



Federation Officer's Manual

International Federation
of Trekkers Inc

**“Do what the crew of the *Enterprise* does in every episode...
go places and help people.”**

- Gene Roddenberry, 1983
during our first planning session to establish The Federation

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Forward

Hello and welcome! The officers and crew of the Federation are happy to have you join us. We know that you will find your time with us both exciting and rewarding. As with any large organization, you might be confused as to where to go for what, whom to call and so forth. This booklet should help answer these questions as well as give you a better understanding of the

Federation and how it operates. This booklet is not intended to define everything, but will provide some examples of how a Federation member and chapter operate within the Federation.

Background

Name

The legal name of this organization is the “International Federation of Trekkers, Incorporated.” The aforementioned name, the name “IFT,” the name “The Federation” and all logos and designs, including starship designs are copyright protected by IFT. All IFT and Federation related fictional histories and stories are also copyrighted by the International Federation of Trekkers.

Purpose

Every organization is based on some fundamental principles. The Federation has several. The Federation is devoted to keeping alive many of the ideals and philosophies brought forth in *Star Trek*. These include, but are not limited to:

- ★ To promote the philosophies and ideals portrayed in the *Star Trek* mythos in a realistic fashion, conducive to the continued existence and responsible advancement of humankind.
- ★ To bring together those persons interested in various aspects of *Star Trek* for the purpose of social interaction and community service.
- ★ To promote within the community at large a more positive impression of *Star Trek* enthusiasts as intelligent, socially conscious, and active individuals who are indeed very aware of, and concerned about, the real world of today.
- ★ To provide, promote, and support education and positive activism in the areas of human rights, the environment, and space exploration.
- ★ To create and administer chapters worldwide for the purpose of community service and social interaction at the local and international level.

Active Efforts

The Federation is dedicated to going beyond hoping and wishing for a better future. Through our newsletter, and by our actions, we promote environmental awareness and help to establish new programs to help our ailing planet. We promote education to all, regardless of age. The Federation keeps members informed about the real life difficulties relating to the space programs of all nations. Federation members are involved in the Red Cross and other disaster relief organizations.

The Federation’s Role in Fandom

The Federation is also dedicated to enjoying the *Star Trek* mythos in all its different forms. We want fans to pursue all, or any part of *Star Trek* that they enjoy. We encourage our members to add exciting new stories, concepts, and ideas to the ever-expanding *Star Trek* universe. Together we have

fun by participating in meetings, attending conventions, and sharing our views and experiences from around the world. *Star Trek* may be the theme, but it's people that make the difference.

The Federation's History

"We must remember that the promise of tomorrow will not be fulfilled easily. The collective commitment of our nations, as well as the vision, wisdom, and hard work of many, many individuals will be required to bring our dreams to fruition. In a way, the Enterprise and the optimistic future in which it exists might be thought of as a reminder of what we can achieve when we really try."

-Gene Roddenberry

Creator, *Star Trek*, and *Star Trek: The Next Generation*

It was with this in mind that, on June 1st, 1984 (the world debut of *STAR TREK III: THE SEARCH FOR SPOCK*) the International Federation of Trekkers was founded. Known at the time as the "Ohio Federation of Trekkers," the organization and its founding chapter, the *U.S.S. Conquest*, was based in Cleveland, Ohio. The organization's principal newsletter, the "Federation Log," contained information about the club, Trek related events, and editorial comments.



What started off rather small grew beyond the boundaries of the state of Ohio and into other states and countries. This growth was instrumental in legally changing the organization's name to the "International Federation of Trekkers." In the late 1980's IFT defined its position and changed its newsletter from the "Federation Log" to the "IFT Newsletter." This new publication featured articles on the environment, space programs from around the world, and education.

The club also changed and improved its logos and graphics knowing that they would lead the way to a greater awareness of the organization and its purpose. IFT's founding chapter was renamed as well, changing the name from the *U.S.S. Conquest* to the *U.S.S. T'hy'la* (a Vulcan word meaning "more than friend"). A fictional history was created to better define the role of IFT chapters as they relate to the fictional vessels of Starfleet in the *Star Trek* universe.

The Federation's History (continued)

Since IFT's beginnings, the organization has proved that change is a good thing, and that only through change can any organization meet the needs of its membership. On April 23, 1992, IFT incorporated itself to reflect the organization's real world stance. The IFT newsletter was again changed to a publication called "Voyages," allowing a broader perspective on Trek related events, club information, and articles ranging from environmental issues, public awareness, and space programs. Other areas were affected by the incorporation process as well, such as the complete restructuring of IFT's command level and legal aspects of IFT's position in the real world.



In 2010 after celebrating 25 years of fandom the year before, it was decided to return to some of the organization's original themes. While remaining in corporation as the International Federation of Trekkers, it was decided to revert to the simpler and more to the point historic name of "The Federation" for all our branding and publicity including our member's magazine.

Through all of the changes in the Federation, one thing has remained the same: our purpose.

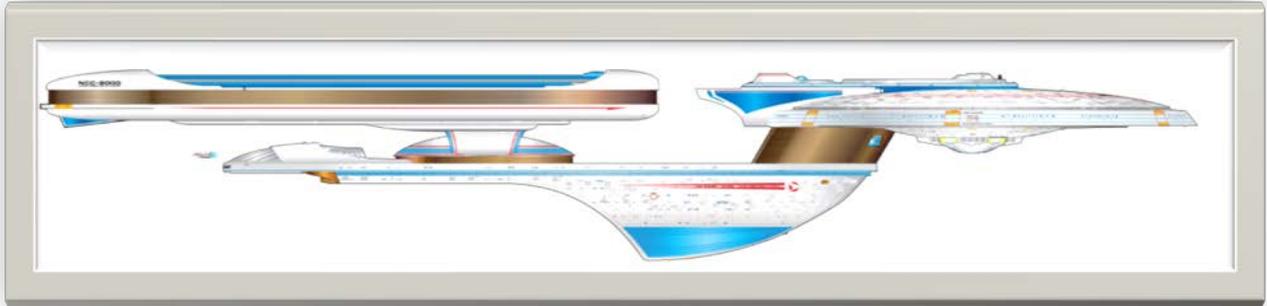
"To promote the philosophies and ideals portrayed in the Star Trek mythos in a realistic fashion conducive to the continued existence and responsible advancement of humankind. To provide, promote, and support education and positive legal activism in the area of human rights, environmental causes, and space exploration. To promote a more positive impression of Star Trek enthusiasts as intelligent, socially conscious, active individuals who are aware and concerned about the real world today."

This brief history was prepared so that all members of the Federation could have a perspective on how real a dream can be, and how far dreams can take you. Once the Federation was just a dream, and yet with each passing day, this dream can and will become ever more an actuality.



The Federation's Fictional History

Shortly after the final construction of the *U.S.S. Excelsior*, two events transpired that would eventually influence the future course of Federation history. Details of the *Genesis Affair* and the *Whale Song Incident* that were originally classified were made public through leaks and Klingon accusations.



These two events proved to be a catalyst for great debates within the United Federation of Planets. The resolution of the *Whale Song Incident* sparked debates over whether or not other lost species should be re-populated. Is the Terran dinosaur any less important than the kiwi bird? Moreover, are Starfleet ships the ones to pursue these efforts?

Many members of the Federation felt that Starfleet's military vessels were all too often being used for the wrong reasons and could be better utilized. Indeed the explosion of Praxis and the resolution of years of hostility with the Klingon Empire demanded a change in the priorities of Starfleet. The consensus was reached that Starfleet should focus on the exploration of space for "new worlds and new civilizations" as stated in Starfleet's mission.

As a result, certain Federation ships assumed duties better related to research and exploration. They contained more specialists and organizational departments than normally assigned to a Starfleet vessel. A recommendation by Dr. Leonard McCoy proposed a measure to bring civilians on starships on a regular basis, due in part to the prolonged length of missions and the effect this would have on officers with families. This led to a greater space-faring civilian population and the development of better-equipped starships and new starship command philosophy.

After many debates, these matters were set to rest with the charter of a new fleet of civilian starships. These new starships were placed under the direct control of the Federation Council. The fleet of "Institutional Federation Transport" vessels was commissioned to work in conjunction with Starfleet. Their mission is to provide the second contact with any new civilizations and to provide a long-term cultural exchange with these new, or any other existing cultures.

The Federation in the Real World

The Federation and our members take an active role in a wide variety of interests and issues in the real world of today.



Environmental Issues

The Federation provides a central resource for information related to environmental, recycling, and modern ecological concerns. We regularly provide advice and publish articles on such issues, adding our voice to the common concern for our planet's continued survival.

Federation chapters and individual members have become involved in many of these issues through interaction with various environmental programs, such as forest reclamation, recycling, and Adopt-A-Highway programs around the world.

Endangered Species

Information on endangered species is also shared with Federation members, and chapters are encouraged to get involved on a local level with the protection of the chain of life on Earth. Many Federation chapters have become involved with the preservation of endangered species through various adoption programs as well as by direct contact with numerous animal rights organizations.

Human Needs

The chapters of the Federation regularly participate in blood drives, pledge drives for public television, and medical research organizations. We volunteer to provide help where needed, plus promote the relief efforts of other organizations and individuals at times of natural disaster and distress. The Federation cares and makes a difference!

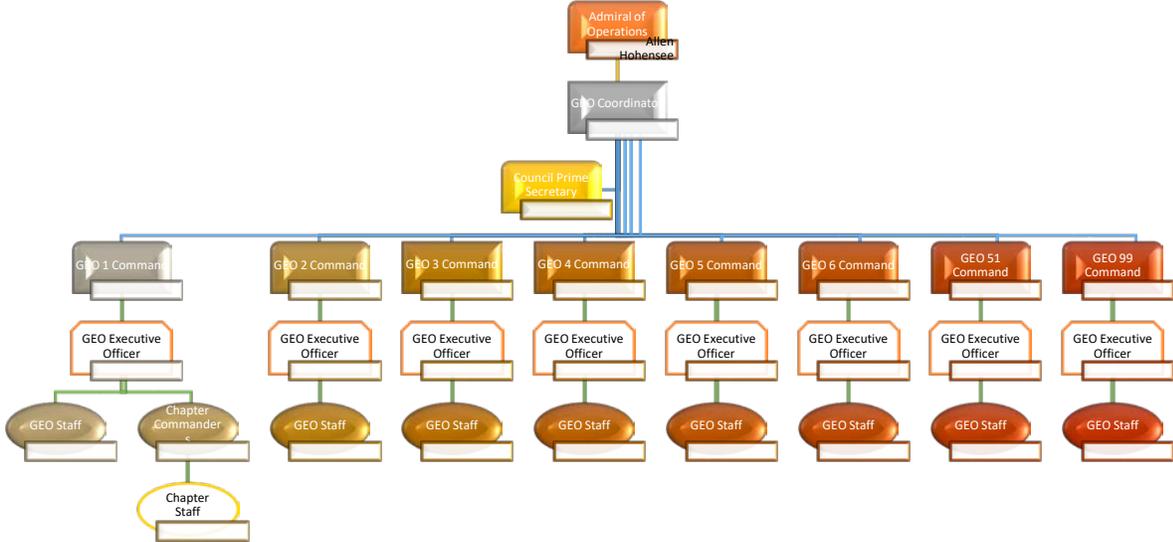
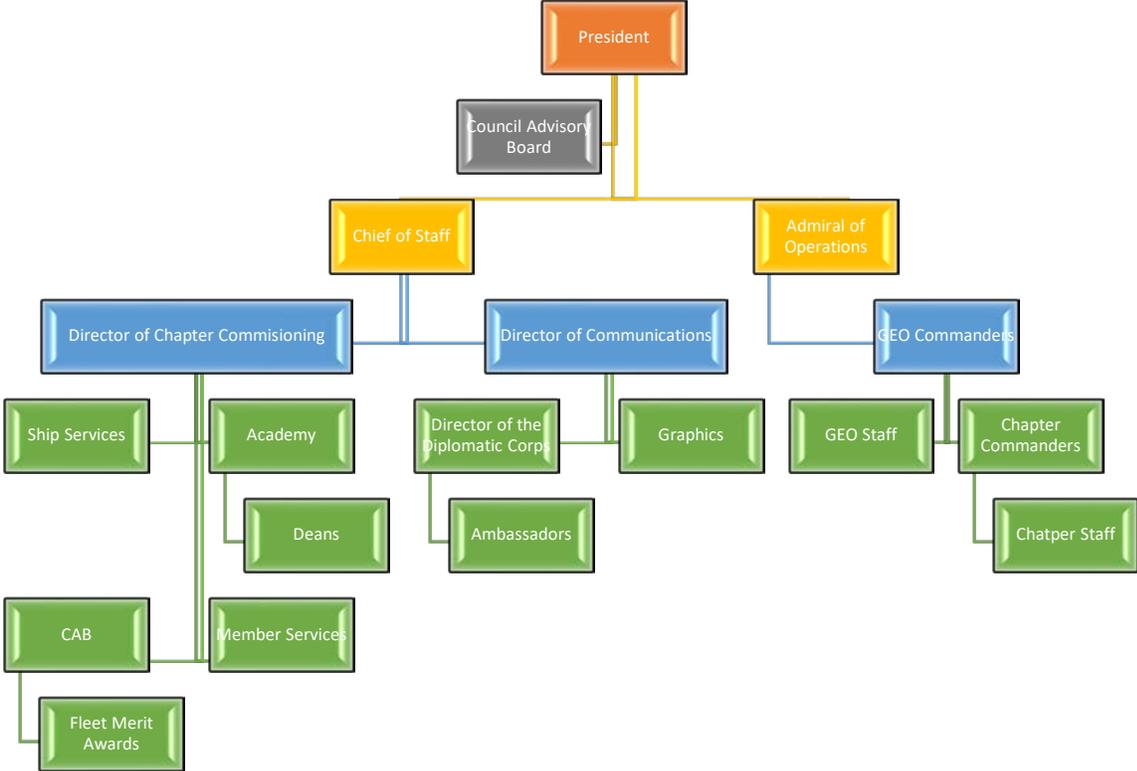
Space Exploration

The Federation is dedicated to the spirit of exploration and humankind's efforts to escape our earthly bonds. Following the Challenger disaster in the late 1980's, the Federation joined other organizations and individuals in helping to fund various educational programs focusing on space faring endeavors.



Structure

Federation Council and Headquarters Staff



The Federation's Command Structure starts with the Federation Council. We have also established regional directors called GEO Commanders whose job it is to assist Federation chapters and help us grow.

The Federation Council is IFT's "parent organization" and Board of Directors. The purpose of the Federation Council is to represent and act as the governing body and judgmental authority for matters concerning the Federation. The council will oversee operations and expenditures on behalf of the membership.

The Federation Council will make recommendations related to capital expenditures, departmental budgets, and on the selection of fund-raising materials. The Council will always have the freedom to report their findings and opinions directly to the membership, and have the obligation to relay their activities to the membership through the Federation magazine/newsletter. Indeed, significant issues must appear in the Federation's publications to keep the membership aware of the Council's actions.

The Federation Council is the final, non-biased authority in matters of dispute and/or concern between any of the levels of Federation membership. The Federation Council has the sole authority to select the winners of any awards presented to its chapters or members.

The Federation also has many offices to assist our chapters and individual members. The various contacts for these offices and departments may be found in our newsletters and at the official website: <http://www.trekfederation.com/en>

- ★ The **Fleet Administration Office** handles membership applications, supplies, and general membership questions.
- ★ The **Commendations Advisory Board**, known throughout the fleet as CAB, explains the different categories of events, which are reportable in monthly chapter activity reports. The CAB recommends chapters for fleet wide awards and commendations, and oversees the Federation's Fleet Merit Awards program.
- ★ **Federation Ship Services** assists new members and chapters, providing them with basic information and directing them to the specific Federation office to best answer more involved questions.
- ★ A **Quartermaster** to handle merchandising, with Federation branded items for members to purchase.
- ★ The **Federation Cadets Corps** gives our young members, ages 15 and younger, special membership benefits geared more to their interests and their special place in the Federation.

- ★ The **Federation Academy** is set up to offer a variety of educational and fun correspondence courses for our members.

- ★ The **Federation Diplomatic Corps** is responsible for initiating and maintaining communications between the Federation, its members, and other fan organizations.

- ★ The **Federation Marine Corps** (FSC) is not currently active because this department is being redeveloped.

- ★ The **Federation Graphics Department** facilitates local chapter's starship design, enhance logos, and other graphic layouts.

- ★ The **Federation Publication Office** is responsible for all printed Federation materials, newsletters and bulletins.

Membership Fees and Revocation

Joining the Federation is absolutely free. This is to support Gene Rodenberry's dream of offering access for everyone. . Local chapters may charge membership fees to help defray the cost of services provided by the chapter. Such dues will not exceed twenty-five United States dollars (\$10.00) or its equivalent per individual per year.

The Federation reserves the right to revoke any membership of an individual or chapter who fails to maintain regular communication with the parent organization. Membership may also be revoked for other reasons including, but not limited to: disruptive behavior, intentional deception, and conduct unbecoming the organization and/or its principles.

Copyright Ownership and Usage

The Federation holds copyrights and is the final authority on use of these copyrighted materials. These materials include, but are not limited to, the initials “IFT” and “Federation” as they relate to this organization, the name “International Federation of Trekkers,” and all associated logos and designs.

The Federation reserves the right to withhold or restrict the use of copyrighted materials. All chapters are encouraged to use IFT and Federation logos and designs for activities on the local level, provided acknowledgment of the copyright is given. If a specialized logo or design is needed, please contact the Federation Graphics department.



Federation Fleet Services

The Federation provides a wide variety of services to their individual chapters. These services range from designing graphics to providing promotional materials.

Conventions

The Federation can help introduce local chapters to convention organizers, help plan participation in the convention, and can sometimes provide discounted table space for displays, club promotion, or selling items.

Graphics and More...

Federation Chapters can ask our Graphics Department for help in improving or creating ship logos, starship designs, or any other graphic design. The Graphics Department can help you create the best promotional materials and newsletters you can possibly make.

Federation Applications

The Federation Applications section of the web-site is intended for use by Federation members and requires a computer and internet access. These applications are found at: <https://trekfederation.com/member-applications/> and features Account Management, Trekfed Forums, Federation Mail, and a Member Roster. Trekfed Forums are an electronic message center for open discussion on a variety of topics. It is not intended for selling merchandise or to assault or denigrate other members and/or organizations. Any member found to be assaulting or denigrating other members and/or organizations, can be brought up for discipline by the Federation Council.

Federation Academy

The Federation Academy is a correspondence style version of the fictional “Starfleet Academy.” Courses range from Star Trek trivia to courses on running a Chapter. All course information and grading correspondence results from time donated by fellow members. Since courses are added and discontinued as interests change, a complete course listing may only be obtained by contacting the Federation Academy.

All courses in the Academy are offered free, if obtained via e-mail. If a member wishes to have, the course sent to them via mail/post, the cost will be for postage and a fee to offset the cost of printed training materials. Most courses will not cost more than \$10 (USD).

Starbase Columbus

As of May 1, 2016 Starbase Columbus was purchased by The Federation in May 2016. Starbase is a science fiction and fantasy store (physical and online) located at 5541 Westerville Road in Westerville, Ohio. The Federation is a 501(c)3 charitable organization and can be supported by purchases from Starbase.

Local Chapters

In addition to operating the parent organization, the Federation sanctions local chapters. Chapters are made up of two to four members (for a shuttle chapter) or five or more members (on a full chapter) in close proximity. Located in communities around the world, Federation chapters are run by fellow Federation members to provide a localized forum for all Federation members. They are created to better serve the individual tastes and needs of each area's fans.

The Federation's GEO Commanders with assistance of Federation Ship Services and the Director of Commissioning, sanctions chapters based on local need and the geographical relationship to other chapters. Once approved, the GEO Commander assists the new Chapter Commander in establishing the chapter and providing guidance as the chapter develops.

Federation Chapters represent facets of the "fleet." These chapters usually take on the fictional role of a starship, thus carrying a vessel name and number to enhance the role-playing aspect of Star Trek fandom. With the success of STAR TREK: DEEP SPACE 9, Federation HQ also sanctions other types of "space faring" vessels, such as a starbase or outpost. These chapters normally consist of over 50 members.

In order to enhance the Star Trek fan experience, local Federation chapters sponsor their own unique events such as meetings, conventions, trips, and community service programs.

Meetings

Local chapters typically meet once every month to plan trips or parties, discuss issues and future projects, and to just enjoy the kinship of being with fellow fans. Many chapters produce their own publications such as newsletters and fanzines.

Conventions / Movie Premieres / Away Missions

When Star Trek conventions come to town, many Federation chapters participate by helping convention promoters, setting up displays, running their own dealer tables, or sponsoring recruiting drives. Sometimes Federation members are even asked to help the celebrities themselves!

When new Star Trek/Sci-Fi movies premiere, most chapters assist local movie theaters with promoting, setting up displays, performing recruiting drives, or even sponsoring costume contests. Some chapters have even helped the theaters, by introducing the movie to the theater patrons.

Chapters also will go on 'Away Missions' to local points of interest. These events can be anything; trips to zoos, amusement parks, observatories, museums, and genealogy libraries. The primary purpose of these events is not to promote the Federation, but to serve as a fun bonding experience for the members in spending time with each other.

Community Service

Beyond the activities expected of fan organizations, the Federation prides itself on the activities undertaken by chapters to promote the spirit and positive vision of Star Trek. The Federation and its chapters strongly believe that the promising future depicted in Star Trek is indeed possible, but only through activism and awareness today. Federation chapters help plan and participate in civic efforts such as blood drives, fundraising for charities like MDA and the public television system, and other worthy causes.

Federation chapters help with neighborhood clean-up campaigns and recycling programs, and by helping both the elderly and the young. On an international scale, Federation chapters have helped care for the rain forests, adopted endangered species, and provided relief to those in need. There have even been chapters who have taken time off and left their ‘comfort zones’ of home, traveling to hurricane stricken areas, such as Hurricane Andrew in 1992, or Hurricane Katrina in 2005.

Fictional Aspects

Some chapters enjoy using special personae for their ship and their members. The Federation does not stick to any one “generation”, “timeline”, or “alternate universe” of the Star Trek universe. Nor do we promote only “Federation” or Starfleet chapters. We support and encourage the widest possible range of role-playing activity by our members.

In some cases, chapters develop these personae through fictional stories about the adventures of these fictional vessels and crews that makes interesting reading. Some chapters’ stories can be found on the Federation website. A few chapters have even recorded their adventures on film!

The Federation, more than any other Star Trek fan organization, encourages individual imagination and creativity within their fandom.



Chapter Requirements

To start a chapter of the Federation, there must be at least five paid Federation members interested in their own chapter (chapters must retain at least five members to maintain chapter status). Special chapters called “shuttles” can be sanctioned in those cases where at least two members are interested in starting a chapter. “Shuttle” chapters are given a period of time to establish themselves as full chapters. Interested members should contact their GEO Commander or the Director of Commissioning to sanction a new chapter.

Every Federation chapter must hold regular meetings open to the general public. Files must be maintained on chapter personnel, projects, and financial accounts. All Federation chapters must also maintain a regular correspondence with Federation HQ through monthly status reports. Any chapter that does not maintain contact with Headquarters via monthly reports can have their chapter status revoked.

All members of Federation chapters must be registered with the parent organization; Federation Headquarters. To help assist in this, we offer four separate membership plans, this is outlined in the next section of this manual. Chapters are allowed to collect Federation membership fees on behalf of its members, provided funds are forwarded to HQ within sixty days of receipt.

In keeping with the Federation’s goals and mission, all Federation chapters are highly encouraged to perform a minimum of two public service activities per year. Chapters that perform more than this minimum can be eligible for a commendation from Federation Headquarters.

Chapter Recognition

The Federation presents awards to chapters and members through a Fleet Merit Awards system. On an annual basis, the Federation recognizes the outstanding efforts made by various chapters of the organization. Winners are selected by the Federation Council based upon our goals of education, environmental conservation, social involvement, space exploration education, interaction, and general fellowship.

The Federation Fleet Merit Awards program also allows Federation GEO Commanders, Chapter Commanders and the Federations Academy to acknowledge the accomplishments and efforts of their fellow chapters and their members.



Discipline & Grievances

As a matter of discipline, members and chapters are to refrain from any activities deemed illegal or against the principles of the organization. Changes of an individual's rank may happen at the discretion of anyone above the rank of Captain. With just cause, members may be excluded from Federation events and activities. When a member is disciplined by a superior, the reason for the discipline must be documented, and forwarded to the Federation Fleet Administration Office via the chapter monthly report. In extreme cases, members may be expelled from Federation membership, with or without a refund of membership fees paid, but only by the deliberated decision of the Federation Council.

All members of the Federation are free to debate decisions in a normal manner. Any member with a grievance should follow the normal "chain of command" (Department Head, First Officer, Chapter Commander, GEO Commander, and Federation Council) to resolve the problem. The Federation Council has the final word in all matters of dispute or concern within the Federation and its chapters.



Federation Membership

Officer Membership

Officer membership includes full benefits of the organization. Members, including cadets, can hold any position in the organization or in a local chapter. The membership packet includes electronic versions of a Federation Certificate of Membership, IFT Member ID card(s) proclaiming your part in the Federation, annual subscription to our publications, and a Membership Manual,



Uniforms and Rank

Uniforms

The Federation does not require that members wear Starfleet uniforms, nor does it require strict adherence to any one “generation” of fandom. Generally no one should be excluded from group activities for lack of a uniform. However there may be isolated parts of an event where a uniform is needed. In these situations, we encourage groups to find supporting roles for members that do not have uniforms.

Federation Uniform Jacket

The Federation has designed its own uniform jacket. The following are some of the specification of that uniform. It was designed during the late 1980s so the uniform follows the TNG era uniform policies (i.e. black boots, black pants)

Federation Official Club Jacket

Poly-Gabardine. Fully lined.

Black shoulders,
 Red bodice,
 Dept. color around collar and epaulets. (Specify Dept.)



| | |
|-----------------------|---|
| COMMAND, CONN |  |
| ENGINEERING, SECURITY |  |
| SCIENCE, MEDICAL |  |

Front zipper.
 Suit or stretch cuff. (Specify)
 Pips Right Collar
 Federation Patch included. (Left Sleeve)

Fleet Captain and above: Gold piping on epaulets. (Specify Rank)
 Admiralty: Gold piping on collar.

Rank System

Because the rank systems used by Paramount Pictures are not always consistent, the Federation does not mandate adhering to a particular set of rank designations. However, we do utilize a rank structure to reflect the role-playing aspects of fandom and to reward and reflect the contributions made by Federation members.

- Members under the age on sixteen use the rank of Cadet appended in front of a traditional rank title (I.E., Cadet Lieutenant). When a Cadet turns sixteen, their performance, and length of service are viewed by the Chapter Commander and translated into an appropriate rank designation.
- Many chapters of the Federation also utilize a class designation following the rank (I.E., Ensign 2nd Class). While this is recognized and utilized throughout many parts of Star Trek Fandom, uniform rank designations generally remain the same whether a class designation is used or not.
- Rank insignia worn on uniforms vary from organization to organization, although most ranks have a generally recognized appearance as they have been seen in the different eras of the Star Trek universe. The Federation recognizes the standards set by Paramount Pictures for the Classic, Movie, and Next Generation for all ranks up to Captain.
- Federation Flag ranks have been set in the Next Generation era. These ranks are reflected in the Federation Uniform Jacket, designated as the Federation’s official uniform. The following pages contain graphics representing Federation designated ranks for flag officers and the Federation Uniform Jacket.

| Reference grade | Rank Title | Abbreviation | Insignia |
|-----------------|--------------------|--------------|---|
| O-14 | Fleet Admiral | FADM |  |
| O-13 | Vice Fleet Admiral | VFAD |  |
| O-12 | Admiral | ADML |  |
| O-11 | Vice Admiral | VADM |  |
| O-10 | Rear Admiral | RADM |  |
| O-9 | Commodore | CDRE |  |
| O-8 | Fleet Captain | FCPT1 |  |

Rank Usage

Rank is used by the Federation to reflect the participation level and position of members within the organization. The Federation encourages its chapters to utilize the rank system as a way of rewarding and acknowledging the efforts made by members, allowing a member’s rank to be a functional representation of where each member stands within the chapter and Fleet.

Rank assigned or earned by individuals should be respected by all members of the Federation, regardless of the rank achieved. Furthermore, ranks of members of other Star Trek fan organizations should be respected, as we would like our own to be.

Closing Comments

The true-life history of Star Trek is a long and proud one. The Federation is equally proud to be a part of this ongoing legacy.

As individuals and an organization, the Federation has had some great accomplishments, and, admittedly from time to time the odd failure. However, through each action we make we are adding or subtracting to the legend of Star Trek, to the environment, and to the great adventure of humankind.

In the Federation, every member is of equal importance. Simply put, we are all equal in the Federation. Yes, we all have our assigned duties within the organization, but that doesn't mean that the member who just joined today is of less worth than any other. Everyone has the potential to make a fantastic positive leap ahead for the Federation, humankind, the world and the future.

We hope that this manual will serve to introduce new members to the adventure that can be theirs when they take the time to become involved. It is only through the active participation of all our members that we can recognize our mutual goals.

Federation Command would like to take this time to thank you for joining our ranks. Thank you for looking beyond today and envisioning a better tomorrow. Most of all, we thank you for trying to build that better tomorrow by doing something today. It only takes one spark to make a difference....

Gene Roddenberry believed that each and every person is important; that everyone has a special "spark" within them that when cultivated and coordinated with the sparks and talents of others, can greatly benefit mankind, the planet, and the future. That firm belief that everyone has unlimited potential is the cornerstone of the Federation. The Federation is one unified team of TREK fans committed to making Gene Roddenberry's dream of the future someday come true. We are one unified team working together for the benefit of all.

We are the Federation.



Federation Chain of Command

