Bischoff, Deputy Commander-in-Chief, and his wife; ADM Roy Jackson, Quadrant 1 Deputy Fleet Commander, and his wife; ADM Lil Sams, Staff Adjunct; and other distinguished visitors. Kevin Johnson was elected as Commanding Officer of the newest Starship *Bismarck* and was promoted to the rank of Captain. Captain Richard Hatfield was elected First Officer. Forty members were on the roster at the time of *Bismarck-E*'s commissioning.

The re-commissioning and re-vitalization of the USS *Bismarck* was a huge success. At the 2007 Starfleet Command Meeting on November 24, 2007, the USS *Bismarck* took home 5 awards, including 3 First Place awards. For the first time in *Bismarck* history, a *Bismarck* member took home the Paul A. Sundstrom Lifetime Achievement Award. Captain David "Dooger" MacDonald received this award for all the work he had done on the *Bismarck* and with Fleet over the past 15 years. Dooger passed away from a long battle with cancer just a few months prior. In addition, Captain Kevin Johnson was also promoted to Fleet Captain.

The *Bismarck* continues its tradition of community service. Annual community service events include working with local food pantries, Big Brothers / Big Sisters, the March of Dimes, horseback-riding for the disabled, and local public access TV stations, just to name a few.

Even with its community service projects and fund-raisers, the ship and crew still enjoys away missions. Cedar Point, King's Island, COSI, and other museums in Cincinnati and Dayton, and various SCI-FI and Star Trek conventions have been recurring favorites.

## **Starfleet Awards**

Because of the USS *Bismarck*'s continued activities, the ship has received numerous awards from Starfleet Command. We consistently receive awards for being one of the best heavy cruisers and having one of the best newsletters and websites in Starfleet.

### **2007**

**1st Place –Large Ship**  
**1st Place –Website**  
**1st Place – Newsletter**  
**2nd Place – Senior Officer (Kevin Johnson)**  
**3rd Place – Junior Officer (Audra Blais)**

**Paul A. Sundstrom Lifetime Achievement Award**  
**David MacDonald**

### **2006**

**2nd Place –Large Ship**  
**1st Place –Website**

### **2005**

**1st Place –Recruiter (Unit)**  
**2nd Place – Senior Officer (Richard Pinsky)**  
**2nd Place – Website**

### **2004**

**2nd Place –Large Ship**  
**3rd Place –Website**  
**3rd Place –Recruiter (Unit)**  
**1st Place –Newsletter**

### **2003**

**2nd Place – Large Ship**

**2002**

**3rd Place –Recruiter (Unit)**

**3rd Place –Large Ship**

**1st Place –Newsletter**

**2001**

**1st Place –Large Ship**

**1st Place –Newsletter**

## **Meeting Information**

General Meetings are held on the fourth Saturday of every month at 7 PM at Bethlehem Lutheran Church, 212 South Broad Street, Middletown, Ohio. Due to scheduling conflicts, General Meetings are occasionally moved to the third or fifth Saturday of the month. Please check the monthly newsletter or the *Bismarck* email distribution list or call a Senior Staff Officer to verify the date each month.

Unless otherwise approved in advance, alcohol is not permitted at *Bismarck* events. Per Ohio law, smoking is not allowed at *Bismarck* events.

Senior Staff Officers usually meet bi-monthly to prepare topics for discussion at General Meetings. Senior Staff Meetings are generally for Command Staff Officers, Department Heads (or their Deputy), and other Senior Staff Officers only.

### **General Meeting Procedures**

1. The meetings will start at 7:00 P.M. prompt.
2. All personnel are to demonstrate respect for the speaker by remaining silent until it is their turn to speak.
3. If you have to use your cell phone, please step outside the meeting room to conduct your conversation.
4. In an effort to record the history and proceedings of the ship, there may be audio and/or video recordings at all ship events. This may include flash photography.
5. There must be 8 officers present (two of whom must be Department Heads or higher) in order to transact business at a General Meeting (quorum rule).
6. Business is usually passed by majority vote by members present, but the Captain may veto any activity or expenditure (per Starfleet Command's AFED).

### **Sample Agenda**

1. Convene Meeting
2. Captain's Remarks
3. Minutes of the last meeting
4. Departmental Reports
5. Financial Report
6. Old Business
7. New Business
8. Other
9. Adjourn Meeting

## **Directions to General Meeting**

**Bethlehem Lutheran Church  
212 South Broad Street  
Middletown, Ohio 45044**

### **From I-75 and Hwy 122:**

From I-75 take the Middletown Exit (Hwy 122, #32) and go West (a right turn from either direction) 1.1 miles to the split of Roosevelt and Grand Ave., bear LEFT on Roosevelt. Continue for 2.7 miles to University. Turn RIGHT on University 0.7 miles to Central. Turn LEFT on Central. 0.6 miles to Verity Pkwy. Go straight 1 block (0.1 miles) to LEFT on BROAD St. Then 2 blocks (0.17 miles) to parking lot on the right just past the intersection.

### **From SR 73/SR 4**

Take SR 73 or SR 4 into Middletown. SR 73 and SR 4 converge onto Verity Pkwy. Take Verity Pkwy to Central Ave. Turn West onto Central (Right turn from the North, left turn from the South). Go straight 1 block (0.1 miles) to LEFT on BROAD St. Then 2 blocks (0.17 miles) to parking lot on the right just past the intersection.



# SECTION II

## Positions and Departments



## **Duties of Command Staff Officers**

### **Captain**

1. Set goals and direction for the ship. Ensure crew is working to reach those goals.
2. Be an example to the crew.
3. Preside over all General Meetings and Senior Staff Meetings.
4. Appoint or nominate Senior Staff personnel.
5. Appoint and coordinate with committee members.
6. Fill out and send Starfleet Command paperwork promptly each month.
7. Maintain open communications with other chapters and organizations.
8. Represent the ship at diplomatic functions.
9. Arrange any transfers from other ships to the USS *Bismarck* and vice-versa.

### **First Officer**

1. Assists the Captain with all duties.
2. Assumes the responsibilities of the Captain when the Captain is absent
3. Works with the Captain, Senior Staff, and committee members to organize ship activities.

### **Second Officer**

1. Observe all ship operations.
2. Assist the Captain and First Officer as needed.
3. The Second Officer position is optional and may remain vacant.

## **Duties of Senior Staff Officers**

### **Department Heads**

1. Propose Departmental activities and goals. Ensure those goals are being reached.
2. Delegate departmental duties to other departmental members, as appropriate.
3. Make sure everyone in the department is doing what they are supposed to do.
4. Ensure that their department assists with ship events and activities.
5. Plan regular Departmental meetings.
6. Assist Captain and First Officer with all ship-wide functions.
7. Submit articles for the ship's newsletter.
8. Attend the ship's General Meetings and present departmental reports and topics of interest.
9. Attend the ship's Senior Staff Meetings and present departmental activity reports.

### **Deputy Department Heads**

1. Assists the Department Head in all of his or her duties.
2. Assume the responsibilities of the Department Head when he or she is absent.
3. Assist in planning Departmental meetings/activities.
4. Reminds Department members about upcoming events.

### **Finance Officer**

1. Maintains the ship's finances.
2. Provides regular financial reports to Senior Staff and the general membership.
3. Signs checks along with a member of Command Staff when approved at a General Meeting.

### **Ship's Counselor**

1. Provides a confidential, non-professional environment in which personnel may discuss personal matters, *Bismarck* or non-*Bismarck* related.
2. Mediates disputes between crew members.

### **Captain Emeritus**

1. An elected position held by past *Bismarck* Commanding Officer(s).
2. Provides advisory support to the Command and Senior Staff Officers.
3. Assists with elections and changes of command.

**Duties of other officers**  
*(not a complete list)*

**Listserve Administrator**

- Maintains the *Bismarck*'s Yahoo!Group e-mail distribution list.

**WebMaster**

- Maintains the *Bismarck*'s website.

**Quartermaster**

- Sells items in the ship's stores to interested members and non-members.
- Maintains a current inventory of items in the ship's stores
- Ensures all finances associated with the ship's stores are properly managed.

## **Departments**

All personnel are assigned to a Department. There are 7 Departments onboard the USS *Bismarck*: Command, Communications, Engineering, Medical, Operations, Science, and Security. Security personnel may choose to be in the Marine or Search and Rescue subdivisions. The Command Department only consists of the Command Staff and the Captains Emeritus. Some Departments may remain vacant or be combined with other Departments if there aren't enough personnel.

### **Communications**

1. Publish a monthly newsletter or bulletin
2. Assigns newsletter articles, as needed, to members of the crew.
3. With Operations, maintain a current member phone/address list.

### **Engineering**

1. Design and construct schematics, models, props, and sets as needed.
2. Develop make-up and special effects.
3. Provide safety and improvement tips for the home, car, etc.

### **Medical**

1. Provides physical and mental health education and resources.
2. Keep track of important crew medical conditions and allergies (i.e. diabetic crew members)
3. Keep track of Birthdays and Anniversaries
4. Arrange medical/safety training as requested (i.e. First Aid, CPR)
5. Sends cards and/or flowers when a member is ill or has suffered a death in the family  
*The Medical Dept does not, and cannot, give professional medical advice!*

### **Operations**

1. Keep personnel files organized and updated.
2. Keep financial records organized and updated.
3. Requisition and maintain ship's supplies and stores
4. Take and maintain attendance and minutes of all ship events.

### **Science**

1. Provide updates on science break-throughs
2. Keep track of upcoming movie or TV premieres.

### **Security**

1. Fulfill special guard duties as required.
2. Conduct investigations/inquiries.

## **Elections**

### **Elections for Captain**

The USS *Bismarck* has revised its election process over the years. A new process was tested for the 2007 Change of Command ceremony. Commodore Anthony Day was stepping down as Starship Captain to take a higher position in Starfleet Command. He set up a Transition Team and Election Board of himself and Commodore Lisa Johnson. They interviewed the potential candidates and published those interviews to the crew prior to the election. After elections they assisted the new CO in his new duties, including creating a budget, establishing a Senior Staff, and making any needed changes to the handbook and by-laws.

Nominations for Captain were held at the November 2006 General Meeting. Per the by-laws at the time, at least 3 members of Lt Commander rank or higher had to accept nominations from the general membership. Three members accepted the nominations. The election was held at the January 2007 General Meeting (there being no General Meeting in December). Two-thirds majority vote by secret ballot was required.

Change of Command was held on March 10, 2007, and the new Captain's first General Meeting was held on March 24, 2007. A revised handbook, bylaws, and annual budget were proposed and voted upon at that time.

If the Captain is running for re-election, he or she is not allowed to preside over the elections or serve on the Election Board. The Election Board typically consists of 3 members, one of which is usually a Captain Emeritus. A Captain Emeritus or other impartial officer typically presides over CO elections. An outgoing Captain can serve on the Transition Team.

### **Elections for other officers**

The Captain usually nominates three or more members for the position of First Officer at a General Meeting. The vote on these nominees is usually at the following General Meeting. A simple majority is needed. (Should no nominee get a majority of votes, there is a run-off between the top two candidates.)

If the Captain and First Officer wish to have a Second Officer, they will nominate one or more names at a General Meeting. A simple majority vote is required.

If the crew wishes to have a Ship's Counselor, any member present can nominate any member except a Command Staff Officer (Captain, First Officer, or Second Officer) for Ship's Counselor. Past captains may be nominated. A simple majority vote is required. Elections for Second Officer and for Ship's Counselor are typically held the same night that the candidates are nominated. All officer elections are done by written ballot with the results tallied by an impartial Elections Board. The Captain can preside over all elections except his or her own.

The Captain appoints all other positions, including (but not limited to) Department Heads, Finance Officer, Quartermaster, Webmaster, etc. Department Heads may appoint their own Deputies with the approval of the Captain.

The Captain may remove someone from an appointed position at any time. Elected officials, with the exception of Captains Emeritus (who are permanent), serve until the end of the current Captain's term.



# SECTION III

## Promotions and Awards



## Promotion System

Rank increases on-board the USS *Bismarck* are based on both an objective point system and time in grade. Participation in ship's activities earns a crew member promotion points. Each new cadet starts off with zero points. Per the AFED, a member must spend at least 6 months in grade before receiving a promotion. New members, ages 13 and higher, are commissioned as Cadets. They are automatically promoted to Ensign after 6 months, sooner if they pass Starfleet Academy's Cadet Exams. Promotions are usually done once a year at the annual awards ceremony, but may be done at other times throughout the year. A reduction of a member's promotion points is only done in extreme circumstances and must be approved by Senior Staff. Promotions, once granted, can only be reduced as a result of a Board of Inquiry or Court-Martial.

Ranks of Captain or higher are usually reserved for Command Staff Officers or higher and require at least 1300 points (or more). The Captain is the final authority for how many points will be awarded for what activity.

<b>Rank</b>	<b>Points</b>
Ensign	0
Lieutenant J.G.	40
Lieutenant	100
Lt. Commander	350
Commander	800

<b>Ship Activity</b>	<b>Value</b>
Attending a General or Sr Staff Meeting	2 pts
Participating in Special Events	1-3 pts
Manning convention table	1 pt/2 hrs
Ship events:	
Bring food (home-made)	3 pts
Bring food (store-bought)	2 pt
Bring drinks/misc supplies	1 pt
Supply all refreshments	6 pt
Supply Bis-paid food, drink, etc.	1 pt
Decorate/Setup	1-4 pts
Cleanup	1-4 pts
Provide home for party	5 pt
Provide home for meeting	2 pt
Being on an event committee	3 pts
Chairing an event committee	+1 pt
Writing an article for the newsletter	1 pt
Receiving a commendation	20 pt max
Being a Department Head	3 pts/yr
Being a Command Staff Officer	5 pts/yr
<i>Bismarck</i> community service event	1 pt/hr
<i>Bismarck</i> fund-raiser	1-3 pts/day
Other activities	Variable

## Tracking Points

The Chief of Operations will ensure that an Attendance Roster will be available at every ship event. Event committee members should work with Operations to note members who brought supplies and helped with set-up and clean-up. The Promotion Point Binder will also be available at every General and Senior Staff Meeting so members may write in what activities they did during the past month.

The Chief of Operations will continually ensure that the Point Binder is up-to-date and that each member is aware of their point totals. The Chief of Operations will submit this information to the Captain for his or her approval. The Captain will then notify Starfleet Command of any promotions.

The Chief of Operations will continue to track points for those individuals who hold Commander rank or higher. These individuals may or may not be able to receive rank increases, but can still earn special recognition for their continued hard work.

*Ultimately, each member is responsible for making sure their point totals are correct!*  
*The Chief of Operations can be reached at [ops@ussbismarck.org](mailto:ops@ussbismarck.org)*

## Points for Midshipmen

Per Starfleet Command, children under the age of 13 cannot rise above the rank of Midshipman. Therefore, we have established the following reward system for children participating in ship events. Midshipmen acquire points based on the preceding table and receive rewards for their participation as listed in the table below. All Midshipmen points are lost when the Midshipman becomes a Cadet at age 13.

25 pts	<i>Bismarck</i> pin
100 pts	<i>Bismarck</i> hat
200 pts	<i>Bismarck</i> shirt

## Rank explained

**Midshipman:** Any crew member who is age 12 and below. The rank insignia used aboard the *Bismarck* is a silver pip with a black dot. Midshipmen are not eligible to vote on ship's business.

**Cadet:** Any crew member age 13 or older with less than six months in Starfleet. There is no rank insignia for Cadets.

**Ensign:** Any crew member who has served six months in Starfleet. Or any crew member who has passed the Starfleet Academy Cadet Exam. The rank insignia is one gold pip.

**Lieutenant Junior Grade (Lt JG):** Any crew member who has served as an Ensign at least six months and who has earned at least 40 points. Or any crew member who scored 100% on the Cadet Exam. The rank insignia is one gold pip and one black pip.

**Lieutenant:** Any crew member who has served as a Lt JG for at least six months and who has earned at least 100 points. The rank insignia is two gold pips.

**Lieutenant Commander:** A senior department member who has earned at least 350 points. The rank insignia is two gold pips and one black pip.

**Commander:** A senior department member or Senior Staff Officer who has earned at least 800 points. The rank insignia is three gold pips.

**Captain:** Typically a Command Staff Officer. The rank insignia is four gold pips.

**Fleet Captain:** Typically a senior Starship Captain or a Fleet-level officer. The rank insignia is five gold pips.

**Commodore, Rear Admiral, Vice Admiral, and Admiral:** Typically a Starbase Commander or Fleet-level officer. The rank insignia is 1-4 gold pips on a black background inside a rectangular gold outline.

Rank pips for Fleet Captain and below are worn on the right collar. Commodores and higher wear rank pips on both collars. Pips are available for purchase through the ship's stores. Please see the Quartermaster if you are interested in purchasing any.

## Commendations

Commendations are awards that are given out once a year to those that have shown great accomplishment in what they have done for and with the ship. Promotion point bonuses may accompany some commendations.

### **Attendance:**

This commendation is for missing no more than two General Meetings per year. The attendance book will be the final authority in determining qualification for this award.

### **Fund Raising:**

Levels of this citation are given for every 10 hours of participation in ship's fund-raisers during the course of the year.

### **Community Service:**

This citation is given for every 10 hours of participation in ship community service events. Donating blood counts as 2 hours of community service (doesn't have to be under *Bismarck's* name)

### **Shuttle Pilot:**

Pilot wings are issued to members willing to drive others (non-family members) to and from ship events. Different levels of this award are issued based of the number of passenger round-trips given. Pilots must notate their driving on the attendance sheets.

### **Departmental:**

This award is given by the Department Head to an individual for outstanding work in his/her department. It may also be awarded by the Captain to an entire department for outstanding work during the course of the year.

### **Merit:**

This award is for any crewmember that goes above and beyond the call of duty.

### **Time in Service:**

The Captain may choose to recognize individuals who have served 10 or 15 years.

### **Recruitment:**

This award is awarded to a member who recruits five people to join the USS *Bismarck*. This is a cumulative award, not an annual one.

### **Officer of the Year:**

The Captain may award a Junior and Senior Officer of the Year award.

### **Captain's Citation**

This is the Captain's highest honor and is usually awarded only every few years. Only 5 officers in the history of the USS *Bismarck* have ever received a Captain's Citation.

# SECTION IV

Policies, Procedures, and Misc. Topics



## **Financial Policies**

The *Bismarck* practices fiscal responsibility by creating and following an annual budget. The ship's fiscal year is March to February. Before the beginning of each fiscal year, Captain should sit down with the First Officer and the Finance Officer to draft an annual budget. This budget should then go to Senior Staff for their approval. After making any requested changes, the Captain proposes the budget to the crew by the March or April General Meeting. The budget is then voted on by the crew. Spending money for the new fiscal year before the budget is published is discouraged.

The annual budget will allocate money to certain Departments, committees, events, and categories. As long as those allocations are not exceeded, individual bills do not need to be voted upon. The Captain is empowered by the AFED to disapprove any expense. Any changes to the budget or any over-budget expenses must be approved at a General Meeting. Emergency expenses that cannot wait until General Meeting may be approved by Command Staff.

While the *Bismarck* will help to minimize out-of-pocket costs to the crew for major ship events, special Away Teams Missions or events may require the participating members to pay certain expenses before or during the event. (Example: If the ship is going on an Away Team Mission to the Cincinnati Museum Center, each participating member will likely have to pay for their own parking, admission, lunch, etc.) These costs may be minimized by using BisBucks (see below).

### **Reimbursements**

Most *Bismarck* expenses are paid by reimbursements. A member buys a needed item (like postage stamps, printer toner, or food for a party) and submits a reimbursement form and a copy of the receipt to the Finance Officer or a Command Staff Officer at a General or Senior Staff Meeting, sent via US Mail to the *Bismarck*'s PO Box, or scanned and emailed to the Captain or Finance Officer.

The Finance Officer will fill out a *Bismarck* check, have two authorized members sign it (one signature must be the Captain's or the First Officer's), and issue it to the crew member. Two members of the same household may not sign the same check. The Finance Officer will ensure that the checkbook is available at all Senior Staff and General Meetings.

Unless otherwise approved, reimbursements requests must be turned in no later than 2 General Meetings after the event.

### **BisBucks**

The ship's currency is called BisBucks (B\$). They are usually presented as a reward to those members putting in hours at the ship's fund-raising events. BisBucks can be used to pay local and national dues, buy items in the ship's stores (pins, shirts, hats, etc.), be used as a donation towards almost any 501(c)3 charity group, or be used as credit towards expenses incurred at official *Bismarck* events. BisBucks can only be issued by the Captain and as budgeted for the current fiscal year.

The recipient can spend his or her BisBucks at time of issue, or save them for future use. If BisBucks are not spent immediately, special BisBuck certificates will be printed. Redeemed BisBuck certificates must be accompanied by an expense report and any related receipts, if applicable. BisBucks have no cash value and will not be replaced if lost.

Further questions regarding BisBucks should be directed to the Captain.

### **Advance Purchases**

Some *Bismarck* events may require members to purchase or reserve of tickets ahead of time. In these cases, each participating member must give the full amount to the Event Coordinator by the established date or else a ticket will not be purchased for that member. This will be strictly enforced because too many Event Coordinators have been burned by members saying “I’ll pay you back later” or “You know I’m good for it.”

### **Fund-raising**

Currently the USS *Bismarck* raises operating funds by working at the Ohio Renaissance Festival (RenFair) for eight weekends (and two student days) in August, September, and October. All funds raised by *Bismarck* personnel are property of the *Bismarck*, not the individual members or any other group the member might be associated with. It is expected that each *Bismarck* member work some hours at RenFair (or other fund-raisers) unless there are work conflicts or health issues. Each *Bismarck* member, regardless of hours worked, shall have a vote on approving ship expenses, with one exception: only those members working fund-raising events are allowed to vote on how to distribute the money allocated in the budget to charities.

If the *Bismarck* does not have enough personnel to fully man their fund-raisers, other non-profit groups (as approved at a General Meeting) will be sub-contracted to assist.

Profits from fund-raisers are usually applied to the next fiscal year, not the current year.

## Membership

### Dues

SFC and the USS *Bismarck* updated their dues structures in March 2008. All SFC members now renew on January 1<sup>st</sup>. Renewals must be received by Fleet no later than January 31<sup>st</sup> each year. Therefore *Bismarck* members need to turn in combined *Bismarck* and SFC dues by December 31<sup>st</sup> each year. Payments may be made by cash, check, or BisBucks (ship currency). Payments can be hand-delivered or mailed to the *Bismarck*'s PO Box (PO Box 2060, Middletown, Ohio, 45044). The USS *Bismarck* will then submit all members' renewals to SFC together. Discounts rates are available for additional members (adults and children) residing at the same address. Members must pay both local and national dues in order to vote on ship's business and receive Starfleet duty orders. Members who have not paid their dues by January 31<sup>st</sup> may be subject to suspension for non-payment of dues. Though still welcome at *Bismarck* events, they would no longer be considered members of the USS *Bismarck* or of SFC until they pay their dues.

New members will pay full price, but will have their second year pro-rated based on what quarter they joined. Their third and future years will be full price.

Starfleet Command does allow members to purchase lifetime memberships. Lifetime *Bismarck* memberships cannot be purchased, but may be bestowed upon any distinguished *Bismarck* member by a majority vote at a General Meeting. These individuals no longer pay local dues but are still responsible for paying SFC dues.

#### *USS Bismarck dues:*

Individual	\$12
2-member families	\$20
3 or more members/family	\$24 total

#### *Starfleet Command dues:*

##### **1-Year Membership**

Individual	\$12
2-member families	\$20
3 or more members/family	\$24 total

##### **Lifetime Membership**

Individual	\$150
2-member families	\$250
3 or more members/family	\$300 total

## **Joining the *Bismarck***

Individuals interested in joining the USS *Bismarck* need to fill out an application and turn it in along with the first year's dues. In accordance with the AFED, the *Bismarck* may reject any application.

A crew member's first six months on-board the USS *Bismarck* (regardless of rank) is considered a probationary period. During this six-month period, a new member may propose new ideas, receive promotion points and commendations, serve on committees, etc., but may not vote on ship's business until the probationary period is concluded.

Prior to the end of this probationary period, a crew member may voluntarily transfer to another unit and obtain a refund of *Bismarck* dues, or withdrawal from Starfleet Command and receive a full refund of national and local dues. Senior Staff may also elect to terminate a probationary crew member's *Bismarck* membership. The probationary member may then choose to transfer to another unit or leave Starfleet Command, receiving a full refund as previously described.

## **Honorary Memberships**

Honorary memberships may be bestowed upon any member not currently enrolled with the USS *Bismarck* by a majority vote at a General Meeting. Honorary members are individuals who have provided continued service and support to the crew of the USS *Bismarck*. Honorary members may receive the ship's newsletter and member-only discounts at *Bismarck* events without paying local dues, but are not considered "members in good standing," cannot vote on ship's business, and cannot hold a Senior Staff position.

## **Grievances and Disciplinary Procedures**

The USS *Bismarck* has procedures for dealing with disputes between crew members and for dealing with any disciplinary actions that may be necessary. In most cases, informal resolution is preferred. Formal disciplinary measures may be followed if informal procedures have been found to be ineffective. *We believe that the best solution is when the members involved work out a mutual understanding on their own. However we realize that not all solutions can be easily worked out.*

### **Informal Resolution**

Should any member's actions affect another member in a negative manner, it is recommended that members involved sit down together and talk out the problem before involving any other crew members.

If the members are unable to work out a conflict on their own, any one of the members may request the services of the Ship's Counselor to help mediate the dispute. Alternatively a member may report a problem using the Chain of Command.

### **Chain of Command**

If a crew member's actions are inappropriate or unbecoming and cannot be resolved informally, then a Department Head should be notified. If the issue involves a Department Head or Senior Staff Officer, then a Command Staff Officer should be notified.

The defendant's Department Head should explain to the crew member, in private, why the Department Head felt that the crew member's behavior was not suitable. It is hoped that the crew member and the Department Head can peacefully work out the situation.

If this step does not resolve the issue or is not appropriate, then the Chief of Security or a Command Staff Officer will talk with the crew member to explain why it was felt that the given behavior was not appropriate.

If inappropriate actions take place during a non-meeting event, please notify the officer leading the event. That officer may enact immediate disciplinary actions relative to that event. He or she will report the situation and disciplinary actions taken to the Captain. The defendant may supply his or her own report to the Captain but still must abide by orders of the event leader.

### **Captain's Mast**

If the previous step did not resolve the issue or if the crew member's actions were greatly unbecoming an officer while at a ship's function or while representing the USS *Bismarck* in any fashion, then the Captain may issue a letter of reprimand or convene a Captain's Mast. Both options are typically done in place of a Board of Inquiry or Court-Martial.

At Captain's Mast, the crew member explains his or her situation to the Captain. Per the Admiralty Board, the Captain may impose any ship-level punishment her or she feels is appropriate, including loss of position. This is known as "non-judicial punishment" (sometimes called an Article 15 in the US Military). The Captain cannot reduce a member's rank or expel a member from Starfleet Command. It is recommended that there be an impartial officer to witness the Captain's Mast.

## **Boards of Inquiry and Court-Martial**

If a crew member's actions, or inactions, are believed to severely detrimental to the *Bismarck* or to Starfleet Command, the Captain may convene a Board of Inquiry or Court-Martial in accordance with Article 11 of Starfleet's Articles of Federation (AFED). The Board of Inquiry shall consist of the Captain and two other impartial officers picked by the Captain (normally the highest-ranking officers). These officers will serve as jury. Both sides will present their viewpoint before the Board. The Captain may suspend the defendant from the USS *Bismarck* pending a Board of Inquiry or a Court-Martial.

The Board may recommend any punishment, including *Bismarck*-specific or Starfleet Command-level penalties such as forfeiture of rank or position, or expulsion from the USS *Bismarck* or Starfleet Command. A defendant wishes to appeal a Board of Inquiry should contact the Starbase Commander or Starfleet's Inspector General.

In the case of a Court-Martial, the Starbase Commander shall preside with two other impartial officers as jury. Should a defendant wish to appeal the Court-Martial, he or she would need to contact Starfleet's Inspector General or the Deputy Fleet Commander.

## **Grievances against the Captain**

If a member has a grievance against the Captain, he or she should first attempt to resolve it privately with the Captain. A member may also discuss the matter with the First Officer, the Ship's Counselor, or a Captain Emeritus. If a member's grievance warrants further consideration, the member can contact the Starbase Commander. The SBCO should only be contacted if all attempts to resolve the issue locally have failed.

# SECTION V

Committees, Events,  
and Away Team Missions



## Committees

The Captain may create a variety of committees. The most common committee is an event planning committee in which several members organize and implement an upcoming ship event. The Captain can either appoint the entire committee, or appoint a Committee Chairperson who can appoint the rest of the committee. The committees are then responsible for not only implementing their assignment, but also supplying regular reports to the Captain and crew.

The committee is responsible for smoothly hosting the function or executing the specified topic, but the Captain is responsible for making sure the committee is doing their job. If an event fails, it is likely due to the committee's poor planning.

Committee members must work well together well. Though each committee has a chairperson, all committee members serve as representatives to the crew as a whole. The Captain or Chairperson should pick committee members who will be an asset to the project and work well together. Research has shown that 3-5 people is the ideal size for an effective committee. Though traditional, committees do not need to have an odd number of people. (If there is a tie vote inside a committee, typically the Chairperson or the Captain breaks the tie.)

Committee decisions should be made by consensus (all agree) if possible. If necessary, majority vote can be used. If a committee is not working well together, it is the responsibility of the Chairperson or Captain to add or remove people from the committee so the assigned task can be satisfactory accomplished.

It is recommended that all committees, especially event committees, have at least three positions: Chairperson, Secretary, and Finance officer. The Chairperson runs committee meetings, assigns committee tasks, ensure committee tasks get completed, and reports on the committee's progress to the Captain. The Secretary takes notes at the committee meetings, noting discussed activities, plans of action, and who is responsible for particular committee tasks. The Secretary also makes sure each committee member receives a copy of those notes. The Finance Officer keeps track of all the planned expenses and actual costs, keeping the committee on or under budget.

### Functions of a Committee

1. Analyze the event or task
  - a. Detail ideas and plans
  - b. Note possible problem areas
  - c. Plan alternative courses of action
  - d. Survey all costs
2. Make your recommendations to the ship (preliminary and final)
  - a. Be concise and have them written out
  - b. Explain the when, where, who, why, and who
  - c. Be prepared to answer questions
  - d. Be ready with alternatives
  - e. Request action from ship (i.e. approval of plan and budget)
3. Plan an agenda and stick to it
4. Follow a time schedule
5. Obtain adequate personnel
  - a. Assign duties to responsible people

- b. Inform the crew of their event-related responsibilities
6. Hold deviations from plan and budget to a minimum
7. Supervise the event while in progress
8. Follow-up on details
9. See that bills are paid
10. See that agreements are met
11. Make a recap report
  - a. Suggest improvements
  - b. Include a financial report
  - c. Give credit for work done
  - d. File report with Operations

## Special Events

Special events are ship-sponsored, non-meeting activities. These events include Away Team Missions and ship parties. Typically ship parties are planned by a committee. It is important that the committee start planning for the event early and make regular, informative reports to Senior Staff and to the crew. They should propose event dates and activities, but be willing to adapt to the crew's recommendations.

It is the responsibility of the committee to see that the event is completed satisfactory. The committee should ask questions like "Is this activity going to be too hard or too easy?" and "What was done on previous events like this?" The most important question to answer is "Will each crew member have fun?"

Any special event should be about what the crew would enjoy doing, not just what the Captain or committee would enjoy doing.

The committee can, and likely should, ask for assistance from non-committee members. For example, the committee may ask each unit members to bring a side dish or dessert to a particular event. The committee won't be supplying all the food by itself, but it must ensure that enough food will be supplied by the attending crew.

An event committee should ask themselves, "Is this event a major or core event the ship is doing this year?" Major or core events likely include Awards Night, an Anniversary Party, a Winter Holiday Party, and a summer picnic. Core events should have the following characteristics:

1. Should be of minimal cost to the crew (\$5 per person or less)
2. Should include activities or babysitting for attending children
3. Should be something that a large majority of the crew would enjoy doing.

For example, a ship's picnic is generally held at a park. Parks typically have playgrounds or fields for kids to play in. Adult members can chat, play cornhole or frisbee, have water fights, etc. Picnic food like hamburgers and hot dogs are generally cheap to supply.

While minor events do not have to follow these three guidelines, an event that incorporates these ideas will be more successful than events that do not. It is okay to occasionally have events that are more expensive or aren't as geared for children. It's okay to plan a trip to a haunted house or the local roller coaster park. But keep these events as the exception, not the rule. The more a committee incorporates core event characteristics, the more

members are likely to attend. Events without these core characteristics may alienate members of your unit and impact future participation.

It is important that the committee allow the crew to make the decisions on some of the basic concepts. Committees should ask “We would like to have such-and-such event on such-and-such time and date. Does this work for everyone? Does this sound like a fun event?”

Some event committees enjoy making many of the event’s activities a surprise for the attendees. However the committee must still provide Senior Staff and the general membership with regular reports. They should also share/demo some of their ideas to one or two non-committee members to get an outside viewpoint. This will allow the committee to identify possible problems before they occur. The CO and FO are *de-facto* members of every committee and have a right to know what secrets a committee is keeping.

Away Team Mission planners should take into effect travel time, the price of gas, and the price of food as well as the price of the destination when proposing the activity.

## **Food**

It is often said that groups of all sorts run on their stomachs. Almost every event has refreshments. It may be light refreshments like chips and drinks, or it may be a full meal. If a meal is part of an event, the committee must spend quality time planning out the menu. A complete dinner (formal or informal) usually consists of 1-2 appetizers, 2 entrees, 2-3 vegetable dishes, 2-3 starches (potatoes, rice, pasta), drinks, desserts, plus plates, napkins, utensils, etc. A lunch might include 1-2 entrees, 1-2 vegetables, 1-2 starches, snack foods (chips, crackers, etc.), drinks, a dessert, plus supplies. *It is important to estimate in advance how many people will be eating so you know how much food you’ll need.*

First identify your theme or main entrees. Many times that’s a chicken and beef or pork. Or it may be hamburgers and hot dogs. Then list what side dishes go well with those entrees. If you want turkey as an entrée, you should consider cranberries and stuffing as likely sides. If this is a carry-in meal, the committee can ask the crew to bring specific items. It is better to ask someone to pick from a list of suggested dishes than to have them “just bring something.” The latter can result in 16 bags of potato chips but no corn, green beans, or mashed potatoes.

Away Team Missions may require the participating members to purchase food on their own. This is acceptable, but do let the members know what food options are available and at what prices prior to the event.

## **Away Team Missions**

Away Team Missions are events other than the ship’s General and Senior Staff meetings, parties, fund-raisers, and community service events. Any member is welcome to suggest and plan an Away Team Mission. It is that member’s responsibility to ensure that all crewmembers participating are aware of the destination, route, duration, and any costs associated with the Away Team Mission. If advance tickets need to be purchased by the organizer, money must be paid to the contact person at least one week in advance. *There will be no exceptions!* Organizers should try to plan an event’s date and time to allow for the greatest number of participants.

During an Away Team Mission, if a member needs to separate him or herself from the group, he or she must notify at least two other crew members where he or she is going, and when he or she should be back. The person separating from the group should also have a cell phone or *Bismarck* radio.

## Caravanning

Caravanning is the method that we use the most when traveling to conventions and other ship events. Therefore, to avoid confusion when caravanning we have a few procedures that we ask all shuttle craft pilots (drivers) to follow:

- 1) The shuttle pilot is responsible for obtaining the following:
  - a) Flight Orders
  - b) *Bismarck* radio and/or cell phone
  - c) a list of passengers traveling with them
  - d) obtain gas money from passengers
  - e) check all fluid levels (especially gasoline) before leaving
- 2) Before leaving, decide on the traveling order of the shuttlecrafts (cars). Unless there is an emergency situation, this order should not change until you reach your next stop.
- 3) One car will be assigned to lead the group. It is the responsibility of the lead pilot to go slow enough so that everyone can keep up (no speeding), and signal any turns with plenty of advance notice. Also, when traveling in the city, the lead pilot must remain constantly aware of lights. If the caravan is cut off by a traffic light, it may be necessary to pull the caravan over before turning the next corner to wait for the rest of the caravan to catch up.
- 4) One car will be assigned as the tail car. This pilot's job is to make sure all cars in the caravan are following the leader. If a car breaks down, misses a turn, or otherwise gets out of formation, the tail car will help that car get back in formation, even if that means the tail car also leaves formation. It is important that the lead car and the tail car stay in communication with each other
- 5) All cars must follow the leader, even if the leader makes a wrong turn. If second car gets out of formation, the third car should follow the leader, not the second car. Let the tail car take care of any problems.
- 6) If there is an emergency situation in your vehicle and you need to pull out of formation, notify the lead car or tail car if possible. Take the first interstate exit and pull into a parking lot. If you have to pull over on the side of the road, turn on your hazard lights and wait for the tail car to assist you.

## **Special Interest Groups**

A Special Interest Group (SIG) is a semi-autonomous group of *Bismarck* members who share a common interest and have special events to promote that interest. Examples of prior *Bismarck* SIGs include a Bajoran SIG, a gaming SIG, a crafting SIG, even a vacation SIG! All SIGs must be open to all *Bismarck* members, but may require extra dues from members to off-set any SIG-related expenses. A request to start a SIG should be submitted to Command Staff for approval.

### **Benefits**

1. SIGs can meet at any location agreed upon by its members.
2. SIGs are encouraged to submit articles to the ship's newsletter
3. SIGs are considered part of the USS *Bismarck* and may use our non-profit status.
4. SIGs will be given access to the ship's library.
5. SIGs may apply for money from the ship's treasury. The request must be submitted to Command Staff and be approved at a General Meeting. SIGs may also request extra dues of its members, but this must be approved by Command Staff.

### **Responsibilities**

1. The president of the SIG must provide the following information:
  - a. Regular activity reports
  - b. A quarterly financial report (filed with the ship's Finance Officer for audit)
  - c. Articles for the ship's newsletter
  - d. An updated list of members
2. SIGs are responsible for leaving their meeting and event premises in a clean and orderly fashion. This includes
  - a. picking up all trash
  - b. sweeping the floors of the rooms you used
  - c. cleaning any facilities that you used (i.e. the kitchen)
3. SIGs are responsible for following the bylaws, rules, and regulations of the USS *Bismarck* and Starfleet Command.

### **Disbanding**

- 1) SIGs may be disbanded by Command Staff, with or without the approval of SIG members.
- 2) If a SIG disbands, any materials and equipment etc. purchased by the SIG will become the property of the USS *Bismarck*. All funds allocated to the SIG will be returned to the *Bismarck* general fund.
- 3) All SIG records will become property of the USS *Bismarck*.

As of 1 March 2008, the current USS *Bismarck* SIGs are as follows:

<b>Name</b>	<b>President</b>	<b>Topic</b>
Vacation SIG	Kevin & Lisa Johnson	To plan and save \$ for future <i>Bismarck</i> vacations, such as cruises and trips to Orlando, Florida
Crafting SIG	Liz Wegner	To do various inexpensive hand crafts (beading, origami, etc.)
Playing Card SIG	Rick Pinsky	To play various cards games using a standard poker, euchre, or pinochle deck of playing cards
Finance SIG	George Stanley	To provide financial education such as budgeting, investing, etc. ( <i>The USS Bismarck does not provide professional advice and members invest at their own risk.</i> )

# SECTION VI

## Appendixes and Forms