

Constitution and Bylaws
of the
United Federation of Planets, Internationale
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PREAMBLE

We, the members of the United Federation of Planets Internationale, in order to provide a social organization in which individuals and families of diverse backgrounds with similar interests can interact to enjoy their science fiction and fandom hobbies, to promote an optimistic future as envisioned in the Star Trek(r) universe by the principal of IDIC (Infinite Diversity in Infinite Combinations) through social activities and creative endeavors and to contribute to the betterment of the human condition through charitable acts to the community at large, do hereby ordain and establish this Constitution and Bylaws for this club.

For the purposes of simplicity in this document, all references to gender will be in the male tense.

ARTICLE I - ORGANIZATION AND PURPOSE

Section 1: Name

The name of this club will be the United Federation of Planets Internationale, hereafter referred to as UFPI.

Section 2: Purpose

The purposes for which the club is organized is to HAVE FUN based on the contents of the Preamble.

Section 3: Non-Profit Organization

UFPI will operate as a nonprofit organization. No member of UFPI, of whatever classification will have any interest in, or right to, the property and assets of UFPI.

Section 4: Governance

UFPI will operate under the processes of the most current issue of Robert's Rules of Order.

ARTICLE II DEFINITION OF TERMS

Section 1: Definitions:

UFPI is based upon the "United Federation of Planets" as depicted in the fictional universe created by Gene Roddenberry. UFPI operates within the Star Trek(r) universe to enhance the experience and fun of membership. Therefore, the following terminology will be considered interchangeable within UFPI:

1. General Membership (GM): Anyone who is a member in good standing of UFPI.
2. Chapter: Commissioned Operational Vessel/Installation as defined in the current UFPI Membership Handbook
3. Under Construction: Vessel/Installation under construction as defined in the current UFPI Membership Handbook.

4. Design Team: Vessel/Installation in the initial phase of formation as defined in the current UFPI Membership Handbook
5. Chapter President: Commanding Officer (CO) or appropriate title
6. Chapter Vice-President: First (or Executive) Officer (XO) or appropriate title
7. "Non-STAR FLEET Command" Personnel or chapters: Those individuals or chapters that wish to retain rank and persona other than STAR FLEET Naval or Special Forces. (i.e., Klingons, Romulans, Civilians, etc)
8. Admiralty Board (AB): Leading body of current members both elected and appointed, that administer operational services with added value directly to and for the membership of UFPI.
9. Commander in Chief, Fleet Operations (CINC): President of UFPI and leader of the ADMIRALTY BOARD.
10. Deputy Commander, Fleet Operations (DCFO): Vice-President of UFPI.
11. Commanding Officers Council (COC): The Commanding Officers Council consists of ALL current UFPI Chapter CO's, whether their chapter is a Design Team, Under Construction, Evaluation, Refit, or Operational. (Members of chapters in Dry-Dock will be assigned to a support ship until they can get back to Operational Status, all votes from members on a chapter in Dry-Dock will be counted via the support ship.) The Commanding Officers Council helps keep lines of communication open with ALL chapters in UFPI. If a member does not wish to publicly put forth a possible change in policy it can be done through the Commanding Officers Council.
12. Definitions not listed above will be defined in the UFPI Membership Handbook.

Section 2: Ranks

Ranks awarded to UFPI members as described in the current Membership Handbook are fictional and serve only to reflect a member's contribution to the organization and participation in the UFPI Academy. Fictional ranks alone do not give any member authority over another member in UFPI. A position assigned to a member in a chapter or international capacity may give that member responsibility to administer the assigned duties of that position; however, no member has the right to misuse responsibility granted by UFPI or to otherwise infringe another member's legal rights on the basis of his or her rank or responsibility within UFPI with exception to the positions of CINC and Chapter President. The positions of CINC and Chapter President do entail disciplinary actions as detailed in the UFPI Membership Handbook. All new members who wish to transfer their rank from another club to UFPI must complete all requirements specified in the UFPI Membership Handbook.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility

All persons seeking application to UFPI will be awarded membership and will remain members so long as they continue to meet all membership requirements of UFPI as defined in the current Membership Handbook.

Membership in UFPI will be open to all persons without regard to race, religion, sex, sexual orientation, gender orientation, disability, national origin, or age. All members will hold a classification of General Member (GM). General Members may participate in the rank structure of UFPI, but it is not required. All members who do not

choose a specific UFPI chapter will be assigned to Starbase Phoenix as defined in the UFPI Membership Handbook.

Any UFPI member may modify or cancel his membership at any time by a written request signed and mailed to UFPI Computer Operations, as provided in the current UFPI Membership Handbook. If a member decides to cancel his membership, no refund is given.

UFPI reserves the right to refuse, terminate without prejudice, any membership for any reason affecting the organization or individual member in a negative way as provided in the current UFPI Membership Handbook.

Section 2: Eligibility to Hold Office

Only current UFPI members may hold a position of responsibility or authority within the UFPI organization as defined in the current UFPI Membership Handbook.

ARTICLE IV - ORGANIZATIONAL STRUCTURE

Section 1: Organizational Structure

UFPI will be organized under the guidance of the Admiralty Board and direction of the General Membership. The Admiralty Board addresses both those business concerns inherent to running a fan club and the day to day operations of the club. The General Membership acts as the final decision makers by approving or disapproving Admiralty Board proposals and operational changes, as defined in this Constitution and in the UFPI Membership Handbook.

Section 2: Further Organization

UFPI may organize itself into divisions and departments to promote the efficient governance and administration of UFPI as provided in the current UFPI Membership Handbook.

Section 3: Fleet Operations

The membership of UFPI may organize themselves locally into chapters and by this Constitution do so hereby organize themselves. Fleet Operations will be organized under such a chapter system, including chapters-in-training, with a representative form of government, as the members themselves hereby form. The Commanding Officer of a chapter is the designated legal representative of that chapter for the purposes of UFPI governance at the international level.

Chapters are defined in the current Membership Handbook. The chapters, (including chapters-in-training and Design Teams) are autonomous organizations and will exercise self-governance to the greatest degree possible where not inconsistent with this Constitution, all applicable state, federal, and international laws, and the applicable UFPI Membership Handbook approved by the Admiralty Board and ratified by General Membership.

Section 4: The Admiralty Board (AB)

The administrative body of Fleet Operations will be the Admiralty Board. The Admiralty Board is composed of seven members, two of whom are elected by the General Membership, and five appointed by the CINC and DCFO. After appointment, membership on the Admiralty Board becomes official only upon ratification by the Commanding Officers Council.

Membership on the Admiralty Board consists of the following offices in order of succession:

Commander-In-Chief, Fleet Operations	Elected by the General Membership
Deputy Commander, Fleet Operations	Elected by the General Membership
Chief of Operations	Appointed by the CINC & DCFO and ratified by the COC
Chief of Communications	Appointed by the CINC & DCFO and ratified by the COC
Chief of Computer Operations	Appointed by the CINC & DCFO and ratified by the COC
Academy Commandant	Appointed by the CINC & DCFO and ratified by the COC
Chief of Financial Services	Appointed by the CINC & DCFO and ratified by the COC

The function of the Admiralty Board will be to oversee the operational activities of the organization such as implementation of General Membership directive decisions, chapter reporting, financial management within Fleet Operations, publication and disbursement of documentation, and the implementation of the policies and the proposal of policies and procedures of the organization to the General Membership.

Each member of the Admiralty Board will appoint at least one executive assistant in accordance to the current UFPI Membership Handbook.

If an elected position is vacant and an appointed officer moves up to an elected position by succession, then there must be a vote-of-confidence in accordance with the current Membership Handbook.

If an appointed position is vacant, the CINC and DCFO must nominate a replacement and have that replacement's nomination ratified by the Commanding Officers Council in accordance with the current Membership Handbook.

ARTICLE V - OFFICERS' DUTIES AND RESPONSIBILITIES

Section 1: Age

All UFPI Admiralty Board members described in this article will be at least 21 years of age. Chapter Presidents, and Chapter Vice Presidents will be at least 18 years of age.

Section 2: Duties and responsibilities of UFPI officers are defined in the UFPI Membership Handbook

Section 3: Removal from office

Any member of the Admiralty Board may be removed from office provided just cause can be shown and an opportunity to be heard is given, and provided He has been notified of the circumstances leading up to this action at least thirty (30) days in advance. All elected UFPI officers are subject to recall in accordance with the UFPI Handbook.

Section 4: Eligibility to hold office

All candidates for national/international positions within UFPI may not be in similar positions with other similar organizations. This would be considered a conflict of interest. All other eligibility requirements are described in the UFPI Membership Handbook.

ARTICLE VI - OFFICIAL MEETINGS

Section 1: All official meetings are conducted using the most current issue of Roberts Rules of Order.

Section 2: Annual Meeting

The annual meeting will be an open meeting held on or about August 19th. The meeting will consist of all members of the Admiralty Board and Commanding Officers Council, or their proxy.

Bids for hosting the annual meeting must be submitted to the DCFO. If no bids are accepted or received by January 1 of that year, the annual meeting will be held online and will be presided over by the DCFO. The agenda will be comprised of at least these items:

- Annual fiscal report by the Chief of Financial Services on the state of the organization.
- Annual report of the Commander-in Chief, Fleet Operations on the state of Fleet Operations
- Ratification of any changes of the constitution and bylaws presented by the COC
- Comments from the membership
- Any other business deemed for the good of the order
- Adjournment

Section 3: Open Meetings

All official meetings of UFPI are to be open to attendance by the membership of UFPI, unless an executive session by the Admiralty Board is needed due to the necessities of confidentiality, such as for the discussion of attorney/client privileged items and the like. If the meeting is via electronic means, then a general member of UFPI will be invited to attend on behalf of the membership to witness and attend said meeting.

ARTICLE VII - FINANCIAL AFFAIRS/STANDARDS

Section 1: Fiscal Year

The fiscal year of UFPI will commence on January 1, and terminate on December 31 of each calendar year. Most transactions of UFPI will be conducted in U.S. currency with the possible exception of international correspondence and the local business of chapters of UFPI as they may exist outside the territorial confines of the United States.

Section 2: Accounting System

The Chief of Financial Services will install and maintain an accounting system in accordance with generally accepted accounting principles, to provide financial accountability to the UFPI membership, and will generate up-to-date financial statements to be published in the next "Universal Translator", the official UFPI newsletter.

Section 3: Bank Accounts:

Funds belonging to UFPI, except as necessary to pay current expenses, will be placed in a regular savings or checking account. No funds may be deposited in a safe deposit box.

Section 4: Bonding

If deemed necessary by the Admiralty Board, and as the club treasury may permit, all members or designates of this organization who handle funds received or expended by UFPI may be bonded in such amounts as the Admiralty Board will from time to time determine.

Section 5: Benefit

All money and property belonging to this organization will be held and used solely for the operation of the organization, or for the benefit of a charity or fund for which the money or property is designated in a particular circumstance. No Contracts, expenditures, or investments of UFPI funds will be made that will result in any advantage of any chapter, officer, or member of UFPI whatsoever.

Section 6: Disbursement

All disbursements of UFPI will be made by voucher checks, which will show at least the date, payee, the type of service rendered or goods or property purchased, the amount of payment, and why the disbursements are being made.

Section 7: Annual Accounting

UFPI will make the books of account of UFPI available for examination to all UFPI members at the annual meeting. In case of an on-line meeting or no meeting is held, an electronic examination of the books shall be provided. The books will be available for an internal review and audit by the Admiralty Board.

Section 8: Dissolution

UFPI can only be dissolved by having a simple majority vote of the membership of UFPI in favor of dissolution. The simple majority is of total members, not of ballots received. The issue of dissolution can only be brought to vote by the membership if there is a simple majority vote of the Administration Board and Commanding Officers Council in favor of dissolution.

Should UFPI be dissolved or liquidated, or otherwise cease operation as an organization, the property and assets of UFPI will first be used to pay all outstanding debts and obligations of the organization, then any remaining assets will be contributed, on behalf of the membership to a charity designated by the Admiralty Board under the direction by the Commander in Chief of UFPI.

It is understood that chapters of UFPI formed by the members of the organization may also have properties and assets of their own, not associated with nor the property of UFPI, which were acquired, purchased, but not reimbursed, and maintained by the chapter themselves, independent of UFPI. These non-UFPI properties and assets will be neither affected nor redistributed in any way, shape or form by any dissolution or liquidation of UFPI.

ARTICLE VIII - ELECTIONS AND TERMS OF OFFICE

Section 1: Elections

An election schedule will be determined and published in the Membership Handbook. Elections will be held every three years. The offices will be filled by the candidates who receive the majority of votes cast by the general UFPI membership during the particular election as set forth in the current Membership Handbook.

Section 2: Terms of office:

Elected Admiralty Board members serve a three year term of office, with a limitation of two consecutive terms. Terms for appointed Admiralty Board members are prescribed in the current UFPI Membership Handbook.

Section 3: Miscellaneous:

All procedures, rules, guidelines, etc... pertaining to UFPI Elections that are not covered in Article VIII will be set in the current Membership Handbook.

ARTICLE IX - ASSESSMENTS

Section 1: Dues

Every candidate for current membership in UFPI will be assessed dues as established by the UFPI Admiralty Board, the payment of which is a precondition to continued membership, as set forth in the current Membership Handbook. By paying your dues, you agree to all rules and regulations of UFPI stated in this document and the UFPI Membership Handbook.

Section 2: Lifetime Memberships

The Admiralty Board and Commanding Officers Council will be empowered to grant lifetime memberships in UFPI pursuant to criteria it may from time to time determine, consistent with the current Membership Handbook. All UFPI Commanders in Chief, Fleet Operations, past, present and future, will ex officio be granted lifetime membership in UFPI with the sole exceptions being any Commander in Chief, UFPI who was removed from office for just cause, by the affirmative action of the general membership, or if the officer resigns without completing his term of office. Any other grants of lifetime memberships must be approved by the Admiralty Board and Commanding Officers Council by simple majority before becoming official, except for any lifetime memberships granted before the effective date of this Constitution will remain in full force and effect and will be honored by UFPI. Lifetime Members have full UFPI membership privileges.

Section 3: Honorary Memberships

Honorary memberships in UFPI without assessment of dues may be awarded at the discretion of the Admiralty Board and Commanding Officers Council. Honorary memberships are limited to one membership per year, and if unused, will not carry over to any other year. Honorary Members do not have voting privileges within UFPI.

ARTICLE X - AMENDMENTS

This Constitution may be amended, repealed, or superseded, either in whole or in part, by submitting all proposed changes to the Constitutional Review Committee no later than March 01 of each year.

Suggested changes by the Constitutional Review Committee must first be submitted to the Universal Translator for publication and run for at least one issue. If they are approved by a simple majority vote of the chapters represented or their proxy (1 vote per chapter) at the annual meeting, they will be sent to the UFPI membership for ratification by simple majority of votes received.

This constitution will be open to review for amendment annually by a Constitutional Review Committee composed of at least the Deputy Commander, Fleet Operations, and up to six general members. The DCFO will chair the Constitutional Review Committee.

ARTICLE XI - UFPI MANUALS

Section 1: Membership Handbook

The Membership Handbook will govern all UFPI matters and is superseded only by this Constitution and by-laws or applicable state, federal, or international laws. The Membership Handbook may not be inconsistent with this Constitution or the parliamentary authority of UFPI and will be reviewed as needed, but at least after each review of the Constitution and by-laws. Adoption of the Membership Handbook, or any revision thereof, will be only upon the approval of a majority the Commanding Officers Council.

Section 2: Divisional and Departmental Manuals

The divisions and departments of UFPI as defined in the current edition of the Membership Handbook, will be empowered to adopt manuals of operation, information and procedure to assist in the governance and administration of UFPI, subject to the approval of a majority of the Admiralty Board as applicable so long as it is not inconsistent with this Constitution and the parliamentary authority of the organization. These manuals may be revised from time to time as the departments and divisions of UFPI may deem necessary. Adoption of any revised manuals will be only upon the approval of the Commanding Officers Council at the annual meeting. All manuals used by UFPI are open documents and available to all current UFPI Members upon request. An updated catalog of all manuals will be kept by the CINC and DCFO.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The parliamentary authority of UFPI will be the most current edition of Robert's rules of Order.

ARTICLE XIII - OFFICIAL LANGUAGE

The official language of UFPI will be English. The Admiralty Board may authorize translations of UFPI documents into languages other than English. Such authorized translated documents may be used for all purposes for which the original documents were produced.

ARTICLE XIV - RATIFICATION

This constitution will go into effect only after being ratified by a simple majority of the votes received from the UFPI general membership.