

USS Glory BYLAWS

PREAMBLE

We, the fans of Star Trek, in order to provide a forum for persons with an interest in the Star Trek universe, to provide a social organization in which people of diverse backgrounds with similar interests can interact, to promote an optimistic future as envisioned in the Star Trek universe. And to support that optimistic future through community services, social activities and creative endeavors do hereby establish these bylaws for the organization, USS Glory.

ARTICLE I: Name and Location

I.
The local chapter of STARFLEET, The International Star Trek Fan Association (Hereafter known as STARFLEET) shall be named USS Glory. All further references hereafter shall be USS Glory or Chapter.

II.
The Chapter's area of operation (Patrol Sector) shall be centered within the Morgantown, West Virginia area.

ARTICLE II: Objectives and Purposes

I.
The primary purpose of the Chapter shall include, but not be limited to, the pursuit of unity and kinship among members. Through the promotion of the goals and concepts of Star Trek by providing an environment to bring together those persons interested in various aspects of Star Trek for the purpose of community service and social interaction.

ARTICLE III: Membership

I.
All applicants to the Chapter shall be awarded membership and shall remain members so long as they maintain membership requirements. Membership in the Chapter shall be open to all persons. Without, regard to age, race, religion, sex, or national origin.

II.
If the applicant is a minor, and their parent(s) or legal guardian(s) is (are) not applying for membership in the Chapter, the applicant must present a "Parental Consent" form (provided by the Chapter) signed by their parent(s) or legal guardian(s), before their Chapter membership will be official.

III.
All members will hold either the title "Active Member", "Associate Member" or "Honorary Member."

IV.
Active Members are members in good standing in STARFLEET and the USS Glory, and are entitled to:

1. Participate in all Chapter activities and events.
2. Receive a copy of the Chapters bi-monthly newsletter.
3. Nominate Active Members for office in the Chapter.
4. Vote.
5. Run and hold office, if qualified, within the Chapter.
6. Any and all additional privileges granted by the Executive Committee of the Chapter.

V.
Associate Members are members in good standing in the USS Glory, and are entitled to:

1. Participate in all Chapter activities and events.
2. Receive a copy of the Chapters bi-monthly newsletter.
3. Any and all additional privileges granted by the Executive Committee of the Chapter.

VI.
Honorary Memberships shall be granted, by the Executive Committee of the Chapter, to those who have rendered notable service to the Chapter or have promoted the goals and concepts of Star Trek or STARFLEET. Honorary Members do not have to be members of STARFLEET and/or the Chapter and are not required to pay annual Chapter dues. Honorary Members are not entitled to the same Privileges as an Active Member or Associate Member of the Chapter. The Executive Committee of the Chapter grants any and all privileges the Honorary Member receives.

VII.

Family Memberships in the Chapter, either Active or Associate will receive only one (1) bi-monthly newsletter. Addition bi-monthly newsletters will be sent if requested and the Executive Committee will determine the additional cost, if any, for the additional newsletter(s).

VIII.

If annual membership dues for the Chapter are to be determined they will be based annually by the Executive Committee when the Chapter budget is adopted. The proposed membership rates are set for three (3) categories.

STARFLEET Member / Non STARFLEET Member

- Individual.....\$5.00 / \$10.00
- Family of two (2).....\$7.00 / \$12.00
- Family of three (3) or more.....\$10.00 / \$15.00

Annual membership dues for the Chapter can be paid in full by the applicant or paid over a period of time.

IX.

If the membership dues are to be paid over a period of time, the Executive Committee will determine the payment schedule based on the applicant's ability to pay. The payment schedule will minimally detail the amount of the payment(s) and the date(s) they are to be submitted. The Commanding Officer, Chief of Operations, and the applicant will sign the payment schedule, with the original to be given to the Chief of Operations and copies being given to the Commanding Officer and the applicant.

X.

In the event an Active or Associate Member does not submit their membership dues by the last day of the month. Or their membership in the Chapter expires or they do not comply with the payment schedule, established in Article III Section IX, the entire applicant's rights and privileges will be suspended immediately and their membership in the Chapter will be terminated at the next scheduled Executive Committee Meeting.

XI.

Active and Associate Members will be notified in writing twice; two (2) months prior to and one (1) month prior to the month their Chapter membership will expire.

XII.

A member may cancel their membership in the Chapter at any time by a written request sent to the Commanding Officer of the Chapter. The member's dues shall be refunded on a prorated basis determined by the Executive Committee. The cancellation of membership will be effective as of the date of the letter of cancellation.

XIII.

Revocation of membership in the Chapter may be made by a 2/3's majority vote of the Active and Associate members of the Chapter at a General Meeting or Special General Meeting or as prescribed in Article VII Section VII. In case of revocation of membership, any membership dues shall be returned on a prorated basis determined by the Executive Committee.

1. President; Commanding Officer (CO)
2. Vice President; Executive Officer (XO)
3. All Chapter Officers Executive Committee
4. Chief of " " Department Head
5. Chapter sponsored activity Away Mission
6. Chapter non-sponsored activity Shore Leave
7. Chairperson Person conducting a meeting
8. Coordinator Person In charge of a Chapter Activity/Event
9. Applicant a person applying for membership, either new or renewal

XIV.

Only Active and Associate Members may hold a fictional rank or position within the Chapter.

XV.

Only Active and Associate Members may hold a position of responsibility within the Chapter.

XVI.

No non-member is to represent the Chapter in any manner, or be placed in a position of responsibility where membership could be implied.

XVII.

If a Chapter Member brings a guest to a General Meeting, Special General Meeting, Executive Committee Meeting, Special Executive Committee Meeting or Away Mission they are responsible for the following:

1. Informing their guest(s) of any bylaws that may affect them.
2. Their guest behavior and actions.

**ARTICLE IV:
Definition of Terms**

I.

The USS Glory, a local chapter of STARFLEET, is based upon "STARFLEET" as seen in Star Trek. The Chapter is not attempting to recreate the fictional organization, "STARFLEET". However, the Chapter does use terminology and ideas from the Star Trek universe to enhance the experience and fun of membership. Therefore, the following terminology shall be considered Interchangeable within the Chapter:

II.

The Chapter uses the ranks, which STARFLEET uses. These ranks are fictional and serve only to reflect a member's length of time in, contribution to, and participation in the Chapter. The fictional rank does not give any member authority over another member of the USS Glory. A position assigned to a member within the Chapter may give that member a certain responsibility to administer the assigned duties of that position. No member has the right to use responsibility granted by the Chapter to violate another member's legal rights.

III.

A Member in Good Standing in STARFLEET is one who is an Active Duty member of STARFLEET and their membership in STARFLEET has not expired.

IV.

A Member in Good Standing in the Chapter is one whose membership in the Chapter has not expired.

V.

An "Active Member" in the Chapter is one who is both a Member in Good Standing in STARFLEET and in the Chapter.

VI.

An "Associate Member" in the Chapter is one who is a Member in Good Standing in the Chapter and not a Member in Good Standing in STARFLEET.

VII.

1. Commanding Officer (CO)
2. Executive Officer (XO)
3. Chief of Operations
4. Chief of Communications
5. Chief of Engineering
6. Chief of Science
7. Chief of Security
8. Chief of Medical

**ARTICLE V:
Organizational Structure**

I.

The governing body of the Chapter shall consist of the members of the Executive Committee, who shall be Officers of the Chapter. The function of the Executive Committee is to formulate policy and set directions and goals for the Chapter. They will have general supervision of the affairs of the Chapter between its General Meetings and Special General Meetings.

II.

The Executive Committee of the Chapter will consist of the following thirteen (13) offices (in order of succession / chain of command / Red-Gold-Teal):

RED Division	GOLD Division	TEAL Division
<ul style="list-style-type: none">• (1)Commanding Officer• (2)Executive Officer• (3)Second Officer• (4)Third Officer• (5)Chief of Services• (14)Chief of Cadets• (16)Chief of Helm	<ul style="list-style-type: none">• (6)Chief of Engineering• (7)Chief of Operations• (8)Chief of Security• (13)Chief of Communications• (15)Chief of Navigation	<ul style="list-style-type: none">• (9)Chief of Medical• (10)Chief of Science• (11)OIC of Marines• (12)TL of Spec OPs

Chain Of Command (in Numerical Order)

III.

The Red and Gold Offices (See table above) are deemed essential to the Chapter and must be filled.

IV.

An Active member may hold only one (1) of the Red or Gold Offices (See table above) unless approved by a majority vote of the Active Members at a General Meeting or Special General Meeting.

V.

The Teal Offices (See table above) are deemed not essential to the Chapter and do not have to be filled.

VI.

An Active member may hold one or more of the Teal Offices (See table above) with the approval of the Executive Committee.

VII.

If an Officer of the Chapter holds more than one (1) office they shall not be entitled to more than one (1) vote. Voting shall be one (1) Officer one (1) vote. In the case of a tie vote, the upper Command Staff will re-vote one (1) vote per Officer.

**ARTICLE V.1.:
Position / Officer Requirements**

I.

Commanding Officer:

*Must be 18 years of age or older, have at least one (1) year in fleet and have completed both Officers Training School (OTS) & Officers Command College (OCC). To become a CO, a member must run for the office in an election.

II.

Executive Officer:

*Must be 18 years of age or older, have at least one (1) year in fleet and have completed both Officers Training School (OTS) & Officers Command College (OCC). To become a XO, a member must run for the office in an election.

III.

Second Officer (2O), Third Officer (3O), Chief of Services (CSS), Chief of Engineering (CEN), Chief of Operations (COP), Chief of Medical (CME), Chief of Security (CSE), Chief of Sciences (CSI), Chief of Communications (CCO), Chief of Cadets (CCA), Chief of Navigation (CNA), Chief of Helm (CHE)

*Must be 18 years of age or older, have completed Officers Training School (OTS) or obtained a waiver from the CO and XO with condition that they, upon assuming the full office, take & pass OTS or get another waiver within 90 days of appointment. Officers Command College is not required but strongly recommended.

IV.

Assistant Chief of Services (ASS), Assistant Chief of Engineering (AEN), Assistant Chief of Operations (AOP), Assistant Chief of Medical (AME), Assistant Chief of Security (ASE), Assistant Chief of Sciences (ASI), Assistant Chief of Communications (ACO), Assistant Chief of Cadets (ACA), Assistant Chief of Navigation (ANA), Assistant Chief of Helm (AHE)

* Must be 18 years of age or older, have completed Officers Training School (OTS) or obtained a waiver from the CO and XO.

V.

OIC (MSG)

*Must be 18 years or older, completed OTS or obtained a waiver from the CO & XO, completed PD-10: Marine Basic Training.

VI.

OIC SFSO

*Must be 16 years or older, completed OTS or obtained a waiver from the CO & XO.

**ARTICLE VI:
Officers Duties**

I.

Commanding Officer (CO)

-- The duties of the Commanding Officer shall include:

1. Be responsible for the direction of all Club activities.
2. Chair the General Meetings and Special General Meetings of the Chapter.
3. Chair the Executive Committee Meetings and Special Executive Committee meetings of the Chapter.
4. Be an ex-officio member of all committees.
5. Approve the formation of committees.
6. Approve/select Away Mission coordinators.
7. Review and approve Chapter financial records.
8. Approve all financial disbursement of Chapter funds.
9. Co-sign checks for disbursement of Chapter funds.
10. Approve all promotions, citations and awards.
11. Submit an annual report to the membership.
12. Issue a numbered receipt for monies received for the Chapter.
13. Provide copies of all correspondence for the Chapter archives.
14. Submit a bi-monthly Ship's Status Report to STARFLEET and Region 1.
15. Perform such duties and functions normally incident to the office.

II.

Executive Officer (XO)

-- The duties of the Executive Officer shall include:

1. Assist the Commanding Officer in their duties and exercise all powers of the Commanding Officer in the Commanding Officer's absence.
2. In the event of a vacancy in the office of the Commanding Officer, perform the functions of such office for the balance of the term.
3. Perform other duties as the Commanding Officer may assign.
4. Co-sign checks for disbursement of Chapter funds.
5. Responsible for recording the minutes of the General Meetings, Special General Meetings, Executive Committee Meetings and Special Executive Committee Meetings and filing a copy of each in the Ships Archives.
6. Responsible for maintaining, updating and distributing the Chapter's New Member Packet.
7. Maintain/update the Chapters membership records and provide a membership roster to the Executive Committee on a quarterly basis.
8. Keep attendance records for the General Meetings and Special General Meetings.
9. Provide a copy of the Bi-monthly General Meeting minutes to the Chief of Communications for inclusion into the Newsletter.
10. Provide copies of all correspondence for the Chapter archives.
11. Maintain and update member's personal records.
12. Issue a numbered receipt for monies received for the Chapter.
13. Maintain and update Chapter archives.
14. Submit an annual report to the Commanding Officer.
15. Perform such duties and functions normally incident to the office.

III.

Second Officer (2O)

-- The duties of the Second Officer shall include:

1. Perform duties as the Commanding Officer may assign.

IV.

Third Officer (3O)

-- The duties of the Third Officer shall include:

1. Perform duties as the Commanding Officer may assign.

V.

Chief of Services (CSS)

-- The duties of the Chief of Services shall include:

1. Perform duties as the Commanding Officer may assign.

VI.

Chief of Engineering (CEN)

-- The duties of the Chief of Engineering will include:

1. Responsible for obtaining and/or producing any and all art work and designs necessary for the Chapter.
2. Responsible for obtaining and/or producing any and all material(s) necessary for the Chapter.
3. Provide copies of all correspondence for the Chapter archives.
4. Submit an annual report to the Commanding Officer.
5. Perform other duties as the Commanding Officer may assign.

VII.

Chief of Operations (COP)

-- The duties of the Chief of Operations shall include:

1. Maintain and update financial record(s) and bank account(s).
2. Submit bi-monthly financial and bi-monthly budget reports to the Executive Committee.
3. Submit a brief bi-monthly financial report to the Chief of Communications for inclusion in the Newsletter.
4. Submit an annual financial report to the members.
5. Submit copies of all financial records to the Executive Officer to be placed in the Chapters archives.
6. Issue a numbered receipt for monies received for the Chapter.
7. Co-sign checks for disbursement of Chapter funds.
8. Deposit monies received for the Chapter in its bank account(s).
9. Inform the Executive Officer of monies received for Chapter membership (date received and from who) to update membership records.
10. Provide copies of all correspondence for the Chapter archives.
11. Submit an annual report to the Commanding Officer.
12. Perform other duties as the Commanding Officer may assign.

VIII.

Chief of Medical (CME)

-- The duties of the Chief of Medical will include:

1. Maintain the Chapters First Aid Kit and make it available during Chapter activities/events (refer to Article XXVIII Chapter First Aid Kit).
2. Provide copies of all correspondence for the Chapter archives.
3. Submit an annual report to the Commanding Officer.
4. Perform other duties as the Commanding Officer may assign.

IX.

Chief of Security (CSE)

-- The duties of the Chief of Security shall include:

1. Perform duties as the Commanding Officer may assign.

X.

Chief of Sciences (CSI)

-- The duties of the Chief of Science will include:

1. Oversee efforts of the Chapter in the areas of the sciences.

2. Provide copies of all correspondence for the Chapter archives.
3. Submit an annual report to the Commanding Officer.
4. Perform other duties as the Commanding Officer may assign.

XI.

Office-in-Charge of Marines Strike Group (OIC)

-- The duties of the Officer in Charge shall include:

1. Perform duties as the Commanding Officer may assign.

XII.

Team Leader of Special Warfare Unit (SWU)

-- The duties of the Team Leader will include:

1. Perform duties as the Commanding Officer may assign.

XIII.

Chief of Communications (CCO)

-- The duties of the Chief of Communications will include:

1. Responsible for editing, publishing and distributing the bi-monthly Chapter Newsletter.
2. Responsible for all other publications produced by the Chapter.
3. Approve all artwork, designs and content for use in publications produced by the Chapter.
4. Submit a bi-monthly Chapter Activities report to the STARFLEET Communiqué.
5. Submit a copy of all publications produced by the Chapter to the Executive Officer to be placed in Chapter archives.
6. Provide copies of all correspondence for the Chapter archives.
7. Submit an annual report to the Commanding Officer.
8. Perform other duties as the Commanding Officer may assign.

XVI.

Chief of Cadets (CCA)

-- The duties of the Chief of Cadets will include:

1. Perform duties as the Commanding Officer may assign.

XV.

Chief of Navigation (CNA)

-- The duties of the Chief of Navigation shall include:

1. Perform duties as the Commanding Officer may assign.

XVI.

Chief of Helm (CHE)

-- The duties of Chief of Helm will include:

1. Perform duties as the Commanding Officer may assign.

Article VII Alcohol and Drug Use

I.

No alcoholic beverages are allowed at Chapter General Meetings, Special General Meetings, Executive Committee Meetings, Special Executive Committee Meetings and Away Missions.

II.

No drugs are allowed at Chapter General Meetings, Special General Meetings, Executive Committee Meetings, Special Executive Committee Meetings and Away Missions. Chapter Members and Chapter guest are permitted to bring prescription and over-the-counter medicine(s) to be used for medicinal purposes only.

III.

No Chapter Member or Chapter Guest will be allowed to attend a Chapter General Meeting, Special General Meeting, Executive Committee Meeting, Special Executive Committee Meeting and Away Mission if they are known to be under the influence of alcohol and/or drugs.

IV.

If a Chapter Member or Chapter Guest are found using or in possession of alcoholic beverages while in attendance at a Chapter General Meeting, Special General Meeting, Executive Committee Meeting, Special Executive Committee Meeting or Away Mission, they will be requested to leave.

V.

If a Chapter Member or Chapter Guest are found using or in possession of drugs, other than for medicinal purposes, while in attendance at a Chapter General Meeting, Special General Meeting, Executive Committee Meeting, Special Executive Committee Meeting or Away Mission, they will be requested to leave.

VI.

The following action will be taken for the first violation of Article VII, Sections 1 through 5:

1. Chapter Member - Disciplinary action will be taken.
2. Chapter Guest - A warning will be issued.

VII.

The following action will be taken for the second violation of Article VII, Sections 1 through 5:

1. Chapter Member - Revocation of their Chapter membership.
2. Chapter Guest - They will be barred from participation in any future General Meetings, Special General Meetings, Executive Committee Meetings, Special Executive Committee Meetings, and Away Missions.

Article VIII Meetings

I.

The General Meetings and Special General Meetings are open to all members of the Chapter and/or STARFLEET and their guest. The General Meetings and Special General Meetings shall be open to the public provided room is available.

II.

The General Meetings of the Chapter will be held on a bi-monthly basis. The Executive Committee will determine the time and location. The Executive Committee will notify the Chapter members of the date, time and location of the General Meeting in a timely manner.

III.

Special General Meetings may be called if the Executive Committee deems so. The Executive Committee will determine the time, date, and location. The Executive Committee will notify the Chapter members of its location, date, and time in a timely manner.

IV.

The Executive Committee reserves the right to cancel a General Meeting or Special General Meeting in the event of inclement weather, the facilities is unavailable, etc. In such cases the Executive Committee will notify the Chapter members of the cancellation in a timely manner.

V.

If a canceled General Meeting or Special General Meeting is rescheduled, the Executive Committee will notify the Chapter members of its location, date, and time in a timely manner.

VI.

Executive Committee Meetings will be held bi-monthly. The time, date and location will be determined by the Commanding Officer. The Commanding Officer will notify the Executive Committee members of its location, date, and time in a timely manner.

VII.

Special Executive Committee Meetings may be called if the Commanding Officer deems so. The time, date and location will be determined by the Commanding Officer. The Commanding Officer will notify the Executive Committee members of its location, date, and time in a timely manner.

VIII.

Admittance to the Executive Committee Meetings and Special Executive Committee Meetings will be determined by the Commanding Officer.

IX.

The Commanding Officer reserves the rights to cancel an Executive Committee Meeting or Special Executive Committee Meeting in the event of inclement weather; the facilities are unavailable, etc. In such cases the Commanding Officer will notify the Executive Committee members of the cancellation in a timely manner.

X.

If a canceled Executive Committee Meeting or Special Executive Committee Meeting is rescheduled, the Commanding Officer will notify the Executive Committee members of its location, date, and time in a timely manner.

Article IX Parliamentary Authority

I.

The rules contained in the 10th edition of "Robert's Rules of Order Newly Revised" shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the bylaws and/or any special rules of order adopted by the Chapter or the Constitution of STARFLEET.

Article X Quorum

I.

A Quorum as defined for the Chapter shall be the number of Active Members and/or Executive Committee members that must be present in order for that body to conduct business unless otherwise provided for in these bylaws.

II.

A Quorum of the membership of the Chapter shall consist of a minimum of five (5) Active and/or Associate members of the Chapter in attendance at any General Meeting or Special General Meeting of the Chapter.

III.

A Quorum of the Executive Committee shall consist of a majority of the officers of the Chapter at any Executive Committee Meeting, Special Executive Committee Meeting, General Meeting or Special General Meeting provided that the Commanding Officer or Executive Officer is in attendance.

Article XI Removal from Office

I.

Any Officer may be removed from office for failure to perform their duties as prescribed in the bylaws of the Chapter and/or Constitution of STARFLEET or for noncompliance with the bylaws of the Chapter and/or Constitution of STARFLEET.

II.

A request to have an Officer removed from office MUST:

1. Be in writing. NO VERBAL REQUEST WILL BE ACCEPTED.
2. Be submitted by an Active and/or Associate Member(s) of the Chapter.
3. The original is to be sent to the Commanding Officer with copies to the remaining members of the Executive Committee.
4. Detail the reasons for the officer's removal.
5. Be signed by ALL the Active and Associate Member(s) of the Chapter submitting the request.

III.

The Executive Committee and the Chapter Parliamentarian shall determine if the request for removal from office is valid and justifiable by simple majority vote.

IV.

The Chapter Parliamentarian may vote in determining if the request for removal from office is valid and justifiable only if there is a tie and their vote will break the tie.

V.

The Officer who has been requested to be removed from office will not have a vote, nor will they be allowed to participate in determining if the request for removal from office is valid and justifiable.

VI.

If the request for removal from office has been determined to be valid and justifiable the Officer, who has been requested to be removed, will be temporarily relieved of their duties and their seat on the Executive Committee pending a ruling.

VII.

The Order of Succession/Chain of Command (Article V - Section 2) will be invoked, as determined by the Executive Committee, to fill the position, and assume the responsibilities of the Officer who has been temporarily relieved of their duties.

VIII.

A special meeting of the Executive Committee will be convened to hear arguments from both sides.

IX.

Only one (1) representative, from each side, will be allowed to present their case.

X.

The Executive Committee will hand down their decision within seven (7) days after hearing both sides of the case. Their decision will be final.

XI.

If the Executive Committee rules in favor of the Officer, they will be fully reinstated. If they rule against the Officer, they will be removed from office and barred from holding any office within the Chapter for up to a period of one (1) year and the ruling will be recorded in their Chapter Personal Record.

XII.

There are two (2) exceptions to the above procedures for an Officer to be removed from office (Article XI - Sections I through XI):

1. If an Officers membership in STARFLEET and/or the Chapter have expired the Executive Committee can remove them from office without a formal request to have them removed from office for non-compliance with the Chapter Bylaws (Article III Section IV-5 and Article XIV Sections IV-1 through IV-3).
2. If the Officer is removed from office as a result of disciplinary actions (Article XXII Section II-4).

Article XII Vacancies

I.

Any vacancy of an office on the Executive Committee must be filled within ninety (90) days of said vacancy.

II.

The manner in which the office will or will not be filled will be determined by a majority vote of the Active Members at the next General Meeting or Special General Meeting of the Chapter.

III.

Vacancies will be filled in one of the following ways:

1. By appointment of the Commanding Officer.
2. By a Special Election.
3. By the order of succession/chain of command.

IV.

In the event a member is selected to fill a vacancy and they do not meet the requirements for the office they must show proof they intend to meet the requirements, to hold the office, at the time they accept the office, to the satisfaction of the Executive Committee.

Article XIII Chapter Finances

I.

The activities of the Chapter shall be financed by dues paid by the members and by the proceeds of fund raising activities held from time to time during the calendar year. In addition, where approved by the Executive Committee, the Chapter, in furtherance of its purposes, may enter into contracts with and receive and expend grants from private organizations and businesses.

II.

The fiscal year of the Chapter shall be from June 1 to May 31 of the following year.

III.

The annual budget of the Chapter, for the coming year, shall be adopted by the Executive Committee on or before the June Executive Committee Meeting of each year.

IV.

The Chapters Annual Financial Report and Budget for the coming year shall be presented to the Chapter membership at the June General Meeting and be included in the July issue of the chapter Newsletter.

V.

The Executive Committee shall annually review and determine an equitable amount for dues for individual and family memberships for the Chapter. The amount of dues shall be sufficient to defray the actual and necessary expenses of maintaining the Chapter. The Executive Officer shall notify each member of the current rate for membership dues at least one (1) month before said dues are to be paid.

VI.

All monies for the Chapter are to be given to the Commanding Officer, Executive Officer, Chief of Operations or Chief of Communications who will provide a signed, numbered receipt for the amount received and what it was for.

VII.

Payments made to the Chapter (for dues, vouchers, etc.) by check or money order are to be made payable to "U.S.S. Glory".

VIII.

No Officer of the Chapter will receive cash, for the Chapter, without being able to render a signed, numbered receipt.

IX.

All disbursements of Chapter funds must be approved by the Commanding Officer with full disclosure to the Executive Committee.

X.

All requests for reimbursements from Chapter funds must be approved by the Commanding Officer and be accompanied by the receipt/bill clearly indicating the item(s) and cost of said item(s).

XI.

All Officers of the Chapter shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties, provided a receipt/bill of such expenses are submitted and approved by the Commanding Officer. No Officer shall incur any other liability on behalf of the Chapter, except with the prior approval of the Commanding Officer. If an Officer chooses to waive reimbursement for a particular expense incurred on behalf of the Chapter, such waiver shall be noted in the minutes of the meeting and countersigned by the Officer and Commanding Officer.

XII.

Authorized expenses incurred by a member, on behalf of the Chapter, which have not been reimbursed, can not be used in place of monies to be given to the Chapter (for dues, vouchers, etc.). Monies received by the Chapter must be in the form of cash, check, or money order.

XIII.

Checks used for the disbursement of Chapter funds must be signed by two (2) of three (3) officers. The Commanding Officer (CO), Executive Officer (XO), and Chief of Operations are the only officers authorized to sign checks for disbursement of Chapter funds.

XIV.

The Chapter Cash Box will be in the possession of the Chief of Operations. There are to be only two (2) keys to the Cash Box and they are to be in the possession of the Commanding Officer and the Chief of Operations. The Cash Box must be present at all Chapter Meetings. It must contain the Chapter checkbook & Check Register, Chapter Receipt Book, and all the Chapters petty cash.

XV.

No check will be issued where Pay To The Order Of is "Cash" or left blank. No check will be issued without a clear description of the expense/reimbursement entered in the Memo portion of the check.

Article XIV General Elections

I.
General Elections will take place bi-annually (every two years).

II.
The General Election process will take place in the following order:

1. A list of eligible candidates will be listed in the April issue of the Newsletter or in another method to be announced to the members in a timely manner.
2. Nominations will be accepted at the April General Meeting. Mail in nominations will be accepted for those members unable to attend the April General Meeting.
3. Mail-in Ballots will be sent to all Active Members no later than one (1) week after the April General Meeting with a slate of the candidates.
4. Mail-in Ballots will be counted and the preliminary results announced at the May General Meeting.
5. The Mail-in Ballots will be rechecked and recounted with the final results published in the June issue of the Newsletter.
6. The preliminary installation of the new officers will take place at the June Executive Committee Meeting where both sets of officers, old and new, being present, where the transfer of any and all materials pertaining to their office will also take place.
7. The newly elected officers will be formally installed at the June General Meeting.

III.
Elected Officers of the Chapter will serve a term of two (2) years. The two (2) year term will begin and end at the June General Meeting following the General Elections.

IV.
A member must meet the following eligibility requirements to run for and hold an office in the chapter:

1. Commanding Officer (CO) and Executive Officer (XO)
 - A. Be an Active Member of the Chapter.
 - B. Show proof of successful completion of STARFLEET's Officer Training School (OTS) and Officer Command College (OCC) (required by STARFLEET).
 - C. Be 18 years of age or older (required by STARFLEET).
2. Chief of Operations
 - A. Be an Active Member of the Chapter.
 - B. Show proof of successful completion of STARFLEET's Officer Training School (OTS).
 - C. Be 18 years of age or older.
3. All other Department Heads
 - A. Be an Active Member of the Chapter.
 - B. Show proof of successful completion of STARFLEET's Officer Training School (OTS).
 - C. Show proof of successful completion of their respective Department course from STARFLEET Academy, if available.

V.
Nomination procedure -- to take place the year the General Elections are held.

1. A Nomination Ballot and a list of eligible candidates will be published in the April edition of the Newsletter.
2. Only one (1) Nomination Ballot per Active and Associate Member.
3. The Nomination Ballot may be mailed in or submitted at the April General Meeting.
4. If the Nomination Ballot is mailed in it must reach the Chapters mailing address by the day of the April General Meeting or it will not be accepted.
5. Nominations and seconds will be taken from the Nomination Ballots. If a person receives only one (1) nomination a second will be accepted from the floor at the April General Meeting from the Active and Associate Members in attendance, excluding the Active or Associate Member who nominated them on their Nomination Ballot.
6. Nomination Ballots **MUST** be completed correctly and signed. Any Nomination ballot not completed correctly and/or signed it will not be accepted.
7. You can not nominate and/or second a nomination for yourself.
8. Nomination Ballots will be provided at the April General Meeting for any Active and Associate Member who has not received, lost, or forgot their Nomination Ballot. Additional instruction(s) will be provided either on the mail-in nomination form or in the April issue of the Newsletter

VI.

Voting procedures -- to take place the year the General Elections are held.

1. Voting will be done by Mail-in Ballots. A numbered ballot, list of candidates, a stamped addressed ballot return envelope and instructions for filling out and returning the ballot will be in a special mailing to be sent to Active and Associate Member of the Chapter within one (1) week after the April General Meeting.
2. Ballots must be returned, in the envelope provided in the special mailing, and be postmarked no later than the Monday prior to the May General Meeting.
3. Ballots will remain sealed until the May General Meeting. They will be opened and counted by the Ballot Counting Team (comprised of Members of the Chapter, selected by the Chapter members, at the May General Meeting). The preliminary results will be announced at the end of the May General Meeting.
4. To insure no ballots were lost in the mail, a list of ballot numbers, which were counted at the May General Meeting, will be posted
5. The Grace Period for late ballots shall be the Wednesday following the May General Meeting. Any ballots received after the Grace Period will not be accepted and will be discarded, unopened. Additional instruction(s) will be provided in the mail-in ballot material.

VII.

At a General Meeting, where nominations are being accepted for a position(s), in the upcoming General Election. And it is known that a candidate(s) for a position(s) will be running unopposed. Their name(s) and the position(s) they are running for will be removed from the ballot and declared the winner(s), by default, by a majority vote of the members in attendance at the General Meeting where nominations are being accepted.

VIII.

In the event all the nominated candidates for all the positions in an upcoming General Election are running unopposed and are declared the winner, by default. For the position they are running for by a majority vote of the members in attendance at the General Meeting where nominations are being accepted, the mail-in ballots for that General Election will not be mailed, and the General Election declared over.

Article XV Special Elections

I.

Special Election may be called, to fill a vacant office, for one or more of the following reasons:

1. The next General Meeting will not take place within the ninety (90) day period as indicated by the Chapter Bylaws (Article XII Section 1).
2. The vacant office is one of the four (4) top offices (Commanding Officer, Executive Officer, and Chief of Operations, Chief of Communications).
3. If there are four (4) or more eligible Chapter members wishing to run for the office.
4. If the Chapter members vote to hold one.

II.

It requires a majority vote of the Chapter Membership attending a General Meeting or Special General Meeting to hold a Special election.

III.

The procedures for the Special Election will be determined by the Chapter Membership, at the General Meeting or Special General Meeting in which the Special Election was voted for using the procedures for the General Elections (Article XIV) as a guideline.

IV.

The Special Election must be announced in the next issue of the Chapter newsletter prior to the Special Election.

Article XVI Promotions

I.

Promotions within the Chapter will be based on three (3) Promotional Factors.

1. A member's length of time in the Chapter / STARFLEET.
2. A member's contribution to the Chapter / STARFLEET.
3. A member's participation in the Chapter / STARFLEET.

II.

A member's time in the Chapter / STARFLEET shall be measured by their continuous, uninterrupted membership. If a former member rejoins the Chapter, the Executive Committee will decide if their "previous membership time" will be reinstated.

III.

When a member has rendered notable service to the Chapter / STARFLEET or has promoted the goals and concepts of Star Trek and STARFLEET, the Executive Committee may elect to have it entered into their Chapter Personal Record. These entries will constitute a member's contribution to the Chapter.

IV.

A member's participation in the Chapter / STARFLEET will be measured by means of a Point System and the number of Points will be recorded in their Chapter Personal Record.

V.

Chapter members may informally recommend another member for promotion but only members of the Executive Committee can formally recommend a member for promotion. Only the Commanding Officer can promote a member.

VI.

The Commanding Officer can not promote a member more than one grade at a time without the approval of a majority vote of the Executive Committee.

VII.

The Commanding Officer can not promote above the rank of Commander / Lieutenant Colonel. Only STARFLEET can promote above the rank of Commander / Lieutenant Colonel.

VII.

The Captain, with the approval of the Executive Committee, may waive any or all of the three (3) Promotional factors if a Chapter member has rendered notable service to the Chapter / STARFLEET.

IX.

The Commanding Officer can award ranks, up to Commander / Lieutenant Colonel, to an Honorary, Associate or Active Member of the Chapter. When this is done it is referred to, as an "Honorary Promotion" or "Brevet Promotion" and their rank will be an "Honorary Rank or Breveted Rank."

Article XVII Point System

I.

Points will be used as a means of measuring an Active or Associate Members participation in the Chapter. It is only one (1) of three (3) Promotional factors taken into account when a member is up for a promotion.

II.

Points are to be awarded as follows:

Points may be awarded; other than listed above, as Special Recognition to an Active or Associate Member by a majority vote of the Executive Committee.

III.

The following will not earn points:

1. Producing reports required as stated in these bylaws.
2. Any duties required for an elected office, either by these bylaws, STARFLEET, or the Commanding Officer.

IV.

Points awarded for the Department Head will report participation in a Department program / assignment to the Executive Officer.

V.

Points awarded for the Away Mission Coordinator will report an Away Mission to the Executive Officer.

VI.

The following is a list of the ranks used within the Chapter and the minimum points needed to meet the "Participation" requirements for promotion.

VII.

Points used for promotion are not accumulative. Once an Active Member is promoted their point total will be reset to zero.

VIII.

When an Active member is promoted, and their point total was not a factor (i.e.. passing OTS, elected to the office, waived, etc.) and their total points are below that required for the new rank, the point total will remain as it is, it will not be brought up to the total points required for the new rank.

IX.

The Commanding Officer can award or withhold points based on the recommendation of the Executive Committee and/or Away Mission Coordinator.

X.

Promotions are to be based within Time in Grade, points can be used in 100 point increments to accelerate the time in grade process by one (1) month.

**Article XVIII
Rank Structure and Time in Grade Requirements**

I.

Enlisted Ranks and Time in Grade Requirements

E-1 Crewman Recruit (CRR) / Private (PVT)	Initial Entry
E-2 Crewman Apprentice (CRA) / Private First Class (PFC)	1 Month
E-3 Crewman (CRM) / Lance Corporal (LCP)	2 Months
E-4 Petty Officer 3rd Class (PO3) / Corporal (CPL)	3 Months
E-5 Petty Officer 2nd Class (PO2) / Sergeant (SGT)	6 Months
E-6 Petty Officer 1st Class (PO1) / Staff Sergeant (SSGT)	12 Months
E-7 Chief Petty Officer (CPO) / Gunnery Sergeant (GSGT)	18 Months
E-8 Senior Chief Petty Officer (SCPO) / First Sergeant (1SGT)	24 Months
E-9 Master Chief Petty Officer (MCPO) / Sergeant Major (SMAJ)	36 Months

II.

Warrant Officer Ranks and Time in Grade Requirements

W-1 Warrant Officer 1 (WO)	6 Months
W-2 Chief Warrant Officer 2 (CWO2)	12 Months
W-3 Chief Warrant Officer 3 (CWO3)	18 Months
W-4 Chief Warrant Officer 4 (CWO4)	24 Months
W-5 Chief Warrant Officer 5 (CWO5)	30 Months

III.

Officer Ranks and Time in Grade Requirements

O-1 Ensign (ENS) / 2nd Lieutenant (2LT)	OTS Completion
O-2 Lieutenant Junior Grade (LTJG) / 1st Lieutenant (1LT)	6 Months
O-3 Lieutenant (LT) / Marine Captain (MCPT)	12 Months
O-4 Lieutenant Commander (LCDR) / Major (MAJ)	24 Months - OCC Recommended if in Command Track
O-5 Commander (CMDR) / Lieutenant Colonel (LTC)	36 Months - OCC Required if in Command Track
O-6 Captain (CAPT) / Colonel (COL)	48 Months - Upon Approval from Regional Coordinator* *24 Months minimum time in Fleet

IV.

Flag Officer Ranks and Time in Grade Requirements

O-7 Fleet Captain (FCPT) / Brigadier (BDR)*	18 Months w/ STARFLEET Executive Committee Approval
O-8 Commodore (COMM) / Brigadier General (BGN)*	21 Months w/ STARFLEET Executive Committee Approval
O-9 Rear Admiral (RADM) / Major General (MGN)*	24 Months w/ STARFLEET Executive Committee Approval
O-10 Vice Admiral (VADM) / Lieutenant General (LGN)*	30 Months w/ STARFLEET Executive Committee Approval
O-11 Admiral (ADM) / General (GEN)*	36 Months w/ STARFLEET Executive Committee Approval
O-12 Fleet Admiral (FADM) / No Equivalent	Elected Position

V.

Addendum

Under Article XVIII Section III the Rank of O-6 Captain (CAPT) / Colonel (COL) is only approved by the Regional Coordinator (RC) for Region 1 and needs a recommendation from a Command Grade Officer or above to the RC.

Under Article XVIII Section IV the Flag Ranks O-7 thru O-11 are only approved by the STARFLEET Executive Committee as stated in the Membership Handbook.

The Commanding Officer, upon conferring with the Executive Committee can assign a member to any rank as necessary for the duties of the position held.

VI.

Point Structure

Points will be administered as follows:

STARFLEET Academy and STARFLEET Marine Corps Academy Courses

All Courses	10 points - Pass; 20 Points - Honors; 30 Points - Distinction
SFA - Officer's Training School	15 points - Pass; 30 Points - Honors; 45 Points - Distinction*
SFA - Officer's Command College	25 points - Pass; 50 Points - Honors; 75 Points - Distinction
SFA - Flag Officer's School	30 points - Pass; 60 Points - Honors; 90 Points - Distinction
SFMC 30 level courses	25 points - Pass; 50 Points - Honors; 75 Points - Distinction
SFMC 40-60 level courses	50 points - Pass; 100 Points - Honors; 150 Points - Distinction

*Minus 15 point if used to promotion to Ensign/2nd Lieutenant

Commendations and Awards

STARFLEET Awards	50 points
STARFLEET Marine Corps Gold Nebula	Automatic promotion to next rank up to 0-5 LTC/CDR
STARFLEET Marine Corps Achievement Awards	25 points
STARFLEET Marine Corps Service Awards	15 points
STARFLEET Marine Corps Training Awards	10 points
STARFLEET Marine Corps Other Awards & Naval Citations	10 points
Other awards are assigned points as needed by the CO or XO	

Conventions and Events

STARFLEET/SFMC International Conference	50 points
STARFLEET/SFMC Regional Summits	30 points
Science Fiction Conventions when representing SFI/SFMC	25 points
Science Fiction Conventions	20 points
Working at an event	
SFI/SFMC	5 points an hour
Other events	2 points an hour

Membership

Renewal - Annual	50 points
Recruiting - SFI	25 points
Recruiting - Chapter only	10 points
General/Executive Meeting attendance	10 points

Article XIX
Away Missions

- I.
Away Missions are events or activities that are sponsored by the Chapter and approved by the Executive Committee.
- II.
Members participating in an Away Mission will be representing the Chapter and are expected to conduct themselves in a responsible manner.
- III.
Members participating in an Away Mission are to follow the direction of the Away Mission Coordinator.
- IV.
The Away Mission Coordinator is responsible for all aspects of the Away Mission.
- V.
If a member participating in an Away Mission is a minor, and their parent(s) or legal guardian(s) is (are) not participating in the Away Mission, the member must present a Mission "Parental Consent Form."
- VI.
The Away Mission Coordinator is to submit a report to the Commanding Officer with the following information: "Parental Consent" form (provided by the Chapter) signed by their parent(s) or legal guardian(s), to the Away Mission Coordinator before participating in the Away
1. Name, location(s), date(s) and time(s) of the event/activity.
 2. A brief but detailed summary of all aspects of the Away Mission.
 3. A list of participating members, their duties, points awarded, recommendations for awards, commendation or disciplinary action.
 4. Any and all material pertaining to the Away Mission.

Article XX
Shore Leaves

- I.
Shore Leaves are non-sponsored Chapter events or activities.
- II.
No points will be awarded for participating in a Shore Leave.
- III.
A report on the Shore Leave is not required.

Article XXI
Disputes and Protests

- I.
Any Dispute or Protest a Member of the Chapter has will be handled in the following manner and order:
1. The individual members should try to settle the dispute or protest between themselves.
 2. If the dispute or protest can not be resolved between the members or it involves only one (1) member, they will present their dispute or protest, in writing, to the Executive Committee. The Executive Committees decision will be handed down within ten (10) days after the next scheduled Executive Committee Meeting or Special Executive Committee Meeting.
 3. If the Executive Committee can not resolve the dispute or protest it will be presented to the members of the Chapter at the next scheduled General Meeting or Special General Meeting, with the consent of the member(s) who presented the dispute or protest. The decision will be by majority vote, by Secret Ballot of the Chapter Active and Associate members attending the General Meeting or Special General Meeting.
 4. If the dispute or protest can not be resolved by a majority vote of the Chapter membership, it will be presented to the Regional Coordinator of Region 1 of STARFLEET or their representative, with the consent of the member(s) who presented the dispute or protest. The Commanding Officer will provide a cover letter and all material pertaining to the dispute or protest.

II.

A dispute or protest may be withdrawn for one of the following reasons:

1. The member(s) presenting the dispute or protest formally, in writing, withdraw the request.
2. If the member(s) who are presenting the dispute or protest do not give their consent to have the dispute or protest presented to the next level. As stated in Article XXI - Sections I-1 through I-4, the dispute or protest will automatically be declared withdrawn with or without the presenting member(s) consent.

III.

Guide lines to be followed in resolving disputes or protest.

1. When the dispute or protest is brought before the Executive Committee, the Commanding Officers vote will be cast only if there is a tie vote and their vote will break that tie.
2. Minutes will be taken during all times the dispute or protest is being formally addressed.
3. All original material gathered in the resolution of the dispute or protest will be placed in the disputant's and protesters Chapter Personnel Record.

**Article XXII
Discipline**

I.

Only the Executive Committee can determine what disciplinary action will be taken against a Chapter member.

II.

Disciplinary action can take the form of:

1. Reprimand.
2. Loss of Points.
3. Reduction in rank.
4. Removal from Office.
5. Barred from running for or holding an office in the Chapter.
6. Revocation of any or all membership privileges.
7. Revocation of Chapter membership.

III.

Revocation of membership in the Chapter may be made by a 2/3's majority vote of the Active and Associate members of the Chapter at a General Meeting or Special General Meeting or as prescribed in Article VII Alcohol and Drug Use, Section VII.

IV.

All disciplinary action will be entered into the member's Chapter Personal Record.

**Article XXIII
Chapter Archives**

I.

The Chapter Archives will be maintained and updated by the Executive Officer.

II.

All material contained in a member's Personal Record are to be held in strictest confidence. Only the member, the Commanding Officer, and the Executive Officer will have access to this information. Any and all information contained in a member's Personal Record is not to be disclosed without the member's permission.

III.

With the exception of Article XXIII Chapter Archives Section II, all other material contained in the Chapter Archives will be accessible to all the Chapter members.

IV.

None of the original material in the Chapter Archives will be given to any member, only copies. Original material may be viewed provided the Executive Officer is present.

V.

All requests for material from the Chapter Archives must be made in writing and submitted to the Executive Officer. A verbal request will be honored but a written request must be provided at the time the copied material is delivered to the requester.

VI.

The Chapter Archives will contain the following:

1. Chapter Bylaws.
2. Chapter Correspondence.
3. STARFLEET Shuttle Certificate.
4. STARFLEET Certificate of Charter.
5. Chapter Publications.
6. General Meeting and Special General Meeting Minutes.
7. Executive Committee Meetings and Special Executive Committee Meeting Minutes.
8. Any and all material relevant to the Chapter.

Article XXIV Chapter Property and Assets

I.

To guarantee the mutual gain of benefits of members, no member of the Chapter shall have any interest in, or right to, the property and assets of the Chapter. All property and assets shall be subject to direct control of and expenditure by the Executive Committee of the Chapter. Should the Chapter be dissolved or liquidated, or otherwise cease operation, the property and assets shall first be used to pay all outstanding debts, with any remaining assets being contributed, on a prorated equal basis, amongst all then existing STARFLEET Scholarship Funds, on behalf of the Chapter membership.

Article XXV Chapter Parliamentarian

I.

The Chapter Parliamentarian must be familiar with the Chapter Bylaws, STARFLEET Constitution/Bylaws, and Robert's Rules of Order. They must have in their possession at all General Meetings, Special General Meetings, Executive Committee Meetings and Special Executive Committee Meetings an up-to-date copy of the Chapter Bylaws, STARFLEET Constitution/Bylaws, and Robert's Rules of Order.

II.

The duties of Chapter Parliamentarian are detailed in Robert's Rules of Order. They will also have the authority to interpret the Chapter Bylaws. They will also have the authority to interpret or obtain interpretation of the STARFLEET Constitution / Bylaws, and Robert's Rules of Order.

III.

The position of Chapter Parliamentarian will be appointed by the Commanding Officer with the approval of the Executive Committee. Chapter members may submit nominations for the position.

IV.

The position of Chapter Parliamentarian will be for a term of two (2) years. The two (2) year term will begin and end at the June General Meeting.

V.

In the event the position of Chapter Parliamentarian is declared vacant, the position must be filled within ninety (90) days of the next scheduled General Meeting. Until the position is filled the Executive Committee will discharge the duties of the Chapter Parliamentarian.

VI.

The Chapter Parliamentarian will make themselves available at all Chapter General Meeting, Special General Meetings, Executive Committee Meetings, and Special Executive Committee Meetings.

VII.

The Chapter Parliamentarian must be an Active Member of the Chapter and have completed OTS (Officers Training School) and OCC (Officers Command College).

VIII.

The Chapter Parliamentarian is an Officer of the Chapter but they are not a member of the Executive Committee and do not have a vote at Executive Committee Meetings and Special Executive Committee Meetings except per Article XI Section IV.

IX.

The Chapter Parliamentarian can be removed from office by request, as stated in Article XI, or for not attending 80% of the scheduled General Meetings, Special General Meetings, Executive Committee Meetings, and Special Executive Committee Meetings without prior approval of the Commanding Officer.

**Article XXVI
Conflict of Interest**

I.

When an Active or Associate member of the Chapter believes a Conflict of Interest has arisen they must present it at a General Meeting, Special General Meeting, Executive Committee Meeting or Special Executive Meeting, either in writing or verbally. If verbally it must be done during the meeting so it can be entered into the meeting minutes.

II.

The Executive Committee will make a ruling on the Conflict of Interest at the next scheduled Executive Committee Meeting or Special Executive Committee Meeting. Their ruling will be relayed to the member(s) who brought the matter before the committee and the affected member(s) within seven (7) days following the ruling.

**Article XXVII
Security Procedures**

I.

If a Chapter member(s) or non-member(s) is (are) requested to leave a Chapter activity/event the person(s) will be provided every opportunity to leave of his or her own accord. If they refuse to leave the chairperson or coordinator will contact the proper authorities to have the person(s) removed. At no time will a Chapter member or non-member use physical force against the person(s) unless in defense of life and limb of themselves or others.

**Article XXVIII
Chapter First Aid Kit**

I.

The Chapter First Aid Kit is for the treatment of minor injuries only. If the injury is other than a minor one it will be the chairpersons or coordinators responsibility to call for proper emergency assistance.

II.

The Chapter First Aid Kit will be provided at all Chapter activities/events where one is not already available at the location of the activity/event. It will be the chairpersons or coordinator responsibility to ensure a First Aid Kit/supplies will be at the location and how to call for proper emergency assistance.

**Article XXIX
Responsibility for Chapter Members Who Are Minors**

I.

When a Chapter member is a minor, they are to provide a "Parental Consent" form (provided by the Chapter) which the minors parent(s) or legal guardian(s) must sign, before they can become members of the Chapter or participate in any Chapter activities/events.

**Article XXX
Chapter Liability**

I.

Under no circumstances will the Chapter assume any responsibility or liability for the safety, health or well being of any member or guest whatsoever.

II.

Under no circumstances will the Chapter assume any responsibility or liability for the loss, theft or damage of any members or guest property whatsoever.

**Article XXXI
Amendments**

I.

These Bylaws may be amended, repealed or superseded, either in whole or in part by a 2/3's majority vote of the Active and Associate Members of the Chapter.

II.

A motion for amending the bylaws must be presented at a General Meeting in accordance with Robert's Rules of Order where not inconsistent with the parliamentary authority of the Chapter.