

Draft of Revised Bylaws for New Hampshire Mensa

ARTICLE I - NAME

1.1 The name of the group is New Hampshire Mensa.

1.2 New Hampshire Mensa is a Local Group of American Mensa, Ltd. (sometimes abbreviated "AML") and is subject to the Constitution of Mensa, the Bylaws of American Mensa, Ltd. and the resolutions adopted by the American Mensa Committee (sometimes abbreviated "AMC").

1.3 AML has granted a royalty-free, non-exclusive license to New Hampshire Mensa for the use of the mark "Mensa", and a logo consisting of a globe over a stylized "M" within a border, in connection with the non-commercial uses of New Hampshire Mensa. AML retains full ownership of the mark and logo and all statutory and common law rights in the mark and logo.

ARTICLE II - OBJECT

2.1 The purpose of New Hampshire Mensa conforms to the purposes and policy of American Mensa. To the extent permitted by law, New Hampshire Mensa shall act within the provisions of, and in accord with, the Constitution of Mensa and the Bylaws of American Mensa, and shall pursue its activities in accord with the directions of and resolutions adopted by the AMC.

ARTICLE III - MEMBERSHIP

3.1 Membership in New Hampshire Mensa is open to all members in good standing of AML, residing in the geographic area assigned to New Hampshire Mensa as defined by the AMC, or as otherwise assigned by AML. All such members shall receive full and complete issues of the New Hampshire Mensa newsletter unless they request otherwise. All such members may hold offices in New Hampshire Mensa, may vote in elections, business meetings of the membership, and referenda for New Hampshire Mensa, and may participate in any New Hampshire Mensa function.

3.2 Voluntary annual dues of \$5.00 may be charged, provided levying of such dues is approved by referendum of the membership. Individual exemption from dues may be granted by the Local Secretary for cause shown.

3.3 Mensa members in good standing who are not also members of New Hampshire Mensa are welcome to participate in the social activities of New Hampshire Mensa at the invitation of the host and/or hostess of the activity, but may not vote or hold office in New Hampshire Mensa, nor may they participate in its business activities unless they be the National Ombudsman or his surrogate, members of the AMC in the discharge of their official duties, or at the invitation of the Executive Committee.

3.4 New Hampshire 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 IV – OFFICERS & DUTIES

4.1 The Executive Committee shall be responsible to publish a printed newsletter at least quarterly. An electronic version of the newsletter may be created, but the printed version shall nevertheless be the version to be sent to members unless they request otherwise.

4.2 The elected officers of New Hampshire Mensa shall be a Local Secretary, an Assistant Local Secretary, a Secretary, a Treasurer, and four Members-at-Large. The electoral term shall be two years beginning June 1st of each even-numbered year, or until a successor is chosen. All elected officers must be current members in good standing of New Hampshire Mensa and AML.

4.3 The duties of the Local Secretary (LocSec) are:

- a. To administer the business of New Hampshire Mensa in accord with the New Hampshire Mensa Bylaws and the principles of Mensa as set forth in Article II.
- b. To preside at meetings of the Executive Committee and business meetings of the membership.
- c. To be the chief point of contact between AML and New Hampshire Mensa.

4.4 The duties of the Assistant Local Secretary (Assistant LocSec) are:

- a. To perform the duties of the Local Secretary during the Local Secretary's absence or disability.
- b. To immediately and automatically succeed to the office of LocSec if that office becomes vacant.

4.5 The duties of the Secretary are:

- a. To record the minutes of business meetings of the membership and Executive Committee meetings.
- b. To produce and distribute minutes in a timely fashion for approval by the Executive Committee and for publishing in the New Hampshire Mensa newsletter.

4.6 The duties of the Treasurer are:

- a. To be responsible for financial matters of New Hampshire Mensa and to act as custodian of New Hampshire Mensa funds.
- b. To deposit New Hampshire Mensa funds in such banking institutions as the Executive Committee directs, as separate accounts in the name of New Hampshire Mensa, each account having more than one signatory so that all funds can be accessed in the temporary absence of the treasurer.
- c. To be responsible for the financial records and the administrative records of the group, including maintaining a listing of all equipment owned by New Hampshire Mensa.
- d. To provide to the LocSec (or designee who must also be a voting member of the Executive Committee) statements from banks or any other institutions where New Hampshire Mensa's money is deposited on at least a quarterly basis.
- e. To render a report to the members at least semi-annually and to the Executive Committee when so directed by it. The report to the members shall be published in the New Hampshire Mensa newsletter. It shall contain schedules of income, expenses, and balances for all funds under the control of the local group, including regional gatherings, scholarship, the New Hampshire Mensa newsletter, and others.
- f. To act in accordance with such financial policies and procedures as may be directed by the Executive Committee.
- g. To perform the duties of the Assistant Local Secretary during the Assistant Local Secretary's absence or disability, or to perform the duties of the Local Secretary if both the Local Secretary and Assistant Local Secretary are absent or unable to perform their duties.

4.7 The duties of the Members-at-Large are:

- a. To serve on the Executive Committee, providing advice and consent.
- b. To fulfill the duties appointed to them by the Executive Committee.

4.8 All appointive officers must be members in good standing of New Hampshire Mensa and of AML. An officer is defined as any person who is given a title with specific responsibilities.

4.9 The appointive officers of New Hampshire Mensa shall include a New Hampshire Mensa newsletter Editor, a Gifted Children Coordinator, a Membership Officer, an Ombudsman, a Proctor or Testing Coordinator, a Public Relations Coordinator, a newsletter Publications Officer, a Scholarship Committee Coordinator, and a Young Mensa Coordinator, and may also include other officers as directed by the Executive Committee. The term of appointment shall be at the discretion of the Executive

Committee, and shall not extend beyond the next election of the elective officers. Appointive officers are named and may be removed by a majority vote of the Executive Committee. Duties of the appointive officers beyond those included in these Bylaws may be assigned by the Executive Committee.

4.10 The duties of the New Hampshire Mensa newsletter Editor include:

a. Preparation of the New Hampshire Mensa newsletter, within the guidelines of the Executive Committee, and within the budget approved by the Executive Committee.

b. Definition and administration of the production schedule of the New Hampshire Mensa newsletter, in conjunction with the Publications Officer.

c. Publication, at a minimum, of 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 as described in section 4.6.e. The following items must be published without editing (although they may be subject to preexisting word-count limitations):

- * minutes from business meetings of the membership and Executive Committee meetings,
- * semi-annual financial reports (as described in section 4.6.e)
- * Bylaws and proposed amendments,
- * election statements from local candidates, ballots, official local election results,
- * the Local Secretary's column,
- * other official reports as designated by the Executive Committee,
- * and material as required by postal regulations.

** The National Ombudsman or the local mediator may submit matter to the editor of the local group's official publication marked "for publication" that relates to his or her official duties. Anything so marked shall be given the highest practicable priority for publication.

4.11 The duties of the Gifted Children Coordinator include:

a. Maintenance and updating of the resource files for gifted children, their parents and their teachers, and to provide Mensans, gifted children, their parents and teachers, and other interested parties with the data in the resource files upon request.

b. The making of regular reports to the membership via the New Hampshire Mensa newsletter.

4.12 The duties of the Membership Officer include:

- a. Recruitment of new members.
- b. Encouraging participation of the membership.
- c. Contacting lapsed members to encourage them to rejoin.

4.13 The Ombudsman may not be a member of the ExComm. The duties of the Ombudsman include:

- a. Acting as a mediator to resolve local disputes.
- b. Being an arbitrator available to serve as a representative to a Regional Hearings Committee
- c. Performing such other duties as may be required of all local group ombudsmen by American Mensa.

4.14 The duties of the Proctor or Testing Coordinator include:

- a. Coordinating the activities of the Proctors of New Hampshire Mensa.
- b. Acting as a liaison regarding admission testing to the Executive Committee, to the New Hampshire Mensa newsletter, and to AML.

4.15 The duties of the Public Relations Coordinator include:

- a. Preparation and dissemination of press releases about general Mensa information and Mensa activities to the appropriate parties, e.g. radio, press and television, schools, governments, industries and non-profit organizations, etc.

4.16 The duties of the Publications Officer include:

- a. Preparation and delivery of mailings of the New Hampshire Mensa newsletter.
- b. Complying with postal regulations for all mailings.
- c. Coordinating assembly and mailing of the newsletter with the New Hampshire Mensa newsletter Editor.

4.17 The duties of the Scholarship Committee Chairman include:

- a. Overseeing local activities concerning all scholarships offered by AML and New Hampshire Mensa.

4.18 The duties of the Young Mensa Coordinator include:

a. Overseeing activities concerning young Mensans, and providing information from resource files to interested parties, as offered by AML and New Hampshire Mensa.

4.19 Each appointive officer may form ad hoc committees.

4.20 Any elective officer shall be subject to a recall referendum, upon the petition of at least five members presented to any member of the Executive Committee. Notice of such petition shall be included in the advance notice of the next business meeting of the membership. At that business meeting of the membership, the subject officer shall have the opportunity of a hearing. After any such hearing, the favorable vote of a majority of those members present and voting shall initiate the recall referendum, in which case the next New Hampshire Mensa newsletter shall contain the petitioners' statement of position and the subject officer's statement of position, if any. The statements of position must be published with or before the referendum's mail ballot.

4.21 An elective Executive Committee member may be removed without the need of a recall election for three consecutive unexcused absences from regularly scheduled Executive Committee meetings. Absences may be excused by the Executive Committee.

4.22 An annual financial review shall be conducted each year at approximately twelve-month intervals. The Executive Committee 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 V - EXECUTIVE COMMITTEE

5.1 The Executive Committee shall consist of the Local Secretary, the Assistant Local Secretary, the Secretary, the Treasurer, the four Members-at-Large, and any and all appointive officers. Appointive officers do not have Executive Committee voting privileges.

5.2 The Executive Committee shall be the governing body of New Hampshire Mensa and shall decide all matters of policy, grievances, and disputes. All officers are bound by the decisions and instructions of the Executive Committee.

5.3 Any Executive Committee decision may be challenged by the membership. Upon petition by at least five members in good standing, the issue shall be placed on the agenda for the next business meeting of the membership, with notice of the challenge being included in the advance notice of this meeting. At that meeting, any member may make a motion for a recommendation to the Executive Committee for reconsideration or reversal

of the challenged decision. Upon a favorable majority vote of the members present, the recommendation will be forwarded to the Executive Committee.

5.4 The Executive Committee shall meet at least quarterly. Meetings shall be open to all members of New Hampshire Mensa, and the time and place of regularly scheduled meetings shall be announced in the New Hampshire Mensa newsletter. Any one or more members of the Executive Committee may participate in a meeting of the Committee by means of telephone, on-line conference or similar communications equipment allowing all persons participating in the meeting to communicate with each other at the same time. Participation by such means shall constitute presence in person at the meeting.

5.5 A special meeting of the Executive Committee may be called by any elective officer by giving notice to all the other elective officers. In addition, an Executive Committee meeting may be called by petition of at least five members in good standing. The agenda for a special meeting of the Executive Committee may include only that business for which the meeting was called.

5.6 A quorum of the Executive Committee consists of a majority of the elective officers.

5.7 A vacancy in any elective office other than LocSec may be filled by appointment by the Executive Committee, until the next election. A vacancy in the office of LocSec will be filled in accordance with Section 4.4 of these Bylaws. Any officer appointed to an elective office shall be considered an elective officer, with Executive Committee voting privileges, whose term of office ends with the next regular election.

5.8 All officers, elective or appointive, shall turn over all files, equipment, and materials pertaining to their offices, to either their successor(s), to the current Local Secretary, or to another member of the Executive Committee, no later than four weeks after leaving office. Failure to turn over said items may be considered an act inimical to Mensa, and may subject the offender to legal and disciplinary actions.

5.9 The Executive Committee shall report all its official actions to the membership through publication in the New Hampshire Mensa newsletter.

ARTICLE VI - BUSINESS MEETINGS

6.1 Business meeting of the membership will be held at least quarterly at a time and place to be published in the New Hampshire Mensa newsletter. In addition, a business meeting of the membership may be called by the Local Secretary, by the Executive Committee, or by a petition signed by five members in good standing at the time of the petition and presented to any voting member of the Executive Committee.

6.2 Advance notice and the full agenda of a business meeting of the membership shall be carried in at least one issue of the New Hampshire Mensa newsletter. The meeting shall be held at least three weeks after the date on which the newsletter is mailed.

6.3 The members in good standing present at a business meeting of the membership for which notice has been duly given constitutes a quorum.

6.4 Questions of procedure shall be decided in accordance with the current edition of 'Robert's Rules of Order Newly Revised.'

ARTICLE VII - ELECTIONS

7.1 Elections for all elective officers shall be held in even numbered years. On or before December 1 of the odd numbered year prior to the election, the Executive Committee shall appoint an Election Committee of at least three members in good standing, which shall supervise the conduct of the election. Notice that nominations are open, procedures for nomination and description of offices shall be published in the February issue (of the even-numbered election year) of the New Hampshire Mensa newsletter. No member of the Election Committee may be a voting member of the ExComm or a candidate in the upcoming election.

7.2 Candidates are to be nominated either by petition to the Election Committee, by the Election Committee, or at a business meeting of the membership held before each election specifically for nominations. Nominations will be closed at a business meeting of the membership to be held in February of the election year. A nomination consists of three members in good standing supporting a candidate, and acceptance by the candidate of the nomination. In the event that an office has only one qualifying nominee, that nominee is declared elected, and notice will be published of the election in the next issue of the New Hampshire Mensa newsletter. In the event that there is more than one candidate for an office, selection will be made by a balloting of the membership.

7.3 The ballot shall be prepared by the Election Committee. The ballot may be included in the April issue of the New Hampshire Mensa newsletter or may, as an alternative, be mailed as a separate mailing. In either case the ballots must be mailed by April 1st of the election year. The ballot shall contain all necessary instructions to the voter, including ballot validation procedures, the address to which the ballot should be mailed, and the deadline for receipt of the ballot, which shall be no later than May 20th of that election year. Ballots received after the published deadline for receipt shall not be counted.

7.4 Ballots shall be mailed to the Election Committee or hand-delivered to a member of the Election Committee. The Election Committee shall judge the validity of each ballot first, and then ballots shall be opened and counted at a meeting of the Election Committee attended by a majority of the committee.

7.5 The candidates receiving a plurality of the valid votes cast shall be declared elected. Votes that are tied shall be determined by the Election Committee chair by the following method developed to allow for resolving a multi-way tie:

Prior to the ballot counting, the election committee will prepare a number of envelopes equal to the maximum number of candidates for any position. Each envelope shall contain two playing cards of the same rank taped together face-to-face, starting with Aces, then twos, then threes, etc. The envelopes will be randomly shuffled. If, after ballot counting for a position, a tie exists between two or more candidates, a final shuffle will take place and then each tied candidate will take one envelope. The order of choice will be the order of the candidates on the ballot. If any affected candidate is not available, a non-candidate volunteer will make the selection. After the selection, the envelopes will be opened and the order of finish will be from lowest to highest rank, with Ace being the lowest rank (such that Ace wins over any other card, two wins over any card other than Ace, etc.) If there are any leftover envelopes, they will be opened and the cards disclosed.

The results of the election shall be certified by a majority of the committee.

7.6 The new officers are to be installed June 1. The Election Committee shall present the election results at the next business meeting of the membership. Results of the election shall be published in the next issue of the New Hampshire Mensa newsletter.

7.7 For any office where no person was elected, the new Executive Committee shall fill the vacancy by appointing a member in good standing of New Hampshire Mensa.

7.8 The outgoing LocSec shall notify AML and the Regional Vice Chair for the local group of the results of the election within two weeks of the election.

ARTICLE VIII - REFERENDA

8.1 A referendum is a special election in which the membership exercises its right to vote directly on proposals having to do with recall of officers or Bylaws amendments. Insofar as possible, the procedure for the balloting of a referendum shall be the same as for an election.

8.2 A motion to hold a referendum may be made at any time, either by the Executive Committee or by any member upon petition to the Executive Committee. The petition must be signed by a minimum of five supporters who are members in good standing.

8.3 The referendum ballot shall be included in the next issue of the New Hampshire Mensa newsletter after the referendum has been declared, or as an alternative, sent out as a separate mailing. The ballot shall contain all necessary instructions to the voter, including ballot validation procedures, the address to which the ballot should be mailed, and the deadline for receipt of the ballot.

8.4 The referendum shall be passed upon a favorable vote of at least 1/2 of those members voting.

ARTICLE IX - AMENDMENTS

9.1 A motion to amend the Bylaws may be made at any time, either by the Executive Committee or by any member upon petition to the Executive Committee. The petition must be signed by five supporters who are members in good standing.

9.2 Notice of the proposed amendment shall be included in the announcement for the next scheduled business meeting of the membership. After approval at the business meeting of the membership by a favorable vote of a majority of those members present and voting, the proposed amendment shall be submitted to the AMC for its approval to ballot. Upon approval by the AMC the proposed amendment shall then be submitted to a referendum of the membership of New Hampshire Mensa in accordance with Article VIII.

9.3 The proposed amendment shall be printed in the next issue of the New Hampshire Mensa newsletter. The ballot must be mailed with or after the proposed amendment is published.

9.4 The deadline for receipt of votes shall be no less than 90 days after the ballot is mailed to the membership.

9.5 To become effective, an amendment to these Bylaws shall require a majority affirmative vote of members in compliance with the provisions of section 8.3 of these Bylaws, as well as final approval of the AMC and filing of the revised Bylaws with the national Bylaws Committee. The national Bylaws Committee will tell the local group the effective date of the Bylaws as amended.

ARTICLE X – COMPLIANCE WITH MINIMUM STANDARD BYLAWS

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 Standard Bylaws, the Minimum Standard Bylaws take precedence.