

U.S.S. Balthasar

Member's Handbook



Logo Designed by Retired Ensign Brimage, Byron - Chief Engineer

Created by Rob Van Tuinen
Borrowing from the U.S.S. Thermopylae
U.S.S. Balthasar NCC-08

Adopted 9/13/2016
Amended 10/12/2016

U.S.S. Balthasar Membership Handbook

Table of Contents

Captain's Welcome Letter	Pg. 2
Founding Officers	Pg. 3
Constitution	Pg. 4
Balthasar Rank Point System	Pg. 11
Balthasar Rank Point Sheet	Pg. 15
Backstage Editorial Policy	Pg. 19
Balthasar Awards	Pg. 20
Uniform Guide	Pg. 22

U.S.S. Balthasar Membership Handbook

Captain's Welcome Letter

On behalf of myself and the executive board, welcome to the USS Balthasar. We were officially commissioned as a new chapter of STARFLEET, going through the shakedown process, July 12, 2016.

Our ship is based on the NX-Refit Enterprise designed by Doug Drexler and proposed for the show as a way to bridge Enterprise and The Original Series. We are modeled after the Enterprise television series with Captain Archer. We encourage members to acquire uniforms from this era, although any Star Trek uniform is great, and not required.

As a group we are committed to having fun. We meet monthly, and after our business meeting, we watch one of the many episodes of Star Trek from any of the series. We are also committed to supporting Youth in the Arts, and we will fundraise to support this goal. As our motto reads, "Talem Futurum Per Artem," which means empowering future generations through art. We will also have game nights amongst ourselves, and with other chapters and clubs.

As a chapter of STARFLEET, we encourage you to become members there as well, and to take advantage of the courses available from the STARFLEET Academy.

Once again, welcome to the USS Balthasar! I hope your time with us is fun and exciting!

Bob Van Tuinen, CAPT
CO, USS Balthasar
Talem Futurum Per Artem

U.S.S. Balthasar Membership Handbook

U.S.S. Balthasar Command Staff



Captain Bob Van Tuinen, Commanding Officer



Captain Rob Van Tuinen, Executive Officer
Communications Officer

U.S.S. Balthasar Membership Handbook

U.S.S. Balthasar Constitution

Article 1: Club Name and Class Designation

1-A: The name of the organization shall be the U.S.S. Balthasar. The term “U.S.S. Balthasar” will be used interchangeably with “club” in this document.

1-B: The USS Balthasar shall be designated as an NX Refit Class Starship and is attached to Region 4 STARFLEET.

Article 2: Club Purpose, Organization Type and Affiliation

2-A: The U.S.S. Balthasar shall be an unincorporated nonprofit organization.

2-B: The purpose of the U.S.S. Balthasar shall be to provide an enjoyable atmosphere for the appreciation of the Star Trek “Universe” and to foster the ideals of Gene Roddenberry, creator of Star Trek through community service and other charitable, nonprofit activities. We are dedicated to encouraging the artistic ventures of young people.

2-C: This Northern California based club shall be a recognized chapter of STARFLEET International, and as such, shall enjoy all the benefits accorded to it under the STARFLEET International Constitution

Article 3: Membership Definitions and Membership Fees

3-A: A member is someone who has paid the membership fee for the current year. A member shall be considered in good standing subject to the other provisions of this Constitution.

3-B: All members in good standing who are eighteen (18) years of age or older shall have full voting privileges.

3-C: Each member will pay an annual membership fee to the U.S.S. Balthasar. Membership fees are due at the January ship meeting. There shall be a three (3) month grace period before termination of membership.

U.S.S. Balthasar Membership Handbook

3-D: STARFLEET INTERNATIONAL membership is required for officers of the U.S.S. Balthasar.

3-E: The amount of the U.S.S. Balthasar's yearly membership fees shall be determined by the Executive Boards.

3-F: Membership applications shall be open to all Star Trek fans without regard to age, race, religion, creed, gender or nationality. Membership applications must be approved by a majority vote of the Executive Board.

Article 4: The Commanding Officer

4-A: The Commanding Officer (CO) is elected for a two (2) year term of office, beginning on January 1st until December 31st the following year.

4-B: The CO will be elected on odd years.

4-C: Qualifications for CO are included in Article 9

Article 5: The Executive Officer

5-A: The Executive Officer (XO) is elected for two (2) year term of office, beginning on January 1st until December 31st of the following year.

5-B: The XO will be elected on even years.

5-C: The XO Can conduct meetings or Executive Board Meetings if the CO requests or is unable to chair the meeting(s).

5-D: The XO assumes the office of Commanding Officer (CO) if the CO is unable to complete his/her term of office. If the XO does not meet the requirements for the office of CO, the XO shall become the Acting Commanding Officer and the Executive Board shall initiate an emergency election per Article 9 of this Constitution.

5-E: Qualifications are listed in Article 9

Article 6: Executive Board and Senior Officers

6-A: The CO, XO, and Senior Officers shall be collectively known as the Executive Board. Five (5) members of the Executive Board must be present to conduct Executive Board Meetings. The CO shall not make changes to the Executive Board during consideration of and during the process of impeachment.

U.S.S. Balthasar Membership Handbook

6-B: The Senior Officers shall consist of:

- Executive Officer
- Second Officer
- Communications Officer
- Security Officer
- Chief Engineer
- Operations Officer/Membership & Recruiting
- Command Officer/Secretary
- Science Officer
- MACO Team Leader

6-C: The CO shall appoint the following officers: Science Officer, Chief Engineer, Communications Officer, and Security Officer unless otherwise assigned to XO. The Second Officer is appointed by the CO from the Division Heads.

6-D: Senior Officers must be at least eighteen (18) years of age.

6-E: Command Officers will be elected on the same schedule as the Commanding Officer.

6-F: Operations Officers will be elected on the same schedule as the Executive Officer.

6-G: The Executive Board shall have the authority to make and enforce all U.S.S. Balthasar regulations. Regulations are defined as any rules of conduct, operational procedures, or club agenda that are not in violation of the U.S.S. Balthasar Constitution or that of the STARFLEET International Constitution.

6-H: Regulations may be approved or amended by a majority vote of the Executive Board. The CO shall have the final approval of any regulations and has the authority of veto.

Article 7: Ranks and Transfer of Rank:

7-A: U.S.S. Balthasar ranks are fictional and serve only to reflect a member's length of time in and contribution to the organization. These fictional ranks do not give any member authority over another member in this club.

U.S.S. Balthasar Membership Handbook

7-B: Advancement in rank shall be according to participation points earned and his/her conduction within the club. Each rank shall be held for a minimum of three (3) months. Points in excess of those required to advance in rank shall not carry over and apply toward the next rank level. The Executive Board may waive these requirements if warranted.

7-C: The Executive Board will establish the rank point structure and may amend it at any time.

Article 8: Meetings

8-A: General meetings are normally held once a month. The Day, time and location designated by the CO. Any member may attend.

8-B: Executive Board Meetings are at the discretion of the CO.

8-C: Meetings shall normally be conducted by the CO or the XO. If both are absent, the meeting may be conducted by a Senior Officer appointed by the CO.

Article 9: Election

9-A: The election of the CO shall be held on odd years at the November General meeting, except in cases of emergency.

9-B: The election of the XO shall be held on even years at the November General meeting, except in cases of emergency.

9-C: Nominations for CO/XO will be accepted during the September General Meeting of the appropriate year, unless otherwise directed by the Executive Board.

9-D: Nominees for CO/XO may accept or decline their nominations at the October meeting.

9-E: Qualifications for CO and XO are:

1. Commanding Officer

- At least twenty-one (21) years of age.
- A member in good standing of STARFLEET International.
- A member in good standing of the U.S.S. Balthasar.
- Successfully completed the Officer's Training School

U.S.S. Balthasar Membership Handbook

- Successfully completed the Officer's Command College or will complete the course within ninety (90) days of assuming office.
- Achieved the rank of Lieutenant.

Must have served aboard the U.S.S. Balthasar for a minimum of one (1) year.

2. Executive Officer

- At least twenty-one (21) years of age.
- A member in good standing in STARFLEET International.
- A member in good standing with the U.S.S. Balthasar.
- Successfully completed the Officer's Training School
- Successfully completed the Officer's Command College or will complete the course within ninety (90) days of assuming office.

Must have served aboard the U.S.S. Balthasar for a minimum of one (1) year.

9-F: At the October General Meeting the CO shall appoint two (2) members in good standing who are not nominees for the offices of CO/XO or Command/Operations to act as elections officers.

9-G: All members of the U.S.S. Balthasar in good standing ninety (90) days prior to the election are eligible to vote.

9-H: The Chief of Operations will compile the list of eligible voters and submit it seven (7) calendar days prior to the elections to the CO, XO, and the Election officers. They will confirm that each member on the list is in good standing.

9-I: Members in good standing may request an absentee ballot from the Election Officers. The ballots will be returned to one of the Election Officers prior to the election. An absentee ballot may be sent to the Election Officer by email or federal mail. Emailed ballots will be printed with header information.

9-J: Members will write their votes on a piece of paper and return it to the Elections Officers to be counted. For absentee ballots, the Elections Officers will mark off the name of the voting roster of the absentee voters, open the envelopes and deposit the absentee ballots in the ballot box in front of the general membership.

9-K: After all ballots have been cast, the Elections Officers (except in the case of impeachment of the CO) will count the ballots in front of the general membership. In case of impeachment, the current Executive Board shall count the ballots in front of the general membership.

U.S.S. Balthasar Membership Handbook

9-L: The elections of Officers will be by simple majority of votes cast. In case of a tie, a second vote of members present will follow between the candidates who are tied.

9-M: The Science Officer will ensure the integrity of the election and will announce the results of the election immediately after the counting of the ballots.

9-N: Any protest of the election process must be stated before the end of the General Meeting during which the election was held.

Article 10: Officer's Code of Conduct

10-A: All club members will conduct themselves according to the Officer's Code of Conduct as documented in the STARFLEET Membership Handbook.

Article 11: Grievances

11-A: All grievances should follow the chain of command. If grievances cannot be resolved through their chain of command, members are encouraged to bring their concerns to the Executive Board. Concerns/issues should not be taken to STARFLEET Regional or national levels unless it has been brought up to the Executive Board of the U.S.S. Balthasar.

Article 12: Discipline

12-A: Disciplinary procedure shall follow STARFLEET guidelines. The CO can demote club members if the club image is compromised. A motion to revoke a member's membership in the club must be brought to the Executive Board for a vote. If the majority of the Executive Board votes to revoke the membership, then the motion is brought to the general membership for a vote. A majority vote of both the Executive Board and the general membership is required to expel a member. Should the vote be successful, the CO will forward the motion revoking membership, signed by a majority of the general membership, to the Vice-Commander of STARFLEET.

Article 13: Impeachment

13-A: Impeachment shall only be considered if five (5) or more members in good standing of the U.S.S. Balthasar write formal letters of complaint and present them to the Executive Board. If two thirds of the entire Executive Board votes against impeachment, then the issue is considered dead. Otherwise, a vote in writing will be taken from the entire membership of the U.S.S. Balthasar. If the Officer is impeached,

U.S.S. Balthasar Membership Handbook

then the XO will assume the duties until a special election can be held to replace the impeached officer. The Executive Board shall initiate an emergency election per Article 9.

Article 14: Constitution Amendment Procedures

14-A: Any proposed amendment to the Constitution must be presented at a General Meeting.

14-B: If the majority of the general membership approves the amendment, it shall be forwarded to the Executive Board for approval.

14-C: If the majority of the entire Executive Board approves the amendment, then it shall be adopted.

Article 15: The Ratification of the Constitution

15-A: The Constitution must be approved by a majority of the entire Executive Board.

15-B: Once Approved, it will be given to the members in good standing to review and vote on approval in its entirety. In order to be ratified, a majority of the members in good standing must approve the Constitution.

U.S.S. Balthasar Membership Handbook

U.S.S. Balthasar Rank Points System

(All officers must hold SFI membership in good standing and be at least 18 years of age unless otherwise stated.)

Ensign: OTS and 2 months with the Balthasar

Lieutenant J.G.: OTS and 3 months as Ensign, plus a total of 6 rank points.
(Unless joined the Balthasar at this SFI rank)

Lieutenant: OTS and 3 months as Lieutenant J.G., plus a total of 12 rank points.
(Unless joined the Balthasar at this SFI rank)

Lt. Commander: OTS, OCC, and 1 year as Lieutenant, plus a total of 24 rank points, and 1 away mission.
(Unless joined the Balthasar at this SFI rank)

Commander: OTS, OCC, 1 year as Lt. Commander and a minimum of 2 years with Balthasar, plus a total of 48 rank points, and 2 away missions and be at least 21 years of age.
(Unless joined the Balthasar at this SFI rank)

Enlisted Rank Point System

(All personnel must hold membership on Balthasar but not STARFLEET)

Crewman Fourth Class: Membership on Balthasar

Crewman Third Class: 1 month as CFC

Crewman Second Class: 1 month as CTC

Crewman First Class: A total of 6 rank points and 1 month as CSC

Petty Officer Second Class: A total of 8 rank points and 2 months as a C1C

Petty Officer 1st Class: A total of 10 rank points and 3 months as PO2

Chief Petty Officer: 3 Months as Petty Officer and a total of 12 rank points
(Unless joined the Balthasar at this SFI rank)

Senior Chief Petty Officer: 6 months as CPO and a total of 24 rank points and 1 away mission.
(Unless joined the Balthasar at this SFI rank)

Master Chief Petty Officer: 6 months as a SCPO, a minimum of 1 year aboard Balthasar and a total of 48 rank points and 2 away missions.
(Unless joined the Balthasar at this SFI rank)

U.S.S. Balthasar Membership Handbook

Rank Points

Meetings -	1 point per meeting (Not valid after Oct. 12, 2016)
Community Service -	2 points per event
SFI Academy Courses -	3 points per pass (excluding OTS and OCC)
Fun Activities -	1 point per activity (with other groups)
Fun Activities (Balthasar) -	½ point per activity
In Uniform Missions -	1 point per event
Balthasar Fundraisers -	4 hours = 1 point (for work done)
In Character (LARPing) -	2 points per scenario
Creative Work -	½ point per submission
Away missions -	3 points per mission
(Excluding required for Lt. Commander, Commander, SCPO and MCPO)	

Away Mission Definition:

Any major (i.e. Modesto-Con, Classic Comic Con, Central Valley Con) con/event in the area where you volunteer to work a minimum of 4 hours OR attendance at the STARFLEET International Conference/Regional Conference.

CAPT Van Tuinen, Bob
Commanding U.S.S. Balthasar
NCC - 08

CAPT Van Tuinen, Rob
X.O. U.S.S. Balthasar
NCC - 08

U.S.S. Balthasar Membership Handbook

U.S.S. Balthasar Cadet Rank System

Cadet Commander:

This is a position not a rank. This position is typically held by the oldest in the corps. However, it is given at the discretion of the Cadet Corps Commandant and Assistant and may at the consent of the Balthasar's Captain be given to another cadet who demonstrates maturity and responsibility. It is awarded once per year unless the Cadet Commander needs to resign or leave his/her position. In which case a new Cadet Commander is appointed by the Commandant/Assistant.

Cadet Commandant and Commandant's Assistant:

The adult leaders of the Cadet Corps. The Commandant is chosen by the U.S.S. Balthasar's Captain and Executive/First Officer from volunteers for the position. The Commandant's Assistant serves at the discretion of the Commandant. These officers oversee the administrative duties and the physical activities of the cadets and are responsible for the promotions as well as the Cadet Corps as a whole.

Rank Requirements:

Cadet Fourth Class: Membership on the Balthasar and in SFI. Age 6 years to 17 years.

Cadet Third Class: Membership on the Balthasar and in SFI and 3 months as a Cadet Fourth Class and 6 rank points.

Cadet Second Class: Membership on the Balthasar and in SFI and 3 months as Cadet Third Class and 9 rank points.

Cadet First Class: Membership on the Balthasar and in SFI and 6 months as Cadet Second Class and 12 rank points.

Cadet Crewman: Membership on the Balthasar and in SFI and 1 year as a Cadet First Class and 24 ranks points. Age: 16-17 years old.

Midshipman: If the 17-year-old Cadet Crewman passes OTS, he or she will receive the rank of Midshipman until the age of 18 at which time the cadet becomes a full Ensign automatically.

U.S.S. Balthasar Membership Handbook

Balthasar Cadet Rank Points

Minimum Age 6 years. All activities attended by a cadet must also be attended by the cadet's parent or guardian. Guardian (unless a legal guardian) must have a signed parental consent form placing the guardian (18 years or older) responsible for that cadet.

Meetings: ½ point each

Articles for the Balthasar Backstage: ½ point each

Away Mission: definition; Balthasar or Region 4 activity outside the cadet's area. Such as a major Balthasar or Region 4 event more than 75 miles from the Cadet's home: 1 point

Balthasar fun activities (such as movie nights): ½ point

School grades (verified by parent): "A" = 1 1/2 point

"B" = ½ point

"C" or below = 0 point

SFI or Marine Academy Cadet or Adult course successfully passed (except OTS or OCC see Midshipman): 1 point

Cadet Behavior:

Any cadet whose behavior is deemed unbecoming of a STARFLEET Cadet by the Cadet Commander.

CAPT Van Tuinen, Bob
Commanding U.S.S. Balthasar
NCC - 08

LtJG Milligan, Niki
Cadet Corp Commandant
U.S.S. Balthasar NCC - 08

CAPT Van Tuinen, Rob
XO U.S.S. Balthasar
NCC - 08

U.S.S. Balthasar Membership Handbook

Rank Point Sheet

Community Service (2 points per)

[illegible]

Courses (excluding OTS and OCC) 3 points per pass

[illegible]

U.S.S. Balthasar Membership Handbook

Away Missions (excluding required for CMDR, LTCMDR, MCPO, SCPO 3 points per mission)

What	Date	Where

Other group fun activities (1 point per activity)

With Whom	Date	What

U.S.S. Balthasar Membership Handbook

Balthasar Fun Activities (movie nights etc.) (1/2 point each)

What

Date

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Fundraisers (for work done) (4 hours = 1 point)

What

Date

Hours

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Donation of creative talents (work and materials donated to SFI or Balthasar events, regalia or ship's stores). ½ point per project finished (not per item donated. i.e. not per photograph) or 1 point per 4 hours artistic work per event benefiting Balthasar.

Away Mission Definition

Any major con/event in the area where you volunteer work a minimum of 3 hours.

U.S.S. Balthasar Membership Handbook

Balthasar Backstage Editorial Policy

(By submitting an article to ***Balthasar Backstage***, the writer agrees to abide by this editorial policy)

1. The decision by the Commanding Officer on appropriateness of content of an article for publication is final.
2. Each article turned down or requested to be rewritten will be handled on a case by case basis by the Publisher or Editor in Chief. Again, the Commanding Officer's decision is final.
3. Articles submitted need to be of family appropriate content. No articles of a graphic or sexually explicit nature will be published in ***Balthasar Backstage***.
4. Photographs, drawings or other visual media that is of a graphic, emotionally disturbing or sexually explicit nature will not be published in ***Balthasar Backstage***.
5. No articles of a libelous nature will be published.
6. Fictional stories of a sexually explicit nature or those with inappropriate or profane language will not be accepted. Overly graphic (i.e. any story that would be considered rated R by the United States of America motion picture rating system) will not be published. This is a family-oriented newsletter.
7. Unsolicited opinions of a religious, political or inciting nature are unacceptable in a factual article.
8. Each article submitted for publication will be reviewed for content and appropriateness and adherence to these policies.

The Commanding Officer and Editorial Staff of ***Balthasar Backstage*** reserve the right to refuse to publish any article they deem inappropriate in content or they feel in any way violates the letter or spirit of these policies.

CAPT Van Tuinen, Bob
CO U.S.S. Balthasar
Publisher ***Balthasar Backstage***
Newsletter U.S.S. Balthasar NCC - 08

CAPT Van Tuinen, Rob
XO/Comm Officer U.S.S. Balthasar
Editor-In Chief ***Balthasar Backstage***
Newsletter U.S.S. Balthasar NCC - 08

U.S.S. Balthasar Membership Handbook

U.S.S. Balthasar Awards

The Bard's Messenger Service Award

This Award is given at the discretion of the Executive Officer to those crew members who have demonstrated their communications skills in service to STARFLEET in general or Balthasar in particular. These skills may be demonstrated through contributing to Balthasar or STARFLEET publications; websites, or similar activities. Awarded annually.

Service to those in Need Citation

This award is authorized to crew members who have made a significant personal impact in support to a charity. Financial donations are specifically excluded as the basis of eligibility. Volunteering time and hard work count. Awarded from Balthasar Commanding Officer. One per crew member per year.

United Earth Aid Mission Citation

This Award is authorized for crew members who have assisted in some form of disaster relief effort, whether the disaster is natural or man-made. The crew member may not receive this award if participation in the disaster relief effort was a requirement of their employment. (i.e. National Guard, etc.) Financial donations are strictly excluded. This award is at the discretion of the Commanding Officer. Awarded as earned.

Archer Award for Diplomacy

This Award is given to Crew Members for participation at a STARFLEET function, such as the Regional Summit. They must participate in the function not just attend it. Participation could include serving on a panel, working as security, etc. The crew member must have attended as a crew member for the entire time (i.e. wearing the uniform, USS Balthasar logo shirt, etc.). This award is given by the Second Officer. Awarded annually.

Final Frontier Award

This award is given to Balthasar Crew Members who have undertaken extreme or lengthy travel on behalf of STARFLEET and/or Balthasar. This award is at the discretion of the Commanding Officer. Awarded annually.

U.S.S. Balthasar Membership Handbook

UFP Babel Conference Award

This award is given to a Balthasar crew member who attends the STARFLEET International Conference. Award issued by Commanding Officer. Awarded annually.

Ambassador Nimoy Award

This award is given to Balthasar Crew Members for participation in events with Star Trek related fan organizations other than SFI. This may be cooperative or competitive. The crew member must be representing STARFLEET and Balthasar at the event, for the duration of the event. This can be shown by wearing the uniform, shirt or other article of clothing in ship's colors or with the ship's logo and with wearing of the ship's logo. This award is given by the Commanding Officer. One per crew member per year.

Doug Drexler Award for Service

This award is named for the famed ship designer and makeup artist. His dedication to Star Trek and commitment to supporting Gene Roddenberry's vision is the reason for this award's name. This award is for commitment to service to the Balthasar. There is no minimum time for this award. It is explicitly given for hard work and dedication to ship and crew. This award is given by the Commanding Officer.

Anton Yelchin Award for Creative Problem-Solving

This award is named for the late Anton Yelchin who played Pavel Chekov in the reboot Star Trek movies. This award is presented for the ability to quickly and creatively resolve issues that come up. Anton Yelchin's character was quick on his feet to resolve issues and save crew members' lives. This award is given by the First officer.

Balthasar Bard Award

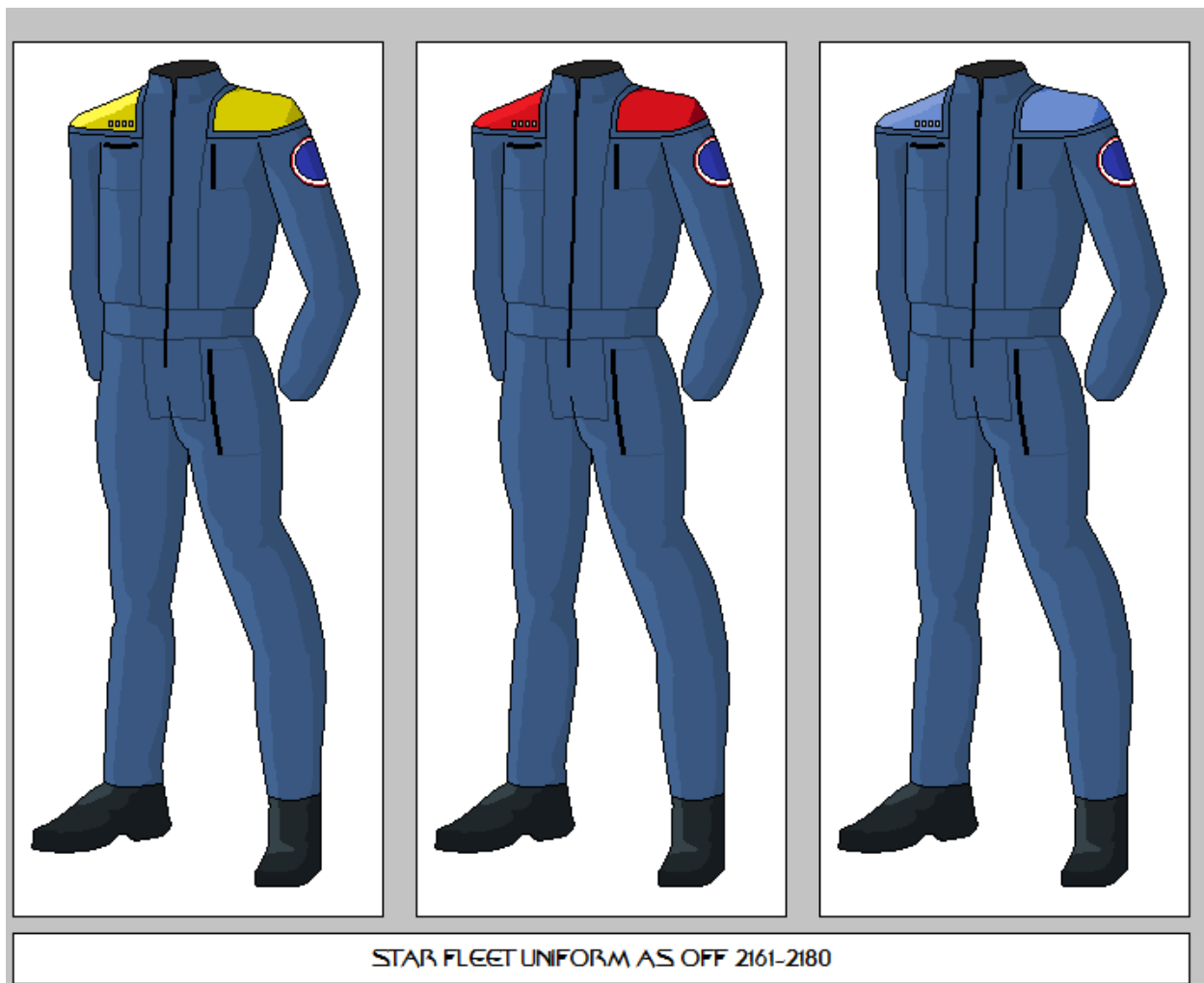
This is the premiere award given by the Balthasar.

This Award is given for actions taken above and beyond the call of duty in a hazardous and potentially dangerous situation while coming to the aid of other beings. Acquitting oneself with courage and compassion in the finest traditions of STARFLEET. This award is given only once per person. It is at the discretion of the Commanding Officer.

U.S.S. Balthasar Membership Handbook

Uniform Guide

These are only suggestions. No uniform is required. These are merely era-based uniforms that best reflect our ship. This first image is a fan creation from deviantart. Some of the command staff appreciates this design as a throwback to TNG/VOY as well as a way to help bridge the gap to TOS.



Command/Helm

Engineering/Security

Sciences/Comms

U.S.S. Balthasar Membership Handbook

Dress Uniforms



Admiralty



Command/Helm



Engineering/Security



Sciences/Comms

Field Uniforms



Command/Helm



Engineering/Security



Sciences/Comms