

CHAPTER HANDBOOK

Introduction and Chapter History

Welcome aboard the USS Destiny (NCC-97301), a proud chapter of STARFLEET International!

This handbook is designed to help both new and returning members understand our chapter's structure, expectations, and operations in a friendly, easy-to-read format.

The USS Destiny was first conceived in 1993 and officially launched as a STARFLEET International chapter in 1994. Based in Salem, Oregon (Region 5 of STARFLEET), the chapter began as an online-focused community of Star Trek fans and has continued that tradition for over three decades.

We primarily operate online, but we cherish opportunities to meet in person at science-fiction conventions and events (for example, local Comic Cons). Over the years, many crews and commanding officers have contributed to the USS Destiny's rich history. We welcome you to join us in continuing that legacy and adding your own chapter to our story.

From the beginning, USS Destiny's mission has been to celebrate the ideals of Star Trek and build a fun, inclusive community. Our chapter embraces members from all walks of life and from all over the world. Whether we're chatting on Discord, attending a convention in Starfleet uniform, or simply sharing our love for Star Trek, we strive to live by Gene Roddenberry's optimistic vision of the future.

Welcome to the family!





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Command/Leadership Structure

USS Destiny maintains a clear command structure to organize chapter activities and ensure everything runs smoothly. Every member of the command staff is approachable and here to help all crew members.

Chapter operations are led by the following personnel:

Commanding Officer (CO) – Captain Rudy Guzman
Role: Chapter leader and final authority on ship matters.

Executive Officer (XO) - Captain Jen Ward
Role: Second-in-command, assisting the CO in all duties and stepping in when the CO is unavailable. The XO assists in coordinating and managing departments, projects, activities, and meetings.

Leadership is here to Every member of the command team is here to support the crew. Reah out if you have questions or ideas.

Remember: While ranks and titles exist for fun and structure, we are all equals in fandom (more on that in the Code of Conduct). Our goal is to make the USS Destiny a fun, organized, and welcoming chapter for everyone.

Membership Requirements

Joining and maintaining membership in the USS Destiny is straightforward:

STARFLEET Membership: All chapter members must be members in good standing of STARFLEET International (SFI), the international Star Trek fan association.

If you're not already a member of SFI, you can join via the STARFLEET official website (sfi.org). Being an SFI member provides you with a membership ID, a quarterly newsletter, eligibility for SFI programs (like the Academy courses), and the ability to officially join chapters like the USS Destiny.

No Additional Fees: The USS Destiny does not charge any local dues or fees. Once you have your STARFLEET International membership, there are no extra costs to be part of our chapter. We operate as a volunteer fan club. (Of course, you might choose to spend on optional things like uniforms, merchandise, or event tickets on your own, but the club itself has no fees.)

Staying Active: While not a "requirement" in terms of rules, we encourage members to stay active in whatever way works for them. This could mean joining our monthly meetings, participating in Discord chats, attending events, or even just reading the communications. There's no minimum activity requirement, but being involved will help you get the most out of your membership.



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If you ever have questions about your SFI membership status or need help renewing, just ask a member of the Command Staff. We're happy to assist with keeping everyone's membership up to date. Our goal is to keep membership accessible and easy so we can all focus on the fun of Star Trek fandom!

Meetings and Events

Regular gatherings are the heart of our chapter's community. We host both virtual meetings and occasional in-person meet-ups to accommodate our geographically dispersed crew.

All official meeting announcements are made at least one week in advance to give everyone time to plan.

Here's what to expect:

Monthly Online Meetings (Discord): USS Destiny holds a chapter meeting every month on our Discord server. These meetings are usually scheduled on a consistent day/time (to be determined) and announced at least a week prior.

Discord is our main communication platform where we have voice and text channels for meetings. During the monthly meeting, we discuss chapter business, share news, plan upcoming events and often have some general Star Trek chat or trivia. We keep the tone casual and fun.

All members are welcome to attend, participate, and bring up any ideas or questions.

Occasional In-Person Events: Although we're primarily an online chapter, we love to meet up in person when possible!

Members of USS Destiny sometimes organize get-togethers at local sci-fi conventions, comic book conventions, movie premieres, or other fan events in Oregon (and the surrounding region).

For example, you might find a group of Destiny crew members attending a Comic Con in Starfleet uniforms, handing out recruitment flyers and enjoying the con together.

These in-person gatherings are optional but a lot of fun – they give us a chance to socialize face-to-face, recruit new members, and represent STARFLEET in the fan community.

When an in-person event is coming up (like a convention meetup), the details will be posted on Discord and Facebook well in advance so interested members can coordinate. Even if you can't attend in person, we'll often share photos and stories, so everyone feels included.

In all meetings and events, we maintain a friendly, respectful atmosphere (see Code of Conduct below). Whether online or offline, the goal is to enjoy our shared love of Star Trek and have a great time together.

New members are encouraged to introduce themselves at meetings – we're excited to meet you! And returning members will find a warm welcome back.



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Code of Conduct

Our chapter thrives when every member feels respected, safe, and included.

The USS Destiny Code of Conduct is based on one simple principle: ***IDIC*** – *Infinite Diversity in Infinite Combinations* – the Star Trek ethos of embracing and celebrating our differences. In practical terms, this means we expect all members to treat each other with kindness and respect. Here are the core principles of our Code of Conduct:

Equality and Respect: All members are considered equal, regardless of rank, title, length of membership, or background. We're all Star Trek fans together!

Treat others as you would want to be treated.

Harassment, bullying, or demeaning language will not be tolerated.

Every member's voice can be heard in discussions and ideas are judged on their merit, not on who suggested them.

Inclusion and Diversity: USS Destiny prides itself on being a welcoming, inclusive community.

We do not discriminate based on race, gender, sexual orientation, religion, nationality, disability, or any other personal characteristic.

Diversity makes us stronger. Hate speech or exclusionary behavior is strictly against our values. If you see someone being left out or marginalized, do the right thing – reach out, include them, or inform the command staff. We want everyone to feel they belong here.

Star Trek Ideals in Action: We uphold the ideals of Star Trek in our behavior. This means we value curiosity, open-mindedness, and optimism about the future.

We encourage healthy debate and discussion (Star Trek is full of wonderful differences of opinion!), but we do so civilly.

We work as a team, just like a Ship's crew. Helping others, volunteering, and cooperating on chapter projects are highly encouraged. And of course, have fun – fandom is meant to be enjoyable!

Celebrate each other's achievements and share the joy of our common interests.



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Professionalism and Courtesy: In any public-facing events (like conventions or online forums where we represent the chapter), members should conduct themselves with courtesy.

Remember that when you wear a STARFLEET uniform, or post in an official group, you represent not just yourself but the USS Destiny and STARFLEET.

We don't expect perfection – just be mindful and use common sense to avoid any behavior that could reflect poorly on our group. This includes keeping language family-friendly in public contexts and respecting venue rules and laws.

Every member is responsible for upholding this Code of Conduct. If you ever feel that someone is behaving in a way that violates these principles, you are encouraged to speak up or confidentially inform a member of the Command Staff. We take all concerns seriously (see Disciplinary Procedures next).

By following the Code of Conduct, we ensure that USS Destiny remains a positive, friendly community for all.

Disciplinary Procedures

We believe that most issues can be resolved through open communication and mutual understanding.

However, on the rare occasion that a member's behavior violates our Code of Conduct or otherwise threatens the harmony of the group, we have procedures in place to address it fairly and promptly.

Respectful Communication First: If a conflict or issue arises, the first step is usually a polite conversation.

Minor misunderstandings or accidental breaches of etiquette can often be cleared up by talking it out.

Members are encouraged to resolve minor disputes among themselves if comfortable doing so, with respect and empathy. Often, a simple "Hey, that comment bothered me, can we discuss it?" can go a long way.

We promote a culture where feedback is given kindly and received with an open mind.

Involvement of Command Staff: If an issue is serious or not resolved by initial communication, the Command Staff will step in.

The Commanding Officer (or Executive Officer, as appropriate) will typically speak to the individuals involved privately.



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Our approach is not to punish, but to understand and educate. The CO/XO will gather input from all relevant members – anyone directly involved in or witness to the situation will have a chance to share their perspective. This “input from relevant members” ensures we hear all sides of the story.

Resolution and Consequences: After reviewing the situation, the Command Staff will determine the appropriate resolution.

This might involve a mediated discussion between parties to clear the air, a verbal or written warning to the offending member, or in cases of repeated or very serious misconduct, temporary suspension from chapter activities.

In extremely rare and severe cases (such as harassment that violates SFI policies or local laws), a member’s status in the chapter or STARFLEET could be re-evaluated in consultation with higher authorities of STARFLEET International.

Our goal, however, is education and improvement — we will usually give a member the opportunity to learn from a mistake and correct their behavior.

Inclusiveness and Fairness: Any disciplinary action will be handled with discretion and respect for privacy.

We avoid public shaming. The Command Staff may consult the STARFLEET Region 5 or STARFLEET International leadership for guidance if needed, to ensure our actions align with wider organizational policies.

All decisions will prioritize the well-being and safety of the membership. If you are the one facing a complaint, you will have a chance to hear what the concern is and respond or explain your side. We strive to be fair and impartial.

In summary, we hope never to have serious disciplinary issues. By following the Code of Conduct, everyone should enjoy a respectful environment. But if problems do occur, rest assured that they will be addressed promptly and fairly by the chapter leadership. You have the right to feel safe and respected in USS Destiny, and we are committed to maintaining that environment.

Promotion Guidelines

Promotions are an exciting way to recognize members for their contributions and growth, whether in our chapter activities or through STARFLEET’s advancement system.

USS Destiny follows STARFLEET International’s guidelines for promotions, with a local process for recommending and approving promotions up to a certain rank.



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Here's how the promotion process works in our chapter:

Eligibility and Basis for Promotion: Members become eligible for promotion by actively participating in the chapter and demonstrating the qualities expected at the next rank.

This can include:

- Time-in-grade (spending a certain amount of time at the current rank)
- Taking STARFLEET Academy courses
- Contributing to chapter events
- Recruiting new members:
- Taking on leadership roles.

We try to ensure that promotions are meaningful – they reflect a member's dedication and service.

Nomination Process: Promotions are not automatic; they typically require a nomination. Any officer or member of the chapter can nominate a fellow member for promotion when they believe it's earned (often this is done by a direct superior or a member of the Command Staff, but peer nominations are welcome too).

A nomination usually involves a short-written recommendation explaining why the member deserves the promotion, listing their accomplishments, contributions, and length of service at current rank.

The nominee can also be consulted to see if they feel ready for more responsibility, especially for big jumps in rank.

Review by Promotions Committee and Command Staff: USS Destiny has a Promotions and Awards Committee (comprised of a few seasoned members and chaired by a member of the Command Staff) that will review all promotion nominations.

This committee checks that the nominee meets any formal requirements (for example, minimum time in current rank or completion of certain Academy courses for higher ranks). They also evaluate the member's contributions.

The committee then makes a recommendation to the Command Staff. In most cases, the CO and XO will discuss the recommendation and, if all is in order, approve the promotion. This collaborative review ensures fairness and consistency.

Approval and Announcement: Once approved by the Command Staff, the promotion is typically effective immediately.

We love to announce promotions during our meetings or in a chapter-wide communication so everyone can congratulate the promoted member.

The member's rank will be updated in the chapter roster, and they can start using the new rank title.



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If there's a promotion certificate or ceremony (even a virtual one on Discord), we'll arrange that to celebrate the achievement.

Chapter Promotion Limits: The USS Destiny (like all SFI chapters) can approve promotions up to the rank of Commander for Starfleet officers (that is, O-5 in naval rank structure) or up to Lieutenant Colonel for Marines in the STARFLEET Marine Corps, in addition to nearly all enlisted ranks.

In other words, we can locally promote members through the mid-officer ranks (ensign through commander, or 2nd Lieutenant through Lt. Colonel in the Marines).

Many members will spend their whole career in the chapter within these ranges, which is normal.

Higher Rank Promotions: For promotions beyond Commander (for example, to Captain, Fleet Captain, or higher ranks in the Fleet; or to Colonel and above in the Marines), the process must follow STARFLEET's international promotion protocols.

Typically, this means the request is forwarded to the Regional Coordinator or even STARFLEET's Promotion Board for approval, depending on the rank. These high-level promotions are less common and usually require significant service at the regional or fleet level.

If our chapter believes a member deserves such a promotion, we will assist in preparing the nomination package and forward it through the proper channels.

Ultimately, however, approvals for ranks above Commander/Lt. Colonel come from outside the chapter.

We abide by STARFLEET regulations to ensure consistency across the fleet.

Note: Promotions in our chapter are meant to be a positive recognition, not a competition. Because "all members are equal" in a fundamental sense (as our Code of Conduct states), a higher rank doesn't give someone the right to boss others around – it's more about acknowledging leadership and contributions.

We encourage you to set a good example if you hold a higher rank and to mentor others. For newer members, don't worry too much about climbing ranks quickly; enjoy the journey, learn, participate, and promotions will come in due time.

If you ever have questions about what you might need to do to earn a promotion, feel free to talk with the XO, or CO for guidance. We're here to help you succeed!

Commendation Guidelines

Just as promotions recognize rank advancement, awards and commendations recognize specific achievements, service, or merit. STARFLEET International has a robust awards program, and USS Destiny participates by nominating our members for appropriate honors.



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We use the STARFLEET International Unified Awards Manual as our guide to all awards. Below is a brief overview of the types of awards available and how we handle nominations:

STARFLEET (Fleet) Awards: These are awards open to all SFI members (Fleet-wide), recognizing a wide range of accomplishments. There are medal-style awards and ribbon-style awards, as well as special commendations.

Some awards are for exceptional service (for example, lengthy and dedicated service to the club, or performing an act that greatly benefits the organization).

Others honor specific areas of contribution: There are awards for leadership excellence, community service, recruitment, communications, engineering or technical skill, medical or science contributions, etc.

STARFLEET also has Orders of Merit (prestigious awards such as the Command Star, for outstanding leadership, and others for valor or honor).

Many departments in STARFLEET (like Medical, or Academy, or Marines) have their own set of awards as well.

The key point is that if you contribute in any way – whether it's running a charity drive, creating an amazing chapter newsletter, or volunteering behind the scenes – there is likely an award that can recognize your effort.

Awards in STARFLEET are usually represented by ribbons or medals that you can wear on a dress uniform or display in your profile. Our chapter's role is to identify members deserving of these awards and put them forward for recognition.

SFMC (Marine) Awards: Members who are part of the STARFLEET Marine Corps (SFMC) are eligible for an additional set of awards specific to the Marines.

The SFMC awards program (also described in the Unified Awards Manual) includes honors for Marine training achievements, Marine unit excellence, and other aspects of being a STARFLEET Marine.

For example, there are ribbons for completing certain levels of Marine training, awards for leadership within the Marine Corps, and decorations for participation in brigade or unit activities.

The 521st Marine Strike Group "Black Jacks" attached to USS Destiny will coordinate closely with the chapter on Marine award nominations.

SFMC awards are typically approved by the SFMC command structure (such as our Unit's OIC, Brigade OIC or the SFMC Commandant, depending on the award).



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If you're a Marine member of our chapter, you essentially can earn both the general SFI awards and the Marine-specific awards.

We make sure to track Marine achievements (like attending the annual Marine Muster, completing Marine Academy courses, etc.) so we can nominate our Marines for the appropriate ribbons and medals.

Award Nomination and Approval Process: If you have done something noteworthy or see another member going above and beyond, let us know! Anyone can recommend a member for an award.

The process usually works like this:

- A chapter member or officer submits a recommendation to the Command Staff or the Promotions/Awards Committee, describing what the nominee did and suggesting a specific award (if known).
- The committee will review the recommendation against the criteria in the SFI Unified Awards Manual.

Often, the committee might fine-tune the nomination or pick the most fitting award category.

Once we're satisfied that the nomination meets the criteria, the Commanding Officer (or whichever officer is designated) will forward the nomination up the chain.

Some awards need to be approved at the Region or Fleet level — for example, a recommendation for a Fleet-level award might be sent to our Regional Coordinator or the STARFLEET Chief of Awards.

We follow the procedures outlined by SFI: Some awards can be approved by the Chapter CO, Regional Coordinator, others need the Commander, STARFLEET's approval, etc. Don't worry, we handle the bureaucracy for you. After submission, we wait for the official approval and announcement.

When an award is approved, the member will receive the decoration (often a certificate or ribbon notation), and we'll proudly announce it to the whole chapter!

A few examples of awards to put this in perspective:

- A member who consistently brings in new recruits might earn a Recruiting Award.
- Someone who creates a stellar chapter newsletter or website might be nominated for a Communications Excellence Award.
- A Marine who excels in the SFMC might receive a Marine Achievement Medal.
- A member who volunteers extensively in their community in the name of Starfleet could be up for a Community Service award.



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In short, commendations are our way of saying “thank you” and “job well done,” formally. They inspire others to participate and uphold the values of STARFLEET.

If you’re ever curious about what awards exist or what you might be eligible for, feel free to ask the XO or another committee member for the Awards Manual or guidance. We’re happy to help write up recommendations — sometimes the hardest part is that members tend to be humble! But we want to make sure you get the recognition you’ve earned.

Reusable Documents & Templates

To make our operations smoother, USS Destiny may use standardized documents for common tasks. These templates save time and ensure we don’t miss any important information.

All reusable documents are available to members upon request (just ask the CO, XO and we’ll provide the latest version).

Here are two key templates we maintain:

Meeting Agenda Template: We have a standard meeting agenda format that we may use for our monthly Discord meetings. It typically includes, but is not limited to the following sections:

- Welcome/Introductions
- Department Reports (where each chief can share updates)
- Ongoing Projects
- New Business (ideas, proposals, upcoming events)
- Promotions/Awards announcements
- Open Floor for any member to speak.

Using a consistent agenda helps keep meetings organized and ensures nothing important is skipped.

If you’re running or hosting a meeting (for example, if a department head leads a discussion or the Second Officer fills in for CO/XO), this template is a helpful guide.

Members can request a copy of the agenda template if they’re curious about the meeting flow or want to add something to the agenda.

Promotion Nomination Form: When nominating someone for promotion (or even an award), it’s useful to have a form to collect all necessary details.



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Our chapter has a promotion nomination form that includes fields for the nominee's name, current rank, proposed new rank, length of time in current rank, a summary of their contributions/achievements, and the nominator's information.

By filling out this form, you ensure the Promotions and Awards Committee gets a complete picture of why the promotion is deserved. It also makes it easier to forward the information to STARFLEET if needed.

If you'd like to nominate someone (or yourself) for a promotion, you can obtain this form from the XO or CO or find it in our shared file repository (if we have an online folder or email attachment available).

Even if you don't use the formal form, the template can guide you on what information to include in an email or message when making a nomination.

Other Templates: In addition to the above, we may have other reusable documents which include but are not limited to:

- Event planning checklists
- Award nomination forms
- Press release templates

For instance, if we plan a booth at a convention, we might have a checklist template to ensure we bring everything needed.

While these templates aren't used as frequently, know that if a need arises, we can create a template to help the next time go even smoother.

Members are encouraged to contribute to or improve our templates as well – if you have a knack for organization and want to help polish our docs, speak up!

All these resources are meant to make participation easy. Rather than "reinvent the wheel" every time, we build on the experience of our crew.

New members might not use these templates immediately, but it's good to know they exist.

As you become more involved, you might find yourself volunteering to host a meeting or recommend someone for promotion – and when you do, these tools are here to support you.



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Links and Resources

To stay connected and informed, be sure to make use of our chapter's online platforms and resources.

Here are the key links and how they're used:

Discord Server: "Set a Course for our Discord Server"

This is our primary online gathering place. Discord is where we host our monthly meetings, chat daily about Star Trek (and life), and coordinate activities.

Once you join the USS Destiny Discord server (ask any officer for an invite link if you don't have it), you'll find channels for announcements, general discussion, specific interests (science, gaming, etc.), and voice channels for live chats. It's like our virtual starship lounge – open 24/7 for crew to hang out. Important announcements and reminders are always posted on Discord, so we highly recommend all members join the server.

Facebook Page/Group: "Set a Course for Our Facebook Page"

We maintain a presence on Facebook to connect with members and the public.

Our Facebook page/group (search for "USS Destiny NCC-97301") is used to share updates, photos from events, and Star Trek news. It's also a way for potential new members in the Salem/Oregon area (and beyond) to find us.

If you're on Facebook, give our page a like and join the group.

We typically post meeting event invites there as well, and it's another good place to ask questions or interact, especially for those who might not use Discord as often.

Chapter Official Website: "USS Destiny Official Website"

Here you can find general information about USS Destiny, our history, the crew roster, news updates, and often a calendar of events.

The website is a great resource to bookmark. It also provides links to join STARFLEET and might feature fun content like our ship's fictional specifications or member spotlights.

We strive to keep the site updated, but the fastest-moving info (like meeting times) will always be on Discord/Facebook.

The website is more of a stable reference and outreach tool.



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STARFLEET International Resources (External SFI Links):

In addition to our chapter-specific resources above, remember that as a member of USS Destiny you are part of the larger STARFLEET International community. Useful general links include:

- STARFLEET member database (where you can renew membership or update your info)
- STARFLEET Academy (online courses about Star Trek and other subjects)
- Region 5 website or group (to see what other chapters in our region are up to).

You can find these via the main SFI website: **"SFI Official Website"**

If you need help navigating any SFI resources, just ask – our experienced members can guide you.

This concludes the USS Destiny Chapter Handbook. We hope this handbook helps you feel at home in our chapter and answers any questions about how we operate.

USS Destiny is more than just a fan club – it's a community bound by a shared love of Star Trek's vision of a better future. We're thrilled to have you aboard. If you ever need guidance or have suggestions to improve the chapter, please reach out to the Command Staff. Now, let's embark on our continuing mission – together, may we all "live long and prosper" as part of the USS Destiny! 🖖

