

The Bylaws of the *USS Tranquility*

Ratified: February 20, 1998

As amended through: August 20, 2004

Article I. Mission

The *USS Tranquility* is a social organization made up of people of diverse backgrounds who share a vision of an optimistic future inspired by Star Trek™ and Science Fiction. It shall be the purpose of this club to provide the members of the *USS Tranquility* a venue to gather together in Friendship not only to have fun, but also to provide Service to humanity through community service and other endeavors that support our shared vision.

Section 1.01 Name

The name of this organization, hereafter referred to as the “club,” shall be the *USS Tranquility*, to be represented by an Excelsior Class vessel bearing the commission NCC – 9801; and it shall not be directly affiliated with any other Star Trek™ Organization.

Section 1.02 Interests and Concerns

(a) Social Organization

Our club is an organization dedicated to providing a forum for people to have a good time celebrating and supporting our common interests and concerns.

(b) Star Trek™ and Science Fiction

We are all fans of Star Trek™ and its legacy, as well as Science Fiction, Fantasy and beyond. These genres provide us with endless entertainment and help us explore ourselves, our world, and the possibilities our future may hold. We join together to enrich our enjoyment of the genre and to promote and encourage its exploration.

(c) Citizenship

We are all members of a community and we are proud to do what we can to improve that community for everyone. Through our community service and other endeavors we hope to improve our communities and to encourage others to join in as well.

(d) Environment

We join together to promote a green future. We hope through action and education we can support the protection of the plants and animals that share our world, and a healthy and clean environment now and into our future.

(e) Space

Space itself, as well as its exploration and colonization, holds wonder and promise. We seek to explore and promote space research, world space programs, the exploration of space, and a future of humanity in space.

(f) Interaction

The *USS Tranquility* actively promotes interaction with other Star Trek™, Science Fiction, and Fantasy fan organizations, as well as other groups involved in community service.

Section 1.03 Governance

This club shall be governed under the principles, provisions, and policies set forth in these Bylaws; any subsequent written policies adopted by this club, to be included in the Policies of the *USS Tranquility*; relevant policies of the event venue; and local, state and federal laws.

Article II. Membership

Individual membership in the club is open to all persons without regard to age, race, religion, sex, national origin or sexual orientation and who express an interest in the club. The only requirement for membership will be the payment of annual membership dues.

Section 2.01 Membership Classes

(a) Full Membership

To obtain Full Membership an individual must be at least 18 years of age and be current with their annual membership dues. Full Members of the club are entitled to all membership privileges.

(b) Household Membership

Household members may pay a discounted rate under a club member who has a current Full Membership in the club. They must be living at the same address as the Full Member of the club. Only one Newsletter or club mailing will be issued to a household.

To obtain Household Membership an individual must be at least 18 years of age and be current with their annual membership dues. Household Members of the club are entitled to all membership privileges.

(c) Cadet Membership

Members under 18 may pay a discounted rate under a club member who has a current Full Membership in the club. They do not have voting privileges in the club and they cannot take Event Duty.

Under normal conditions, a Newsletter or club mailing will only be issued to the full member under whom the cadet member is registered. If however the Cadet

The Bylaws of the USS Tranquility

member wishes to have their own mailings, including newsletters, they can obtain this privilege by paying the Full Membership rate for dues.

Cadet members must be accompanied by a responsible adult to all club activities. If the responsible adult is not a club member, then membership privileges shall not be extended to them.

(d) Convention Membership

Convention Membership may be conferred upon any convention attendee who signs up for a club membership at the convention.

Under normal conditions, a Newsletter or club mailing will only be issued to a convention member only if they are in attendance at the meeting that it is distributed. Such items will not be mailed to members holding a Convention Membership. If however the Convention member wishes to have their own mailings, including newsletters, they can obtain this privilege by paying the Full Membership rate for dues.

Convention Members shall have all privileges of membership, except those of voting or holding club office.

(e) Honorary Membership

Honorary Membership may be conferred upon actors, actresses, outstanding citizens, or others whom the club deems to have merited such honor by contributing significantly to the ideals and principles of the club.

An affirmative vote of at least three quarters (3/4) of the present Voting Membership, at any General Meeting, shall be required to confer such membership, provided the prospective Honorary Member has been nominated at least one General Meeting prior to such vote.

Honorary Members shall have all privileges of membership, except those of voting or holding club office.

(f) Guests

Guests are welcome to attend general meetings and public club functions. Guests do not receive the benefit of any membership privileges.

Section 2.02 *Membership Dues*

Membership dues are due at the time of enlistment.

The dues are as follows:

- **Full Membership** – \$10/Year
- **Household Membership** – \$5/Year per member
- **Cadet Membership** – \$3/Year per member

The Bylaws of the USS Tranquility

- **Honorary Membership** – \$0/Year per lifetime
- **Convention Membership** – \$0/6 months per member

The membership fee is intended to cover production and mailing of the club publications, subsidizing club events, and the promotion of the club. Moneys paid for membership are non-refundable.

Members may upgrade their Membership by paying the difference in dues between their desired membership class and their current membership class.

(a) Renewal

The annual renewal periods shall be January and July. A member's renewal period will be set to the next renewal period following to their enlistment date in the coming year. Membership fees for renewals are to be paid to the Financial Officer no later than the General Meeting held in that renewal period.

The renewal period of a Household or Cadet Membership is the same as the Full Member they are associated with no matter when they personally enlisted in the club.

A Convention Membership is valid for 6 months. Convention Membership itself is not renewable, however members holding a Convention Membership may renew their membership in the club by becoming a Full, Household or Cadet member as appropriate for their situation.

At the General Meeting the month before the renewal period the Red Commander will announce the renewals coming due, and a note will be included with those members' newsletters.

Section 2.03 Privileges

(a) Voting

Membership classes with voting privileges are allowed one vote in elections and in concerns brought before the membership of the club. Absentee ballots will be made available for elections and bylaw amendments; the member must be present to participate in all other votes. To be eligible to participate in votes concerning elections or bylaw amendments, an individual must have been a member in the club for at least four months.

For a member to be able to exercise their Voting Privileges, within the past 12 months, a member must have either:

1. Attended two club meetings or events
2. Submit a request to the Command Council in writing to have voting privileges, prior to the vote in question.

The Bylaws of the USS Tranquility

For purposes of quorum, only members who have met at least one of these requirements shall be considered to be part of the voting membership.

(b) Publications

(i) Crew Handbook

The Crew Handbook is a guide published for new members of the *USS Tranquility*. This handbook is intended to introduce members to our club, its history, and our bylaws.

(ii) Bylaws & Policies

Updates to these bylaws and policies shall be made available to all members in print and electronic formats.

(iii) Tranquility BASE

The Tranquility BASE will feature articles and stories from club members, Science Fiction and Fantasy news and features, and updates on club news and activities. It is intended to be a showcase item for the club as well as a way to promote community in the club.

(c) Merit Points and Rank

The Merit Point and Rank programs are intended to track a member's participation in the club. Merit Points are awarded based on participation in events and activities, and certain administrative or coordinative functions of the club. Ranks are intended to give an indication of a member's participation relative to other members and are based on Merit Points. The Merit Point and Rank Programs are defined in a separate Merit Point and Rank Policy.

(d) Event Duty

As volunteers at special events our club is often given free admission and other benefits. The sponsors of these events may impose limits on the age and number of participants that are beyond our club's control. The participants shall be decided based on their current Merit Point standings.

(e) Lending Library

The club will maintain a media library. This collection will be developed through donations, but the club may occasionally make special purchases to expand the collection with the approval of Command Council.

Specific policies can be found in the Lending Library policy document.

(f) Prizes

The club may, on occasion, hold games, contests, or raffles, which have monetary or merchandise prizes. While guests of the club are always welcome to participate in such activities, unless otherwise stated prior to the start of the

activity any prizes with a retail value greater than \$10 are available only to Full, Household, Honorary and Cadet Members.

(g) Discounts

The club may hold an event or activity in a venue which charges admission or other fees, and may obtain discounts on such admissions or fees, or make up some or all of the fees out of club funds. These discounts are not available to guests of the club.

(h) Awards

The club may honor a member with an award for outstanding achievement in the club

Section 2.04 Responsibilities

- Members will observe all local laws to the best of their ability and will be held individually accountable for their actions.
- All members will refrain from any illegal activities at any function where they represent the club or are guest of the club. This includes, but is not limited to, the underage consumption of alcohol.
- Members will take all necessary and reasonable measures to ensure the safety of themselves and all other members.
- In the event of an injury, members will take appropriate steps necessary to secure aid for any injured person.
- No member may initiate physical violence against any other individual.
- In the event of the outbreak of physical violence, members will remove themselves from the area of violence, taking care to secure the safety of all other members. Actions will then be taken to inform the appropriate authorities.
- All club members agree to hold blameless and free of recourse the club and its members for any and all injuries or damages incurred as a result of attending any club function.
- If a member agrees to perform a duty at a function, that member will be responsible solely to the club for the agreed upon time of the function.
- All members and guests of the club will be treated with respect and civility. No member may engage in any activity that includes or implies any form of discrimination.
- Members shall present themselves in a clean and hygienic fashion when attending club functions or representing the *USS Tranquility*.
- Members will respect the authority of Command Council.

Section 2.05 Termination

(a) Voluntary Termination

The member may terminate membership at any time. This notice should be put in writing and mailed to the Red Commander or the Commanding Officer.

If a member decides not to renew their membership with the club the following changes to their status will take place. All benefits and privileges are immediately suspended. After two months all currently held Merit Points are permanently discarded. After five months they are decommissioned and any rank held in the club is removed from records. Rank can only be regained through normal progression if a former member rejoins the club.

(b) Involuntary Termination

See Article IX – Discipline and Suspension

Article III. OFFICERS

Section 3.01 Command Staff

The Command Staff are the elected officers of equal authority who lead the club and shall consist of the Commanding Officer and the First Officer.

At no point shall the Commanding Officer or the First Officer have the authority to carry out the actions of office over the objection of the other. Any unresolved issues shall be brought before the Command Council for a vote.

(a) Commanding Officer

The Commanding Officer shall: provide supervision to the Club and its officers, and see that the mission, duties and obligations of the club are fulfilled; ensure that club bylaws and policies are enforced; establish, with the other officers, a comprehensive plan for the club to conduct a balanced service program, an effective membership program and social activities; conduct well planned meetings of the Command Council and of the club; complete goals set from past Club Planning Meetings; conduct annual Club Planning Meetings; preside at all Club Meetings and meetings of the Command Council; ensure that the financial books of the club are properly audited at the end of each fiscal year or at his/her discretion; be the principal signer on all contracts; contribute a Captain's Log article to the monthly newsletter; and perform other duties as the office may require.

(b) First Officer

The First Officer shall assist the Commanding Officer in his/her duties, and shall perform the duties of the Commanding Officer in his/her absence.

Section 3.02 Command Crew

The Command Crew is the elected representatives of the membership of the club and shall consist of the Blue Commander, Red Commander and Gold Commander.

(a) Blue Commander

The Blue Commander shall coordinate the club's Community Service efforts. They shall develop a comprehensive plan for the club's service program, utilizing

the information gathered during the General Meetings; ensure that the club's service program has a balance of service projects that meets the needs of the club membership; present a program of service to the Command Council prior to the May and September General Meetings; submit all new service projects to the Membership for approval; coordinate supervision for all service projects; report to the club on all aspects of the service program; ensure that each Service Project Coordinator complete a written article at the end of the project for use in the monthly newsletter; and plan for publicity before and after each project.

(b) Red Commander

The Red Commander shall coordinate the club's Membership and recruitment efforts. They shall perform Command Staff functions in the absence of both the Commanding Officer and the First Officer; develop a program for membership recruitment and retention; maintain all necessary membership records; keep track of names, addresses, and phone numbers of current and prospective members; maintain the database of member information and are responsible for notifying members when their membership is up for renewal; maintain a positive spirit among members; encourage guests and inactive members of the club to participate in club activities; insure that club exhibits and historical items are brought to Events; provide every Member with a copy of the club policies, bylaws and calendar of events; as well as prepare, distribute, collect, and count ballot sheets on all occasions when voting is done in writing.

(c) Gold Commander

The Gold Commander shall coordinate the club's social activities. They shall: prepare and present a program of social activities to the Command Council prior to the May General Meeting; submit all new social activities to the Membership for approval; and create, maintain, and foster a spirit of camaraderie among all members and guests of the club.

Section 3.03 Officer Requirements

Elected officers are required to attend all Club and Command Council meetings and to regularly attend Club events, if an officer fails to attend three Club and/or Command Council meetings within a calendar year, without excuse, that officer shall be required to petition the Club to remain in office. In addition, all officers are required to meet Membership requirements.

Section 3.04 Other Duties

All elected officers shall: know and uphold the bylaws and policies of the *USS Tranquility*; establish and maintain a working relationship with the other club officers; establish and maintain a working relationship with the membership of the club; make periodic reports of their office; and carry out all other duties that their respective offices require as determined by the Command Staff.

Section 3.05 Elected Officer

The term of office for the Command Staff and Command Crew is 2 years. The newly elected Command Council takes office with the April meeting of the Command Council. Only one elected office or position may be held by a member at any one time.

Section 3.06 Command Council

The Command Council is the governing body of the club. It is made up of the Command Staff and the Command Crew. All of the elected club officers shall have a vote on the council. The Commanding Officer shall serve as the chairperson. Command Council meetings shall be open only to members of the Command Council and club members who have received an invitation by one or more Command Council members. If a member would like to attend a Command Council meeting, they may request an invitation from a Command Council member.

The Command Council shall: have full power to initiate and transact all business necessary for the existence of the club and the observance of its purposes; administer club business between General Meetings; carry out all resolutions, policies, and activities passed by the club; present a proposed calendar of events and activities for the club at the May General Meeting for spring/summer and the September General Meeting for fall/winter; and analyze any particular problems of the club pertaining to the program or administration and plan for their solution. The Council also has the authority to delegate such powers in any magnitude to whomever it deems necessary.

Article IV. APPOINTED POSITIONS

Section 4.01 Appointed Positions

The appointed positions of this club shall be: Communications Officer, Financial Officer, Historian, Supply Officer, Publication Officer, Webmaster and Grievance Officers.

Offices are positions of responsibility in the club but the officers are not necessarily members of the Command Council. As appointed by the Command Council, a person may hold more than one office and Command Council members may also hold offices with the exception of Grievance Officer.

Section 4.02 Communications Officer

The Communications Officer shall: maintain accurate written records of the proceedings of all General Meetings; secure the minutes of the Command Council and all other committee meetings to be included in the Club minutes; type the minutes of the previous General Meeting to be kept in the club archives after being presented and approved at the next General Meeting; design and implement an intra-club communications program which shall consist of, but shall not be limited to: making phone calls to members of the club to notify them of any special announcements; preparing and distributing a calendar of scheduled club events at least once a year; preparing and distributing a club roster which includes current address, e-mail address, and phone numbers of all Members once a year; issue notices, invitations, and letters of appreciation to persons and organizations

who have helped the club in any way; distribute mail received to the appropriate club officer.

Section 4.03 *Financial Officer*

The Financial Officer shall: receive and disburse all moneys of the club in a prudent manner and keep an accurate record thereof; be diligent in the collection of fees, dues, and assessments owed to the club and deposit them in the proper club account; transmit all funds due to the club for the club; prepare, with the Command Council, a budget for the fiscal year including a tentative outline of club income and expenditures by the May General Meeting; present a program of fund-raising to the Command Council prior to the May General Meeting ensuring that all projects have a beginning and ending date; submit all new fund-raising projects to the Membership for approval; institute a procedure whereby all disbursements contain the Commanding Officer's signature, in addition to the Financial Officer's; keep an accurate written record of the payments made by each individual member of the club and give a written receipt for all such funds; make reports on the condition of the club treasury at General Meetings and to meetings of the Command Council at least once a quarter; have books properly audited by a person, approved by the Membership, at the close of the individual's term; ensure that all financial forms and financial reports prescribed by federal, and state policies are filed as required; ensure that all moneys accumulated by the club or received through donations to the club, unless otherwise specified, shall not be used for the purchase of alcoholic beverages and/or tobacco products.

Section 4.04 *Historian*

The Historian shall further the enhancement of all archival properties of the club; bring club exhibits and historical items to Events, compile a detailed, accurate, narrative and photographic scrapbook containing the history of the club, an account of projects and other significant activities, a list of officers elected and appointed, humorous happenings, newspaper clippings pertaining to the activities of the club, and meaningful photographs taken for all club activities.

Section 4.05 *Supply Officer*

The Supply Officer shall be the custodian of all material properties belonging to or entrusted to the club; maintain a current inventory of club equipment, to be kept in the club files; report changes in the inventory or condition of club properties to the Membership; work with the Financial Officer to replenish items as required, and ensure that club items are available for use at club activities.

Section 4.06 *Publication Officer*

The Publication Officer is the editor of the club newsletter, responsible for the production and publication of the Club Newsletter Tranquility BASE.

Section 4.07 *Webmaster*

The Webmaster is responsible for the operation of the club website as outlined in the policy detailing the *USS Tranquility's* Internet Presence.

Section 4.08 Grievance Officers

There shall be three Grievance Officers appointed within 2 months of elections. In the event that the Grievance Council is called upon, it shall consist of these three officers. Unlike other appointed officers, Grievance officers cannot hold any elected position in the club.

(a) Grievance Council

The Grievance Council shall consist of the three Grievance Officers. The Grievance Council are charged with carrying out the procedures of Article IX§2 for all complaints which are brought to its attention. In the event that a complaint has been levied against a member of the Grievance Council, the Commanding Officer shall fulfill the duties of that member.

Section 4.09 Other Duties

All appointed positions shall report on their respective positions at all General Meetings; and carry out all other duties required by their respective position as determined by the elected office or position by which they were appointed.

Section 4.10 Term of Office

The term of office for all appointed positions is 2 years, to correspond with the general election. All appointed positions will be evaluated at the April meeting of the Command Council by the newly elected Command Council.

Section 4.11 Temporary Positions

Temporary positions shall be created and appointed by the Command Council, with approval of the Membership, as necessary for expediency in carrying out the programs of the club and shall be approved by a simple majority of the present voting members at a General Meeting.

Article V. NOMINATIONS, ELECTIONS, & APPOINTMENTS

Section 5.01 Election Procedure

Elections will be held every two years under the following schedule:

At the close of club business in the January meeting in odd numbered years the Commanding Officer shall open nominations for elections. Any Full or Household member who has been a club member for at least 4 months by the opening of nominations in January is eligible for a nomination. Nominations and seconds to those nominations shall then be received during General Meetings until ballots are cast in March for the specific office for which the nomination was made. An individual can nominate themselves. An individual can be nominated for as many positions as they

The Bylaws of the USS Tranquility

would like to run. Only those nominations that have been made, seconded and accepted by the close of the January nominations session shall be included on the Absentee ballot.

All candidates shall submit a short article to the Tranquility BASE in support of their candidacy. An absentee ballot will be printed in the February Tranquility BASE for members to submit to the First Officer if they will not be present to cast their vote at the General Meeting in March. All absentee ballots must be in the possession of the First Officer before the March General Meeting to be considered.

At the close of club business in the March General Meeting in odd numbered years, candidates shall make an up to three minute speech in support of their candidacy. Once completed, elections will be held for one office at a time, in the order of: Commanding Officer, First Officer, Red Commander, Blue Commander, and finally Gold Commander. The First Officer shall prepare, distribute, and collect ballots. Only official ballots distributed by the First Officer shall be admissible for voting. The First Officer shall deliver completed ballots to the Command Staff for counting. The Command Staff shall count the ballots. A simple majority vote shall be required to elect a member to an elected office or position. If a majority is not reached in the first round of balloting, the candidate with the fewest votes shall be removed from the ballot. In the cases where there is a tie for the candidate with the fewest votes, both candidates will be removed if there were four or more candidates running for that office, but none will be removed if this occurs with fewer than 4 candidates running for that office. The balloting will then be repeated until a candidate receives a majority of the votes cast. The Command Staff shall announce the result of the elected office or position, and remove that candidate's nomination for any elected position that is still up for a vote. The tally, while unannounced, shall be recorded in the official minutes. If there is no call for a re-count the ballots are then destroyed at the close of business 2 General Meetings after the completion of elections. The results will be published in the April issue of the Tranquility BASE newsletter.

If a quorum cannot be achieved the Red Commander will prepare absentee ballots to be distributed in the April Tranquility BASE and a vote following the guidelines above will be held at the next General Meeting.

Section 5.02 Installation

New officers and elected positions shall be installed with the first meeting of the Command Council following the election. They shall continue to carry out the old program while developing a new program for the club.

Section 5.03 Appointments

Appointments shall be made by the second General Meeting following installation. All appointments shall be approved by the membership at that General Meeting. The appointees shall continue to carry out the old program while developing a new program for the club.

Section 5.04 Transition

An outgoing officer will turn over all materials connected with their office necessary to the operation of the organization, and all materials that are club property, within thirty days to their successor.

Section 5.05 Vacancies

If an elected office or position is vacant, the Command Council shall appoint a temporary successor until the first opportunity arises to hold a special election for the vacant office or position. The special election shall be held at the next Club Meeting. If the vacancy is in the office of the Commanding Officer, the First Officer shall assume the office of Commanding Officer and a special election can be held for the position of First Officer. If an appointed position is vacant, their respective officer shall appoint a successor within ten (10) days of the announcement of the vacancy.

A special election shall be run under the following schedule:

At the next Club Meeting following a vacancy of an elected office, the Commanding officer shall announce the vacancy and open nominations for that position. Any Full or Household member who has been a club member for at least 4 months by the opening of nominations in January is eligible for a nomination.

At the close of Nominations, candidates shall make an up to three minute speech in support of their candidacy. Once completed, the Commanding Officer shall prepare, distribute, and collect ballots. Only official ballots distributed by the Commanding Officer shall be admissible for voting. The Commanding Officer shall deliver completed ballots to the Command Staff for counting. The Command Staff shall count the ballots. A simple majority vote shall be required to elect a member to an elected office or position. If a majority is not reached in the first round of balloting, the candidate with the fewest votes shall be removed from the ballot. In the cases where there is a tie for the candidate with the fewest votes, both candidates will be removed if there were four or more candidates running for that office, but none will be removed if this occurs with fewer than 4 candidates running for that office. The balloting will then be repeated until a candidate receives a majority of the votes cast. The Command Staff shall announce the result of the elected office or position, and remove that candidate's nomination for any elected position that is still up for a vote. The tally, while unannounced, shall be recorded in the official minutes. If there is no call for a re-count the ballots are then destroyed at the close of business 2 General Meetings after the completion of elections. The results will be published in the next issue of the Tranquility BASE newsletter.

Article VI. CLUB MEETINGS

Section 6.01 General Meetings

The club membership shall meet once each month in a General Meeting. Meetings will be organized and run by the Command Staff. The first purpose of the General Meeting is to conduct the business of the organization and disseminate information to the membership. Guests will be permitted and allowed as long as they remain civil and respectful, but they will not be permitted to vote on club related matters.

Section 6.02 *Special Business Meetings*

Special meetings of the club may be called by the Commanding Officer or the Command Council, on their own initiative, or upon written request of one third (1/3) of the voting membership. Such meetings must be publicized to all voting members, with a statement of purpose, at least 72 hours in advance. If the Commanding Officer does not call a special meeting to be held within seven (7) calendar days of petition by the Command Council or the voting membership, as provided for above, the First Officer shall call and preside at the meeting.

Section 6.03 *Elections Meeting*

This club shall hold an Elections Meeting in the March of odd numbered years for the purpose of conducting elections.

Section 6.04 *Quorum*

The presence of one-third of the current voting members of the club shall constitute a quorum for General Meetings, Special Business Meetings or the Elections Meeting. If a quorum can not be achieved the issue may be set aside or it may be set before the Commanders for them to collect the votes of their crew for the next council meeting.

Section 6.05 *Command Council Meetings*

There shall be at least one meeting of the Command Council every other calendar month. Special meetings of the Command Council may be held subject to the call of the Commanding Officer, or upon the written request of the majority of the voting members of the council. The meetings shall be held at a time and place determined by the voting members of the council.

(a) Quorum of the Command Council

A simple majority of the Command Council shall constitute quorum providing that at least one of those present is either the Commanding Officer or the First Officer. Any question before the Command Council shall be resolved by a consensus of the Command Council members present during any official Command Council meeting with a quorum. A consensus shall be achieved when there is agreed to be no major opposition voiced by any Council member to any policy enacted by the Council. In the event a consensus cannot be reached, a simple majority vote of those Council members present under quorum shall resolve the matter. The Command Council may, at its discretion, delegate the resolution of a question to a vote by the membership. In such a case, the question shall be resolved by a majority vote of the voting membership in attendance at a General Meeting, so long as the rules of quorum are met.

(b) Joint Meeting

The Command Council shall meet at least once after elections are completed, but before the newly elected officers have been installed in a joint meeting of both currently elected officers and the officers elect for the purposes of transition and training.

Article VII. FINANCE

Section 7.01 Budget

This club shall follow a budget plan in the control of its financial activities. The budget and any non budgeted club financial expenditures over \$25 shall be approved by a majority vote of the present voting membership at any General Meeting. Any non budgeted club financial expenditures under \$25 shall be approved by the Command Staff. The club shall maintain, as needed, a checking or savings account in a federally insured institution. The necessary expenses of the club shall be met from funds secured through club membership dues, fees, assessments, and fund-raisers. Receipts shall be required for all disbursement of funds, except for donations to charitable causes.

Section 7.02 Assessments

Assessments may be levied on the Membership with the Affirmative vote of at least three-quarters (3/4) of the Voting Membership at any General Meeting.

Section 7.03 Late Fees

Late fees may be imposed on anyone who fails to pay any moneys due to the club by a set deadline. Late fees shall consist of five dollars (\$5.00) per month, not to exceed twenty dollars (\$20.00), starting one month after the date of the deadline. To be able to enact a late fee, the deadline for moneys due must be announced to the indebted at least fourteen (14) days prior to the deadline.

Section 7.04 Reimbursements

All Reimbursements for approved expenditures by individuals, whose aggregate total is less than twenty-five dollars (\$25), shall be paid within seven (7) days of submitting the proper receipts to the Financial Officer, otherwise within twenty-one (21) days of approval by the club.

Section 7.05 Property, Assets, and Liquidation

No member shall hold any interest in, or rights to, the property or assets of the club. All properties and assets shall be subject to the control of Command Council. Should the club dissolve or otherwise cease operations, the assets will pay any outstanding debts that may exist. Any remaining assets will be contributed on behalf of the membership to a legally recognized charity, as deemed by the Command Council.

Article VIII. IMPEACHMENT AND REMOVAL

Section 8.01 Impeachment

Any appointed or elected Club official may be impeached for maladministration, corruption, or dereliction or neglect of duty. Charges shall be submitted in writing to the Grievance Council, which shall follow the procedure outlined in Article IX§2. Any Club official who is being investigated for impeachment shall relinquish his/her office or position upon validation of said offense for the duration of the proceedings.

Section 8.02 *Removal*

A person shall be convicted only upon an affirmative vote of at least three quarters of the Voting Membership cast by secret ballot. Upon conviction, the club may, at its discretion, disqualify individuals from holding future elected and/or appointed positions within the club, and shall have the power to determine the length of such disqualification.

Article IX. DISCIPLINE AND SUSPENSION

Section 9.01 *Discipline*

At any time, a member of this club may bring to the attention of the Grievance Council a member's behavior which is believed to be contrary to the purpose and principles of the club. The Grievance Council may, after following the procedures outlined in §2, refer this matter to Membership for deliberation and recommend the action to be taken.

Disciplinary actions, except for suspension, shall be imposed by the club only after the affirmative vote of at least two thirds (2/3) of the Voting Membership, cast by secret ballot.

In cases of suspension of a member, an affirmative vote of at least three quarters (3/4) of the Voting Membership, cast by secret ballot, is necessary to confer suspension upon this individual. A suspended member shall lose all rights and privileges associated with being a member of the club for a length of time as determined by the membership.

As long as the Voting Membership did not suspend their individual membership as well, Household and Cadet Members may choose to upgrade their membership or associate it with another Full Member of the club who meets the appropriate qualifications

Section 9.02 *NOTICE, HEARING AND DETERMINATION OF CHARGES AGAINST MEMBER(S)*

1. Whenever a complaint is made to the Grievance Council of any of the rules prescribed in any of the governing documents or of actions contrary to the purpose and principles of the club, they shall cause an investigation to be made and the statements of the complaints, if any, and of other persons having knowledge of the facts reduced to writing. If they are satisfied from such an investigation and statements that there has been such a violation or action, they shall prepare, or cause to be prepared, charges against the member(s) alleged to have committed such violations or actions which shall state the ultimate facts alleged to constitute such offense.
2. Such charges shall be in writing and shall be served on the member(s) named therein by delivering the same to them personally, if possible, or, if not, by mailing a copy of such charges by registered mail to such member(s) at their usual place(s) of abode.
3. The notice of charges so served shall fix a date for hearing thereon not less than ten (10) or more than fifteen (15) days from the date of service, which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charges on the date fixed for hearing unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action the Grievance Council shall give notice to any member, who failed to appear,

in the manner prescribed above, of its proposed findings and recommendations to be submitted to the Membership and shall submit such findings and recommendations ten (10) days thereafter unless the member has meanwhile shown good cause for his/her failure to appear, in which case a date for a hearing shall be fixed.

4. Upon demand at any time before or at the hearing the member or their representative, duly designated, shall be furnished a copy of the statements taken by the Grievance Council in relation to such charges and with the names of any other witnesses who will be produced at the hearing in support of the charges; provided, however that this shall not preclude the testimony of witnesses who were unknown at the time of such demand.
5. The Grievance Council may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereon. The member(s) may confront and examine witnesses against them and may produce witnesses and documentary evidence on their own behalf. There may be present at the hearing: the member(s) charged and their representatives and witnesses; other witnesses; representatives of the Grievance Council; any advocate the member deems necessary; and, unless the member(s) request a closed hearing, such other members as may be admitted by the Grievance Council.

Within 20 days after the close of the hearing, the Grievance Council shall submit a report of its findings of fact and recommendations for disposition of the charges to the Membership, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the member(s) concerned. Within ten (10) days thereafter the Membership shall make their determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made, and to suspend, or otherwise discipline them shall be vested in the Membership. If they shall reject the findings of the Grievance Council in whole or in part they shall make new findings which must be based on substantial evidence in the record and shall include them in the notice of their final determination which shall be served upon the member(s) with respect to whom it is made.

Article X. LIMITATION OF POWER

Section 10.01 Authority

The Supreme Authority of this club rests with the Membership.

Section 10.02 Appealing a Decision

Any member may call for an appeal of a committee's decision, provided such call is made in writing to the Command Staff within ten (10) days of said decision being announced at a General Meeting.

Section 10.03 Limiting Vote

A decision made by any committee may be overruled by a two thirds (2/3) vote of the Voting Membership, provided such vote be conducted within two (2) General Meetings of said question.

Article XI. POLICIES

Section 11.01 Purpose

This club shall have the authority to establish, at its discretion, as supplements to these bylaws, written policies concerning major aspects of the club's programs which it believes should be standardized for future reference.

Section 11.02 Format

All written policies, approved by this club, shall contain a policy title, a statement of purpose, and a date of ratification by the club.

Section 11.03 Ratification and Amendment

Policies and amendments to policies may be adopted at any General Meeting upon the affirmative vote of at least two thirds (2/3) of the present voting members, provided that the policies or amendments have been submitted in writing to the Voting Membership at least one General Meeting prior to the vote. All approved policies will be included in the document Policies of the *USS Tranquility*.

Section 11.04 Effectiveness

All policies and amendments to policies shall go into effect immediately, unless some other date is specified in the policy or amendment to a policy under consideration.

Article XII. AMENDMENTS

Section 12.01 Proposal

Any amendment to these bylaws may be proposed in writing at any time by any member to be considered for club approval; all such proposals must have received majority approval by the Command Council or must be submitted for club consideration accompanied by a petition signed by one fourth (1/4) of the Voting Membership. Such proposals shall be placed in front of the Voting Membership for consideration at least one General Meeting prior to being voted upon, by being distributed in the Tranquility BASE with the absentee ballot for the proposal. All absentee ballots must be in the possession of the First Officer before the General Meeting of the vote to be considered

Section 12.02 Ratification and Amendment

The Bylaws may be ratified or amendments made to them may be adopted at any General Meeting upon the affirmative vote of at least three quarters (3/4) of the cast votes, provided that the amendments have been proposed in accordance with the procedure in §1. Spelling and cosmetic changes can be made without such vote.

Section 12.03 Effectiveness

These bylaws and all amendments to these bylaws shall go into effect immediately, unless some other date is specified in the proposal under consideration.