USS Las Vegas (NFC-0502)

Operations Manual

This manual contains the descriptions and operational procedures of the

USS Las Vegas, a Star Trek fan club

Last Revision: Sept 8th 2021

USS LAS VEGAS (NFC-0502)

[www.usslasvegas.org](http://www.usslasvegas.org)

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**USS Las Vegas Mission**

• To hold true to the ideology and vision of the future as held by the Late Great Bird of the Galaxy, Gene Roddenberry.

• To actively improve ourselves as shipmates and as fellow beings of the universe.

• To practice and encourage tolerance by all beings for all other beings to help create a universe where all species, races, genders and other life forms are respected and can flourish.

• To work together to help those less fortunate or with special needs to fill those needs in order to become contributing members themselves of the universe.

• To do our part to make the universe a better place for all life forms.

**Introduction**

The USS Las Vegas was built in September of 2005 and put into service shortly thereafter. She went into dry dock a short time after that during which new crew members were added and organizational responsibilities were assigned.

The USS Las Vegas came out of dry dock in October 2005 with a small senior staff and began holding meetings to layout plans for the ship’s activities and to enlist additional crew members. The first regular meeting was held on Saturday, January 21, 2006 at Quark’s Bar & Restaurant. The monthly meetings were originally to be held on the 3rd Saturday of each month. The crew was surveyed and it was determined that the 3rd Wednesday would be better to accommodate members’ work schedules. This was changed after the inaugural meeting and subsequent meetings have been held on the 3rd Wednesday of each month.

The normal meeting place for the meetings is Blueberry Hill Restaurant and Bakery. The meetings begin at 6:00 PM with the ordering of dinner. While we wait for our meal to be replicated, we start the meeting with Monthly Agenda

The ship intends to be both a social club for the members as well as having activities that serve our local area as well as nationally. The USS Las Vegas will actively work towards making the universe a better place for all life forms, as is stated in our mission statement. We will accomplish this goal by participating in charity walks, possibly cleaning a section of highway as well as other functions not yet named.

The ship maintains a website as well as a Facebook Page. The website is located at www.usslasvegas.org. The website is primarily used for disseminating information to the general public as well as members of the crew. We also have a closed Facebook just for members of the USS Las-Vegas. This is used exclusively by the crew to communicate activities reminders and announcements.

This operations manual is a living document and will be revised on a regular basis. You can always find the current version on the USS Las Vegas website at www.usslasvegas.org. *...working to make the universe a better place for all life forms.*

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**Senior Officers USS Las Vegas**

There are eleven (12) senior Officer roles. The following are guidelines for use of these roles.

 **Admiral-CEO**

 **Captain**

 **First Officer- AKA XO**

 **Chief Helmsman-**

**Chief of Operations -**

**Chief of Security**

**Chief Tactical Officer**

**Chief Engineer**

 **Chief Medical Officer**

**Ships Counselor**

**Chief Communications Officer**

**Chief Science Officer**

**Sergeant at Arms**

**Record /JAG Officer**

**CHAIN OF COMMAND**

**Fleet Admiral-Paul Walker**

Duties include overseeing all operations of the Fleet including the USS Las Vegas Intrepid class Starship. Admiral Walker is also in charge of Special Projects and events and providing monthly Star Trek Updates on all aspects of the franchise.

**Captain- Robert Niwa**

This is the position that ultimately holds all responsibility for the ship. The Commanding Officer (or “CO”) is responsible for all the actions of everyone under his/her command. It is his/her job to make sure that everyone beneath him is fulfilling their responsibilities. It is also the CO’s job to make sure that all financial and communications records are being kept current and are accurate.

This does not mean that it is the CO that performs all of these functions. The CO delegates most of the day to day responsibilities to the rest of the senior officers. Each officer has an area or areas of responsibility and it is their job to see that duties that fall within those areas are performed. Again, the senior officers themselves may not perform all the day to day duties that are required of each area, but they are responsible to the CO for those areas.

The CO makes reports to the Admiral the XO makes reports to the CO and the head of each department makes reports to the XO. If a senior officer is not performing their duties correctly or diligently, it ultimately falls on the CO to correct the situation.

The CO has the authority to assign the duties as he sees fit as long as certain basic duties and responsibilities are performed and performed correctly. Because of his ultimate responsibility the CO has a great deal of latitude regarding the functioning of the ship.

**Because finances are so vital to an organization, this also falls under the Captain’s responsibilities. The acts as the treasurer for the ship and gives a report at each meeting of the funds available for the ship and how said funds are being spent. This amount will be verified By the COO by reviewing the account Monthly.**

**Executive Officer- Commander Aly Ingman**

The Executive Officer, or the First Officer, also known as the “XO” is to be ready at all times to fill in for the CO. There are many situations that could call for the XO to assume the responsibility of the CO. Among those are:

• Incapacitation of the CO due to illness

• A previous commitment of the CO that prevents his/her attendance

• By request of the CO

Because of this possibility, the XO is generally very informed and knows almost everything that the CO knows. There are rare occasions where items are marked as CO’s Eyes Only. But this is very rare. The rest of the senior staff as well as the crew should assume that the XO knows everything the CO knows and can confide in the XO as well as the CO.

The XO is also the officer that takes the reports from the other senior officers. If a problem arises, it is the XO’s responsibility to Bring the situation to the Captain to resolve the situation if possible. It is only after a determination is made by the XO, that any issue is taken directly to the CO. In most situations, the XO and the CO work very closely together and few conflicts arise.

**Chief Helmsman**- **Roger Hasbany** The Helmsman steers the club in the direction of Charity events and directs commerce and collectible Sales.

**Chief Of Operations -Lieutenant Commander Ty Hummon**

The Chief Operations Officer, or “COO” is responsible to make sure that all operations run smoothly and see to the physical needs of the organization. It is the COO’s responsibility to secure meeting spaces when needed, make any reservations, arrange for travel for any members that need the assistance and then to see that when the meeting is over that everyone is safely conveyed back to their quarters and the meeting place has been returned to its owner with any compensation due.

**Chief Security Officer – Ty Hummon Lieutenant Commander 4th in Command**

The Chief of Security is responsible for the physical security of every meeting of the ship. This includes being aware of any potential problems and making sure proper steps are taken to keep the crew out of harm’s way and reporting any issues to the XO.

The Chief of Security is also authorized and responsible to assist any other senior officer to enforce the rules of the ship. For instance, if the CMO sees a crew member acting in a dangerous fashion, the Chief of Security might be called upon to assist the CMO in correcting the situation.

**Chief Tactical Officer- Lieutenant Roger Hasbany**

This Chief Tactical Officer is responsible for ensuring that personal and club property is in a secure location during events. The Tactical Officer will work closely with the Security Chief and The Sergeant at Arms

**Chief Science Officer-****Lieutenant Marcus Chin**

The Chief Science Officer is responsible to keep up with scientific advancements made throughout the world and to report periodically on those advancements. This is an effort to educate the entire crew and look for ways we can use those scientific advancements in our efforts to make the universe a better place for all life forms.

**Chief Engineer Lieutenant -Open**

The Chief Engineer is responsible to build and set up the Star Trek Convention Booth once a year.

**Chief Medical Officer-Lieutenant Commander Dr. Carol Jean Tillman, D.V.M.**

The officer in charge with the responsibility for the health and well-being of the ship's crew. To have periodic lectures regarding medical issues and away missions that involve some healthy activity and calisthenics. This is an effort to educate the entire crew and look for ways we can use medical knowledge in an effort to make the crew healthier, and to Live Long and Prosper.

**Ships Counselor-Lieutenant Commander -Charles Parker 3rd in Command**

The Ship Counselor is responsible for the attitude and general wellness of the entire ship’s crew. It is this officer’s responsibility to plan and organize events that will keep the spirits of the crew in high order and to help the crew to grow into a cohesive unit. The Ships Counselor should continually monitor the status of the crew and if any problem arises, that should be brought to the Captain and XO’s attention immediately. The Ships Counselor will be responsible to help the crew deal with any problems and tend to their needs in order to bring that crew member back to peak efficiency and happiness. The Ships Counselor will also be in charge of our Monthly Trivia Contest to engage the crew with fun facts and information.

**Chief of Communications- Lieutenant C. J. Matthews**

The Chief of Communications, or the “Comm Officer”, is responsible for all required communications activities. These include taking the minutes from the meetings. Social Media will need to need to be updated on a regular Basis. The Minutes will be taken and transmitted to the Captain for final approval and upload to our social Media once a platform that is suitable is found.

The Comm Officer should record the attendance at normal monthly crew meetings as well as Away Missions and Document each of these events.

**Sergeant At Arms- Lieutenant Commander Edward Millard**

This position has been created to ensure the safety of all attending members and guests to any USS Las Vegas Meeting or event. Current Sergeant at Arms is EDWARD MILLARD.

**Records/JAG Officer- Lieutenant Commander Pat Arthur**

This position was created to bring order to Chaos. All records have been updated and revised to our new standards. Pat Arthur will be in charge of all Record Keeping, Complaint and Comment Communications and all records will only be available to her and the captain.

**MEMBERSHIP CREED**

1. Each member has the right to be informed of all Chapter meetings and events and allowed to participate in these activities (allowing for space limitations, guests must be approved by the Commanding Officer. Exception may be for Senior Officer Meetings
2. Each member has the right to pursue his or her choice of rank path, to advance according to that path, and to hold positions aboard the ship according to the requirements of that path.
3. Each member has the right to vote on all motions put before the Chapter by the Senior Officers.

4. Each member has the duty to uphold the basic tenets of the USS Las Vegas and to respect the will of the members upon vote completion.

1. Each member has the right to voice their opinions and concerns in a direct and honest manner, while providing logic to back up their statement.
2. Each member has the duty to behave in a forthright and respectful manner to their fellow members, to respect their concerns & and choices, and to generally promote a supportive & courteous environment.

 7. Each member has a right to privacy. No member will give out any fellow members information (telephone number, address, e-mail, etc.) to any individual, without prior permission from that member. Exception to this is granted to the CO and XO for event and announcement use.

1. Each member has the duty to represent the USS Las Vegas in an honest and forthright manner in any functions that they attend.

**CODE OF CONDUCT**

Ultimately, members are to treat other members, vendors, and the public with respect and understanding. Cruelty, rude behavior, and bullying are never acceptable. Please see conflict resolution section for details on how these and other matters are to be handled. Here are some simple rules for conduct: ′ To praise in public and critique in private; ′ To never assume, but always verify; ′ To be the first to praise and the last to criticize; ′ To not willfully cause negative or unproductive confrontations to strive to be part of the solution, not part of the problem. It is important to keep outside issues separate from the USS Las Vegas. If a member cannot follow the rules of conduct or are unwilling to follow mandates violates the code of conduct and/or conflict resolution, they will be removed.

VOTING PROCEDURE:

The standard voting method will be by **MAJORITY** vote within the USS Las Vegas. Votes will be done in writing via secret ballot. All Active members are eligible to vote. This method is optional, and to be used upon the discretion of the captain. The captain settles ties or calls for further conversation and holds a re-vote if necessary.

**CONFLICT RESOLUTION**

 Why do we have Conflict? Conflict in small, personal organizations like ours usually arise from one of five different kinds of situations.

**Different Needs**

 The first is when members have different needs, objectives, or values. If the members involved are mature enough to recognize the problem and to reach a compromise, this kind of conflict can be the least troublesome and the most rewarding. It’s especially useful in broadening people’s viewpoints!

**Different Perceptions,**

The second is when members have different perceptions of each other’s motives, or the meaning of each other’s words of actions. This can range from simple misunderstandings to a complete lack of trust. Again, if the members involved are mature adults, the problem can usually be solved if each member explains his/her point of view in a reasonable and intelligent manner (and then gets on with business as usual).

**Different Expectations**

The third is when members have expectations of results. This kind of conflict is best addressed before it has a chance to get started. That’s why it’s always best to clearly identify what results are expected from a project before we begin working on it.

**Personality Clashes**

 The fourth Is when two or more members are unwilling to work through issues: to collaborate or to compromise. This is usually the result of a basic personality clash and may require the intervention of either the Admiral or the Captain. If the squabbling members still cannot effectively work together.

**Immature Members**

The fifth situation is when we have a member who is immature and won’t take no for an answer.

, then the Admiral/Captain will have one recourse: the member must be removed with due process.

Any Threats made to the Club or its Members will be grounds for Automatic Expulsion

**DUE PROCESS**

**Complaints**

A complaint about a member’s conduct or conflict must be submitted in writing to the Jag Officer via written document, which will be available at every meeting. The matter will be brought to the Senior Staff and the individuals involved ONLY! Not the general membership.

All complaints will be documented with a signature and will be answered within a 7-day period via email by JAG officer and they will make the decision if it needs to be looked at by senior staff or above, if complaint is not signed it will take up to 14 days to be looked at and considered. All complaints will be considered as private and not shared with membership unless deemed necessary by the Admiral and Captain.

 **Comments- Suggestions- Questions**

These will be answered within 7 days by the JAG officer**.**

**Depending on the type of infraction, they will be handled in 2 ways**

**1: Minor Infractions-Disagreements** Any action not considered an offense will receive 3 months Suspension and a one-year probation period to be evaluated any further infractions or complaints will result in permanent removal from the USS Las Vegas

**2: Major Infractions, Harassment Violence:** Threats or any action that could be considered criminal. Will be voted on by the Senior Staff and that person could be removed from the club permanently.

Only persons allowed to **Vote on Removal or Return** are the Senior Staff

The Decision of the Senior Staff Vote is final and permanent and can only be overturned by the admiral and the captain with proper documentation.

People like these can ruin this experience for everyone around them and any member’s first duty is to preserve the harmony of the USS Las Vegas overall. How can I avoid conflict? Conflict is inevitable. IT will happen. It is important to recognize the difference between positive conflict and negative conflict, and to understand how to deal with negative conflict when it occurs.

**Resignations**

Resignation forms will be available to all members and senior staff. If a member chooses to resign, He or She has 5 days to submit a written resignation Form to the Captain or it will become automatic in 5 days and the member be removed from the Contact Roster. If a member submits a formal resignation,

**Returning to Membership and Meeting Attendance**

Return to the Club and meetings, A request must be presented the JAG Officer in writing and voted on by the Senior Staff and Approved by The Admiral and the Captain.

**FINANCIAL REPORTING**

**The Karen Kunzig Memorial Latinum Fund**

**The funds are collected to cover costs associated with Annual Star trek Convention in Las Vegas. The amount held in the account will be updated by the captain and verified by the COO officer monthly and presented to the members on the agenda at each monthly meeting.**

**Definition of Active Members/ Guests and Cadet’s**

**What is an active member?** An active member is a member that has attended at least 3 events or Monthly Meetings in a rolling 12-month period. Active Members able voice complaints, make suggestions and ask questions and vote as full member of USS Las Vegas. All Active members must complete a current contact form and will be updated every 6 months.

**Agenda Speakers at Monthly Meetings**

**Only Active Members in Good standing are allowed to ask to be on The Official Agenda for the Meeting, and must be approved by a Senior Staff Member 3 days Prior to the Monthly Meeting**

**Guest Participation at Monthly Meeting**

**Guest,** Are allowed to participate in club meetings only during open forum and must be a topic relating to club Business. Guests will NOT be allowed to vote or make Motions or comment on procedures. Guests may become an active member at any time. Guests will be offered a contact form at each meeting.

 **“Cadet**” This is a member who is under the age of 18 years, and an active

member. All cadets will need to complete a contact Form to be completed by Parent or Guardian.

**SOCIAL MEDIA AND INTERNET STANDARDS**

 In the modern twenty-first century, technology has become prevalent in our daily lives and even has become inseparable for many. As such, technology can be our greatest tool to recruit and engage members of the USS Las Vegas. The following tools will be of much help to existing and future chapters and their members. 1) Social Media: social media is definitely one of the biggest platforms you can use to reach out to the public and your members. Facebook, Twitter, Instagram, Snapchat, and Pinterest are just many possibilities you can use. First, for Facebook, keep a public page for recruiting and for members who may just want some general information. Second, keep a group page for Crew. This is because there may be things that are privy to only members, such as business-related posts or anything that is just among crew. Again, with using social media the person using your account should be few and normally shared between members such as the CO, XO, and a Designated Officer. Not everyone should have access or admin privileges, and always remember to use your best judgement on social media. Try to keep everything neutral and avoid conflict as it could cause problems for the USS Las Vegas.