



# (OPERATIONS MANUAL)

**REVISION  
#2021-12**

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## SECTION 01 – INTRODUCTION

Greetings and Welcome,

This manual is intended to familiarize the STARFLEET membership with the organization and responsibilities of the Office of the Inspector General, STARFLEET.

The Office of the Inspector General, STARFLEET was first created by Fleet Admiral Steve Smith in 1986. When Fleet Admiral Jeanette Maddox succeeded him in 1988, she closed the Office. Fleet Admiral Rob Lerman created the Office of Judge Advocate General when his term began in 1993, granting it the powers formerly held by the IG. This office, held by Gary Scott Decker, was even recognized by the United States Navy's office of the Judge Advocate General. The next Inspector General, STARFLEET was Commander Jack Hopkins, who was appointed in 1995 by Fleet Admiral Dan McGinnis at the start of his term. Fleet Admiral Michael D. Smith named Rear Admiral Robert Westfall to succeed now-Commodore Hopkins in 1997. Admiral Westfall was himself replaced in 2000 by Captain Danny Potts. Captain Potts stepped down in 2001 when Fleet Admiral Les Rickard took office.

Admiral Rickard named Major General Robb Jackson as the Inspector General. In 2005, Danny Potts was once again appointed as IG and he was succeeded in 2006 by Ray Brown, both of whom were appointed by Fleet Admiral Mandi Livingston. In 2008, Robert Westfall was once again appointed as Inspector General and in 2008 Wade Hoover was appointed, both by Fleet Admiral Sal Lizard. In 2012, Fleet Admiral Dave Blaser appointed Jeff Victor as the IG. In 2017 Fleet Admiral Robert Westfall appointed Stephen Stott as the Inspector General.

Please feel free to contact myself or my staff with any questions or concerns you may have.

Commodore Stephen Stott  
Inspector General, STARFLEET  
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## SECTION 02 – ORGANIZATION

### SECTION 02:01 – ORGANIZATION

#### *STARFLEET Membership Handbook Section 03*

The Inspector General, STARFLEET is nominated to the Office by the Commander, STARFLEET. This nomination is then submitted to the Admiralty Board for confirmation by a simple majority vote. Upon confirmation, the Inspector General, STARFLEET shall serve a term of no more than three (3) years, to commence on the first day of the year after the Commander, STARFLEET taking office and ending on the last day of the year following the election of a Commander, STARFLEET. At the conclusion of such a term, and if the CS so desires, the IG may be resubmitted to the AB for re-confirmation to serve another term.

The Inspector General, STARFLEET acts as STARFLEET's chief investigator in matters where their expertise is called upon. The Inspector General is invested with broad investigative powers in accordance with the guidelines established in the Inspector General Handbook. The Inspector General, STARFLEET can also draw upon any Fleet Personnel to aid in any matter relevant to the operation of STARFLEET. It is also at the discretion of the Inspector General, STARFLEET to assemble a staff to carry out their duties within selected Regions or areas. These Staff Officers shall report directly to the Inspector General, STARFLEET who shall be held liable for the results brought about their staff.

The Inspector General is also charged with overseeing electoral process to elect or confirm the Regional Coordinators within the various STARFLEET Regions. Additionally, the Inspector General, STARFLEET serves as the election coordinator and manages the triannual election for the Commander STARFLEET. The Inspector General is responsible for hiring an independent CPA or certified election company who is in no way associated or affiliated with any chapter or member of STARFLEET to oversee the tallying of the returned ballots. The Inspector General, STARFLEET is expected to perform its duties in total impartiality, and shall not allow personal opinion to color, or perceive to color, either the investigation or its findings. The Inspector General, STARFLEET may choose to recuse themselves from an investigation if they believe that a perceived or actual conflict of interest exist. In such cases, they shall choose one of the Assistant Inspectors Generals to perform the investigation and make the report.

The Inspector General, STARFLEET reports to the Commander, STARFLEET, shall be at least 23 years old, be a member in good standing of STARFLEET and meet qualifications specified in this document and the STARFLEET Membership Handbook.

## SECTION 02:02 – OFFICE ORGANIZATION

The Office of the Inspector General, STARFLEET, is comprised of the Inspector General (IG), the Deputy Inspector General (DIG), the Assistant Inspector General (AIG), and their respective staffs. The actual number of personnel attached to the IG's Office may vary due to changes in the organizational structure of STARFLEET, the deemed necessity of various staff positions, as well as the personal preferences of the IG/DIG/AIGs.

Each Region has an Assistant Inspector General position, though it may not be filled. The STARFLEET Marine Corps is also allotted an AIG. Each Inspector General, regardless of level, is authorized a staff to assist them in the execution of their official duties. Such staff is assigned either on a case-by-case basis and serves the term of the respective Inspector General. The IG reserves the right to configure the office staff as he/she sees fit to ensure smooth and efficient operation of the mission.

## SECTION 02:03 – CHAIN OF COMMAND

The Chain of Command for the Inspector General's Office is a linear one. The Inspector General, STARFLEET, reports directly to the Commander, STARFLEET. He also briefs the Admiralty Board on behalf of the CS on matters of recording votes of the Admiralty Board and the investigation of violations of a member's rights.

Reporting directly to the Inspector General, STARFLEET, is the Deputy Inspector General. The Assistant Inspectors General report to the DIG. Each member of the Inspector General's staff/ office reports to that Inspector General. All members of the Office of the Inspector General are ultimately responsible to the Inspector General, STARFLEET for their conduct in office.

## SECTION 02:04 – DUTIES

The Inspector General's Office is charged with three main duties, as outlined in the STARFLEET Constitution:

- To act as the primary investigative arm of STARFLEET. In this capacity, the IG's Office is charged with investigating possible violations of the STARFLEET Constitution, or basic member's rights, by the members of STARFLEET.
- To conduct biennial Votes of Confidence or elections of Regional Coordinators.
- To serve as STARFLEET Election Coordinator in conducting the Triennial Vote of Confidence or Election of the Commander, STARFLEET.

## SECTION 02:05 – AUTHORITY

The Inspector General's Office is invested with investigative powers contained within this manual, as approved by the STARFLEET Admiralty Board and in accordance with guidelines set forth in the STARFLEET Membership Handbook.

## SECTION 03 - PERSONNEL

### SECTION 03:01 – PERSONNEL

All members of the Office of the Inspector General, STARFLEET, shall be members in good standing within STARFLEET. They also shall have taken and passed the Officer Training School (OTS) and the Officer Command College course (OCC) at the STARFLEET Academy and the appropriate STARFLEET data protection courses. No active member of the STARFLEET Executive Committee, Admiralty Board, or Regional Staff shall serve in this office. All members of the Inspector General Staff must not have had any negative investigation sanctions in their record or violated any local or national laws that would prohibit them from being members in good standing with STARFLEET.

### SECTION 03:02 – INSPECTOR GENERAL

#### Selection

The Inspector General is nominated by the Commander, STARFLEET, and must be confirmed by a majority vote of the Admiralty Board. The IG must be at least 23 years of age and answers directly to the Commander, STARFLEET. The IG is a member of the Commander, STARFLEET's staff.

#### Duties and Responsibilities

The Inspector General is STARFLEET's chief investigator in matters where such expertise is called upon. The IG is responsible for all complaints brought to the attention of the Commander, STARFLEET, that the CS chooses to investigate. Such investigations, depending on scope, shall either be handled by the IG, DIG or one of the AIG's.

#### Term of Office

If at any time the Commander, STARFLEET becomes dissatisfied with the performance of the Inspector General, STARFLEET, he may submit a motion to the Admiralty Board to have the Inspector General, STARFLEET removed from office. The Admiralty Board shall have thirty (30) days from the date of the motion to investigate the matter but may vote to extend this period an additional thirty (30) days by a simple majority vote. At the end of this period, the Admiralty Board shall submit the motion to a vote. By a simple majority, the AB shall then vote whether to remove the Inspector General, STARFLEET or not.

### SECTION 03:03 – DEPUTY INSPECTOR GENERAL

#### Selection

The Deputy Inspector General is appointed by the Inspector General, STARFLEET. The DIG must be at least 23 years of age and answers directly to the Inspector General, STARFLEET.

#### Duties and Responsibilities

The Deputy Inspector General is responsible for carrying out any investigation assigned to them by the IG. In general, these are for Regions that do not have an active AIG in office. The Deputy IG is also responsible for overall management and leadership of subordinate staff members to include AIGs and any staff members acquired on the IG team. The Deputy IG will also assume the responsibility as Election Coordinator for the Triennial Commander STARFLEET election in the event the Inspector General cannot perform that function.

#### Term of Office

The Deputy Inspector General, STARFLEET, serves at the pleasure of the Inspector General, STARFLEET.



## SECTION 03:04 – ASSISTANT INSPECTOR GENERAL

### Selection

The Assistant Inspectors General are appointed by the Inspector General, STARFLEET. The AIGs must be at least 23 years of age and answers directly to the Deputy Inspector General and the Inspector General, STARFLEET. AIGs are assigned either directly to a region or serve based on the needs of the IG. If an AIG is appointed based on a particular region then they must be from that region. An AIG may be appointed to cover more than one region based on mission requirements of the IG. The SFMC AIG must be a member of the STARFLEET Marines. AIG's are not considered part of the staff of the Region they represent and are not answerable to the Regional Coordinator.

### Duties and Responsibilities

The Assistant Inspector General's are charged with carrying out investigations assigned to them by the Deputy Inspector General, STARFLEET or the Inspector General, STARFLEET. In general, these investigations shall concern those within the Region itself, though they may assist in investigations outside their Region.

### Terms of Office

Assistant Inspectors General, STARFLEET, serve at the pleasure of the Inspector General, STARFLEET.

## SECTION 03:05 – MISCELLANEOUS STAFF POSITIONS

The Inspector General, Deputy Inspector General, and Assistant Inspector General; may, at their discretion, appoint staff members to assist them in their duties. These appointments may be for the duration of an investigation, or the respective Inspector General's term of office. All staff appointments must be approved by the Inspector General, STARFLEET.

## SECTION 04 – ELECTIONS

### SECTION 04:01 – REGIONAL COORDINATORS

#### *STARFLEET Membership Handbook Section 03:06*

The Regional Coordinator (RC's) are the representatives of STARFLEET to the members of the region they represent and are responsible for representing the membership of their region to STARFLEET. RC's are responsible for all Fleet policies in the region they represent and for all regional finances. RC's are required to comply with all policies and handbooks which are approved by the Admiralty Board. RC's are effectively the chairpersons of the region that they represent. Though they may not hold the highest rank, they hold ultimately authority and all members of the Region are answerable to them for STARFLEET business. RC's have the authority to launch and disband chapter-in-training within their own region. RC's are required to make a monthly regional operations report to the Chief of Operations, STARFLEET and to the Commander, STARFLEET, detailing all operational chapters and chapters-in-training and their activities. RC's who fail to report, or who file two late reports within a twelve-month period, or who fail to cast votes in at least 75% of the matters put forth for vote within any one calendar year, the Admiralty Board may, by a two-thirds vote of the assembled AB, excluding the RC who is the subject of the removal petition, remove any RC, as specified by Article 5, Section 5.16 of the STARFLEET Bylaws.

RC's are responsible for developing their own programs and activities within their region (as consistent with Fleet policy), and for the appointment of at least one Vice Regional Coordinator (VRC) to serve as the RC's assistant within their Region. RC's may serve as a chapter CO but are not required to do so. The chapter the RC is a member of, if they so choose and whether as CO or not, is considered the flagship of that region. Regional Coordinators are voted on by the Commanding Officers of the chapters of the region, through a democratic balloting process of suitable candidates, using balloting guidelines set forth by the EC and administered by the IG. RC's serve at the pleasure of their region and the RC must undergo either a biennial election or "vote of confidence" from their electorate, in order to assure that the needs of their region and members are being met. RC candidates are required to have completed Officer Training School (OTS) and Officer Command Course (OCC) before running for office.

#### **SECTION 04:02 – NOMINATIONS**

Every two years, an election for the Regional Coordinator shall be held at a time to be determined and announced by the Inspector General, STARFLEET. In addition, if a sitting Regional Coordinator retires or resigns from office, the Inspector General, STARFLEET will begin the process of selecting a new RC. The IG shall make a general announcement to the Commanding Officers of the Region seeking nominations. This announcement shall include the process in which nominations should be submitted, and the timeframe for doing so.

#### **SECTION 04:03 – NOMINATION PROCESS**

Nominations shall be accepted for a period of thirty days from the first announcement by the IG that nominations are being sought. Once the nomination window opens, those seeking to become RC shall provide to the IG letters/emails from at least 10% of the Commanding Officers of the chapters in good standing of the Region who shall affirm their nomination of the candidate or at least from two chapters in the region.

Each letter/email shall include:

- The name of the nominating CO's chapter
- The nominating CO's name and SCC number
- The contact address of the nominating CO
- The name of the candidate for the RC they are nominating
- The nominating CO's signature and date

In addition, any candidate for RC shall include in a letter/email to the IG the following:

- Their name and contact address
- Their date of birth
- A statement affirming that they are over 21 years of age and meet all eligibility requirements to serve as Regional Coordinator
- A statement affirming that they will run for RC if nominated
- A statement affirming that they have on file their current STARFLEET Data Protection Policy classes (SFDPP)
- Their signature and date

All letters of nomination and of candidacy are due to the Inspector General no later than the last day of the nomination period as outlined in the original announcement.



The Inspector General shall verify the information presented in each letter of nomination and candidacy to determine the veracity of the information presented. They shall confirm that each letter has the presence of signature and date and shall verify with Membership Processing and Operations that the member and chapter are both in good standing.

As noted above, each candidate for RC must have nominations from at least 10% (rounded up) of the total number of chapters in a Region in order to be placed on the ballot. A nominee must receive a minimum of two nominations.

#### **SECTION 04:04 – ELECTION**

If any candidate other than the current RC receives nominations from 50% + 1 or more of the Region's total chapters, that candidate shall be automatically declared the Regional Coordinator-elect. If only one candidate is nominated, and that candidate is not the current RC, that candidate shall be automatically declared the Regional Coordinator-elect. If more than one candidate is nominated, and no candidate receives nominations from 50%+1 or more of the Region's total chapters, then an election shall be held. Should the current RC receive 50%+1 or more nominations, the current RC will undergo a Vote of Confidence and no election will be held.

#### **SECTION 04:05 – ELECTION PROCESS**

The Inspector General shall within seven days of the end of nomination process, announce the candidates for Regional Coordinator. The IG, either by electronic communication or by regular mail, will inform the Chapter Commanding Officers of the proper procedure for submitting votes for the designated candidates.

The voting period shall be thirty days. At the end of the thirty days, the Inspector General shall tally all the votes received. The candidate with the plurality of votes cast shall be submitted to the Commander, STARFLEET, for appointment as the next RC. The Inspector General shall make available to all the candidates a report showing the percentage of the votes cast in their favor. The actual vote of each chapter or shuttle shall remain private to the IG. Should there be a tie at the end of the election period the IG will confirm that all eligible chapter commanding officers have voted. If all that have wanted to vote have voted and there is still a tie then the IG will announce a voting period where the STARFLEET Executive Committee, except for the CS and VCS, shall vote on the eligible candidates. The candidate receiving the most votes will be elected RC.

The typical timeline for an Region Coordinator Election will be as follows: Nomination Period (30 days), Election Period (30 days), Transition Period (30 days), and RC elect assumes position at the start of the month following the transition period if applicable. The IG will ensure these dates are posted in the election announcement.

#### **SECTION 04:06 – COMMANDER, STARFLEET**

Chapter 4 of the Membership Handbook outlines the election process for the triennial election of the Commander, STARFLEET. The Inspector General shall secure an independent CPA or certified election company to receive and tally the ballots cast by the members of the fleet. The chapter also lays out the timeline for the election.

## SECTION 05 – VOTES OF CONFIDENCE

### SECTION 05:01 – REGIONAL COORDINATORS

#### *STARFLEET Membership Handbook Section 07:01*

If any Region's Commanding Officers (COs) become dissatisfied with the performance of their RC, after first exhausting all avenues to reconcile their differences with said RC, the CO's shall petition the Inspector General, STARFLEET, to initiate a process to remove said RC from office. Upon receiving the petition signed by at least 25% of the Region's COs, the Inspector General, STARFLEET will orally interview and/or request written statements from any and all parties involved. The Inspector General, STARFLEET may recuse himself and his staff from the matter only if he/she believes that his/her office's participation in the matter would create a conflict of interest or the appearance of impropriety. In this case, if there is no one on the Inspector General's staff who may assume jurisdiction over the matter, the petition shall be sent to the Commander, STARFLEET for further action.

After giving all positions due consideration, the Inspector General, STARFLEET (or the investigator who assumed authority over the case), in consultation with the Commander, STARFLEET, must decide whether to submit the petition to the Admiralty Board (AB) for further consideration or call for an immediate Vote of Confidence by the Commanding Officers of the Region the RC represents.

### SECTION 05:02 – SCHEDULED VOTES OF CONFIDENCE

As dictated by the Membership Handbook, election for Regional Coordinator must be held every two years. If the sitting Regional Coordinator is the only candidate for office or receives 50%+1 or more of the nominations returned, they shall undergo a Vote of Confidence (VoC) instead.

Each VoC is scheduled to last thirty days. The Inspector General shall send a packet to each Chapter/ Shuttle Commanding Officer within the Region. Said packet will include a letter from the Inspector General detailing the VoC process, including when a ballot must be returned, and the ballot itself. The ballot instructions must include an electronic means of signature validation if this is done by email. This can either be done by the CO scanning and sending their signature and date or utilizing the authorized email and date sent as part of the verification process. If the Commanding Officer is not completing and returning the ballot, a letter signed by the CO stating their proxy must accompany, or precede, the ballot.

### SECTION 05:03 – NON-SCHEDULED VOTES OF CONFIDENCE

A Vote of Confidence may be called on a Regional Coordinator at any time, provided that one of the following occurs:

- At least 25% of a Region's Commanding Officers petition the IG to hold a VoC on the RC. The IG shall investigate the reasons given by the COs requesting said VoC and shall present the matter to the Commander, STARFLEET for deliberation and decision. The CS can either call for a VoC or refer the matter to the Admiralty Board. The Admiralty Board shall then decide whether a Vote of Confidence is warranted.
- At least 50% of the Region's Commanding Officers petition the IG to hold a VoC. In such cases, the IG shall immediately prepare a Vote of Confidence on the RC.
- A sitting RC may call a Vote of Confidence upon themselves at any time by contacting the IG to request one.

As with scheduled Votes of Confidence, unscheduled VoCs last thirty days. The IG shall send a packet to each Chapter / Shuttle Commanding Officer within the Region. Said packet will include a letter from the IG detailing the VoC process, including when a ballot must be returned, and the ballot itself. The ballot shall include the name of the RC, the vote of yav for keeping the RC or nay for dismissing him/her, and places for the CO to sign and print their name and list their telephone and email contact information. If the Commanding Officer is not completing and returning the ballot, a letter signed by the CO stating their proxy must accompany, or precede, the ballot.

### SECTION 05:04 – RELEASE OF RESULTS

When completed, the results of any Vote of Confidence shall be sent via email to the Regional Coordinator and the Commander, STARFLEET. The message will indicate the number of votes cast and the total for and against. The actual vote of each chapter or shuttle shall remain private to the IG. The IG may release, from time to time during the voting period, the name of the chapter or shuttle that has returned a ballot. A complete list of all chapters and shuttles who participated in the balloting, but how they voted, shall be made available to the CS and RC.

### SECTION 05:05 – COMMANDER, STARFLEET VOTE OF CONFIDENCE

If only one person shall qualify as an eligible candidate for President, a vote of confidence for that candidate shall be held by the general membership. Ballots shall be distributed according to the election schedule as defined above. Should the sole candidate fail to obtain a majority of the votes cast in the election, the candidate shall not assume office. The Admiralty Board shall then elect from its membership an Acting Commander, STARFLEET, who shall discharge the duties of President until the next regularly scheduled STARFLEET general election or until a special general election may be called, at the discretion of the Admiralty Board with the advisement of the Election Coordinator.

In the event of the Vote of Confidence, ballots shall be sent out to the members in the same way are in the general election. Tallying of ballots may be done either by the Inspector General, or an independent CPA, at the discretion of the STARFLEET Election Coordinator.

In the event no eligible person is nominated for the Office of Commander, STARFLEET, the Admiralty Board shall elect one of their fellows to serve as Commander, STARFLEET until the next regularly scheduled election.

## SECTION 06 – INVESTIGATIONS

## SECTION 06:01 – POLICY OF THE INSPECTOR GENERAL'S OFFICE

- The IG office will never deal with “Code of Conduct” violations as that is too subjective an area. The personal or professional IG definition of ‘praise’ or ‘criticize’ might be different from someone else’s.
- This Office will never deal with any violations of local, state, or federal laws. That is for the appropriate law enforcement authority to handle.
- This Office will deal only with violations of membership rights as stated in the Membership Handbook.
- This Office will never deal with personal conflicts that occurred \*outside\* of SFI events.
- This Office will never begin an investigation that is not assigned by the proper chain-of-command.

## SECTION 06:02 – INITIATING AN INVESTIGATION

The proper chain of command to begin an investigation is easy. Any member who believes that their rights have been violated should seek redress of the issue first with their Chapter Commanding Officer – unless that person is part of the issue. Should that be the case, then the member should contact their respective Regional Coordinator. The Regional Coordinator will then contact the Commander, STARFLEET and providing the necessary details as to the cause for the investigation. Such notification can be in any form, though a formal written request should follow within 48 hours. The method mentioned before is preferred but any member of STARFLEET has the right to direct submit their complaint and request for an investigation directly to the Commander, STARFLEET. The Commander, STARFLEET will review the issue and – if determined to be within the authority of the IG’s Office – will direct the IG to begin an investigation into the matter. At their discretion, the Commander, STARFLEET may instruct the Office of the Inspector General to provide more information before a decision is made on whether to launch a formal IG investigation.

Approval shall not be unduly withheld. The requesting member may appeal a denial decision to the Admiralty Board. A 2/3 vote of the Admiralty Board is the required to override the denial and move the requested investigation to the Office of Inspector General.

Once an investigation is authorized, the IG assigns it a case number and turns it over to an investigating officer – an AIG – if not conducting the investigation him/herself.

Last 2 digits of the year case is initiated in	Month the case was initiated in	Day of the month the case was initiated on	Case # (Based on # of cases preceding it in a calendar year)
01	05	- 18	015

Thus, by interpreting the case number as illustrated above, you would know that the case was opened on May 18, 2001 and was the 15th case for that year. No two case numbers will be identical – even if opened on the same date. For example, if two cases were opened on January 1 of the same year, one of the cases would be designated with a 001 at the end, and the other with 002.

Cases can be carried over into the following calendar year/s if necessary. Thus, it is possible to be conducting a case opened in 2000 during 2001. The case is considered 'opened' until such time as a report is presented to the CS, when it is considered closed pending final judgment by CS/AB. A copy of the CS/AB's judgment will be provided to the IG's Office for placement in the case file. Once a final judgement has been reached, the case will be considered 'closed.'

### **SECTION 06:03 – CONDUCTING AN INVESTIGATION**

Once an investigation is initiated, the investigating officer must use a variety of means to uncover the required facts and evidence needed to bring closure to the case. Based on the geographic structure of STARFLEET, much of the 'leg work' in an investigation is actually done via phone, e-mail, and United States Postal Service (USPS).

During the course and planning of an investigation, the investigating officer must remember that at no time do they have the authority to violate any person's rights – as guaranteed under the laws of their city, state, province, and country. Even if the investigating officer is actually a 'real-life' investigator (i.e., detective), they do not have the same authority in their capacity as a member of the STARFLEET Inspector General's Office. The investigation is, oversimplify things, an uncovering of the facts. It is not the place of this office, nor its members, to pass judgment. That is left in the hands of the AB.

During the course of the investigation, the investigating officer needs to record any and all evidence / facts that are uncovered. This includes, but is not limited to, phone calls, e-mails, documents, and computer files. All of these items, along with the investigator's final report must be sent to the IG upon the completion of the investigation. The IG will go over the materials and, if need be, clarify any questions he/she may have before submitting the final report to the AB.

### **SECTION 06:04 – REPORTING AND RELEASE OF FINDINGS**

Once an investigation has been completed it is then forwarded to the Commander STARFLEET. The completed report should include findings related to violations of membership handbook along with the bylaws if applicable along with a list of the grievances submitted relating to the initiating of the investigation. The IG may include recommendations based on the findings. The CS will then share the report with the AB.

The IG will also ensure all members involved in the complaint will receive a copy of the investigation. The accused member(s) will have 30 days from the receipt of the investigation to formulate their response to the CS and AB. The defendant(s) may request a 30-day extension. This extension request will be sent to the IG. The accused member(s) may also call upon the STARFLEET Judge Advocate General (JAG) for assistance in preparing their response as per section 03:09 of the Membership Handbook (MHB).

Once the accused member(s) have submitted their response to the CS, the CS will establish a disciplinary committee composed of three AB members outside of the accused person's region. They will review the investigation along with the response from the accused. The chair of the disciplinary committee will be the senior AB member assigned to the committee.



Once the committee has reviewed all applicable documentation they will determine if the complaint is warranted. If warranted the committee may call for sanctions to be imposed. These sanctions can be one or more of the following:

- A written warning provided by the Regional Coordinator
- Reduction in rank
- Expulsion from the organization
- Sued by the organization in a civil proceeding or filed charges against him/her in a criminal court of appropriate jurisdiction
- Deferred to the AB for any other sanction as determined by the AB

The accused member will be notified of the decision and the imposed sanction via email or mail by the Commander, STARFLEET or their duly appointed representative.

The accused member has the right to appeal the decision. The appeal must be sent to the Inspector General by email or mail within 30 days of the email/letter notifying the accused of the charges preferred against them.

In the event the complaint is against the Commander, STARFLEET then the Vice Commander, STARFLEET is charged with fulfilling the duties where the Commander, STARFLEET is listed above.

#### **SECTION 06:05 APPEALS**

STARFLEET recognizes the right, codified in the STARFLEET Membership Handbook, of a member to appeal any judgmental decisions entered against him/her by STARFLEET or any of its officers. The Admiralty Board shall serve as the formal appellate body of STARFLEET. However, in the interests of not burdening the AB with the weight of all the appeals that could potentially be filed by the membership, a body of three members shall be convened as necessary to review all appeals.

The member has 30-days from the date the Notice of Findings was delivered to him/her by their RC to file an appeal. The request for appeal must be made to the Inspector General, STARFLEET, and include only the request itself and the matter, and/or Case Number, being appealed.

The process of establishing a STARFLEET Appeal Review Board shall be as follows: once the Inspector General, STARFLEET receives notice from the member that they are appealing the Notice of Findings, the IG shall inform the Commander, STARFLEET that an appeal has been requested. This notice must be given within 48-hours of the appeal having been received by the IG.

If the nature of the appeal is one that necessitates the establishment of an Appeal Review Board, the CS shall then instruct the Vice-Commander, STARFLEET to form the Board. The CS has 24-hours to inform the VCS that an Appeals Review Board needs to be formed. In forming the Board, the VCS shall solicit one volunteer from the Admiralty Board, one volunteer from the Executive Committee (excluding themselves and the CS), and one volunteer member-at-large that has been a member of STARFLEET for at least 3 years. The three members of the Appeal Review Board must be chosen within 15 days of the VCS being charged to form the Board and no member of the Board shall be from the same Region as the member filing the appeal.



No member of the appeals Review Board can be members of the disciplinary board that first reviewed the matter up for appeal. The VCS shall solicit volunteers by posting said request to whatever current, official business channels are presently in use. Should multiple volunteers step forward, the first qualified volunteer from each group should be chosen, though the final decision on said volunteer shall be up to the VCS. Should no volunteers avail themselves from any or all bodies mentioned above, the VCS will draw a random name from the most current roster of the Executive Committee, Admiralty Board, and Commanding Officers. Should the chosen member decline this duty, another name will be drawn until such time as someone agrees to serve on the Board as that body's representative. There is no limit as to how many times a qualified member may serve on the Appeal Review Board. Once assembled, the Appeal Review Board will contact the appellant and request any and all materials relevant to the appeal. No more than 15 days should be allowed for the delivery of said materials.

The Board will also request copies of any relevant Investigation Reports and minutes of the disciplinary board's deliberations regarding the appealed matter. Once it has the aforementioned materials, the Board shall review them and determine whether or not the appeal has merit and warrants reconsideration by the full Admiralty Board. Said merits can include, but are not limited to; violation of procedures and/or due process as defined by the STARFLEET Bylaws and Membership Handbook; violation of the member's rights, as defined by the STARFLEET Membership handbook, in the course of the investigation and/or deliberation by the disciplinary board; new information that was, for whatever reason, not included in the Investigation Report for consideration by the disciplinary board.

At no time is the Appeal Review Board authorized to re-investigate the matter under appeal. The Appeal Review Board has a maximum of 90 days from the date of its formation to conclude its review. Once the review is complete, the Board will inform the appellant and the Commander, STARFLEET of their decision within 48 hours.

Should the Appeal Review Board determine that the appeal has merit, the Commander, STARFLEET, as Chairman of the AB, shall present their determination to the full Admiralty Board for review within 48 hours of his receipt of said determination. The AB will have 60-days to review the appeal and render a decision by a two-thirds or greater vote. Said vote shall be to

- a) Allow the prior decision and sanctions to stand.
- b) Allow the prior decision to stand but vacate the prior sanctions and impose new sanctions.
- c) Vacate the prior decision and sanctions completely.

No extensions on this review are allowed. Should the Appeal Review Board determine that the appeal is without grounds for consideration by the full Admiralty Board, then that appeal is formally ended, and the original decision shall stand.

## SECTION 7: MISCELLANEOUS DUTIES

The Inspector General, while not a part of the Executive Committee or the Admiralty Board, is a special officer that works directly for the Commander STARFLEET. The IG may sit in on EC or AB meetings and report actions conducted by the Office of the IG by way of status reports on current RC elections and investigations as appropriate. The IG may also be called upon to confirm issues of protocol regarding bylaws, the membership handbook, or parliamentary procedure regarding actions of the AB. Members of the IG team may be called upon to serve as members of special committees established by the AB as long as those duties do not interfere with the established duties of the Office of the IG that may become a conflict of interest.

## SECTION 8: RECORDS

The office of the Inspector General generates several types of records to include status reports, election results, and investigation reports and the annual IG reports. These various records are considered confidential or sensitive information. As stated, all members of the IG staff are required to take the STARFLEET data protection program courses in accordance with current STARFLEET guidelines.

The IG is responsible for keeping the above-mentioned records in accordance with the following timelines:

- Commander STARFLEET and Regional Coordinator election results: 3 years from the established date
- Investigation results: 6 years from the established date
- Annual IG reports: 3 years from the established date
- Any financial or administrative documentation concerning IG operations or fiscal transactions: 6 years from the established date

## APPENDIX A: RECOMMENDED PENALTIES

The following is a listing of the penalties that the IG's office may recommend at the conclusion of an investigation. Please keep in mind that these are only examples and that, with the exception of binding arbitration, the IG's office can only make recommendations regarding the imposition of penalties, listed in recommended ascending order of severity. The final verdict in many of these matters is in the hands of the EC.

### Written Warning

### Official Letter of Reprimand

### Suspension of Privileges/Duties:

Chapter

Region

**STARFLEET**

### Suspension from Position:

Chapter

Region

**STARFLEET**

### Removal from Position:

Chapter

Region

**STARFLEET**

### Reduction in Rank/Grade:

Below Captain

**Captain and Above (Current Rank)**

**Court Martial and Expulsion**

Chapter

**STARFLEET**

*Note: Items highlighted in **red** can only be imposed by the Executive Committee.*

## APPENDIX B: INDEX OF ABBREVIATIONS

AB	STARFLEET Admiralty Board
AIG	Assistant Inspector General
BoR	Board of Review
CSA	Commandant, STARFLEET Academy
CCS	Chief of Communications, STARFLEET
CCOS	Chief of Computer Operations, STARFLEET
CO	Commanding Officer
COS	Chief of Operations, STARFLEET
CoS	Chief of Staff
CPA	Certified Public Accountant
CS	Commander, STARFLEET
CSOS	Chief of Shuttle Operations, STARFLEET
EC	STARFLEET Executive Committee
DIG	Deputy Inspector General
IG	Inspector General
RC	Regional Coordinator
USPS	United States Postal Service
VCS	Vice-Commander, STARFLEET
VoC	Vote of Confidence
XO	Executive Officer

Phone Log

Name of Party \_\_\_\_\_  
Regarding \_\_\_\_\_  
Affiliation to Case \_\_\_\_\_  
Case Number \_\_\_\_\_

Call:  
 Initiated  
 Received  
Time: \_\_\_\_\_

Conversation Notes

[Large empty box for conversation notes]

Admin

Investigator's Signature \_\_\_\_\_

Page \_\_\_ of \_\_\_

Official Affidavit

Name of Testifying Party  
SCC Number  
Regarding  
Case Number  
Date


Statement

Admin

Signature of Testifying Party \_\_\_\_\_

Page \_\_\_ of \_\_\_



Official Petition for Arbitration

I am aware that by filling out this form, I acknowledge that there is a situation that exists which is beyond my ability to solve and settle amicably. I formally request the intervention of the STARFLEET Inspector General's Office to act as and arbitrator in this situation.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please complete the following information to the best of your ability. Incomplete petitions cannot be given proper consideration. Please print legibly, or type.

Nature of Problem

State the NAME, RANK, CHAPTER, and ADDRESS of all parties involved. If a chapter, or several chapters as a whole, are involved, please state the NAME and ADDRESSES of the chapter(s), as well as the Commanding Officer's NAME and RANK.

Parties Involved

Admin

Received By \_\_\_\_\_ Date \_\_\_\_\_

Request in Order  Yes  No

Approved  Yes  No

Region(s) Involved \_\_\_\_\_

Resolution Date \_\_\_\_\_