STARFLEET SREGION

HANDBOOK

2012 EDITION



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STARFLEET, Region 3 Handbook

Region 3 is a division of STARFLEET, the International Star Trek Fan Association, Inc. ("STARFLEET") and is a 501(c)(7) tax exempt non-profit organization under the IRS rules. This STARFLEET, Region 3 Handbook ("R3 Handbook") will aid you in the enjoyment of being in STARFLEET, Region 3 and help you blast out into space or enjoy a vacation on a space station in this segment of the Galaxy known as Region 3.

Region 3 Membership

STARFLEET has established that Region 3 consists of the states of Texas and Louisiana, and Region 18 temporarily. All STARFLEET Members who are based on a chapter that resides in Region 3 and any STARFLEET Members who are Unassigned Members and live in Region 3 are Region 3 Members.

The Regional Coordinator

Per Section 03:06 of the STARFLEET Membership Handbook ("SF MHB") the Regional Coordinator ("RC") is the representative of STARFLEET to the Region 3 Members, and is responsible for representing Region 3 Members to STARFLEET. The RC is responsible for all Fleet policies in Region 3, and for all Region 3 finances. The RC is the chairperson of Region 3. Though the RC may not hold the highest rank, the RC holds ultimate authority and all members of Region 3 are answerable to them for STARFLEET business. The RC has the authority to launch and disband chapters-in-training within Region 3. RC is required to make a monthly regional operations report (RSR) to the Chief of Operations, STARFLEET and to the Commander, STARFLEET, detailing all operational chapters and chapters-in-training and their activities. An RC who fails to report, or who files two late reports within a twelve-month period, may be relieved of duty by the Commander, STARFLEET. The RC is responsible for developing their own programs and activities within Region 3 (as consistent with Fleet policy), and for the appointment of at least one Vice Regional Coordinator ("VRC") to serve as the RC's assistant within Region 3. The RC may serve as a chapter Commanding Officer ("CO"), but is not required to do so. The RC's chapter, if they so choose and whether as CO or not, is considered the flagship of Region 3.

The RC is appointed by the Commanding Officers of the Chapters of Region 3, through a democratic balloting process of suitable candidates, using balloting guidelines set forth by the STARFLEET Executive Committee and administered by the STARFLEET Inspector General. RC serves at the pleasure of Region 3 and must undergo either a biennial election or "vote of confidence" from their electorate, in order to assure that the needs of STARFLEET, Region 3 and Region 3 Members are being met. RC candidates are required to have completed Officer Training School (OTS) and Officers Command College (OCC) before running for office. The RC is the sole signatory authority on all Regional contractual matters.

Region Staff

The Region Staff is designed to aid and assist both the Regional Coordinator ("RC") and Region 3 by the fulfillment of their respective positions. The Staff performs the day-to-day

operations of Region 3, as well as aiding in the development of procedures and implementation of policies that are deemed necessary by STARFLEET and Region 3.

Being a member of the Region Staff does not exclude anyone from serving their chapter in any capacity and no conflict of interest is intended or anticipated. The purpose of the staff is to assist the RC by offering suggestions, give alternatives, and coordinate between chapters and Region 3 Members, as required by their positions. All Region Staff are required to have completed STARFLEET's Officer Training School ("OTS") and STARFLEET's Officers Command College ("OCC").

Region Staff positions are appointed by the RC and set at two years and all terms begin on January 1 of the year after the RC's term begins. This is the minimum expected service commitment, barring unforeseen issues (It is understood that life changes, and circumstances may change, preventing the completion of a two year term). Consecutive terms may be served if re-appointed by the RC. All Region Staff members serve at the pleasure of the RC.

All Region Staff Members are required to submit articles to the quarterly region newsletter, Fleet Channels, to update the membership on their work for the region.

Region Staff Billets

Vice Regional Coordinator

Vice Regional Coordinator ("VRC") is responsible for providing both aid and assistance to the RC in the running of the Region and serves as the second in command of the Region and the Region Staff. The VRC is an observer on the Executive Committee/Admiralty Board ("ECAB") combined email list and will take the RC's place during extended leave periods taken by the RC, if any. In the event of the absence or unavailability of the RC, the VRC will serve as the chair for any meetings or committees that the RC would normally chair. The VRC will remain in regular contact with the RC and keep up to date on Region 3 operations. The VRC would also serve as Acting (Interim) RC if the RC were to resign or be relieved of duty. The VRC will work in conjunction with Zone Leaders ("ZL") to communicate with new Regional Members. The VRC also serves on the Finance committee, which is chaired by the RC, and includes the RFO and CoS.

Chief of Staff

The Chief of Staff ("CoS") will serve as an aide to the RC and the Region Staff and is ultimately responsible for coordinating the activities between the RC and the Region Staff. In the event that both the RC and the VRC are absent, or unavailable to attend a Region 3 meeting/function, the CoS will function in their stead as chair. The CoS will receive periodic reports from the Region Staff and assure duties are being performed. The CoS will compile these reports and report to the RC. The CoS shall coordinate between all other staff members and the RC, with the goal streamlining effective communication and assisting the RC by resolving issues at the lowest possible level. The CoS also serves on the Finance Committee, to better coordinate with staff on all matter of the Region.

The CoS will schedule Staff meetings, set the agenda, and facilitate the meetings. The CoS is also responsible for the direction of committees, task forces, boards, and any departments assigned by the RC. The CoS will also assist in the application process of all Region Staff, and

assistants and help check references and make recommendations to the RC regarding Region Staff and assistants.

Chief of Operations

Chief of Operations ("CoO") is responsible for the overall operation of Region 3 by the coordination and organization of Region 3 events as well as assisting the RC with oversight of the chapters. They are charged with setting up formal or informal gatherings and to help handle any inter-chapter fun. The CoO will be responsible for the Region 3 Retreats, Summits, and other Regional Events as scheduled by the RC or CCO. Additionally the CoO will work with Zone Leaders and Chapter CO's to help the RC gather Monthly Status Reports.

The Shakedown operations officer (ShoO), Zone Leaders, and any appointed events coordinators/chairs report directly to the CoO. The CoO shall appoint these posts as needed, with the help of the CoS and with a confirmation by the RC.

Zone Leaders

Zone Leaders ("ZL") are the liaison between Region 3 staff and the RC and the Co's and members of their respective zones. They will be the first line for membership and recruiting issues within their zone. The ZL reports directly to the CoO and will work with the Shakedown Operations Officer ("ShOO") to provide the CoO and RC with any recommendations and updates in the status of a chapter's-in-training or full chapter in their Zone. The ZL will report to the CoO for all chapter issues to retain the flow of communication. Should they need to go to the RC directly, they will keep the CoO informed. It is suggested that the ZL visit each launched chapter-in-training within their Zone at least once prior to the chapter's commissioning, if possible. ZL are responsible for the coordination of intra-Zone activities and for holding Zone meetings for all chapters within their Zone at least once a quarter. Although a ZL is appointed by the RC, with the recommendations from the CoO, the ZL appointment will be discussed with the chapters in that given Zone.

Shakedown Operations Officer

Shakedown Operations Officer ("ShOO") will aid and assist the ZLs and serves as the intermediary between Region 3 and STARFLEET for chapters-in-training. The ShOO will provide support to Region 3 Members by supplying any literature necessary for launching and/or commissioning a new chapter, reviewing a chapter-in-training's submitted paperwork, providing a list of any potential members from the STARFLEET Database to potential chapters, providing samples of possible chapter bylaws to a chapter-in-training, and coordinating with the Support ship. The ShOO is in no way designed to usurp the responsibility of the Support Ship or STARFLEET Operations, but rather to augment the endeavors of the Support Ship, Region 3, and STARFLEET. The ShOO would be activated, as necessary, when a new chapter-in-training launches within Region 3 and reports directly to the CoO.

Events Coordinators/Committee Chairs

Summits and likewise large regional events are typically chaired by the RC, however extensive work by multiple people must be done to accomplish all that is needed. As such a committee will be formed to aid the RC, or the appointed chairperson for that event. Smaller events will require a designated individual to coordinate on behalf of the region. Appointed Committee chairs and Event Coordinators report directly to the CoO. None of these are permanent billets, but appointed, as needed, for specific events.

Chief Administrative Officer

The Chief Administrative Officer ("CAO") is responsible for the maintenance of the Region 3 Awards Program and will work with the STARFLEET International Awards Program. The CAO will receive the recommendations for both the Region 3 and the International Awards Program and will prepare reports for the RC and Regional Awards Committee. They will form an Awards Committee each year at least 90 days before Summit, and be charged with processing all award nominations through this committee no later than 30 days before Summit. Nominations for awards should be sent to the CAO through a form on the Region 3 Web Site or another approved form. Upon request, the CAO may also aid and assist chapters with the development of their own awards program.

The CAO will also assist the RC with any Promotion recommendations coming directly to the RC. These might include any members on the unassigned list, Promotions to Captain/Colonel, or Flag promotion recommendations to the ECAB.

Additionally the CAO will keep region documents and forms up to date, serve as the records keeper for all meetings.

The CAO shall have assistant(s) and will select them with the assistance of the CoS and with the confirmation of the RC.

Chief of Communications

The Chief of Communications ("CoC") is responsible for the coordinating communication between Chapters in the Region, developing the branding/stylesheet for the Region, and the publishing and issuing of the Region 3 Newsletter, *Fleet Channels*. The CoC will generate a calendar of events that includes inter-chapter activities, Region 3 events, STARFLEET events, and any known conventions of interest to the Region. The form of the calendar is left to the current technology. The CoC will also utilize any other current, applicable technologies to facilitate communications within the region, at the direction of the RC. The CoC will be in charge of submitting news to the CoCO to be posted on the Region 3 website as needed.

The CoC shall have assistant(s) and will select them with the assistance of the CoS and with the confirmation of the RC.

Chief of Computer Operations

Chief of Computer Operations ("CoCO") is responsible for serving as liaison between the Region and STARFLEET Computer Operations with regard to memberships, and shall maintain a list of STARFLEET members within Region 3, along with personnel information.

The CoCO will be responsible for the administration of the Region's web site and list server and will be available to provide support, upon request, in these areas, along with Internet access and BBS support. The CoCO will also verify that all chapters listed in STARFLEET's Vessel Registry are accurate and that the Region's records and website match those of STARFLEET. At the direction of the RC, the CoCO is also responsible for the research, implementation and maintenance of any new computer/internet/network technologies that would benefit the Region.

The CoCO shall have assistant(s) and will select them with the assistance of the CoS and with the confirmation of the RC.

Regional Financial Officer

The Regional Financial Officer ("RFO") assists the RC with all Region 3 finances, is responsible for creating and maintaining a record of the financial transactions of Region 3, and shall submit timely reports to the RC, STARFLEET, and the Region Staff as requested and required. The RFO is responsible for preparing a quarterly report on the current fiscal state of the Region for submission to the Region 3 Newsletter, *Fleet Channels*, and serves as a member of the financial committee with the RC, VRC, and CoS.

Regional Quartermaster

The Regional Quartermaster ("RQM") assists the RFO and is responsible for heading all Region 3 fund raising and promotion of Region 3 through the selling of Region 3 merchandise. Upon request, the RQM will be available to aid and assist any chapter with fund raising events. It is recommended that the RQM attend all Region 3 events as best as they can, but assistants may be appointed to help with events when the RQM is not in attendance. Any assistants will be selected with the assistance of the CoS and the confirmation of the RC.

Senior Enlisted Advisor

Senior Enlisted Advisor ("SEA") will serve as a liaison between the enlisted members of Region 3 and the Region Staff. The SEA is available to aide and assist the enlisted members within Region 3 as a line of communications to both the Region 3 and International Staff. SEA is considered the highest ranking enlisted member in the region and shall hold the billeted rank of Command Master Chief Petty Officer (CMCPO).

Various Assistants

Any assistants appointed are not considered Region Staff. However, they must abide by this R3 Handbook.

Appointment and Removal of Region Staff

With the exception of the RC, per the STARFLEET Constitution, Article 6, Section 4, Regional Officers, such as Vice Regional Coordinators, serve at the discretion of the RC, and removal of such officers by any other person other than the RC shall not be permitted. In addition, each Region Staff and Region Staff Member should understand that failure to abide by STARFLEET's rules and regulations, this R3 Handbook, or fulfill the responsibilities in detailed below, may result in being asked to step down, or dismissal by the RC.

The first responsibility of every Region Staff Member is to adhere to and comply with all STARFLEET's rules and regulations. Further responsibilities include, but are not limited to:

- Fulfillment of responsibilities of the individual positions as described in this R3 Handbook.
- Report as requested and required by this handbook and direction from the RC, VRC or CoS.
- To be a proponent of the Region by being a visible and participating member of the Region.
- Submission of articles to all issues of the Region 3 newsletter, *Fleet Channels*.
- Attendance at Region Staff meetings is required. Lack of attendance can be grounds for removal from an office should consistent and unjustified attendance problems arise.
 The key here is unjustified – we all know this is a volunteer organization and more pressing matters come up, but this should be the exception, not the rule.

Creation/Dissolution of Region Staff & Region Staff Positions

As only the RC and VRC are recognized positions by higher guidance, Region Staff serve specifically to aid the RC in their duties. As such creating or removing of any Region Staff position is at the discretion of the RC, based on the needs of the Region at that time. Should the RC remove or create staff positions, this document will be updated within 60 days.

Retiring from Region Staff Positions

With the exception of the RC, when a Region Staff Member feels that they can no longer uphold the responsibilities and duties of their office, for whatever reason, they should consider retiring from said position. Should a Region Staff Member retire from their position, the RC will appoint an interim successor until a replacement is selected. Resumes and applications for the position should be sent to the RC and the CoS. This position may be granted for the rest of the current term of that office by the RC.

Congress of Commanding Officers

Per the STARFLEET Constitution and SF MHB, all Regional voting is done through the Chapter COs. Collectively the Region 3 Chapter CO's are called the Congress of Commanding Officers ("CCO"). The Chair of the CCO is the RC and the RC attendance is mandatory. In the event of the RC's absence, the VRC shall then act as Chair Pro Tem. In the event of their

absence, the CCO shall choose a Chair Pro Tem. The RC only votes in a tie. Matters may be brought to the CCO by any Region 3 Member. It is recommended that the Region 3 Member ask their CO to submit their matter, but if that is not possible, the Region 3 Member may submit it to the RC or VRC to submit it for consideration to the CCO. It is strongly recommended that any member serving as the CCO Chair appoint a proxy for their CO duties.

Region 3 Newsletter

The Region 3 Newsletter, *Fleet Channels*, will be produced at least quarterly, with the possible additional special additions as required. *Fleet Channels* may be in any form that the Region Staff deems most practical—i.e. printed paper, electronic PDF, website location, email, blog, forum, or any other form as technology continues to change. It is a responsibility of all Region Staff Members to submit an article for each *Fleet Channels*. All Chapters should also submit articles to update the Members on what their chapter is doing each quarter. The newsletter will be distributed to all Members on the R3 General Discussion List with an announcement that it is ready and placed on the Region 3 Web Site or other forms as technology permits.

Meetings & Events

Contracts

For any event requiring a contract be signed by the Region, the RC is the sole authority to sign for the Region.

Summits

The Region will conduct a Summit annually. The Summit shall serve as the annual meeting and awards ceremony. Typically Summit will be held the second or fourth week of June. This can be changed by the RC and Region 3 staff as needed to best suit the needs of the Region. The CoO will chair the planning committee for Summit, unless the RC reserves that role to themselves for a given reason. Proposals for location and events should be submitted to the CoO.

Retreats

In the first quarter of each year the Region Staff and CCO may meet at the Summit Hotel for that year and plan events, give Region Staff reports, receive training and education, as well as hold a CCO meeting, hold a Region Staff meeting, and anything else the Region needs to do at this Retreat. Retreats are not mandatory, and these meetings may be conducted online if that better suits the needs of the Region at that time.

CCO Meetings

CCO Meetings are held quarterly. They can be conducted electronically or in person. Whenever a CCO meeting is called, a quorum of active CCO members, or their proxies designated in writing, will be required to be present to vote on agenda items brought before the CCO. Proxy designation needs to be submitted one week in advance. A quorum will consist of at least 50% +1 of the active CCO membership to conduct business. 50% +1 votes of members present in a quorum will constitute a passing vote.

Region Staff Meetings

There will be a minimum of four Region Staff meetings during the Calendar year. These can be phone calls or other electronic communication. Attendance at all Region Staff meetings is mandatory and can be grounds for removal from an office should consistent and unjustified attendance problems arise.

Region 3 Events

Occasionally, the Region will organize an outing, inviting all Region 3 Members to participate. In the past, these have included trips to zoos, Space Center Houston, Renaissance Festivals, Region 3 Game Day, chapter's anniversary parties, etc. Sometimes the Region will coordinate discounted tickets and other membership benefits. These events are decided upon by the Region Staff and CCO and announced on the Region's email lists, *Fleet Channels*, and website. These are the fun events that Region Staff work to provide!

Region 3 Finances

Financial Committee

Although the RC is the sole authority for the Region's finances, STARFLEET has recommended that a Financial Committee be set up to review and approve all Regional expenses in accordance with recommended practices. The members of the Region 3 Financial Committee will be RC, VRC, CoS, and the RFO. The VRC will be on the Committee, but will only act as a backup to the RC and only have a vote when the RC is not available or if an expense involves the RC.

The Region income is through the sales of Region 3 merchandise through the RQM, funds gained from Summit, the Regional Assistance Program (RAP) and other fund raising. The RAP is a voluntary program that each chapter is requested to participate. Monies paid to the Region support Skype minutes, mailing, awards, printing, web hosting, etc. The amount of the RAP is set by the Finance Committee each year, and approved by the CCO. The RAP is a way for all chapters to contribute equally, and give the region a minimum income to rely on.

The present amount of the RAP requested is \$15 per chapter, per year, due on the 31st of January.

Fiscal Year

The fiscal year of Region 3 shall be a calendar year (1 January – 31 December).

Parliamentary Authority

The parliamentary authority of Region 3 shall be the most current edition of Robert's Rules of Order Newly Revised for all matters of procedure not specifically covered by this R3 Handbook.

Region 3 Awards

The Awards program is run by the RC via the CAO, and that year's selected awards committee. The RC is the sole issuing authority of any Region awards, within the established awards

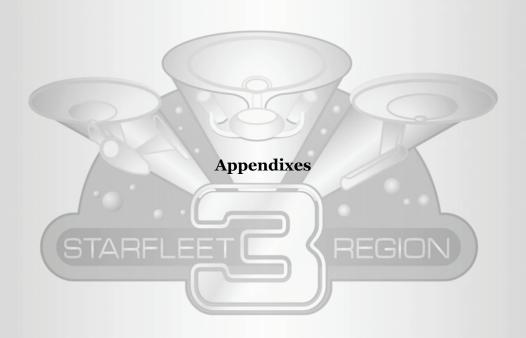
criteria. Any changes to the awards, requirements, order of precedence or described appearance needs to be ratified the CCO.

Award Descriptions and order of precedence will be maintained in Appendix A, and kept up to date by the RC and CAO. Any changes will be added to Appendix A within 60 days, and this handbook re-issued.

Amendments

Amendments may be submitted to an R3 Handbook Committee formed for this reason or to any member of the CCO or Region Staff. This R3 Handbook may be amended with a two-thirds majority vote of the CCO. When in conflict, STARFLEET's rules and regulations will supersede.





Appendix A: Region 3 Award precedence and descriptions

The Region 3 Awards are currently divided into two parts. Individual awards, and Annual awards. Annual award are considered higher precedence than individual awards. Below are the current awards, and requirements, in the order of precedence from lowest to highest.

Individual Awards

NOTE: All award pictures are representations. The actual award may look different.



REGION 3 COMMENDATION

(Maroon triangle pin with White Border)

Region 3 Citations are issued by the Awards Coordinator upon recommendation of note worthy participation, action or service by any STARFLEET member.



PURPLE HEART

(Purple triangle pin with White border)

Region 3 Purple Hearts are issued by the Region's Awards Coordinator upon recommendation of a action or service of any Region 3 member who has been injured (paper cuts do not count) in the line of duty - while participating in a Community Service event, a Regional and/or STARFLEET function.



IRON STAR

(Grey triangle pin with White border)

The Iron Star is given for cooperative action and/or leadership within a local chapter or department. Such action need not be STARFLEET related. May be awarded upon an instance of leadership within a member's local chapter, city or state.



SILVER PILLAR

(Silver triangle pin with White border)

The Silver Pillar is given for cooperative action and/or leadership within a members local chapter or department. Such action should be STARFLEET related. May be awarded upon an instance of leadership within a member's sector or state.



LEGION OF MERIT

(Red triangle pin with White border)

The Legion of Merit is given for leadership on a state wide or geographical area basis. Should be STARFLEET related and have two recommendations from different active chapters in good standing.



(Gold triangle pin with White border)

The Golden Pillar is given for outstanding effort and leadership on a chapter and/or regional basis. Two recommendations from different chapters in good standing, with explanation, are required for nomination.



CRYSTAL STAR

(Maroon triangle pin with White border and star)

Given to a member for outstanding leadership on a regional and / or international basis. Two recommendations from Captains (or above) of chapters in good standing, with explanations, are required for nomination. Recommendations must be based on STARFLEET related actions.



STEVEN 'DOC' JESSUP DISTINGUISHED SERVICE AWARD

(White triangle pin with Gold star)

The Distinguished Service Award is awarded to outstanding STARFLEET members who have contributed beyond the call of duty to their Chapter, Region or Fleet. The DSA is awarded to qualified nominees by the RC upon the recommendation of the Awards Coordinator. Two recommendations from Captains (or above) of chapters in good standing, with full explanations, are required for nomination.



REGION 3 GLEN CORBIN CROSS

(Maroon triangle pin with White border and cross)

The Region 3 Cross is for outstanding STARFLEET members who have earned a DSA and have continued to contribute to the welfare and growth of the Region and Fleet. Two recommendations from Captains (or above) of chapters in good standing, with full explanations, are required for nomination.



POLARIS AWARD, 2nd Order (Blue)

The Polaris Award, 2nd Order is the second highest individual award in Region 3. Nominees must have recommendations from three (3) Captains (or above) of chapters in good standing with full explanations. Given at the discretion of the Region 3 Coordinator.



POLARIS AWARD, 1st Order (Black)

The Polaris Award, 1st Order is the highest individual award given in Region 3. Nominees must have recommendations from five (5) Captains (or above) of chapters in good standing with full explanations. Given at the discretion of the Region 3 Coordinator.

Annual Awards



SCHOLASTIC ACHIEVEMENT

(Blue triangle pin)

Awarded to Region 3 members who have achieved excellence (a grade point average of 3.0 or above) in academic studies on a consistent basis. Submissions should be accompanied by a copy of a report card, if possible.



VOLUNTEER OF THE YEAR AWARD

(Green triangle pin)

Awarded to Region 3 members who have made an impact in a volunteer / community service effort, does not have to be STARFLEET related. May also be awarded for providing emergency care (medical or otherwise) to individual(s) during a traumatic situation (i.e. life threatening). Nominations must include a detailed description with all accounts of the incident.



NEWSLETTER OF THE YEAR

(White triangle pin with Black border)

Contains items of interest on a local level, but also includes regional news. In addition to maintaining a high level of accuracy with a significant degree of professionalism, it should be informative, educational and entertaining.



JUNIOR MEMBER OF THE YEAR

(Red triangle pin)

Awarded to a junior member of Region 3, 17 and under, who has shown through participation and dedication (i.e., school activities, scholastic achievement, Region 3 functions) a conviction in the belief of STARFLEET and the future through action and deeds.



ENLISTED MEMBER OF THE YEAR (PO3 - MCPO)

(Maroon pin with White writing -- year of award)

Awarded to a enlisted member of Region 3 for outstanding membership on a local and regional basis who has shown the most unfailing quantity of "getting the job done", no matter how small or great the task, during an award year.



SHUTTLE OF THE YEAR

(Silver triangle pin with Maroon border and Black writing -- year of award)

Awarded to the most exceptional Shuttle in Region 3. One that demonstrates the best qualities of and the potential to become an ideal chapter. Those qualities should include chapter newsletter, prompt and proper reporting procedures to all reporting agencies, and involvement with other chapters on a local and regional level. This involvement should not only include FLEET related activities, but local community activities.

SUPPORT SHIP OF THE YEAR

(requires award design still)

Awarded to the most exceptional Region 3 chapter that supported and launched a shuttle that commissioned. The Support ship of the year best demonstrates to a chapter-in-training the best qualities of a STARFLEET chapter, and serves as a role model and mentor to its shuttles and daughter chapters. It shows chapters how to actively and effectively run their own chapter-level events, and participate in Regional or Fleet-level events when possible. This chapter should be the one which best demonstrates the principles of the Shakedown Program for developing chapters, and that serves as a role model for other STARFLEET chapters.



CHAPTER OF THE YEAR

(Gold triangle pin with Maroon border and Black writing -- year of award)
Awarded to the most distinguished chapter in Region 3. Representing STARFLEET, this chapter as a whole represents the spirit and determination of STARFLEET, The International STAR TREK Fan Association, Inc. A chapter which exemplifies the best of STARFLEET is an organization which promotes the basic philosophy of Star Trek.



OFFICER OF THE YEAR (Ensign & Above)

(Maroon triangle pin with Silver writing -- year of award)
Awarded for outstanding direction on a local and regional basis. Given to the officer (Line or Staff) of a chapter who has shown the most consistent level of guidance and leadership during an award year by action, deed, and word.



FLAG OFFICER OF THE YEAR (Commodore & Above)

(Maroon triangle pin with Black writing -- year of award)
Awarded for outstanding direction on a local and regional basis. Given to the officer (Line or Staff) of a chapter who has shown the most consistent level of guidance and leadership during an award year by action, deed, and word.

COMMANDING OFFICER OF THE YEAR

(requires award design still)

This award is reserved for the Commanding Officer of a Region 3 Chapter. This award is given to an individual who has shown exemplary leadership and motivational skills, and helps set the direction and vision for his/her chapter. The commanding officer of the year encourages crew members to work hard for their chapter, and to take interest in Regional and STARFLEET activities. The commanding officer of the year demonstrates conduct consistent with the philosophies of Star Trek and promotes the vision of the various series. To be eligible for this award, the member must have been a commanding officer for at least six months of the calendar year for which he or she is nominated.



MEMBER OF THE YEAR

(Maroon triangle pin with Gold writing -- year of award)
Awarded to the Region 3 member (Enlisted or Commissioned) who through his/her endeavor has shown the solid quantities of direction, belief and conduct through community service and/or scholastic accomplishments, in addition to those involved through chapter functions that STARFLEET and Star Trek represent.



Appendix B: Promotions

Promotions within the fictional rank structure of STARFLEET and the STARFLEET Marine Corps shall be handled in accordance with the STARFLEET Membership Hand Book. Typically all ranks below O-6 will be handled by the Chapter CO's. The RC will act as the CO in this capacity for Unassigned members.

Promotion requests sent to the RC, typically for promotions to the rank of O-6 or higher, will be reviewed by the RC, VRC and CAO. The RC will make whatever recommendations are deemed appropriate.

Promotion Requests Up Through Rank of Captain may be submitted at: http://www.region3.org/promotion/

Promotion Requests for Fleet Captain and Above may be submitted to STARFLEET at: http://www.sfi.org/portal/index.php?option=com_content&view=article&id=117&Itemid=17



Appendix C: Region 3 Zones, County Lists, and Maps

The current Zones are detailed the following lists and displayed in the attached maps.

Zone 1 (Texas) in BLUE:

Eastland Johnson Smith Anderson Archer Ellis Kaufman Somervell **Baylor** Erath Lamar Stephens Bosque Fannin Marion **Tarrant** Bowie Franklin McLennan Throckmorton Camp Grayson Montague Titus Morris Upshur Cass Gregg Cherokee Hamilton Van Zandt Navarro Wichita Clay Harrison Palo Pinto Collin Henderson Panola Wilbarger Comanche Hill Parker Wise Rains Wood Cooke Hood Hopkins **Red River** Dallas Young Rockwall Delta Hunt Denton Jack Rusk

Zone 2 (Louisiana) in YELLOW:

The entire State of Louisiana and all parishes within.

Zone 3 (Texas) in GREEN:

Angelina	Freestone	Leon	San Patricio
Aransas	Galveston	Liberty	Shelby
Austin	Grimes	Limestome	Starr
Brazoria	Hardin	Madison	Trinity
Brazos	Harris	Matagorda	Tyler
Brooks	Hidalgo	Milam	Victoria
Burleson	Houston	Montgomery	Victoria
Calhoun	Jackson	Nacogdoches	Walker
Cameron	Jasper	Newton	Waller
Chambers	Jefferson	Nueces	Washington
Colorado	Jim Hogg	Orange	Wharton
Duval	Jim Wells	Refugio	Willacy
Falls	Kennedy	Robertson	Zapata
Fayette	Kleberg	Sabine	
Fort Bend	Lavaca	San Augustine	

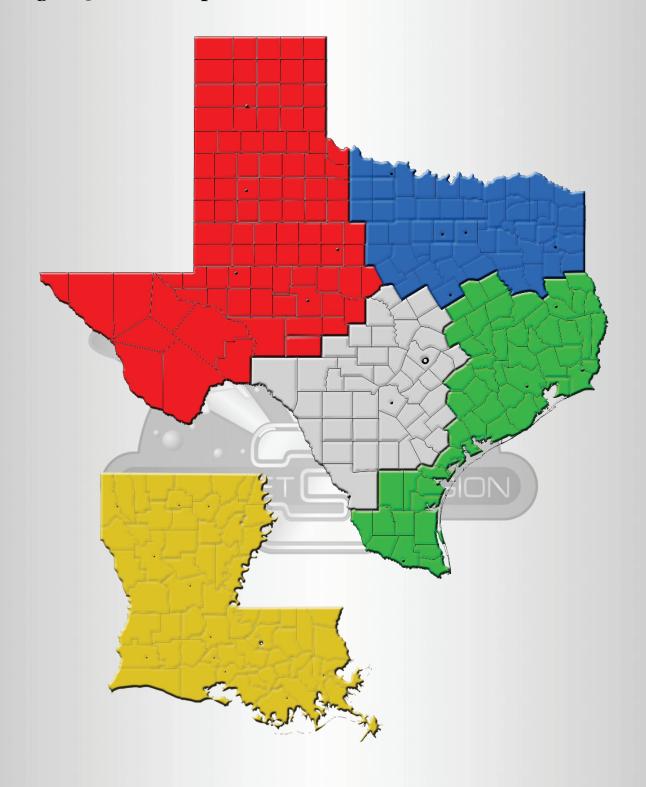
Zone 4 (Texas) in GREY:

Atascosa De Witt Kerr Medina **Dimmit** Bandera Kimble Mills **Edwards** Kinnev Real Bastrop Bee Frio La Salle San Saba Bell Gillespie Lampasas **Travis** Bexar Goliad Lee Webb Live Oak Williamson Blanco Gonzales Wilson **Burnet** Guadalupe Llano Caldwell Mason Val Verde Hays Karnes Maverick Zavala Comal Kendall McMullen Coryell

Zone 5 (Texas) in RED:

Andrews **Dickens** Jones Reagan Donley Kent Armstrong Reeves **Bailey Ector** King **Roberts** Borden El Paso Knox Runn Fisher Brewster Lamb Runnels Briscoe Floyd Lipscomb Schleicher Foard Brown Loving Scurry Callahan Gaines Lubbock Shackleford Garza Lynn Sherman Carson Glasscock Martin Sterling Castro Childress Gray McColloch Stonewall Cochran Hale Menard Sutton Coke Hall Midland Swisher Coleman Hansford Mitchell **Taylor** Collingsworth Hardeman Moore Terrell Hartley Motley Concho Terry Tom Green Cottle Haskell Nolan Ochiltree Crane Hemphill Upton Crockett Hockley Oldham Uvalde Crosby Howard Parmer Ward Culberson Hudspeth Wheeler Pecos Dallam Hutchinson Potter Winkler Irion Presidio Yoakum Dawson **Deaf Smith** Jeff Davis Randall

Region 3 – Zone Map



ADDITIONAL INFORMATION

Addresses of Note:

Monthly Status Reports: https://db.sfi.org/

Chapter in Training Status Reports: https://db.sfi.org/

Promotion Requests Up Through Rank of Captain:

http://www.region3.org/promotion/

Promotion Requests Fleet Captain and Above:

http://www.sfi.org/portal/index.php?option=com_content&view=article&id=117

&Itemid=177

Award Questions: awards@region3.org

Membership matters: memberships@region3.org

Fleet Channels: FleetChannels@region3.org

Mailing Lists:

For a complete list of all Region 3 mailing lists and how to subscribe: http://region3.org/mailinglist/

Region 3 General List: r3list@region3.org

Internet:

Region 3 Web Page: http://www.region3.org

STARFLEET Web Page: http://www.sfi.org

Mailing Address:

Region 3 P.O. Box 1885 Round Rock, TX 78680-1885