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Actions Still In Effect

(as of August 20, 2018)

Contents

1. AMERICAN MENSA COMMITTEE (AMC)

A. The AMC.

1. *Principles of Conduct for AMC Officers.* The Principles of Conduct of AMC Officers are adopted. *[The document is in Appendix 4.] 1986-085 15-Nov-1986 (last amended 20-Mar-2004 by 2004- 005)*
2. *Job descriptions.* The job descriptions for all AMC positions should be reviewed and updated as necessary by current AMC members, but at a minimum every two years prior to the end of each two-year term. The Chair shall select a member of the AMC to coordinate this effort. *2013-015c 20-May-2013; (last amended 05-Jul-2018 by 2018-020)*
3. *New National AMC Members*. The AMC shall have a National Officer Training Session for all members of the new AMC, to be held at the site of the first meeting of the new AMC. Coordination of the National Officer Training Session will be the responsibility of the incoming Chair and the Executive Director. Written job descriptions are to be provided all incoming AMC officers. *1992-031 04-Jul-1992 (last amended 07-Dec-2013 by 2013-054i)*
4. *Motions Shall Show Anticipated Financial Impact.* Each motion placed on the agenda for an AMC meeting shall include a statement addressing the anticipated fiscal impact of approving and implementing the motion. *1993-072 13-Nov-1993 (last amended 07-Dec-2013 by 2013- 054d)*
5. *Motions Shall Show Strategic Plan Tie In.* Each motion placed on the agenda for an AMC meeting shall include information regarding the relationship to the Strategic Plan. *2016-020 10-Dec-2016*
6. *Official Calendar Timing and Requirements.* For each new calendar year, the Official Calendar will be posted and available to AMC and the membership no later than January 3rd of that year. This Calendar will contain at a minimum the following:
   - Agenda Items Due dates
   - Agenda Publish Due dates
   - AMC Meetings and Locations, including Strategic Planning and Orientation dates
   - Award Requirements and Due dates
   - Budget Meeting
   - Bulletin Publication Due dates
   - Election Dates information including affirmation of Election Chair and new Election information for Referenda and AMC Elections as determined by the Election Committee
   - Executive Director Review dates including: Chair to provide a link to a survey for the Executive Director Review to the AMC no later than May 1 each year and the AMC should complete the survey no later than May 15 of the same year. The results of the review will be distributed to the AMC no later than June 1st.
   - Executive Director Goals Due Date by June 15th - ExComm will set goals for the ED for the next year. In Odd numbered years, the outgoing and incoming ExComm will work together on preparing the goals.
   - Quarterly Report Due dates for AMC members and Committee Chairs

2016-021 10-Dec-2016; (last amended 05-Jul-2018 by 2018-017a)

7. *Outgoing Officers – Records. All outgoing officers are instructed to turn over* all pertinent records to their successors within four weeks of leaving office. *5-054 09-Jul-1995*
8. *Religious Holidays.* The AMC shall consider the dates of major religious holidays in scheduling meetings of the AMC to not cause hardship on the members of the AMC. *1999- 091 18-Sep-1999*
9. *Executive Director Ex Officio AMC Member.* The AMC affirms its current policy that the Executive Director is considered an *ex officio* member of the AMC and of its Executive Committee. The Executive Director may speak before each of the bodies, but may not make motions and may not vote. Both the AMC and the Executive Committee may exclude the Executive Director from the respective body's consideration of certain matters. *2001-045 07- Jul-2001*
10. *Interim AMC Meetings.* When the full AMC must convene between regular meetings, not less than fourteen (14) days' notice shall be given to the membership so that members have the opportunity to express their views and wishes to their representatives. Such notice shall include an agenda that outlines all business items to be presented at the meeting. *2006-080 14-Oct-2006 (last amended 06-Dec-2015 by 2015-035)*

B. Procedures at Meetings.

1. *Robert's Rules of Order.* The AMC shall be guided by and conduct itself according to the most current edition of "Robert's Rules of Order Newly Revised," modified to permit the Chair to speak, vote, and to make motions only concerning appointments and consent agenda approval, and to permit the Parliamentarian, if he or she is a voting member of the AMC, to speak, vote and make motions, and to allow a mover to amend a pending motion at any time before a vote is taken. *2003-066 13-Dec-2003 (last amended 18-May-2016 by 2016-005)*
2. *Votes Recorded By Name.* Each officer's vote, with the exception of secret ballots, should be recorded by name in the official records of AMC meetings. *1994-028 02-Jul-1994*
3. *Business Conducted in Public.* The business of American Mensa shall be conducted in public, and physical meetings of the AMC and its subcommittees shall be open to observation by all interested Mensa members, with the following exceptions:
   a. If the AMC or a subcommittee must meet in Executive Session. Any Executive Session shall be kept as short as possible and, when possible, should be scheduled to minimize inconvenience for observers of the proceedings.
   b. When necessary interim business is conducted via any electronic means available. All interim business, unless done in Executive Session, will be reported at the next regular meeting of the AMC or subcommittee respectively and is subject to review by that body.

1987-039 12-Sep-1987; (last amended 05-Jul-2018 by 2018-021; 14-Oct-2006 by 2006-078)

C. Guidelines for AMC and AML Committees.

1. *Guidelines for AML Committees.* The AMC adopts the revised Guidelines for AML Committees: Their Structure, Establishment, Reporting and Review. *[This document can be found in Appendix 1.]* *2002-154 21-Sep-2002 (last amended 29-Mar-2003 by 2003-011)*
2. *Voting AMC Members and Non-AMC Members on Action Committees.* For any committee which is authorized to act for the AMC, non-voting AMC members and non-AMC members:
   a. May participate in the work of the committee as adjunct members or counsel.
   b. May not participate in the ultimate committee vote on any matter for which the committee is taking such ation.*1983-090 13-Aug-1983 (last amended 05-Jul-2018 by 2018-017b; 06-Dec-2015 by 2015-035)*
3. *AMC Appointee Conduct.* Appointees of the AMC shall be subject to the conflict of interest rules

set forth in Bylaw VII(5) to the same extent as are officers and employees, so that all business dealings of American Mensa, Ltd. With appointees, their families, and firms from which the appointees may receive compensation, shall require the same advance approval and disclosure in the Minutes as are required for business dealings with AMC officers and employees. *1986-020 22-Mar-1986*

4. *Recording of AMC Meetings.* A recording of AMC meetings may be arranged by the AMC through the AML staff. Such recordings will be made available to the membership for a period of up to 90 days after the posting. After that point recordings will be archived for a period dictated by the records retention policy. The minutes as approved shall be the official record of the meeting for legal purposes. This policy applies effective July 2, 2015. ***2000-140 02-Dec-2000*** *(last amended 015-Jul-2018 by 2018-017c; 06-Dec-2015 by 2015-032)*
5. *Executive Session.* Executive Session (closed session) is used to discuss legal issues, personnel matters including those concerning volunteer personnel, and disciplinary actions.

   All matters discussed in Executive Session are confidential and shall not be revealed to those not in attendance, including members of the AMC who were entitled to be there but were not. Matters discussed while a member absented himself for any reason may not be discussed with that member outside of Executive Session. These restrictions are in order to protect all parties from inaccurate information.

   Corporate law requires that all motions and their disposition be recorded. This is customarily done by reporting any motions passed and their movers and seconders, but without a report of the vote, into the open record when returning to open session. It is acceptable, however, to instead keep written minutes of the closed session, which then may be approved in open session but cannot be discussed or reviewed in open session.

   The AMC may specifically approve exceptions to these restrictions as appropriate. *2001-060 07-Jul-2001; (last amended 05-Jul-2018 by 2018-017d)*

   (Secretary's Note: The language contained in this section is also found in the Principles of Conduct of AMC Officers, Appendix 4.)

D. Minutes and ASIEs.

1. *Minutes.* The correct and complete minutes of American Mensa, Ltd. regarding AMC meetings and Annual Business Meetings shall consist solely of the approved minutes. The "approved minutes" of a given meeting are those minutes that are approved by a vote of the body for the meeting in question. A synopsis of major points from an AMC meeting or an Annual Business Meeting may be circulated to the general membership of American Mensa before the next AMC meeting or Annual Business Meeting; however, full minutes of AMC meetings shall not be circulated outside the AMC and staff prior to the minutes being approved by the AMC. This policy applies retroactively to all previous AMC meetings and Annual Business meetings, as well as prospectively. *(This action supersedes ASIE 1999-057.)* *2000-139 02-Dec-2000*
2. Recent changes in the bylaws have created some conflicts relative to current policies as stated in the ASIEs. Bylaws always prevail; however, where there is a question or level of uncertainty, the Executive Committee may interpret the intention and then bring clarifying language to the next AMC meeting to amend the ASIE. *2015-018 02-July-2015*
3. *Secretary May Delete Completed ASIEs.* The AMC authorizes the Secretary to delete all ASIEs that refer only to matters that are completed and are not ongoing in any way after confirmation of the proposed deletions by a majority of the Executive Committee. *1995-092 26-Aug-1995*
4. *Streamlining Language.* The Secretary is authorized to revise the ASIEs and the appendices as

noted in the following list. This rewriting shall not be considered a formal amendment and shall not require a "Last amended by" notation.

a. Change "Board" or "Board of Directors" to "AMC" or "American Mensa Committee" as appropriate.

b. Change "Chairman" to "Chair" where appropriate.

c. Unless some additional context is needed, eliminate language such as "The following dues payment policy is implemented:" or "it is the sense of the AMC that" and instead, just show what has been implemented.

d. Change unnecessary wordiness in several ways, such as changing "in the event that" to "if".

e. Eliminate effective date language where the date has passed and the date is not essential to show a necessary breakpoint.

f. Eliminate references to deleted ASIEs, unless necessary to give context otherwise lacking.

g. Make the following editorial, formatting or grammatical changes:

1) Change the passive voice to the active voice where appropriate.

2) Change articles (inserting or removing "the", changing "an" to "a", etc. where indicated because of the formatting changes. *amended 05-Jul-2018 2018-017e*

3) Titles and subtitles are for convenience and clarity only and are not part of the ASIEs. Adding them and changing them shall not require an AMC motion. *2013-047 05-Oct-13 (last* appendices as noted in the following list. This rewriting shall not be considered a formal amendment and shall not require a "Last amended by" notation. *2015-026 02-September-2015*

E. AMC-Appointed Counsel.

1. *AMC is Client.* The AMC is the client of every AMC-appointed counsel. For purposes of attorney-client privilege, the Executive Director is considered a member of the AMC.
2. *Attorney-Client Privilege.* The attorney-client privilege of the AMC attaches to every communication between one or more AMC members and one or more AMC-appointed counsel. Attorney-client privilege also attaches to every communication between the National Ombudsman and one or more AMC-appointed counsel. *2000-145 02-Dec-2000 (last amended 05-July-2012 by 2012-015)*

F. Budget Status Reports. The AMC Treasurer shall provide a budget status report at the second and third regularly scheduled AMC meetings of each fiscal year (generally held in September and December). The status report shall include a general discussion of actual expenses and revenues to-date compared with the approved budget, along with any requested budgetary changes that require AMC approval. *1999-014 27-Mar-1999*

G. Official AMC Communications. Official notification and official business of the AMC may be conducted via letter, telephone, or email, subject to the laws of the state of incorporation of American Mensa, Ltd. *1997-044 06-Jul-1997 (last amended 07-Dec-2013 by 2013-054h)*

H. Resignations. The AML Chair is authorized to accept resignations from AMC members, appointees, and committee members. *2005-002 19-Mar-2005*

I. Annual Planning Session. The AMC, acting as a committee of the whole, shall hold an annual planning session at the fall AMC meeting near the national office in Arlington, TX, at which they

shall:

1. Review the status of short and long-term goals for American Mensa previously identified by the AMC;
2. Determine the current list of short and long-term goals and the priorities for action; and
3. Evaluate the progress made in achieving those goals. *2005-099 03-Dec-2005 (last amended 07-Dec- 2013 by 2013-054b)*

J. Time for Official Business. A common deadline of 11:59 p.m. Central time (CST or CDT, as appropriate) of the day in question is set for electronic receipt of all items for which (a) the deadline is established by a national committee or the national office and (b) electronic submissions are allowed. Examples include candidate petitions and submissions at all stages of all national elections and referenda; national event registrations; membership renewals; and the like. *2011-016 26-Mar-2011*

K. National Representatives. American Mensa National Representatives to the International Board of Directors shall be appointed by the AML Chair and approved by the AMC, using the same method as all other important appointed positions. *2012-014 05-July-2012*

L. Regional Vice Chair Vacancies. In-term RVC vacancies will be managed as follows:

1. *Appointment of a Regional Coordinator*
   a. In the event of the resignation, removal, advancement, or death of an RVC, a Regional Coordinator, with all rights and responsibilities of an elected RVC but without a vote on the AMC, shall be appointed by the AML Chair and approved by a vote of the AMC. The Chair (or a designee of the Chair's choosing) will consult with the Local Secretaries of the affected Region in making this appointment. The term of office will be until the next RVC election, or until the vacancy is otherwise filled in accordance with law.
   b. Procedure - Within one month of the vacancy, the Local Secretaries of the Region will, on a majority vote, forward a recommendation for a Regional Coordinator to the AML Chair or their designee. If the AMC does not approve the recommendation, the Local Secretaries will provide an alternative recommendation, repeating the process as needed until a proposal is accepted by the AMC.
2. *RVC Funding*. Remaining RVC funding for the region will continue to be available for use in supporting that region, at the discretion of the appointed Regional Coordinator.

2008-022 (last amended 08-Sep-2012 by 2012-023; 06-Jul 2017 by 2017-015).

M. Strategic Plan. The AML Strategic Plan is adopted. The Strategic Plan shall be reviewed at least annually by the AMC at the first in-person meeting following the Annual Gathering. Any proposed changes to the Plan during the year shall be submitted for approval by the AMC at their next meeting. *[The Strategic Plan is in Appendix 24.]*

2009-007 21-Mar-2009 (last amended 05-Jul-2018 by 2018-017f; 1-Dec-2012 by2 012-027; 13-Nov-2010 by 2010-030; 02-Jul-2009 by 2009-012).

N. Opinions. Mensa holds no opinions. Members or groups of members may express opinions, provided that the following conditions are met:

1. The member or group of members makes it clear that the opinions expressed, or actions thereto, are not being made on behalf of Mensa, American Mensa or any American Mensa Local Group as an organization; and
2. A member, or multiple members intending to participate as a group in any organized event or

activity that may be attended by non-members or may otherwise be seen by non- members because of the location in which it is held, and intending to use display materials that include the Mensa name and logo (banners, tablecloths, etc.), shall confer with various officers and committees of Mensa, American Mensa or American Mensa Local Groups as appropriate, to include the Name & Logo Committee and the Marketing Officer at a minimum, in order to ensure that the participation or attendance will not be viewed by a reasonable person as an endorsement of a political, religious, ideological or philosophical affiliation by Mensa; and

3. The use of display materials using the Mensa name & logo (banners, tablecloths, etc.) will be generally restricted to marketing and recruitment efforts, must include only approved versions of the name & logo, and the circumstances of their use must comply with (2) above. Further, in cases in which the group of members is a smaller subset of an official organizational group (e.g. a local SIG operating as part of a Local Group) any display materials may be required to use the phrase "members of" or some other indication of non-official use. The use of individual Mensa materials (approved Mensa apparel, approved personal items, etc.) by individuals is not subject to the provisions of this section. *2016-009 30-Jun-2016*

2. COMMITTEES, TASK FORCES AND OTHER POSITIONS AND APPOINTMENTS

A. AML Committee Structure. The Guidelines for AML Committee Structure, Establishment, Reporting and Review are approved, to be followed as closely as possible in the future. *[The document is in Appendix I.]* *1997-022 05-Apr-1997 (last amended 14-Dec-2002 by 2002-178)*

B. Review of Committees and Reporting of Committees. The need for all committees and appointees shall be reviewed by the incoming AML Chair at the start of each new AMC. Committees and appointees shall report to the AMC quarterly through written reports and through its chair and/or AMC liaison. *1997-022 05-Apr-1997 (last amended 14-Dec-2002 by 2002-178)*

C. Committees Established.

1. *Executive Committee.* An Executive Committee (ExComm) shall be created at the beginning of each AMC term and run for the duration of that AMC term. The standing members of the ExComm shall be the Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer. The Executive Committee shall also include an RVC, providing an RVC is available to serve in this capacity. Other AMC members whose area of responsibility would be directly involved with business before the ExComm may be appointed with the approval of the AMC. All ExComm members shall have equal voting rights, so long as the ExComm member is a voting member of the AMC. *1983-074 02-Aug- 1974 (last amended 2015-025 06-Dec-2015)*
   - *a.* The Executive Director is considered an ex-officio member of the ExComm but may not make motions or vote. *2001-045 07-July-2001*
   - *b.* Between AMC meetings, the ExComm is authorized to conduct all routine and ordinary business necessary for the day to day administration of all items included in the approved budget and to approve unbudgeted expenditures of up to $5000 not included in the approved budget. Details of all ExComm actions shall be recorded and reported at the next AMC meeting.
   - *c.* On rare occasions, situations may arise which necessitate unbudgeted expenditures exceeding $5000 or non-routine decisions that may substantially impact AML or its Local Groups. When such an emergency exists and a decision is required within fourteen or fewer days, thus not permitting the full AMC to fulfill its customary formal role in the supervisory process, the ExComm may declare an emergency and address the situation. When doing so, the ExComm shall apprise and consult the rest of the AMC before implementing any such decision. Such consultation may include informal polling via teleconference or other technology and would not be considered a special AMC meeting subject to the usual quorum or fourteen (14) days' notice required by the Bylaws.
   - *d.* The ExComm shall also conduct the annual evaluation of the Executive Director's (ED's) performance, including determining the annual review format. The ExComm shall gather feedback and information from the AMC by way of the formal evaluations, as well as being receptive to informal feedback year-round. The ExComm shall be responsible for reviewing the performance evaluation with the ED and recommending future goals or action to be taken. The ED may also use this ExComm as needed in an advisory capacity regarding staff related issues and concerns. Because of the subject matter with which the ExComm will be dealing, all of its meetings and reports regarding this evaluation shall be considered confidential. *1983-074 13-Aug-1983 (last amended 06-Dec-2015 by 2015-035)*

e. The process to determine an RVC as a member of the Executive Committee shall take place at the first meeting of each AMC term. The selection of the RVC will be by Open Call during the meeting, followed by vote of the AMC taken by paper ballot of all RVCs desiring to serve in this capacity. In the event of a tie, the outcome will be determined by coin toss. *2015-025 12-Sept-2015*

2. *Finance and Audit Committee.* A Finance and Audit Committee is created as a standing action committee, with authority to carry out the AMC's policies regarding the disbursement and investment of Mensa's funds. The Committee shall be responsible for oversight and recommendation of the annual budget, for monitoring revenues and expenditures, and for reporting significant variances from the budget. The committee is also responsible for working with the auditors, selected each year by the AMC, to ensure compliance with generally accepted accounting principles. The Committee shall consist of the Treasurer (as chair of the committee), the AML Chair, the AMC 1st Vice Chair, and at least two other voting AMC members. The Treasurer may appoint additional non-voting AMC members and/or non-AMC members to the committee in an advisory capacity. *1983- 075 13-Aug-1983 (last amended 06-Dec-2015 by 2015-035)*
3. *Bylaws Committee.* A standing action committee on bylaws, known as the Bylaws Committee, is established.
   a. The Bylaws Committee is charged with:
      i. recommending approval of new Local Groups,
      ii. approving Local Group bylaws,
      iii. approving amendments to Local Group bylaws, and
      iv. approving Local Group name changes in accordance with policies established by the AMC.
   b. The Bylaws Committee is further charged with:
      i. examining the bylaws of American Mensa, Ltd. and recommending any changes it thinks necessary and appropriate,
      ii. examining all proposed amendments to the bylaws of American Mensa, Ltd. against technical and formal requirements to be established by the Committee and recommending any changes it deems necessary,
      iii. substantively examining proposed amendments to the bylaws of American Mensa, Ltd. and issuing recommendations to the membership regarding same,
      iv. reviewing and updating the Minimum Standard Bylaws for Local Groups (MSBs) and Model Bylaws as needed/desired, subject to the approval of the AMC, and
      v. ensuring that MIL approval is obtained in a timely manner on national bylaw changes.
   c. The AML Chair shall appoint at least three voting AMC members to be voting members of the Bylaws Committee, one of whom shall be appointed as the Committee's chair, each year, with the advice and consent of the AMC. The Bylaws Committee chair is authorized to appoint adjunct (non-voting) members as desired. *1998-025 28-Mar-1998 (last amended 06-Dec-2015 by 2015-035)*
4. *Communications Committee.* The AMC establishes the Communications Committee as a standing action committee of the AMC. The AML Chair shall appoint at least three voting AMC members to be voting members of the Communications Committee, with the advice and consent of the AMC. The Communications Officer shall chair the Committee and may appoint adjunct (non-voting) members to the Committee as desired. The charge of the Committee shall be to recommend to the AMC broad publication policies regarding print and electronic media; to steer development of AML national publications; to assist the Communications Officer, *Mensa Bulletin* Editor, and Director of Operations in setting detailed guidelines and procedures to implement AMC

communications policy; and, with the Communications Officer, to develop and to administer programs supporting Editors, Webmasters and Social Media Coordinators within AML. *2004-122 04-Dec-2004 ((last amended 06-Dec-2015 by 2015-035)*

5. *Membership Committee.* A standing advisory committee on Membership, known as the Membership Committee, is established. The Membership Committee is charged with coordinating activities relating to members, member benefits and services, retention of members, membership renewals, etc. The Membership Officer shall chair the committee. The committee chair shall appoint the other committee members after consultation with the AML Chair. *1998-020 28-Mar-1998 (last amended 18-Sep-2004 by 2004-103)*
6. *Planning Committee.* The Strategic Planning Committee is established as a standing empowered committee. Its objective is to help focus American Mensa's resources and efforts on our highest strategic priorities. It will work closely with various committees and volunteers to establish objectives and targets, and then monitor the progress delivered by the programs and projects initiated to achieve the goals.

   The Strategic Planning Committee will:
   - Facilitate periodic AMC reviews of the current five-year strategic plan and making updates as agreed
   - Ensure the AMC defines and sets target metrics, helping to prioritize overall goals
   - Summarize the progress towards our target metrics and regularly reviewing the results with the full AMC
   - Recommend the AMC initiate corrective action if results may not meet expectations
   - Proactively address critical issues affecting our current strategic plans or future direction by working with the AMC and its committees
   - Consult with other organizations desiring assistance in creating their own strategic plans. This may include the National Office, AMC Committees, and Local Groups

   2007-073 08-Sep-2007 (last amended 05-Jul-2018 by 2018-012; 07-Dec-2013 by 2013-054c)
7. *Intellectual Property Litigation Committee.* An Intellectual Property Litigation Committee is established as a standing empowered committee. The committee shall report to the AMC when litigation for infringement is contemplated; manage the process of such litigation; report to the AMC throughout the course of action; and make recommendations to the AMC regarding potential resolutions. The AML Chair, Executive Director, and appointed Intellectual Property Counsel are statutory members of the Committee, and the AML Chair shall appoint the committee chair. *[This replaces 1999-010]. 2008-080 05-July-2008*
8. *Community Services Committee.* A standing action committee on activities extending outside of Mensa, known as the Community Services Committee, is established.
   a. The Community Services Committee is charged with coordinating current activities carried on by American Mensa with individuals and groups outside of Mensa for the purpose of community welfare, and with recognizing Local Groups for outreach programs. The Community Services Committee is further charged with generating ideas regarding other activities in which we might engage with groups outside of Mensa. The Committee is also charged with generating positive images of and for Mensa through Community Service.
   b. The AML Chair shall appoint at least three voting AMC members to be voting members of the Community Services Committee, and shall appoint the committee's chair, with the advice and consent of the AMC. The committee's chair may appoint adjunct (non-voting) members to the committee as desired. *1997-072 06-Dec-1997 (last amended 06-Dec-2015 by 2015-035)*
   c. *National and local level community service recognition programs.* Local groups regularly

participate in charitable events that add value to their communities and deserve to be recognized. The Community Services Committee shall recognize service contributed toward their local community or society.

To receive local community service recognition, events must be listed in the local group calendar. Recognition requests may be submitted by any member who organizes a community services event by emailing the Community Services Committee and providing the following information:

i. Name of event(s)
ii. Date(s)
iii. Number of members and family participants
iv. Percent of group participation
v. Total of contributions: Man-hours (time) and/or Goods (books, clothes, toys, etc.)
vi. Brief essay on positive effect or result for the community

LocSecs will be asked to confirm/ratify the submission by the local group member. Further, the community service recognitions will be annual and based on contributions made between April 1 through March 31. Formal recognition will be made at the Annual Gathering and each local group recognized for their service will receive an emblem to display on their website(s) and within their newsletters. *2016-004 19-Mar-2016; (last amended 05-Jul-2018 by 2018-012)*

9. *Leadership Development Committee.* Leadership Development Committee is designated a standing action committee. The AML Chair shall appoint at least three voting AMC members, including a committee chair, with the advice and consent of the AMC. The committee is given the following charge: The Leadership Development Committee shall engage in an ongoing review of leadership development within Mensa and shall develop and implement programs that will enhance the quality of leadership at all levels. Such activities shall relate both to a body of knowledge appropriate to Mensa leadership and to personal and interpersonal behavior common among leaders everywhere.

   The Leadership Development Committee shall:

   a. Develop a process through which leadership development efforts shall be reviewed and evaluated, on an ongoing or scheduled basis.
   b. Define skills essential to effective Mensa leadership, relating both to specific offices and service on the AMC, Executive or working Committees.
   c. List general and job specific baseline core competencies and best practices.
   d. Engage a cross section of Mensa to discover areas of strength and weakness in the skills of the current leadership.
   e. Create or procure vehicles to transmit those competencies and practices, giving preference to those areas in need of improvement.
   f. Devise means to help identify and encourage potential leaders.
   g. Create a process through which knowledge will be shared and learned at all levels, and especially by those who may be attracted to become Mensa officers or volunteers.
   h. Seek change in those aspects of current Mensa operations that may have negative impact on the quality of leadership.

10. *Risk Management Committee*. A standing advisory committee on risk management, known as the Risk Management Committee, is established.

    a. It is the responsibility of the Risk Management Committee to effect the mission of American Mensa by identifying exposures to risk and recommending methods for their management,

in order to best protect the assets of AML and the health, safety, and well- being of its members and other constituents.

b. The AML Chair shall appoint the Risk Management Committee chair each year, with the advice and consent of the AMC, and the Committee chair shall appoint the members of the Committee after consultation with the Chair. *2000-062 08-Jul-2000 (last amended 20- Mar-2004 by 2004-012)*

11. *Licensing Committee.* A standing advisory committee on licensing, known as the Licensing Committee, is established.
    a. The Committee is charged with reviewing all licensing agreements that American Mensa enters into or considers entering into, and ensuring that same are beneficial to American Mensa and meet all necessary criteria. This charge also includes working with the Mensa International Licensing Committee and international licensing agreements as necessary. Licensing agreements" as used herein means the same as that defined in ASIE 1999-084.
    b. The Marketing Officer shall chair the Licensing Committee. The Treasurer and the Name and Logo Committee chair shall also be members of the committee. The Intellectual Property Counsel shall be of counsel to the committee. The chair of the Committee may appoint other members to the committee. The Licensing Committee shall report to the AMC through written reports and through its chair and/or liaison each quarter. *2000-063 08-Jul-2000*
12. *Research Review Committee.* The AMC reaffirms the Research Review Committee as a standing, action committee of the AMC. The AML Chair shall appoint at least three voting AMC members to be voting members of the Research Review Committee with the advice and consent of the AMC. The AML Chair shall further appoint the Committee's chair (who may be the Director of Science and Education, if qualified) with the advice and consent of the AMC. This is a professional appointment qualified by education and/or experience in scientific research methodologies and familiarity with common institutional processes and regulatory requirements related to research.
    a. The committee's chair may appoint adjunct (non-voting) members to the committee as desired. Committee members shall have experience and support both scientific research methodologies and the welfare of American Mensa and its members. Members often include the Director of Science and Education (if not already the committee chair), the Membership, Communications and Marketing Officers, and nationally elected AMC officers.
    b. The charge of the Committee is to encourage research and review all requests involving use of the Mensa membership database for scholarly research or access to Mensa members as subjects for such research. The Committee is authorized to approve or to deny such requests, and to oversee those projects that are approved.
    c. The Research Review Committee shall report to the AMC on requests and actions taken through written reports and through its chair and/or liaison. *2007-024 23-Mar-2007 (last amended 02-Jul-2009 by 2009-024)*
    d. In establishing the Research Review Committee, the AMC acknowledges the potential value of access to Mensa members and to the membership database to the furtherance of scientific understanding of intellectual giftedness and related areas. The AMC seeks to encourage and facilitate such research, but is mindful of its responsibilities to protect the privacy of Mensa members with respect both to the confidentiality of their information and their right to be free of unwelcome intrusions, to protect the organization from adverse publicity, and to protect the organization from risk. Accordingly, the Research Review Committee shall develop guidelines and procedures that facilitate the approval and conduct

of research without compromising the responsibilities of the AMC as detailed in this Action.

e. The following are adopted as the Guidelines and Procedures for Research Involving Mensa Members as Research Subjects: *[This document is in Appendix 16.]* *2007-025 23- Mar-2007 (last amended 06-Dec-2015 by 2015-035)*

13. *Gifted Youth Committee.* The Gifted Youth Committee is a standing program committee charged with:
    a. Providing support for Local Groups' youth activities and programs;
    b. Developing and disseminating resources for Local Group Youth Coordinators, parents, and teachers;
    c. Representing AML with other associations for the gifted;
    d. Developing resources to recruit, welcome, and involve young Mensans;
    e. Advising the AMC, the Mensa Education and Research Foundation, and other committees on gifted youth issues, including reviewing financial requests;
    f. Developing criteria for and administering the Gifted Youth Coordinators award program.

    As a standing committee, its composition will consist of, but not be limited to, a committee chair (appointed by the AML Chair with the advice and consent of the AMC), and at least one voting member of the current AMC, who shall be appointed by the AML Chair with the advice and consent of the AMC. The Gifted Youth Committee chair may appoint other members to the committee, such as a cross-section of Local Group Gifted Youth Coordinators. *1998-023 28-Mar-1998 (last amended 06-Dec-2015 by 2015-035)*
14. *SIGs Committee.* A standing advisory committee known as the Special Interest Groups (SIGs) Committee is established. The SIGs Committee is charged with advising and assisting the SIGs Officer to coordinate American Mensa Special Interest Groups. The SIGs Officer shall chair the committee. The Membership Officer and the Communications Officer shall be members of the committee. The committee chair shall appoint additional members to the committee, considering former SIGs Officers when possible, after consultation with the AML Chair and the committee's AMC liaison. *2001-048 07-Jul-2001*
15. *Marketing Committee.* The AMC establishes a Marketing Committee as a standing advisory committee of the AMC. The Marketing Officer shall chair the committee and shall appoint the committee members with the advice and the consent of the AML Chair. The Name and Logo Committee chair and the Communications Officer, or their designees, shall be standing members of the committee.

    The charge of the committee shall be to review and suggest marketing opportunities, internally and externally, and to coordinate Mind Games® as requested by the Marketing Officer. Additionally, the committee may be requested to provide diverse perspectives and insights to select marketing efforts and how they may benefit or impact potential members or prospective members. The committee will also be encouraged to share proven marketing initiatives they discover and submit those as well as original suggestions to the Marketing Officer. *2003-032 05-Jul-2003 (last amended 07-Dec-2013 by 2013-054g)*
16. *AG Policy Committee.* Deleted *2013-026 04-Jul-2013 (last amended 17-Apr-2018 by ASIE 2018-009)*
17. *Local Groups Logistics Team.* A standing advisory committee on technology for Local Groups, known as the Local Groups Logistics Team, is established. The Local Group Logistics Team is charged with coordinating information, best practices, and technology templates for use by local groups should they so desire. The Team's chair shall appoint the other team members after consultation with the Chair. *2013-024 04-Jul-2013*

18. *Testing Team*. A standing program committee known as the Testing Team is established to assist the National Testing Officer with her duties, including the areas of both Admissions Testing and the Salny Awards.

    The National Testing Officer shall chair the Testing Team, and shall appoint its members in consultation with the AML Chair. The Testing Team shall post the criteria online for the Salny Awards by August 15th each year. *2013-022 04-Jul-2013*
19. *Site Selection Committee.* Deleted *1983-084 13-Aug-1983 (last amended 17-Apr-2018 by 2018-009)*
20. *Name and Logo Committee.* A Name and Logo Committee is established as a standing action committee with authority to grant or deny permission for the use of the "M" symbol, the Mensa name, and any other Mensa owned marks. When considering requests from Special Interest Groups to use the name and/or logo, the Name and Logo Committee shall include the SIGs Officer. The committee shall also monitor use of the Mensa name and logo and challenge improper uses thereof. The committee shall consist of the Communications Officer and at least three voting AMC members appointed by the AML Chair with the advice and consent of the AMC. *1983-079 13-Aug-1983 (last amended 06-Dec-2015 by 2015-035)*

    (Secretary's note: The language in this section is also found in Section 17. A.)
21. *Name and Logo Usage Review Committee.* A Name and Logo Usage Review Committee is established as an ad hoc advisory committee. The scope of the committee is to include, but not be limited to:
    a. Reviewing the Mensa constitution as it applies to the use of the Mensa name, logo or identity; and
    b. Reviewing American Mensa, LTD rules and guidelines relating to the use of the Mensa name, logo or identity in relation to events, ideas, venues etc.; and
    c. Reviewing, if and how, this has impacted our ability to promote American Mensa, LTD and to support membership growth and membership needs; and
    d. Making recommendations to the AMC for any rule or guideline changes that serve to enhance or clarify existing rules and guidelines.

    With the advice and consent of the AMC, the committee shall consist of the Membership Officer, the Marketing Officer, the Communication Officer, the chairs (or designees) of the Name & Logo Committee, the Risk Management Committee, the Bylaws Committee and the Planning Committee, and at least one RVC. The AML Chair shall be an ex officio member of the committee, but shall not chair the committee. The committee shall, at its first meeting, choose a chair from among its members. The committee chair may appoint any additional members to the committee. The goal of the committee shall be to issue a report at the July 2016 AMC meeting, with interim reports at any AMC meeting or AMC teleconference prior to that. *2015-030 06-Dec-2015*

    The committee is thanked for all their service and that the committee is disbanded. *2016- 010 30-Jun-2016*
22. *Hearings and Dispute Resolution Process Review Committee.* A Hearings and Dispute Resolution Processes Review Committee is established as an ad hoc advisory committee to review current AML hearings, disciplinary, and dispute resolution processes with the intent to reorganize and condense the information to make easier for members and to make recommendations as appropriate for changes to the process. *2016-016 10-Dec-2016*
23. *National Awards Task Force.* A National Awards Review Ad Hoc Task Force is established to take a strategic look at all the national awards and determine the best course of action for the future. *2016-018 10-Dec-2016*

24. *Higher Logic Task Force.* A Higher Logic task force (HLTF) is created as an advisory group to assist in the implementation of the new technology platform.

    The Task force will focus on working with staff on Implementation timing, messaging and appropriate phase-in of the technology as well as the expected metrics and milestones and plan for use and oversight of volunteers. They will also make recommendations to the AMC on any policy needs for terms of service and use. The makeup of the Task Force shall include the Communications Officer, Membership Officer, SIGs Officer, an RVC and 2-3 current LocSecs/local group officers and any other members that the Task Force chair deems necessary to the project. The Task Force chair may add additional sub-workgroups and members as necessary for specific tasks.
    This Task Force is expected to do the majority of its work before December 2017 and should make a recommendation to the AMC by March 2018 regarding the continuing need for the Task Force. *2017-020 23-Aug-2017*
25. *Events Committee.* An Events Committee is established as a standing action committee. The Committee shall review and evaluate invitations and bids from Local Groups desiring to host AMC meetings and Mind Games®, proposed hotel contracts for Annual Gatherings, and applications from members desiring to chair Annual Gatherings. The Committee shall have the authority to select the sites and dates for AMC meetings and Mind Games. The Committee shall recommend to the AMC the sites and dates for Annual Gatherings as well as AG chair applications. The Committee shall publish the criteria it uses to evaluate invitations and bids for these National events. The Committee shall analyze areas of growing concern regarding the management of the events under its charge and develop policies in accordance with that analysis. Subcommittees may be assembled to work on specific aspects of the overall project.
    The AML Chair shall appoint at least three voting AMC members to be voting members of the Events Committee, and shall appoint the committee's chair, with the advice and consent of the AMC. The Events Committee chair may appoint additional members of the committee with the advice and consent of the AML Chair. *2018-009 17-Apr-2018*

D. Development Workshops. Leadership Development Workshops. Guidelines for Leadership Development Workshops are adopted. *[This document is in Appendix 2.]*
1997-079 06-Dec-1997 (last amended 31-Mar-2012 by 2012-007g)

E. Committee Chairs' Appointments. All committee chairs who appoint their own committee members shall do so after consultation with the AML Chair and the committee's AMC liaison, and shall timely inform the National Office of the initial committee roster and of all changes to it. *2001-056 07-Jul-2001*

F. Advocate. The position of Advocate is established as an appointed position of American Mensa, Ltd.

1. The Advocate is charged with assisting in the National Hearings process. Such assistance may take either of the following forms:
    a. The Advocate may bring charges independently; or
    b. Any member of Mensa who wishes to bring charges against any other member may submit the charges to the Advocate and request that the Advocate pursue such charges. Such a

request may be made at any time during the hearings process. The Advocate shall have sole discretion as to whether to pursue any charges that are brought to him. Nothing herein shall be construed as preventing any member of Mensa from bringing charges and pursuing said charges without the Advocate, either from the beginning of the process or after the Advocate has declined to pursue said charges.

2. The AML Chair shall appoint the Advocate at the start of each new AMC, with the advice and consent of the AMC. If the Advocate is pursuing charges at the start of a new Advocate term, the AML Chair shall appoint an Advocate for the new term but the present Advocate shall complete any and all charges in progress. The Advocate may appoint one or more Assistant Advocate(s) to pursue any given case.
3. The Advocate and Assistant Advocate(s) are subject to all then-current expense policies of American Mensa. *2003-002 29-Mar-2003 (last amended 03-Jul-2014 by 2014-019l)*

G. Regional Vice Chair.

The duties of the Regional Vice Chair (RVC) are found in Appendix 26. *2018-003 January-16-2018*

H. Regional Ombudsman.

A Regional Ombudsman may assist in resolving disputes or complaints of a regional nature, including those involving two or more local groups; attempt to resolve disputes or complaints that otherwise would result in a regional hearing; support local group ombudsmen; assist local groups in recruiting ombudsmen; perform ombudsman duties for a local group that does not have an ombudsman or whose ombudsman is unable to assist in a particular matter; perform other duties related to disputes or complaints as requested by the Regional Vice Chair; and generally promote the general welfare of Mensa and its members in the region.

A Regional Ombudsman may submit material related to his or her official duties marked “for publication" to a newsletter or other publication of any local group in the region, the editor of which shall give such material the highest practicable priority for publication. No edits to such material shall be made without the express permission of the Regional Ombudsman. *ASIE 2013-056 07-Dec-2013*

I. Policies Adopted.

1. *Records Retention Policy.* The following records retention policy and schedule is adopted. *[The document is in Appendix 12.]* *2004-118 04-Dec-2004*
2. *National Publications Policy.* The National Publications Policy is adopted. *[The document is in Appendix 10.]* *2004-121 04-Dec-2004 (last amended 01-July-2010 by 2010-024)*

J. Task Forces.

Local Group Revitalization Task Force. The Local Group Revitalization Task Force is created to find new ways to rehabilitate and revitalize struggling local groups. *2013-060 07- Dec-2013*

The Local Group Revitalization Task Force is continued, as its work is still in progress. *2014-019f 03-Jul-2014*

K. Regional Appointed Officers.

All regional officers other than the Regional Vice Chair (RVC) shall be appointed by that region’s RVC, who shall advise the AMC Chair and National Office of such appointments in a timely manner. RVCs shall advise the Mensa Foundation for regional appointments regarding the Mensa

Foundation (i.e., regional scholarship chairs). The regional officers appointed by the RVC shall serve at the pleasure of the RVC, with the appointment ending upon removal by the RVC or the RVC's term of office ending. Appointed regional officers do not hold membership in the AMC unless otherwise elected to or appointed by the AMC. Holding an appointed regional office does not entitle a member access to information deemed confidential or in any way restricted to membership on the AMC. Regional officer titles should be specific as to job duties, such as Regional Webmaster, Regional Ombudsman, Regional Membership Officer, etc. *2017-014 06-Jul-2017*

3. APPOINTMENTS

A. **Professional Appointments.** All appointments which require professional expertise and licensing are designated Professional Appointments. The AML Chair shall make any such appointments, with the advice and consent of the AMC. *1999-041 03-Jul-1999*

The appointments of the Corporate Counsel, Intellectual Property Counsel, Interpretive Counsel, Gifted Youth Committee Chair, Research Review Committee chair, and Risk Management Committee chairs are considered Professional Appointments. *2007-052 22-July- 2007 (last amended 05-Jul-2018 by 2018-017g; 24-Oct-2009 by 2009-084)*

B. **National Representatives.** American Mensa is entitled to be represented on the International Board of Directors by National Representatives (Nat Reps) under the terms of Article V of the Mensa Constitution. The number of votes is dependent on the number of members of American Mensa; a full national Mensa with 5,000 or more members receives three votes plus one additional vote for each additional 5,000 members.

Nat Reps are appointed at the discretion of the Chair, who shall appoint a sufficient number of Nat Reps to allow AML to cast all of its votes at the next IBD meeting. No Nat Rep may cast more than three votes. With membership more than 34,999 and less than 54,999 at time of reporting, four Nat Reps are required to cast all votes. The AML Chair may appoint a 1st alternate Nat Rep to become the next Nat Rep if membership reaches the next vote threshold. *2008-090 05-July-2008; (last amended by 05-Jul-2018 by 2018-019a)*

C. **National Testing Officer.** The position of National Testing Officer is created.

1. The National Testing Officer is charged with development, encouragement and support of Admissions Testing activities at the local level. The position helps facilitate training of new proctors, assists Local Groups with ideas for marketing and promoting testing, supports new proctors and testing coordinators in finding testing locations and promotes national testing day. The National Testing Officer is also charged with establishing criteria for and administering the Salny Awards Program.

2. The person in this position should be a trained and certified proctor for AML and should be good at motivating and supporting others. Regular communication with the RVCs, Local Groups and national office will be critical to the success of the program.

3. This position will not have authority to direct or change any policies or procedures having to do with testing itself and that includes training standards, proctor requirements, testing instructions etc. which remain under the auspices of the Supervisory Psychologist. *2011-004 16-Jan-2011 [Last amended by 2013-022 04-Jul-2013]*

(Secretary's note: Current appointments for virtually all positions can be found in each year's July AMC meeting minutes. A few may be added at other AMC meetings throughout the year. A copy of all current appointments can be found in Appendix 21 hereto.)

4. AWARDS

A. Awards Generally.

1. All awards, be they local or national, shall be clearly distinguishable and, in order to avoid confusion between the two, local awards should be identified as local awards, and national awards should be identified as American Mensa Awards.
2. An American Mensa Awards Committee is established to confer national awards. The committee shall consist of five or more Distinguished Service Award or Margot Award recipients. All members (voting and non-voting) of the American Mensa Committee shall be excluded from the Committee.
3. There should be additional awards created to recognize our many volunteers and their various types and levels of contribution. While the lesser of these awards should be liberally granted, the others should be granted only for outstanding or exceptional contributions to American Mensa, preferably over time, and never automatically.
4. Nominations should be for an award with the evaluating body deciding which one--in order to avoid embarrassment to someone receiving an award lesser than the one for which the member was nominated.
5. Objective criteria, and a system or guidelines for evaluating nominations and voting on these nominations, are needed.
6. The American Mensa Distinguished Service Awards, as well as the Margot Award, should be given out with appropriate ceremony at the Annual Gathering, with the lesser awards either given out at an RG attended by the recipient or mailed.
7. Life Membership Awards should be handled separately. They should be given for either a great but very brief service, for exceptionally long and steady service, or for exceptional service by someone who has already received another award. *1985-076 02-Nov-1985 (last amended 06-Dec-2015 by 2015-035)*

B. Pre-Established Criteria. Grants and awards should be based on pre-established written criteria and decided by a committee of not fewer than three members. *2004-090 03-Jul-2004*

C. No Restriction in Making Awards. There should be no restriction in making awards, even to someone who is on the Awards Committee or is on the AMC. If the Awards Committee feels that there is a conflict of interest, the decision may be delegated to the AMC. *1988-031 26- Mar-1988 (last amended 18-Sep-1999 by 1999-082)*

D. Specific Awards.

1. *Margot Award.* The "Margot" Award is established. The Margot Award is named for Margot Seitelman, its first recipient, and is to be given only when the occasion arises in recognition of outstanding service to Mensa. *1980-117 29-Nov-1980*

   The Margot Award shall be awarded by the AMC. The criterion for the Margot Award shall be the rendering of exceptional service to Mensa over a number of years. Members currently active shall not be excluded from consideration. *1988-032 26-Mar-1988*
2. *Mensa Service Award.* Mensa establishes the "Mensa Service Award." The award will take the form of a lapel pin containing the Mensa Logo and the words "Mensa Service." The background will be black, with the logo and the wording in Silver (local level) or Gold (Regional and National levels). Appropriate certificates will be available. LocSecs will be able to award the local award,

RVCs the regional award, and the AML Chair, the National Award. The national level award will be named the "National Chair's Service Award." *1996- 052 05-Jul-1996 (last amended 08-Jul-2000 by 2000-077)*

3. *Recruitment and Retention Awards.* Two national American Mensa Awards are established to support recruitment and retention efforts:
   a. The "Innovative Owl Award," to be awarded to the group that has retained the greatest proportion of members; and
   b. The "Prolific Owl Award," to be awarded to the group that has increased in membership by the greatest proportion.
   c. The "Innovative Owl Award" and the "Prolific Owl Award" shall be determined on the basis of membership statistics collected by the National Office. These awards shall be presented at the Annual Gathering. Information on award winners shall be shared with all Local Groups as models for Local Group development. *1996-067 28-Sep-1996 (last amended 05-Jul-2018 by 2018-017h; 23-Sep-2000 by 2000-103)*
4. *Local Group Competition and Award.* Local Group Competition and Awards shall be awarded annually in July with the following components:
   a. The award will recognize tiered levels of achievements for ALL groups meeting point criteria within their class sizes.
   b. The Name of the Award will be: The Local Group Jewels.
   c. The achievement levels will be (Lowest to Highest): Emerald, Sapphire, & Ruby.
   d. Each of the five chapters obtaining the highest points in their individual Classes will be specifically recognized separately as the Diamond Group for that year.
   e. Progress and Updates regarding point standing and achievements will be available to all members for review via "dashboard" style updates on the AML Website. Until such time that the National Office staff can implement that feature, updates will be sent to the LocSecs and RVCs of the Local Groups with their monthly distributions.
   f. All groups are awarded points automatically and "entered" in this program through recognition of tracked information and points awarded. Local Groups are responsible for making sure that all potential points are tracked and accounted for. No revisions or updates will be considered more than 30 days after the Award Year ending date.
   g. The points schema and the class sizes and breaks shall be determined by a vote of the Regional Vice Chair no later than the start of the fiscal year. *2013-031 04-Jul-13*
5. *Salny Awards Established.* In honor and recognition of Dr. Abbie F. Salny's years of service as American Mensa's Supervisory Psychologist, the Salny awards are established.
   a. The first award, titled the "Abbie," is to be awarded annually to the Proctor(s) who are found to be most deserving according to established criteria.
   b. The second award, titled the "Dave Felt Award," will be awarded annually to the Testing Coordinator(s) or Proctor Coordinator(s) who are found to be most deserving according to established criteria. Honorable mentions may also be awarded in either of the first two categories.
   c. The third award, titled "The Dr. Salny Award for Outstanding Service in the Area of Testing," is to be awarded to a person or group that has exhibited exceptional service in the area of testing, in any year it is deemed appropriate to do so.
6. *CultureQuest®*. The CultureQuest® contest shall allow participation by members of Mensa Canada. *1996-094 14-Dec-1996 (last amended 08-Jul-2000 by 2000-076)*
7. *Gifted Youth Program Award.* A Gifted Youth Program Award is established to recognize

individual members for excellent service to American Mensa's gifted children program. The award shall be given for superior service as a Gifted Youth Coordinator who contributes to the growth of programs or services for gifted children and/or growth of Young Mensan membership. Examples might include outstanding writing/publications related to gifted children; hosting a contest or workshop for Young Mensans, gifted children, or their parents; or establishing a program, service or scholarship for Young Mensans.

a. The award shall be a certificate or plaque and will be limited to not more than 2 awards per year. The award shall not be given if there are no outstanding nominations.
b. The award shall be chosen by the Gifted Youth Committee chair and committee. The committee will take nominations in March and the award will be given at the Annual Gathering. The committee shall also make recommendations for any future changes to the award criteria. *2007-046 07-July-2007 (last amended 24-Oct-2009 by 2009-085)*

5. BYLAWS, LOCAL

A. **Minimum Standard Bylaw Requirements.** The provisions of the Minimum Standard Bylaws Requirements for Local Groups of American Mensa, Ltd. are included in every Local Group's bylaws, and are enforceable as such whether explicitly stated or not. Whenever a Local Group amends its bylaws, those bylaws must be brought up to date with the current Minimum Standard Bylaws Requirements. *1984-104 10-Nov-1984*

B. **Minimum Standard Bylaws.** The following Minimum Standard Bylaws for Local Groups are adopted, superseding previous versions. *[The document is in Appendix 13.] 2010-039 13-Nov-2010 (last amended 01-Apr-2017 by 2017-007)*

C. **Review of Proposed Bylaws.** Local Group bylaws are to be processed by the Bylaws Committee. The Bylaws Committee chair will produce a written response approving the bylaws or stating deficiencies within 60 days of receipt of the proposed or corrected bylaws. Approved bylaw confirmation by the membership of the Local Group is to be provided in writing to the group's LocSec, RVC, Bylaws Committee chair and the National Office. *1995- 053 09-Jul-1995*

D. **Model Bylaws.** The following Model Bylaws for Local Groups are adopted, superseding previous versions. *[The document is in Appendix 14.] 2010-040 13-Nov-2010 (last amended 01-Apr-2017 by 2017-008)*

6. BYLAWS, NATIONAL

A. Amendments Referred to Legal Counsel. A duly submitted proposed amendment to the American Mensa Bylaws offered to the AMC shall be referred to legal counsel for a report. *23-Aug-1965 (last amended 03-Dec-1977 by 1977-065)*

B. Persons Eligible to Vote.

Section V.1 of the AML bylaws states that only members in good standing as of the first day of **the** first month of the voting period shall be eligible to vote. The AMC understands this sentence to mean that a person may be denied voting privileges if, on the first day of the first month of the voting period: (1) the person has not paid dues for the current membership year, or (2) the person is under a sanction of suspension of membership from American Mensa, Ltd., or (3) the person is under a sanction other than suspension of membership that specifically lists denial of voting privileges. *2007-078 08-Sep-2007*

C. Interim RVCs. The AMC notes that having the ExComm appoint interim RVCs and action committee chairs is not in keeping with a strict interpretation of our Bylaws. Where they have occurred, these appointments were always ratified by the full AMC, without contention, at the next regular AMC meeting. As far as we can determine, no appointed AMC member has cast a deciding vote on a closely contested issue, prior to being properly seated by the full AMC. Further, these errors were all "made in good faith." According to legal counsel, these non- compliant actions by the ExComm are an "immaterial breach" of our Bylaws, and therefore of no material consequence. Now that the matter has been brought to our attention, we will work within the bylaws in all future cases. *2007-071 08-Sep-2007*

7. ELECTIONS

A. National Election Committee. At the Annual Gathering, the AML Chair shall appoint, with the advice and consent of the AMC, an Election Committee chair. No later than the next in-person AMC meeting after the Annual Gathering, the Board shall appoint an Election Committee consisting of three to seven members, none of whom shall be a member of the AMC. *(last amended 05-Jul-2018 by 2018-017i)*

1. Jurisdiction over elections. The Election Committee has jurisdiction over all votes of the membership of American Mensa in national elections and referenda, whether or not AMC members are being elected. The Committee shall report to the AMC through written reports and through its chair and/or liaison as necessary. The Election Committee is requested to clearly:

a. Inform all candidates of all Election requirements
b. Inform all candidates of all relevant deadlines
c. Inform all candidates of the maximum length of campaign statements
d. Insure all requirements and all relevant deadlines be published in the *Mensa Bulletin* and other communications channels. *(last amended 29-Mar-2014 2014-002d)*
e. Insure all candidates' statements are published with appropriate formatting. *1987- 063 05-Dec-1987 (last amended 31-Mar-2012 by 2012-007c)*

B. Verification of signatures. The Election Committee shall be responsible for verifying signatures on petitions for candidates for AMC office and for referenda. Each signature on a petition must be of a current member in good standing.

C. Candidate Requirements.

1. *Petition Process*. Any member choosing to run for national office must obtain 250 signatures from members of American Mensa. Any member choosing to run for the position of Regional Vice Chairman must obtain 100 signatures from members of that region. Candidates must submit their answers to the AMC's questions as required by ASIE 2002-146, a brief campaign statement, and a signed statement affirming the candidate's willingness to run for and serve in the office listed.
2. *Signing of Petitions*. Petitions for candidates running for the AMC and member proposed bylaws referenda may be signed by members electronically or by original signature. Candidates or proposers of bylaws petitions shall submit their request for an electronic petition according to the rules established by the Election Committee. The link and directions for electronic petitions may be distributed according to election campaigning rules. The person receiving the request for signature must go to the appropriate location on the secure Mensa Web site to provide their electronic signature.

D. AMC Questions. The printed statement included with the candidate answers to directed questions should be as follows:

In accordance with American Mensa, Ltd. Bylaws VI (6)(c), which states:
With each ballot there shall be included:

...(c) The answers by each candidate to any question which may be propounded to all candidates, or to all candidates for a particular office, by the American Mensa Committee, the number of words permitted to be determined by the American Mensa Committee,

The AMC has voted to ask the following questions of all candidates seeking office on the AMC in each election. Information supplied by candidates in reply to these questions is subject to verification. Any misrepresentation of fact will be reported to the AMC or their designee. If the misrepresentation is found to be deliberate, the candidate may be disqualified.

(An example of answers is in parentheses next to questions.)

1. What year did you join?_____Have you been a member every year since that time? Yes or No. If no, you may explain if you wish. Limit your answer to 50 words or less. Responses will be truncated to the word limit.
2. Have you ever served as LocSec or Local Group editor? Yes or No. If yes, please list up to three offices and the dates served, in the form OFFICE, NAME OF LOCAL GROUP, BEGIN DATE - END DATE, NUMBER OF TERMS SERVED. Additional exposition will be trimmed. (Example: YES. LocSec, ABC Mensa, 2011 - 2013, 1.)
3. Have you ever served in any other Local Group offices? Yes or No. If yes, please list up to three offices and the dates served, in the form OFFICE, NAME OF LOCAL GROUP, BEGIN DATE - END DATE, NUMBER OF TERMS SERVED. Additional exposition will be trimmed. (Example: YES. Secretary, ABC Mensa, 2010 - 2013, 3.)
4. Have you ever served as a member of an AMC-appointed committee? Yes or No. If yes, please list up to three committees and the dates served, in the form COMMITTEE, BEGIN DATE - END DATE, NUMBER OF TERMS SERVED (if applicable). Additional exposition will be trimmed. (Example: YES. Data Processing Committee, 2011 – 2013, 1.)
5. Have you ever served as a member of the AMC, either appointed or elected? Yes or No. If yes, please list up to three offices and the dates served, in the form OFFICE, BEGIN DATE - END DATE, NUMBER OF TERMS SERVED (if applicable). Additional exposition will be trimmed. (Example: YES. Publications Officer, 2011 – 2013, 1.)
6. Have you ever served Mensa in any other capacity at any level--local, regional, national, or international? Yes or No. If yes, please list up to three positions for each level and the dates served, in the form POSITION, BEGIN DATE - END DATE, NUMBER OF TERMS SERVED (if applicable). Additional exposition will be trimmed. (Example: Yes. National Nominating Committee, 2010 – 2013, 3.)
7. Do you have experience with Mensa leadership development? Yes or No. If yes, please list up to three activities that illustrate your experience, in the form ACTIVITY, EVENT, DATE. Additional exposition will be trimmed. (Example: Presented workshop, Annual Gathering, 2013.)
8. What business, professional, or other experience would you bring to the office you are seeking? Limit your answer to 100 words or less. Responses will be truncated to the word limit. (Examples: I served as President of the XYZ Association for three years. I hold a Ph.D.)
9. Do you agree to sign the Acknowledgement of Responsibilities for AMC Member found in Appendix 4 of the National ASIE's? Yes or No. If no, you may explain if you wish. Limit your answer to 50 words or less. Responses will be truncated to the word limit.
10. Why do you want a national leadership role in American Mensa? Limit your answer to 50 words or less. Responses will be truncated to the word limit. *2016-008 30-Jun-2016*

E. Election Details.

1. Candidates may be instructed to supply biographical and campaign statements with their petition as well as to send a copy of these materials, together with a picture, to the editor of the Mensa Bulletin. These materials must conform to requirements set forth in the Election Code.
2. Biographical and campaign statements wherever published must be identical in content and meet the requirements set forth by the Election Code.
3. The April/May issue of the Mensa Bulletin in the election year must contain a complete list of candidates and election instructions.
4. The April/May Mensa Bulletin in the election year must contain links to any applicable referenda, biographies, campaign statements and pictures of all candidates, which must be published on the AML website in the order that mirrors the predetermined ballot order. Print copies of all online election information not printed in the Mensa Bulletin must be available to members by request.
5. Print packages must be made available to those members in good standing who request them and must contain any applicable referenda and biographies, campaign statements and pictures of all candidates, together by office, in the order that mirrors the pre- determined ballot order. *0000-135 17-Sep-1977 (last amended 06-Dec-2015 by)*

F. Common Deadline. A common deadline of 11:59 p.m. Central time (CST or CDT, as appropriate) of the day in question is set for electronic receipt of all items for which (a) the deadline is established by a national committee or the national office and (b) electronic submissions are allowed. Examples include candidate petitions and submissions at all stages of all national elections and referenda; national event registrations; membership renewals; and the like. *2011-016 26-Mar-2011*

G. Electronic voting. The primary and default voting method in national elections is by electronic means. Members in good standing may request print ballots in accordance with the procedures and deadline set forth in the Election Code. *2014-013 29-Mar-14 (last amended 06-Dec-2015 by 2015-035)*

8. FINANCES AND BUSINESS

A. Finance and Audit Committee. A Finance and Audit Committee is established in Section 2.C.19.

B. Contracts.

1. *Who may sign.* All contracts involving American Mensa, Ltd.'s money, its mark, name, or logo shall be signed either by the AML Chair or by the Executive Director only upon direction of the AMC or the Executive Committee. The AMC or the Executive Committee may in some cases direct others to sign contracts in special instances. Copies of all such contracts shall be sent to the National Office. *1991-063 03-Aug-1991 (last amended 08-Jul-2000 by 2000-074)*
2. *Conflicts with Mensa members.* The Executive Director shall notify the AMC when entering into any new contract on behalf of American Mensa with a member of Mensa or with a firm in which a member of Mensa has a 10% or greater ownership interest. The notice shall identify the Mensa member(s) involved, shall state the major provisions of the contract, and shall contain such other information regarding the reasons for dealing with a Mensa vendor as is appropriate to the nature of the contract. No notice need be given if the amount reasonably expected to be paid to the vendor during the fiscal year is less than $1,000. *1986-061 07-Sep-1986*

C. Dues – Other than Life Dues.

1. *Dues – Single-year memberships.*
   - *a.* Effective July 1, 2017, the dues rate for single-year membership is $79 per year, except as provided in section (b) of this action. *2017-003 01-Apr-2017*
   - *b.* Membership dues for second (or additional) family members who choose to claim such status, and who reside at the same address (as on file at the National Office) and are members of the same Local Group as a member paying dues at the rate specified in section (a) of this action, are set at 2/3 of the full dues rate, rounded to the nearest dollar. Members paying the reduced dues set forth in this section shall not receive a subscription to the Mensa Bulletin, except for issues containing election or referendum information. The Local Group data for these reduced-fee members shall be specially marked, and the Local Group may determine whether such members receive a subscription to the Local Group newsletter, except that they must be sent all election or referendum materials. *2004-086 03-Jul-2004 (last amended 30-October-2012 by 2012-020)*
   - *c.* Revenue will be recognized on a straight-line basis over the period of the plan taken.
2. *Dues – Multiyear.* Three-year and five-year dues plans shall be indexed to the annual dues rate for the year the plan is purchased.
   - a. The amount of the three-year dues shall be computed to be three times the current annual dues less 10%, and then rounded to the nearest $5. (Example: 3 x $79 = $237, less $23.70 is $213.30, round to $215.)
   - b. The amount of the five-year dues shall be computed to be five times the current annual dues less 12%, then rounded to the nearest $5. (Example: 5 x $79 = $395, less $47.40 is $347.60, round to $350.)
   - *c.* Revenue will be recognized on a straight-line basis over the period of the plan taken.
   - *d.* Multi-year dues plans will apply only to full annual memberships and not to second- family memberships.

     1996-38 -Jul-1996 (last amended 05-Jul-2018 by 2018-017j; 01-Apr-2017 by 2017-003)

D. Dues – Life Memberships.

1. *Life Dues Formula.* Life dues shall be determined according to the following formula:
   Dues = First-year AML expense + Processing expense + International expense + (Future-year AML expense x Life annuity).
   a. First-year AML expense includes such items as issuing a permanent life membership card and mailing the *Mensa Bulletin*.
   b. Processing expense includes such items as credit and debit card fees. *1993-050 28-Aug- 1993 (last amended 01-Dec-2012 by 2012-028)*
   c. International expense is the required payment to international Mensa. *1993-050 28-Aug- 1993 (last amended 05-Oct-2013 by 2013-033j)*
   d. Future-year AML expense includes such items as mailing the *Mensa Bulletin* and processing the annual Personal Data Questionnaire. *1993-050 28-Aug-1993 (last amended 01- Dec-2012 by 2012-028)*
   e. The Life annuity is a multiplier set by an actuarial study. The amount of the multiplier differs by the age of the person when purchasing a life membership. This study will be revisited periodically.
   f. Every year an updated life dues schedule will be calculated. This schedule will be published around October but after the international expense is determined and will be effective starting for dues collected on or after January 1 of the following year. If a person applying to become a life member has one or more unused years on a multi-year membership, then the dues paid for the unused year(s) will be applied as a credit to that person's life dues. *1993-050 28-Aug-1993 (last amended 01-Dec-2012 by 2012-028)*
2. *Life membership fund.* The Life Membership fund is treated as an AMC-designated endowment fund.
   a. The principal (dollar amount) in the Life Membership Fund is to remain in the Life Membership Fund in perpetuity.
   b. The initial principal of the Life Membership Fund is to be calculated as of the adoption of this ASIE.
   c. New life membership dues, net of the international dues component and the cost of enrolling a life member, are to be added to the Life Membership Fund Principal.
   d. Interest earned on the principal in the Life Membership Fund is to be used in the following manner:
      i. To cover the expenses of membership of the number of life members currently on the active rolls of AML
      ii. To cover capital expenses of AML
      iii. To be used for the other purposes of American Mensa, Ltd., upon the recommendation of the Finance Committee, and the approval of the AMC.
   e. Investment of the funds contained in the Life Membership Fund shall be made with the preservation of capital as the first consideration, and rate of income as the second.
   f. Approval is hereby granted for the temporary use of monies from the Reserve for life members from December through March of each membership year, as needed, to meet cash-flow considerations associated with the annual membership renewal season. *ASIE 2013-057 07-Dec-2013*

E. Dues payment policy. The following dues payment policy is implemented:

1. *Full year dues due.* New members and those former members reinstating after a lapse of a year

or more shall pay first-year dues pro-rated monthly based on the date they join. Renewing members must pay full year's dues regardless of the date of renewing.

2. *January through March.* A member joining or reinstating during the months of January through March will get any or all of those three months' membership for free, with the dues recognized on a straight-line basis over the period of membership. *2017-002 01-Apr-2017*
3. *Dues –Special promotions.* Special promotions that include coupons, reduced testing fees and credits to dues in connection with targeted markets, events, or activities do not constitute a change in the dues rate as defined by the Bylaws and therefore do not need to be placed on two consecutive agendas. *2003-052 19-Sep-2003 (last amended 05-Jul-2018 by 2018-017k; 24-Oct-2009 by 2009-096)*
4. *Dues and Testing Discounts.* The budget will account for Dues Discounts and Testing Discounts that can be used at the Executive Director's discretion for marketing purposes. The Home Test may be discounted to any level and is outside of the Testing Discount allowance. These discounts do not constitute a change in the dues rate as defined by the Bylaws and therefore do not need to be placed on two consecutive agendas. *1998-030 28-Mar- 1998 (last amended 21-Mar-2015 by 015-003)*
5. *Overpayments retained.* Overpayments for renewals, testing, publications, etc. shall be retained as income. The monies overpaid shall be accumulated in the General Fund. Requests for refund within 90 days of overpayments will be honored. *1995-085 26-Aug-1995*

(Secretary's note: See Section 15.G. for dues refund policies.)

F. Managing various funds.

1. *Investment management firm.* The Finance Committee is authorized to appoint an investment management firm or consultant to manage American Mensa's Life Dues Fund and Short-Term Fund. *2002-117 16-Mar-2002*
2. *Life Member Dues Investment Fund.* The American Mensa, Ltd. Life Member Dues Fund Investment Policy is adopted. <u>This policy shall become effective April 1, 2001 and supersedes the previous Long- Term Fund Investment Policy. Money in the Life Member Dues Fund shall be reinvested to represent the new policy as soon as practicable.</u> *001-013 31-Mar-2001*
3. *Short-Term Fund Investment Policy.* The American Mensa, Ltd. Short-Term Fund Investment Policy is adopted. <u>This policy shall become effective April 1, 2001 and supersedes the previous investment policy.</u> *001-013 31-Mar-2001*
4. *Operating Fund Investment Policy.* The American Mensa, Ltd. Operating Fund Investment Policy is adopted. This policy shall become effective April 1, 2001 and supersedes the previous investment policy. *[The documents are in Appendix 17.]* *2001-013 31-Mar-2001*

G. Volunteer Expenses. Individuals who are entitled to reimbursement of expenses incurred in conjunction with Mensa business shall be subject to the following guidelines:

1. *Expenses must be ordinary and reasonable.* To be reimbursed, expenses must be ordinary and reasonable. In every case, reasonable efforts should be made to minimize the cost. Neither expenses that would have been incurred while not performing official duties nor political campaign expenses shall be reimbursed.
2. *Reasonable expenses defined*. Reimbursable expenses include:
   a. The cost of transportation by the least expensive practical method between the member's home and the meeting site; mileage allowances shall be calculated at the prevailing IRS business rate for that year. Parking at one's home airport is reimbursable, provided it is less expensive than taxi service to and from the airport; *(last amended 05-Jul-2018 by 2018-017l)*

b. lodging at the meeting site;
c. actual meal expense over and above group meals;
d. The Executive Committee may approve additional room nights and meal expenses if doing so will cost less than the corresponding decrease in travel expenses realized due to an early arrival or late departure.
e. event registration fees paid;
f. Internet access fees, phone calls, postage, baggage fees, and reasonable gratuities.
g. Charges for movies, laundry, and other incidentals will not be reimbursed.
h. In an election year, the outgoing AML Chair and Treasurer will be reimbursed to attend the Annual Gathering to deliver their annual reports to the membership.

3. *Documentation.* Full documentation of all expenses must be provided before reimbursement will be made. In the event that receipts are lost, reimbursement will be limited to $50 for un-receipted expenses unless ExComm approval is given.
4. *When requests are due.* All requests for expense reimbursement must be submitted within 90 days of the expense event and prior to April 15 following the fiscal year for which they have been incurred. The Executive Committee can override these limits. *1995-080 (last amended 10-Oct-2013 by 2013-051)*

H. Use of Membership Lists.

1. *Mailing List Rental.* The Executive Committee is authorized to rent or otherwise make available to non-Mensa organizations the Mensa mailing list, provided that a) such mailing list consist solely of the names, email addresses, and mailing addresses of those members who have specifically granted permission to be on such a list, and b) the specific use to which the list is to be put, including the actual materials to be mailed, is first approved by the Executive Committee. The Executive Director, or the designee of the Executive Director with the specific approval of the Executive Committee, is authorized to approve mailing list rentals similar to those approved by the Executive Committee in the past. All approvals or denials of mailing list rentals shall be reported by the Executive Director to the AMC on a quarterly basis. The Executive Committee shall have to approve any type of list rental not previously approved.

   AML, its Local Groups, and the Mensa Education and Research Foundation may freely use the American Mensa Ltd. membership list for the purposes of telemarketing or email marketing. The use of the AML membership list for such purposes by other than AML, its Local Groups, and the Mensa Foundation is prohibited. *1981-077 29-Aug-1981 (last amended 05- Oct-2013 by 2013-049)*

I. Local Groups.

1. *Newsletters.* Each Local Group shall provide the National Office with a copy of each issue of its newsletter, electronically or via regular mail. The Local Group should upload or email the newsletter as prescribed by the National Office. If the Local Group is unable toupload or email the newsletter monthly, the group shall be funded at 70 cents per printed issue mailed to the National Office. *2009-026 02-July-2009 (last amended 05-Oct-13 by 2013-033f)*
2. *Local group subsidy.* Effective 9/1/15, the subsidy to Local Groups shall be $.85 monthly per member. A Local Group will receive a minimum of $34 each month they have 40 members or fewer. The Local Group may allocate the funds however it wants. *2007-015 13- Jan-2007 (last amended 21-Mar-2015 by 2015-007)*
3. *Subsidy for new or reinstating members.* Local Groups shall receive an additional subsidy of $1.00 for each new and $1.00 for each reinstating member. Reinstating members will be those

members who renew their Mensa membership after a lapse of one full year or more. Funding will be included with regular monthly funding in the month following the month the members join or renew. *1999-015 27-Mar-1999 (last amended 21-Mar-15 by 2015-008)*

4. *Funds for contacting lapsed members.* Local Groups shall be eligible to receive funding for contacting members who are lapsed for the current year. Groups will be supplied with labels and lists for these lapsed members with the May month end materials. For each lapsed member contacted, the group will receive funding of $ 0.50 per member contacted. Requests must be submitted to the National Office. *1990-101 11-Aug-1990 (last amended 27-Mar- 1999 by 1999-020)*
5. *Payments to Local Groups.* All routine sums payable from American Mensa to Local Groups (i.e., Local Group support, proctor fees, corporate subscription fulfillment, etc.) shall be disbursed on the third Friday of every month, unless that day is a holiday, in which case the disbursement shall be made on the preceding banking day. The Local Group support and corporate subscriptions shall be calculated and paid to every Local Group monthly unless withheld in accordance with Section 6. *1995-009 11-Mar-1995 (last amended 05-Jul-2018 by 2018-017m)*
6. *Monies withheld.* If any Local Group fails to qualify for payment of the Local Group Dues Allotment at the time of the monthly payment, for reasons of non-compliance with the conditions in 14.A below or 14.E.1., the monies that would have been remitted to that group shall be held for the period of one year or less. If, during that time, the group achieves qualification, then such monies as have been held in abeyance shall be remitted to the group involved. If, after one year, there is still non-compliance, then the monies for the month one year old shall revert to the general fund. *1995-024 11-Mar-1995 (last amended 02-Dec-2000 by 2000-130)*
7. *IRS Reporting*. For the purposes of reporting income and expenses, Local Groups that exceed the IRS threshold for non-profit organizations (currently $25,000) in annual gross revenue shall be included in the financial activity of American Mensa, Ltd, for annual reporting to the IRS. Local groups that have been granted a separate IRS filing status should report this activity to the IRS as required and shall also provide a copy of the submitted form to the National Office. If a Local Group hosts a national event (AG, Colloquium, or other activity) it shall be included in the financial activity of American Mensa, Ltd. or the Mensa Education and Research Foundation. *2005-097 03-Dec-2005*

(Secretary's note: The language contained in Section 9.I.2 also found in Section 14.D.1. The language contained in Section 9.I.3.is also found in Section 14.D.2. The language contained in Section 9.I.4.is also found in Section 14.I.4. Section 9.I.5 is also found in Section 14.D. The language contained in Section 9.I.6 is also found in Section 14.D.3.)

J. Testing and Admissions.

1. *Fees.* Fees for testing and admission are set at the following rates:
   a. Supervised Tests $60.00
   b. Unsupervised (Home) tests $18.00
   c. Review of Prior Evidence $60.00 *022 27-Mar-1999 (last amended 01-Apr-2017 by 2017-004)*
2. *Local Group Subsidy.* Local groups will receive a subsidy of $15.00 per test battery. *022 27-Mar-1999 (last amended 05-Oct-2013 by 2013-033m)*
3. *When refunds must be made.* It shall be within the authority of the Supervisory Psychologist to deny test funding for a test session to a group if a problem with that test session causes the National Office to refund test fees or schedule alternative testing sessions. *(last amended 05-Jul-2018 by 2018-017n)*

4. *Discounts.* The Marketing Officer and Marketing Director may authorize use of discounts or coupons for selective marketing opportunities to reduce the set price of Home Tests, Supervised Tests or Prior Evidence. The reduction will not change the amount the Local Groups receive for testing revenues. All such discounts or coupons shall be valid for no more than six months.
5. *Complimentary Testing for the Press.* Members of the press may be offered complimentary testing for which no revenue is received by the LocalGroup. *1999-022 27-Mar-1999 (last amended 25-Mar-2007 by 2007-020)*

K. Mensa Name and Logo.

1. Any agreement regarding the commercial use of the Mensa name, the Mensa logo or implied endorsement of the American Mensa organization requires Executive Committee (ExComm) approval, except as provided in paragraph (d) below. Such approval will follow a recommendation by the staff, officers and/or committees charged in the following paragraphs. All contracts must be approved by counsel prior to beingsigned by the Executive Director or the AML Chair.
   a. "Member Services Agreements" shall be defined as any commercial program, product, or service that is offered to Mensa members for their individual benefit, usually at an additional cost paid directly by the member to the vendor.
      i. Royalties may or may not be paid to Mensa for permission to use the Mensa name depending on the value to the membership and the amount of coordination or support required by AML. Member Services Agreements may provide for website links, sponsorship, advertising or other promotion as part of the agreement.
      ii. Member service agreements do not allow for external (outside Mensa) use of the Mensa name and/or imply endorsement of that product without a licensing agreement.
      iii. Member Services Agreements shall be reviewed and researched by the staff Membership Director and presented to the Membership Officer and the Membership committee for review and recommendation.
   b. "Licensing Agreements" shall be defined as any permission to use the Mensa name and/or the Mensa logo, or any other implied endorsement of American Mensa, on a commercial product or venture that is sold, marketed, promoted or distributed to the general public within the United States. By international definition, all Licensing Agreements should have financial benefit to the organization, but this may be in the form of increased membership or public relations exposure.
      i. Any agreement that includes public distribution or promotion outside the United States must be in conjunction with the Mensa International Licensing Committee, or with the national committees of those countries where distribution is initially expected to occur.
      ii. Licensing Agreements shall be reviewed and researched by the staff National Marketing Director and others as the Marketing Officer deems necessary.
      iii. All Licensing Agreements must be approved by the Executive Committee, with the exception of the Mensa Select® designation.
   c. "Sponsorship" shall be defined as commercial support of a Mensa event, program, product or activity. This support shall normally be monetary in nature but may be "in kind" in return for supplying a product or service at no or lower cost. In return for the sponsorship Mensa shall provide internal recognition to the commercial entity for their support. For sponsorships valued over $1000, a written agreement should be in place. Sponsorship will be coordinated through the staff National Marketing Director or designee in conjunction

with the event chair. Sponsorships may include a package of exposure opportunities including advertising. Sponsorship does not allow for external (outside Mensa) use of the Mensa name and/or imply endorsement of that product without a licensing agreement.

d. The guidelines for name and logo use as established by Mensa International and American Mensa provide for limited use of the name and logo by members, SIGs and Local Groups.

2. Requests by local groups, SIGs or individual members for permission for commercial or other uses outside the guidelines shall be reviewed by the AML Licensing Committee. The Marketing Officer may issue any letters regarding approval or disapproval of such use, including Local Group commercial use, as long as profits or proceeds from any venture are considered minimal and do not conflict with any existing licensing agreements. Any Internal use that is likely to result in more than minimal profits or proceeds shall require the approval of ExComm and may require a licensing agreement, sales reporting and payment of royalties.

3. The AML Name and Logo Committee shall also work with the Communications Officer to ensure proper use in print and electronic media published by American Mensa, Local Groups, and SIGs. *1999-084 18-Sept-1999 (last amended 03-Mar-2014 by 2014-002b)*

4. Mensa Foundation Trademark Protection. American Mensa Ltd. shall seek trademark protection for the Mensa Foundation logo and the names Mensa Education and Research Foundation and Mensa Education and Research Foundation and the acronym MERF, with the US Patent and Trademark Office, and further that American Mensa, Ltd., grants unto the AMC of Trustees of the Mensa Education and Research Foundation, unlimited license to use said names and marks. Said wording of said license is to be provided by the intellectual property counsel of AML. *1997-075 06-Dec-1997 (last amended 24-Oct-2009 by 2009-095)*

L. Miscellaneous Financial Policies.

1. *Budgetary and Purchasing Policy.* The Budgetary and Purchasing Policy is adopted. *[This policy is in Appendix 20.]* *2010-033 13- Nov-2010 (last amended 05-Jul-2018 by 2018-017o)*

2. *Investment Policy adopted.* The American Mensa, Ltd. Investment Fund Policy is adopted. *[This policy is in Appendix 17.]* *2012-002 31-Mar-2012 (last amended 05-Oct-13 by 2013-33n)*

3. *Records Retention Policy.* The Records Retention Policy and schedule is adopted. [The policy is in Appendix 12.] 2004-118 04-Dec-2004 (last amended 24-Oct-2009 by 2009- 101)

4. *Appointment of Auditor.* Clifton Larson Allen, LLP is appointed to perform an audit of AML's 2016-2017 financial statements and prepare required tax filings. *2017-00101-Apr-2017*

M. Indemnification. American Mensa, Ltd. shall indemnify, to the full extent permitted by law, any person made a party to any action, suit, or proceeding by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he or she is or was a director, officer, other appointee, or employee of the Corporation, against any and all reasonable expenses, including attorneys' fees, actually and necessarily incurred by him or her in connection with the defense of such action or in connection with any appeal therein, except with respect to matters as to which such director, officer, appointee, or employee shall be adjudged in such action, suit, or proceeding to have breached his or her duty to the Corporation.

American Mensa, Ltd. shall indemnify, to the full extent permitted by law, any person made a party to any action, suit, or proceeding other than one by or in the right of the Corporation to procure a judgment in its favor, whether civil or criminal, by reason of the fact that he or she was a director, officer, other appointee, or employee of the Corporation, against

judgments, fines, amounts paid in settlement, and reasonable expenses, including attorneys' fees, actually and necessarily incurred as a result of such action, suit, or proceeding, or any appeal therein, if such person acted in good faith for a purpose which he or she reasonably believed to be in the best interests of the Corporation and additionally, in criminal actions or proceedings, had no reasonable cause to believe his or her conduct was unlawful. *1986-001 22-Mar-1986*

N. Equity restoration. To eliminate the deficit net assets resulting from the *AML v Inpharmatica* litigation, each year's budget shall contain a budget expense line called "Equity Restoration." The AMC shall set an amount for this line item at its meeting immediately before the one at which the budget is adopted each year, and the budget presented to the AMC for approval shall contain that line item in at least that amount. The requirement for equity restoration for the fiscal year 2017-2018 is waived in anticipation of a deficit budget as we implement a dues increase mid-year. *2009-090 (last amended 01-Apr-2017 by 2017-005)*

The requirement for equity restoration for the fiscal year 2018-2019 is waived in anticipation of a review of the current status of the current level of the deficit net assets resulting from the AML v Inpharmatica litigation and this policy, and a proposal on how to handle it going forward. *2018-005 March-03-2018*

O. Deposit or Investment Accounts; Signatories. The AMC authorizes the following officers or directors by title to endorse for deposit or for encashment, checks and drafts for and on behalf of American Mensa, Ltd. ("AML") with financial institutions engaged in business with AML.

1. AML Chair
2. Treasurer
3. Executive Director
4. Membership Director
5. Director of Operations

These authorized signatories are empowered by the AMC to act for and on the behalf of AML in any of its business within the authority prescribed. Additional signatories may be added with the approval of the AML Chair and the Treasurer. *2007-044 07-July-2007*

P. Current Year Budget Items.

The budget for fiscal year 2018 – 2019 is approved and adopted. *2018-006 March-03-2018*
The 2017-2018 consolidated financial statements from LarsonAllen LLP are accepted for presentation to the membership. *2018-012 05-Jul-2018*

Q. SIGs Mailing Reimbursement. Each National Special Interest Group (SIG) that produces a newsletter shall provide the National Office with a copy of its newsletter, electronically or via regular mail. The SIG should email the newsletter as prescribed by the National Office. If the SIG is unable to email the newsletter, the SIG shall be funded at 70 cents per printed issue mailed to the National Office upon request. *(2004-089 03-Jul-2004 (last amended on 05-Oct-13 by 2013-033g)*
(Secretary's note: The language contained in this section is also found in 22.C.2.)

9. GATHERINGS

A. Events Generally. The following provisions apply to events generally.

1. *Parents may attend events.* At any Mensa function, the parents and/or legal guardians of an underage attendee, or a designee of the parents or legal guardians, shall be permitted to attend the event. If there is a charge for the event, the accompanying adult shall pay the fee on the same basis (member or non-member, as appropriate) as other adult attendees. For purposes of ASIE 2000-132, the accompanying adult shall be considered a guest of the member who is under age 18 or, if the person under 18 is not a member, a guest of the member or group who is sponsoring the attendance of the person under age 18.

   A parent or legal guardian may, without charge, choose to accompany a minor child to an admissions testing session, but may not have physical access to the testing materials. *2003-013 29-Mar-2003 (Last amended 06-Dec-14 014-034)*
2. *Food Safety.* At all events where food is being "self-catered" by members, care should be taken to follow food safety protocols. Groups must adhere to regulations establishing by the venue and local municipalities regarding food handling. *2014-022 03-Jul-2014*
3. *Alcoholic Beverages at Events.* The AMC acknowledges that there is a place for the enjoyment of alcoholic beverages at its events. The use of alcohol is an individual decision. The AMC takes the position that its members, and their guests, have an obligation to make responsible decisions regarding the use of alcohol. Members, and their guests, must comply with all local, state and federal laws relating to alcohol service and consumption. The AMC discourages any abuse of alcohol that could lead to behavior which could endanger any individual, including the user, or cause property damage. At Mensa events, public or private, where alcohol will be available, Mensa hosts are urged to ensure that food and nonalcoholic beverages are available and obvious. *2007-085 01-Dec-2007*
4. *Consideration of disability issues.* In selecting sites for all official Mensa sponsored activities, the relevant selection officer or committee shall consider compliance of the facilities to the Americans with Disabilities Act. Groups are encouraged to indicate accessibility or lack thereof when announcing events, and Mensa publications are encouraged to publish this information. *1998-039 28-Mar-1998 (last amended 04-Dec-2004 by 2004-123)*
5. *Social media.* The AMC encourages the use of social media to publicize events. The Communications Committee, in conjunction with staff, shall develop policy in this area. *2011-031 03-Dec-2011*
6. *No recording without notice.* Recording for commercial purposes of sessions that occur at Mensa events without providing prior notification to those being recorded is contrary to the policy of American Mensa, Ltd. Any reproduction and/or publication of copyrighted material from sessions that occur at Mensa events without permission from the copyright holder is contrary to the policy of American Mensa. The word "sessions" in this action refers to sessions of any kind, including presentations, performances, discussions, and any other sort of session. The word "recordings" in this action refers to video, audio, and all other forms of recording as well as live-streaming, broadcasting or any other method by which the sessions may be made available to those not in attendance. It is recommended that this policy be published in RVC, LocSec, and Gatherings Guides, and included in host contracts for AMC-awarded events such as AGs. *2002-148 21-Sep-2002 (last amended 05-Jul-2018 by 2018-017p; 29-Mar-2014 2014-002f)*
7. *Weapons policy.* At all national events sponsored by American Mensa Ltd., deference to the rules of the venue itself and all applicable laws of the local municipality, state, and federal

government will be controlling on the question of any firearms or other weapons to be brought onto the property. *2013-046 05-Oct-2013 (last amended 02-July-2015 by 2015-024)*

B. AML List of Gatherings.

1. Events of the following types shall be included in official AML lists of Gatherings, once approved. Individual listings may be abbreviated according to space availability and timeliness.
   a. *National events.* National events, such as Annual Gatherings, AMC Meetings, and MindGames®. *2018-017q 05-Jul-2018*
   b. *Regional events.* Regional events, such as Regional Gatherings beginning at least six months prior to the start of every such event that has information received by the appropriate *Mensa Bulletin* submission deadline.
   c. *LDW's.* Leadership Development Workshops (the listing must be approved by the appropriate liaison).
   d. *Foundation events.* Mensa Education and Research Foundation events, such as Colloquiums.
   e. *International events.* International events, such as International Gatherings, National Gatherings of other National Mensas, and SIG Gatherings.
2. Events of the following types shall be included in official AML lists of Gatherings, once approved, based on space available and in the following priorities. Individual listings may be abbreviated according to space availability and timeliness.
   a. *SIG events.* SIG events, such as SIG Gatherings (the listing must be approved by the National SIG Coordinator).*2002-101 16-Mar-2002 (last amended 29-Mar-2014 by 2014-002p)*

C. Regional Gatherings. Dates of Regional Gatherings must be approved by the Regional Vice-Chairman of the Region in which the gathering is to be held and by the Regional Vice- Chairman of the Region that represents the Local Group that is holding the gathering. In addition, the Local Group that is holding the gathering must have the assent, if not the co- hosting, of the Local Group which contains the location of the gathering. Upon RVC approval of dates, the Local Group will complete the online listing process with the National Office. Chairs/co-Chairs organizing a Regional Gathering for the first time must consult with the RVC of that Region prior to executing long-term contracts or contracts over $500. *1998-133 12-Dec- 1998 (last amended 29-Mar-2014 by 2014-002o)*

D. Annual Gathering Bids. Annual Gatherings shall be awarded in a two-stage process. The first stage is the hotel contract, which may be approved by the AMC at any AMC meeting from four years before the AG in question to two years before the AG inquestion. (Example: Hotel contracts for the 2020 AG may be awarded at any AMC meeting from summer 2016 to summer 2018.) The second stage is appointing the AG Chair, which shall be done two years before the AG in question. (Example: The AG Chair for the 2020 AG is to be appointed in summer 2018.)

1. *Where no hotel contract and/or AG Chair proposal is available.* If no acceptable hotel contract and/or AG Chair proposal has been received by two years before the AG in question, the AMC shall arrange to schedule an AG for the year in question; such an AG may be abbreviated to encompass a minimum of an Annual Business Meeting and an AMC meeting.
2. *Assistance.* The Events Committee may render assistance to AG Committees in bid preparation. The Events Committee on its own initiative may also arrange for hotel negotiations to be had when considering desirable locations or venues. Proposed hotel contracts and AG Chair proposals shall be submitted to the National Office and to each member of the Events

Committee in formats determined by the Events Committee. *2005-094 03-Dec-2005 (last amended 05-Oct-2013 by 2013-039)*

E. AG Bid Process. In order to obtain the best possible arrangements for Annual Gatherings:

1. *Assistance.* The Events Committee may, upon request of the local group, give advice and reasonable assistance regarding the preparation of a bid.
2. *Review hotel contract.* The Events Committee shall review the proposed hotel contract for an Annual Gathering and may, in its discretion, assist the host group in the negotiation of necessary or desirable changes to the contract. *1986-035 06-Jul-1986 (last amended 31-Mar-2012 by 2012-003)*
3. *When materials due.* All groups bidding on an annual gathering shall submit all required materials to the National Office, with a copy to the Events Chair, no later than 60 days prior to the AMC meeting where the bid is to be considered, and in the number necessary to distribute to each AMC member. *1986-035 06-Jul-1986 (last amended 31-Mar-2012 by 2012-003)*
4. *Local Group Approval.* At the hotel contract stage of siting an Annual Gathering, the Events Committee must obtain permission from a local group to hold an Annual Gathering in its territory. Such permission is implied if the Executive Committee of the local group in whose territory the AG would be sited is presenting the hotel contract. *2007- 022 23-Mar-2007 (last amended 05-Oct-13 by 2013-041)*
5. *Letter of Intent to Bid.* Prior to any bid being submitted, an AG Committee or SIG considering bidding on hosting an Annual Gathering will provide the Events Committee and the National Office with a Letter of Intent containing the signature of the AG Committee Chair, verifying the submitter's understanding of the Bid Proposal, the Annual Gathering Minimum Standards, the Host Contract, and the assistance offered by the National Office. This letter will be countersigned and dated by the Events Committee chair and the Executive Director or Staff Liaison and will be expected no less than 90 days prior to the AMC meeting where the bid would be considered. *2005-095 03-Dec- 2005 (last amended 05-Oct-2013 by2013-044)*
6. *Reimbursement for Potential Host Groups.* Potential host groups are offered up to $400 reimbursement for all costs associated with presenting an AG bid at an AMC meeting that is not held in conjunction with an AG. Reimbursement for the winning bid will be treated as a loan that must be repaid no later than 11 months prior to their AG. *2007-023 23-Mar-2007*
7. *Bid Guidelines.* The AMC adopts the revised AG Bid Guidelines. *[The document is in Appendix 11.]* *2003-028 05-Jul-2003 (Last amended 31-Mar-2012 by 2012-004)*

F. Bids — Unaffiliated Site Inspector. For each Annual Gathering bid, the Events Committee shall appoint someone unaffiliated with the AG bid to perform a complete hotel inspection as part of the evaluation process. The appointee may, but need not, be a member of the Events Committee.

The Events Committee shall determine the minimum categories of information required from the inspection. The inspection will normally be performed after the complete bid has been received by the Events Committee, but the bidder may choose to have the inspection occur after submitting a Letter of Intent but before submitting the complete bid instead. The inspection will be done at American Mensa's expense.

G. AMC Liaison and AG Committee Site Visit. In the fall prior to an Annual Gathering (AG), the AMC Liaison to the AG will be funded to meet with the AG Chair(s) and appropriate committee members and visit the host hotel. The purpose of the visit is to ensure AG planning is on schedule and be available for assistance and guidance when asked by the committee. *2013-030 04-Jul-13; (last amended 05-Jul-2018 by 2018-017r)*

H. AG Contract Requirements. Effective with the 2016 Annual Gathering (AG), the parties to AG host contracts shall have the following responsibilities:

1. *Program responsibility.* Host groups will be responsible for development of the program, identification of speakers, promotion of the event, and delivery of the actual program. "The program" in this context includes such areas as hospitality, security, and tours as well as speakers, games, tournaments, etc.
2. *Financial responsibility.* American Mensa (AML) will have financial responsibility for the AG. All AG profits go to AML, and all AG losses are absorbed by AML. The AG's budget shall be mutually developed and agreed to by AML and the AG Committee. AML shall have final say and execution authority over the final budget of the AG. AML shall provide a hosting stipend to the host group as follows:
   a. If a non-SIG AG Committee is hosting the AG within a Local Group's boundaries, the Local Group will be given a stipend of $3,000 upon the conclusion of that AG, as specified in the host contract. The AG Committee will be responsible for development of the program, identification of speakers, promotion of the event, and delivery of the actual program. "The program" in this context includes such areas as hospitality, White Hats, and tours as well as speakers, games, tournaments, etc**.**
   b. If one or more SIGs make up the AG Committee hosting the AG, the SIGs will be given a stipend of $2,500 to be split per agreement of the involved SIGs upon the conclusion of that AG, as specified in the host contract. The Local Group where the AG is held will be given a stipend of $500.

   The stipend is independent of the financial success or failure of the event and is to be paid regardless of AG profit or loss when each of the items in Appendix 11 has been completed. *1998-088 (last amended 10-Oct-2013 by 2013-043)*
3. *AG registration rates.* The Finance and Audit Committee will set the registration rates for Annual Gatherings, based on a budget developed by the AG Chair(s). AG registration are non-transferrable. *2013-055 (last amended 06-Dec-2014 by 2014-035)*
4. *AG Chair(s) registration.* AG Chair(s) will receive a comped registration for their AG. *2014-019i 03-Jul-2014*
5. Annual Gathering Chairs and Co-Chairs will receive one complimentary Annual Gathering registration to the AG of their choice in the five years following the AG that they Chaired or Co-Chaired. If the volunteer in question is serving in another role that requires their attendance at the AG, the years that they are in that role will not count towards their five-year limit for redemption. This will be offered retroactively to all past AG Chairs and Co-Chairs, provided that they are American Mensa members in good standing at the time of redemption. All past AG Chairs and Co-Chairs will have the same five-year limit, with the 2019 Annual Gathering being the first opportunity for redemption. If an individual has Chaired or Co-Chaired more than one AG, they are eligible for one complimentary registration for each AG they Chaired or Co-Chaired. The complimentary registrations are non-transferable to any other person and have no cash value. In order to redeem the complimentary registration, eligible volunteers must contact the National Office staff to register for the AG in question rather than using the general registration. *2018-015 05-Jul-2018*
6. *Hotel reservation policies***.** The Staff Liaison, the Hotel Consultant/Liaison, and AMC Liaison will determine the best hotel reservation policies for each AG, and announce them to the AG Chair(s) no later than thirteen months prior to the start of the AG. *2014-002m*
7. Suites or suite upgrades available to the AG as part of the hotel contract will be assigned in the following order: AG Chair(s), AML Chair, MIL Chair, SIGs, and AG Committee members. SIG suites

will be allocated by the National SIGs Officer and AMC AG Liaison, based on suite availability, SIG volunteerism at recent AGs, the number of years the SIG has existed, and the number of members in the SIG. All suites will be in the name of the suite holder, and any expenses incurred shall be their responsibility. *2013-054f*

I. **AG – MIL Invitations.** The Second National Representative shall invite the elected International Mensa Officers and the International Executive Director to the American Mensa Annual Gathering, notify the AG host group if the International Officers and Executive Director accept the invitation, and see that their registrations are paid if they accept. *1992-028 04-Jul-1992*

J. **AG Speaker Registrations.** Any current Mensa member who gives a program at an Annual Gathering is required to pay registration for the AG. A non-member who presents a program at an AG may be comped for the day they are speaking. A guest of a non-member speaker may be comped for the same day that the speaker attends. *2013-054e*

K. **Upcoming AGs.**

1. Phoenix is selected as the site of the 2019 Annual Gathering with the Executive Committee given the authority to approve a final hotel contract. *2015-016 02-July-2015*
2. Kansas City, Missouri is selected to be the location for the 2020 Annual Gathering, with the executive committee given the authority to approve a final hotel contract. *2016-011 30-Jun-2016*
3. Houston, Texas is selected to be the location for the 2021 Annual Gathering, with the executive committee given the authority to approve a final hotel contract. *2016-012 30-Jun- 2016*
4. Reno, Nevada is selected to be the location for the 2022 Annual Gathering, with the executive committee given the authority to approve a final hotel contract. *2018-017s 05-Jul-2018*

L. **Cancellation fees.** A 10-percent processing fee will be charged for cancellation and refund requests on refundable AG registrations up until 10 days prior to the start of the AG. Refund and cancellation requests received after that date will be reviewed case-by-case by the AMC Liaison and Staff Liaison, based on circumstance and event viability. *2014-002j 29-Mar-2014*

M. **White Hats.**

1. The role of the White Hat is facilitating enjoyment of the AG for everyone involved. White Hats are a visible representative of the AG Committee and American Mensa to the attendees, the hotel staff, and the public. Responsibilities include the following:
    i. Report problems to the appropriate persons (Chief White Hat(s)/AG Staff/Hotel Staff)
    ii. Provide a presence to maintain order at programs where needed.
    iii. Ensure compliance with:
    iv. Hotel rules regarding off limit areas
    v. Requiring badges within AG spaces
    vi. Ticket checks at ticketed events
    vii. Age limits at certain program events
    viii. Help Attendees with:
    ix. Directions to events and areas within the AG
    x. Summoning appropriate assistance for medical emergencies
    xi. Coordinating with hotel security regarding Mensa youth and/or parents to ensure that concerns, information, and resources are channeled quickly and efficiently

xii. Other situational problems as needed
xiii. Questions about what the rules are for carrying AG food & drink within AG spaces but outside hospitality and within the hotel but outside AG spaces
xiv. General AG questions *2014-002k 29-Mar-2014*

2. The Chief(s) of the White Hats team is responsible for coordinating the White Hat team and interfacing with the Hotel Security and the AG Committee to provide assistance to attendees and to monitor and address any issues arising from attendee or outsider behavior at the AG. Responsibilities include the following:

i. Work with AG Volunteer Coordinator to coordinate efforts to assemble the White Hat staff.
ii. Meet with Hotel Security before the AG begins, and clarify exactly what the AG Committee, Hotel Security, and the White Hats expect from each other. Obtain guidance regarding when to escalate to medical professionals and local law enforcement. Obtain the appropriate phone numbers, and document the appropriate escalation processes. Ensure the hotel security staff can recognize a person serving as a White Hat.
iii. Meet with the members of the White Hat staff before the AG (or as early as possible) to ensure they know both their duties, their previous AG experiences, and each other, and either answer ALL questions or obtain the answers and get back to the member(s).
iv. Make up and pass out pocket reference cards containing cell phone numbers of team members, the hotel security desk and chief, local ambulance services, emergency/non-emergency police phone numbers and other useful numbers such as AG Committee members and the Action Desk.
v. Emphasize the fact that White Hats have no special authority, but rather are trained to know who to contact or how to react when a particular situation arises. *2014-002l 29-Mar-2014*

N. Certain AG Activities Critical.

1. Certain activities in the planning of an Annual Gathering may be designated as "critical" and given a date by which they must be completed; if the AG Committee has not completed the critical activity by the date given, the AG AMC Liaison may take action to ensure that the critical activity is performed in as timely a fashion as possible.

2. Confirming an AG's keynote speaker is considered a critical activity, and is to be performed by December 31 of the year before the AG is to be held. *2014-011 29-Mar-2014*

O. Right to Refuse Volunteer Help. The AG Chair(s) or AMC Liaison may refuse any volunteer offer after consultation with the Staff Liaison. *2014-012 29-Mar-2014*

10. GIFTED YOUTH

A. GYC Selection Procedure. The Local Gifted Youth Coordinator Selection Procedure is approved. *[The document is in Appendix 19.] 2002-174 14-Dec-2002 (last amended 24-Oct-2009 by 2009- 086)*

B. Gifted Youth Coordinator. The title of the Local Group Officers responsible for serving youth in their Local Groups, which was formerly "Gifted Children Coordinator," is changed to "Gifted Youth Coordinator."

For clarity and alignment, the title of the national committee in this area shall be "Gifted Youth Committee"; the program in this area shall be known as the "Gifted Youth Program"; the national award for local actors in this area shall be known as the "Gifted Youth Program Award"; and the national committee chair may be known as the "National Gifted Youth Coordinator" or the "National Gifted Youth Program Coordinator" as well as by the committee chair title.

C. Parents as Volunteers. Non-Mensa parents of current Young Mensa members may serve as volunteers in Mensa local group youth programs. If a local group has a currently serving Gifted Youth Coordinator, that GYC will supervise the volunteer's efforts. If a local group has no Gifted Youth Coordinator, the parents will assist the Local Secretary.

These non-Mensa parent volunteers must have approval from the Local Secretary and serve at the pleasure of the LocSec. They must undergo the same background check protocol as Gifted Youth Coordinators. They will not receive a monthly Young Mensan report, but the Gifted Youth Coordinator or LocSec may elect to share the information with them.

The non-Mensa parent volunteers may be listed on the local group's website. They may host and organize events, assist with sharing information and other tasks currently performed by Gifted Youth Coordinators. They serve with the understanding that they assist the elected and appointed officers. *2014-025a 06-Sep-2014*

11. HEARINGS

A. Acts inimical. For purposes of this section, "Mensa" is defined as including American Mensa, Ltd., any recognized subdivision or Local Group of American Mensa, Ltd., any recognized national Mensa or subdivision thereof, and Mensa International Ltd. "Acts inimical to the society" are defined as "deliberate acts that are harmful to, or result in harm to, Mensa." "Acts inimical" to Mensa shall include (though the definition shall not be limited to) the following:

1. Any intentional misrepresentation by a member in dealings with or under the auspices of Mensa including falsifying records;
2. Unauthorized use of Mensa property, including copyrights, trademarks, and trade names;
3. Threatening, intimidating, coercing, calumniating or otherwise interfering with persons involved in the authorized activities of Mensa including volunteers, appointees, or paid staff members;
4. While participating in activities sponsored or sanctioned by Mensa, engaging in conduct that:
   a. endangers the well-being of others,
   b. results in willful damage to property,
   c. involves illegal or improper use of funds of Mensa, or
   d. willfully besmirches the public reputation of the society;
5. Making a knowingly false or misleading oral or written statement to a Hearings Committee;
6. Failing to discharge a debt to Mensa, within sixty days after written notice of the existence of the debt has been sent to the debtor; or
7. Failing to exhaust all avenues of settlement and redress within Mensa before taking a dispute to external authorities. *1998-017 28-Mar-1998 (last amended 13-Jan-2007 by 2007-013)*

B. Advocate. The position of Advocate is established in Section 2.F.

C. Persons expelled or suspended cannot attend events. Included in a sanction of expulsion or suspension is that the person so expelled or suspended may not attend Mensa events, even as a guest of a member in good standing. The sole exception to this policy is an event held in a private home in which the host specifically allows an expelled or suspended (former) member to attend. *2008-092 08-Nov-2008*

D. Expulsions. The AMC concurs with the findings and recommendations of the Hearings Committee, resulting in the permanent expulsion of the following: *(order amended 2018-017t 05-Jul-2018)*

1. Steven Brewster *2017-018 06-Jul-2017*
2. Barry Levine *2008-087 05-July-2008*
3. Al Heigl *2007-007 13-Jan-2007*
4. Eddy Conway *2006-013 25-Mar-2006*
5. Carole Bell *2002-135 06-Jul-2002*
6. Frank D. Repp *2001-074 29-Sep-2001*
7. Alan J. Truelove *2000-024 25-Mar-2000*

E. Adoption and location of various policies and procedures.

1. The Policies and Rules Governing the Conduct of National Hearings, circulated September 1, 1980 and incorporating the modifications circulated November 20, 1980, are approved and adopted. *[The document is in Appendix 5.]* *1980-105 29-Nov-1980 (last amended 02-Jul-2009 by 2009-027)*
2. The following procedure to implement Article IX, Section 6 of the Bylaws of American Mensa,

Ltd. is adopted. *[The document is in Appendix 6.]* *1998-018 28-Mar-1998 (last amended 19-Mar-2005 by 2005-018)*

3. The new Dispute Resolution Guidelines are adopted. *[This document is in Appendix 18]* *2002-140 06-Jul-2002 (last amended 05-Jul-2018 by 2018-017u; 02-Jul-2009 by 2009-028)*
4. The Avenues of Redress are adopted. *[The document is in Appendix 3]* *2007-088 01-Dec-2007 (last amended 06-Mar-2010 by 2010-013)*

12. INTERNATIONAL

A. **Allocation of votes.** The AML Chair is authorized to allocate among American Mensa's National Representatives such votes as American Mensa may be entitled to cast at the meetings of the International Board of Directors and the meetings of the Directors and members of Mensa International Limited. *1984-070 10-Nov-1984 (last amended 10-Nov-1984 by 1984-099)*

B. **Commercial Use of the Mensa Name**. The requirements for the commercial use of the Mensa Name and Logo are set forth in Section 9.K.

13. LOCAL GROUPS

A. Local Group Requirements. The definition of a Local Group, in order to qualify for receipt of the dues allotment, is as follows:

1. *Meetings.* Local groups must have both a membership and a business meeting in each quarter, notice for which must be communicated to the members of the Local Group, as well as publish a regular newsletter or calendar of activities at least quarterly. Such activity and communication must be subject to verification on request. A membership meeting is defined as any organized activity for the members, and a business meeting is defined as a meeting of the governing body. If a small group does not meet either of these requirements and yet has a sufficiently unique situation as to require special attention, the appropriate RVC shall be authorized to bring the matter to the AMC to be voted on as an individual exception.
2. *Bylaws.* New Local Groups, before being recognized, must adopt bylaws that have been approved by the Bylaws Committee, with such bylaws to become effective on the effective date of the new group, and thereafter shall maintain and follow said approved bylaws. *1995- 024 11-Mar-1995 (last amended 02-Dec-2000 by 2000-130)*

B. Local Group Charter**.**

1. The relationship of a Local Group (LG) with American Mensa Ltd. (AML) is hereby codified according to the terms set forth in the Local Group Charter. The template Charter will be appropriately instantiated for each current and future Local Group of AML. *[The document is in Appendix 25.] 2009-080 24-Oct-2009*
2. The Local Group Charter Section IV is amended by adding Subsection C as follows:
   - Mensa encompasses members representing many points of view.
   - Consequently, <u>LOCAL GROUP NAME</u> as an organization shall not express an opinion as being that of Mensa, AML, or <u>LOCAL GROUP NAME</u>, take any political action other than the publication of the results of its investigations, or have any ideological, philosophical, political, or religious affiliation. *2015-029 06-Dec-2015*

C. Local Group Formation, Boundaries, Separation and Dissolution**.**

1. *Application for Local Group status.* Any group of members has an unrestricted right to apply to the AMC for Local Group status. *1984-103 10-Nov-1984*
2. *Approval of local group status not automatic.* Approval of Local Group status is not an automatic right upon filing of technically acceptable bylaws. The Bylaws Committee may consider the potential viability of the group, and the cost of maintaining such group when making a decision on recognition of the new group. *1988-113 10-Sep-1988*
3. *Reassigning local group boundaries within a region.* RVCs, with the approval of the Local Secretaries involved, are authorized to reassign Local Group boundaries within their region, with such action(s) to be reported by the RVC at the next AMC meeting. *1978-012 (0000-131) 04-Mar-1978*
4. *Reassigning local group boundaries within adjoining regions.* Adjustments of boundaries between adjoining regions and involving fewer than fifty (50) members may be done without AMC approval, providing both RVCs and the governing board of each affected group agree to the transfer. Such actions shall be reported by the RVCs at the next AMC meeting. *1996-096 14-Dec-1996*
5. *Separation.* The Guidelines for Local Group Separation are approved. *[The document is in*

Appendix 7.] *1981-043 24-May-1981*

6. *Dissolution.* The Guidelines for Local Group Dissolution are adopted. *[The document is in Appendix 22.]* *2004-014 20-Mar-2004 (last amended 01-Apr-2017 by 2017-009)*

D. Monies Due to Local Groups. All routine sums payable (i.e., Local Group support, proctor fees, corporate subscription fulfillment, etc.) shall be disbursed on the third Friday of every month, unless that day is a holiday, in which case the disbursement shall be made on the preceding banking day. The Local Group support and corporate subscriptions shall be calculated and paid to every Local Group monthly. *1995-009 11-Mar-1995*

1. *Local group subsidy.* Effective 9/1/15, the subsidy to Local Groups shall be $.85 monthly per member. A Local Group will receive a minimum of $34 each month they have 40 members or fewer. The Local Group may allocate the funds however it wants. *2007-015 13- Jan-2007 (last amended 21-Mar-2015 by 2015-007)*
2. *Subsidy for new or reinstating members.* Local Groups shall receive an additional subsidy of $1.00 for each reinstating member and $1.00 for each new member. Reinstating members will be those members who renew their Mensa membership after a lapse of one full year or more. Funding will be included with regular monthly funding in the month following the month the members join or renew. *1999-015 27-Mar-1999 (last amended 19-Mar-16 by 2016-001)*
3. *Monies withheld.* If any Local Group fails to qualify for payment of the Local Group dues allotment at the time of the monthly payment, for reason of non-compliance with the conditions in 14.A, above, or 14.E.1., below, the monies that would have been remitted to that group shall be held for the period of one year or less. If, during that time, the group achieves qualification, then such monies as have been held in abeyance shall be remitted to the group involved. If, after one year, there is still non-compliance, then the monies for the month one year old shall revert to the general fund. *1995-024 11-Mar-1995 (last amended 02- Dec-2000 by 2000-130)*
4. *Funds for contacting lapsed members.* Local Groups shall be eligible to receive funding for contacting members who are lapsed for the current year. Groups will be supplied with labels and lists for these lapsed members with the May month end materials. For each lapsed member contacted, the group will receive funding of $ 0.50 per member contacted. Requests must be submitted to the National Office. *1990-101 11-Aug-1990 (last amended 27-Mar- 1999 by 1999-020)*

(Secretary's note: The language contained in Section 14.D is also found in Section 9.I.5. Section 14.D.1 is also found in Section 9.I.2. The language contained in Section 14.D.2 is also found in Section in 9.I.3. The language contained in Section 14.D.3 is also found in Section
9.I.6. The language contained in Section 14.D.4 is also found in Section 9.I.4.)

E. Annual reports required. To comply with IRS requirements, all Local Groups must submit an annual report of all cash balances owned/controlled by the group as of March 31st to the National Office no later than April 30th each year. Forms listing necessary content will be available to each Local Group Treasurer to submit the required information. Groups that submit their own 990s must send a copy to the National Office when it is filed each year. *2007- 077 08-Sep-2007*

1. Each local group shall file its local group annual financial report by April 30th each year. *2014-014 29-03-14*

F. Local group mailings. For mailings, all groups must use the membership data provided by the National Office to ensure that they are using the most up-to-date information for our members.

Local Groups may use a local address for their return address, but may not request the change notification service if they use the National Office's return address. *2011-011 26-Mar-2011 (last amended 05-Jul-2018 by 2018-017v; 02-July-2015 by2015-019)*

G. Local Group Web Sites.

1. *Web sites permitted.* Any Web page representing a Local Group must be authorized by the Executive Committee of that group to act as its official Web site, and this Web page will bear the name of the group as recognized by American Mensa, Ltd. *1999-013 27-Mar-1999*
2. *Web site contact person.* Each Local Group that maintains a Web site shall designate a Local Group member to be the group's Web contact person. The Local Secretary shall notify the National Office of the name of the person so designated. *1999-085 18-Sep-1999*
3. *Social Media sites are permitted*. Any social media site, page, group, or account, representing a Local Group must be authorized by the Executive Committee of that group to act as an official site, and this site will display the name of the group as recognized by American Mensa, Ltd.
4. *Social Media Coordinator or Administrator*. Each Local Group that maintains a social media site, page, group, or account, shall designate a local group member to be the Social Media Coordinator or Administrator. The Local Secretary shall notify the National Office of the name of the person so designated. *2016-019 10-Dec-2016*

H. Incorporation. Local Groups are a part of American Mensa, Ltd. and as such they and any subordinate bodies, such as charitable organizations, may incorporate only with approval of the AMC. Any Local Group or subordinate body incorporated as of the passage of this action will be considered as having this approval while the incorporation remains uninterrupted and valid under the laws of the state of incorporation; however, if the incorporation lapses, the AMC permission will automatically lapse as well, and the group would have to seek permission from the AMC to reincorporate. *2000-075 08-Jul-2000*

I. Guests at activities. Mensa activities are open exclusively to members and guests of members or of the Local Group. If a member or Local Group brings or allows a non-member to attend an event as the member's or the Local Group's guest, the member or one or more officers of the Local Group is responsible for the behavior of that non-member at the even location and during the period of the event. *2000-132 02-Dec-2000 (last amended 05-Jul-2018 by 2018-017w; 31-Mar-2001 by 2001-023)*

J. Limits on Certain Activities. Because American Mensa and its Local and Special Interest Groups are unable to ascertain the background and personal characteristics of individuals, event and program hosts may not assign members to share rides, rooms, etc. with one another. However, organizers of Mensa activities may guide members to an online or other interactive venue by which members may make arrangements themselves. AML further strongly recommends that members and their guests exercise all due caution in making these arrangements. *2005-081 17-Sep-2005 (last amended 13-Nov-2010 by 2010-036)*
(Secretary's note: The language contained in this section is also found in Sections 19.F. and 22.E.)

14. MEMBERSHIP

A. Members In Good Standing. A "member in good standing" in relation to a particular activity is defined as a person who has accepted an offer of membership, has paid all dues owed, and is not currently subject to any sanction regarding the particular activity. For example, a person currently under sanctions regarding voting in national elections may not vote in national elections, but is in good standing for purposes other than voting in national elections; a person under sanctions regarding holding office in a particular Local Group may not hold office in that Local Group, but is in good standing for purposes other than holding office in that Local Group; etc. *2007-082 01-Dec-2007*

B. Membership Cards. The AMC affirms its longstanding policy of issuing a membership card each time a member joins or renews and that the card includes the expiration date of the membership.

C. Membership Lists.

1. *Data suppression preferences.* Local groups shall observe the preferences of members for date suppression and use and publication. See Appendix 15, as updated. *2011-013 26-Mar-2011 (last amended 01-Apr- 2017 by 017-010)*
2. *Use of Membership List.* Only the AMC or its designee may authorize the commercialuse of the American Mensa, Ltd. membership list or any portion thereof. Personal non- commercial use by members in good standing is authorized. Local groups shall include a disclaimer to this effect when publishing Local Group rosters.
   a. No officer or appointee of Mensa may authorize the commercial use of the membership list.
   b. Personal use is defined as use by an individual member on his or her own behalf, and not by their friends, agents, or employers. *1986-062 07-Sep-1986 (last amended 12-Dec-1998 by 1998-129)*

D. Member Agreement to Abide By Rules. The following language is added to each membership renewal form: "By accepting membership in American Mensa, Ltd., the member agrees to abide by all the requirements of the Constitution of Mensa, the Bylaws of American Mensa, Ltd., and the resolutions adopted by the AMC, as required by section III.C.1.a of the Constitution of Mensa." Similar language reminding the member of section III.C.1.a of the Constitution of Mensa is added to any membership verification inquiries sent to life members. *1998-014 28-Mar-1998*

E. Meetings in Members' Homes. When a Mensa host or hostess offers a private home for a business meeting, membership meeting, or other official Local Group meeting, all Local Group members must be granted the right to attend. Hosts or hostesses for any other activities, such as SIGs, open houses, parties, SIGHT visits, or any other activities which are not official functions, may invite or exclude individuals, including Mensa members at his/her discretion. Even at official functions a member may be evicted for specific unacceptable behavior. *0000- 111 04-Dec-1976 (last amended 02-Dec-2000 by 2000-124)*

F. Responsibility to Control Offending Parties. In order to promote safety, security, and a full sense of enjoyment of any Mensa activity, whether at an AG, an RG, a Local Group meeting, an event in a public venue, or a private house party, or a SIG event or a SIGHT visit, the organizers of the event have the responsibility and duty to attempt to control an offending party. This control can take the nature of asking the offending party to leave, and failing that, to request appropriate assistance in removing the offending party from the event. Whenever a member or the guest of a member is asked to leave or is removed from

an event, a written report of the reason(s) and the action(s) taken may be sent to the RVC in whose jurisdiction the event took place. In the case of SIGHT, the National SIGHT Coordinator shall be notified. *0000-111 04-Dec-1976 (last amended 02-Dec-2000 by 2000-124)*

G. Nonrenewal of Members with Debts to Mensa. Any person with documented outstanding debts to American Mensa, its Local Groups, its recognized Gatherings, Mensa International, Ltd., other national Mensas, or the Mensa Foundation shall not be renewed for membership until such debts are satisfied. In order for a debt to be documented as "outstanding," the member must have been informed of the outstanding debt and good faith efforts must have been performed to collect the debt. *1991-083 14-Dec-1991 (last amended 29-Sep-2001 by 2001-075)*

H. Refund Policies. The following dues refund policies are established.

1. *Single-year dues.*
   a. Single-year dues are not refundable during the year for which they are paid.
   b. Single-year dues are refundable prior to the year for which they are paid.
   c. If payment has been made for multiple years at the single-year dues rate (not part of a discount dues plan), then a refund may be granted for the years not yet used.
   d. If a member is deceased, his/her estate may request a refund of single-year dues not yet used under the above guidelines.
   e. Dues will be refunded at the rate at which the dues were paid, not the rate in effect at the time of the refund.
   f. If a refund is made and a member then changes his/her mind, the member must pay dues at the current rate, not at the rate previously paid and refunded.
2. *Multi-year discount dues plans.*
   a. Dues paid under a multi-year discount plan are refundable prior to the beginning of the period of the plan.
   b. Once the plan period has started, dues paid under a multi-year discount plan are not refundable except for the death of the member during the first year of the discount dues plan. The estate of the member may request a refund of the plan amount less one year's single-year dues at the rate in effect for that year.
3. *Life dues plans.*
   a. If a member pays for a single year's dues, then pays for a life membership during the year for which he/she has paid the single year's dues, the life membership dues may be refunded in full prior to the end of the fiscal year for which the single year's dues have been paid.
   b. During the first year of a life dues plan, a member may change his/her mind for any reason and request a refund of the life dues paid less one single year's dues at the rate in effect for that year.
   c. If the life member dies during the first year of the life dues plan, his/her estate may request a refund of the life dues paid less one single-year's dues at the rate in effect for that year.
   d. No rebate will be given to a member or his/her estate for a free life membership which has been granted as an award.
4. *Refund procedures.*
   a. Any refund request must be made in writing to the National Office.
   b. Refund checks will be made out to the member who holds the membership, or to that member's estate, except in the case of a member under the age of 18. For refund requests for members under the age of 18, the refund check may be made out to the parent or guardian

making the request.

c. In the case of an estate requesting a refund under the above guidelines, a copy of the member's death certificate must be furnished. *1996-049 05-Jul-1996*

I. Life members who resign their membership. Life members who resign their membership in order to transfer their membership to another National Mensa may reinstate their life membership upon returning to this country and establishing permanent residency. Life members who resign their membership for any other reason shall forfeit the remainder of their life membership with no refund. *2000-030 25-Mar-2000*

J. Time for receipt of items. A common deadline of 11:59 p.m. Central time (CST or CDT, as appropriate) of the day in question is set for electronic receipt of all items for which (a) the deadline is established by a national committee or the national office and (b) electronic submissions are allowed. Examples include candidate petitions and submissions at all stages of all national elections and referenda; national event registrations; membership renewals; and the like. *2011-016 26-Mar-2011*

K. Bigotry and prejudice. It is the sense of the AMC that bigotry and prejudice are antithetical to the nature of American Mensa, Ltd. *1986-068 (last amended 12-Dec-1998 by 1998-132)*

L. Information and Privacy Policy. The Information and Privacy Policy is adopted. *[This document is in Appendix 15.] 2011-013 26-Mar-2011 (last amended 01-Apr-2017 by 2017-010) This supersedes ASIEs 0000-004, 1986-077, 2001-092, 2001-094, 2001-095, 2002-157, and 2003-068.*

15. MENSA EDUCATION AND RESEARCH FOUNDATION

A. Organization. The Mensa Education and Research Foundation is a subsidiary corporation organized under the laws of Texas. It is authorized and permitted to use a portion of this corporation's name as part of its own name. It is permitted to file with the State of Texas, an Application of Authority under the name of "Mensa Education and Research Foundation". The AML Chair is authorized and empowered on behalf of this corporation to execute and deliver, and offer the seal of this corporation to a document or instrument as may be necessary in connection with, such filing, and take such further action as he may deem proper and advisable. The actions of the AML Chair in respect of fulfillment of the intent of this resolution are hereby approved, ratified, and confirmed. *1980-082 (16-Aug-1980 (last amended 24-Oct-2009 by 2009- 093)*

B. Mensa Foundation report at ABM. The AML Annual Business Meeting shall include a time slot for the Mensa Foundation to present a report. *2007-02723-Mar-20007*

C. Memorandum of Understanding. The following Memorandum of Understanding between AML and the Mensa Foundation is adopted.

<u>AML and Mensa Foundation Memo of Understanding</u> <u>Regarding Grants to Local Groups of AML.</u>

This memorandum sets forth the roles and responsibilities of American Mensa, Ltd. (AML) and the Mensa Education and Research Foundation (the Foundation) regarding grants by the Foundation to local groups of AML.

1. *American Mensa.* AML is a corporation incorporated in New York. It has individual members and local groups that, together, span the United States and its territories.
2. *The Foundation.* The Foundation is a corporation incorporated in Texas. It is a charitable organization organized and operated exclusively for tax-exempt purposes under section 501(c)(3) of the IRS code.
3. *Roles and responsibilities of the parties regarding grants to local groups.* Local groups of AML apply for grants to partially fund activities in the area of Gifted Youth. AML provides a recommendation to the Foundation regarding whether each application for such a grant should be awarded or not. Based on AML's recommendation, the Foundation either awards (funds) the grant or does not award the grant. *2012-032d 1-Dec-2012*

16. NAME, LOGO, AND INTELLECTUAL PROPERTY RIGHTS

A. Use of the Mensa Name and Logo.

1. *Who may use.* The use of the name "Mensa" by any group other than AML, the Mensa Foundation, and any officially recognized activity, including Local Groups of American Mensa Ltd., is prohibited. *0000-032 (last amended 29-Mar-2014 2014-002i))*
2. *How used.* Use of the MENSA name and/or logo by American Mensa, Ltd. on printed material shall carry the "R" in a circle following the MENSA name and/or logo, and packaging for boutique items shall include a notice of registration. If not costly to do so, and not damaging to the aesthetic quality of a product, the registration notice should be included on the product itself. *1989-005 01-Apr-1989*
3. *No additions to word "Mensa".* Additional letters may not be added to the word "Mensa" and the word "Mensa" shall not be used to create a compound word, except if specifically authorized by the Name and Logo Committee. *2000-144 02-Dec-2000*
4. *Internet services.* Permission to use the Mensa name and/or logo on internet services and platforms may be granted to Local Groups only through the group's governing body. Individuals may not set up internet services and platforms using the name Mensa and/or logo without prior written permission of the Name and Logo Committee. *1989-101 09-Dec- 1989 (last amended on 29-Mar-14 by 2014-002a)*
5. *Quizzes, games and puzzles.* Mensa should copyright in its own name any quizzes,games, and puzzles prepared by Mensa for publication. *1984-018 31-Mar-1984*

B. AML's policies regarding use of the Mensa Name and Logo. AML's policies regarding Mensa's Trademark and Service Mark are revised to conform with the revised policies and standards adopted by Mensa International at the International Board of Directors meeting in October 1994. The International Name, Logo and Licensing Protection Committee may give such permission for International SIGs. To be eligible for such permission, whether from the AMC for national SIGs or by the international committee for International SIGs, the SIG must include only Mensa members as SIG members, and the SIG may express opinions only if it makes clear that said opinions are not those of Mensa. [*The document is in Appendix 8.]* *1996- 026 30-Mar-1996 (last amended 05-Jul-2018 by 2018-017x; 29-Mar-2014 2014-002i)*

17. PROJECTS

A. **Mensa Testing Month**: Mensa Testing Month shall be an annual program. The Marketing Officer, and the Mensa Executive Director, in consultation with the AML Chair, shall set the name, manner and date(s) of this program each year. *2000-079 08-Jul-2000 (last amended 05-Jul-2018 by 2018-017y; 09-Aug-2006 by 2006-055)*

18. PUBLICATIONS / WEB SERVICES

A. Internet Communications Services**.**

1. *Forum Administrator.* The Communications Officer or his/her designee is appointed the Member Administrator for the AML Forums for the duration of the Communications Officer's term of office. *2006-019 09-Aug-2006*
2. *Policy and Guidelines.* The Policy and Guidelines for Administrators of Internet Communication Services are adopted. *[The document is in Appendix 23.] 2005-080 17-Sep- 2005 (last amended 26- Mar-2011 by 2011-017*

B. Local Group Newsletters**.**

1. *Definition.* A "Local Group newsletter" is a newsletter:
   a. Published regularly by a Local Group (or in cooperation with an adjacent Local Group),
   b. That identifies itself as a publication of a Local Group of American Mensa, Ltd.,
   c. Whose Editor is chosen and, thereafter, serves in accordance with the bylaws of a Local Group.
   d. Whose content is subject to the control of the Local Group. *1989-065 26-Aug-1989*
2. *Electronic versus print delivery.* Electronic delivery is the default release for members to receive Local Group newsletters. Members may, via their online profile or by contacting the National Office, select print delivery of their group newsletters.
   a. Members who do not have email addresses on file, who do not release their email addresses within the organization, or who select to receive print communications via their profile will receive print communications.
   b. Nothing in this policy requires any Local Group to create an electronic version of its newsletter; that decision is up to the governing body of each Local Group. A Local Group that does create an electronic version as well as a print version may send both versions to some or all of its members if the governing body so wishes. *2011-028 10-Sep- 2011*

C. **Venues for sharing rides, rooms, etc.** Because American Mensa and its Local and Special Interest Groups are unable to ascertain the background and personal characteristics of individuals, event and program hosts may not assign members to share rides, rooms, etc. with one another. However, organizers of Mensa activities may guide members to an online or other interactive venue by which members may make arrangements themselves. AML further strongly recommends that members and their guests exercise all due caution in making these arrangements. (*2005-081 17-Sep-2005 (last amended 13-Nov-2010 by 2010-036)*

(Secretary's note: The language contained in this section is also found in Sections 14.J. and 22.E.)

19. REGIONS

The AMC recognizes ten geographic regions:

Region #1	North East
Region #2	Middle Atlantic
Region #3	Great Lakes and Ohio Valley Region
Region #4	North Central
Region #5	South East
Region #6	South West
Region #7	Heartland Region
Region #8	Pacific Intermountain Region
Region #9	Far West Region
Region #10	Florida Region

1978-016 (0000-132) 04-Mar-1978 (Last amended 08-Mar-1987 by 1987-022 and 31-Oct-2000 by 2000-115)

20. SERVICE OF INFORMATION, GUIDANCE, AND HOSPITALITY TO TRAVELERS (SIGHT)

A. Name and classification. The name of the program commonly known by the acronym SIGHT is clarified to be "The Service of Information, Guidance, and Hospitality to Travelers." SIGHT is considered to be a Member-to-Member Service.

B. National SIGHT Coordinator. The title of the officer responsible for the conduct of SIGHT is the "National SIGHT Coordinator". *2000-128-Dec-2000*

1. *Powers.* SIGHT is within the jurisdiction of the National SIGHT Coordinator, who is authorized to act on AML's behalf in recognizing, publicizing, and withdrawing participation from SIGHT hosts and guests subject to subsequent review by the National Ombudsman. SIGHT hosts and guests will be recognized as long as they are not charged with any violations or abuses of the SIGHT program. "Violations or abuses of the SIGHT program" are defined as any activity or series of activities that undermine or compromise the credibility and spirit of hospitality inherent in a service of information, guidance, or hospitality to travelers. *2000-128 Dec-2000*
2. *Responsibilities.* It shall be the responsibility of the National SIGHT Coordinator to provide appropriate notification to local SIGHT coordinators in the event of complaints of violations or abuses of the SIGHT program by a guest or a host and to rescind the appointment of local SIGHT coordinators who violate or abuse the SIGHT program. "Violations and abuses" are defined as any actions that undermine or compromise the credibility and spirit of SIGHT or represent a danger to either guests or hosts. *2000-129 02- Dec-2000*
3. *Notifications regarding removal of any SIGHT participation.* The National Ombudsman and the AMC are to be notified of the removal of any SIGHT participation by the National SIGHT Coordinator. *2000-128-Dec-2000*

C. SIGHT Policies and Procedures. The SIGHT Policies and Procedures are adopted. [*The document is in Appendix 9*.] *2001-075 29-Sep-2001*

21. SPECIAL INTEREST GROUPS (SIGs)

National SIGs of American Mensa are a membership benefit. National SIGs are under the jurisdiction of the AMC, delegated to the SIGs Officer. National SIGs operate through correspondence and newsletters, both paper and electronic, their members being dispersed over all areas of American Mensa. Membership is limited to members of American Mensa. National SIGs are different from local SIGs, which operate under the jurisdiction of the Local Group where they operate. (*2004-022, 1978-086 as amended 18-Sep-2004 by 2004-112)*

A. SIGs officer. The AMC establishes the position of SIGs Officer as a special appointee to serve as the AMC's representative in matters relating to Special Interest Groups and to act on the AMC's behalf in extending and withdrawing American Mensa recognition of national Special Interest Groups. *(1985-030 23-Jun-1985)*

1. *Determining whether SIGs are inactive.* The SIGS Officer has the authority to establish the specific, reasonable conditions under which a SIG or M-to-M service may be considered "inactive" for the purpose of retaining AMC recognition. *(1990-032 25-Mar-1990)*
2. *Recognition of SIGs.* The SIGs Officer is authorized to act on AML's behalf in recognizing, publicizing, and withdrawing recognition from SIGs, subject to appeal to the AMC. SIGs will be recognized provided that they conform to the applicable sections of the Actions Still in Effect of American Mensa that limit the recognition of Special Interest Groups. *(2000-127 02-Dec-2000. (Last amended 17-Sep-2005 by 2005-077))*
3. *Disputes.* Disputes over SIG membership may be taken to the SIGs Officer for mediation. *(2004-126 04-Dec-2004)*
4. *Multiple SIGs on a single subject.* The SIGs Officer is permitted to recognize more than one SIG on a single subject. *(2012-018f 05-July-2012)*

B. SIG Coordinators.

1. *Participation.* Special Interest Groups are the result of the personal efforts on the part of volunteer SIG Coordinators and their designees. Participation in a SIG is at the discretion of the SIG Coordinator. *(2004-126 04-Dec-2004)*
2. *Non-members of American Mensa.* At the sole discretion of the SIG Coordinator, members of other national Mensas, Direct International Members, and non-Mensans may participate in the activities of the SIG as guests. *1978-086 (0000-145) 04-Nov-1978 (last amended 18-Sep-2004 by 2004-112)*
3. *Member's guests.* Guests sponsored by a SIG member are permitted at the discretion of the SIG Coordinator. *2004-092 03-Jul-2004*

C. SIG newsletters.

1. *Newsletter submission.* Proposers of new or existing SIGs shall be required to submit their newsletters or other materials to the SIGs Officer. If the SIGs Officer has questions about the legality of any SIG literature, those questions and the associated SIG literature will be reviewed by the legal counsel. *(1992-048 12-Sep-1992)*
2. *Mailing reimbursement.* See Section 9. Q. for policy.
3. *Newsletters may publish opinions.* SIG newsletters are not prohibited from publishing opinions relating to Mensa politics provided that there is appropriate identification that the opinion is that of the author and the author alone, and not that of the SIG or American Mensa. *(1987-013 08-Mar-1987 (Last amended 18-Sep-2004 by 2004-113)*

D. SIG Finances.

1. *Separate accounts.* SIG funds shall not be co-mingled with the personal accounts of the SIG Coordinator. When the SIG funds exceed $1,000, they are to be maintained in a separate bank account set up for the SIG, under American Mensa, Ltd.'s tax payer ID number.
2. *Travel funds.* SIG Gatherings that use the services of a travel agency must use bonded travel agencies. Travel deposits made to a trip coordinator other than a bonded travel agency must follow the same rules as apply to SIG funds. Travel funds greater than $1,000 must be deposited in a SIG bank account.
3. *Financial reports.* A financial report is to be published not less than twice each year (at approximate six-month intervals), and the report shall contain schedules of income, expenses and balances for all funds and assets under the control of the SIG. The financial report may be published in the SIG newsletter or sent to the SIG members and the SIGs Officer as a separate document or email.
4. *Certain investments.* If SIG assets are invested in securities or real estate, the SIG Coordinator must provide evidence of possessing appropriate governmental registration/licenses for such investment activity. *(2004-125 04-Dec-2004)*

E. Limits on Certain Activities.

Because American Mensa and its Local and Special Interest Groups are unable to ascertain the background and personal characteristics of individuals, event and program hosts may not assign members to share rides, rooms, etc. with one another. However, organizers of Mensa activities may guide members to an online or other interactive venue by which members may make arrangements themselves. AML further strongly recommends that members and their guests exercise all due caution in making these arrangements. (*2005-081 17-Sep-2005 (last amended 13-Nov-2010 by 2010-036)*
(Secretary's note: The language contained in this section is also found in sections 14.J. and 19.F.)

ASIE Appendices

(As of August 20, 2018)

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APPENDIX 1: GUIDELINES FOR AML COMMITTEES: STRUCTURE, ESTABLISHMENT, REPORTING AND REVIEW

(See 2002-154 and 2003-011)

This guideline document is intended for the use of the AMC in establishing new committees to accomplish the work of American Mensa Ltd. It is not intended to circumscribe the actions of the AMC or any AML committee, but rather to ensure that each committee is appropriately established with AML authorization, that a record is maintained of what various committees were established to do, and that committees that have completed their useful life are not carried on the record *ad infinitum*.

I. TYPES OF AML COMMITTEES

The following terms have the following definitions:

A. An “ad hoc committee” is defined as a committee whose period of existence terminates with the AMC that appointed the committee, unless the AMC specifies a shorter period for the committee, or unless the next AMC specifically re-authorizes the committee.

B. A “standing committee” is defined as a committee whose period of existence extends beyond the AMC that appointed the committee. Each incoming AMC appoints committee members, but the committee itself continues from AMC to AMC, pending a review by the incoming AMC that the committee is still needed. Section VII.(3).(a) of the bylaws of American Mensa authorizes the formation of "standing committees" that have at least three members and that may act for the AMC in certain situations. The standing committees referred to in section VII.(3).(a) are a subset of all standing committees, in that they are also action committees.

C. A "recurring committee" is defined as a committee that is not always in existence, but whose existence occurs at set intervals defined in either the bylaws or the AMC action that established the committee. An example is the Election Committee.

D. An "action committee" is defined as a committee that is empowered to act for the AMC between AMC meetings in one or more specified areas. The areas must be specified in the committee's written charge. Each action committee must have at least three members who are voting AMC members. When the committee acts for the AMC, only voting AMC members on the committee may vote. When the action committee is not acting for the AMC, non-voting AMC members and non-AMC members on the committee may also vote. Action committees may be ad hoc, standing, or recurring, though they will usually be standing committees.

E. An "advisory committee" is defined as a committee that is not empowered to act for the AMC between AMC meetings, but rather advises the AMC regarding possible courses of action. Advisory committees may be ad hoc, standing, or recurring.

F. An "empowered committee" is defined as a committee that need not have AMC members, but nonetheless is empowered to act by either the bylaws or the AMC action that established the committee. Committee chairs and members are in most cases appointed by the AMC, but, once appointed, the committee acts independently of the AMC. Examples include the Awards, Election, and Hearings Committees. Empowered committees may be ad hoc, standing, or recurring, though they will usually be standing or recurring.

G. A "program committee" is defined as a committee that is authorized to run a specified program area for the AMC. The program area must be specified in the committee's written charge. No requirement exists for AMC members on the program committee. Program committees may be ad hoc, standing, or recurring committees, though they will usually be standing committees.

H. Each committee can be classified in one cell or another of a 4x3 matrix, with "standing," "ad hoc," and "recurring" on one axis of the matrix and "action," "advisory," "empowered," and "program" on the other axis of the matrix, as follows:

	Action	Advisory	Empowered	Program
Standing				
Ad hoc				
Recurring				

II. ESTABLISHMENT AND DISSOLUTION OF COMMITTEES

Every Committee of AML should have a separate ASIE specifically worded for its establishment, which contains specific items of information. This will enable the Secretary and other AMC members to more easily keep track of committee appointments, activities, reporting dates, and reviews. Because each new committee needs an ASIE to be established, any committee that is to be dissolved should also have a housekeeping action to dissolve it.

A. Name of the Committee -- as clearly descriptive as possible consistent with the goal of brevity. If possible the name of the new committee should not be too close to the name of any existing committee to reduce general confusion as to which groups are working on what topics.
B. Type of Committee -- by this is meant, an action committee, a standing committee, or an ad hoc committee/task force so that the intent of the establishing AMC is clear to everyone, but especially to future AMCs.
C. Chair of the Committee. Who shall chair the committee, and how they are appointed.
D. Membership of the Committee -- how many members, who selects them, how long should they serve, any special requirements the members should need, etc. Stakeholders who should always be part of the committee should be named by title.
E. Charge to the Committee -- a brief description of what the committee is expected to do. If each committee, especially the action and standing ones, has a clearly worded charge, then not only will the committee members have an idea of what the AMC expects of them, but the AMC will have a clear idea of what to expect from the committee. In addition, with a clear charge for each committee, the AMC may find that it can assign projects to existing committees rather than forming many committees with overlapping functions.
F. Reporting Date for the Ad Hoc Committee/Task Force: a specific date or meeting, when the committee is expected to report back to the AMC with an interim and final report/recommendation. The AMC can certainly grant extensions as needed and requested.
G. A statement of the type and frequency of reporting expected for all other types of committees.
H. Review or Dissolution Date for the Committee – this will keep the committee structure continually updated. For ad hoc committees the date of the final report is the automatic dissolution date. For action and standing committees, a periodic review of the need for their continuation can be beneficial to both the committee and the AMC. If the review date is part of the original enabling motion, then it is a matter of record that is easily retrievable and trackable.

III. SAMPLE MOTION TO ESTABLISH A NEW COMMITTEE

A. This is offered so that AMC members wishing to propose a new committee will have an easily accessible format to follow either before or during AMC meetings so that none of the important elements will be forgotten.

Example:

Moved __(name)_____, seconded_____(name)____:The establishes the __(name)_ Committee as a___(type)___committee of the AMC. The AML Chair shall appoint the Committee's chair, with the advice and consent of the AMC, no later than (date or meeting). The other members shall be appointed by the committee chair after consultation with the AML Chair and Liaison. The (name) Officer shall be a member of this committee. The charge of the committee shall be to__(list tasks to be performed)_. The committee is expected to provide an interim report to the AMC at ___(date)___and to provide a final report no later than(date).

B. The charge or list of tasks assigned to the committee is vitally important. If the motion is to be made "on the fly" rather than before the preparation of the agenda for the AMC meeting, the AMC may wish to assign two or three members to work on the specific charge and bring it back to the whole group before final approval. This is especially true for action and standing committees, although it is presumed that these will always be thought out more carefully than is possible during a single AMC meeting.
C. Both the AMC and committee chairs should be reminded when a new committee is in the construction phases, of several points concerning the size and composition of committees.
   1. Only on action committees are voting privileges limited to voting AMC members, and even on action committees non-voting AMC members and non-AMC members may serve a consultative role, but without vote.
   2. Committees may be composed of any mix of AMC and non-AMC members, including having no AMC members on the committee and only one AMC member as *ex officio* liaison. In fact, the use of non-AMC members should be encouraged for these reasons:
      a. It spreads the work around so that AMC members do not get so over-committed that they burn out.
      b. It provides excellent opportunities for membership input into the operations of the organization.
      c. Committee service is an excellent training ground for future AMC members.
   3. Committees should be kept to the fewest number of members possible to do the assigned tasks. Committees of more than five can become very unwieldy unless there is an enormous amount of work to do and an excellent organizer/delegator in the chair's position. Larger committees often are divided into sub-groups to work on specified parts of the charge.

IV. COMMITTEE REPORTS

A. Committees are expected to report to the AMC at each meeting, even if no action has occurred since the last meeting. It is particularly important that any committees that are submitting reports for AMC consideration adhere to the deadlines for submission of reports and motions. In the case of action committees, the report should include, under a readily-identifiable heading, each action taken by the committee on behalf of the AMC in the period covered by the report.
B. It should be unnecessary for the AMC Secretary to include an entire committee's report as an integral part of an agenda item. Only the actual motions to be made to the AMC should appear in the agenda Committee reports are considered as part of the written record of the meeting and are filed with the minutes.
C. Committees should be urged to produce reports that clearly delineate actions that they wish to recommend that the AMC approve in formal actions as opposed to narrative reports that have no clear actions to help progress the efforts and programs of the organization.

V. PERIODIC REVIEW

The charges of committees, even of those specified in the Bylaws, should be reviewed periodically for any necessary changes and updating. The incoming Chair of a new AMC always reviews the need for each committee before nominating individuals to that committee.

A brief survey of Committee members at the end of each AMC is recommended to assist the incoming chair to evaluate potential changes in committee structure or personnel. A more thorough review of each committee and its charge is recommended periodically, when the Chair is more experienced and there is more time.

Present chairs and members of committees being reviewed should be interviewed to solicit possible changes needed to improve the working of the committee. Input from liaisons (AMC and staff) should also be included.

If committee structure or charge is changed, care should be exercised to make corresponding changes to other committees, who might gain or lose parts of their charge.

VI. COMMITTEE/APPOINTEE LIAISONS

A. Appointment of Liaisons
   1. Members of the AMC shall serve as the liaisons to the AMC for all committees and non- AMC appointees. Assignments of liaisons shall be done by the AML Chair.
   2. A member of the Mensa National Office staff shall be assigned as staff liaison to each committee and appointee (AMC and non-AMC) by the Executive Director, in consultation with the AML Chair.

B. Duties of AMC committee liaisons
   1. Report to the committee chair any AMC discussions regarding the committee's work assignments or other committee activity which may have an impact on the duties of this committee.
   2. Keep abreast of the committee's activities through participation in committee work, communication with the committee chair and/or reading minutes of the committee's meetings.
      a. The AMC liaison should be invited to attend committee meetings, be copied on committee related correspondence (email and paper) and participate in committee discussions.
   3. Present committee reports and motions to the AMC.
   4. Remind the committee chair of deadline dates for standing committee work, budget requests, AMC agenda items, reports, and similar items. If a non-AMC Committee chair does not submit timely items, the AMC liaison should submit the needed document for the committee. Review committee reports to ensure they are complete and accurate and the AMC is kept informed of key committee actions.
   5. Ensure committee members understand AMC reimbursement and budget request procedures. Approve budget and large reimbursement requests from the committee, if the chair is not an AMC member.
   6. Ensure the committee is aware of AML structure and any AML policy which impacts the Committee’s work.
   7. Encourage the committee to work cooperatively and consult with others when tasks overlap.
   8. Solicit diversity among committee members. Assist the AML Chair to find new members if areas of the country, for example, are not represented. Assist the committee chair and the AML Chair to identify committee members who may be good candidates for other positions.

C. Duties of Staff liaisons
   1. The staff liaison should be invited to attend committee meetings, be copied on committee related correspondence (email and paper) and participate in committee discussions.
   2. The staff liaison should be consulted regarding logistics and implementation of projects or recommendations
   3. The staff liaison will remind the committee chair of deadline dates for AMC agenda items, reports, and similar items.

4. Depending on the committee charge, the staff liaison may use the committee as an advisory body for day to day matters. In most cases, these committees are also under the auspices of one of the four national appointees that serve on the AMC.

VII. BUDGET

The annual budget of American Mensa is established each year by the Finance and Audit Committee and presented to the AMC for approval. Each committee should be aware of the budget setting cycle and procedure and estimate its needs (if any) for the coming fiscal year. Approval to use those funds is controlled by the budgetary officers in accordance with financial policies (see ASIE 1983-075). Requests for funding should be submitted through committee liaisons and/or budgetary officers.

APPENDIX 2: GUIDELINES FOR MENSA LEADERSHIP DEVELOPMENT WORKSHOPS

(See 1997-079, 1998-029, 2009-003 and 2012-007g)

Purpose. The purpose of Mensa Leadership Development is threefold:

- To increase members' knowledge and understanding of Mensa
- To inspire new volunteers
- To provide a standardized course of training appropriate for new, existing and potential officers

Definition. A Leadership Development Event may either be a Leadership Development Workshop (LDW) or a Retreat. An LDW is a one- or two-day series of courses to train and motivate members to take leadership roles, and it may be held on a local level or at an Annual Gathering. A Retreat is a one-day structured discussion that creates teamwork and focus in a Local Group.

Frequency. The goal is one or more Mensa Leadership Events in each region each year. The location should be moved around the region to make the events accessible to all Local Groups.

Name of event. The Local Group can select a unique name for their Mensa Leadership Event that catches the interest of local members. They may advertise the event as creatively as they wish.

Duration and venue. The Mensa Leadership Event can be a one-day event (usually Saturday), a Retreat or a weekend event. Workshops may also be held at Regional Gatherings with the assistance of the RVC or the local Leadership Development Coordinator. The venue may be any free or reasonably priced, safe and accessible location.

Planning. LDWs are generally planned with the assistance and cooperation of the Regional Vice Chair (RVC), who can help assure that the Local Groups most in need of leadership events will receive priority. The RVC may also designate a regional or local Leadership Development Coordinator to help with planning and conducting an LDW.
Planning tools are available on the American Mensa Web site's leadership pages at www.www.us.mensa.org/leadershipworkshops. The National LDW Coordinator and the AMC Leadership Development Committee Chair are available to assist with LDW planning and will need to approve proposed LDWs for funding.

The RVC, Local Secretary and/or Leadership Development Coordinator coordinates with the Local Group in order to plan:

- Location (hotel, motel, corporate meeting room, etc.)
- Topics and speaker for each topic
- Budget
- Who will help from Local Group
- Publicity

Attendance. Personally inviting new members, previously inactive members, currently active members, new officers, potential officers and current officers to the FREE leadership event is crucial. Advertising the event in the local newsletter, emailing members as well as face-to-face invitations will ensure the best turnout. Members from other regions are welcome to attend if space allows, but Local Group and region members have priority.

Leading the event. The Leadership Development Coordinator, RVC and/or Local Secretary will coordinate the event and suggest topics, workshops and speakers. The emcee/facilitator of the event should be outgoing and dynamic in order to keep the event moving and on time. Local members with specialized knowledge of the topic make excellent presenters. Enthusiasm is contagious. To keep costs under control, local and regional leaders should be used as much as possible. Occasionally the national office may be able to provide a speaker on select topics.

Curriculum. The RVC, Local Secretary and/or Leadership Development Coordinator will suggest curriculum based on the individualized needs of that group or region. Updated approved topics available are listed in the Online Learning section of the national Web site or found directly at www.www.us.mensa.org/leadershipworkshops. Each workshop presented will be based on the approved learning objectives for that topic. The person leading the workshop must be willing to emphasize these learning objectives and may enhance the presentation with additional materials.

Curriculum development. All approved workshops will be listed on the national Web site (www.www.us.mensa.org/leadershipworkshops), readily available to all members and Local Groups. Suggestions for new topics should be presented to the AMC Leadership Development Committee for evaluation and approval prior to presentation at a leadership event.

Workshop leaders. Each workshop leader should be experienced as a presenter in the subject, or be an experienced teacher or presenter who is able to effectively and enthusiastically lead a workshop basedon the supplied learning objectives.

Local and regional workshop leaders should be used as much as possible if the RVC is confident of the leader's ability to present an effective workshop on the topic.

Occasionally the national office may be able to provide a speaker on select topics.

Workshop leaders will not receive payment but may have travel and expenses reimbursed as budgeted by the RVC and approved by the National LDW Coordinator and the AMC Leadership Development Committee Chair. The RVC may bring in workshop leaders from outside the region if no qualified regional resource is available to present on a given topic.

These guidelines recognize the value to a Local Group and to the region when Local Group offices and potential Local Group officers have the opportunity to interact with nationally active Mensans in the LDW environment. As many nationally active leaders are qualified to present on many topics, RVCs are encouraged to limit the use of nationally active Mensans as workshop leaders to those who live nearby or to those who have specialized expertise not available anywhere else.

Publicity. Enthusiastic notices should be sent to the local bulletin editor, as well as to the editors of other Local Groups nearby. Mention FREE as often as possible. If time allows, the national *Mensa Bulletin* will publicize the event. Several upbeat blast emails to all members of the Local Group are recommended as well as personal face-to-face invitations.

Evaluations get new volunteers. Each participant will fill out a Report Card evaluation form before the end of the event. The Report Card lists possible volunteer positions, which may interest each attendee. These Report Cards are very valuable tools for recruiting new volunteers. The Local Secretary and other ExComm members should warmly thank each new volunteer in person and quickly follow up with information on the positions. Report Cards are available at www.www.us.mensa.org/leadershipworkshops on the national Web site. Copies of the Report Cards (or summaries of them) need to be sent to the National LDW Coordinator after the event.

Minimum participation required for funding.

- Each one-day Mensa Leadership Event must have 4 or 5 approved workshops. Optional, but encouraged, are Icebreaker Games. Best for up to 30 members.
- A one-day leadership Retreat needs to follow the guidelines available in the Retreat Planning Guide and a partial Report Card (also available at www.www.us.mensa.org/leadershipworkshops on the national Web site) needs to be filled out. Any number of officers and members may attend.
- A full weekend leadership event should set a goal of a minimum of 30 participants, not including the speakers, and needs to follow the extensive requirements found in the Leadership Event Guide.

Budget. One-day Mensa Leadership Events have a set budget that includes meeting room, printing of handouts, materials (i.e., name tags, folders, flip chart, prizes for icebreaker games, etc.), lunch and pizza-style common meals. Additional costs (travel, hotel, etc.) may be covered if they receive budgetary approval from the National LDW Coordinator and the AMC Leadership Development Committee Chair or they may be funded by the Local Group or RVC's fund if available. Non-Mensan spouses, partners, or other non-members may attend if space is available, but they pay for their meals separately. Leadership Retreats have a smaller budget since all materials are available in the Retreat Planning Guide. Full-weekend leadership events have a larger budget, but normally do not fund travel or lodging expenses for participants or speakers.

Approval. Approval for all Mensa Leadership Events will be given promptly, as long as budgeted funds remain. Priority will be given to Regions that have not held a leadership event recently. The goal is for each Region to hold one or more events per year if the budget allows.

- If the event has been pre-approved (i.e., annual contest winner), and once the planning is completed, the coordinator needs to fill out a LDW Proposal along with a Gatherings Request available at Online Learning (www.us.mensa.org/leadershipworkshops). If this is a new event, contact the National LDW Coordinator and the AMC Leadership Development Chair (LDW@us.mensa.org) to determine if money remains in the budget. If yes, the coordinator needs to fill out a LDW Proposal along with a Gatherings Request available at Online Learning (www.us.mensa.org/leadershipworkshops) to quickly obtain approval from the RVC and the National LDW Coordinator.

Politics. Politicking by candidates will not be allowed at any leadership event. Campaign materials will not be allowed or displayed. Campaign speeches or remarks will not be allowed.

Reimbursement. In order to be reimbursed for the leadership event, the following needs to be sent to the National Office for certification by the National LDW Coordinator:

- Copies of all receipts/bills
- Original Attendance Sheets listing participants' names & Local Group
- Copies or summaries of Report Cards with comments including number of volunteer positions in which members expressed interest. (For example: 30 members attending; interest in 19 volunteer positions)
- Copies of workshop topic handouts
- RVC's comments (optional but recommended)

National LDW coordinator. The National LDW Coordinator:

- Assists RVCs and Local Groups in all aspects of Mensa Leadership Events.
- Works with the AMC Leadership Development Committee to update and revise approved leadership event topics.

- Makes approved workshop topics available on the national Web site's www.us.mensa.org/leadershipworkshops section.
- Develops a standardized Report Card evaluation form to be used at all leadership events. This Report Card is also available at www.us.mensa.org/leadershipworkshops.
- Reports to the AMC quarterly on the progress of Mensa Leadership Events.
- Distributes the leadership funding as equitably as possible and reports to the AMC on the funding.
- Follows up with the local coordinator for each Mensa Leadership Event and certifies the receipt of a complete set of records by the National Office before recommending reimbursement.
- Maintains records of the outcomes of Mensa Leadership Events for future use, including evaluations of the LDW program.

Leadership Development Committee chair. The Leadership Development Committee Chair:

- Recommends the National LDW Coordinator for appointment by the AMC.
- Sets the strategy for American Mensa's leadership program and advises the National LDW Coordinator in the performance of his duties.
- Determines the amounts and submits the annual budget request for American Mensa's leadership program to the AMC Finance Committee.
- Approves, modifies or declines all requests for reimbursement for Mensa Leadership Events after reviewing the materials submitted to the National Office for certification by the National LDW Coordinator.

APPENDIX 3: AVENUES OF REDRESS

(See 2007-088, 2010-013, 2014-033, and 2016-014)

This is a guide for those rare times when our members have a dispute with another member, guest of a member, or a committee of member volunteers.

It is organized by who the parties to the dispute are, and/or the roles they fill. If your dispute is with a member of your Local Group, guest of a member of your Local Group or the leadership of your Local Group, use chart A. If your dispute is with a member of the AMC, use chart E, and so on.

Complainants (members or groups of members with complaints) can be individual members, or Local Group Executive Committees.

You should start with Level 1 of the appropriate chart if possible. If the matter is not resolved on that level, and you want to pursue the matter further, provide a copy of your complaint to any other level of the appropriate chart. The person(s) at that level may hear the complaint or may refer it elsewhere, either higher or lower on the chart for that type of dispute. Once a complaint is heard on a particular level, all levels below that one will be considered to have been already utilized.

Complainants are urged to keep a log of their attempts to resolve the issue. Keep copies of relevant letters and emails. Log the date and time and phone number of telephone calls or face to face conversations along with a summary of what was said. When you write up your logs of phone calls, or face to face conversations, do it immediately after the conversation. If you need to write up your summary of the conversation more than 24 hours later, note the date and time when you do write it.

A. Disputes Between Members, Members and Guests, Members and Local Groups:
   1. The other person(s) involved
   2. Any person(s) responsible for any program or job in question
   3. Local group ombudsman
   4. Local group ExComm
   5. Regional Ombudsman
   6. RVC
   7. Regional Hearings Committee
   8. National ombudsman
   9. National Hearings Committee
   10. AMC

B. Disputes Involving Local Elections:
   1. Local election committee
   2. Local group ombudsman
   3. Local group ExComm
   4. Regional ombudsman
   5. RVC
   6. Regional Hearings Committee
   7. National Ombudsman
   8. National Hearings Committee
   9. AMC
   10. IBD

C. Disputes Arising out of RGs, AGs, Games Weekends, etc:
   1. The other person(s) involved
   2. Any person(s) responsible for any program or job in question
   3. Event Committee
   4. Event Ombudsman and ExCom (if not that of either the complainant nor respondent)
   5. Complainant's Local group ombudsman
   6. Complainant's Local group ExComm
   7. Respondent's Local group ombudsman
   8. Respondent's Local group ExComm
   9. Complainant’s Regional ombudsman
   10. Respondent’s ombudsman
   11. Complainant's RVC
   12. Respondent's RVC
   13. Regional Hearings Committee
   14. National Ombudsman
   15. National Hearings Committee
   16. AMC

D. Disputes Arising out of SIGs:
   1. The other person(s) involved
   2. Any person(s) responsible for specific SIG activity, if any
   3. SIG leader
   4. National SIG Officer
   5. National Ombudsman
   6. National Hearings Committee
   7. AMC

E. Disputes Involving an RVC:
   1. The RVC
   2. Member's Local group ombudsman
   3. Member's Local group ExComm
   4. Member’s Regional ombudsman
   5. Member's RVC if different
   6. Regional Hearings Committee
   7. National Ombudsman
   8. National Hearings Committee
   9. AMC

F. Disputes Involving the AMC and/or its members and/or its appointees:
   1. The other person(s) involved
   2. Any person(s) responsible for any program or job in question
   3. Complainant's RVC
   4. National Ombudsman
   5. National Hearings Committee
   6. AMC
   7. IBD

G. Disputes Involving National elections:
   1. National Elections Committee
   2. National Ombudsman
   3. National Hearings Committee

4. AMC
5. IBD

H. Disputes Involving Direct International Members:
1. Complainant's National Ombudsman
2. Complainant's National Hearings Committee
3. Complainant's National Committee
4. International Ombudsman
5. IBD

I. Disputes involving other National Mensas:
1. The other person(s) involved
2. Any person(s) responsible for any program or job in question
3. Complainant's National Committee
4. Respondent's National Committee
5. International Ombudsman
6. IBD

J. Disputes Between Members on American Mensa supervised online groups and forums:
1. The other person(s) involved
2. Any person(s) responsible for moderation of the online group or forum
3. Communications Officer
4. National Ombudsman
5. National Hearings Committee
6. AMC

K. Disputes Involving Members Who Have Lapsed Prior to Charges being Filed:
1. Regional or National Hearings Committee, as appropriate
2. AMC

APPENDIX 4: PRINCIPLES OF CONDUCT OF AMC OFFICERS

(See 2014-008, 2014-007 and 2015-025)

Members of the American Mensa Committee are both the directors and officers of American Mensa, Ltd. (AML). As directors, we must concern ourselves with the overall wellbeing, operation, and future of the Society. We must assume the responsibility of developing policies to further its long-range interests. At the same time, as officers, we must concern ourselves with our specific functional areas and with carrying out AML policies and AMC Actions Still in Effect in those areas.

Having been elected or appointed to serve on the AMC, we must recognize our obligation to help make that body work efficiently and effectively. This means recognizing that while disagreements regarding goals, policies, procedures, etc., are inevitable, comments and communications regarding such disagreements should be phrased to make it clear that the subject of those disagreements are the actions, not the individuals. Members of the AMC should remain cognizant of the difference between communicating as individuals and communicating as officers in the performance of our duties; to that end, we should be careful to present ourselves officially, such as putting "Chair" or "RVC" after a signature on an e-mail, only when the communication is official in nature. Should we have reason to communicate with a Local Group or one of its officers in their capacity as such, we should send a courtesy copy of the communication(s) to the RVC.

Members of the American Mensa Committee must abide by the Acknowledgement of Responsibilities for AMC Members.

So that the AMC can work most efficiently and effectively, it is important to recognize the specific functions and responsibilities of each officer, the Executive Committee, and the Executive Director.

1. The AML Chair is the chief spokesman for both the AMC and the Society and is the chief representative of American Mensa on the International Board of Directors. The AML Chair is an ex officio member of the Mensa Foundation's AMC. The AML Chair is responsible for conducting the Society's business in a fair, orderly, and timely manner. The AML Chair is responsible for providing leadership to the AMC, the Executive Committee, and the Society. The AML Chair normally presides at meetings of the AMC. In cooperation with the Executive Director, the AML Chair ensures that directives of the AMC are carried out by the staff.

2. The First and Second Vice-Chairs have such duties and the responsibility for such matters as are expressly assigned to them by the AML Chair. The First Vice-Chair also acts as substitute during the AML Chair's absence or inability to serve; the Second Vice-Chair, during the First Vice-Chair's absence or inability to serve.

3. The Regional Vice-Chairs are the chief operating officers in their respective regions, and they are responsible for serving the needs of the groups in their regions and are responsible for executive supervision of those groups.

4. The Secretary prepares agendas, and makes and keeps records of meetings of the American Mensa AMC, and of the members' Annual Business Meeting.

5. The Treasurer is chair of the Finance and Audit Committee and responsible for the financial business of AML.

6. The Communications Officer is chair of the Communications Committee and responsible for overseeing the policies related to the publications of American Mensa including the *Mensa Bulletin*, the AML Web site, as well as local group publications.

7. The Membership Officer is chair of the Membership Committee and coordinates activities relating to members, member benefits, member services, retention of members, and membership renewals.

8. The Marketing Officer is chair of the Marketing Committee, the Licensing Committee, and coordinates AML's marketing and publicity efforts.

9. The Director of Science and Education shall be the chair or liaison to the Research Review Committee. The Director of Science and Education is usually associated with the Mensa Foundation.

10. The standing members of the Executive Committee are the Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer. The Executive Committee may also include an RVC. The Executive Committee acts in the place of the AMC between meetings in all matters not reserved for American Mensa Committee as a whole or delegated elsewhere.

11. The Executive Director is employed with the organization under the direction of the American Mensa Committee and the Executive Committee. The ED is considered an *ex officio* member of the American Mensa Committee and the Executive Committee. The staff of American Mensa report to and work under the direction of the Executive Director. The staff members are partners in the ongoing success of the organization and as such will work cooperatively with AMC members and committees in the discharge of their duties. They will respond to correspondence, phone calls and general requests for information from AMC members in a timely manner. Requests for assistance with ongoing projects, comprehensive research, or concerns with staff performance will be directed through the Executive Director.

EXECUTIVE SESSION

Executive Session (closed session) is used to discuss legal issues and personnel matters, including those concerning volunteer personnel. All disciplinary actions are discussed in Executive Session in order to protect all parties from inaccurate information.

All matters discussed in Executive Session are confidential and may not be revealed to those not in attendance, including members of the AMC who were entitled to be there but were not. Matters discussed while a member absented himself for any reason may not be discussed with that member outside of Executive Session. (These latter restrictions are designed to restrict inaccurate information.)

Corporate law requires that all motions and their disposition be recorded. This is customarily done by reporting any motions passed and their movers and seconders into the open record when returning to open session. It is acceptable, however, to instead keep written minutes of the closed session, which then may be approved in open session but cannot be discussed or reviewed in open session.

The AMC may specifically approve exceptions to these restrictions as appropriate.

Acknowledgement of Responsibilities for AMC Members

As a member of the American Mensa Committee, I have certain responsibilities to the national organization and the national organization has certain responsibilities to me. The following list is not exhaustive of those reciprocal responsibilities, but sets forth a bare minimum of them.

My responsibilities to AML and to others

As a member of the American Mensa Committee, I agree to the following:

1. I will deal with my fellow AMC members, Mensa members and the national office staff with courtesy and respect in a spirit of mutual cooperation. I will act to enhance and protect the reputation of American Mensa. I will support AMC decisions once they are made. I will endeavor to protect Mensa's legitimate trade secrets and litigation confidences as well as the privacy of our volunteers and professional staff.

2. I will participate fully in meetings and will respond in a timely fashion to emails, telephone calls and the AMC elist. If I am going to be unavailable for an extended period of time, such as when traveling or on vacation, I agree to notify the AML Chair, the Executive Director as appropriate, and, at my option, my fellow AMC members.

3. I recognize that AMC service comes with legal, fiduciary and ethical obligations. To that end, I agree to adhere to the principles contained in law, to the principles of good corporate governance and to abide by:
   a. Bylaws Article VII. (5): Conflict of Interest.
   b. Applicable New York non-profit corporation law.
   c. Appendix 4: Principles of Conduct of AMC Members.

4. I will keep myself informed about all matters under my care and will ask questions when I do not understand something or where I need information that is not already available. Where I seek such additional information, I will keep in mind that those from whom I seek information may have other responsibilities, may have other priorities, or that they may not be able to provide such information pursuant to direction from others.

5. I agree to participate fully in discharging my specific role(s) and in serving on any committee. I will submit all required reports in a timely fashion.

6. I will respect the confidentiality of the conversations, emails, elists, matters discussed or decided in closed sessions or other matters to which I have access. I will sign a confidentiality agreement form (sample attached). I will preserve attorney-client privilege.

7. I agree that, upon election or appointment, I will sign a copyright assignment form (sample attached) providing for the assignment of work I do on behalf of Mensa. This ensures that volunteer and committee created content is usable by Mensa and is not restricted from future use once my service has ended.

8. I agree to sign the annual conflict of interest statement disclosing possible conflicts. I agree to note any potential conflicts of interest on that form and will update the AML Chair should any

additional conflicts arise. I understand it is ultimately the AMC that will determine if the conflict requires that I not participate in a discussion or vote on an issue being considered.

9. If I find that I am unable for an extended time to discharge my duties, or if I determine in good conscience that I cannot continue to meet my obligations to AML or my fellow AMC members, I will resign. If others note my failure to adhere to my commitments hereunder, I understand the AML Chair or his or her designate may discuss those matters with me. If resolution is not reached as a result of those discussions, I understand that the Executive Committee or the AMC may discuss those matters to decide on a course of action, which may include public disclosure, referral to the Hearings Committee, or legal action.

10. I agree that the obligations I have assumed hereunder shall continue after my time on the AMC concludes and that I will continue to be bound by these obligations and be subject to such consequences as may appear appropriate.

AML's responsibilities to me

As a member of the American Mensa Committee, I can expect the following:

1. A response in a timely fashion to my emails, telephone calls or other inquiries.

2. To the extent appropriate and reasonably possible, to be provided with the tools necessary or appropriate to the discharge of my duties, including the American Mensa Articles of Incorporation, Bylaws, the ASIEs, applicable New York law and changes in the law, industry standards, and similar things.

3. To be treated with courtesy and respect in a spirit of mutual cooperation by my fellow AMC members, the Executive Director, and the national office staff.

4. To receive appropriate organizational data, including financial reports, on a timely basis.

5. To be provided D&O insurance to cover my official duties as a director and/or officer of AML.

6. Confidentiality of my conversations whether they are through emails, elists, matters discussed or decided in closed sessions, or other matters to which others have access. I can expect attorney-client privilege to be observed.

This_____day of_____, 20___.

_____

AMC Member AML Chair

_____/ Position

Term Ending

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Executive Director

APPENDIX 5: POLICIES AND RULES GOVERNING THE CONDUCT OF NATIONAL HEARINGS

(See 1980-105, 1989-017, 2003-003, 2004-025, 2004-120, 2005-018 and 2009-027)

STATEMENT OF POLICY

These Rules are adopted by the American Mensa Committee ("AMC") in fulfillment of its duty to assure all members of American Mensa, Ltd. ("AML") the opportunity for a fair and impartial hearing of any charges brought under Article IX (5) of the American Mensa bylaws ("bylaws"). These Rules are binding upon all members of AML.

The function of the Hearings Committee is limited to:

A. Receiving and reviewing charges of acts inimical to Mensa;
B. Determining whether sufficient facts have been alleged to warrant a hearing on some or all of such charges;
C. Judging whether or not the preponderance of the evidence presented in a hearing shows the respondent to have committed acts inimical to Mensa;
D. Imposing sanctions, as specified in the bylaws, if the respondent is adjudged to have committed an act or acts inimical to Mensa; and
E. Enforcing these rules.

The Hearings Committee only hears charges of acts inimical to Mensa. The Hearings Committee shall rule only on the facts as presented to it. The Hearings Committee does not exist to resolve personal conflicts between members, nor is it a mediator, arbitrator, or counselor.

All members of the Hearings Committee must maintain an arm's-length impartiality in all matters pertaining to charges, or the possibility of charges. Notwithstanding the foregoing, a putative Hearings Committee member who is in the line of succession to the Committee, but not on the Committee as of the time charges are brought, shall not be held to the same standard of arms-length dealing with the Parties as is a standing member of the Committee, but is encouraged to conduct him/herself with the understanding that he/she may be called upon to serve on the Hearings Committee. Members of the Hearings Committee must:

A. Refrain from giving counsel as to whether charges should or should not be filed;
B. Insist that all communications between any individual and a Hearings Committee member with respect to charges or a pending hearing be in writing; and
C. Transmit to the other members of the Hearings Committee all communications received with respect to charges or a pending hearing that have not also been received by the other members.

The Hearings Committee is a standing empowered committee. Its membership is not fixed for the hearing of particular charges until after any challenges to its composition have been decided. Thus, from time to time there may be formed different panels of the Hearings Committee consisting of different members. The three Hearings Committee members finally seated in accordance with these Rules shall be the ones to consider the matter, regardless of subsequent changes in AMC composition that change the makeup of the Hearings Committee under the bylaws. Once charges are filed on a given matter, there will be no changes in the membership of the Hearings Committee, except for those provided for in the bylaws and these Rules.

RULES GOVERNING THE CONDUCT OF NATIONAL HEARINGS

RULE 1

A. Charges of acts inimical to Mensa may be made by any member or group of members, or by the Advocate or one acting under the authority of the Advocate, or by mandate of a majority vote of the members present and voting at an Annual Business Meeting. The party bringing such charges shall be the "Complainant." The party accused of committing the acts inimical shall be referred to as the "Respondent." The Complainant and the Respondent may together be referred to as the "Parties."
B. If charges are brought as the result of a mandate from the members at an Annual Business Meeting, the membership shall be the Complainant, and the AML Chair shall select one or more Mensa members to represent the Complainant in the matter.
C. Written communications between the Hearings Committee and the Parties may be transmitted in any form acceptable to the Hearings Committee chair (the "H.C. chair"), including email, fax, regular U.S. Mail, and overnight mail services, but only if the chosen method is available to all of the Parties. The H.C. chair shall advise the Parties as to which methods shall be acceptable in a given case and the H.C. chair's decision shall be final. In the event no chosen method is available to all Parties, Regular U.S. Mail shall be the default method. All notices required to be sent to the Parties by the H.C. chair ("served") shall be deemed served on the day they are sent by the H.C. chair to the Parties, by whatever means has been selected by the H.C. chair.

RULE 2

No member may be charged based on acts previously heard by a Hearings Committee. This does not, however, preclude the Hearings Committee from considering such acts when determining a pattern of behavior or when deciding sanctions to be levied.

RULE 3

Charges of acts inimical shall be made in writing, signed by the individual(s) making the charges or by the representative of same as defined in Rule 1A or 1B, and contain:

A. A specific statement of each alleged act inimical (each such statement to constitute a "charge"),
B. The name(s) of the individual(s) alleged to have committed each act,
C. Sufficient facts in support of each charge to convince the Hearings Committee that a hearing is warranted, and
D. An acknowledgement by each Complainant that s/he understands that knowingly making a false or misleading oral or written statement to the Hearings Committee is an act inimical for which sanctions may be imposed by the Hearings Committee.
E. A postal address to which communications from the Hearings Committee to the Complainant may be sent, and, if available, an email address and a fax number for the Complainant. Multiple persons filing charges together shall not designate more than one postal address, email address, or fax number.

RULE 4

A national hearing is initiated by filing a properly substantiated complaint, addressed to the Hearings Committee Liaison, with the National Office. The National Office shall forward the complaint unopened to the Hearings Committee Liaison. The complaint is to be filed in a form and manner specified by the H.C. chair. Supporting documentation may be included with the charges. Charges shall be deemed filed on the date they are received by the H.C. chair. In the absence of a liaison, complaints will be forwarded to the H.C. chair.

RULE 5

A. The Chair shall, within 30 days of the H.C. chair's receipt of a complaint, send a notice to the other members of the Hearings Committee, the Respondent, and the AML Chair that a complaint has been filed. The notice shall also identify the charges alleged in the complaint.

B. The Hearings Committee shall promptly decide whether the facts alleged warrant a hearing on any of the charges. The H.C. chair shall serve a copy of this decision on each of the Parties, and on the AML Chair, within 60 days after the H.C. chair's receipt of the complaint. Should the Hearings Committee decide that a hearing is not warranted, the charges will be deemed dismissed and no further action shall be taken on the complaint.

C. If the Hearings Committee decides to hold a hearing, the H.C. chair shall promptly:
Serve upon the Respondent a copy of any supporting documentation furnished by the Complainant.

1. Transmit to the Parties a list of the names of the three members of the Hearings Committee as originally constituted, plus the names of any members who have succeeded to the Hearings Committee after the Rule 5.B. decision was issued, and finally a list of the names of every remaining potential member of the Hearings Committee as given in Article IX, section 5(a) of the bylaws of AML, in the order in which they would succeed to Committee membership.

2. a. The H.C. chair shall promptly ask the Respondent whether the charges are contested.
If the Respondent advises the H.C. chair that s/he does not contest the charges, but still wants a hearing to determine penalties, the Respondent may ask for a hearing limited to the penalty phase. If the Respondent does not contest the charges and does not want a hearing, the Respondent may waive the right to a hearing, and, if such waiver is made, the Hearings Committee may render a decision without actually holding a hearing (Rule 12).

b. A Respondent's failure to timely cooperate with the Hearings Committee or the hearings process may be considered by the Hearings Committee in rendering a decision on the merits.

RULE 6

A. If any committee member is incapacitated, elects to withdraw from service, or is otherwise unavailable to serve, that member shall not serve on the Hearings Committee. The resulting committee vacancy shall be filled as set forth in the bylaws. If a new member is added to the Hearings Committee to fill a vacancy, that new member is subject to challenge as provided for below.

B. Any Party may challenge any members of the Hearings Committee, and any potential members of the Hearings Committee as given in Rule 5.C.2. above, by filing a written challenge with the H.C. chair. Any and all such challenges to Hearings Committee members and potential members must be received by the H.C. chair no later than fifteen calendar days after the H.C. chair has served upon the Parties the list of Committee members and potential Committee members per Rule 5.C.2. Each challenge shall state the name of the member being challenged and the reasons for the challenge.

1. All challenges to potential Hearings Committee members shall be held in abeyance until such time as the potential member succeeds to Committee membership.
2. The other members of the Hearings Committee, i.e., those members of the Hearings Committee who have not been challenged, shall decide the challenge. If the challenge is sustained, the challenged member(s) shall not serve on the Hearings Committee and the vacancy shall be filled as set forth in the bylaws and these Rules.
3. If all three Hearings Committee members are simultaneously challenged, the National Ombudsman shall decide all three challenges. The National Ombudsman shall serve copies of this decision on the three members of the Hearings Committee and the Parties, using the method designated by the H.C. chair under Rule 1(C). The National Ombudsman shall decide challenges only if there is no "other member" of the Hearings Committee who is not challenged
4. Should at least one challenged member recuse him/herself prior to service of a decision by the National Ombudsman, then the National Ombudsman shall not issue a decision on any of the pending challenges. The new member(s) of the Hearings Committee, and not the National Ombudsman, shall decide the remaining one or two challenges under Rule 6.B.2. If the new member(s) are also challenged, the decision as to all three challenged members will again revert to the National Ombudsman, unless another Hearings Committee member recuses him/herself

prior to the National Ombudsman's service of his/her decision on the H.C. chair. The National Ombudsman shall decide all three challenges in the same decision.

C. The Hearings Committee (or National Ombudsman, as appropriate) shall notify the Parties, the Chair of the AMC and the National Ombudsman of its decision regarding any and all challenges.
D. If the list of persons eligible to serve on a Hearings Committee pursuant to the bylaws is exhausted by challenges, recusals, or otherwise, additional Hearings Committee members shall be selected as follows, in accordance with the membership and interest criteria listed in the bylaws for the original Hearings Committee members: first, the three most recent Treasurers who are not currently serving on the American Mensa Committee; then the most recent RVC from each Region who is not currently serving on the AMC, ordered by a random draw conducted by the National Ombudsman; then the second-most recent RVC from each Region who is not currently serving on the AMC, ordered by a random draw conducted by the National Ombudsman; and then the third-most recent RVC from each Region who is not currently serving on the AMC, ordered by a random draw conducted by the National Ombudsman.

RULE 7

If the Hearings Committee determines that a hearing shall be held, the time, means, and venue thereof shall be determined by the Hearings Committee as finally constituted after all challenges have been resolved. The hearing shall not be set for a date sooner than thirty days after notice of the charges has been served upon the Respondent. Notice of the date and venue of the hearing shall be served on the Parties by the H.C. chair.

RULE 8

A. The Hearings Committee may appoint persons to assist it for any purpose. No person who has any direct interest in the charges may be so appointed.
B. The Hearings Committee may appoint persons to assist a Party in the interest of providing a fair hearing or to otherwise prevent manifest injustice.

RULE 9

All decisions of the Hearings Committee regarding any matter, at any time, shall be made by majority vote of the Hearings Committee as then constituted. The reasoning behind such decisions shall not be publicly disclosed, but may be disclosed to the AMC, in executive session, in connection with its review of the Hearings Committee's report, if any, pursuant to Rule 13.

RULE 10

The following procedures shall apply to all hearings:

A. The Parties are responsible for presenting sufficient evidence to support or refute the charges;
B. Each Complainant shall be offered a reasonable opportunity to present all relevant evidence in support of the charges;
C. Each Respondent shall be offered a reasonable opportunity to present all relevant evidence in defense against the charges;
D. The Parties may call and question witnesses in their behalf at the calling Party's own arrangement and expense, and the Parties themselves may be called and questioned as witnesses;
E. The Hearings Committee shall have the right to call and question witnesses and to question any witness called by the Parties;
F. Any Party shall have the right to be represented by another person of his or her choosing;
G. The Hearings Committee may authorize and limit discovery as it sees fit;
H. All "in person" hearings shall be recorded by audio recording or a similar medium ("verbatim record"), for the sole purpose of assisting the Hearings Committee in preparing its Decision. Such verbatim record shall be retained at the AML National Office until the matter is finally concluded in accordance with Rule 13.E.

Once the matter is finally concluded, such tapes shall be retained for a period of time consistent with AML's record retention policy. If a hearing is held as an on-line chat, the verbatim record may be a hard copy printout of such chat signed by each hearings committee member. The verbatim record shall not be made available to any person other than the Hearings Committee members for any reason, except in the event of a discovery request made in a civil litigation where AML is a party, or under court order or subpoena.

I. If the Hearings Committee permits or requests that any Party file additional documents or written argument, the Party shall transmit copies to the other Parties at the same time such materials are sent to the H.C. chair. The other Parties shall have ten days after such materials are served in which to file comments or a response with the Hearings Committee, which comments or response shall also be served upon the other Parties.
J. Hearings shall be deemed "confidential communications" of AML. Attendance shall be limited to the Parties, the Hearings Committee members, persons representing Parties or asked to assist either Party or the Hearings Committee under Rule 8, the National Ombudsman (if requested by either Party), any witnesses to be called, and members of AML as non-participating observers. Witnesses may be asked to leave the room for all or part of the hearing other than their own testimony. The Hearings Committee may, during a hearing, determine that all or part of the hearing be closed to observers.

RULE 11

The Hearings Committee shall have broad discretion with respect to the conduct of hearings, including, but not limited to:

A. Dismissal of charges;
B. Limiting any testimony that is irrelevant, cumulative or out of order;
C. Ruling on the admissibility of documentary or physical evidence;
D. Ordering that witnesses be sequestered;
E. Ordering that testimony be given under oath;
F. Ordering that any disruptive person be removed from the hearing; or
G. Taking any other action that it deems appropriate or necessary for the fair, orderly, and efficient conduct of the hearing.

RULE 12

A decision shall be rendered by the Hearings Committee as soon as reasonably possible after the hearing. This decision shall delineate findings of fact and shall state whether, in the opinion of the fact-finder, the respondent has committed an act inimical to Mensa.

If the decision states that the Respondent has committed an act inimical to Mensa, the Hearings Committee shall decide whether a sanction is warranted. The Hearings Committee may ask for written submissions from the parties regarding possible sanctions and set time limits for receipt of same.

Such sanction may be permanent or may expire upon the passage of a specified period of time, upon the occurrence of specified conditions, or both. The Hearings Committee shall report its decision regarding sanctions in writing and shall attach it to the fact-finding decision; together, these two pieces are referred to in the following rules as the Decision.

At least two members of the Hearings Committee must sign a decision for it to be a decision of the Hearings Committee. Minority reports by Hearings Committee members are permitted. Hearings Committee decisions will normally be drafted by the H.C. chair, but the H.C. chair may delegate the drafting to another member of the Hearings Committee or to a Rule 8.A. appointee if desired.

RULE 13

A. After the Decision has been made final, and if such Decision recommends the suspension or expulsion of a member, the AML Chair shall cause such Decision to be copied and distributed to all members of the AMC, prior to the AMC meeting at which the Decision will be reviewed. Such material is deemed confidential information of AML and is to be treated as such.
B. The Complainant and each Respondent facing suspension or expulsion shall have the right, in person or by his or her representative, to address the AMC at the AMC meeting at which the Decision is reviewed. Each Party intending to address the AMC shall so notify the AML Chair such that the notice is received by the AML Chair or the Executive Director no less than seven calendar days prior to the day of the AMC meeting. Such notice shall also identify any representative who is authorized by the Party and has agreed to speak on behalf of the Party at the AMC meeting.
C. Each Party shall be permitted to speak to the AMC for a maximum of fifteen (15) minutes. The Complainant may reserve a portion of his or her allotted time for rebuttal. Either Party may request that their presentation be given in Executive Session. Both Parties may be present in such Executive Session for remarks by either Party. After the remarks by the Parties, the Parties shall be excluded from the remainder of such Executive Session.
D. After the Complainant and the Respondent have been heard (if they have complied with the preceding paragraphs and exercised their rights to speak), the AMC shall vote on whether to accept the Decision. Per ASIE 2001-060, all discussion on such vote, and the vote itself, shall be done in Executive Session. A separate vote shall be taken on each charge for which the Hearings Committee has recommended a sanction of suspension or expulsion. As to each such charge, the AMC may vote to:
   1. Concur with the Decision; or
   2. Concur with the Hearings Committee's findings, but reduce the sanction; or
   3. Decline to concur with the Hearings Committee, at which point those charges for which suspension or expulsion have been recommended shall be dismissed; or
   4. Return the matter to the Hearings Committee for the development of additional facts or for clarification of the Decision.

      If the matter is returned to the Hearings Committee, the Decision shall be considered withdrawn. The Hearings Committee shall take such further steps in consideration of the AMC's return of the matter as it deems appropriate. The Hearings Committee shall issue a new Decision that addresses the AMC's stated concerns within a reasonable time. If the Hearings Committee is unable to agree upon a resolution of the AMC's concerns, the AMC shall make a final decision within the parameters of Rule 13.D.1. through 3.
E. Any sanctions imposed that do not require AMC review shall take effect immediately upon service of such Decision on the Parties. Any sanctions approved by the AMC, when necessary, shall take effect immediately after AMC approval.
F. The matter shall be deemed finally concluded as follows:
   1. Upon the Hearings Committee's issuance of the Decision, if no sanction is imposed, or if a sanction that does not include suspension or expulsion of the Respondent is ordered.
   2. If a Decision is reviewed by the AMC, when the AMC has voted final action on the matter, which includes any action contemplated in Rules 13.D.1., 2. or 3.; or
   3. If the matter is returned to the Hearings Committee pursuant to Rule 13.D.4., the matter is concluded after the AMC has voted final action on the new Decision to be issued under that Rule, should such AMC vote be necessary. If the result of the return of the matter to the Hearings Committee is a lesser sanction not requiring AMC approval (or no sanction at all), then the provisions of Rule 13.F.1. shall then apply.

RULE 14

After the matter is finally concluded under Rule 13.E., all documents that relate to the charges and proceedings held shall be forwarded to the Executive Director for storage in the National Office in accordance with AML's record retention policy, after which they shall be destroyed.

RULE 15

The Hearings Committee is not restricted in any way by actions taken by prior Hearings Committees, and is not bound to follow any precedent from prior matters in making decisions on unrelated matters

RULE 16

A. Each gender used herein shall include the other gender, and singular shall include plural, and vice versa, as the context requires.
B. The Parties may, by mutual agreement and with the approval of the Hearings Committee, extend or shorten any period of time provided under these Rules.
C. 1. The reasonable and necessary costs incurred by the members of the Hearings Committee; by persons appointed by the AML Chair to act on behalf of the membership; by the Advocate; and by persons appointed by the Hearings Committee to assist it, a Complainant, or a Respondent, shall be borne by AML. Requests for reimbursement of any such costs not paid directly by AML shall be supported by receipts or other evidence of payment, in accordance with then-current AML reimbursement procedures.
   1. The Hearings Committee is authorized to spend a reasonable amount for such additional costs incurred in connection with a proceeding before it as it deems necessary and appropriate. Requests for reimbursement of any such costs not paid directly by AML shall be supported by evidence of the Hearings Committee's approval and by receipts or other evidence of payment, in accordance with then-current AML reimbursement procedures.
   2. The Executive Committee may authorize payment of such additional costs incurred in connection with a proceeding before the Hearings Committee as it deems necessary and appropriate.
D. The Parties (except for the Advocate) and their witnesses shall bear their own costs (including legal fees) unless both the Hearings Committee and the AMC vote to approve reimbursement of some or all of such costs.
E. Amendments to these Rules shall only apply to a matter already initiated upon the unanimous written consent of the Parties.

RULE 17

A. In the event that a member is accused of acts inimical to the society, and that members resigns or lapses prior to national or regional charges being filed against them, the aggrieved member(s) in good standing the Local Group ExComm, a SIG, or the Advocate may file charges against the former member with the appropriate body. Should that body find that the charges would be sufficient to begin the hearings process if the accused was a member in good standing, the body having jurisdiction at that point in time may complete the hearings process if it feels such action is appropriate, according the accused the same due process as if the resignation or non-renewal had not occurred. If the body chooses not to continue the hearings process due the accused's resignation or failure to renew, and the accused rejoins, the accused shall face the same charges and hearings.
B. Should a hearing be necessary, the body having jurisdiction shall follow the procedures set forth in Article IX of AML's Bylaws.

APPENDIX 6: POLICIES AND RULES GOVERNING THE CONDUCT OF REGIONAL HEARINGS

(See 1998-018, 2004-120, 2005-018 and ASIE 2014-019j)

A. Preamble. This procedure implements Article IX, section (6) of the American Mensa bylaws. As stated in Article IX, subsection (6)(a), informal mediation and resolution of conflicts are preferred. However, if such good faith efforts to resolve the conflict fail, a party may utilize the procedure outlined below. These rules supersede all previous rules governing regional hearings.

B. Filing of a complaint. A party wishing to file a complaint under Article IX, Section 6 of the Bylaws of American Mensa shall notify the Regional Vice Chair of the region in which he is a member of a Local Group, or the Second Vice Chair if the party is not a member of a Local Group of any region, of the complaint, with a copy to the AML Chair or his designee. Calling a regional hearing is discretionary on the part of the receiver of the complaint, i.e., the RVC or the Second Vice Chair. If the receiver of the complaint chooses not to call a hearing, the complainant may appeal to the First Vice Chair, who also may choose to call a hearing or not. If a hearing is called, the following rules apply.

The person who called the hearing shall respond to all parties, and the AML Chair or his designee, within 15 days that a complaint has been received and the date on which it was received, along with a list of available arbitrators. The person who called the hearing shall send copies of this correspondence to the Local Secretary of each of the parties and to the National Ombudsman. The AML Chair may appoint another elected AMC member to supervise the hearing process if the first AMC member is a party, or was involved in the dispute before receiving the complaint, or does not act within the time limits set in this and subsequent sections.

C. Selection of a regional hearing committee. (Regional Hearing Panel)

1. The American Mensa National Office shall include a questionnaire regarding mediators and arbitrators among the materials sent annually to each Local Secretary. The questionnaire shall ask for the name(s) of the Local Group's mediator(s) and arbitrator(s), the method of selection, e.g. election or appointment, and the officer(s) or group making the selection. The Local Secretary shall complete and return the questionnaire within 30 days. The National Office shall forward this information to the Regional Vice Chair (RVC) for each Local Group within his region, and shall forward this information for all groups to the Membership Officer.

2. Each RVC shall maintain a list of all mediators and arbitrators in his region. The Membership Officer shall maintain a list of all mediators and arbitrators in all regions.

3. Every arbitrator is ineligible to serve on a regional hearing panel for any dispute in which the arbitrator's Local Group, or a member of the arbitrator's Local Group, is a party to the dispute.

4. When an AMC member receives a complaint, either from a party or by assignment, the AMC member shall within ten days contact each arbitrator on the list of arbitrators for the region in which the member complained against resides, other than the arbitrator(s) from the group(s) of the parties to the dispute, and inquire as to the arbitrator's availability.

Arbitrators from another region may also be used if good cause is shown. Upon receiving availability information, the AMC member shall within five days compile a list of all available arbitrators for the particular dispute. The list shall in no case have fewer than five names. The AMC member shall within five days send this list to each party to the dispute, with instructions that the party rank-order the arbitrators, with "1" being the most favorable ranking, and return the list to the AMC member within fifteen calendar days. The AMC member shall retain the list of rankings for possible appeal (see Section E).

5. Upon receiving the rankings from the parties, the AMC member shall, within 5 days, compute a combined ranking for each arbitrator by adding the rankings for that arbitrator from all parties. The three arbitrators with the best combined rankings shall be the hearing panel for the dispute in question, except that each panel member must be from a different group, i.e. no two from the same group. In the event of a tie for one or more of the three positions, the following procedures shall be followed:

   a. If three arbitrators receive better combined rankings than the other arbitrators, those three shall be selected for the panel, despite ties within the three combined rankings.
   b. If more than one arbitrator receives the third-best combined ranking, and two arbitrators receive better combined rankings, the two panel members with the better combined rankings shall be selected for the panel. Those two panelists shall choose the third panel member from among those tied with the third-best combined ranking.
   c. If more than two arbitrators receive the second-best combined ranking, and one arbitrator receives a better combined ranking, the one panel member with the better combined ranking shall be selected for the panel. That one panelist shall choose the second and third panel members from among those tied with the second-best combined ranking.
   d. If more than three arbitrators receive the highest combined ranking, the arbitrators with the lowest differences between their rankings shall be selected for the panel. Example: An arbitrator with rankings of "3" and "3" shall be selected over an arbitrator with scores of "1" and "5," as the first has a difference of 0 while the second has a difference of 4. Any ties that remain shall be dealt with as in subsections b. and c., as appropriate.

6. The AMC member shall within five days notify each member of the hearing panel of his selection and of the names and addresses of the other panel members. The AMC member shall ask the panel members to select their own chair. The panel members shall select their own chair and shall within five days notify the AMC member of this selection. Within five days of being notified of the selection of the panel chair, the AMC member shall notify the parties of the names of the panel chair and the other panel members, and that the panel will contact them regarding the hearings procedure.

D. Conduct of regional hearings.

1. The hearing proceedings shall commence between 21 and 30 days after notification to all the parties, unless an extension is granted for good cause by the AMC member supervising the hearing.

2. The panel chair shall coordinate the hearing proceedings. All communications to and from the panel during the hearing should go through the chair. In one of his first communications to the parties, and in one of his first communications to the panel members, the chair shall list each of the complaints in as much detail as he feels necessary. This procedure both ensures that the panel is aware of all the items to be dealt with and notifies the member complained against of them.

3. American Mensa, Ltd. is responsible for all reasonable expenses of each hearing panel. Each panel member shall keep track of expenses incurred, including receipts when feasible, and periodically submit them to the AMC member supervising the hearing. Reimbursement will be made in accordance with then-current standard AML expense reimbursement procedures. At the time of this motion, standard AML expense reimbursement procedures are given in ASIEs 1995-080 and 1995-081.

4. Each party to the hearing shall have a right to be heard and to present witnesses and documents.

5. Each hearings panel should ask for written testimony from the parties and witnesses, as well as asking for any documentary evidence the parties want considered. Each panel should then evaluate the written testimony and documentary evidence, and decide whether more information is needed in order to render its decision. If the panel decides it has sufficient information, the panel may render a decision based solely on the written testimony and documentary evidence presented. If the panel decides it needs more information, the panel may ask for more written testimony and documentary evidence; the panel may also call for a live hearing. Though the parties may request a live hearing, the decision of whether to hold a live hearing is the panel's.

6. If the panel calls for a live hearing, the panel chair shall coordinate the planning of the hearing as well as the conduct of the hearing. The hearing should ordinarily be located in the geographic area of the party complained against. However, other considerations, such as the location of witnesses, should also be taken into account when scheduling the hearing. The panel chair may enlist the aid of others in planning the hearing.

7. All live hearings and written testimony are open, i.e. non-confidential. All deliberations by the panel are closed, i.e. confidential. All documentary evidence is open unless the party submitting a document specifically requests in advance that it be held in confidence and the panel concurs with the request. If the panel does not concur with a confidentiality request, the party making the request has the option of submitting the document on a non-confidential basis or withdrawing the document.

8. The panel chair shall retain all writings received by the panel. If a live hearing is called, the hearing shall be recorded, and the panel chair shall retain the recording. The panel chair shall retain the entire record of the hearing, including all writings and recordings, until the panel has rendered its decision, making copies as necessary for other panel members.

9. The hearing panel shall issue its report(s) in writing within 45 days of the commencement of the hearing and within ten days of the live hearing, if one is called, or within ten days of the vote of the committee that a live hearing is not needed, if a live hearing is not called, unless an extension is granted for good cause by the AMC member supervising the hearing. Copies of the report shall be sent to each party, the AMC member supervising the hearing, and the AML Chair or his designee. The AMC member supervising the hearing shall send copies of the report to the Local Secretary of each of the parties and to the National Ombudsman.

10. After the panel has rendered its decision, the panel chair shall retain the entire record, including the report(s), any and all documents and other writings submitted to the panel, and any and all recording(s) of live hearing(s) held by the panel, during the period for possible appeal. If the decision of the panel is reviewed by the AMC, the panel chair shall submit the entire record to the AMC member supervising the hearing within fifteen days of being notified of the appeal. If the decision of the panel is not reviewed by the AMC, the panel chair shall submit the entire

record to the American Mensa National Office for retention in accordance with AML's record retention policy.

11. All findings of fact and proposed sanctions in the hearing panel's report are final and binding on all parties, except if reviewed by the AMC under section E of these Rules. Willful violation of any hearing ruling shall be considered good cause for further proceedings by a regional or national hearings committee.

E. Review by the AMC.

1. Reports of a hearing panel may be reviewed only under the circumstances listed in this section. In all such reviews, the reviewing body shall limit its proceedings to a review of the record of the hearing.

2. AMC REVIEW BECAUSE OF CERTAIN RECOMMENDED SANCTIONS. Under Article IX, section 6 of the Bylaws of American Mensa, recommended sanctions of (1) suspending the accused from office in the Local Group, (2) barring the accused from the Local Group's functions, and (3) suspending the accused from membership in the Local Group are automatically subject to review by the AMC, which is the only body authorized by section IX.6 of the bylaws to impose these sanctions. Such appeals shall be heard by the AMC at its next regularly-scheduled meeting at least 30 days from the date of the issuance of the hearing panel's report. At the review, the AMC may impose the recommended sanction(s), may reduce the recommended sanction(s), or may impose no sanction; the AMC may not impose a greater sanction that that recommended by the hearing panel.

3. AMC REVIEW BECAUSE OF AN APPEAL BY A PARTY
   a. If any other sanctions are recommended in the hearing panel's report, these may be appealed to the AMC only on the subject of bias by the hearing panel, except as limited by section E(3)(d) of these Rules. Such appeals must be brought within 60 days of the hearing report's publication to the parties. Such appeals shall be heard by the AMC at its next regularly-scheduled meeting at least 30 days from the date of the appeal, and its jurisdiction is limited to the issue of bias by the hearing panel.
   b. If no bias is found, the matter is closed, and all parties must comply with all rulings of the hearing panel in accordance with subsection D.(11).
   c. If bias is found, the AMC shall return the matter to an elected AMC member for selection of a new panel in accordance with section C (Selection of a Regional Hearing Panel). The AMC member may, but need not, be the same as the one who supervised the original hearing. All members of the original panel are barred from service on the new panel. The new panel shall conduct a new hearing regarding the original matter in accordance with section D (Conduct of Regional Hearings). The new panel shall not have access to the ruling(s) or record(s) of live hearing(s) of the original hearing, but shall have access to any and all documents submitted in the original hearing at the request of any party to the AMC member supervising the hearing. The AMC member shall obtain copies of the requested materials from the chair of the first hearing panel within fifteen days. The record and documents from the original proceeding shall continue to be preserved in accordance with subsection D.(10).
   d. No appeal on the basis of bias shall be heard after substantially similar rulings by two hearing panels.

F. Miscellaneous.

1. Every member, employee, and entity of Mensa shall cooperate with arbitration panels by furnishing information or documents. Documents furnished may be originals or copies; in the case of copies, the person responsible for furnishing same must certify that the copies are full, true, and complete copies and that, unless otherwise expressly stated, nothing has been omitted, altered, or added.
2. All parties to a pending dispute are prohibited from transferring their memberships by preference to another Local Group while the dispute is pending.
3. Members who are suspended from a Local Group, or from holding office in a Local Group, are ineligible for reinstatement during the period of suspension.

APPENDIX 7: GUIDELINES FOR LOCAL GROUP SEPARATIONS

(See 1981-043)

The following guidelines are intended to be an aid to a Local Group which is in process of dividing to form separate Local Groups. We stress that COOPERATION is the key to a successful separation, and that with cooperation these guidelines become merely a checklist during the process, instead of an aid to sorting out problems during or after a difficult separation.

I. THE SEPARATION PROCESS. It is very important that the two groups have an agreement as to the separation process and the involvement of each of the groups BEFORE the actual separation! Many of the future Local Groups in American Mensa will be created by this method, thus the cooperation of the parties involved, and the RVC, is essential.

   A. BALLOTING, OR BY MUTUAL AGREEMENT. If the upcoming separation is the result of planned growth and independence, then the separation may be accomplished by mutual agreement of the LocSecs and the RVC, with a publicized note that any member wishing to be assigned to the parent group rather than the new group may do so with a letter to the RVC. If there is a question as to the desires of the membership, then all members of the proposed new group should be balloted by, or under the supervision of, the RVC as to their preference: (1) To separate and form a new group; (2) To separate, but that the individual wishes to remain a part of the parent group by preference; or (3) Not to separate. There should be ample time for the membership to consider this action, and comments pro and con may be presented with the ballot.

   B. BYLAWS. All groups must have Bylaws which have been approved, prior to their separation, by the AMC. A suggestion is that the Model Bylaws, which meet the Minimum Standards, may be adopted by the members of the proposed new group, with the group's information being inserted where pertinent. This will ensure rapid approval of the bylaws by the AMC, and amendments may be added by the Local Group later as needed and with the approval of the AMC.

   C. BUDGET. Prior to the separation the new group should work with the officers of the parent group AND the RVC to establish a proposed budget to cover its first year of operation. Factors in this budget should include INCOME, such as membership and newsletter subsidies, RVC grants, loans, special fund-raisers, and possible separation payments from the parent group, and EXPENSES, such as the newsletter and administration, operations and recruiting needs.

   D. OFFICERS. The election of officers of the new group may be done in conjunction with the adoption of bylaws before the actual separation, or by a separate election after the group has separated from the parent group.

   E. PUBLICATION. In many cases, the parent group may choose to run (for one or several months) a part of their newsletter which has been prepared by the separating group. An alternate is that the RVC may provide funding and labels for the fledgling group to get its newsletter started several months prior to the separation.

   F. AMC APPROVAL. The new group becomes recognized as a part of American Mensa through approval of its status as a Local Group by the American Mensa Committee, acting on a motion and recommendation presented by the RVC of that Region.

II. FUNDING. Funding for the new group is one of the most important factors in helping it to get started. It must be remembered that most Local Groups began when there were no membership or calendar subsidies, and that their treasuries represent careful administration of their funds - they received no "windfall" payment when they started. The sources of funding for the new group are as follows:

A. MEMBERSHIP SUBSIDY. The present (since 13-Jan-2007, see 2007-015) subsidy to Local Groups is $.82 monthly per member. A Local Group will receive a minimum of $33 each month they have 40 members or fewer.

B. NEWSLETTER SUBSIDY. The National Office shall receive the newsletters of all Local Groups. If the Local Group is unable to upload or email the newsletter monthly, the group shall be funded at 70 cents per printed issue mailed to the National Office, per ASIE 2009-026 as amended by ASIE 2013-033f.

C. RVC FUND GRANTS. RVC funds are available at the discretion of the RVC to help support the groups, their newsletters, special projects, etc.

D. ASSETS FROM THE PARENT GROUP. In the case of some larger groups, the parent group may have sufficient assets that the separating group may ask for a portion of the treasury, as follows:

1. PHYSICAL ASSETS. Except in the case of equipment purchases shortly before the separation, the physical assets of the parent group should not be considered as part of any division.
2. RG FUNDS. Proceeds from the last Regional Gathering which the group may have held may be divided according to the percentage of attendees from the separating group, after first subtracting any outstanding bills, and any ongoing "float" which is held to finance the startup of the next RG.
3. GENERAL TREASURY. This committee does not recommend any fixed division of the treasury of the parent group, since it is extremely difficult to determine which portion of the funds are actually from membership or calendar subsidies, and which are a result of the parent group's careful administration or their own fund raising activities. A division of the treasury may be made after first subtracting any outstanding bills, RVC fund grants, and funds which were obtained from the parent group's own fund raising activities. If any division is made in this manner, it should be agreed upon by the officers involved and the RVC well in advance of the actual separation.
4. DISTRIBUTION. Proceeds from the parent group may be assigned from the parent group over a period of time, such as 6 months, rather than a lump-sum payment.
5. NOTE: Other factors, such as the new group having separated in the past, may be taken into account in deciding if there will be any division of the parent group's assets. This is an area where RVC funds may play a great role, since in many cases the parent group may have no appreciable assets.

In conclusion, this committee would like to stress that COOPERATION is the key to a successful separation, and in turn to the healthy growth of new Local Groups through the separation process.

Respectfully submitted,
[original signed by]
David Felt, Chair
Subcommittee on Local Group Separations
Subcommittee members:
Hans Frommer
Jacquie Gentry
David Humes
David Mann
Len Rickard
Roy Saper

EDITOR's NOTE: Retyped August 1997 by Russ Bakke; financial amounts updated to current practice.

APPENDIX 8: POLICIES REGARDING MENSA'S TRADEMARKS AND SERVICE MARKS

(See 1996-026, 1999-006, 2004-099 and 2014-002i)

The word Mensa is both a part of our corporate and trade name, American Mensa, Ltd., and a mark registered with the U. S. Patent and Trademark Office. Our logo, the stylized M and design, is also a registered mark. Both marks are registered as trademarks and as service marks.

The marks are among Mensa's most valuable assets. In order to protect Mensa's rights in the marks, their use must be limited. This policy statement sets forth the conditions under which the marks may and may not be used. All arrangements for commercial use of the Mensa name initiated after the date this policy is adopted are subject to this policy.

I. Entities directly related to Mensa may use the logo or Mensa marks in conjunction with activities conducted for the benefit of a Local Group, a regional gathering, the American Mensa Education and Research Foundation, etc., subject to the following standards:

   A. The logo should be reproduced in a solid, unbroken tone on a solid, unbroken background. If enlarged or reduced in size, the relative proportions of each component of the design must remain unchanged.
   B. The logo may be reproduced in any light color on any dark color or vice versa. The segments within the globe are always to be in the same color as the rest of the background.
   C. The logo may be used in a central position for a symmetrical layout, or offset to one side for an asymmetrical layout, but it should never be placed symmetrically on both sides of a layout. The logo should always be reproduced upright, never on a slant.
   D. The logo may, if desired, appear more than once in a layout (e.g., it could be used beside a series of paragraph headings), but should not be reproduced in more than two sizes on one page or panel. The logo may not be used to form a repeating pattern or border.
   E. The logo may not be used in conjunction with any other elements in such a way that these elements could be interpreted as being a part of the logo design. If a line of lettering is to be placed centrally above or below the logo, its length must not be less than 2w - 2h, where w = the width of the logo and h = the vertical distance between the logo and the lettering.
   F. It is permissible to encircle, or partly encircle, the logo with lettering so long as the logo is enclosed in a frame, and conforms to section I.H of these Policies and Rules. The minimum area of clear background left and right of the logo should be one sixth of the width of the logo, and above and below, one twelfth of the width of the logo.
   G. The Mensa logo may not be used as a substitute for the letter M in Mensa, or as any letter in any other word.
   H. When the logo is enclosed in a frame, such frame should normally be not less than three times the width of the logo in its greater dimension, and not less than five times the square of the width of the logo in area. It may exceptionally be enclosed in a smaller frame if there is some special practical or aesthetic necessity for this arrangement. In this case no other matter may be included within this frame.
   I. The logo may be reproduced in three dimensions, but the design and the background should each be in one plane. However, an exception may be made in the case of the segments within the globe, which may be on an intermediate plane or, if desired, on the same plane as the design. In this case the design would have to be in a contrasting tone to the background. The background may be textured, but not boldly patterned.

J. Adjacent to at least one prominent use of the logo and/or the Mensa owned marks on each document or article should be the (R) symbol to give notice that the logo and/or marks is/are registered trademarks or service marks.

II. Without the express permission of the American Mensa Committee, neither the logo nor the Mensa mark may be used:

A. By any person or group for non-Mensa purposes.

B. Within the name of a Special Interest Group (SIG), its newsletter, or on any products produced or distributed by the group. The International Name and Logo Protection Committee may give such permission for International SIGs. To be eligible for such permission, whether from the AMC for national SIGs or by the international committee for International SIGs, the SIG must include only Mensa members as SIG members, and the SIG may express opinions only if it makes clear that said opinions are not those of Mensa.

C. On personal stationery unless the word member or other indication of its non-official use accompanies the mark.

III. If the logo or Mensa mark is to be used on an item for sale, the request for permission to use the mark must include a description of the item and its design, the anticipated cost, the intended sale price, and the name of the entity that will receive the profits from the sales. The request must be signed by the person in charge of the Local Group, regional gathering, etc., that will be making the sales. If permission is granted, all advertisements of the item must note that the use of the logo or Mensa mark has been authorized or licensed by American Mensa, Ltd.

IV. AML's policies regarding Mensa's Trademark and Service Mark are revised to conform with the revised policies and standards adopted by Mensa International at the International Board of Directors meeting in October, 1994. The International Name and Logo Protection Committee may give such permission for International SIGs. To be eligible for such permission, whether from the AMC for national SIGs or by the international committee for International SIGs, the SIG must include only Mensa members as SIG members, and the SIG may express opinions only if it makes clear that said opinions are not those of Mensa.

V. All agreements subject to this policy made contrary to this policy are void.

APPENDIX 9: SIGHT POLICIES AND PROCEDURES

(See 2001-075)

I. NATIONAL SIGHT COORDINATOR

A. The AMC appoints and approves a National SIGHT Coordinator. The National SIGHT Coordinator may select an Assistant National SIGHT Coordinator whose name will then be submitted to the AMC for approval.
B. The National SIGHT Coordinator should attempt to enlist a SIGHT Coordinator from each local American Mensa group. Local groups select and submit a candidate's name to the National SIGHT Coordinator for approval and confirmation (see below for procedure). The LocSec may act as a temporary SIGHT contact for any Local Group that does not already have one until such time as a Coordinator is in place.
C. The National SIGHT Coordinator and the National Office shall notify each other promptly as changes or updates are received and shall coordinate their lists to prepare for the *Mensa Bulletin* Directory Listings.
D. The National SIGHT Coordinator is responsible for informing the local SIGHT Coordinators of any SIGHT contacts, updates to the program, publicity for SIGHT, and other activities associated with SIGHT. The National SIGHT Coordinator also will ensure that each local SIGHT Coordinator has a complete list of American Mensa SIGHT Coordinators via the *Mensa Bulletin* Directory or other means. The National SIGHT Coordinator will see that any new SIGHT Coordinators have a SIGHT Manual and all relevant forms and information, including the ASIEs and Appendixes associated with SIGHT. Other means of publicity are encouraged, such as web pages, shared email lists, and newsletters.
E. Members wishing to use the SIGHT program who contact the National SIGHT Coordinator directly will be given the contact information of the destination SIGHT Coordinator. It is advisable to supply any Guest with general SIGHT information, including any required forms. This ensures that all parties are aware of expectations. In a continuing effort to improve the program, evaluation on the SIGHT experience is encouraged for participants.
F. A SIGHT Coordinator experiencing any problem with a Guest or Host, or a Guest or Host experiencing any problem with a SIGHT Coordinator, is encouraged to make use of the SIGHT program's Complaint Form. This form may be submitted to the National SIGHT Coordinator. However, SIGHT Guests, Hosts, and Coordinators are encouraged to settle disputes locally whenever possible.
G. 7. American Mensa encourages and supports the International SIGHT Program and works closely with the International SIGHT Coordinator. The aim of the SIGHT program is to not only bring U.S. SIGHT Coordinators together in mutual interest, but also to forge closer international unions among respective SIGHT participants.

II. LOCAL GROUP SIGHT COORDINATOR SELECTION PROCEDURE

A. Each local chapter is encouraged to select a SIGHT Coordinator for their group. The LocSec or outgoing SIGHT Coordinator should discuss the position with the volunteer SIGHT Coordinator and give him or her any current printed information on the program - including a SIGHT Coordinator/Host Registration Form (of which use is encouraged), which is sent to the National SIGHT Coordinator. Information on the SIGHT program will be available on the Mensa Web site, from the National SIGHT Coordinator, and also from the National Office. Each LocSec should have a SIGHT Manual, which they should provide the nominee for review.

B. Each Local Group's selection of a SIGHT Coordinator shall be by the procedure outlined in the Local Group's bylaws for selection of appointed officers. For example, some groups may do this by LocSec appointment, whereas other groups may do this by LocSec appointment with ExComm approval or by other methods.
C. The LocSec, on behalf of the Local Group, submits the information on the SIGHT Coordinator candidate to the National SIGHT Coordinator. The submission should include name, membership number, address(es), email(s), confirmation that the Mensa member is in good standing, and contact information.
D. The National SIGHT Coordinator shall contact the nominated chapter SIGHT Coordinator directly and ask for the completed SIGHT nominee information. This may be via a Registration Form, which may be emailed, printed and sent via regular mail, or faxed to the National SIGHT Coordinator.
E. Selection of local SIGHT Coordinators is a joint local and national appointment. Upon review of the Local Group's nomination, the National SIGHT Coordinator shall promptly inform the successful nominee, LocSec, and the National Office of the confirmation. The National Office shall publish the new SIGHT Coordinator's name in the next available directory issue of the *Mensa Bulletin*. The LocSec or Editor should announce the new SIGHT Coordinator's appointment in the local newsletter; the newsletter should continue to list the SIGHT Coordinator information in the officer listings. If the nominee is not appointed, the National SIGHT Coordinator and the LocSec will work together to find a SIGHT Coordinator for the group.
F. Each SIGHT Coordinator shall maintain a list of all available Hosts in the Local Group. This list should indicate name, location, availability of public transportation if any, smoking or non-smoking preference, any pets in the home, and other pertinent items that might affect a particular Host-Guest matching. The SIGHT Coordinator is not required to serve as a SIGHT Host.
G. A local SIGHT Coordinator may enlist the volunteer efforts of SIGHT Hosts within a chapter, via publicizing SIGHT at local meetings, articles in the newsletter, mailings, etc. SIGHT Host names and pertinent information should be kept by the local SIGHT Coordinator for help as required. Some SIGHT Coordinators, as an example, may not wish to have Guests in their homes, and may secure one or more Hosts who will volunteer accommodations.

APPENDIX 10: NATIONAL PUBLICATIONS GUIDELINES

(See 2004-121, 2006-054, 2010-024, 2014-002c, and 2016-003)

American Mensa Ltd National Publications Policy

"American Mensa Ltd (AML) National Publications" is defined as including the Mensa Bulletin, membership guides, and AML Internet Services.

Purpose. The purposes of AML National Publications are:
1. To provide a channel of communication to and among the membership of American Mensa.
2. To provide a forum for the exchange of opinions and ideas among Mensa members.
3. To stimulate Mensa activities and interest in the organization.
4. To augment the organization's public relations efforts where possible.
5. To promote the overall health and growth of the American Mensa organization.

Functions. The functions of the publications shall be as follows:
1. To communicate to the members information as is specifically required or suggested by the Bylaws.
2. To transmit to members such other information or materials not specifically required or suggested by the Bylaws, but which could most economically and effectively be distributed as a part of the Publications.
3. To publish reports on activities within Mensa that are deemed to be of interest or value to the membership at large or to significant portions of it.
4. To provide items for the enlightenment, edification, enjoyment, or amusement of the membership as a whole or of significant numbers within the membership.
5. To provide a forum for reasonable debate and exchange of opinions among the members.
6. To provide a vehicle for advertising such services, merchandise, concepts, and communications as members might find worthy of attention.
7. To augment the efforts of the Leadership Committee by providing print and online guides for officers.

Management. The Communications Officer (CO) as the designated publisher's spokesperson for AML National Publications shall report to the Board regarding the functioning of the Publications. With the Communications Committee, the CO shall provide the Communications Director, Editor of the *Mensa Bulletin*, and other communications staff goals, policies, and guidance for the publications.

The Communications Director and the Bulletin Editor are paid staff positions in the National Office that are managed by the Executive Director. Advertising billing and other business matters pertaining to advertising shall be the responsibility of staff as designated by the Executive Director, who shall coordinate with the Editor as required. The staff are responsible for relationships with outside vendors and for the editing and implementation of the publications.

Staff are required to publish official communications of the Board and the National Ombudsman. These will normally be requested by the Board as a body, or by the AML Chair or the Communications Officer.

Requests for publication of material by individual Board officers, acting in the proper performance of their duties, will normally be honored. If the Communication Director or Editor have questions as to either the propriety of publication, or the length or suitability of material, the Communications Officer or the AML Chair should be queried prior to publication.

Communications staff are not required to publish "*in toto*" any material except official Board communications, and will often need to edit by digesting, excerpting, cutting, or rephrasing submitted material to accommodate effective communication within the constraints of space. Such editing is the prerogative of the Editor

Publications are subject to approval by the Communications Officer and other relevant parties.

Advertising. Advertising in publications is subject to the acceptance policies established by the Communications Officer and Communications Committee in consultation with the Marketing and Communications Directors, Managing Editor and Internet Services Manager. Advertising rates for the publications shall be set by the Communications Officer, in consultation with the Managing Editor, Internet Services Manager, and Marketing and Communications Directors, and with the advice and approval of the AMC Executive Committee.

Advertising solicitation, orders, scheduling, and billing for the *Mensa Bulletin* shall be the responsibility of the Managing Editor with the necessary instructions and materials in proper time for publication.

Mensa political ads will not be accepted in AML's national publications.

Advertisements for other IQ societies shall clearly indicate the absence of affiliation with Mensa at the advertisers' expense. Advertisements for IQ tests shall indicate at the advertisers' expense whether the tests are qualifying tests for Mensa membership.

The *Mensa Bulletin*. The *Mensa Bulletin* is the national, printed publication of American Mensa, Ltd, is produced and distributed to all members of American Mensa, and is considered to be the only "national publication" for the purposes of notices intended for the entire membership. A designated amount of each member's dues is stipulated as a subscription payment for the *Mensa Bulletin*. When members share a single household, one copy of the *Mensa Bulletin* may be sent to the household with a reduced rate for members other than the first, but other copies shall entail the full rate. As bigotry and prejudice are antithetical to the nature of AML, such content is unacceptable for publication. The National Office, after consultation with the AMC Executive Committee, may decline any subscription request for the *Mensa Bulletin* that is submitted by any non-member of Mensa.

Internet Services. AML’s Internet Services are defined as all national services provided by AML and using the name "American Mensa" on the Internet. Included are Web sites, electronic announcements, listservs, chat and forum communities, and other social media venues approved by the AMC or authorized designee. Access to the AML publications, including online forums, does not entitle members to unlimited choice of expression in those mediums. Detailed policy and guidelines for Administrators of Internet Services may be found in Appendix 23 of AML’s Actions Still in Effect.

Guides. American Mensa's guides include officer-based guides designed to facilitate officer transition, provide a centralized location of specific duties, and to augment the Leadership Committee and program. Guides and ancillary materials are transitioning to primarily online content, and there will be download and print capability for those who request a printed version of a guide. The production, maintenance and editing will be done by a staff production manager. The production manager for our guide resources is responsible for establishing the regular schedule of review and revisions for all guides. The production manager is responsible for all general editing and layout duties, whether the templates are a part of our Web efforts or printed versions. He or she will also ensure that all guides are consistent with AML style and kept up-to-date with ASIEs, organizational, and general contact information. Because of the information management processes in place on the AML Web site and with publications, the production manager will update all materials and guides, in all provided formats,

quickly and easily after policy or contact changes that affect the contents occur, resulting in consistently current training and reference materials.

A volunteer Guide Coordinator will be appointed by the Leadership Development Officer. This individual will coordinate with a sub-committee of the Leadership Development Committee, officers, appointees, staff, and qualified writers to review and revise the content (exclusive of routine policy, organizational, and contact information types of content), based on the schedule established by the production manager. The Guide Coordinator will serve as the liaison between the reviewers, writers, and the production manager to ensure that communication occurs and deadlines are met. An ideal Guide Coordinator will have wide-ranging experience at many volunteer positions and positive connections with active, experienced officers and former officers all over the country. The Guide Coordinator may also identify officer needs that have not been addressed in any guides and work with the production manager and Communications Officer to develop new guides. Mensa International may reprint fully or in part, or abstract from, any of the guides published by American Mensa, Ltd., provided credit is given to American Mensa. Ltd., and to the author(s), where known.

Copyrights. American Mensa Ltd regularly encounters three different copyright situations:

1. Member-submitted content for publication in Mensa related publications, including letters, art, and photographs in the *Mensa Bulletin*, the Online Community, or other membership publications. For these works, the copyright is retained in full by the member. In any publication of American Mensa Ltd., copyrighted material may not be reprinted without the prior permission of the copyright owner; therefore, editors of Mensa publications will request from authors and artists a limited copyright assignment that allows AML to both use and grant reprint permission for his/her work in both print and electronic forms.
2. Committee-developed or volunteer-edited compilation publications such as leadership training materials, CultureQuest®, graphics, event logos, and web content for events. American Mensa requires a complete transfer of copyright from the author(s) of these items to AML and, to that end, will request that each of the members involved in the publication sign an agreement transferring all rights to AML prior to being part of the project.
3. Content created by staff or any paid freelancer. Those works are automatically considered works made for hire and, as such, AML owns the copyright on that material from the beginning. No transfer of copyright is required.

   The Executive Director, on behalf of American Mensa, Ltd. may grant the right to reprint, fully or in part, or abstract materials from any AML publication. AML requires that credit be given to American Mensa, Ltd. Where AML does not otherwise have the right to allow reprinting or abstracting of the materials, the Executive Director will not make such grant unless a respective Non-Exclusive License of Copyright is on file.

APPENDIX 11: ANNUAL GATHERING BID GUIDELINES

(See 2003-028, 2005-012, 2005-013, 2005-014, 2005-091,
2012-004, 2013-034 through 2013-045, 2014-027, 2016-007 and 2018-009)

An AG is a joint endeavor of the AMC and the AG committee. What follows is information about what is expected of an AG Committee. Throughout this Appendix, the term “Host Group” and “AG Committee” are considered interchangeable.

The Events Committee will authorize people to represent AML in hotel negotiations prior to any contact with hotels, CVBs, or other venues being made. All proposed AG hotel contracts are first considered by the Site Selection Committee, which may vote to recommend the contract to the AMC, vote to send to the AMC without recommendation, or vote to reject the contract.

The AMC may vote to accept, accept with conditions, or reject any contract. Following acceptance of the contract, the National Office will work with legal counsel to refine hotel contracts for AML signature. It is suggested that hotel be notified of this in advance and advised that final approval could take 30+ days following acceptance of the contract.

Members interested in being appointed AG Chair must contact the Events Committee for an AG Chair application packet at least 60 days prior to the AMC meeting where the AG Chair will be appointed and provide information on proposed key committee members and the vision for the AG. AG Chair must be willing to serve on the committee and attend the AG the year prior to the year they chair if they have not attended an AG within the previous 2 years. The Events Committee may vote to recommend the AG Chair application to the AMC, vote to send to the AMC without recommendation, or vote to reject the application. Selected AG Chair will be funded to travel to both the year prior to their AG as well as to the AG for which they are chair if outside of their Local Group. Funding will only be provided to two Co-Chairs.

ANNUAL GATHERING HOST CONTRACT FOR ANNUAL GATHERINGS

This contract is entered into by and between American Mensa, Ltd. ("AML") and _____ (AG Committee or Special Interest Group[s]), which has been designated by the American Mensa Committee ("AMC") to serve as the AG Committee for the_____Annual Gathering ("AG") of AML. The parties acknowledge their awareness of, and agreement to, the following conditions, responsibilities, and requirements.

1. The AG Committee agrees to comply with those minimum standards set out in Appendix A hereto and acknowledges the recommendations set out in Appendix B hereto. The AG Committee further acknowledges that it will make every effort to comply with any changes to the minimum standards that occur between the effective date of these guidelines and policies and the AG.
2. AG Committees will be responsible for development of the program, identification of speakers, promotion of the event, and delivery of the actual program. "The program" in this context includes such areas as hospitality, white hats, and tours as well as speakers, games, tournaments, etc.
3. American Mensa (AML) will have financial responsibility for the AG. All AG profits go to AML, and all AG losses are absorbed by AML. The AG's budget shall be mutually developed and agreed to by AML and the AG Committee. AML shall have final say and execution authority over the final budget of the AG.
4. Prior to signing any contract regarding facilities or meal functions, the AG Committee shall forward a clear and complete copy of such contract to the AML National Office. Within 10 business days after receipt of same by the National Office, the AMC (or its designate) shall review the hotel contract and shall advise the AG Committee of any required or suggested changes to such contract. The AG Committee agrees to co-operate with the National Office and the AMC in attempting to negotiate with hotels and vendors terms requested by the National Office or the AMC following review of the draft contract.
5. The AML Chairman or AML's Executive Director is to be an official signatory on the AG Hotel Contract. In addition to the AG Hotel Contract, the AML Chairman or AML's Executive Director must also be a signatory on any AG contract which exceeds $5,000, as well as the banquet event orders.
6. Although the AG is a joint venture between the AMC and the AG Committee for the benefit of all the members of AML, the AMC ultimately bears the responsibility for the production of an AG. Therefore, the AMC must be kept informed of the progress being made by the AG Committee with respect to preparations for the AG. The AG Committee shall provide progress reports to the designated AMC liaison according to the following schedule: quarterly from the effective date of this contract until six months before the AG, then monthly until the books are closed after the AG. The reports shall contain the information requested in the minimum standards (Appendix A hereto). In addition, the AG Committee shall furnish to the AMC its tentative program, including dates, times, and room assignments for all scheduled events, no later than 12 weeks prior to the AG. If the AG preparations are proceeding according to the Plan, the AMC will generally not actively participate in such preparations (except as provided in the minimum standards). Should any matters arise that have the potential to seriously affect the Plan, the AG Committee shall promptly notify the AMC of same. The AG Committee must consult with the AMC prior to making any material changes to the Plan. By way of illustration, but not limitation, the following are examples of matters that could seriously affect an AG and which must be promptly reported to the AMC: any contract or hotel related problems, substantial cost escalation, major program changes, need to change facilities, need to limit attendance (either overall or at specific events), discord within the AG Committee, changes in the management of the AG Committee, advance registrations falling short of projections, and/or a substantial projected net financial loss. In the event that it appears to the AMC that the AG Committee is or may be unable to perform its obligations hereunder, then the AMC shall notify the AG Committee of the AMC's concerns and

shall give the AG Committee a reasonable amount of time to take corrective action. In the event that the AG Committee is unable or unwilling to effect corrective action, then, in the sole judgment of the AMC, the AMC shall have the right and obligation to (i) assume the management of the AG; and/or (ii) revoke its award to the AG Committee, and/or (iii) designate another host for the AG.

7. The AG host committee shall work with the *Mensa Bulletin* Editor and Communication Team at the national office to develop a promotion plan for the AG which will include development of a theme and graphics, web site graphics and content, *Mensa Bulletin* advertising, web promotion, email blasts and social media.
8. Advance registration processing, online registration, financial accounting (receivables and payables), and financial oversight of onsite registration, exclusive of providing non-staff volunteers to staff onsite registration, will be handled by National Office staff. The AG Committee shall appoint a Registrar to work with the National Office in these areas.
9. The AG Committee shall submit a final report on non-financial aspects of the AG to the AMC within 120 days of the conclusion of the AG.

_____ _____
AG Chair(s) Date

_____ _____
AML Chairman Date

APPENDIX A: ANNUAL GATHERING MINIMUM STANDARDS

1. The AG hospitality area ("Hospitality") shall provide soft drinks (diet and regular, both Coke and Pepsi products if possible), bottled water, beer, wine, coffee, tea, and snacks from the start of the AG until its conclusion, unless state or local laws prohibit or restrict availability of same.
2. The AG Committee may elect to provide buffet meals, sandwich stations, and other special food service in Hospitality. Hospitality plans must be reflected in the AG budget. Items to be served in Hospitality shall be determined by the AG Committee (within hotel limitations) but, at a minimum, shall include non-perishable snacks, chips, chocolate, and healthy alternative snacks. A detailed, meaningful description of the types, quantities, and timings of food and beverages to be served in Hospitality shall be included in AG promotional materials at least six months prior to the start of the AG.
3. Any perishable food must be provided by a licensed caterer or the hotel. If all food is not provided by the hotel, the contract must clearly provide that outside food is permissible.
4. If possible, the Hospitality area shall remain open 24 hours a day for the duration of the AG. Sectional or other closings may be permitted for cleaning. Alcohol hours may be limited by state law. The AG Committee must plan for, and utilize, hotel-provided bartenders to minimize liability issues. This cost must be part of the AG budget.
5. The AMC officers and appointees working with the National Office will schedule and conduct the AMC meeting, Annual Business Meeting (ABM), Leadership Workshops, Foundation activities and Gifted Youth program. The AG Committee shall arrange for suitable space as specified herein.
6. The AG Committee shall provide a space of at least five hundred square feet and no fewer than ten tables for the Mensa Store. This space is to be available for the duration of the AG in a high traffic area. Re-keyable storage should be provided if it is available.
7. Mensa testing during the AG shall be coordinated by the National Office working with the AG Committee or with the local group. Sufficient seating and/or more than one testing session may be needed. Directions to the testing room should be clearly marked at the hotel entrance, and the rooms should be away from noisy activities.
8. A two hour time slot must be reserved for the presentation of the National Awards. This event may be coupled with a meal other than the gala dinner. The program and schedule for the awards ceremony will be coordinated by a member of the AMC or National Office Staff.
9. AG programs should be scheduled and publicized as early as possible, and in no event should the scheduling start later than 90 days prior to the AG. Public relations efforts may also be tied to programming, so the National Office must be kept informed of the AG schedule at all times. The National Office will also inform the AG Committee of anticipated public relations events.
10. The National Office will coordinate with the AG Committee on PR and media efforts. National Office staff will be ultimately responsible for all media contacts, and will designate official spokespersons for AML, in cooperation with the AG Committee. A special registration area for members of the press must be provided, at a location to be jointly selected by the AG Committee and Executive Director. National Office staff will be responsible for staffing this area.
11. The lowest registration rate shall be extended to members of the AMC, National Office staff, members of the Mensa Foundation Board, and international Mensa officers and dignitaries, up until 14 days prior to the first day of the AG. The National Office will normally arrange these registrations. Because of the timing of elections, AMC members may not be able to make registration arrangements during the pre-registration period, but shall still be extended the lowest registration rate. The National Office will coordinate with the Second NatRep of the AMC regarding the international invitations, which will be no more than twelve in number. All AG committee members will pay registration at the lowest rate. For the 2016 AG only, adults who are dues-current members of Mensa will receive a $25 discount on their AG full registration, and youths (under age 18) who are dues-current members of Mensa will receive a $10 discount on their AG full registration. Starting with the 2017 AG, adults who are dues-

current members of Mensa will receive a $40 discount on their AG full registration, and youths (under age 18) who are dues-current members of Mensa will receive a $25 discount on their AG full registration.

12. A time shall be provided at the banquet for introductions of the AMC and appointees, the International AMC and appointees, and other special guests in attendance.
13. Any meal functions should be of sufficient quality so that members receive value for their money. The AG Chairman or AG Chairman's appointee should sample the food contemplated for purchase, and negotiate the menus and prices, if possible during initial contract negotiation. The AG budget may include an expense to cover the cost of the meal plan for the AG Chair(s).
14. Any audio visual arrangements for the AMC meeting, the ABM, Mensa Foundation events, the Gifted Youth program, and/or Leadership Development Meetings will be made by the National Office staff with costs paid by AML.
15. The National Office will set up direct billing arrangements with the hotel. American Mensa will pay for sleeping rooms for AMC and staff members, AMC AV expenses, and any other special order items incurred by the AMC.
16. The AG Committee should plan to make available a place for various official groups to have display tables, if allowable under the hotel contract, for no or minimal charge. These include the next year's AG, Colloquium, and Mind Games host committees and the Mensa Foundation. Representatives from these groups should contact the AG Committee as early as possible during the AG planning process.
17. AG comped room nights are allocated in an ordered list, assigned by category from the top of the list to the bottom, depending on how many comped room nights are earned from the AG hotel(s) for a particular AG. The recommended order and allocation is as follows:
    - 40 room nights for AG Committee (includes AG Chair(s) if not already specified in the hotel contract)
    - 2 room nights for AMC appointees working on the AG (e.g., AG LDW Coordinator, if not covered as an AMC member
    - 5 room nights for AMC-recognized VIPs (e.g., MIL chair, if not covered as an AMC member)
    - 10 room nights for American Mensa staff members
    - 15 room nights for non-Mensa speakers presenting programs at the AG
    - Remainder for use by AMC members

    Committee nights include Program, Entertainment, Hospitality, Registration, Logistics, White Hats, Games, Tournaments, and other positions as warranted.
18. Meeting Room Requirements (For a typical Wednesday - Sunday AG)
    The Annual Gathering schedule must include the following official events:

    Mensa Administration:
    - Thu - all day – AMC Meeting (25 people in a U shape, minimum of 2000 sq ft)
    - Thu - 11:30 AM - 1:30 PM - AMC Lunch (seating for up to 40 people)
    - Thu - 3:00 PM - 6:30 PM - Annual Business Meeting (minimum seating of 250 people, and a stage)

    Foundation:
    - Tue - all day - Colloquium (two rooms - one to seat up to 500 for programs and one to seat up to 500 for lunch)
    - Wed - all day - Foundation Board Meeting (15 people in a U shape)
    - Wed - 11:30 AM - 1:30 PM - Foundation Lunch (seating for up to 20 people)
    - Sat - 5:30 PM - 6:45 PM - Foundation Reception (minimum of 1400 sq ft)

    Gifted Youth:
    - Wed thru Sun - all day - Teen Programming Room (minimum 600 square feet)

- Wed thru Sun - all day - GY Program Rooms (three rooms, minimum 950 square feet each)

SIGs:

- Wed thru Sun - all day - SIGs Program Room (minimum seating for 75 people)

Leadership:

- Wed - 9:00 AM to 6:00 PM - Leadership Summit (1 room for 100 people)
- Wed - 11:30 AM - 1:30 PM - Summit Lunch (seating for up to 100 people)
- Wed - 3:00 PM to 6:00 PM - Meet & Greets (2 rooms, 30 to 50 people)
- Fri and Sat - 8 time slots in a speaker room with AV - LEAP Programs (100 people)
- Fri - 9:00 AM to 7:30 PM - LDW Programs (1 room minimum, 50 to 75 people)
- Fri - 9:00 AM to 7:30 PM - Meet & Greets (1 room minimum, 30 to 50 people, consider a suite if available)
- Sat - 9:00 AM to 4:30 PM - LDW Programs (1 room minimum, 50 to 75 people)
- Sat - 9:00 AM to 4:30 PM - Meet & Greets (1 room minimum, 30 to 50 people, consider a suite if available)

National Office:

- Mon - Sun - all day - Staff Office (minimum 750 sq ft)
- Tue - Sun - all day - Media Room (minimum 400 sq ft)

Mensa Committee Meetings:

- Wed - 3:00 PM - 6:00 PM - Committee Meetings (1 room with table for up to 12 people)
- Fri - 9:00 AM - 5:00 PM - Committee Meetings (1 room with table for up to 12 people)

Receptions:

- Fri - 7:00 PM - 9:00 PM - American Mensa Chair's Reception (Suite or meeting space for 50 to 100 people)
- TBD - Past AG Chairs' Reception (Suite or meeting space for 40 to 50 people)

After an AG is awarded, updates and needed changes to these requirements may be made with the joint approval of the AMC AG liaison, staff liaison, and the AG Chair.

APPENDIX B: SERVICES OFFERED BY THE NATIONAL OFFICE FOR ANNUAL GATHERINGS

The following is a list of the AG-related functions that the National Office staff offers to handle for an AG Committee WITHOUT an increase of staff or the need to charge for any of the services unless noted.

If the AG Chair wishes to use the National Office for any or all of these functions, the arrangements must be made at least 15 months in advance of the AG. Signatures to these arrangements by the AG Chair and the Executive Director will be required.

Logistics

Upon request, the National Office may provide the following services:

1. Hotel liaison following contract signing, coordinating all details of the event.
2. Ordering and coordinating audiovisual needs for the speakers and events.
3. Speaker coordination: This includes making arrangements for hotel and travel; confirming time, place, and fees; and gathering AV requirements.

Other

1. Program – The National Office staff can design the program and have it printed. Deadlines will be set by staff and MUST be adhered to.
2. The AMC recognizes and affirms its long-standing policy that the AG Host Contract and its appendices are subject to modification to meet changing circumstances for particular AGs.

APPENDIX 12: RECORDS RETENTION POLICY

(See 2004-118 and 2009-101)

The retention of records by American Mensa, Ltd., and by the Mensa Education & Research Foundation, together designated as MENSA, shall be governed by this retention policy. The National Office staff, under the supervision of the Executive Director, will administer the policy set forth here.

MENSA's records are maintained for one of four reasons:

Legal – to document the actions of the organization, to support the position of the organization in legal disputes and to prove compliance with laws and regulations.

Operational – to communicate and document the actions of the organization on a day-to-day basis. How records are managed affects the efficiency and cost effectiveness with which the organization is administered.

Disaster Recovery – to assure the continued effective functioning of the organization following disaster or catastrophe.

Historical – to provide for the identification, preservation and use of the MENSA's historical records.

The following policies, approved by MENSA, shall govern the preservation and destruction of MENSA records.

Definition

1. Records generated by MENSA National Office staff or members conducting the national organization's business — correspondence, official printed material, minutes, committee files, financial records, member lists and any other materials generated or received in accordance with their responsibilities — are the property of MENSA.
2. MENSA members covered by these regulations include members of the national organization who perform administrative duties, such as serving in an elected or appointed position at the national level, which put them in possession of records pertaining to their official duties.
3. Records created during a fiscal year (April – March) will be considered to have been created on April 1 of that fiscal year (i.e. FY 2001-2002 records will be created on April 1, 2001.)

Management

1. The Executive Director shall be responsible for the hiring and supervision of the Records Coordinator and may assign the authority and responsibilities of this position to one or more individuals within the National Office.
2. The Records Coordinator shall have the right of reasonable access to examine all current and inactive MENSA records.
3. Members shall be responsible for the transfer of records pertaining to their official duties to the National Office at the end of their term or every two years if still in office. This can be achieved by copying correspondence and Local Group/SIG-related files to the National Office on a regular basis. The Records Coordinator will organize the transfer of records between successive officeholders as necessary.
4. The Records Coordinator and Executive Director may place special conditions of access on any category of records (applying legal restrictions and considerations of confidentiality and privacy as necessary).

5. The retention periods set forth in the Record Retention Schedule represents the minimum retention for those documents. Under some circumstances, the retention periods may be longer than specified in the schedule.

Destruction

1. Property belonging to MENSA is not to be destroyed without notification to the Records Coordinator and Executive Director.
2. When records in storage have fulfilled their retention periods, the Records Coordinator will notify department heads of the pending destruction of the records for their departments (in whatever manner has been designated.) After notification and authorization, the list will be forwarded to the Executive Director for final authorization prior to destruction. Copies of destruction authorizations will be kept for 10 years.
3. If MENSA becomes involved in litigation, or has reason to believe it will become involved in litigation, the destruction of records fulfilling their retention periods will cease. If the records slated for destruction are unnecessary for litigation purposes or are not under any advisement from MENSA's legal counsel, the Executive Director may authorize the destruction of those unrelated items with approval of counsel. The Executive Director will give written direction to the Records Coordinator to suspend any destruction of records and written authorization to resume destruction, in accordance with the retention program.

Record Retention Schedule

American Mensa, Ltd. and Mensa Education & Research Foundation

Record Series	Office of Record	Approved Retention	Storage Act	Storage Inact	Final Disposition	Destruction Method	Date of Retention Fulfillment
account ledgers	Finance	CY+04	01	03	Destroy	Trash	March 31
accounts payable invoices	Finance	CY+04	01	03	Destroy	Trash	March 31
accounts payable ledgers	Finance	CY+04	01	03	Destroy	Trash	March 31
articles of incorporation	Exec	IND	IND	00	Archives	None	Indefinite
awards	Exec	IND	IND	00	Archives	None	Indefinite
awards, nominations/applications	Exec	ACT+02	01	01	Destroy	Trash	March 31
awards, scholarships	Exec	ACT+06	01	05	Destroy	Trash	March 31
background checks, volunteers	Exec	ACT+04	01	03	Destroy	Shred	March 31
balance sheets	Finance	CY+04	01	03	Destroy	Trash	March 31
ballots, AMC	Exec	CY+01	00	01	Destroy	Trash	March 31
ballots, election**	Exec	CY+01	00	01	Destroy	Trash	Individual case
bank deposits	Finance	CY+04	01	03	Destroy	Trash	March 31
bank reconciliations	Finance	CY+04	01	03	Destroy	Trash	March 31
bank statements	Finance	CY+04	01	03	Destroy	Trash	March 31
books, archival copies	Comm	IND	IND	00	Archives	None	Individual case
bylaws/procedures	Exec	IND	IND	00	Archives	None	Indefinite
bylaws/procedures, chapter	see chapter bylaws						
cash books	Finance	CY+04	01	03	Destroy	Trash	March 31
cash dispersements	Finance	CY+04	01	03	Destroy	Trash	March 31
cash journals	Finance	CY+04	01	03	Destroy	Trash	March 31
cash receipts	Finance	CY+04	01	03	Destroy	Trash	March 31
chapter bylaws	Mbrshp	IND	IND	00	Archives	None	Indefinite
chapter funding	Finance	CY+04	02	02	Destroy	Trash	March 31
chapter statistics	InfoSys	IND	IND	00	Archives	None	Indefinite
checks, cancelled	Finance	CY+04	01	03	Destroy	Trash	March 31
committee files	Exec	IND	IND	00	Archives	None	Indefinite
contract documentation	Exec	ACT+06	01	05	Destroy	Shred	March 31
contracts, general	Exec	ACT+06	01	05	Destroy	Shred	March 31
convention contracts	Exec	ACT+06	01	05	Destroy	Shred	March 31

convention planning files	Admin	ACT+06	01	05	Destroy	Trash	March 31
convention registrations	Finance	CY+04	01	03	Destroy	Shred	March 31
credit card statements	Finance	CY+04	01	03	Destroy	Shred	March 31
deposit slips	Finance	CY+04	01	03	Destroy	Trash	March 31
depreciation schedules	Finance	ACY+04	04	00	Destroy	Trash	March 31
donations	Foundation	CY+04	01	03	Destroy	Shred	March 31
donations, bequests	Foundation	IND	IND	00	Archives	None	Indefinite
donations, scholarship agreements	Foundation	IND	IND	00	Archives	None	Indefinite
election results	Exec	IND	IND	00	Archives	None	Indefinite
election/nomination proceedings	Exec	ACT+04	01	03	Destroy	Shred	March 31
email	InfoSys	IND	IND	00	Electronic	None	Indefinite
employee applications/resumes non-hire	Admin	CY+01	01	00	Destroy	Trash	March 31
employee benefits	Admin	CY+01	01	01	Destroy	Shred	March 31
employee bonuses*	Admin	ACT+06	01	05	Destroy	Shred	March 31
employee contracts	Admin	ACT+06	01	05	Destroy	Shred	March 31
employee manuals	Admin	IND	IND	00	Archives	None	Indefinite
employee payroll checks	Finance	CY+07	01	03	Destroy	Shred	March 31
employee payroll records	Finance	CY+07	01	03	Destroy	Shred	March 31
employee payroll registers	Finance	CY+07	01	03	Destroy	Shred	March 31
employee pension plans	Finance	Permanent	01	05	Destroy	Trash	March 31
employee records*	Admin	ACT+06	01	05	Destroy	Shred	March 31
employee testing records*	Admin	ACT+06	01	05	Destroy	Shred	March 31
expense reports	Finance	CY+04	01	03	Destroy	Shred	March 31
expense reports, RVC funding	Finance	CY+04	01	03	Destroy	Shred	March 31
financial reports-annual	Finance	IND	IND	00	Archives	None	Indefinite
handbooks, archival copies	Mbrshp	IND	IND	00	Archives	None	Indefinite
incorporation records	Exec	IND	IND	00	Archives	None	Indefinite
insurance policies	Finance	ACT+06	01	05	Destroy	Trash	March 31
investments	Finance	ACY+07	04	00	Destroy	Trash	March 31
invoices	Finance	CY+04	02	02	Destroy	Trash	March 31
job descriptions	Admin	IND	03	00	Archives	None	Indefinite
journal entries	Finance	CY+04	01	03	Destroy	Trash	March 31
journals	Finance	CY+04	01	03	Destroy	Trash	March 31
leases	Finance	ACT+06	01	05	Destroy	Shred	March 31
ledgers	Finance	CY+04	01	03	Destroy	Trash	March 31
legal proceedings	Exec	IND	IND	00	Archives	None	Indefinite
legal, hearings	Exec	IND	IND	00	Archives	None	Indefinite
legal, trademark	Exec	IND	IND	00	Archives	None	Indefinite
letters of credit	Finance	ACT+06	01	05	Destroy	Trash	March 31
magazines, archival copies	Comm	IND	IND	00	Archives	None	Indefinite
magazines, loose copies	Comm	CY+02	01	01	Destroy	Trash	Individual case
marketing, collateral materials	Mktg	IND	IND		Archives	None	Indefinite
marketing, general correspondence	Mktg	ACT+03	01	02	Destroy	Trash	March 31
marketing, licensing	Mktg	IND	IND		Archives	None	Indefinite
marketing, press clips/videos/photos	Mktg	IND	IND		Archives	None	Indefinite
marketing, press releases	Mktg	ACT+06	01	05	Destroy	Trash	March 31
medical power of attorney	Admin	02#	02	00	Destroy	Trash	March 31
membership listings, data snapshots	InfoSys	IND	IND	00	Electronic	None	Indefinite
membership listings, directories	InfoSys	IND	IND	00	Archives	None	Indefinite
membership listings, life members	InfoSys	IND	IND	00	Archives	None	Indefinite
membership listings, member index cards	InfoSys	IND	IND	00	Active Files	None	Indefinite
membership, benefits & services	Mktg	ACT+06	01	05	Archives	None	Indefinite
membership, general	Mbrshp	CY+01	02	00	Destroy	Trash	March 31
membership, issue-related	Mbrshp	IND	IND	00	Active Files	None	Indefinite

membership, PDQ/privacy releases	InfoSys	ACT+03	00	03	Destroy	Shred	March 31
membership, statistics	InfoSys	IND	IND	00	Archives	None	Indefinite
membership, surveys	Mbrshp	ACT+01	02	00	Destroy	Trash	March 31
membership, surveys results	Mbrshp	IND	IND	00	Archives	None	Indefinite
minutes, annual business meeting	Exec	IND	IND	00	Archives	None	Indefinite
minutes, AMC committees	Exec	IND	IND	00	Archives	None	Indefinite
minutes, AMC	Exec	IND	IND	00	Archives	None	Indefinite
newsletters, archival copies	Comm	IND	IND	00	Archives	None	Indefinite
petty cash records	Finance	CY+04	01	03	Destroy	Trash	March 31
procedure manuals	Exec	IND	02	00	Archives	None	Indefinite
program files	see committee files						
property, building maintenance	Admin	ACT+06	01	05	Destroy	Trash	March 31
property, capital purchases	Admin	L+02	01	01	Destroy	Trash	March 31
property, inventory	Finance	ACY+04	01	03	Destroy	Trash	March 31
property, leasehold improvements	Admin	L+02	01	01	Destroy	Trash	March 31
purchase requisitions	Finance	CY+04	01	03	Destroy	Trash	March 31
receipts	Finance	CY+04	01	03	Destroy	Trash	March 31
record destruction documentation	InfoSys	ACT+10	01	09	Destroy	Trash	March 31
records management procedures	InfoSys	ACT+10	01	09	Destroy	Trash	March 31
royalty reports	Finance	CY+04	01	03	Destroy	Trash	March 31
sales receipts	Finance	CY+04	01	03	Destroy	Trash	March 31
sales records, membership renewals	Finance	CY+04	00	04	Destroy	Trash	March 31
sales records, transaction ledgers	Finance	CY+04	02	02	Destroy	Trash	March 31
sales records/orders	Finance	CY+01	01	00	Destroy	Trash	March 31
securities sales	Finance	CY+04	00	04	Destroy	Trash	March 31
shipping	Admin	CY+01	02	00	Destroy	Trash	March 31
software licensing	InfoSys	ACT+05	01	04	Destroy	Trash	March 31
speaker release forms	Admin	IND	00	IND	Archives	None	Indefinite
stock investments	Finance	ACY+04	01	03	Destroy	Trash	March 31
tax returns	Finance	CY+04	04	00	Destroy	Trash	March 31
testing records, home tests	Mbrshp	120d!	120d!	00	Destroy	Shred	Individual Case
testing records, original/archival copies	Mbrshp	IND	IND	00	Archives	None	Indefinite
testing records, prior evidence	Mbrshp	IND	IND	00	Archives	None	Indefinite
testing records, proctor files	Mbrshp	ACT+04	01	03	Destroy	Shred	March 31
testing records, score requests	Mbrshp	CY+04	01	03	Destroy	Shred	March 31
testing records, supervised testing	Mbrshp	IND	IND	00	Archives	None	Indefinite
testing records, Testing Method Evaluations	Mbrshp	ACT+01	01	01	Destroy	Trash	March 31
travel expenses	Finance	CY+04	01	03	Destroy	Shred	March 31
trial balances	Finance	CY+04	01	03	Destroy	Trash	March 31
warehouse inventory records	Finance	ACY+04	01	03	Destroy	Trash	March 31
web site documentation	InfoSys	IND	IND	00	Archives	None	Indefinite

ACT-while matter is active; ACY-Active through current year; CY-current year; IND-indefinite; L-Life

* denotes part of personnel files
** records kept by election agency
\# medical powers of attorney should be retained indefinitely if they have been exercised
! 60 days following publication of results in the magazine

APPENDIX 13: MINIMUM STANDARD BYLAWS FOR LOCAL GROUPS OF AMERICAN MENSA, LTD.

Adopted by the AMC by ASIE 2017-007 on April 1, 2017

INTRODUCTION

The purposes of minimum standards for local groups' bylaws are to protect the fundamental interests of all members and of Mensa, and to prevent recurring conflicts and problems in local group administration.

Most of the Minimum Standard Bylaws start with "A statement that …" or "A description of …" or "A provision stating …" or similar language. This language allows each local group to choose how to fulfill the requirement in its bylaws. Local groups may also incorporate many other concepts not contained in the Minimum Standards so long as they do not conflict with any Minimum Standards. The mechanism that is used to ensure that all local groups' bylaws comply with the Minimum Standards is review by the national Bylaws Committee before the bylaws, or bylaws amendments as the case may be, become effective. The Bylaws Committee acts for the American Mensa Committee (AMC) in this regard.

The then-current requirements of the Minimum Standard Bylaws are included in every local group's bylaws at all times, whether they are explicitly stated in the group's written bylaws document or not. (See ASIE 1984-104, below.) In other words, the minimum requirements are enforceable even if they are not explicitly contained in a group's bylaws. However, the only way to update a local group's bylaws document is to go through the amendment process in MSB section 7 below, i.e., have the membership vote on the change(s) and have the AMC approve the change(s). "Automatic updating" of the bylaws document to reflect changes in the Minimum Standard Bylaws is not permitted. It is, of course, less confusing to the local group's governing body and membership when all the policies are contained in one continuous document.

If in doubt about any Minimum Standard, please contact the Bylaws Committee chair or your RVC for clarification.

MINIMUM STANDARD BYLAWS

1. DEFINITION OF THE LOCAL GROUP: The following is required:

   A statement of the name of the local group and that it is a local group of American Mensa, Ltd. (AML), and is subject to the Constitution of Mensa, the Bylaws of AML, and the resolutions adopted by the American Mensa Committee (AMC). (See Clarification 1 and ASIE 1995-024 below.)

2. MEMBERSHIP: The following is required:

   A. A statement that membership in the local group shall be open to all members of AML in good standing in the geographic area assigned to the local group by the AMC, or as otherwise assigned by AML. (See Clarification 2A.)

   B. A statement that Mensa members in good standing, including those who are not also members of the local group, are welcome to participate in the social activities of the local group at the discretion of the host or hostess. (See ASIE 0000-111.)

   C. A statement that the National Ombudsman, his surrogate, the Regional Ombudsman, and members of the AMC shall be permitted to participate in the business affairs of the local group in the discharge of their official duties. (See Clarification 2C and ASIE 2013-056.)

3. OFFICERS AND DUTIES: The following is required:

   A. A statement that an officer is defined as any person whose position is specified in the local group bylaws or who is appointed by the governing body, or a member thereof, to a position with a title and specific responsibilities. All local group officers, whether elected or appointed, must be current members in good standing of AML. (See Clarification 3A.)

   B. A description of the governing body of the local group and of its composition, and a statement that the governing body conducts the business of the local group. No more than one-half of the voting positions on the governing body may be appointed positions; however, there may be as many non-voting appointed positions as desired. If any appointed positions have votes on the governing body, these must be specified in the bylaws. (See Clarification 3B.)

   C. A statement that all voting members of the governing body must also be members in good standing of the local group. (See Clarification 3C.)

   D. A listing of the elected officers of the group, of which there must be a minimum of three, with a defined order of succession or other means of immediately and automatically filling a vacancy in the position of Local Secretary. A replacement for an elected officer is considered to be an elected officer whose term of office ends with the next regular elections.

   E. A listing of the duties of elected and appointed positions, their terms of office including starting and ending dates, and how vacancies shall be filled. The term of office of appointed officers and committees may not exceed the term of office of the officer or governing body appointing them, except that those officers (such as ombudsmen) or committees (such as regional gathering) whose functions extend past the end of the current term of office may remain in office, but are subject to removal by the succeeding officer or governing body that would otherwise appoint them. (See Clarification 3E.)

i. The chief executive officer of a local group may be titled Local Secretary, President, or Chairman, whichever one or more the group prefers; however, no local group may have, as separate officers, more than one of the three. He or she shall be the chief point of contact between AML and the local group. The Local Secretary shall notify AML (through the National Office) and the Regional Vice Chairman (RVC) for the local group within two weeks of the results of elections and of changes in the officers of the local group. (See Clarification 3Ei.)

ii. The duties of the Treasurer must include providing the Local Secretary (or designee, who must also be a voting member of the governing body) statements from banks and any other institutions where the group's money is deposited, at least quarterly. The Treasurer must submit to the governing body a financial report, not less than twice each year (at approximate six-month intervals), that must also be published in the official publication. The report shall contain schedules of income, expenses, and balances for all funds under the control of the local group, including regional gathering, scholarship, and other special funds. All accounts shall be separate accounts in the name of the group, and shall have more than one signatory so that funds can be accessed in the temporary absence of the treasurer, who shall be one of the signatories. The Treasurer shall also maintain a listing of all equipment owned by the local group. (See Clarifications 3Eiia and 3Eiib.)

iii. The duties of one of the officers are to include the taking and maintaining minutes of meetings of the governing body. (See Clarification 3Eiii.)

F. A statement that elected members of the governing body may be removed from office by means of a recall election, using the procedures specified in MSB section 6.

G. A provision stating that any voting officer may be removed from office for nonattendance at business meetings. (See Clarification 3G.)

H. A statement that the local group shall select one or more ombudsmen to pursue local resolution of disputes and perform such other duties as may be required of all local group ombudsmen by AML. (See Clarification 3H.)

I. A statement of how appointed officers are appointed to office and how appointed officers may be removed from office. (See Clarification 3I.)

J. A provision requiring annual financial reviews at approximately twelve-month intervals. This review shall be conducted by someone who was not involved in the issuing or collecting of money during the review period, and shall include viewing statements from banks and any other institutions where the group's money was held during the review period. (See Clarification 3J.)

K. A statement that all officers, elected or appointed, shall turn over all files; equipment; computer applications, along with associated user IDs and passwords; and materials pertaining to their offices to either their successor(s), to the current Local Secretary, or to another member of the governing body, no later than four weeks after leaving office. (See Clarification 3K.)

L. A statement that the local group shall comply with federal financial reporting requirements. (See Clarification 3L and ASIE 2007-077.)

M. A statement that the conflict of interest rules stated in the Bylaws of American Mensa for the AMC shall also be applicable to the local group and the members of its governing body. (See Clarification 3M.)

4. PUBLICATION: The following is required:

A. A statement that the local group shall have an official printed publication and that the governing body is its publisher. (See Clarifications 4A1 and 4A2.)

B. A statement that, if an electronic version of the newsletter is created, the local group shall observe the preferences of members regarding how their newsletters are to be delivered (electronically or printed), as filed with AML. The governing body may, at its discretion, send printed copies of the newsletter in addition to the electronic version to members who would otherwise get only the electronic version. (See Clarification 4B.)

C. A statement that the National Ombudsman, Regional Ombudsman, and the local ombudsman may submit matter that relates to his or her official duties marked “for publication” to the editor of the local group’s official publication, and that anything so marked shall be given the highest practicable priority for publication. (See Clarification 4C.)

D. A statement that the local group shall observe the preferences of members for data suppression and publication, as filed with AML, when publishing a local group roster or membership directory/register.

5. MEETINGS AND ACTIVITIES: The following is required, except as noted:

A. A statement that the governing body is to hold regular meetings at least quarterly, and that timely notice of meetings of the governing body shall be sent to all members and the RVC, usually by publishing in the official publication; also that at least one social activity for the membership is to be held per quarter. (See Clarification 5A.)

B. A statement that special meetings of the governing body may be called by the LocSec, or by the governing body, or by a written petition requiring signatures of no more than 10% of the membership of the local group, and that the agenda of the special meeting may

include only that business for which the meeting is being called. The members of the local group and the RVC shall be notified of the special meeting if practicable.

C. A statement either that remote participation during meetings of the governing body is allowed or that remote participation during meetings of the governing body is not allowed. If remote participation is allowed, a statement that any one or more members of the governing body may participate in a meeting of the governing body by means of telephone, online conference, or similar communications equipment allowing all persons participating in the meeting to communicate with each other at the same time, and that participation by such means shall constitute presence in person at the meeting. (See Clarification 5C.)

D. (Recommended but not required.) A statement either that remote participation during meetings of committees that are expressly established by these bylaws is allowed or that remote participation during meetings of committees that are expressly established by these bylaws is not allowed. (See Clarifications 5C and 5D.)

E. (Recommended but not required.) A statement that all meetings of the governing body shall be held in a physical site located within the geographical limits of the local group as assigned by the AMC. (See Clarification 5E.)

6. ELECTION PROCEDURES: The following is required, except as noted: A clear and complete stipulation of election and appointment procedures and methods, including the following:

A. Each local group of American Mensa, Ltd. is required to hold an election of its governing body (the general election) at least every two years. If two-year terms are used, the start of the term being in an even-numbered or odd-numbered year should be specified. (See Clarification 6A.)

B. A statement that neither the nominating committee nor the election committee shall contain elected members of the governing body or candidates for elective office in the general election.

C. A statement specifying who will conduct a recall election or bylaws amendment election. (See Clarification 6C.)

D. The methods(s) and time frame for nominating officers.

E. When an election is held, ballots must be mailed to all members of the local group that are either an insert to, or part of, the official publication, or that are mailed separately. Electronic distribution of ballots is acceptable as a substitute for distribution by postal mail for those members who request electronic distribution, but cannot supplant distribution by postal mail for those members who want postal mail. There must be

provisions that allow full participation by postal mail for all members at all steps, including runoff elections. (See Clarifications 6E1 and 6E2.)

F. A designation of the date of the election.

G. A designation of responsibilities for the receipt and tallying of ballots for the election, and the method of certifying the results. (See Clarification 6G.)

H. Tie-breaking by the flip of a coin or similar random process is allowed. A run-off in person is not. (See Clarification 6H.)

I. (Recommended but not required) A statement that anonymity of voters shall be preserved. (See Clarification 6I.)

J. (Recommended but not required) A statement either that write-in votes are allowed or that they are not allowed. (See Clarification 6J.)

7. AMENDMENTS TO THE BYLAWS: The following is required:

A. A statement as to how amendments to the bylaws may be proposed. (See Clarification 7A.)

B. A statement that proposed amendments shall be submitted to, and approved for balloting by, the American Mensa Committee before balloting by the local group membership. (See Clarification 7B.)

C. A statement that, following such AMC approval for balloting, proposed amendments and ballots shall be sent to all members of the local group in the same manner as election ballots. (See Clarification 7C.)

D. A statement that there must be a minimum of 90 days between the date of publication of the proposed amendment(s) and the deadline for receipt of ballots. (See Clarification 7D.)

E. A statement of the percentage of votes received that is required to pass a proposed amendment. (See Clarification 7E.)

F. A statement that local group bylaws and bylaw amendments are not effective until they are both approved by the local group membership and given final approval by the American Mensa Committee after filing of revised bylaws with the Bylaws Committee. After filing of the amended bylaws with the Bylaws Committee after the membership has voted, the Bylaws Committee will notify the local group of the effective date of the bylaws as amended. (See Clarification 7F.)

8. MENSA NAME AND LOGO

The following clause is required verbatim, with the blanks filled in with the name of the local group or corporation:

American Mensa, Ltd. (AML) has granted a royalty free, nonexclusive license to _____ for the use of the mark "Mensa" and a logo, consisting of a globe over a stylized "M" within a border, in conjunction with the non-commercial uses of _____. AML retains full ownership of the mark and logo and all statutory and common law rights in the mark and logo.

9. AUTHORITIES

A. A statement that the Minimum Standard Bylaws for Local Groups of AML are implicitly included in these bylaws. The minimum requirements are enforceable even if they are not explicitly contained in these bylaws. If there is a conflict between these bylaws and the Minimum Standards, the Minimum Standards take precedence. (See ASIE 1984-104.)

B. (Recommended but not required) A statement naming a standard parliamentary authority. (See Clarification 9B.)

CLARIFICATIONS AND EXPLANATIONS

1. It is recommended, but not required, that the word "Mensa" be included in the local group's name. Many, but not all, local groups also have geographic descriptions in their names, such as "Eastern Bigstate Mensa" or "City Area Mensa."

   Incorporation of either the local group or a subordinate charitable organization is permitted only with the approval of the AMC. Local groups that were already incorporated as of the date the AMC adopted this policy (July 8, 2000) are considered as having this approval so long as the incorporation remains uninterrupted and valid under the laws of the state of incorporation. Please be aware that the Bylaws Committee does not, and cannot, review bylaws for compliance with state laws, including corporation laws; if a local group is separately incorporated, in addition to the Bylaws Committee's review the bylaws should be reviewed by an attorney licensed to practice in the state(s) in which the local group is incorporated.

2A. Members of a local group by preference, i.e., members who do not live in the geographical confines of the local group but opt to become members of the local group, are full members of the local group for all purposes, including voting, being appointed to an office, running for an office, etc.

2C. ASIE 2013-056 formalized the position of Regional Ombudsman, which may be filled at the option of the RVC. References to the Regional Ombudsman should be interpreted as "Regional Ombudsman, if there is one, for the region to which the local group is assigned by AML."

3A. Select the words appropriate to your local group. If your group's LocSec/President appoints the local appointed officers, use the words "chief executive officer of the local group," "Local Secretary," "President," or other appropriate words. If your group's ExComm appoints the local appointed officers, use the words "governing body," "Executive Committee," "Board of Directors," or other appropriate words. (See Clarification 3I.)

   Appointees who are recommended by the local group but appointed nationally (e.g., proctors, SIGHT coordinators, and Gifted Youth Coordinators; see Clarification 3I) are considered to be local group appointees for purposes of this requirement even though they are actually appointed nationally.

   Hosts of calendar events are not local group officers unless they are elected by the membership or appointed by the governing body to run the event in question, even if the calendar event is called a SIG as is the case in some local groups. Unless otherwise established by a local group, individual SIG leaders are not considered local group officers.

Committee members who are appointed by the committee chair are not considered local group officers unless the committee members are specified in the local group bylaws. Speakers are not considered local group officers, even if they are appointed by the governing body.

3B. Local groups of AML are required to have representative governments. The membership elects and may recall members of the governing body, and adopts bylaws and amendments thereto, and may petition the governing body on various topics if the bylaws permit it, but the governing body conducts the business of the local group within the requirements of the bylaws. The membership may not overturn actions of the governing body, nor may it compel the governing body to take or not take a given action other than through the bylaws. If a "business meeting" of the membership is held, its scope is limited to receiving reports, asking questions, making statements, proposing bylaws amendments if the bylaws permit it, making non-binding recommendations to the governing body, and similar non-action items.

Although the term "governing body" is used herein, local groups may use the terms "Board of Directors," "Executive Committee," or similar designation if so desired. Many local groups have governing bodies on which all voting members are elected by the membership; however some local groups also specify that one or more appointed positions, for instance the newsletter editor or the RG chair, also has a vote on the governing body. In the latter case, all appointed positions with votes on the governing body must be specified in the bylaws, and no more than one-half the total number of votes on the governing body may be assigned to appointed positions.

3C. A person may not be a voting member of the governing body of more than one local group concurrently, even if holding non-voting appointed officer positions in more than one local group.

3E. Officers or committees that are to continue in office beyond the term of the governing body must be specified in the bylaws.

3Ei. The Local Secretary receives a lot of information from AML, including from the National Office, the AMC, the RVC, and other sources. Part of being the chief point of contact between AML and the local group is passing relevant information along to relevant officers and others – for instance, information from the National Office about the testing program to the Testing Coordinator, or information about the Gifted Youth Program to the Gifted Youth Coordinator – in a timely fashion. Of course, what the relevant audience is, and what "timely" means, can vary from one instance to the next, but the concept remains the same: Information should flow to people who need it when they need it.

Regarding the title used for the head of the local group, “Local Secretary” is well-known by people who have been members of Mensa for a while, but not as well by new members or by non-members. It is acceptable to use different titles for different audiences.

Either the outgoing Local Secretary or the incoming Local Secretary may make the notifications of election results and changes in officers, but the outgoing and incoming LocSecs should decide between themselves who does it to make sure that it gets done.

3Eiia. Regarding the requirement that the Treasurer provide the Local Secretary (or designee) statements from banks or other institutions where the group’s funds are deposited: Providing original statements or online access to statements is preferred, but if neither of these is practicable, then photocopies are also acceptable.

3Eiib. If one of the local group’s semi-annual financial reports happens to be for a period ending March 31, the research required to put it together might be of use in creating the cash report outlined in Clarification 3L and ASIE 2007-077.

3Eiii. The person responsible for taking minutes may be a voting member of the governing body or not, and either appointed or elected, as the local group wishes.

3G. It is recommended that three consecutive unexcused absences in a single officer term constitute cause for removal from office. This means that the clock would be reset upon an officer’s re-election.

3H. It is recommended that the ombudsman not be a member of the governing body, as he or she might have to become involved in disputes involving the governing body.

The word “mediator” or similar title may be used in place of “ombudsman.” However, local groups that do not use the title “ombudsman” should be aware that they may be asked to provide to the Election Committee the name(s) of the local group’s ombudsman for the purposes of the National Ombudsman election. This inquiry should be answered with the name(s) of one or more individuals who fulfill the ombudsman role as described in MSB 3H. Local groups that do not use the title “ombudsman” should also be aware that the Election Committee might choose to require that participants in National Ombudsman elections have the specific title “ombudsman” rather than letting local groups notify them of the person that fulfills that role.

3I. Some commonly used appointment procedures are: the Local Secretary appoints all appointees; or the LocSec appoints all appointees with the advice and consent of the governing body; or the governing body appoints all appointees; or the governing body appoints all appointees with certain specified exceptions, such as that the Publications Officer appoints the newsletter editor; etc. It is recommended that the method(s) of selecting committee chairs also be specified.

Three categories of officers are appointed nationally, though nominated locally: proctors, Service in Guidance and Hospitality to Travelers (SIGHT) Coordinators, and Gifted Youth Coordinators. Each of these is discussed below.

Proctors are appointed by American Mensa, Ltd. following the recommendation of them by the LocSec or RVC. Local group bylaws may specify the position of "Proctor Coordinator" or "Testing Coordinator" or similar wording, but they may not state that the group or anyone in the group may appoint a proctor. The local group may appoint a coordinator; if this person is someone who has been appointed as a proctor by American Mensa, Ltd., the title should be "Proctor Coordinator." If this person has not been so appointed, the title "Testing Coordinator" is appropriate. A coordinator who is not also a proctor may not administer tests.

Appointment of a Proctor Coordinator or Testing Coordinator as a local group officer is strictly a local group function and follows the procedures for appointment, term expiration, membership lapse, and removal as with any other local group officer. A proctor may be transferred to inactive status on request of the local group; however, only the National Supervisory Psychologist may remove a proctor.

SIGHT Coordinators are appointed by the National SIGHT Coordinator following the recommendation of them by the LocSec or RVC. Unless otherwise notified by the local group, the National SIGHT Coordinator will assume that the SIGHT Coordinator continues in office regardless of the expiration of the term of the governing body; however, the position is considered a local group function and follows the procedures for term expiration, membership lapse, and removal as with any other local group officer.

Local Gifted Youth Coordinators are appointed by the National Gifted Youth Program Coordinator following the recommendation of them by the LocSec or RVC. Unless otherwise notified by the local group, the National GYPC will assume that the local GYC continues in office regardless of the expiration of the term of the governing body; however, the position is considered a local group function and follows the procedures for term expiration, membership lapse, and removal as with any other local group officer.

3J. For most local groups, the fiscal year coincides with the officer year. In that case, the timing of the annual financial review is clear: It should occur soon after the end of the fiscal year/officer year. For local groups whose fiscal year differs from the officer year, the annual year would typically occur soon after the end of the fiscal year, as the incoming Treasurer would likely go over the books and the bank account soon after taking office anyway. Inventorying physical equipment also isn't a bad idea, if the local group owns any.

3K. Failure to turn over the files; equipment; computer applications, along with associated user IDs and passwords; and other materials of one's office at the end of one's term may be cause for action by Mensa.

3L. American Mensa's federal financial reporting includes financial reporting for most of the local groups. (The exception is those local groups that are separately incorporated.) At this writing, local groups are required to submit a report of the cash balances in their various accounts as of March 31 to American Mensa for reporting to the IRS. The report from local groups is to be submitted to American Mensa no later than April 30. (See ASIE 2007-077.) American Mensa will notify the local groups of changes in IRS reporting requirements.

3M. The conflict of interest policy in the AML bylaws is in section VII(5) at this writing. It states:

"(5) American Mensa Limited shall not enter into a business relationship with any individual, firm, partnership, or corporation where there exists a real or potential conflict of interest or where any member of the American Mensa Committee or any member of the immediate family of same, or any employee(s) of Mensa or the immediate family of such employee(s), shall receive any commissions, fees, financial benefits, or other benefits of pecuniary value; unless the following conditions are met:

"(a) Full disclosure in the Minutes recording the authorization of such business relationship, of the circumstances and the nature of such conflict(s) or financial benefit(s), and the identification of the individual(s) involved.

"(b) Bona fide arms-length dealing, in which a clear benefit to Mensa is apparent.

"(c) The recorded abstention(s) from voting of the individual(s) concerned."

Because of its length, the conflict of interest policy may be incorporated in the local group's bylaws by reference rather than reproduced in full.

4A1. For most local groups, the official publication is a monthly, bi-monthly, or quarterly newsletter. Calling it a "newsletter" in the bylaws is acceptable and commonly done. However, putting the name of the newsletter in the bylaws is NOT recommended, for reasons of flexibility; if the name is in the bylaws, then changing it would require amending the bylaws.

4A2. Regarding the governing body's being the publisher: Some local groups use "Circulation Manager," "Publisher's Agent," or "Publications Officer" or a similar title for an individual and list that person's address as the address of record with the Post Office. If a particular Post Office won't accept any title other than "Publisher" for the individual listed with the Post Office, then that title is, of course, what would have to be used in that local group, but Mensa's policy remains the same: The governing body is responsible for the newsletter.

4B. Some local groups publish their newsletters in electronic form. Others don't. Both ways are acceptable. Publishing an electronic version of the newsletter is OK, and so is not

publishing an electronic version of the newsletter. A print version, though, does have to be published.

The print version of the newsletter must contain each of the items required to be in the local group's official publication, such as a calendar of activities, financial reports, ballots, etc. If an electronic version is created, those items must be in the electronic version, too. Either version may also contain additional material not contained in the other version.

If your local group does not publish an electronic version of the newsletter, please feel free to skip the next two paragraphs.

If your local group does publish an electronic version of the newsletter as well as a print version, which version you have to send to each member is controlled by the electronic/print distribution flag in the AML membership database for that member: whatever the flag is set to, that is the way you are required to send the local group newsletter to that member. Your group's governing body (the newsletter's publisher; see MSB 4.A above) may choose to send the other way too if desired, e.g., the governing body may choose to send a print copy as well as an electronic copy to all or some of the members whose flag is set to electronic, but that would be in addition to the electronic version sent to the member because of the database flag.

So how does the electronic/print distribution flag get set in the AML membership database? Here's how: Each member may select print distribution for local group communications, or may select electronic distribution for local group communication, or may opt not to select either one, in which case the default rules will apply. The default rules are as follows: If a member has an email address on file with the National Office, and if that member has released the email address within the organization, the default is set to electronic for that member. If either or both of those is not true, i.e., the member does not have an email address on file with the National Office or the member has not released the email address with the organization, the default is set to print for that member.

A note regarding second and additional family members: The electronic/print flag still applies when such members are sent issues of the newsletter, such as those that contain ballots, but other than that it is acceptable to choose not to send them newsletters.

4C. See Clarification 2C for clarification on the Regional Ombudsman.

5A. Many local groups hold regular meetings of the governing body every month or every two months. The minimum requirement is that such meetings be held at least quarterly. Please note that "four meetings per year" is not the same as "quarterly," as "quarterly" also includes a spacing component.

Timely notice of meetings means publication of a meeting's time and location in the local group newsletter published immediately prior to the meeting or similar notice. Publishing once a year that "ExComm meetings are held on the third Saturday of the month at 6 p.m. at [location]" is not considered timely.

5C. Remote participation in meetings (for non-incorporated groups) is permitted by NY State law, the Mensa Constitution, and the American Mensa Bylaws (for the AMC). Separately incorporated Local Groups must follow the laws of the state of incorporation regarding remote participation. Remote participation may be limited by other governing documents, such as Roberts Rules of Order, if the local group bylaws adopt them as parliamentary reference, unless the Local Group bylaws specifically permit remote participation.

5D. If allowed, remote participation in meetings of committees that are expressly established by the bylaws is permitted as described in Clarification 5C. A committee that is not expressly established by the bylaws may be authorized to hold remote participation by a standing rule of the governing body or by the motion establishing the particular committee.

5E. If remote participation of the governing body is allowed, it might be possible that no governing body members are physically present for a meeting. If the local group chooses to require meetings to be held within the geographical area assigned by the AMC, this bylaw ensures that there will always be at least one member of the governing body at the published location of the ExComm meeting.

6A. Some local groups have staggered two-year terms, with approximately one-half of the officers being elected each year.

6C. A recall or bylaws election may be termed a referendum in the bylaws. Some commonly used methods of supervising such elections are: the governing body supervises the election, the governing body appoints an election committee, or the governing body appoints an election chair/referendum supervisor with or without a committee.

6E1. Several methods of electronic distribution of ballots are available, e.g., newsletters that are uploaded to a central site and read by the various members there; newsletters that are emailed to the various members; ballots that are emailed separately; and other variations. Ballots that are distributed electronically may be printed and returned by postal mail or voted electronically, if the local group allows electronic voting (see next Clarification); instructions on method(s) of returning electronic ballots should be included with the ballot.

6E2. Many methods of returning ballots are allowed, so long as one of them is by postal mail. (Quite a few local groups allow ballots to be returned either in person or by postal mail, for instance.) If you are considering allowing electronic voting as one of the allowable methods in your local group, it is recommended that at least these issues be considered: validating that a ballot is from who it says it is from; preventing people from sending in

multiple ballots that purport to be from various members of the group when they in fact are not from said members; preserving anonymity of voters (secret ballot); etc.

6G. It is recommended that the bylaws include a deadline for any challenges to the election, if such challenges are permitted at all, plus a statement that any actions by the governing body in the meantime would not be affected by the outcome of any such challenge.

6H. It is acceptable to require either a majority or a plurality for election. If a majority is required, the bylaws should provide for what to do if there are more than two candidates for a position and none gets a majority. The most common methods, in order, are a coin flip or other tiebreak procedure; preferential voting; and a runoff by mail. (Runoffs in person are not allowed.)

6I. "Anonymity" in this context refers to correlating the name of a voter with a specific ballot, once it has been determined that the ballot was cast by an eligible voter. Some local groups use a two-envelope procedure to ensure this, with the name of the voter on an outer envelope and the ballot in an inner envelope. Other local groups ask their voters to place two pieces of paper, one with the voter's name and the other with the ballot, in a single envelope. Other local groups use other procedures. However it is done, the point is that, once it has been determined that the voter is eligible to vote in the instant election, we try to act in accordance with the concept of a secret ballot.

If a voter does not follow the rules for submitting ballots in such a way as to compromise confidentiality, but the ballot is otherwise acceptable, the ballot should be accepted and the voter should be deemed to have waived confidentiality.

6J. Local groups that allow unopposed candidates to be declared elected without balloting should consider whether allowing write-in votes negates the possibility of an unopposed candidate.

7A. Some commonly used procedures for proposing bylaws amendments are by vote of the governing body or by petition of the membership presented to the governing body. If the petition method is allowed, the minimum number of signatures should be specified, whether an absolute number or a percentage of the membership.

7B. Sending the proposed amendments to the AMC before the membership votes is primarily meant to save potential trouble for the local group later on. If the proposed amendments are not sent to the AMC beforehand, the membership votes, and the AMC only then discovers that the amendments are unacceptable for any reason, the proposal would have to be revised and republished and the membership would have to vote again. Gaining permission to ballot from the AMC (through the Bylaws Committee) before publishing the proposed amendment(s) should avoid this entire problem. Please be aware, though, that permission to ballot is exactly that; final permission for the bylaws as amended can come only after the

membership has voted, as the AMC will not know until then the final text for which permission is being sought. It is recommended that the local group's RVC be consulted during this process, as he or she will be included on the committee reviewing the local group's proposed bylaws.

To obtain AMC approval, the Local Secretary or designee should send proposed bylaws, or proposed amendments along with the current bylaws, to either the chairman of the national Bylaws Committee or to the National Office. The most useful document to the Bylaws Committee is a copy of what the bylaws would look like were all proposed amendments to pass; the reason for this is that the Bylaws Committee reviews everything, not only what is changing. The committee chairman will acknowledge his/her receipt of the bylaws, and will respond with either approval to submit the bylaws to the membership or suggestions for revisions within 60 days. Please note that the Bylaws Committee is authorized to approve bylaws on behalf of the AMC.

7C. Once the Bylaws Committee has approved the bylaws or amendments for balloting, they should then be submitted to the local membership for ratification. There is no such thing as "automatic updating" or "local only approval" for bylaw changes, even to implement changes to the Minimum Standards or to change the name of the local group. Bylaws and amendments become effective only after approval to ballot by the AMC (through the Bylaws Committee), approval by the local group's membership, and final approval by the AMC (through the Bylaws Committee) after filing a copy of the new bylaws with AML. The approval to ballot expires one year from the date of issue.

7D. The 90-day requirement between first publication of the proposed bylaws or amendment(s) and the ballot deadline is intended to provide time for study, comment, and dialog. The proposed bylaws or amendments need not be published more than once, nor need the ballot be published more than once, though many local groups do so as a service to their members. It is recommended that the text of the proposed bylaws or amendments be available to the membership upon request, especially for the benefit of new members who might not have seen the original published copy.

7E. Many local groups specify that a simple majority of votes cast is required to pass a bylaws amendment. Other local groups use 60% or 2/3 as the percentage needed to pass amendments. Any of these, and similar percentages, are acceptable so long as the required percentage is stated in the bylaws.

7F. This step is needed to ensure that what the membership actually passed concurs with the requirements of these Minimum Standards. The permission to ballot (Minimum Standard 7B) is to ensure that what the membership votes on concurs with these Minimum Standards, but the result of the voting still must be reviewed.

9B. Many local groups that use a parliamentary authority specify either Robert's Rules of Order Newly Revised or Demeters. Others may be used, of course. Such references should be specific as to the version or issue date of the book, although language such as "latest edition" is also acceptable.

AMC ACTIONS OF NOTE

These are actions adopted by the AMC that particularly affect local groups. Each is listed by its action number(s) and its date of passage.

A full list of the AMC's Actions Still in Effect (ASIEs) is available in the members-only section of the AML web site and on request from the National Office.

ASIE 0000-111 04-Dec-1976

When a Mensa host or hostess offers a private home for a business meeting, membership meeting, or other official local group meeting, all local group members must be granted the right to attend. Hosts or hostesses for any other activities, such as SIGs, open houses, parties, SIGHT visits, or any other activities which are not official functions, may invite or exclude individuals, including Mensa members at his/her discretion. Even at official functions a member may be evicted for specific unacceptable behavior.

In order to promote safety, security, and a full sense of enjoyment of any Mensa activity, whether at an AG, an RG, a local group meeting, an event in a public venue, or a private house party, or a SIG event or SIGHT visit, the organizers of the event have the responsibility and duty to attempt to control an offending party. This control can take the nature of asking the offending party to leave, and failing that, to request appropriate assistance in removing the offending party from the event. Whenever a member or the guest of a member is asked to leave or is removed from an event, a written report of the reason(s) and the action(s) taken may be sent to the RVC in whose jurisdiction the event took place. In the case of SIGHT, the National SIGHT Coordinator shall be notified.

ASIE 1978-082 (0000-144) 04-Nov-1978

The AMC affirms its policy that subgroups are recognized as parts of the local group and subject to the bylaws, rules, regulations and governing actions of the Local Group.

ASIE 1984-104 10-Nov-1984

The provisions of the Minimum Standard Bylaws Requirements for Local Groups of American Mensa, Ltd. are included in every Local Group's bylaws, and are enforceable as such whether explicitly stated or not. Whenever a Local Group amends its bylaws, those bylaws must be brought up to date with the current Minimum Standard Bylaws Requirements.

ASIE 1986-068 07-Sep-1986

It is the sense of the American Mensa Committee that bigotry and prejudice are antithetical to the nature of American Mensa, Ltd.

ASIE 1989-101 09-Dec-1989

Permission to use the Mensa name on computer bulletin boards may be granted to local groups only through the group's Local Secretary. Individuals may not set up bulletin boards using the name of Mensa without prior written permission of the Name and Logo Committee.

ASIE 1995-024 (extract) 11-Mar-1995 (last amended 02-Dec-2000 by 2000-130)

The definition of a Local Group, in order to qualify for receipt of the dues allotment is as follows:

a) Local groups must have both a membership and a business meeting in each quarter, notice for which must be communicated to the members of the Local Group, as well as publish a regular newsletter or calendar of activities at least quarterly. Such activity and communication must be subject to verification on request. A membership meeting is defined as any organized activity for the members, and a business meeting is defined as a meeting of the governing body.

b) …

c) Each Local Group shall adopt, maintain, and follow Bylaws, which have been approved by the Board 's Subcommittee on Local Group Bylaws.

ASIE 1999-013 27-Mar-1999

Any web page representing a Local Group must be authorized by the Executive Committee of that group to act as its official web site, and this web page will bear the name of the group as recognized by American Mensa, Ltd.

ASIE 1999-085 18-Sep-1999

Each Local Group that maintains a Web site shall designate a Local Group member to be the group's Web contact person. The Local Secretary shall notify the National Office of the name of the person so designated.

ASIE 2000-132 02-Dec-2000

Mensa activities are open exclusively to members and guests of members or of the Local Group. If a member or Local Group brings or allows a non-member to attend an event as the member's or the Local Group's guest, the member or Local Group is responsible for the behavior of that non-member during the event.

ASIE 2000-144 02-Dec-2000

Effective December 2, 2000, additional letters may not be added to the word "Mensa" and the word "Mensa" shall not be used to create a compound word, except if specifically authorized by the Name and Logo Committee.

ASIE 2007-077 08-Sep-2007

To comply with IRS requirements, all Local Groups must submit an annual report of all cash balances owned/controlled by the group as of March 31st to the National Office no later than April 30 of each year. Forms listing necessary content will be available to each Local Group Treasurer to submit the required information. Groups that submit their own 990s must send a copy to the National Office when it is filed each year.

ASIE 2011-011 26-Mar-2011

For mailings, all groups must use the membership information provided by the National Office to ensure that they are using the most up-to-date information for our members. Groups must also use the AML National Office for their return address service instead of

having return service to someone in the Local Group. Groups that do not comply will be responsible for fees and penalties assessed by the USPS regarding their mailings.

ASIE 2011-013 (extract) 26-Mar-2011

As of September 1, 2011, electronic delivery is the default release for members to receive Local Group newsletters. Members may, via their online profile or by contacting the National Office, select print delivery of their group newsletters.

Members who do not have email addresses on file, who do not release their email addresses within the organization, or who select to receive print communications via their profile will receive print communications.

Nothing in this policy requires any Local Group to create an electronic version of its newsletter; that decision is up to the governing body of each Local Group. A Local Group that does create an electronic version as well as a print version may send both versions to some or all of its members if the governing body so wishes.

ASIE 2013-056 07-Dec-2013

A Regional Ombudsman may assist in resolving disputes or complaints of a regional nature, including those involving two or more local groups; attempt to resolve disputes or complaints that otherwise would result in a regional hearing; support local group ombudsmen; assist local groups in recruiting ombudsmen; perform ombudsman duties for a local group that does not have an ombudsman or whose ombudsman is unable to assist in a particular matter; perform other duties related to disputes or complaints as requested by the Regional Vice Chair; and generally promote the general welfare of Mensa and its members in the region.

A Regional Ombudsman may submit material related to his or her official duties marked “for publication" to a newsletter or other publication of any local group in the region, the editor of which shall give such material the highest practicable priority for publication. No edits to such material shall be made without the express permission of the Regional Ombudsman.

CHANGES TO THIS DOCUMENT IN THE 2017 VERSION SINCE THE 2011 REVISION

The MSBs were reformatted for clarity. Some sections were split into two or more sections; some requirements were given their own sections. For example, the required definition of an officer was placed at the beginning of MSB 3, mandating all other sections in that MSB to be renumbered. Clarifications were renumbered to match their corresponding MSBs. All MSB references below are to the 2017 Version unless otherwise specified.

MSB 2.B was split into MSB 2.B and 2.C. The Regional Ombudsman was added to MSB 2.C. Clarification 2C explains the adding of the Regional Ombudsman and how to interpret it.

MSB 2.C in the 2011 Revision, which deals with preferences of members for data suppression in directories, was moved from MSB 2 (Membership) to MSB 4 (Publication) as section 4.D.

In MSB 3.A, the definition of an officer was made more specific and Clarification 3A was expanded.

MSB 3.D.iii in the 2011 Revision, dealing with the position of Past LocSec, was eliminated. Local groups may keep the position in their bylaws if they wish.

In MSB 3.E, the term “mediator” was replaced by “ombudsman.”

MSB 3.F now refers to MSB 6 (Elections) for the procedure on recall elections.

In MSB 3.G in the 2012 Revision (MSB 3.H in the 2017 Revision), the parenthetical note about the title ombudsman: “(mediator or similar titles may be used…)” was moved to Clarification 3H.

In MSB 3.H, the requirement for an arbitrator to pursue resolution of disputes in other groups was dropped.

In Clarification 3J, “Spot-checking physical inventory” was changed to “Inventorying physical inventory.”

In MSB 3.K, officers are now required to turn over computer applications along with associated user IDs and passwords upon leaving office.

The section dealing with the semi-annual financial report was moved from MSB 4.C (Publication) in the 2011 Revision to MSB 3.E.ii (Duties of the Treasurer). The Treasurer is now required to be one of the signatories on all of the group’s accounts.

MSB 4.D in the 2011 Revision, dealing with ombudsmen submitting material marked “for publication” to the editor of the official publication, was renumbered to 4.C. The clauses were rearranged for clarity and the Regional Ombudsman was added.

MSB 5.A now has a requirement that notices of governing body meetings be timely. Clarification 5A was expanded to address the meaning of “timely notice.”

MSB 5.C requires a statement that remote participation during meetings of the governing body either is allowed or is not allowed. If it is allowed, an additional statement is required that clarifies the meaning of remote participation.

MSB 5.D recommends a statement that remote participation during meetings of committees that are expressly established by these bylaws either is allowed or is not allowed.

MSB 5.E changes the recommended statement that all meetings of the governing body be held within the geographical limits of the local group as assigned by the AMC to specify that the meeting have a physical site.

MSB 6.A was split into four sections for clarity: 6.A, 6.D, 6.F, and 6.G.

The sections of MSB 6 were resequenced into approximately chronological order.

In MSB 6.A and 6.B, the term “general election” was introduced to indicate an election of the members of the governing body.

MSB 6.C requires a statement specifying who will conduct a recall election or a bylaws amendment election. The term referendum may be used for these elections.

With the changes in MSB 6, the requirements for amending the bylaws in MSB 7 are now more clear: proposed bylaws amendments (MSB 7.B) and ballots (MSB 6.E) must be mailed in the same manner as election ballots.

In MSB 9.A, the clause “The following is required:” was deleted because it is superfluous.

In MSB 9.B the format of the “recommended but not required” clause was changed to match the other similar clauses in the Minimum Standard Bylaws.

In the AMC Actions of Note section ASIE 1995-024 was corrected and ASIE 2013-056 was added. ASIE 0000-005 was deleted.

This Changes section was added.

APPENDIX 14: MODEL BYLAWS FOR LOCAL GROUPS

Adopted by the AMC by ASIE 2017-008 on April 1, 2017

These Model Bylaws meet all requirements of the Minimum Standard Bylaws for Local Groups of American Mensa, Ltd. The Minimum Standard Bylaws contain the requirements that you have to meet; these Model Bylaws are an example of one way to meet them. These Model Bylaws are provided for local groups to take or leave, in whole or in part, as each group desires.

When drafting new bylaws, or amendments to your group's current bylaws, if you like something in these Model Bylaws, use it; if you don't like something else, don't use that. If you like these Model Bylaws so much so that you want to use them in toto, that's fine (and the quickest way to get approval to send the bylaws to your membership for a vote); just fill in the name of your local group in each of the blank spaces and send it in. If you don't want to use anything from these Model Bylaws, that's fine too. Whatever you come up with, though, still has to go through each step of the approval process, even if it's a copy of these Model Bylaws.

An option is provided under Article III, subsection 2.E for the election of officers in two different ways: (1) The Executive Committee members are elected at large by the membership, and they then elect the officers from among themselves, or (2) The officers are elected by the membership directly. If your group wishes to have direct election of the officers by the membership, simply omit this subsection. If you keep the subsection, don't forget to remove the parenthetical note at the beginning.

The Notes Concerning the Model Bylaws located near the end of this document contain clarifications, interpretations, and recommendations regarding several items throughout the Model Bylaws. We hope they will be helpful to you.

BYLAWS OF_____MENSA
EFFECTIVE (date)

ARTICLE I.NAME AND PURPOSE

1. The name of this organization shall be_____Mensa.

2. _____ Mensa is a Local Group of American Mensa, Ltd. and is subject to the Constitution of Mensa, the Bylaws of American Mensa, Ltd., and the resolutions adopted by the American Mensa Committee. American Mensa, Ltd. is abbreviated in these bylaws as "AML" and the American Mensa Committee as "AMC."

ARTICLE II.MEMBERSHIP

1. Membership of_____Mensa shall be open to all members of AML in good standing in the geographic areas assigned to_____Mensa by the AMC, or as otherwise assigned by AML. Members of_____Mensa residing outside this area but who are assigned to _____ Mensa by AML are full members in_____Mensa for all purposes, including but not limited to voting and holding elected or appointed office.

2. Mensa members in good standing, including those who are not also members of _____ Mensa, are welcome to participate in the social activities of the local group at the discretion of the host or hostess.

3. The National Ombudsman, his surrogate, the Regional Ombudsman, and members of the AMC shall be permitted to participate in the business affairs of the local group in the discharge of their official duties.

ARTICLE III. OFFICERS AND DUTIES

1. An officer is defined as any person whose position is specified in the local group bylaws or who is appointed by the Local Secretary or the Executive Committee to a position with a title and specific responsibilities. All local group officers, whether elected or appointed, must be current members in good standing of AML.

2. Executive Committee

   A. The governing body of_____Mensa shall be an Executive Committee (ExComm), which conducts the business of the local group. The ExComm consists of the following voting members: three elected officer positions (Local Secretary, Deputy Local Secretary, and Treasurer), plus one additional elected officer Member at Large for every 200 members of the local group or fraction thereof, plus three appointed officers (Program Chair, Recruitment & Testing Chair, and Publications Officer). All appointed officers other than those named above are non-voting.

   B. No member of the ExComm shall hold more than one vote, no matter how many positions he or she holds.

   C. All voting members of the ExComm must also be current members in good standing of _____ Mensa.

   D. The conflict of interest rules stated in the Bylaws of American Mensa for the AMC shall also be applicable to the local group and the ExComm.

   E. [Optional subsection. Omit if positions are elected directly by the membership.] At their first meeting after taking office, the elected members of the ExComm shall select from among themselves a Local Secretary, a Deputy Local Secretary, and a Treasurer.

3. The Local Secretary (LocSec, or President) shall be the chief executive officer of _____ Mensa and the liaison with other local groups. He or she shall preside at ExComm meetings and shall be the chief point of contact between AML and the local group. The LocSec shall endeavor to pass information to and from the local group in a timely fashion, and shall notify AML (through the National Office) and the Regional Vice Chairman (RVC) for the local group within two weeks of the results of elections and of changes in the officers of the group.

4. The Deputy Local Secretary (Deputy LocSec, or Vice President) shall assist the LocSec; be responsible for the taking and maintaining of minutes at ExComm meetings; be responsible for maintaining a list of ExComm actions still in effect; preside over meetings in the absence of the LocSec; and immediately and automatically succeed to the office of LocSec if that office becomes vacant.

5. Treasurer

   A. The Treasurer shall be responsible for financial matters of_____Mensa, including the finances of the newsletter, and shall submit to the ExComm a semi-annual financial report that shall also be published in the newsletter. The financial report shall contain schedules of income, expenses, and balances of all funds under the control of the local group, including Regional Gathering, scholarship, and other special funds. The Treasurer shall ensure that the local group complies with all federal financial reporting requirements.

   B. At least quarterly, the Treasurer shall submit to the LocSec or his or her designee, statements from banks and any other institutions where the group's money is deposited, or shall cause a statement to be sent directly to the LocSec or his or her designee (who must also be a voting member of the ExComm). All accounts must be separate accounts in the name of the local group, and shall have more than one signatory so that funds can be accessed in the temporary absence of the Treasurer. The Treasurer shall be one of the signatories on all accounts.

   C. The Treasurer shall, if necessary, assist the Editor in the preparation and submission of any postal forms that might be required. The Treasurer shall also maintain a listing of all equipment owned by the local group.

6. The Member(s) at Large shall perform such duties as are assigned by the ExComm.

7. The Program Chair shall be responsible for arranging the local group activities, and shall coordinate with and advise the Editor and other officers of these activities.

8. The Recruitment & Testing Chair shall be responsible for publicity, public relations, testing, and recruitment programs.

9. The Publications Officer shall be responsible for the newsletter, and shall, with the consent of the ExComm, appoint the Editor. The Publications Officer may also serve as the Editor.

10. The Editor shall edit the newsletter and shall prepare and publish Post Office forms if required. The outgoing Editor must turn over all files, materials, computer software, user IDs, passwords, and equipment in good order to the incoming Editor no later than 15 days after the outgoing Editor leaves office.

11. The ExComm shall appoint an Ombudsman, who shall pursue local resolution of disputes and shall also perform such other duties as may be required for all local group ombudsmen by AML. The Ombudsman may not be a member of the ExComm.

12. Appointed positions of the local group may include, but are not limited to, Area Coordinators for outlying groups of members and coordinators for other activities as deemed necessary.

13. The terms of office of elected officers shall be one year from January 1st to December 31st, or until installation of a properly qualified successor, except in the case of resignation, succession to higher office as provided in Article III, section 4, failure to maintain membership, or removal from office as provided in Article III, sections 15 and 16.

14. The term of office for all appointed officers and positions expires at the end of the term of office of the current elected officers, unless stated otherwise in these bylaws. Appointed officers, positions, and committees, including the position of committee chair, are appointed by the LocSec (or in the case of the Editor, the Publications Officer) with the approval of the ExComm, and may be removed from office by majority vote of the ExComm unless otherwise stated in these bylaws. No appointed voting member of the ExComm may vote on a motion to remove himself or herself.

15. Elected members of the ExComm may be removed from office for cause by unanimous vote of all other members of the ExComm or by recall election. A recall election may be called by a petition citing the reason for such action, signed by at least 10% of the membership of the local group as listed on the most recent membership roster provided by AML, and presented at a regular or special meeting of the ExComm. The balloting provisions of a regular election shall apply, except that a recall election must be held within 60 days of presentation of the petition, and the dates set forth in Article VI shall be adjusted accordingly.

16. Any voting member of the ExComm may be removed from office for three consecutive unexcused absences at ExComm meetings, by a majority vote of the remaining members. A majority of the remaining members may excuse an absence.

17. The ExComm shall select a replacement for any ExComm member, other than the LocSec, who resigns, or is removed, or is recalled, or moves up to the position of LocSec in accordance with Article III, section 4, or creates a vacancy in any other way. A replacement

for an elected officer is considered to be an elected officer whose term of office ends with the next regular election.

18. All elected and appointed officers shall turn over all files, equipment, computer software, user IDs, passwords, and materials pertaining to their offices to either their successor(s), to the current LocSec, or to another member of the ExComm no later than four weeks after leaving office unless otherwise stated in these bylaws.

19. An annual financial review shall be conducted each year at approximately twelve-month intervals. The ExComm shall appoint someone to conduct the review who was not involved in the issuing or collecting of money during the period being reviewed. The review shall include viewing statements from banks and any other institutions where the group's money was held during the period being reviewed.

ARTICLE IV. PUBLICATION

1. The ExComm shall publish at least quarterly a printed newsletter that shall be the official publication of_____Mensa. If an electronic version of the newsletter is created, the local group shall observe the preferences of members regarding how their newsletters are to be delivered (electronically or printed), as filed with AML. The ExComm may, at its discretion, send printed copies of the newsletter in addition to the electronic version to members who would otherwise get only the electronic version.

2. The newsletter shall contain, at a minimum, notices of meetings and programs, required ballots, results of ExComm meetings and elections, amendments to the bylaws and related discussions and ballots, and the semi-annual financial reports.

3. The Ombudsman, Regional Ombudsman, and the National Ombudsman may submit material to the Editor marked "for publication" that relates to his or her official duties. Anything so marked shall be given the highest practicable priority for publication in the newsletter.

4. _____ Mensa shall observe the preferences of members for data suppression and publication, as filed with AML, when publishing a local group roster or membership directory/register.

ARTICLE V. MEETINGS AND ACTIVITIES

1. Regular meetings or activities may be held at such times as may be appropriate; however, a regularly scheduled meeting of the ExComm and a membership activity must be held at least once a quarter. Notice of meetings and activities shall be published in the newsletter or otherwise sent to each member, the RVC, and the National Office.

2. Special ExComm meetings may be called at any time by the LocSec or by a majority of the ExComm, and shall be called upon receipt by any member of the ExComm of a petition

made in writing signed by at least 10% of the membership of the local group as listed on the most recent membership roster provided by AML. The date, time, place, and purpose of the special meeting shall be announced in the newsletter (or by direct mail to each member, the RVC, and the National Office) if practicable, and shall be reported in the newsletter afterward. No business other than that indicated in the notice calling the meeting may be acted on.

3. For both regularly scheduled and special meetings of the ExComm, a simple majority of all voting members of the ExComm constitutes a quorum to transact business, and tied votes are considered not passed.

4. Remote participation during meetings of the ExComm and of committees established by these bylaws is allowed. Any one or more members of the ExComm or committee may participate in such meeting by means of telephone, on-line conference, or similar communications equipment allowing all persons participating in the meeting to communicate with each other simultaneously; participation by such means constitutes presence in person at the meeting.

5. All meetings of the ExComm shall be held in a physical site located within the geographical limits of the local group as assigned by the AMC.

ARTICLE VI. ELECTIONS

1. No later than July 1st before the general election, the ExComm shall appoint a Nominating Committee consisting of three members who shall, no later than the deadline for the September issue of the newsletter, nominate one or more candidates for each elected seat on the ExComm. The number of seats on the ExComm for the upcoming election shall be determined by applying the formula in Article III, subsection 2.A of these bylaws to the August membership roster provided by AML. The Nominating Committee shall cause the names of the candidates they have nominated to be either (a) published in the September issue of the newsletter, or (b) mailed by post or electronically to all members of the local group, no later than September 1st.

2. No later than July 1st before the general election, the ExComm shall appoint an Election Committee of three members who shall be responsible for conducting the election, creating the ballot, receiving and counting the returned ballots, and certifying the results. The term of the Election Committee expires on January 31st following the election. The Election Committee shall determine those election rules and regulations not covered in these bylaws, and shall cause them to be either (a) published in the September issue of the newsletter, or (b) mailed by post or electronically to all members of the local group no later than September 1st. In so doing, the Election Committee shall strive to maintain the anonymity of voters.

3. No member of the Nominating Committee or Election Committee may be a voting member of the ExComm or a candidate in the upcoming election. The Nominating and Election Committees may comprise or include the same members.

4. In the case of a recall or bylaws election, the ExComm shall appoint an Election Committee of three members who shall be responsible for conducting the election, creating the ballot in a timely manner, setting a date to count ballots, receiving and counting the returned ballots, and certifying the results. The Election Committee shall remain in existence until the election results are certified and all challenges, if any, are resolved.

5. No later than October 1st before the general election, additional nominations may be made by petition signed by ten (10) members of the local group and delivered to the Election Committee chair.

6. The Election Committee shall create the ballot no later than the submission deadline for the November newsletter. Ballots shall contain the names of all nominated candidates in random order, whether nominated by the Nominating Committee or by petition, and a space for a write-in candidate for each elected seat on the ExComm. Ballots shall be printed in the November issue of the newsletter, including in the electronic version of the newsletter if such is available, or mailed by post or electronically to all members of the local group, but in any case posted no later than November 1st.

7. Ballots must be returned to the Election Committee chair and received no later than the deadline date shown on the ballot, which shall be November 30th in the case of a general election. Ballots received after that date shall not be counted. Ballots may be returned by mail, electronically if such option is available, or in person, but all members must be allowed to participate by postal mail at all stages of the election process if they so choose.

8. The Election Committee shall meet in public no later than December 7th to count the ballots. If a voter does not follow the rules for submitting ballots in such a way as to compromise confidentiality, but the ballot is otherwise acceptable, the ballot shall be accepted and the voter shall be deemed to have waived confidentiality.

9. A plurality of valid votes cast for each ExComm position shall constitute election. Votes that are tied shall be determined by the Election Committee chair by a flip of a coin. The Election Committee chair shall certify the results of the election to the LocSec and shall have the election results published in the next possible issue of the newsletter. The Election Committee chair shall preserve the ballots for inspection by any member of_____Mensa until January 31 following the election.

10. Any challenges to the election must be made in writing to the Election Committee chair and received within 30 days following the election. Any such challenges must be ruled on within

14 days after the committee receives the challenge. Any actions by the ExComm while a challenge is pending are not affected by the outcome of any such challenge.

ARTICLE VII. AMENDMENTS

1. Amendments to these bylaws may be proposed by the ExComm or by a written petition signed by twenty (20) members of the local group and received by any member of the ExComm. Such proposals shall be submitted first to the AMC for its approval to ballot. After approval to ballot has been received, the proposed amendment(s) shall be published in the next issue of the newsletter.

2. Ballots shall then be sent to every member of the local group using the election process described in Article VI. The balloting deadline shall be no less than 90 days following the first publication of the proposed amendment(s) in the newsletter. All dates shall be adjusted accordingly.

3. To become effective, an amendment to these bylaws shall require an affirmative vote of a majority of those casting valid ballots, as well as final approval by the AMC and filing of revised bylaws with the Bylaws Committee. The Bylaws Committee will tell the local group the effective date of the bylaws as amended.

ARTICLE VIII. MENSA NAME AND LOGO

American Mensa, Ltd. (AML) has granted a royalty free, nonexclusive license to _____ Mensa for the use of the mark "Mensa" and a logo, consisting of a globe over a stylized "M" within a border, in conjunction with the non-commercial uses of_____Mensa. AML retains full ownership of the mark and logo and all statutory and common law rights in the mark and logo.

ARTICLE IX. AUTHORITIES

1. The Minimum Standard Bylaws for Local Groups of AML are implicitly included in these bylaws. The minimum requirements are enforceable even if they are not explicitly contained in these bylaws. If there is a conflict between these bylaws and the Minimum Standards, the Minimum Standards take precedence.

2. The rules contained in Robert's Rules of Order, Newly Revised, latest edition, shall govern the local group in all cases to which they are applicable and not inconsistent with these bylaws.

- End of Model Bylaws -

NOTES CONCERNING THE MODEL BYLAWS

NOTE ON EFFECTIVE DATE: The effective date will be provided by the Bylaws Committee following final approval.

NOTE ON ARTICLE II, SECTION 1: Another term used for "members assigned to _____ Mensa by AML" is "members by preference." It refers to members of American Mensa who choose to be members of your local group even though residing somewhere else, not in your local group's geographical area.

NOTE ON ARTICLE III, SUBSECTION 2.E: If the officers are elected directly by the membership electing an Executive Committee, delete this subsection.

NOTE 1 ON APPOINTED OFFICERS: Some, but by no means all, local groups choose to have one or more appointed officers be voting members of the governing body. An example of how to do this is in Article III, section 2 of the Model Bylaws. If you choose to do this, please remember the requirements that all voting positions have to be specified in the bylaws and that no more than one-half the voting members may be appointees.

NOTE 2 ON APPOINTED OFFICERS: Some, but by no means all, local groups choose to have one or more appointed officers be non-voting members of the governing body. The term "voting member" is used in several places in the Model Bylaws to distinguish voting members of the governing body from non-voting members of the governing body.

NOTE ON ARTICLE III, SECTION 4: Some, but by no means all, local groups have an elected or appointed officer known as "Secretary," "Recording Secretary," or "Scribe" whose duties include taking and maintaining minutes at meetings of the governing body. If that is the case in your local group, delete the clause in Article III, section 4 that says the Deputy LocSec shall be responsible for the taking and maintaining of minutes at ExComm meetings.

NOTE ON ARTICLE III, SECTION 8: The Recruitment & Testing Chair may, but need not, be a proctor. Some local groups prefer to use the title "Proctor Coordinator" if the person is also a proctor, but regardless of what title is used internally, the National Office will refer to this officer as the Testing Coordinator.

NOTE ON ARTICLE III, SECTION 11: The terms "Ombudsman" and "Mediator" are considered interchangeable within the meaning of this paragraph and either title may be used. The term is capitalized when referring to the officer and lower cased when referring to the function. The Ombudsman may be the same or distinct from other officers. The Model Bylaws state that the Ombudsman may not be a member of the governing body; while this is not a requirement of the Minimum Standard Bylaws, it is a good practice.

NOTE ON ARTICLE V, SECTION 4: Some local groups, especially those with large geographical spreads, want to have a way for members of the governing body to participate in meetings remotely, either by conference call or another method. Such remote participation is permitted so long as the communication method used allows every participating member of the governing body to communicate with each other at the same time. (This is a requirement of New York state law, where American Mensa is incorporated.) Local groups must specify whether to allow or disallow remote participation. Such remote participation must be expressly allowed in the bylaws.

In earlier versions of the Model Bylaws, if this section was omitted, it was assumed that remote participation was not allowed. Now, if local groups want to disallow remote participation of ExComm meetings, they must explicitly say so in their bylaws. Suggested wording is: “Remote participation during ExComm meetings is not allowed.”

If remote participation for committees established by the bylaws is not explicitly allowed, the default is to disallow remote participation.

NOTE ON ARTICLE VI, SECTION 5, and ARTICLE VII: For smaller local groups, specifying a percentage of the membership for petition signatures rather than an absolute number might be more realistic.

NOTE ON ARTICLE VI, SECTION 9: Notification of election results to the membership may also occur in other ways, for instance by electronic means, but election results should definitely be printed in the next issue of the newsletter.

NOTE ON ARTICLE IX, SECTION 2: If the governing body wishes to adopt rules of order that are not in the Bylaws or are contrary to the specified parliamentary authority, add the following words in this section: “and any special rules of order the local group may adopt.”

HINTS AND COMMENTS

The following hints and comments have been generated over the years by groups that have either amended their bylaws or that have found some provisions of their bylaws overly restrictive. The Minimum Standards and the Model Bylaws are just that – groups may expand their bylaws as desired from the basic framework given. Smaller groups may do fine with the Model Bylaws, while larger groups may have defined subgroups and other conditions that require additional articles in their bylaws.

The AMC Bylaws Committee is ready to assist your group in modifying or amending your bylaws, when needed, based on the Minimum Standards as required by American Mensa. Please contact them whenever you have a question or problem concerning bylaws. Quick contacts during the revision process can often make the work easier.

1. REQUIRED WORDING FROM THE MINIMUM STANDARDS

Articles I and II of the Model Bylaws show wording that is required in each local group's bylaws. Also, the wording of the Financial Report in Article III, section 5.A, the Treasurer's Report in Article III, section 5.B, and the wording of the Mensa Name and Logo clause in Article VIII must be included as they are given.

2. PERCENTAGE OF MEMBERSHIP

When percentage of membership is specified for petitions or nominations, the reference should be specified, for example: "the most recent membership roster received from AML."

3. EQUAL RIGHTS PROVISION

Watch out for the "Equal Rights" provision in the Bylaws of American Mensa, Ltd. It says: "Every member shall have the same rights and privileges accorded every other member, without qualifications or limitations." This has been ruled by AML attorneys to be a generality; for example, there may be a requirement that Area Coordinators reside in the designated area of the local group.

4. GENDER REFERENCES

The Model Bylaws use "chair" designators for various positions. If your local group wants to use "chairman" or "chairperson," or even avoid this sort of title entirely, that is fine with the Bylaws Committee. The usage should be consistent throughout your bylaws, though. Some local groups put sections in their bylaws explaining gender references, and that is fine, too.

5. LEGAL INTERPRETATIONS

Some provisions in your desired or proposed bylaws may become difficult to interpret and might fall into the area of legal interpretation. If you run into such problems, find an attorney in your

local group, or contact the AMC Bylaws Committee chair, who will then seek legal counsel. However, the AMC will not assist those groups that have chosen to incorporate with compliance with state corporation law.

6. LOCAL GROUP NEWSLETTER NAME

It is better not to put the actual name of the newsletter in the bylaws because, if the name of the newsletter is in the bylaws, changing the name will require going through the bylaws amendment process and take several months. If the name of the newsletter is not stated in the bylaws, such a change can be made simply and quickly and does not require AMC approval (other than for name-conflict possibilities).

7. ELECTED EXCOMM VS DIRECTLY ELECTED EXCOMM OFFICERS

There are advantages and disadvantages to both systems. When the officers are elected by the Executive Committee from among themselves, it reduces the tensions of the election process within the local group, since most of the major candidates will all be elected to the ExComm, which then elects its officers. On the other hand, having the officers elected directly by the membership promotes responsibility to the membership. Often a new group may feel that having the elected Executive Committee choose the officers from among themselves will allow all the most active participants to be on the governing board, and the group then has the advantage of having the abilities of more people on the board.

As noted in the preface to the Model Bylaws, if your group wishes to have direct election of the officers by the entire membership, omit subsection III.2.E.

8. REMOVAL OF ELECTED OFFICERS

Only the entire Executive Committee or the electorate should have the power to remove an elected officer for cause. Permitting a simple majority of the Executive Committee to remove an elected officer by use of such concepts as misfeasance, malfeasance, and nonfeasance is unwieldy and dangerous. Such accusations should be subject to the electorate's judgment via recall balloting. Removal for non-attendance at meetings of the governing body is an exception to this rule.

9. MEETING DATES

It is unwise to specify a time and day for monthly meetings. More flexibility is gained by specifying a minimum number of regular meetings per year or quarter, and then letting the Executive Committee decide on the time and location. The Executive Committee must have at least one meeting per quarter.

10. ELECTIONS

Local group elections may be shifted from the dates given in the Model Bylaws. Some reasons to do this might be to correspond to national elections, coincide with or avoid RG dates, etc. The general timing of the Model Bylaws should be retained so that sufficient time is given for the election process. Groups may also choose to have elections every two years instead of every year. Some groups have two-year terms with staggered elections (i.e., one-half of the officers are elected every year). Groups with two-year elections should add the following in section III.13: insert “of even-numbered years” or “of odd-numbered years” after the first date, and insert “the second-following” before the second date.

Groups with two-year, staggered elections have generally been very satisfied with the ease and continuity of officer turnover. If you want to have two-year, staggered elections, please add “that expire in the year of the election” to the phrase “each elected seat on the ExComm” in sections VI.1 and VI.5.

11. UNCONTESTED ELECTIONS

Some groups find they sometimes have only one candidate per office for local elections. When all nomination requirements have been followed and this is true, your bylaws might state that uncontested (sole) candidates are elected without publishing a ballot or counting. If you choose this option, you preclude write-in candidates.

If you wish to opt for automatic election in uncontested elections, add this to section VI.5:

> In the event there is a candidate for each elected ExComm position and only one candidate is identified for each elected ExComm position as of the closing of petitions, those candidates shall be declared elected without balloting.

12. QUICK BYLAWS/AMENDMENTS APPROVAL

The easiest and fastest way to have your bylaws approved is to simply use the Model Bylaws provided by the National Office, fill in your group’s name in each blank, keep or omit the optional section(s), and forward the bylaws to the National Office for distribution to the Bylaws Committee. The Committee will contact you on receipt of your bylaws, and will process your proposed bylaws within 60 days, providing you with approval or suggested changes… As easy as that!

We recommend including your RVC in the amendment process as early as possible, as he/she becomes a member of the Bylaws Committee for review of your bylaws.

13. APPROVAL OF AMENDMENTS BY THE AMC BEFORE LOCAL GROUP BALLOTING

A Minimum Standard requires that proposed amendments to the local group bylaws be submitted to, and approved by, the AMC before balloting by the local group. This was established because a number of groups had "approved" bylaws amendments locally without meeting the provisions of the Minimum Standards, and those amendments may thus be invalid. The ONLY way to amend bylaws requires AMC Bylaws Committee approval. In other words, there is no such thing as "automatic" or "local only" approval for bylaw changes.

Please note that the AMC requires that any bylaws being amended must be brought up to date with the then-current Minimum Standards before approval can be given; any proposed amendments cause the AMC Bylaws Committee to review the entire bylaws package. The Minimum Standards are resolutions adopted by the AMC, and the Bylaws Committee is not empowered to approve any waivers to them.

Amendments/bylaws having no omissions or violations of the Minimum Standards and no other difficulties should be approved by the AMC within 60 days of their receipt.

To obtain AMC approval, send proposed bylaws or amendments (along with the current bylaws) to either the AMC Bylaws Committee chair, or to the National Office, where they will be distributed to the members of the AMC Bylaws Committee. You will hear from the committee chair upon receipt of the bylaws, and should receive either approval to submit the bylaws to the membership or suggestions for revisions within 60 days. Note that the AMC Bylaws Committee is authorized to approve your bylaws on behalf of the AMC.

Once the Bylaws Committee has approved your bylaws or amendments, you should then submit them to your local membership for ratification. There is no such thing as "automatic" or "local only" approval for bylaws changes. The bylaws or amendments only become effective after approval to ballot by the AMC (usually through the Bylaws Committee), approval by your own membership, AND final approval by the Bylaws Committee after filing a copy of the new bylaws with AML. Upon giving final approval, the Bylaws Committee will inform you of the effective date of the bylaws as amended.

Approvals to ballot expire one year from the date of issue.

14. AMENDMENTS 90-DAY WAITING PERIOD

Amending bylaws is intended to be a thoughtful, careful process. The 90-day waiting period was devised so that the newsletter can publish pro and con statements (or explanations) in issues that follow publication of the proposed amendments. The ballot can then be printed in any of the issues following publication of the proposal. Amendments become effective only following

AMC ratification AND local group membership ratification AND filing the revised bylaws with AMC.

15. AREA SUB-GROUPS

Whenever you have a concentration of members located more than a one-hour drive from the main group, area groups increase activity and retention. Area Coordinators may be appointed and may or may not be given a vote on the Executive Committee. Voting appointed Area Coordinators may be added to Article III (Officers and Duties) section 2, provided they do not exceed the requirement that no more than one-half of the voting officers may be appointed (see Minimum Standard Bylaws section 3.B).

It is possible to have both elected, voting sub-group representatives and/or appointed Area Coordinators. If you wish to provide for the formation of area groups with an elected representative, the following should be added to the bylaws:

Changes in Article III (Officers and Duties), subsection 2.A: Increase the number of elected officers and add the sub-group representative(s).

Add to Article III (Officers and Duties), section 12:

> Sub-group representatives shall plan and implement sub-group activities and shall assist the LocSec in the administration of the sub-group.

Add to Article VI (Elections), section 2:

> The sub-group representatives shall reside in the represented area and be voted on by only their constituency as defined by their postal ZIP code areas. Sub-group members may not vote for members at large.

Add to Article VI (Elections), section 5:

> A person petitioning to run for a sub-group office may use only signatures of persons eligible to vote for that position.

Add these sections to Article VI (Elections):

11. Members residing in any area may petition for sub-group status, with an elected representative. Such petitions must designate the area of the proposed sub-group by listing the postal ZIP codes included in that area. Such ZIP codes must be contiguous. The petition must bear the signatures of twenty (20) percent of the members residing in that area. Changes in the area covered by a sub-group will be considered formation of a new sub-group

12. Upon presentation of such a petition to the LocSec, the LocSec shall appoint a special Election Committee. At least one member of that committee shall be from the proposed sub-group. Such petition, together with the ballot, shall appear in the next newsletter.

    Balloting rules of a regular election shall apply. Voting about creation of a sub-group with representation shall be by the entire membership. The special Election Committee shall supervise the voting, receive and count ballots, and certify the results, in writing, to the LocSec with a copy to the Editor for publication.

    (Note: If your bylaws did not previously provide for elected sub-group representatives, the regular bylaws change procedures would have to be followed.)

13. If the formation of a sub-group is approved, the LocSec shall appoint a temporary representative to serve until an election can take place. If the regular elections are more than three months away, a special election shall be held within two months.

* * * * *

We hope these suggestions have been of some help with your bylaws.

Please contact the AMC Bylaws Committee Chair at Bylaws@us.mensa.org with suggestions or comments. Thanks!

CHANGES IN THIS DOCUMENT IN THE 2017 VERSION SINCE THE 2012 REVISION

In the Introduction, the instruction for the option describing two ways to elect officers – directly by the membership and by Executive Committee members elected at large – is changed from deleting one line to omitting a subsection.

Section II.2 has been split into sections II.2 and II.3. The Regional Ombudsman has been added to the new section II.3.

Section II.3 of the 2012 Revision has been moved to new Article IV (Publication) as section IV.4.

The definition of an officer is changed from the 2012 Revision to make it more specific and has been moved to section III.1. The other sections in Article III have been renumbered.

The subsection dealing with the Executive Committee (section III.2) has been split into multiple subsections and reorganized

Subsection III.2.E is optional, and should be omitted if officers are elected directly by the membership.

Section III.3 (Duties of the LocSec) has been modified to match the wording in Minimum Standard Bylaw 3.D.i, which includes requiring the LocSec to notify AML and the RVC of the results of elections.

Section III.4 (Duties of the deputy Local Secretary) now includes maintaining minutes of ExComm meetings.

Section III.5 (Duties of the Treasurer) has been split into three subsections: III.5.A, III.5.B, and III.5.C and reorganized.

Much of sections III.8 and III.9 have been moved to new Article IV (Publication). Section III.8 now specifies the duties of the Publications Officer and section III.9 specifies the duties of the Editor. In addition to turning over files, materials, computer software, passwords, and equipment to the incoming Editor, the outgoing Editor must now also turn over user IDs.

The wording in section III.11 has been changed to match the duties of the Ombudsman specified in Minimum Standard Bylaw 3.H. The portion of the section dealing with the Ombudsman's submitting material to the newsletter marked "for publication" has been moved to new Article IV (Publication) as section IV.3, and the Regional Ombudsman has been added. The requirement for an arbitrator to pursue resolution of disputes in other groups was dropped.

In section III.18, user IDs have been added to the list of items that officers must turn over to their successors, to the current LocSec, or to another member of the ExComm after they leave office.

A new Article IV (Publication) has been added that corresponds to Minimum Standard Bylaws 4 (Publication). The sections in this article comprise sentences from sections III.8, III.9, III.10, and II.3 of the 2012 Revision.

Wording has been added in section IV.1 to reflect that the printed newsletter published by the ExComm is the official publication of the local group.

Sections IV through VIII in the 2012 Revision have been renumbered to sections V through IX.

In section V.4, it is explicitly stated that remote participation during ExComm meetings is allowed.

In section V.5, there is now a requirement for a physical site for meetings of the ExComm.

Section V.5 in the 2012 Revision has been split into sections VI.5 through VI.8.

In section VI.8, the date until which the Election Committee chair must preserve the ballots is changed from April 1 to January 31 to match the expiration date of the Election Committee.

Section V.7 in the 2012 Revision has been deleted as superfluous because the requirement to notify AML and the RVC of the results of elections has been inserted into section III.3 in the 2017 Version.

Article VI (Amendments) in the 2012 Revision has been split into three sections: VII.1, VII.2, and VII.3.

Article VII was renamed from “Mensa Logo & Name” in the 2012 Revision to “Mensa Name and Logo” (now Article VIII) to match the title in the Minimum Standard Bylaws.

References in the Notes Concerning the Model Bylaws were modified to refer to the appropriate article and (sub)section, which may have been renumbered.

The Note on Article V, section 4, (Remote Participation) was expanded.

The Note on Article IX, Section 2 was added.

A page break was placed before the Hints and Comments section.

References in the Hints and Comments section were modified to refer to the appropriate article and (sub)section, which may have been renumbered.

In Hint/Comment 1, the Financial Report was added. The Mensa Logo and Name clause was renamed to the Mensa Name and Logo clause.

In Hint/Comment 10, the second bulleted paragraph in the 2012 Revision was deleted. It referred to an obsolete revision and should have been deleted in the 2012 Revision. The remaining bulleted paragraph was incorporated into the first paragraph.

In Hint/Comment 12, the phrase “keep or omit the optional section(s)” was added.

A “Changes in this Document” section was added.

APPENDIX 15: INFORMATION AND PRIVACY POLICY

(See 2011-013, 2011-028 and 2017-010)

INFORMATION AND PRIVACY POLICY

It is the policy of American Mensa, Ltd., that respecting the privacy of its members is of utmost importance. Individual members may select the level of privacy they wish within what is required to maintain their status as a member per the Constitution of Mensa. AML shall provide instruction to members on updating privacy releases and shall respect member privacy before distributing member information.

MEMBERSHIP PRIVACY RELEASE

Per the Constitution of Mensa Section III.C.1.e, members must permit their names and addresses to be published in Mensa listings of national or Direct International Members, as authorized by a national Mensa Committee or the International Board of Directors. The Mensa International Board of Directors has deemed that “address” is defined as city and state, province or country as applicable. Additional information may also be published according to the wishes of the member.

To facilitate communication among members, Local Groups, and the national organization, the default answer to all member privacy release questions shall be “yes, release.”

For members under 18, the default answer to member privacy release questions shall be “no, do not release.” In addition, if "yes, release" is selected, the request must be authorized by a parent or guardian. Birthday information and email address for youth members will be available to authorized LG officers

The leadership of American Mensa, including officers and appointees at the national, regional and local levels, shall authorize release and publication of members’ contact information, including phone and/or email address, to current and prospective members to facilitate communication.

NEWSLETTER POLICY

Electronic delivery is the default release for members to receive Local Group newsletters. Members may, via their online profile or by contacting the National Office, select print delivery of their group newsletters.

Members who do not have email addresses on file, who do not release their email addresses within the organization, or who select to receive print communications via their profile will receive print communications.

Nothing in this policy requires any Local Group to create an electronic version of its newsletter; that decision is up to the governing body of each Local Group. A Local Group that does create an electronic version as well as a print version may send both versions to some or all of its members if the governing body so wishes.

LAPSED AND PROSPECTIVE MEMBER PRIVACY

American Mensa and its Local Groups may contact lapsed members, prospective members, and those who've qualified but have not joined via mail, email and phone for the purposes of encouraging them to join or rejoin the organization. Individuals who indicate that they do not wish to receive additional communications or who no longer have an interest in joining the organization will be marked accordingly in the membership database and will not be contacted in the future.

RELEASE OF INFORMATION

Internal Release and Usage

To individuals. Current members of American Mensa can access information about other members in a directory, print or online, provided that those members have agreed via their privacy releases to list the information in a directory/register.

The National Office staff is authorized to confirm to inquiring third parties whether a particular individual is, or is not, or ever has been, a member of Mensa. The confirmation may consist of only yes or no and the dates of membership. No information about test scores or demographic) data is to be released without the members' express written permission.

Upon receipt of a written request from the member himself, the Executive Director is authorized to release to third parties information about the member contained in the membership database or publications. Subpoena requests for test scores will be reviewed on a case by case basis.

A current member of Mensa may receive information from the National Office regarding another current member provided that the asked-about member has agreed to release the information in a national membership directory/register.

To Local Groups. Authorized Local Group officers are provided membership information for their group's administrative purposes. Additionally, group officers and appointees, with the authorization of the Local Secretary, may request member information from the national office to publicize gatherings, for local elections, for notifying members of special events, etc.

To further protect member privacy and ensure that privacy releases are followed, any group publishing a directory in print or on line must request data for this express purpose from the national office.

To Special Interest Groups. National Special Interest Groups (SIGs) may request periodic emails to members with interests and occupations similar to the SIGs' purposes. For these efforts, member information is not released outside of the National Office, and the national SIGs Officer and the SIG Coordinator must approve these communications. These emails are provided at no charge to the SIGs. SIGs may work with national office staff to confirm current membership in bulk following the annual renewal cycle.

For research purposes. American Mensa's Research Review Committee may approve release of information under the established guidelines for accessing Mensa members for research. The National Office will contact members directly regarding the research request and encourage members to participate.

For elections. For the purposes of campaigning, AML shall release member contact information only to candidates for AML or Local Group office. Candidates must obtain member information through the

National Office for the purpose of campaigning, as the privacy release regarding election contact must be factored into the information extract. Information provided must fall within guidelines as specified by the Election Committee for that election. Election Candidates must not use data received via other distributions from the National Office for the purpose of campaigning.

Requests from candidates in Local Group elections must contain a certification by the appropriate RVC that the requester is a bona-fide candidate. National candidates must be first accepted as a bona-fide candidate by the Election Committee before they can receive membership information.

To the Mensa Foundation. The Mensa Foundation will, from time to time, contact members regarding participation in or support of Foundation programs. For these efforts, member information is not released outside of the National Office.

For national events. Chairs of AGs, RGs, Colloquiums and Mind Games® may request that the National Office send emails to members who may have an interest in attending these events. For these efforts, member information is not released outside of the National Office, and the event chair must approve these communications. These emails are provided at no charge to the events.

External Release and usage

To benefit and service providers. Membership information is provided to approved benefit and service providers for mailings that may be of interest to members. This information is authorized under contract on a case-by-case basis and does not include members who have requested that we not release their contact information. Members have the option of changing these releases online, or by contacting the National Office.

ONLINE SERVICES

American Mensa's online Internet services. Users participating in American Mensa's online Communities and online services may not improperly post or distribute any confidential information or information that would infringe upon the proprietary, privacy or personal rights of others.

Gifted Youth. As per the Policy and Guidelines for Administrators of Internet Communication Services, parental notification and consent is required before a minor may subscribe to a defined Internet communication service. This one-time parental consent is valid for any other AML-hosted service unless the parent or administrator notes otherwise. This is to protect the privacy of children and the rights of parents.

As part of Minimum Standard #1, all Internet communication services hosted by AML must comply with the Children's Online Privacy Protection Act (COPPA), effective April 21, 2000, which applies to the online collection of personal information from children under 13. See www.ftc.gov/privacy/privacyinitiatives/childrens.html for more details.

Spam. As part of Minimum Standard #1, all Internet communication services hosted by AML must comply with the CAN-SPAM Act of 2003 (Controlling the Assault of Non-Solicited Pornography and Marketing Act), which establishes requirements for those who send commercial email and gives consumers the right

to ask emailers to stop spamming them. Members may request that we not contact them via email via their online profiles or by contacting the National Office.

AVAILABILITY OF MEMBERSHIP INFORMATION

Local Group officers who are provided access to member information must first sign the "Member Data Agreement," which lays out restrictions on the use members' private information, acknowledges that the information is the property of American Mensa, and defines reasonable and prudent security measures. The National Office will maintain records of those officers signing the Member Data Agreement. All requests for data from the National Office must include the purpose and intent regarding the use of member information. The National Office will obtain approvals as necessary and will determine appropriate charges for information requests. All requests for information shall observe the preference of members for data suppression and publication.

MISUSE OF MEMBERSHIP INFORMATION

Use of membership information for any other purpose than those provided for under this policy may be an act inimical to the society or may result in legal action, depending on the circumstance.

APPENDIX 16: RESEARCH REVIEW GUIDELINES

(See 2007-025 and 2015-020)

Guidelines and Procedures for Research Involving Mensa Members as Research Subjects.

Scope. These Guidelines and Procedures apply to all requests for access to information from the Mensa membership database for scholarly research and all requests to utilize Mensa members (in their capacity as Mensa members) as subjects in such research. Non-exhaustive examples of research to which these Guidelines and Procedures are applicable include requests for secondary analyses of the membership database, requests that all or particular subsets of members be sent surveys or materials designed to solicit their participation in a research study, requests to advertise in Mensa publications (including Local Group publications) for the purpose of recruiting research subjects, requests to conduct research or to recruit research subjects at Local Group meetings, regional gatherings, annual gatherings. or other Mensa activities.

These Guidelines and Procedures do not apply to media inquiries for simple facts from the database (for example, "how many Mensans live in Utah?", or "what percentage of Mensans report less than a high-school diploma?", which may be answered, or not, by officers or staff as provided elsewhere. These Guidelines and Procedures likewise do not apply for requests by commercial entities for access to Mensa members for product development (i.e. testing of games, puzzles, intelligence tests, other products) or for product marketing purposes (i.e. "94% of Mensans prefer Brand X"). These latter requests will be forwarding to the Development Officer, the Name and Logo Committee, or other officials or committees, as applicable.

Conditions for Eligibility.

A. Research projects are eligible for approval if they meet the criteria for approval and if they meet the eligibility conditions below:

1. The research must be conducted under the auspices of an institution that holds an approved *Federalwide Assurance for the Protection of Human Subjects.*
2. The research must be approved by an Institutional Review Board named in the sponsoring institution's *Federalwide Assurance* or that institution must have determined that the research is exempt from such review.
3. The research must have undergone review for scientific merit. Examples of acceptable evidence of scientific merit review include approval of thesis or dissertation proposal by supervising committee for student research at accredited higher education institutions, approval following peer-review of government or private foundation grant support for the research, approval by departmental or college level scientific merit review committees for faculty research at accredited higher education institutions or scientific research organizations. If no scientific merit review is available for a particular project, the Research Review Committee may deem a project to have fulfilled this requirement upon submission of the investigator's *curriculum vitae* and reprints of prior peer-reviewed research articles demonstrating substantial prior research by the investigator in areas related to the proposed research.

4. The investigator must demonstrate sufficient financial and other necessary resources to complete the research project in the event of approval.

B. Basic HHS Policy for protection of Human Research Subjects 45CFR46.101(b), as follows: "Research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from review by an Institutional Review Board:
(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
(6) Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture."

Criteria for Approval. Requests to use the Mensa membership database for scholarly research or for access to Mensa members as research subjects may be approved if all conditions for eligibility are met and if the Research Review Committee determines that:

1. No information concerning any identified member is disclosed by Mensa to the researcher without the member's consent.
2. Procedures for individual contact with Mensa members for recruitment are designed to minimize members' inconvenience and annoyance and are designed to maximize the privacy of the members.

3. The nature of the research and the experience that Mensans will undergo as research subjects are not such that the Committee's approval of the project is likely to undermine any member's relationship with Mensa.
4. The potential of the research for subjecting Mensa or its members to public ridicule or disrepute is minimal.
5. The potential that Mensa's participation in the research could subject it to financial or other liability is minimal.

Process.

1. Researchers may request approval by providing the following materials:
   a. Documentation that all of the conditions of eligibility are met.
   b. A description of the particular cooperation and/or access that is requested (i.e. particularly analyses of membership data, mailing of recruitment materials to all or an identified subset of members, ability to recruit subjects in-person at a gathering, etc.).
   c. An explanation of why Mensa subjects are sought and a description of the role of Mensa members (i.e. all subjects are Mensans; Mensa is one source of subjects believed to share common attribute of intelligence and all subjects with this attribute will be grouped together for analysis; Mensans will be compared to other groups in the analysis, etc.)
   d. A clear statement of all research hypotheses, in directional form if possible.
   e. A description of the anticipated methods for disseminating the results of the research including, as applicable, the names of any publications to which submission of research results is anticipated and the names of any conferences at which presentation is anticipated. Any plans for popular dissemination of research results (i.e. newspaper articles, radio talk shows, etc.) must also be disclosed.
   f. A description of how the participation of Mensa members will be characterized during the dissemination of research (i.e. "subjects were members of Mensa", "subjects were all members of a group purporting to include only the most intelligent 2% of the population", "subjects with high IQ were recruited", etc.).
   g. A complete research protocol including background, literature review, research questions, hypotheses, study design, procedure and methods (including any instruments). The complete research protocol as approved by the supervising Institutional Review Board must be submitted. In addition, any correspondence with the Institutional Review Board, subsequent to the protocol's initial approval, must also be submitted. If the project is grant-funded, a copy of the complete grant proposal, and any subsequent correspondence between the investigator and the funding agency, must also be provided.

2. Following initial determination by the Research Review Committee chair that the request is within the scope of the Committee, materials will be distributed to all Committee members.

3. The Research Review Committee chair shall designate a period of time of no less than two weeks, during which Committee members may review and discuss the proposal. Committee review shall be with respect to the conditions of eligibility and the criteria for approval only.

4. Following the designated period, any Committee member may offer a motion to approve the request, to deny the request, or to require specified modifications in order to secure approval. Such motions shall be distributed to Committee members and voted upon via email.

5. The Research Review Committee chair shall announce the results of the vote to Committee members. If modifications are required to secure approval, the chair shall notify the investigator. Modifications, when received, shall be distributed for review according to the same procedure.

6. Following approval of a research project, the investigator is required to apprise the Committee of progress at intervals specified by Committee, but no less than annually. During the conduct of the research, any changes to the research protocol must be submitted to the Committee prior to their implementation. The Research Review Committee chair may approve changes that, in his or her judgment, do not have an impact on the criteria for approval. During the conduct of the research, copies of all correspondence between the investigator and the supervising Institutional Review Board must be provided to the Committee.

Conditional Approval. If a researcher is unable to fulfill the conditions of eligibility due to a "chicken or egg" problem – i.e. if a grant-making agency is unwilling to fund a project or if an IRB is unwilling to approve a project until Mensa's willingness to provide access to members is determined, the Committee is authorized to provide "conditional approval". Conditional approval may also be granted in circumstances in which the preparation of a complete proposal (i.e. of a dissertation proposal or grant application) would be impracticable without assurance of likelihood of eventual final approval. In such circumstance, the researcher should provide documentation of as many of the conditions of eligibility as are possible and should provide a description of the requested cooperation and a summary of the research proposal. These materials shall be considered as provided in the Process section, numbers 2, 3 and 4, above, and "Conditional Approval" may be granted by the Committee. Conditional Approval means only that the final project, if substantially similar to the project described in the initial submission, is likely to meet to criteria for approval and to be approved. Conditional Approval does not bind the Committee nor the AMC and no research activities may be undertaken until final approval is granted. The Research Review Committee chair is authorized to notify the investigator of Conditional Approval.

APPENDIX 17: AML INVESTMENT FUND POLICY

(See 2012-002 and 2015-009)

Purpose

The purpose of the Investment Fund is to guarantee services for multi-year and life members, to contribute revenue to the society, and to provide sufficient cash to meet the financial obligations of AML in a timely manner.

Investment Objectives

The objectives of the Investment Fund are:

1. Limit exposure on loss of capital, especially over a 3-year time period;
2. Optimize the investment return; and
3. Provide liquidity sufficient to meet the purpose of the Fund.

Investment Guidelines

The Finance and Audit Committee shall be authorized to invest AML funds as follows:

1. Interest-bearing accounts and similar mutual funds (e.g. money market funds).
2. U.S. Government-backed securities of all types, including funds that primarily invest in such items.
3. Other fixed income securities that mature within 5 years and are rated A or better by Standard & Poor's and/or Moody's.
4. Equity mutual funds with a Beta of less than 1.25 when compared to the S&P 500.
   and
5. Fixed income mutual funds with a Beta of less than 1.10 when compared to the Barclay's US Aggregate Bond.

Items 3 and 4 taken individually may comprise no more than 35% of the portfolio at any given time, and must be rebalanced to comprise less than 30% of the portfolio within 30 days of going above 30%.

Reporting

The AML Treasurer shall report to the AMC on the status of the Investment Fund on a quarterly basis.

Life Membership Fund

The portion of the Fund attributed to life members shall be known as the Reserve for life members' dues. The principal in the Reserve for life members' dues is to remain in the Reserve for life members' dues in perpetuity. New life membership dues, net of the international dues component and the cost of enrolling a life member, are to be added to the principal of the Reserve for life

members' dues. The principal in the Reserve for life members' dues shall not be borrowed against unless a plan for repayment of the funds so borrowed, and the interest lost due to the fund being borrowed against, is approved by the AMC.

APPENDIX 18: DISPUTE RESOLUTION GUIDELINES

(See 2002-140, 2004-120 and 2009-028)

1. The first question to ask is: Is it a Mensa problem, or is it merely a dispute between two individuals who happen to be Mensans?

   Mensa's procedures are neither designed nor intended to deal with domestic disputes, employment problems, damage to property, or other civil or criminal matters. Those matters belong in the courts or some other forum.

2. An aggrieved member should be encouraged to seek resolution of the problem directly with the member or members perceived to be causing the problem. The rationale here is that the deal you cut for yourself may be more palatable than the one handed you by someone else. If the dispute is, at heart, primarily a personality clash, the members involved may be encouraged to exhibit a tolerance of diversity, lest the dispute become a Mensa problem.

3. If the member cannot or will not resolve a dispute directly, the next person to approach for help is the local ombudsman if there is one available. The ombudsman's investigation may reveal that there is no real basis for a complaint, may suggest a possible solution, or may lead to mediation.

4. If there is no local ombudsman, or the local ombudsman is unable to resolve the dispute, the matter should be brought to the attention of the Local Group's board or executive committee.

5. If a member's problem relates to the operation of the Local Group, its newsletter, etc., and there has been no resolution of the problem by a local ombudsman, the member may wish to seek the informal assistance of the group's Regional Vice-Chair. However, policy disputes usually are better resolved via the ballot box at the next Local Group election.

6. Beyond item 5, it is necessary to bring the matter to the attention of those authorities whose roles are set forth in the Bylaws of American Mensa and in the resolutions of the American Mensa Committee: The National Ombudsman, the national hearings committee, and regional hearings committees. Each has different functions. Depending on the nature of the dispute, and depending on what has resulted from prior attempts at resolution, it may be appropriate for an aggrieved member to take his/her case to any of the three.

7. The duties and powers of the National Ombudsman are set forth in the Bylaws of American Mensa, Article VIII. In general, the ombudsman's powers are to investigate, to mediate, and to express his opinion. The ombudsman's power to submit his opinion on a matter "for publication" is, perhaps, his most powerful inducement to cooperation.

   However, unless all of the parties to a dispute have agreed to binding arbitration, the ombudsman has no authority to impose sanctions. That power is allocated to the hearings committees and the AMC.

8. The duties and powers of the national hearings committee are set forth in Article IX, section (5) of the Bylaws of American Mensa and in the "Policies and Rules Governing the Conduct of National Hearings" adopted by the AMC.

   The National Hearings Committee does not exist to resolve personal disputes between members, nor is it a peacemaker, mediator, arbitrator, or counselor. Those functions are assigned to others, such as the National Ombudsman and the RVC.

   The function of the National Hearings Committee is, therefore, passive in contrast to the National Ombudsman, and it can only deal with complaints that are properly brought before it. Proper complaints are only those which allege acts inimical to Mensa. That means acts which harm the organization itself and not acts which may bring harm to members.

   A national hearing is initiated by filing a properly substantiated complaint, addressed to the Hearings Committee Liaison, via the National Office. The National Office shall forward the complaint unopened to the Hearings Committee Liaison. The complaint is to be filed in a form and manner specified by the Hearings Committee Chair. Supporting documentation may be included with the charges. Charges shall be deemed filed on the date they are received by the H.C. chair. In the absence of a liaison, complaints will be forwarded to the H.C. chair.

9. The duties and powers of the Regional Hearings Committees are set forth in Article IX, section (6) of the Bylaws of American Mensa and in the "Policies and Rules Governing the Conduct of Regional Hearings" adopted by the AMC. As with the National Hearings Committee, the Regional Hearings Committee does not exist to resolve personal disputes between members, nor is it a peacemaker, mediator, arbitrator, or counselor.

   The function of the Regional Hearings Committee is to hear and decide charges of recurring conduct that is so demonstrably harmful to a Local Group or to individual members that it is inimical to Mensa. The National Ombudsman, or his designee, will attend the hearing so as to be able to report to the AMC on its fairness. A regional hearing is initiated by filing a properly substantiated complaint with the Local Group's RVC.

10. Sanctions recommended by a national or regional hearings committee that involve either suspension or expulsion from membership must be approved by the AMC and may be reduced by the AMC. However, the AMC cannot increase any recommended sanctions, nor can it impose sanctions where a hearings committee has recommended none.

APPENDIX 19: LOCAL GIFTED YOUTH COORDINATOR SELECTION PROCEDURE

(See 2002-174 and 2009-086)

1. Each Local Group is encouraged to select a Local Gifted Youth Coordinator (LGYC) for their group. The LocSec or outgoing LGYC should discuss the position with the volunteer LGYC and give him or her any current printed information on the program – including a Local Gifted Youth Coordinator Registration Form (of which use is encouraged), which is sent to the National Gifted Youth Committee chair.

2. Each Local Group's selection of a LGYC shall be by the procedure outlined in the Local Group's bylaws for selection of appointed officers. For example, some groups may do this by LocSec appointment, whereas other groups may do this by LocSec appointment with ExComm approval or by other methods.

3. The LocSec, on behalf of the Local Group, submits the information on the LGYC candidate to the National Gifted Youth Committee chair, either directly or through the National Office (which shall forward to the National Gifted Youth Committee chair any information received regarding a nominee for LGYC). The submission should include name, membership number, address(es), email(s), confirmation that the Mensa member is in good standing, and contact information. The Local Gifted Youth Coordinator Registration Form, if available, may be submitted with the initial submission.

4. The National Gifted Youth Committee chair may contact the nominee directly and ask for the LGYC nominee information. If a LGYC Registration Form has not been received, the National Gifted Youth Committee chair shall send a Registration Form to the LGYC nominee for completion.

5. Selection of LGYCs is a joint local and national appointment. Upon confirmation of the Local Group's nominee, the National Gifted Youth Committee chair shall promptly inform the successful nominee, LocSec, and the National Office of the confirmation. The National Office shall publish the new LGYC's name in the next available directory issue of the *Mensa Bulletin*. The LocSec or Editor should announce the new LGYC's appointment in the local newsletter; the newsletter should continue to list the LGYC information in the officer listings. If the nominee is not confirmed, the National Gifted Youth Committee chair shall notify the LocSec, and the National Gifted Youth Committee chair and the LocSec will work together to find a LGYC for the group.

6. The National Gifted Youth Committee chair shall prepare and make available information for Local Groups to consider when choosing a LGYC. Such information should include factors that the National Gifted Youth Committee chair will consider when deciding whether to confirm a LGYC nominee and shall include factors which make it likely that the LGYC's participation in AML's Youth Program will be safe, productive, reliable and good for AML's image. However, the National Gifted Youth Committee chair is not limited to considering

listed factors and should use his/her judgment in evaluating all information relevant to each nomination for LGYC.

APPENDIX 20: BUDGETARY POLICIES

(See 2010-033)

1. The American Mensa fiscal year budget shall be subdivided into Areas of Responsibility. Each Area of Responsibility shall be further subdivided into account lines that correspond to the chart of accounts as established by the Audit and Finance Committee. Each Area of Responsibility shall be assigned an AMC and Staff Budgetary Officer.
   a. The Areas of Responsibility and their Budgetary Officer(s) shall be:

Administrative & General	Treasurer/Executive Director
AMC Administration	Chair/Executive Director
AMC Meetings	Chair/Executive Director
Marketing	Development Officer/Marketing Director
Licensing	Development Officer/Marketing Director
Testing	Membership Officer/Membership Director
Local Group Support	Membership Officer/Membership Director
Publications	Communications Officer/Marketing Director
Nominations/Elections	AMC Nomination/Election Liaison/Dir. Operations
Gifted Youth	National Gifted Youth Committee Liaison/Membership Director
Foundation	Chair/Executive Director
Hearings	Chair/Executive Director
Leadership Development	AMC Leadership Liaison/ Membership Director
Internet Services	Communications Officer/ Director of. Operations
Membership Services	Membership Officer/ Membership Director
International	Chair/Executive Director
Name & Logo Protection	AMC Name & Logo Liaison/ Executive Director
Special Projects	Chair/Executive Director
Region 1	RVC Region 1/Executive Director
Region 2	RVC Region 2/Executive Director
Region 3	RVC Region 3/Executive Director
Region 4	RVC Region 4/Executive Director
Region 5	RVC Region 5/Executive Director

Region 6	RVC Region 6/Executive Director
Region 7	RVC Region 7/Executive Director
Region 8	RVC Region 8/Executive Director
Region 9	RVC Region 9/Executive Director
Region 10	RVC Region 10/Executive Director
Capital Purchases	Treasurer/Director of Operations

b. Areas of Responsibility may be added or deleted by the Finance and Audit Committee at the time of budget preparation and will be considered adopted by the AMC at the time of budget approval. Staff budgetary officers may be reassigned by the executive director.

2. Staff Budgetary Officers shall be responsible for:
   a. Approving expenditures in their Area of Responsibility within the parameters of the purchasing policy.
   b. Monitoring all financial activities within their Area of Responsibility.
   c. Ensuring that actual expenses do not exceed the total budget allocated to their Area of Responsibility.
   d. Providing a plan and detailed estimates for income and expenditures at the account level that are aligned with the strategic plan of the organization for the purpose of budget development.
   e. Providing forecasts of expenditures at the account level.

3. AMC Budgetary Officers shall be responsible for:
   a. Reviewing all financial activities within their Area of Responsibility on a monthly basis;
   b. Monitoring reports to ensure that actual expenses do not exceed the total budget allocated to their Area of Responsibility;
   c. Petitioning the Executive Committee should additional funds be required for their Area of Responsibility;
   d. Actively participating in development and prioritization of plans that are aligned with the strategic plan of the organization for the purpose of budget development;
   e. Ensuring that budget requests for income and expenditures at the account level are in line with those plans;
   f. Providing forecasts of expenditures at the account level when requested.

4. The allocation of budget amounts to accounts within each Area of Responsibility may be adjusted by the responsible Budgetary Officers unless an account is designated as frozen during the budget approval process. In that case, the Finance and Audit Committee must approve any reallocation within frozen accounts.

5. Budget increases for an Area of Responsibility during the fiscal year of less than 2% or up to $5,000, whichever is less, of the total budgeted for that area of responsibility may be approved by the Executive Committee. These adjustments must be reported to the AMC at the next meeting. Adjustments of greater than 2% must be approved by the AMC.

Purchase policies

1. All purchases must be within limits set by the budget.

2. The Staff Budgetary Officer has authority to approve purchases within their area of authority provided the onetime expense is less than $10,000 or, if an ongoing expense, the annual total is less than $10,000.

3. For those expenses greater than $10,000 and less than $25,000, the Executive Director's approval is also required.

4. For those expenses greater than $25,000, the Executive Committee's approval is required.

5. Every effort should be made to get competitive bids on all purchases. For single purchases over $25,000, or annual purchases in excess of $50,000 from one vendor, competitive bids are required at least once every three years.

6. The Executive Director is authorized to sign multiyear vendor contracts on behalf of the organization when:
   a. The annual amount does not exceed the budget for the current fiscal year, and the contract term does not exceed three years.
   b. The contract is an extension of a current contract with a vendor.
   c. The activity can reasonably be expected to continue for the length of the contract term.

In all other situations, approval of the Executive Committee must be obtained.

In cases of emergency the purchase approvals shall be obtained as soon after the fact as possible.

For all new vendors, AND for single purchases or contracts valued at $2,500 or more, a compliance checklist must be completed which ensures that appropriate practices to avoid conflict of interest are followed.

APPENDIX 21: COMMITTEES AND INDIVIDUAL APPOINTEES

July 2018 – June 2019

Appointed Non-Voting Officers

Tommy Ryan……..... Communications Officer
Alexander Huth……..... Marketing Officer
Marie Mayer ..... Director of Science and Education
Henri Buccine-Schraeder..... Membership Officer

Committee Appointments

2019 2019 AG Committee co-chairs ..... Brian Reeves and Allison Reeves
2020 AG Committee chair ..... Tabby Vos
2019 Mind Games® Committee co-chair ..... Karen Bujak and Ken McMurray
Advocate ..... Elissa Rudolph
Awards Committee chair ..... Robin Crawford
Bylaws Committee chair ..... SEILER
Communications Committee chair ..... RYAN
Community Services Committee chair ..... THOMAS
Culture Quest ® ..... Sean Cannon
Disaster Relief Coordinator Volunteer ..... Carole Lane
Election Committee chair ..... Tabby Vos
Events Committee chair ..... CRISS
Executive Committee chair ..... BAKERINK

- Taz Criss, RVC6 was elected as the RVC representative on the Executive Committee for the 2017-2019 AMC term.

Finance and Audit Committee chair ..... STONE
Gifted Youth Committee chair ..... Carol Raymond
Governance Review Task Force ..... STONE
Higher Logic Task Force ……..LEE
Intellectual Property Counsel ..... Clifton McCann, Esq.
Interpretive Counsel ..... Mark Silverstein, Esq.
Leadership Development Committee chair ..... CRISS
Licensing Committee chair ..... STROCK
Marketing Committee chair ..... HUTH
Membership Committee chair ..... BUCCINE-SCHRAEDER
Mind Games® Chief Judge ..... Laura Heffernan
Name and Logo Committee chair ..... Huth
National Representatives (AML votes on the International Board of Directors; the AML Chairman is automatically the First Nat Rep per the Constitution of Mensa)

- NORRIS (Second Nat Rep)

- STONE (Third Nat Rep)
- CRISS (Fourth Nat Rep)
- LEE (First Alternate; Fifth Nat Rep once membership increases past 55,000)

National Testing Officer ..... Jennifer Jewell
National Young Adult Mensan Coordinator ..... Joshua Fishkind
Parliamentarian ..... SEILER
Research Review Committee chair ..... Jean Becker, PhD
Risk Management Committee chair ..... STONE
SIGHT Coordinator ..... Bill Zigo
SIGs Officer ..... Nancy McMahan Farrar
SIGs Advisory Committee chair ……Nancy McMahan Farrar
Strategic Planning Committee ..... GRUEBELE
Testing Team Committee Chair ..... Jennifer Jewell

Committee Voting Members

1. Bylaws Committee: SEILER (chair), NORRIS, RING, STONE
2. Communications Committee: Ryan (chair), STROCK, SEILER, THOMAS
3. Community Service: THOMAS (chair), NORRIS, RING
4. Events Committee: CRISS (chair), STONE, VOYMAS
5. Finance and Audit Committee: STONE (chair), BAKERINK, NORRIS, CRISS, MAXWELL, Wise
6. Leadership Development Committee: CRISS (chair), SEILER, GRUEBELE, Ryan
7. Name and Logo Committee: HUTH (chair), NORRIS, LEE, OLCOTT, Ryan, Mayer
8. Research Review Committee: Becker (chair), Buccine-Schraeder, WONG, RING, GRUEBELE, Mayer
9. Strategic Planning Committee: GRUEBELE (chair), BAKERINK, MAXWELL

The following appointments and committees remain vacant pending AMC review of the charges and or need for the continuing appointment.

Hearings and Dispute Process Review…….
Intellectual Property Litigation Committee chair .
LDW Coordinator .....
Local Groups Logistics Team chair .....
Local Group Revitalization Task Force chair .....
National Awards Task Force ……

Election Committee

Tabby Vos (chair)
Michele Clemente
Jennifer Morris
Conrad Pomykala
Lee Stillman

APPENDIX 22: GUIDELINES FOR LOCAL GROUP DISSOLUTION

(See 2004-014, 2017-009 and 2018-008)

GUIDELINES FOR LOCAL GROUP DISSOLUTION

The following guidelines are intended to be an aid to the group which is in process of dissolving. The RVC is given broad discretion in the interpretation and implementation of these guidelines.

1. **The dissolution question.** The dissolution process may be initiated by a petition signed by 10% of the members of the group in question, and presented to the RVC. The petition may but need not specify another group or groups (specifying which zip codes which will be transferred to which group) into which the group will be folded. The RVC or his representative will ballot the members of the group as to whether or not to dissolve, with a simple majority of valid votes cast deciding. There should be ample time for the membership to consider this action, and comments pro and con may be presented with the ballot. The same proposal should not be balloted more often than every three years.

2. **If a group has not received funding for six continuous months or appears moribund**, whichever is sooner, the RVC will first contact current (or last known) elected officers in an initial attempt to revive the group. If that fails, the RVC will contact each member of the group by mail informing them of the possibility of dissolving the Local Group and their reassignment to another Local Group. The members will be given a reasonable amount of time (at least 30 days) to respond, either to volunteer to reorganize the Local Group or to specify the Local Group to which they wish to be reassigned. If this still does not result in reactivating the group, the RVC may dissolve the group on his/her own authority without a ballot.

3. **Where the group goes**. If the group grew out of a neighboring group, or there is a logical affinity for a neighboring group, or the petition specified a group, then the members are reassigned to that group. If there are two or more groups specified in the petition or a logical division exists, the members are reassigned accordingly.

   The members should receive notice, either in a special mailing or in their new newsletter, that they are going to be transferred. They will be told that they may also by preference transfer their membership to any other Local Group on request to the National Office with instructions on how to do that.

4. **Group assets.** The existing assets of the group will be transferred to the new group. Records will be kept so that if the group is able to reform within two years, the same assets may be transferred back. If there are two or more groups receiving the members, the assets will be transferred in proportion.

If any funds in the dissolving group were designated for specific purposes, such as scholarships, on the group's most recent published financial statement, that should be considered when deciding on disposal of the group's treasury.

If this violates a Local Group's bylaws, the AMC has the authority to simply dissolve a Local Group, and in such cases the AMC will take special pains to distribute group assets fairly.

In the case of a separately incorporated Local Group, the RVC, acting in consultation with the AMC and AML corporate counsel, will develop a special plan for proper distribution of the Local Group's assets.

APPENDIX 23: POLICY AND GUIDELINES FOR ADMINISTRATORS OF INTERNET COMMUNICATION SERVICES

(See 2005-080, 2005-098, 2006-008, 2011-017, and 2016-015)

Purposes of Internet Communication Services

- To stimulate member, Local Group, and community related Mensa activities
- To provide a forum for the exchange of opinions and ideas among Mensa members
- To facilitate communications for groups, officers, and National Office staff
- To promote the overall health and growth of the American Mensa organization
- To aid Mensans in pursuing the ideals of Mensa as expressed in the MIL Constitution.

Definition, Requisition, and Administration of Internet Communication Services

Internet Communication Services include Web sites, social media platforms, elists, chat, threaded discussion groups, newsgroups, and electronic directories. Officially recognized group Web sites shall be considered to be electronic extensions of the newsletters, and as such, shall be subject to the same guidelines as the newsletters as applicable within the electronic medium. Three categories of services are defined.

- Services supporting official functions of the national organization. The administrator of such a service will be a member of AML, unless the service primarily supports the functions of one or more staff members. The Executive Director will designate a staff member for each service to support its operation.
- Services supporting official functions of regions, Local Groups, and Special Interest Groups. These will be established upon request, subject to available resources and approval of the RVC, Local Secretary, or national SIGs Officer. Regions and groups will be responsible for maintaining and governing these services once established, and for adherence to the Minimum Standards.
- Additional services based on member interests. These services may be created upon request of individual members, subject to approval by the Communications Officer (or designee) based on overall value to the membership and available resources.

All services are subject to the same Minimum Standards set forth below. Each Internet Communication Service has at least one administrator whose duties include facilitating and monitoring use of the Service and maintaining general compliance with the Service's guidelines. If a member/administrator's membership lapses, administrative duties will devolve back to any co-administrators or to the staff administrator until a new member-administrator is assigned.

AML reserves the right to revoke Internet Communication Services for violation of established Minimum Standards. It is expected that the administrators at the national, regional, Local Group, and SIG levels will notify OnlineAbuse@americanmensa.org of any violations of the Minimum Standards so that steps can be taken to investigate the allegations and revoke the Internet Communication Service if appropriate.

The Minimum Standards for AML Internet Communication Services

1. Internet Communication Services must comply with all relevant federal laws, plus applicable local and state laws, including regulations regarding copyrights, obscenity, marketing scams, etc.
2. Users may not improperly post or distribute any confidential information or information that would infringe upon the proprietary, privacy, or personal rights of others.
3. Use of the Mensa name and logo must adhere to the current standards for Name and Logo Use.
4. The following disclaimer must be prominent for members agreeing to use these Internet Communication Services. In the case of social media platforms, elists or newsgroups, this disclaimer should be posted at least quarterly:

> *American Mensa, Ltd. accepts no responsibility for the opinions and information posted via its Internet Communications Services by its members or guests. Additionally, American Mensa is not liable for damages resulting from information transmitted via these Services or from any interruption or failure of these Services.*

5. Opinions and information posted via chat, discussion AMCs or elists remain the property of the poster. Content from national or regional Web sites remains the property of the national organization and content from group Web sites remains the property of the pertinent group, unless otherwise noted.

Online Membership Directories. Membership directories are defined as organized lists of members' names and contact information, possibly including Personal Data Questionnaire answers. Groups may make electronic versions of their directories available for download from secure areas of their Web sites and may email links to the secure download to local members to facilitate access and use.

Because members are able to change their information and release preferences daily via the AML Web site, but groups and RVCs only receive updated membership data once a month, maintenance of regional and group online directories is not allowed according to the terms of the Membership Data Agreement as referenced by ASIE 2005-078.

According to ASIE 1986-062 (Last amended by 1998-129), only the American Mensa Committee, or its designee, may authorize the commercial use of the American Mensa, Ltd. membership list or any portion thereof. Members may use membership directories to facilitate personal, noncommercial communication with other members and for the benefit of their Local Group, a respective regional Mensa group, or AML. Groups shall include a disclaimer to this effect when publishing rosters.

The Communications Officer, Committee, pertinent RVC, Local Secretary, SIG Coordinator or National Office Staff will investigate complaints about any misuse of members' information and may limit the offender's directory access if misuse is determined.

Minors. Internet Communication Services are well suited for supporting the interaction and participation of young Mensa members. To protect the privacy of children and the rights of parents, parental notification and consent is required before a minor may subscribe to a Service. This one-

time parental consent is valid for any other AML-hosted Service unless the parent or administrator note otherwise.

As part of Minimum Standard #1, all Internet Communication Services hosted by AML must comply with The Children's Online Privacy Protection Act (COPPA), effective April 21, 2000, which applies to the online collection of personal information from children under 13. See www.coppa.org and www.ftc.gov/privacy/coppafaqs.shtm for more details.

CAN-SPAM Act. As part of Minimum Standard #1, all Internet Communication Services hosted by AML must comply with the CAN-SPAM Act of 2003 (Controlling the Assault of Non-Solicited Pornography and Marketing Act), which establishes requirements for those who send commercial email and gives consumers the right to ask emailers to stop spamming them. Currently, listservs, elists and national e-newsletters are not included because members can subscribe and unsubscribe at will. Administrators may choose to be courteous and note commercial postings as advertisements. It is recommended that "Mensa" be used in subject lines so subscribers will be better able to sort pertinent messages from spam.

For Internet Communication Services to which members are subscribed without their specific request, such as elists for office-holders, administrators must:

- Include an opt-out in emails sent from a given service. The National Office includes www.us.mensa.org/optout in official communications. Administrators are encouraged to use the same link so that there isn't confusion between opting out at the local level vs. nationally.
- Include a postal address in the footer of the email. Administrators are welcome to use a local address or the National Office address for this.
- Include a notice at the top of the email that it is an advertisement if the email is commercial in nature.
- Comply within ten business days if the member requests that email not be sent again. When a member opts-out with the National Office, his/her Mensa notices release is changed from “yes” to “no” and the administrators are notified.

Guidelines for Administrators of Internet Communication Services Supporting Official Functions of the National Organization

Staff Support. Internet Communication Services supporting official functions of the national organization will each have a National Office staff liaison responsible for subscribing/ unsubscribing members and technical issues. Unless otherwise indicated, staff will not have independent administrative status.

Administration. For all Internet Communication Services supporting official functions of the national organization, a member/administrator will be identified by office or function; staff liaisons will be assigned by the Executive Director. A list of administrators will be made available upon request to the National Office.

Responsibilities of Administrators.

- Develop the Internet Communication Service's guidelines regarding purpose, membership and posting limitations, parental consent requirements and procedures for minors, standards for appropriate and inappropriate content, disciplinary and appeal procedures, etc. and have it approved by the Communications Officer or designee.
- Apprise subscribers of the Internet Communication Service's guidelines. Ensure that the contents of the Internet Communication Service adhere to the guidelines for that particular Service.
- Implement reasonable and rational disciplinary action(s).

Rights of the Administrators.

- Change the Internet Communication Service's guidelines, provided subscribers are notified in advance.
- Declare off-topic discussion threads to be "closed," gently reprimand subscribers, suspend subscribers from posting, hold subscribers' posts for administrator review before posting, and unsubscribe members from the Service.

Removal of Administrators.

- Administrators can be replaced by the Communications Committee.
- The Communications Committee or National Office Staff will investigate complaints about administrator decisions as necessary, after which the Communications Committee may decide to remove the administrator or to terminate the Internet Communication Service.
- The Communications Committee may rescind an administrator's decision if it conflicts with the Minimum Standards, the guidelines established for that service, or the governing documents of AML.

Guidelines for Administrators of Services Supporting Official Functions of Regions, Local Groups, and Special Interest Groups

Minimum Standards. Regional, Local Group, and SIG Internet Communication Services must adhere to the Minimum Standards.

Ownership and Administration. Regions, Local Groups, and SIGs retain ownership and administrative control of their Internet Communication Services. It is strongly recommended that Regions, Local Groups, and SIGs develop policies regarding responsibilities, rights, restrictions, and removal of administrators as well as guidelines regarding purpose, membership and posting limitations, parental consent requirements and procedures for minors, standards for appropriate and inappropriate content, disciplinary and appeal procedures, etc. for Services before requesting activation of those Services. When crafting their own policies, Regions, Local Groups, and SIGs are welcome to borrow freely from the Guidelines for Administrators of Internet Communication Services Supporting Official Functions of the National Organization.

Subscriber Complaints. If subscribers to a Region, Local Group or SIG-sponsored Internet Communication Service contact the National Office or the AMC with complaints about content and practices on that Service, the pertinent RVC, Local Secretary, or SIG Coordinator will be apprised of the situation and reminded of his/her authority to terminate the Internet

Communication Service if he/she deems it to be in the best interest of the Local Group or SIG members.

Administrative Intervention. Where a Region, Local Group or SIG's Internet Communication Service's content or administrator's guidance violates the Minimum Standards or has the potential to cause harm to AML's Web presence or visitors to these services, as in the case of viruses, the National Office staff will, with the Communications Officer and the pertinent RVC, Local Secretary or National SIGs Officer, investigate and may act to terminate the Service.

APPENDIX 24: STRATEGIC PLAN FOR AMERICAN MENSA LTD.

(See 2009-007, 2010-030, 2012-027 and 2014-020)

AMERICAN MENSA
Strategic Plan and Outcomes

VISION

Create a stimulating intellectual and social environment for the most intelligent people.

MISSION

Identify and foster human intelligence for the benefit of humanity by encouraging research in the nature, characteristics and uses of intelligence and by providing a stimulating intellectual and social environment for its members.

CORE VALUES

Intelligence benefiting humanity:

Demonstrated by support of initiatives that advance the use of intelligence in solving problems and seizing opportunities.

Valuing ideas and individualism:

Demonstrated by celebration of the power of differing views, admiration for independent thought, and appreciation of well-intentioned and informed criticism.

Intellectual integrity:

Demonstrated by organizational dedication to ethical, truthful, and evidence-based decision making, with an appropriate balance between openness and privacy, and between transparency and confidentiality.

Connection:

Demonstrated by commitment to providing opportunities for fellowship among a global community of common interests.

BIG GOAL

To be widely recognized as the premier community for intelligent people seeking intellectual challenge, respect for intelligence and the opportunity to join with others to benefit humanity.

MEMBERSHIP: American Mensa will be a thriving, progressive organization with members who find participation rewarding and valuable.

A. Increase membership numbers.
B. Increase member satisfaction (recognition, products, and services).
C. Increase diversity within the membership.

D. Provide support and encouragement to Local Groups and Special Interest Groups so that they may provide a level of benefits and services to members that makes membership in Mensa unique and valuable.

GOVERNANCE: The association will be structured, governed and managed efficiently, effectively and with transparency.

A. Increase understanding about roles, responsibilities and relationships among the AMC, committees, National Office staff and Local Groups.
B. Promote a collegial atmosphere that is supportive of approved actions and is welcoming to unique perspectives.
C. Decrease barriers to effective work and decision systems.

LEADERSHIP DEVELOPMENT: Leaders at every level will feel confident in their roles and will practice inspired leadership.

A. Attract new leaders in all age groups.
B. Increase the numbers of members willing to serve in elected and appointed positions.

PUBLIC AWARENESS: American Mensa will be recognized as an intellectually stimulating organization whose members use their intelligence to better their communities.

A. Raise public awareness about the mission of American Mensa and the role members contribute to that mission.
B. Capitalize on the public perception of the prestige of Mensa to increase the motivation for people to join.
C. Partner with Mensa International, Ltd., to promote and protect the Mensa brand worldwide.

FINANCE: Sufficient funds will exist for American Mensa to accomplish its goals.

A. Increase non-dues revenue.
B. Maintain strong financial position for the health of the organization.
C. Ensure compliance with appropriate regulatory requirements.

APPENDIX 25: LOCAL GROUP CHARTER TEMPLATE

(See 2009-080, 2011-034c, 2015-029, and 2016-013)

AMERICAN MENSA LOCAL GROUP CHARTER
MIDSTATE MENSA

This Charter is granted this day of_____, 20__, by American Mensa, Ltd., a New York nonprofit corporation with its principal place of business at 1229 Corporate Drive West, Arlington, Texas 76006 (hereinafter "AML"), to MIDSTATE MENSA, Local Group #11-666, a currently existing Local Group (chapter) of AML.

I. PURPOSE

This Charter is a summary of relevant sections of the policy documents of Mensa International and American Mensa that together define and describe the purpose and relationship of a Local Group to and with the parent organization, AML, and is intended to serve as a clarification of the relationship between and a reiteration of the responsibilities of AML and MIDSTATE MENSA.

II. DEFINITION OF LOCAL GROUP
(for Incorporated Groups)

A. MIDSTATE MENSA is a Local Group (chapter) of AML. Its membership comprises those members of AML who reside in the USPS ZIP code areas as maintained by AML ("the Territory") and may increase or decrease by members declaring a preference for a specific Local Group or as Local Group boundaries are evaluated and redefined.
B. MIDSTATE MENSA was recognized by AML on February 30, 1977 and organized as a nonprofit corporation in the state of New Dakota on June 31, 1978 and has been assigned FEIN # 123-45-6789 by the Internal Revenue Service. MIDSTATE MENSA has applied to the IRS and obtained a determination that it is a tax exempt organization pursuant to IRS Section 501(c)(3).

or

II. DEFINITION OF LOCAL GROUP
(for unincorporated Groups)

A. MIDSTATE MENSA is a Local Group (chapter) of AML. Its membership comprises those members of AML who reside in the USPS ZIP code areas as maintained by AML ("the Territory") and may increase or decrease by members declaring a preference for a specific Local Group of AML or as Local Group boundaries are evaluated and redefined.
B. MIDSTATE MENSA was recognized by AML on February 30, 1977.

III. CONFORMITY OF ACTIVITIES AND BYLAWS

A. Both parties shall operate and conduct their business and affairs in accordance with all applicable local, state and national statutes and regulations, the *Constitution of Mensa, AML's*

Certificate of Incorporation, the *American Mensa Bylaws*, and AML's *Actions Still In Effect*. In the event of a conflict, the conflict shall be resolved in favor of the first mentioned of the statutes, regulations, and documents listed above, in the order listed. Regardless of any possible conflict, AML owns and controls the use of the MENSA mark and logo in the United States.

B. MIDSTATE MENSA shall also operate and conduct their business and affairs in accordance with their bylaws and AML's Minimum Standard Bylaws as approved by the local membership and the American Mensa Committee via the AML Bylaws Committee. These bylaws were initially effective February 29, 1996.

IV. AUTHORIZED ACTIVITIES

A. AML's purposes are to identify and foster human intelligence for the benefit of humanity; to encourage research into the nature, characteristics, and uses of intelligence; and to provide a stimulating intellectual and social environment for its members. As a Local Group of AML, MIDSTATE MENSA implements the purposes of AML in the Territory.

B. AML empowers MIDSTATE MENSA to sponsor and conduct membership meetings, programs and activities, issue newsletters and other publications, and conduct other activities primarily for the benefit of MIDSTATE MENSA's members and community in fulfillment of Mensa's purposes as set forth in the Constitution of Mensa ("Authorized Activities").

C. Mensa encompasses members representing many points of view. Consequently, LOCAL GROUP NAME as an organization shall not express an opinion as being that of Mensa, AML, or LOCAL GROUP NAME, take any political action other than the publication of the results of its investigations, or have any ideological, philosophical, political, or religious affiliation.

V. FINANCES

A. All funds disbursed by AML to MIDSTATE MENSA are the property and responsibility of MIDSTATE MENSA.

B. All funds independently raised by MIDSTATE MENSA are the property and responsibility of MIDSTATE MENSA.

C. Upon dissolution of MIDSTATE MENSA, all funds shall be distributed to the Local Group(s) to which the members of MIDSTATE MENSA are reassigned, according to the policies of AML.

VI. RESPONSIBILITIES

Inclusive of responsibilities listed in the *American Mensa Bylaws* and *Actions Still in Effect*, MIDSTATE MENSA and AML shall have the following responsibilities.

A. AML, as MIDSTATE MENSA's affiliating organization, shall, as long as MIDSTATE MENSA is in significant compliance with its responsibilities as set forth in this Charter and any applicable policies, provide:
   1. Funding allotments in accordance with policies and funding formulas set by the AMC.
   2. Monthly data and reporting, including the membership of the group, qualified candidates and prospects.
   3. Testing and marketing materials and support.

4. National-level support in the form of a Regional Vice Chair (RVC), AMC liaisons in key areas, and fulltime national staff.
5. Liability insurance as deemed prudent by the AMC *(incorporated groups)*

or

Alternate 5. Liability insurance and Directors & Officers insurance as deemed prudent by the AMC *(unincorporated groups).*

6. Leadership training materials and support.
7. A royalty free, nonexclusive, and non-sublicensable license to MIDSTATE MENSA for the use of AML's trademarks, service marks, trade names, and logos, including, but not limited to, the mark "MENSA" and the Mensa stylized logo, AML's copyrights, AML's membership lists, and other proprietary materials in connection with Authorized Activities, subject to the terms and conditions of the policies set by the AMC. AML retains full ownership of the trademarks, service marks, trade names, and logos recited above, as well as all statutory and common law rights therein.
8. Materials and assistance with Local Group media and public relations.
9. At the Local Group's option, assistance for Regional Gatherings, including listings in the *Mensa Bulletin* and on the Web site and credit card processing.
10. At the Local Group's option, Web services including Web hosting, email aliasing, electronic email lists and discussion forums.

B. MIDSTATE MENSA, as a Local Group of AML, shall provide:
1. A membership meeting (any organized activity for the members) and a business meeting (a meeting of the governing body) in each quarter, notice for which must be communicated to the members of MIDSTATE MENSA.
2. A regular newsletter or calendar of activities to MIDSTATE MENSA members at least quarterly.
3. A minimum of three elected, voting officers, who are all current members in good standing of American Mensa, Ltd. and of the Local Group. A Local Secretary (LocSec) or equivalently titled chief executive officer and a Treasurer are required. The LocSec must be one of the elected officers and shall be the authorized representative of MIDSTATE MENSA and liaison with AML. The Treasurer may be one of the elected officers or may be appointed.
4. Contact information for local officers to the general membership.
5. One or more separately maintained bank accounts in the name of MIDSTATE MENSA for Local Group funds. MIDSTATE MENSA may use the IRS Tax Identification Number provided by AML or may use one obtained from the IRS specifically for the use of MIDSTATE MENSA, but in no case shall MIDSTATE MENSA use an individual's Social Security Number in lieu of a Tax Identification Number.
6. Financial and other information as requested by AML for inclusion with AML's IRS Form 990. In addition, if MIDSTATE MENSA is or should ever be separately incorporated or granted a tax exempt determination from the IRS, a copy of MIDSTATE MENSA's IRS Form 990 shall be submitted to the National Office of AML.

VII. TERM

This Charter, as created and from time to time modified by AML, shall be effective as of the date set forth above and shall remain in full force and effect in perpetuity unless MIDSTATE MENSA is dissolved by AML in accordance with any applicable *Actions Still In Effect* and the members of MIDSTATE MENSA are reassigned to one or more other Local Groups, in which case the Charter shall be revoked as of the date of dissolution.

APPENDIX 26: DUTIES, RESPONSIBILITIES, AND AUTHORITY OF REGIONAL VICE-CHAIRS OF AMERICAN MENSA

(See 2018-003)

The Regional Vice Chairman (RVC) is a voting member of the American Mensa Committee ("AMC"), elected by the members of his or her region. The RVC is a representative of the AMC and is charged with the supervision, growth, expansion, general care, and well-being of the Local Groups within his or her region. The RVC's responsibilities include ensuring his or her Local Groups follow applicable national and local rules, identifying and developing new Local Group leaders, assisting Local Groups in conducting programs, and monitoring the general financial and social health of the Local Groups in his or her region. Acting as both Chief Operating Officer of the region and as a voting member of the AMC, the RVC fills the very important communication link between the AMC and the Local Groups. As such, the RVC is treated as a non-voting member of each Local Group board of directors or executive committee (ExComm) within the RVC's region.

The RVC has a duty to inform members of his or her region's Local Groups on matters such as national policy or procedural changes and respond to requests for related information. The RVC also communicates to members through a monthly newsletter column. Local Groups shall publish the RVC's column, if timely provided and practical, in each newsletter.
The RVC further has a duty to promote participation in American Mensa national programs, such as CultureQuest®, Mensa Cares®, Gifted Youth, SIGHT, Mensa Foundation scholarships, etc.

The RVC shall monitor and assist the administration of Local Groups. He or she shall monitor Local Groups' financial reports and verify that the groups are submitting them. The National Office cooperates by notifying RVCs of potential problems. The RVC shall encourage improvements to Local Group operations and the hosting of regional and national events.

Upon request of a Local Group or members, the RVC may conduct a Regional Hearing in accordance with applicable AML Bylaws and ASIEs. In addition, the RVC may be asked to serve on a national level hearings committee.

The RVC has a strong role in the formation and continuation of a Local Group. Interest in forming a Local Group is referred to the appropriate RVC for investigation and recommendation. After an RVC has made a recommendation, the AMC may grant permission for the formation of a new Local Group. Creating Local Groups is covered by the Bylaws of American Mensa and pertinent ASIEs. Upon formation, the RVC is authorized to appoint for the Local Group a Local Secretary (LocSec, President) and other necessary local, elected officers (Secretary, Membership Officer, etc.), who shall hold office until the Local Group holds elections. Should the RVC deem it necessary, or if requested by local members numbering 150% of the elective officers, the RVC may, but is not obligated to, take any of the following actions: declare a local elective office vacant; authorize the ExComm or Local Group to temporarily suspend a requirement of its own bylaws; declare Local Group election results void; overrule a Local Group ExComm decision; take other action necessary for the effective administration of the Local Group. Following any such action by an RVC, should any member of the Local Group disagree with the RVC's action, he or she may file a complaint with the National Ombudsman or with a nationally-elected ExComm member who will bring it to the attention of the full ExComm for review. Should the National Ombudsman or

National ExComm determine the RVC acted inappropriately, they may have the RVC's decision overturned by a vote of the AMC.

The RVC is a key source of information and assistance for Local Groups and local officers. At times, what seems to be the best decision for a Local Group or region may conflict with what is the best decision for the organization as a whole. The RVCs are the primary agents to explain such decisions to their regions.

The RVC, at the national level, performs other duties as assigned or as appropriate. This may include serving on committees, being charged with specific projects, identifying and recommending members for AML and MIL appointments and committees, etc. The RVC shall submit a quarterly report prior to each AMC quarterly meeting and an annual report to be published in the *Mensa Bulletin* prior to the Annual Gathering. Should the RVC be the chairman of a committee or fill another assigned duty, he or she shall submit those reports on the same timeline.

APPENDIX 27: AMC STATEMENTS AND RESOLUTIONS

1. *2007- 069 08- Sep-2007:* The AMC expresses confidence that the 2005-2007 Executive Committee, Central Alabama Mensa's Executive Committee, the original 2007 AG Committee, the replacement members of the 2007 AG Committee, every other Mensan involved with the planning and execution of the 2007 AG, and AML's Executive Director and National Office staff always acted in what they felt was the best interest of Mensa at the time. The AMC thanks everyone for their contributions for the 2007 Annual Gathering.

2. *2015-0319 06- Dec-2015:* ***Chicago Area Mensa****.* Earlier this year, a group of Chicago Area Mensans marched as a group in the Chicago Pride Parade. They wore shirts that included a Mensa symbol used in conjunction with a rainbow, and marched with a Chicago Area Mensa banner obtained from the National Office. As we know now, this has raised concerns among some members that in doing so, the group was 'expressing an opinion' as representing that of Mensa, which is not allowed under our constitution.

   The AMC takes this very seriously, and has listened to as well as solicited comments from members. Comments have run the gamut from positive to negative, and from supportive to those asking for some sort of sanction against Chicago Area Mensa. We are working hard to reconcile the different points of view, and to amend, enhance and clarify our rules and guidelines.

   In the meantime, let it be clear that no reprimands or sanctions are warranted nor will any be issued against Chicago Area Mensa. In all ways, they followed the rules as they understood them, asked for the appropriate guidance and approvals, and acted in good faith in their activities. If we now, in retrospect, decide that these actions were inadvisable or inappropriate, it is up to us to find a way to fix it going forward. We can't change the past, but we can work toward the future.