

The background of the cover is a deep space scene. At the top, a large, dark, metallic structure, possibly a space station or a large ship, is partially visible. Below it, a large, bright, curved horizon of a planet or moon dominates the upper right. In the center, three golden, bowl-shaped structures are arranged in a triangular pattern, each with a central pedestal. A red and white shield-like emblem is positioned behind these structures. The text "STARFLEET 3 REGION" is overlaid on this emblem. The word "STARFLEET" is in white, "3" is a large golden number, and "REGION" is in white. Below this, the word "HANDBOOK" is written in large, red, block letters. At the bottom right, a smaller, detailed image of a Star Trek ship, possibly a Klingon Bird-of-Prey, is shown. The overall color scheme is dark with highlights from the celestial bodies and the golden structures.

STARFLEET 3 REGION

HANDBOOK

2016 EDITION

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STARFLEET, Region 3

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 Louisiana and Texas , 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.

Region 3 as an entity

Region 3 is an unincorporated nonprofit association in the state of Texas, and thus does not need to pay income tax; though payment of sales tax is still required. As such Region 3 maintains its own financial records and obligations, separate from that of the parent organization, STARFLEET.

Regional Coordinator

Per Section 03:06 of the STARFLEET Membership Handbook ("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 him/her for STARFLEET business. The RC has the authority to launch and disband chapters-in-training within Region 3. The 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

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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. The 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.

Communication within the region starts with the RC. The RC will provide updates, at least monthly, to the region on region events, staff efforts, and other items of interest. The RC will also provide updates to the Congress of Commanding Officers (CCO) about issues and efforts being addressed in the Admiralty Board. These updates should also be monthly, or more often, as needed.

The RC also serves the equivalent needs of that a Commanding Officer would provide to all unassigned members.

Further information on the duties and expectations that Region 3 has come to enjoy from the RC can be found in the (forthcoming) R3 Staff manual.

Region 3 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.

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.

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. A listing of current staff billets for reference can be found in Appendix D. For current specifics on these billets and duties please refer to the (forthcoming) Region 3 Staff Manual.

Congress of Commanding Officers

Per the STARFLEET Constitution and the MHB, all Regional voting is done through the Commanding Officers of fully commissioned chapters (COs from chapters-in-training are invited to observe and participate in discussions, but their votes do not count toward final tally, but may be recorded for RC information). 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 Chair 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 CO serving as the CCO Chair appoint a proxy for their CO duties.

Chapter COs and Executive Officers (XOs) are required to be on the CCO email list and participate in discussions and votes as needed.

CCO Meetings

CCO Meetings are conducted at the annual Summit (if one is held) and as needed. 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 for in person, or call in meetings. A quorum will consist of at least 50% +1 of the current CCO membership to conduct business. 50% +1 votes of members present in a quorum will constitute a passing vote.

Other CCO Discussions and Votes

The CCO can conduct business continually throughout the year via the CCO email list. Discussions can remain informal until an official topic is called to be recognized. The RC will recognize the topic in a new thread (subject line) and official discussion will ensue. Once discussion is complete the RC will inform the COs how to place their vote.

If a topic arises where the CCO feels they need a voice telecom session, it is at their discretion to call for one. The R3 staff will then facilitate the scheduling and technology to be used.

Region 3 Newsletter

The Region 3 Newsletter, *Fleet Channels*, will be produced at least quarterly, with possible additional special editions 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. If a dynamic technology is used, there will be an easily archivable version produced periodically.

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 Website 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 Region Chief of Operations (CoO), or other person designated by the RC, 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 RC and CoO by April 1 of the preceding year.

Summits shall rotate through the zones (defined in Appendix A) per year, with one extra 'odd year' in the rotation to account for and plan for non-typical events (the STARFLEET International Conference being held within our region's borders, Joint Summits, etc.).

Projected years and zones:

2017 - Odd year (IC held in New Orleans, LA)	2023 - Odd year
2018 - Zone 1 (DFW/Northeast Texas)	2024 - Zone 1 (DFW/Northeast Texas)
2019 - Zone 2 (Louisiana)	2025 - Zone 2 (Louisiana)
2020 - Zone 3 (Southeast Texas)	2026 - Zone 3 (Southeast Texas)
2021 - Zone 4 (Central Texas)	2027 - Zone 4 (Central Texas)
2022 - Zone 5 (West Texas)	2028 - Zone 5 (West Texas)

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.

Other 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!

Established events

Space Center Houston - Every Odd numbered year, typically in or around September
Game Days - Region 3 will conduct at least one Game Day per year. This may be jointly, in one location, or divided across zones. Further, other game days are highly encouraged for chapters to host (as STARFLEET) and invite the public to.

Region 3 Staff Meetings

The staff shall meet as often as necessary, via whatever means the RC deems appropriate. All staff will be subscribed to the Region 3 staff email list. For specific current information please see the (forthcoming) Region 3 Staff Manual.

Region 3 Finances

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, SEA and QM; details of which can be found in the (forthcoming) Region 3 Staff Manual.

The Region income is through the sales of Region 3 merchandise through the Region Quartermaster, funds gained from Summit, the Regional Assistance Program (RAP) and other fund raising. The RAP is a voluntary program in which each chapter is requested to participate. Monies paid to the Region support telecommunications, mailing, awards, printing, web hosting, etc. 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, or other supplementary manuals and guides.

Region 3 Awards

The Awards program is run by the RC via the Chief Administration Officer (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 needs to be ratified by the CCO.

Award Descriptions and order of precedence will be maintained in Appendix B, and kept up to date by the RC and CAO. Any changes will be added to Appendix B within 60 days, and this handbook revised to include the updated information. Appendix B will be included in the Region 3 Awards Manual, which will cover not only the awards and descriptions, but current processes and procedures for nominations and awarding each.

Amendments

Amendments may be submitted to a 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. Appendices C-E will be updated by R3 staff as needed and a revision issued without CCO involvement.

Appendixes

Appendix A - Region 3 Zones, County Lists, and Maps

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

Zone 1 (DFW/Northeast Texas) in BLUE:

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

Zone 2 (Louisiana) in YELLOW:

The entire State of Louisiana and all parishes within.

Zone 3 (Southeast Texas) in GREEN:

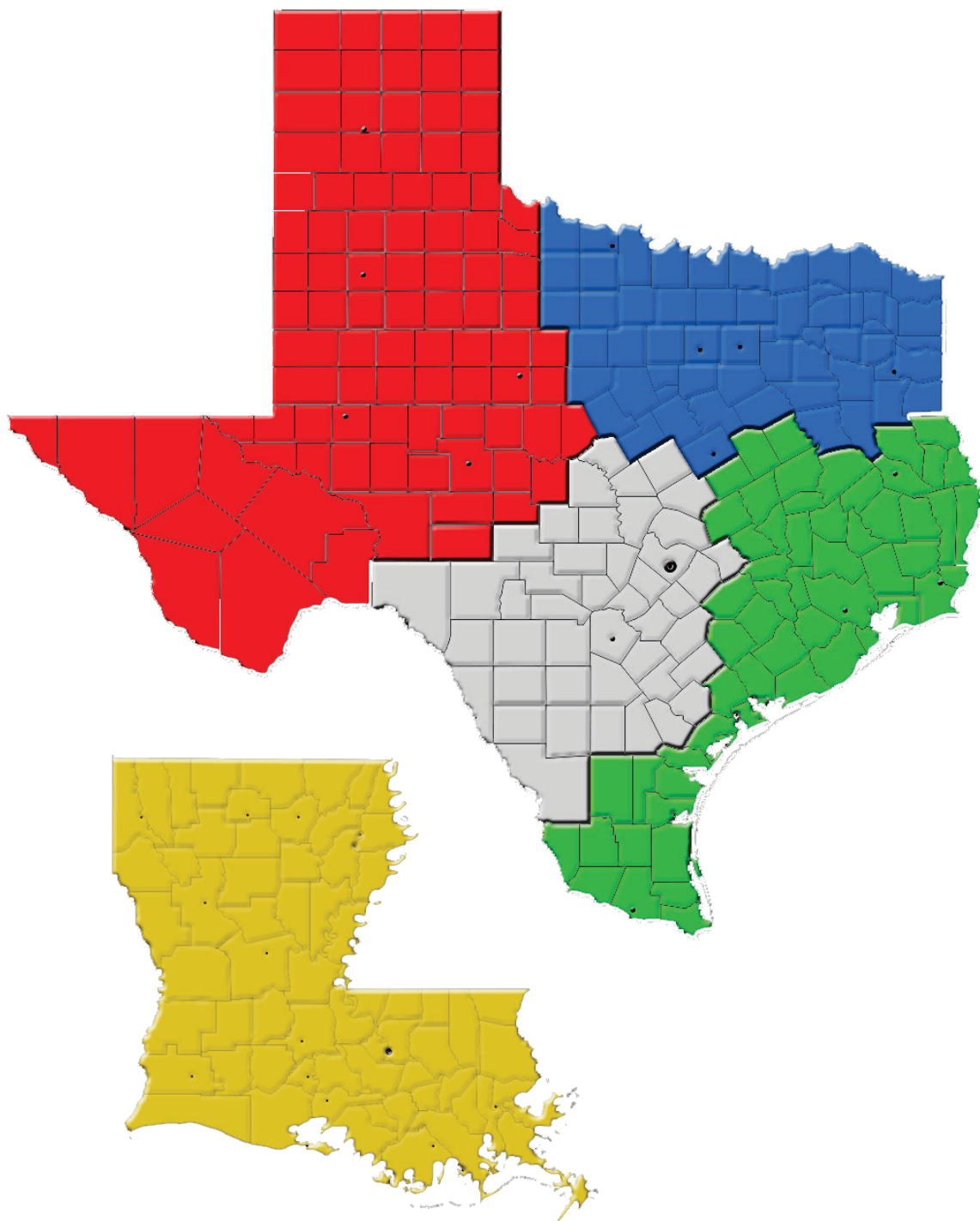
Angelina	Falls	Jefferson	Montgomery	Trinity
Aransas	Fayette	Jim Hogg	Nacogdoches	Tyler
Austin	Fort Bend	Jim Wells	Newton	Victoria
Brazoria	Freestone	Kennedy	Nueces	Victoria
Brazos	Galveston	Kleberg	Orange	Walker
Brooks	Grimes	Lavaca	Refugio	Waller
Burleson	Hardin	Leon	Robertson	Washington
Calhoun	Harris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

Zone 4 (Central Texas) in GREY:

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

Zone 5 (West Texas) in RED:

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



Appendix B - Region 3 Awards

Region 3 Individual Awards

Marian L. Murphy Meritorious Service Award

The Marian L. Murphy Meritorious Service Award honors the legacy of Marian L. Murphy for her dedicated service to STARFLEET for over twenty years, and her tireless service to Region 3. The award recognizes sustained meritorious service greater than five years that contributed to the welfare and growth of the zone, Region, or STARFLEET, or a combination of those. The Marian L. Murphy Meritorious Service Award is presented at the discretion of the Region Coordinator with approval of the Awards Committee. A Region 3 member may receive this award only once during a six year period.

Steven “Doc” Jessup Distinguished Service Award

The Steven “Doc” Jessup Distinguished Service Award honors the legacy of service of Steven “Doc” Jessup for his dedication of service to Region 3 for many years. The award recognizes sustained distinguished service of greater than two years and up to four years that contributed to the welfare and growth of the zone, Region, STARFLEET, or a combination of those. The Steven “Doc” Jessup Distinguished Service Award is presented at the discretion of the Region Coordinator with approval of the Awards Committee. A Region 3 member may receive this award only once during a five year period.

Glen Corbin Mentorship Award

The Glen Corbin Mentorship Award honors the legacy of Glen Corbin and his dedication to STARFLEET, Star Trek and the spirit of mentorship in which he served this region. This award gives recognition for a member’s mentorship that has aided or improved the abilities of other members, or other chapters in achieving their aims or goals. Experienced members’ mentoring of others can be of significant importance in building, improving or sustaining STARFLEET’s presence. Mentorship may be Region or STARFLEET related, or may be the passing of knowledge in areas that would be of assistance such as communication, public relations/publicity, engineering, computer/web/social media, writing or other fields that impact operations. This mentorship must be measurable, verifiable and quantifiable in what the mentored member(s) have gained (for example, after the mentorship the members can now host a game day event, to include all required planning – and this is verifiable in that they have since hosted the event and raised \$400 for charity). Further, all nominations will come from the Zone Leaders, or go through the Zone Leaders or the Chief of Operations to the Awards Committee for accuracy and verification.

Maelstrom Navigation Award

The Maelstrom Navigation Award recognizes outstanding effort and leadership on a Zone or Region-wide level by a Region 3 contributor to Zone or Region level work or events over the course of a year. This award for superior performance recognizes the member's hard work and contribution that makes a positive impact on the reputation of the Region and STARFLEET. The Maelstrom Navigation Award is intended to recognize those that contribute in more than one narrow area, but lend their efforts consistently.

Region 3 Chapters Awards

Region 3 Chapter Commendation

The Region 3 Chapter Commendation is awarded to chapters, shuttles, or Chapters-in-Training (Shakedown) for noteworthy participation, action, service or improvement beyond normal, expected, or mandatory actions or activities. This award is intended to reflect a specific event, instance, or occurrence of excellence, not a year's worth of effort. Chapters will be recommended by the RC, VRC, and Chief of Operations or Zone Leaders to the Awards Committee for confirmation. The recommendation/nomination must be supported with a detailed explanation of the basis for the Commendation.

Region 3 Creative Media Awards

Two categories fall within the Creative Media awards, Print Communication (Zenith) and Electronic Communication (Apogee). Applicable winners of these awards will have the R3 staff's assistance in preparation for the submission to the corresponding STARFLEET recognition program.

Zenith Award

The Zenith Award recognizes outstanding achievement in print communication. This can include newsletters, fliers, brochures or other printed recruiting or informational literature distributed by the chapter, shuttle, or Chapter-in-Training (Shakedown). A copy must be submitted to the R3 Chief of Communication, or RC, for consideration. The Chief's recommendations will then be forwarded to the Awards Committee for final approval.

Apogee Award

The Apogee Award recognizes outstanding achievement in electronic communications. This can include website, Facebook page, Twitter feed, or other social media outlet utilized for publicly viewed communication or recruitment. Copies, files, or links must be submitted to the R3 Chief of Communication, or RC, for consideration. The Chief's recommendations will then be forwarded to the Awards Committee for final approval.

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Appendix C - Region 3 Promotions

Promotions within the fictional rank structure of STARFLEET and the STARFLEET Marine Corps shall be handled in accordance with the STARFLEET Membership Handbook. 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 Up Through Rank of Captain may be submitted to the RC at RC@region3.org

RC policy regarding promotions as of June 1, 2016:

Promotion to O-6

In addition to meeting the requirements as defined in the Flag Promotion Criteria (24 Months in STARFLEET, and have completed both Officer Candidate School, and Officer Command College SFA courses), the nomination must clearly demonstrate a level of dedication and effort equal to or greater than that expected of a successful Chapter CO for at least one full year.

A promotion board will be assembled for each nomination to judge it against this criteria.

The Board shall consist of:

- Chief Admin Officer
- Senior Enlisted Advisor
- Nominee's Zone Leader (if the zone leader doesn't know about them, odds are they are not performing above chapter level)
- Chapter CO from a chapter from another zone
- RC or VRC (if the RC could be presumed to be bias due to circumstances - VRC will remain observer to the process regardless of voting status on the panel)

Promotion Recommendations to and above O-7

Promotion nominations to Fleet Captain and Above may be submitted to STARFLEET at: <http://sfi.org/promotions/>

Anyone may nominate individuals who meet the required criteria (found at <http://sfi.org/?wpdmdl=10074>).

The Executive Committee is the soul body to review and approve each Flag Promotion nomination, however the Regional Coordinator of the nominee is solicited for an endorsement/recommendation.

To receive a flag promotion recommendation from Region 3, in addition to meeting the requirements as defined in the Flag Promotion Criteria, the nomination must clearly demonstrate a continued level of dedication at or above the Regional level, or otherwise present a compelling exception for this honor.

The RC will take advice from the Chief Admin Officer, Senior Enlisted Advisor, the members' Zone Leader and the VRC before submitting any such recommendations.

Appendix D - Current Region 3 Staff roles

Current Region 3 staff billets. This is for reference throughout the rest of the document, and will be updated as needed.

Command Section:

Regional Coordinator (RC)
Vice-Regional Coordinator (VRC)
Senior Enlisted Advisor (SEA)

Administration Department:

Chief Administration Officer (CAO)
Region 3 Historian (R3H) *(not a full time post at this time)*

Operations Department:

Chief of Operations (CoO)
Vice-Chief of Operations/Shakedown Operations Officer (VCoO/ShOO)
Zone Leaders (ZL) - 5 total

Communications Department:

Chief of Communications (COMMS)
Vice-Chief of Communications/Region Information Officer (RIO)
Webmaster
Email Czar
Social Media Sage
Database Guru *(not a full time post at this time)*

Finance Department:

Quartermaster (QM)

Appendix E - 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: RC@region3.org

Promotion Requests Fleet Captain and Above: <http://sfi.org/promotions/>

Award Questions: CAO@region3.org

Fleet Channels: <URL TBD>

Mailing Lists:

For a complete list of all Region 3 mailing lists and how to subscribe:

<http://lists.region3.org/mailman/listinfo/>

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:

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5335 Gemsbuck Chase
San Antonio, TX 78251