

U.S.S. RONALD E. McNAIR NCC 61809

HAND BOOK



Helping out in the spirit of the 24th Century



Updated 0601.02

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Welcome aboard the USS Ronald E. McNair

The USS Ronald E. McNair is named for NASA astronaut Ronald E. McNair. He was the second African American to fly in Space and was born October 21, 1950 in Lake City, South Carolina. On the morning of January 28, 1986 McNair and his six crewmembers were killed in an explosion aboard the Space Shuttle Challenger. Members of the McNair support charitable organizations and science education in the Columbia area, and strive to help build a positive future in the optimistic spirit found in the Star Trek television shows and movies. We also enjoy recreational opportunities: the crew of the McNair is a fun group.

Greetings, Crew Member! Welcome aboard the USS Ronald E. McNair! This handbook is for your use as a tool and guidebook for all personnel on board our ship. Although it may read fairly heavy in spots, it will help with the smooth operation of our organization. As we grow and change, so will our handbook. We plan to have periodic updates and revisions. I hope you enjoy your tour of duty!

Captain Pam Michaud
Commanding Officer

In the early 1960's an idealist by the name of Gene Roddenberry had a vision of a 'Wagon Train to the Stars'. Little did we know back in 1966 that a short run series would become an icon for a generation that has lasted over 35 years and continues to grow. The McNair, like many other Starfleet chapters, continues to foster the dream the "Great Bird" had for a better way of life for the human race. Welcome aboard and may you enjoy yourself and grow on this journey. Jolan'tru.

Frank Parker

Captain Frank Parker
Executive Officer

Message from our Founder

To the current and future members of the USS Ronald E. McNair. You have opportunities to be more and better than you are now. "How can I help is" Starfleet's motto. Let it be yours. You and the Ronald E. McNair will do great things.

Ray Seay

Ray Seay
Fleet Captain (Retired)

(Actual) Ship's History

The *USS Ronald E. McNair* was organized as a shuttlecraft (new start up chapter) within STARFLEET, the International Star Trek Fan Association Inc., in June of 1993 (Stardate 9306). The McNair launched from the *USS Olympus* (Mothership), at that time stationed in Sumter, South Carolina, and it assumed its own station in Columbia, South Carolina. Led by Ray Seay and Cookie Williams, the new shuttlecraft grew to the required membership for a full size Starship and was commissioned as NCC-61809 by Stardate 9412 (December 1994). The McNair is a part of Region One within STARFLEET, along with other ships in South Carolina and neighboring states.

(Virtual) Ship's History

The *USS Ronald E. McNair* is a *Nebula*-class Light Cruiser, designed in about the same period of "future history" as the *Galaxy*- class Large Exploratory Cruiser. Completed at the Aggieland Construction Yards, Earth, on Stardate 6945, the McNair was the tenth *Nebula*- class ship placed in service in Starfleet, and has fulfilled its multi -mission design with no major structural problems since then. It has made a number of notable forays throughout the Federation space that included events important enough to affect history. These forays are documented in printed accounts published as ship's fiction and available separately.

USS McNair Commission

The USS McNair was commissioned (Stardate 9412) as NCC-61809 in STARFLEET. However this commission is active only so long as the McNair retains at least ten members in good standing in STARFLEET in its crew. Thus it is a primary responsibility of the Commanding Officer, through the other officers and crew of the McNair, to insure that this membership level is not allowed to fall below commissionable numbers.

As a commissioned STARFLEET vessel the USS McNair is eligible to launch "shuttles" or start-up chapters that can develop into new starships. If five persons, including at least one person with the rank of Commander or higher, who has completed OTS and OCC Starfleet Academy correspondence courses, desire to form a new shuttle, they may apply to STARFLEET with the support of the McNair command staff and crew, and as new shuttle can be launched with the USS McNair as the "Mothership".

OBJECTIVES

***L*earn about things.**

***A*ccept others for who they are.**

***U*nderstand that not everything is as we think it should be.**

***G*o places.**

***H*ave fun.**

***T*alk to each other - communicate ideas.**

***E*xperience life and all the wonderful things it has to offer.**

***R*emind ourselves that we are but a small part in the universe**

The primary purpose of the USS Ronald E. McNair (and our Prime Directive) is to have FUN!!

We accomplish this by planning lots of activities. First and foremost, of course, is our monthly meeting. This is where the McNair members assemble to share ideas, comments, and suggestions, and to plan future activities. The monthly meeting is also the time for promotion announcements, convention reports, "Trek" and McNair news,



Membership, Ranks and Offices

In the positive and inclusive spirit of *Star Trek*, membership on board the *USS Ronald E. McNair* is open to any person, without regard to race, sex, religion, planet of origin, or other personal attributes. Members may participate as much or as little as they want. You cannot and will not be forced to do anything you do not wish. Although, it is more fun when more people participate in the ship's affairs and all members are encouraged to participate.

Starfleet of Columbia Membership: There are three types of membership. Each type must be renewed every twelve months, and usually payment is due in December. Checks are made out to "*Starfleet of Columbia*", which is the business part of our organization.

Dues are \$12.00 annually per individual, 2 members (Family) is \$18.00. 3 members (Family) is \$20.00 and 4 members (Family) is \$25.00. Family members must be actual family members residing in the same domicile.

McNair members have filled out applications and paid annual dues, both to STARFLEET (SFI) and to the *USS Ronald E. McNair*. With paid *McNair* membership, members shall receive a copy of this handbook, our bi-monthly newsletter, "*The Challenger*", a membership certificate and a few brochures to give to prospective members. Along with said membership, you also are given the privilege of voting, joining a department or holding an office within our chapter.

****Note**** To be a member of the *McNair* you MUST join *STARFLEET* as well and continue to be a member in good standing.

If *McNair (Starfleet of Columbia)* membership lapses for failure to pay dues, that person immediately becomes ineligible to hold any actual office in *Starfleet of Columbia* as well as lose their privilege to vote. However the Command Staff (excluding any lapsed members) may at its discretion continue to recognize fictional ranks of lapsed members in the "virtual command structure" of the *USS McNair*.

Membership into STARFLEET (SFI) (Dues for single individual, \$15; special rates for families or more than one person in a single house) comes with 6 issues of the *Communiqué*, STARFLEET's bimonthly newspaper. You also receive a membership handbook, membership card and certificate, as well as STARFLEET Academy correspondence courses. (Which count towards promotion within the *McNair*).

Associate Membership: Associate members belong to another chapter but are actively involved in our ship's activities OR are members of the *McNair* but choose not to participate or come to meetings but only to receive the newsletter. If you are an associate member from another chapter, you have no voting rights nor may you hold any office within our ship. But your fictional rank will carry with you from your ship to ours. To be an Associate member, you do not have to be a STARFLEET member.

Honorary membership: Honorary memberships are granted to people who the Command Staff feel deserve it. This is not very common and the Command Staff must have a unanimous vote to clear an honorary membership. Also, at the Command Staff's discretion, the honorary member may also have the ship pay for his or her STARFLEET (SFI) membership. Honorary members must still be members of STARFLEET (SFI) in good standing.

Description of Ship's Positions

The offices that can be held on the *McNair* have been incorporated into the setting of a *Star Trek* starship. All Governing board members are elected into their office. If a board member resigns, the Commanding Officer will be responsible for finding a replacement officer.

The Governing Board [also known as the Command Staff] includes the heads of key departments. These people/department heads would include: the CO, XO, Chief of Operations, Chief of Communications and Chief of Computer Ops. These members are the backbone to the chapter. They make sure the ship runs as smoothly as possible.

The following is a brief description of each position and to whom that position reports:

Commanding Officer / Chapter Chairperson: (RED) This is an elected position. This person must be at least 18 years of age and have completed Officer's Training School (OTS) as well as Officer Command College (OCC). The Commanding Officer has the ultimate authority of the ship. The CO may, without consulting the Command Staff, promote, demote, offer commendations, or discipline any member of the crew for the safety and well being of the ship, and to further the goals of the ship as a whole. The CO is responsible for guaranteeing the security and sufficiency of the ship's funds. The CO sends a Monthly Status Report (MSR) to SFI CompOps and the Region One RC Coordinator.

Executive Officer / Chapter Vice-Chairperson: (RED) The Executive Officer is selected by the CO and confirmed by the membership. His/her job is to assist in the operation of the ship. The Chapter Vice-Chairperson must meet all the requirements as the Chapter Chairperson. He/she must assist the Commanding Officer whenever necessary and must help keep order within the ship. He/she is given the rank of Commander. Should a vacancy occur for the XO position the CO shall appoint one that is qualified to this position.

Chief of Operations: (RED) The Chief of Operations is the person who is directly in succession after the CO and XO. This person oversees each department making sure each department is doing what they are supposed to do. Each department should report to the Chief of Operations once a month, on a specified date, so that he/she can report to the XO and CO and the RDC of Operations for Region 1 on time.

Chief of Communications: (GOLD) is in charge of publishing the ship's bi-monthly newsletter, *The Challenger*. The newsletter is given out every month at our monthly meeting. The Chief of Communications usually needs articles to be submitted at least one week before the newsletter release date. He or she is responsible gathering of the articles from the crew. He or she must report to the Chief of Operations, and file a monthly report with the R1 RDC of Communications.

Chief of Computer Ops :(GOLD) is in charge of keeping up and updating the ship's website. He/she must report to the Chief of Operations.

Financial Officer: This position is not part of the Command Staff. This person is responsible for keeping up the books and accounts that are with the *McNair*. This person is also responsible, along with the Commanding Officer, for keeping up with financial records and money. This person can deposit monies BUT can not have check signing privileges nor live with/be related to anyone that has check signing privileges. This person must report to the Chief of Operations and Chapter Chairperson once a month.

Chief of Security: (GOLD) To aid the Commander in the smooth operation of the ship or shuttle. The Chief of Security coordinates with Ops and XO on security matters during a mission or activity. Since STARFLEET has no law enforcement involvement, security is basically concerned with the safety of members attending missions or activities, not the apprehension of lawbreakers.

Ships Counselor: (TEAL) The Counselor in essence will be the morale officer. The Counselor will also monitor the morale of the ship or shuttle and advise the CO of the general atmosphere.

Chief Medical Officer: (TEAL) The CMO reports directly to the CO and is encouraged to pursue setting up training courses in First Aid, CPR etc for the membership.

Chief Science Officer: (TEAL) The CSO will advise the CO and crew on matters in the scientific field. The CSO will keep abreast of interesting science facts in all fields and will plan at least one scientific field trip for the membership once a year.

Charities Liaison Officer: To aid the Commander in the smooth operation of the ship or shuttle in matters concerning coordination of projects with our adopted charities. The CLO will be the major contact for said charities.

Department Chief - regardless of rank, each Department Chief is responsible for submitting regular departmental reports: attend monthly meetings. All Department Chiefs must be a member in good standing of both the McNair and Starfleet. All Department Chiefs are required to take any courses offered at SFA that pertain to their department. Department Chiefs report to the First Officer.

Crewmembers - regardless of rank, crewmembers offer their department, and the ship as a whole, a variety of talents, skills, interests and ideas. The crewmembers create the ship's personality and inspire the USS Ronald E. McNair. To meet its objectives each crewmember reports to a Dept. Chief. All crewmembers should be members of both the McNair and STARFLEET.

No member of the Command Staff may hold more than two positions. Nor can the Commanding Officer hold any other office. Also, no member can vote for himself or herself in an election and each member has only one vote, no matter how many positions he/she holds.

Virtual Command Structure (VCS): STARFLEET, the International Star Trek Fan Association and the parent organization in the *USS McNair* is chartered as NCC-61809, adopts a futuristic space faring "virtual command structure" similar to that presented in Star Trek Series. Parallel with established STARFLEET practice, the *McNair* observes this "VCS" as described in this section.

The VCS is what we base our ranking system upon. It is adopted from the ranks within the US Navy. In this section, we will explain certain requirements and specifications for each rank. We will also explain the point system we use in determining ranks.

All members of the *McNair* may hold a virtual rank. Under SFI regulations, such ranks are purely fictional and do not convey any authority over any other person. Ranks are used to show the length of time a certain person has been with the ship and to show his or her involvement and participation within ship's activities.

Members under the age of 14 are given the rank of Cadet. There are three levels of cadets: Cadet Recruit, Cadet and Senior Cadet. These ranks are open to all types of members (SFI, McNair, Associate and Honorary). A Cadet recruit has paid dues (or belongs to a dues-paying family). Members aged 14 years and older are never Cadets. The type of adult ranks on board the *USS McNair*, crew and officers are shown in the promotion and points section.

Once you complete Officer's Training School (OTS) which is only available to SFI members in good standing, you will be promoted to the rank of Ensign, no matter what your current enlisted rank is. No one can have the rank of Ensign or any higher rank without passing this course. This is not meant to discriminate but rather reward those who choose to go a step further.

Promotion points are a means for the Command Staff to see who is doing what and who deserves a promotion or an award. Let it be known that points will not solely determine who needs a promotion. Let it also be known that you may NOT ask for a promotion. Asking for a promotion will do you no good, and may hurt your chances of promotion. They are not handed out but earned.

FLAG GRADE INSIGNIA

VICE ADMIRAL FLEET ADMIRAL



REAR ADMIRAL

ADMIRAL



COMMODORE
(FLAG UNIFORM)
FLEET CAPTAIN
(STANDARD UNIFORM)

CAPTAIN	○ ○ ○ ○
COMMANDER	○ ○ ○
LT COMMANDER	● ○ ○
LIEUTENANT	○ ○
LT JUNIOR GRADE	● ○
ENSIGN	○

SENIOR CHIEF	● ● ● ●
MASTER CHIEF	● ● ●
CHIEF PETTY OFF.	● ● ○
PETTY OFF 1ST	● ●
PETTY OFF 2ND	○ ●
PETTY OFF 3RD	○

OFFICER INSIGNIA

ENLISTED INSIGNIA

WARRANT OFFICER INSIGNIA (SILVER IN COLOR)

JUNIOR WO	WARRANT	CHIEF WO	SENIOR WO

Promotion Points

Points Accrual Chart

Donation of goods to ship	CO Discretion
Passing OTS	CO Discretion
Passing OCC	CO Discretion
Completing Assignments off duty	CO Discretion

Attend a regular crew assembly - 5 points

Attending a Commercial convention - 10 points

Be a member of a McNair Away Team - 5 points

Bringing Coupons for OCP to meetings - 2 points

Participate in a *Starfleet of Columbia* Public Service activity (includes fund raising, recruiting, highway cleanup, etc) - 10 points

**** Note**** McNair members that are employees of any charitable organization we support or raise funds for does not count as promotion points.

Recruiting a paid member not at a convention - 10

Hold a Senior Command position in the *McNair* - 5 points/year

Complete STARFLEET Academy OTS Course - Promotion to Officer ranks. (see above for points)

Complete STARFLEET OCC Course -(See above for points)

Complete other STARFLEET Academy courses - 5 Points/ Course

Submit Article for newsletter - 15 points

Chair ship wide committee - 30 points

Renewal of local membership - 20 points

Host ship wide party/event - 20 points

Working as a volunteer at a convention or at a McNair/Fleet table for minimum of 2 hours - 20 points

Carpool yourself or 3 or more persons including yourself for any event/meeting/function - 10 points

Attending Regional Summit, SFI IC or any Fleet or Region related function - 15 points

Making/Owning a uniform (may be awarded only once per member) - 10 points

Volunteer and participate on ship wide committee - 20 points

Illustration/art work/puzzle etc submitted for newsletter - 15 points

Point Requirements for Promotion

Cadet Ratings:

Cadet Recruit = 1 point; thereafter 10 points per level

Enlisted Ratings:

Points

Crewman		0
Petty Officer 3 rd Class	(PO3C)	5
Petty Officer 2 nd Class	(PO2C)	15
Petty Officer 1 st Class	(PO1C)	40
Chief Petty Officer	(CPO)	100
Senior Petty Officer	(SCPO)	175
Master Chief P.Officer	(MCPO)	350
Warrant Officer	(WO)	550

Officer Grades:

Ensign	[ENS]	600/OTS
Lieutenant Junior Grade	[JG]	850[&OCC-CMD staff only]
Lieutenant	[LT]	1350 if no OCC
Lieutenant Commander	[LCdr]	1400 & OCC
Commander	[Cmdr]	1700
Captain Through Admiral	[Capt -Adm]	STARFLEET
Fleet Admiral	[FAdm]	STARFLEET Elected

OTS is required for all officers (Ensign and above)

OCC is required for Command status and Senior Staff members

All department heads MUST be members of both the McNair and SFI and be an Officer.

Assistant directors of departments and section heads of major department branching will be assigned a minimum rank of Ensign. At anytime within a year an assistant staff member section head that must leave his/her staff position, reverts back to their original rank. After one year their grade becomes fixed.

All other promotions will require an accumulation of points and ratification by the CO, XO and must be recommended by their respective department head. Members who pass OTS course will be promoted to Ensign on receipt of the diploma from OTS, after CO approval.

Points shall be accrued according to the checklist

Accumulation of points does NOT guarantee promotion. - it only makes you ELIGIBLE. If at the next promotion meeting it is felt an individual who has become eligible for promotion should not be promoted at that time, said individual will be required to accrue additional points as specified by the Command Staff.

The rank points listed above are cumulative. Example you need to earn 5 points to become a Petty Officer 3rd Class, this means that you have 5 points rank points and that only ten more points are required to move up to the next grade. In short, the number of points you must earn to advance a grade is your current number of points subtracted from the number of points required by the grade to which you wish to advance.

Loss of position/grade

- A. Senior Staff or Department Heads
 - 1. Removed by majority vote of Command Staff
 - 2. Removed for non performance
 - 3. Reverts back to original grade
 - 4. Dept heads or Senior staff may step down voluntarily without penalty
 - 5. May take voluntary 'Shore Leave' for a period of time accepted by the Command staff without penalty
- B. Officers that have passed OTS may not be demoted below Ensign.

Conduct

In order to maintain an honorable standing within the USS McNair, each crew member should abide by the laws of common sense and personal consideration with regard to the fellow crew members with whom he/she interacts.

- 1. To ensure an honorable representation of the McNair, all crew members shall adopt a behavior of dignity, decency and decorum in all activities involving other crew members, representatives, and/or others.
- 2. All McNair crew members shall respect the Senior Staff members and their positions in the day to day decision making process and operation of the ship.
- 3. All McNair crew members shall show respect to fellow crew members regardless of rank, tenure or position.
- 4. The Commanding Officer and Senior Staff have the undisputed authority to enforce the protocol, policies and rules within the "Crew Member Handbook".
- 5. Any crew member who adopts a behavior that is in disregard of the "Crew Member Handbook" shall be given a verbal warning and /or written warning outlining the offense and advising to cease and desist such behavior immediately. Continuation of such disregard may result in further disciplinary action, up to and including expulsion from the McNair.
- 6. Any crew member who behaves disrespectfully or adopts a behavior unbecoming a member of the McNair shall be given a verbal and/or written warning outlining the offensive behavior and advising that that person to cease and desist immediately. Continuation of offensive or disrespectful behavior may result in further disciplinary action, up to and including expulsion from the McNair.
- 7. Any crewmember that adopts a behavior, which violates local governing law, shall have his/her membership placed on immediate probation and/or suspended from the McNair depending on the circumstances of the violation and the character of the crewmember.
- 8. Any crew member who puts the life or well-being of another crew member in jeopardy shall have their membership immediately suspended.

Crew Assemblies

Meetings of the USS McNair are usually held on a monthly basis, if possible. All McNair crew members, guests and visiting crew from other ships are invited to attend. All are encouraged to participate, offer suggestions/ideas, state opinions/constructive criticism and bring up issues for discussion, within the rules of parliamentary procedure.

Any McNair member with an issue or topic he/she wishes to have placed on the meeting agenda should notify the Commanding Officer one week, prior to the meeting.

In order to facilitate speed and productivity, each meeting shall be conducted in accordance with the following guidelines.

The Commanding Officer shall preside over the meeting at all times.

In the event the Commanding Officer is unable to attend, the Commanding Officer will assign a substitute to preside over the meeting.

A member who wishes to address an item on the agenda will do so in an orderly fashion, by raising his/her hand and waiting to be acknowledged by the Commanding Officer before speaking.

All members shall refrain from comment or conversation amongst themselves during the meeting until an open discussion is called for by the Commanding Officer.

All members shall give due respect to the Commanding Officer or speaker while they have the floor.

A brief discussion or question and answer period will be opened to members after each item on the agenda through the Commanding Officer's discretion.

Any outburst, private conversation or misconduct by member (s) during the meeting shall be considered a disruption and said member(s) may be asked to leave.

A copy of minutes of each McNair meeting will be available to the membership on the McNair website or listserv.

Participation at meetings is not mandatory, but is strongly encouraged.

Away Teams

At the initiative of members and officers of the McNair, special public service and recreational activities are conducted. Whenever more than one McNair member participates in any organized activity (such as recruiting new members, enjoying recreational or educational opportunity, participating in a public service activity, or joining together for any similar purpose) the members have performed an Away Team.

Participation in an Away Team should be recognized and rewarded at Crew Assemblies. Such participation accrues Promotion Points as specified in the most recent issue of The Challenger newsletter published before each event.

Special efforts made by members in the organization, for particularly ambitious Away Team activities, may be recognized as worthy bonus promotion points by majority vote of the Command Staff.

****Note**** members employed by an organization we support as a public service activity does not constitute public service activity which constitutes a part needed for promotion.

All Away Teams, as far as practical, should always be announced in advance to all members who might be interested, to create as many opportunities as possible for participation and service. This is a major responsibility of the Communications Officer, Operations Officer and the First Officer.

Each member is responsible for:

His/her own admission fee that may apply to any event.

Providing his/her own means of transportation to and from the event. In the event that someone needs transportation to and from an event, carpooling may be a necessity.

Paying his/her own way, or share, in regards to food provisions.

An emergency contact form must be filled out by each member when joining the USS McNair, or prior to their first activity. This form is to be kept in the Commanding Officer's confidential folder and will only be accessed in case of an emergency. Only the Commanding Officer and First Officer shall have access to this information.

Neither the USS McNair nor any of its crew will be held responsible or liable for any injury or illness that may occur while on an "away mission" or during any club activity.

Guidelines for Organizing and Running a Project

If you decide you'd like to run a project, be aware that it is going to be a lot of work! It will be your responsibility to coordinate with the organization you will be working for or with. You will have to set up schedule and find volunteers to fill the schedule and to keep those volunteers fully informed of time and place. Use the following guidelines to help make your job easier.

- 1) When you decide on a project/fund raiser you wish to do, contact the organization involved (Make a Wish, Sister Care etc) to find out their needs, i.e.; telethons, walk a thons etc. Find out which donations the organization will welcome as well as any limitations about donations. Find out how many people you will need to do the job with minimal ease. MAKE SURE YOU HAVE ENOUGH LEAD TIME TO INSURE SMOOTH OPERATION.A project quickly 'thrown' together nets negative results.
- 2) Select at least one assistant! Without help, the load gets heavy and things may be
Distribute the work load to your assistant(s); bearing in mind you must make sure these tasks are accomplished.
- 3) Prepare a proposal. Be sure what you want to accomplish is clearly spelled out. Typing it will make it easier to read. List what needs to be done and the number of people needed. Include a schedule if possible.
- 4) Present proposal to the Command Staff. After approval, send a copy to the Communications Officer for inclusion in the next newsletter. The proposal will then be presented to the crew at the next scheduled meeting.
- 5) Get your crew. Call people who are active in the ship, get commitments, but most importantly KEEP them all updated. Let them know of any changes or updates promptly and contact them regularly. Also have meetings, the more they feel involved and the more information they have will help in the smooth operation of the task. Again, make sure you have enough lead time, so all concerned can make plans.
- 6) Keep the First Officer updated, so he can advise the Captain of your progress. Remember, if you have taken on this as a project, You are to do the work. Command doesn't need the points.

If you volunteer to help work on a project, please remember that people are counting on your commitment. If you say you will be there at a certain time or place, BE THERE. If for some reason you can't make it, notify the team leader ASAP. Don't wait until 5 minutes before to bail out. Doing that causes problems for your shipmates and could have a negative outcome on the project.

Successfully completing a project is a rewarding experience, yet sometimes, no matter how hard you plan things may not come out the way you expected. Do your best, keep your head about you and in most cases you will experience the feeling of a job well done.

One more note. At the end of a project, sit down with those involved and critique what happened. List your strong points and weaknesses. Don't be afraid to admit things didn't go 100% as planned

Communications

The USS Ronald E. McNair has a newsletter called The Challenger, which is published bi-monthly.

Official Email: USSRonaldE.McNair@hotmail.com

Our Yahoo groups site: www.yahoo.groups.com/USSMcNairofColumbiaSC

Official USS McNair website: www.ussmcnair.com

Members are welcome and encouraged to submit articles for publication in the newsletter. They are responsible for seeing that the Chief of Communications gets their article.

Any crew member corresponding with another crew member via email or through our Yahoo groups should use discretion with regards to the receiving party concerning language and content. Submissions to the McNair listserv is at the discretion of the moderator of said list.

- a) No rude, insulting, inflammatory comments ("flaming"); any personal attacks; no responding in belligerence towards any specific member or the club.
- b) No "adult only" content or swearing allowed. The rating for all communications is "G". Keep correspondence appropriate for all ages.

The listserv is an open forum for members. Abuse of this site through bombardment with frivolous information or constant "private" communication is not allowed.

The listserv site moderator (Pam Michaud) has the authority to discipline or remove any member from the listserv for infraction of said rules.

Fund Disbursement

No money can be used for anything (I e; charities, paying for supplies, using for STARFLEET related business trips etc...) without the consent of at least the Commanding Officer.

Money that is going towards paying for supplies and equipment must be paid for by the ship and receipts must account for the money. Only the amount needed will be used, no more. Checks from the ship's bank account will be used for purchases. The Commanding Officer and Financial Officer must oversee these purchases by reviewing the receipts. The Commanding Officer may grant money for this purpose.

Money that is going to STARFLEET related business trips (i.e.; Summits, IC's) will be in conjunction as to how much money will be needed for your accommodations, possible registrations fees etc. Depending on the expense, i.e. hotel and registration costs you could be reimbursed 15-25% or monies spent. Receipts must be kept. You will not be refunded any monies used to purchase meals, personal items etc.

Money going to charities must first be voted on by the Command Staff. [Note: Any member may abstain from voting, even if you are in the Command Staff]. If the Command Staff approves, the charity will then be voted on by the general membership (to include the Command Staff) by a simple majority vote. If a tie occurs then the Command Staff shall break the tie

