AMERICAN mensa LTD.

LocSec Handbook

A Guide for Local Secretaries

Revised August 2001

The High IQ Society

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Sample forms may also be found on the American Mensa, Ltd. Web site at www.us.mensa.org in the Member Resources section, titled Officer Resources.

Certain standards and/or requirements may have changed since publication. Please check the revision date on the table of contents for each section. Contact the National Office for current publication dates.

Index Tab 1

The Job of a LocSec

Revised August 2001

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The Job of a LocSec

Setting an Agenda

Mensans love to express ideas and debate issues. While this is wonderful at dinner meetings, ExComm meetings can drag on endlessly and achieve little if the LocSec is unprepared to lead the meeting. An agenda adds focus to a group. As LocSec, you need to balance the need to discuss items with the aim of getting a meeting done on time. Even a simple agenda can help to keep discussion on task.

Here are a couple of sample agendas. The more uniform an agenda can be made, the more useful it is.

Traditional Agenda

- Call meeting to order
- Read and approve minutes
- Officer's reports:
  - Treasurer
  - Membership
  - Publications
  - Programs
- Old Business
- Annual Picnic report
- Pledge Drive Report
- RG report
- New Business
  - Preparations for National Testing Day
- Adjourn

In this form those items listed as new business will carry over to the next month as old business unless they come to quick resolution. Items should continue to appear on the agenda until they have been fully completed. In many cases, a summary report is also requested.

Event-Driven Agenda

- Call meeting to order
- Read and approve minutes
- Treasurer's report
- Items for discussion:
  1. Annual Picnic
  2. Pledge Drive
  3. National Testing Day
  4. Final RG details
- Adjourn

Some of the advantages of the event-driven agenda include its informality and the advantageous arrangement of discussion items. It is usually preferable to put smaller, less contentious items at the beginning of the meeting, leaving time and energy for those items likely to arouse debate or discussion.

The Local Election Process

The Bylaws Committee makes sure that the election and nomination processes outline all necessary details before approving local group bylaws. **Elections must follow local-group bylaws strictures.** Elections are at least every other year, but many groups elect annually. Each group must have at least three elected officers. Most groups elect officers directly to specific posts. Sometimes a group chooses to simply elect an Executive Committee (or governing board) that determines who among them will serve in the various offices.

Nominating Committee (NomCom)

Many groups have a Nominating Committee, appointed by the ExComm well in advance of the election. This committee makes sure that there is at least one qualified and willing candidate for each elective office. The local group newsletter publishes the NomCom's choices, allowing a subsequent period for nominations by petition from the membership.

Election Committee

The Election Committee regulates and conducts the balloting, and in some groups, the voting method. They often set the length and other details of campaign statements to be published (unedited, but screened for gross misstatements) in the newsletter. Although the NomCom and the Election Committee may consist of the same persons, the Minimum Standard Bylaws demand that neither a current elected or appointed officer, nor anyone else running for office, may serve on these two committees.

The Election Committee is also responsible for mail ballots, making sure that only eligible members' ballots are accepted and that ballots follow the prescribed rules. Such verification is also required for ballots presented personally. It is imperative to keep individual votes secret.

The Committee counts the ballots, certifies the results, and makes decisions on any aspect that is unregulated and left to the judgment of the committee.

Retain ballots for a specific period to permit challenges. Some groups require a board resolution for disposal of the ballots.

Job Description of Your Board
Local Group Job Descriptions

Each local group must have at least three elected officers with a defined order of succession. Small groups require that officers double up on duties. Large groups may use committees to divide responsibilities. Some groups elect a committee, or board, that selects these officers from among its members. Other groups elect persons to fill each specific office.

The titles of officers vary. LocSec is the traditional title for the chief administrative officer, but President or Chairman is equally acceptable. By AMC regulation, no group may have a LocSec and a Chairman or President, though such an office may carry a dual title.

The second in command may be a Deputy LocSec, Vice President, etc., but many groups simply designate one of the other officers to assume the LocSec's duties during absences.

Other titles for officers include Membership Officer, Treasurer, Program Officer, Editor, Publications Officer, Public Relations Coordinator (or Recruitment or Publicity) and Secretary (or Recording and/or Corresponding Secretary/Scribe, although Secretary indicates additional duties besides recording and corresponding.) All groups must have an Ombudsman.

Duties and Responsibilities

Assistant LocSec

The Assistant LocSec presides at meetings in the absence or disability of the LocSec. The Assistant often heads special committees and/or performs tasks assigned by the LocSec or by the ExComm, or may assume duties of one of the other offices. For example, some groups automatically assign the tasks of Programs Officer to the Assistant LocSec.

Editor

Next to the LocSec, the Editor is the most prominent and influential member of the local group. The LocSec is the administrator while the Editor is the communicator. It is important for these two officers to function as a team.

In most groups, the Editor is appointed because special skills are required that are not readily discernible from a campaign statement. The judgment of the ExComm may provide better results. In addition, an elected Editor might feel accountable only to the members. This is a fallacy, because the editor is accountable to the governing body of the local

group. Power struggles between the Editor and the LocSec have resulted in a number of highly damaging encounters. Some groups elect a Publications Officer who then, with the ExComm's approval, appoints an Editor.

The Editor is responsible to the governing body for the contents of the newsletter. It is of great importance that the Editor provides a forum for officers and members. It is not any individuals' newsletter — it is that of the members. Keep editorial opinions to a minimum and avoid arguments with contributors.

Membership Officer

The Membership Officer welcomes new members, holds new member parties, and organizes activities for increasing membership. Assistants are often appointed for specific duties such as recruitment. In those groups that have a geographically scattered membership, area assistants are invaluable.

The National Office sends each local group mailing labels, names, addresses, and telephone numbers of all persons who have recently joined, rejoined, or moved into the local area in the last month. The LocSec may designate the recipient of such labels and printouts on the Officer/Distribution Change Form. In addition, the National Office mails a Prospect List and labels of candidates eligible to join Mensa. Most groups develop materials to send to these persons. Sample letters are printed in the Appendix. Many groups follow up these leads with a telephone call and perhaps send copies of the next two or three local group newsletters. The Membership Officer should establish a liaison with the Publicity person with the objective of increasing membership through campaigns, ads, or other means.

It is important that the materials sent to prospective members are of a quality that shows Mensa in a good light. Letters should be friendly, but not gushy. The printing should be of good quality and spelling faultless.

Treasurer

The principal duties of the Treasurer are the keeping of the accounts, the safeguarding of the local group's funds, and the periodic reporting of the group's finances. Minimum Standard Bylaws require publication of a financial report in the local group newsletter twice a year, and the originals of the financial reports must be sent to the LocSec quarterly.

The Treasurer's Handbook outlines the duties and responsibilities of the Treasurer. Although the LocSec need not learn the practical details of bookkeeping, some chapters in that handbook are quite important. The Treasurer's Handbook covers not only what types of accounts are recommended and how to set them up, but also prudent investment, checks and controls, and the format of financial reports. It discusses budgeting in detail.

Public Relations Coordinator

The objective of the Public Relations Coordinator, by bringing the group's message, activities, and results to the attention of the media, is to gain new members. An imaginative PR officer will develop publicity in newspapers, magazines, television, radio, cable, and in-house public relations endeavors. Advertisements in media, posters, speakers' bureaus for local civic organizations, etc. can be used to spread the message.

Materials on recruitment and public relations are available form the National Office. In addition, there is a staff PR Coordinator at the National Office whose primary function is to provide support for the group's PR efforts. Each local group should appoint a local PR Coordinator. It is the most effective way to generate publicity for the group.

Secretary/Scribe

The title "Secretary" implies some legal duties, especially for locally incorporated groups. For example, banks require the secretary's signature when opening bank accounts for a corporation. Most groups, however, can appoint a Recording Secretary or a Corresponding Secretary. Duties consist of recording the minutes, having them published in the newsletter (at least in abbreviated form), and handling official correspondence. Again, appearance to the outside is important, and the Secretary may require help if lacking the skill or equipment to produce acceptable copy.

Program Officer

This office requires imagination, effort, and dedication. Often, the Program Officer heads a program committee, with duties assigned to other members. The objective is to provide varied regular programs to draw the members. Measure success by attendance and good responses. Some programs become so popular that they repeat annually. There is no end of possibilities for programs: tours, theater events, concerts, zoo visitations, car rallies, lobster feasts, pizza parties, speakers on thought-provoking subjects, and many others. Glean ideas from other groups' newsletters.

Proctor

Proctors must have an undergraduate degree. After endorsement by the local group, the National Office officially appoints them under the aegis of the national Supervisory Psychologist. Before certification, a proctor must have testing experience, or training by an experienced local proctor. Thus, proctors are usually psychologists, teachers, or others who are experienced in giving timed tests under controlled conditions. Additional details and application forms can be obtained from the National Office and from the Proctor's Handbook. By checking membership data, the National Office can help pinpoint educationally qualified potential proctors in the local group's area.

Proctor Network

The proctor network consists of three possible positions, each with specific responsibilities and requirements:

- Testing Coordinator: Handles the administrative details of the group's testing program.
- Proctor: Administers the tests.
- Proctor Coordinator: In addition to the responsibilities of the testing coordinator, also administers tests.

Proctors and Proctor Coordinators must meet criteria established by AML's Supervisory Psychologist. Please note that these positions are neither elected nor appointed by the local group. Certification/appointment of proctors is in the province of the National Office, under the aegis of the Supervisory Psychologist and with the endorsement of the Local Secretary. Applications are available from the National Office. Since the Testing Coordinator does not administer tests, the person may be appointed by the LocSec and it is not necessary to submit an application to the National Office for approval.

A local group needs only one Coordinator (either Testing or Proctor). If no Coordinator is assigned, the LocSec assumes the position of Testing Coordinator until the National Office is notified in writing that one has been assigned. Further information on the Proctor Network is covered under Membership Development in Chapter 3 in the Proctor Handbook.

Ombudsman

Even a small group may develop factions or power struggles. Therefore, each group must have an Ombudsman. This office needs to be in place before the group experiences its first serious problem. However, there is a national Ombudsman to whom any member can appeal, whether there is a local ombudsman or not.

The Ombudsman must be an appointed position. The term should be longer than that of the appointing ExComm. The Ombudsman must not be a member of the ExComm and should not serve on the NomCom or Election Committee. Ideally, the Ombudsman has some legal experience (or access to it). The Ombudsman should not be a special friend of anyone on the ExComm, and must be a current member, but not necessarily otherwise active in the organization.

Subgroup and Area Coordinators

If the local group's area is widespread it may be necessary to form subgroups to ensure a diversity of programs and to reduce travel distances. To get started, one person must take the initiative and arrange for luncheons in restaurants or for informal get-togethers at home. Eventually, other members will sponsor additional events. If several such groups exist, appoint an area coordinator. That person provides liaison with the ExComm, searches for proctors in the subgroup to administer tests, and arranges for the Membership Officer to appoint area representatives. Area Coordinators are included in the Mensa Directory published semi-annually in the Bulletin. To be included, the name of the coordinator and of the area (or subgroup) covered must be provided by the LocSecs.

At times, such subgroups will seek to establish themselves as separate groups. The AMC has developed procedures for such separations. This is often a turbulent time for the local groups. Effort should be made to support the members of both groups and keep dissension to a minimum.

Service of International Guidance and Hospitality to Travelers (SIGHT) Coordinator

SIGHT's purpose is for Mensa volunteers to assist other Mensans who are traveling. The scope of the services offered ranges from short-term accommodations (two to three days is usually the maximum) to providing information on local Mensa activities and local attractions. Send names of prospective Local SIGHT Coordinators to the national SIGHT Coordinator, who will then conduct a mail interview, giving the prospective coordinator some insight into the operation. The National SIGHT Coordinator appoints the Local Coordinators.

All contacts between prospective guests and local hosts go through the local SIGHT coordinators. The primary focus of SIGHT is toward the traveling Mensan who wants to meet other Mensans. This may involve lodging with a Mensan

host. However, SIGHT is neither a travel agency nor a locator of "crash pads" for freeloaders. A SIGHT guest should compensate coordinators and hosts for out-of-pocket expenses.

If a group does not have a SIGHT Coordinator, the LocSec is under no obligation to fill that office. SIGHT can only be successful through volunteer work. It has been the practice to assign this position to the LocSec if no one is specifically appointed. This appointment then stops with the person and not the position — so if a person leaves the office of LocSec, they would still be SIGHT Coordinator. It takes an active move on that person's part to be removed from the position.

A SIGHT coordinator must be conscientious about replying promptly to all inquiries and helping visitors with all reasonable and timely requests. To find SIGHT hosts, publish periodic requests and questionnaires in the local group newsletter. Many Mensans (Ms) want to meet other Mensans and often the hosts make new friends that way.

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Policies

The foundation for the operation of the local group is its bylaws. Bylaws are required, and must contain provisions outlined in the Minimum Standard Bylaws. Bylaws are of the utmost importance in case of disputes; ombudsmen, legal counsel, and courts of law place great importance on compliance with bylaws.

It is a good idea to provide a set of current bylaws to all local officers on an annual basis. Many groups distribute the bylaws to all their members on an annual basis as well. The Minimum Standard Bylaws reflect many years of local group experience with past problems. A good set of bylaws can minimize conflict and expense. All local officers must be familiar with the bylaws and operate within their framework.

To enable new groups to adopt a proven set of bylaws without having to create one, model bylaws exist that require only insertion of the group's name for official approval. Help in the composition of bylaws tailored to the group's special requirements is available from the national Local Group Bylaws Committee by way of its chair.

The national Bylaws Committee must approve all new bylaws, as well as all amendments. Send proposed bylaws and amendments to that committee before asking the local membership to vote on them. Local groups may have to repeat the local group ratification if the Committee has not approved changes in advance.

Some groups may have existing bylaws that do not contain all minimum standard requirements. However, the minimum standards are deemed to be in effect whether or not the group's bylaws actually contain them. Any changes to the Minimum Standard Bylaws voted by the AMC become effective immediately in each local group. In such cases, make revisions (amendments) at the earliest possible opportunity. To help spot such omissions, a check sheet for minimum standard bylaws, a detailed list of minimum standards, and the model bylaws are all available from the National Office and on American Mensa's Web site at www.us.mensa.org in the Member Resources section, titled Officers Resources. There is a copy in the Appendices of this handbook as well.

Revised August 2001

Contents

Local Group Bylaws

Minimum Standard Bylaws

Use of the Mensa Name and Logo

Constitution of American Mensa, Ltd.

AMERICAN mensa LTD.

MINIMUM STANDARD BYLAWS REQUIREMENTS

for Local Groups of American Mensa Ltd.

As amended 7/8/00
please discard previous versions

The purpose of standardized local group bylaws is to prevent recurring conflicts and problems in local group administration. In addition, bylaws are designed to protect the fundamental interests of all members and Mensa.

Local groups have an immense degree of freedom in how they express these Minimum Standards, and any other concepts they wish to incorporate (as long as they do not conflict with any Minimum Standards). Except for the Name and Logo clause (which is also required of American Mensa by the owners) and correct terminology, bylaws are reviewed primarily for content, rather than style.

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

A. 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 American Mensa, Ltd., and the resolutions adopted by the American Mensa Committee (AMC).

2. MEMBERSHIP: The following is required:

A. A statement that membership in the local group shall be open to all members of American Mensa, Ltd. in good standing in the geographic area assigned to the local group by the American Mensa Committee, or as otherwise assigned by American Mensa, Ltd.

B. A statement that Mensa members in good standing 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. The National Ombudsman, his surrogate, and members of the American Mensa Committee shall be permitted to participate in the business affairs of the local group in the discharge of their official duties.

C. A statement that _____ 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.

3. OFFICERS AND DUTIES: The following is required:

A. A description of the governing body of the local group, and of its composition and authority.

Note: 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.

B. A statement that all officers, whether elected or appointed, must be current members in good standing of American Mensa, Ltd., and of the local group. An officer is defined as any person who is given a title with specific responsibilities.

C. 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. Appointed officers with voting rights on the governing body must be specified in the local group bylaws.

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 term of office, 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 mediators) or committees (such as RG) 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 which would otherwise appoint them. Such continuing officers or committees must be specified in the bylaws.

i. The chief executive officer of a local group may be titled Local Secretary, President, or Chairman, whichever the group prefers, however no local group may have, as separate officers, both a President and a Local Secretary, or a Chairman and a President, or a Chairman and a Local Secretary.

He or she shall be charged with being the chief point of contact between AML and the local group. By agreeing to be LocSec, the LocSec agrees to pass along information to and from the group in a timely fashion. He or she shall be charged with notifying AML (through the national office) and the Regional Vice Chairman for the local group within two weeks of the results of elections, and of changes in the officers of the local group.

ii. The duties of the Treasurer must include providing the LocSec (or designee, who must also be an elected or appointed member of the governing body) original statements from banks and any other institutions where the group's money is deposited, at least quarterly. 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. The Treasurer shall also maintain a listing of all equipment owned by the local group.

ii. The position of Past Local Secretary, if such an office exists, may only be filled by the immediate past Local Secretary, and is considered to be an elective position.

F. A statement that elected members of the governing body may be removed from office by means of a recall election, ballots for which must be either an insert to, or part of, the local newsletter, or ballots that are mailed separately to all members of the local group.

F. A provision stating any voting officer may be removed from office for nonattendance at business meetings. It is recommended that three consecutive unexcused absences constitute cause for removal from office.

G. A statement that the local group will select one or more mediators to pursue local resolution of disputes, and will select one or more arbitrators to pursue resolution of disputes in other groups. The term ombudsman or similar names may be used. The mediator(s) and arbitrator(s) may be the same or distinct persons, and may be the same or distinct from other officers. If distinct persons, the method of selection need not be the same for the two.

I. A statement of how appointed officers may be removed from office.

J. A statement that all officers, elected or appointed, shall turn over all files, office equipment 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. (Note: Failure to turn over the files, equipment and other materials of office may be cause for action by the Society.)

4. PUBLICATION OF FINANCIAL REPORT: The following is required:

A. A statement requiring that a financial report be published in the local group newsletter not less than twice each year (at approximate six-month intervals), and that the report shall contain schedules of income, expenses and balances for all funds under the control of the local group, including RG, scholarship, and other special funds.

B. A provision requiring an annual financial review, conducted during the month the group's elected officers normally take office in election years. 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 actual statements from banks and any other institutions where the group's money is deposited.

5. MEETINGS:

A. The requirements for the holding of regular meetings of the local group and of the governing body, and that notice shall be sent to all members, usually by publishing in the local group newsletter. (Note: Local groups must have both a membership and a business meeting at least quarterly, as well as publish a regular newsletter or calendar of activities. (A membership meeting is defined as any organized activity for the members.)

B. The requirements for the calling of special business meetings of the governing body or of the local group by either the Local Secretary, the governing body, or by no more than 10% of the membership of the local group, the agenda for which may include only that business for which the meeting is being called.

C. (Recommended but not required) All business meetings of_____ Mensa, and the Executive Committee, shall be held within the geographical limits of the group as assigned by the AMC.

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

A. Each local group of American Mensa, Ltd. is required to hold an election of its governing body at least every two years. Some groups have staggered two years terms, with one-half of the officers being elected each year. 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 local newsletter, or that are mailed separately. There must be provisions which allow full participation by mail for all members at all steps including runoff elections. Tie-breaking by the flip of a coin or similar random process is allowed, a run-off in person is not.

B. The method(s) and time frame for nominating officers.

C. A designation of responsibilities for the receipt and tallying of ballots, date of the election, and the method of certifying the results. (It is suggested that there be a deadline for any challenges to the election, plus the statement that any actions by the governing body in the meantime would not be affected by the outcome of any such challenge.) It is strongly suggested you specify the actual beginning date of the term of new officers.

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

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

A. A statement as to how the bylaws can be amended, and that proposed amendments shall be submitted to, and approved for balloting by, the American Mensa Committee before balloting by the local group membership. Following such AMC approval, proposed amendments shall be sent to all members of the local group either as an insert in, or as a part of, the local newsletter, or as a separate mailing.

B. That a ballot shall be mailed to each members of the local group as an insert in, or as part of, the local newsletter or as a separate mailing.

C. A statement that there must be a minimum of 90 days between the date of publication of the proposed amendments and the deadline for receipt of ballots. (Note: This is intended to provide time for study, comment and dialog.)

D. A statement that local group bylaws or bylaw amendments are not effective until 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 _____Mensa of the effective date of the bylaws as amended.

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, non-exclusive license to _____ 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 _____. AML retains full ownership of the mark and logo and all statutory and common law rights in the mark and logo.

9. PARLIAMENTARY AUTHORITY: The following is suggested, but is not required:

A statement naming a standard parliamentary authority. (Demeters, Roberts, etc, but should be specific as to the version or issue date of the book. You may say "latest edition")

CLARIFICATIONS

1. To be eligible to receive the local group dues allotment, each local group must have AMC-approved bylaws.

2. A group wishing to change its name must do so through the bylaws amendment procedure. Guidelines for changes in local group names are available from the National Office. For an equivalent reason, local groups are encouraged to *not* include the name of their newsletter in their bylaws.

3. The requirements of the Minimum Standard Bylaws are included in every local group's bylaws whether explicitly stated or not. In other words, the minimum requirements are enforceable even if they are not explicitly contained in a group's bylaws. It is, of course, less confusing when the guidelines are contained in one, continuous document. If in doubt about any Minimum Standard, contact the Bylaws Committee Chair or your RVC for clarification.

4. The Bylaws Committee does not have the authority to grant any waivers from these Minimum Standards, as they are resolutions adopted by the AMC. Therefore, whenever a local group amends its bylaws, those bylaws must be brought up to date with current Minimum Standards before AMC approval may be given.

5. A local group proposing amendments to its bylaws must submit the proposed amendments to the AMC for approval before publication of the proposed changes to its membership. The only method to change a group's bylaws is to follow the procedure contained in the Minimum Standards above. If proposed changes are published before AMC approval, they may need to be reprinted if there are changes. It is recommended that the RVC be consulted during this process; he or she will be included in the review committee.

6. To obtain AMC approval, send proposed bylaws or amendments (along with the current bylaws) to either the Chairman of the AMC Bylaws Committee, or to the National office, where they will be distributed to the members of the AMC Bylaws Committee. You will hear from the committee chairman upon his/her receipt of the bylaws, and should receive either approval to submit the bylawsto 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 bylaw changes. The bylaws or amendments only become effective after approval to ballot by the AMC (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. The approval to ballot will expire 1 year from the date of issue.

7. Local Groups may wish to specify American Mensa, Ltd. as "AML", and the American Mensa Committee as the "AMC" provided that the bylaws indicate that AML and AMC are abbreviations (Herein referred to as AML, for example).

8. Proctors are appointed by American Mensa, Ltd. following the recommendation of them by the Local Secretary 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.

9. SIGHT Coordinators are appointed by the National SIGHT Coordinator following the recommendation of them by the Local Secretary or RVC.

10. Incorporation of either the local group or a subordinate charitable organization is permitted only with the approval of the AMC. Existing incorporated groups are considered as having this approval so long as the incorporation remains valid.

AMERICAN mensa LTD.

Policies Regarding Mensa's Trademarks and Service Marks

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 not permissible to encircle, or partly encircle, the logo with lettering. 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.

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

THE CONSTITUTION OF MENSA

[International Constitution of Mensa adopted April 1982.
Includes Amendments adopted 1982, 1985. Reprinted October 1992.]

I. THE NATURE OF MENSA

A. Mensa is an international society composed of national Mensas and direct international members. Mensa's purposes are to identify and foster human intelligence for the benefit of humanity; to encourage research in the nature, characteristics, and uses of intelligence; and to provide a stimulating intellectual and social environment for its members.

B. Mensa provides a forum for intellectual exchange among members. Its activities include the exchange of ideas by lectures, discussions, journals, special-interest groups, and local, regional, national, and international gatherings; the investigations of members' opinions and attitudes; and assistance to researchers, inside and outside Mensa' in projects dealing with intelligence or Mensa.

II. THE POLICY OF MENSA

A. Intelligence should be used for the benefit of humanity. Therefore, Mensa shall have no aim which is to the disadvantage of the community.

B. Mensa encompasses members representing many points of view. Consequently, Mensa as an organization shall not express an opinion as being that of Mensa, take any political action other than the publication of the results of its investigations, or have any ideological, philosophical, political, or religious affiliations.

C. Members or groups of members may express opinions as members of Mensa, provided their opinions or actions are not expressed as being those of Mensa as an organization.

D. Mensa is a not-for-profit society.

III. MEMBERSHIP

A. ELIGIBILITY

Persons who have attained a score within the upper two percent of the general population on an intelligence test that has been approved by the International Supervisory Psychologist and that has been properly administered and supervised shall be eligible for membership. There shall be no other qualification or disqualification for initial membership eligibility.

B. PLACE OF MEMBERSHIP

1. Persons eligible for membership shall be offered membership in the national Mensa of the country where they reside, or as direct international members if there is no national Mensa where they reside.

2. Members and persons eligible for membership who do not wish membership assigned by residence, upon request to and approval by the International Board of Directors, may be offered membership as direct international members or as members of a national Mensa in the country of which they are citizens or subjects.

3. No member shall at the same time be a direct international member and a member of a national Mensa nor shall any member at the same time hold membership in more than one national Mensa.

C. CONDITIONS OF MEMBERSHIP

1. As conditions of membership, members must:

a. Agree to abide by the Constitution of Mensa and the constitution or bylaws and the resolutions of any national Mensa of which they are members;

b. Pay the annual dues as set or modified from time to time by their national Mensa committee, or by the International Board of Directors if they are direct international members; and

c. Permit their names and addresses to be published in duly authorized Mensa listings.

2. A member's failure to pay dues as provided in 1.b. shall, without further notice constitute resignation of membership.

D. DISPUTES WITHIN MENSA

Members having a dispute with Mensa, with any national Mensa or subdivision thereof, or with another member arising out of Mensa-related activities shall exhaust all avenues of settlement and redress within the Society before taking the dispute to external authorities. Failure to do so may be considered an act inimical to Mensa.

E. DISCIPLINARY ACTION

1. Sanctions may be imposed by a national Mensa on any of its members who commits an act inimical to Mensa, provided that a fair and impartial hearing has been made available. Such sanctions may include censure, suspension or removal from office for a specified time, suspension of membership for a specified time, or expulsion from membership.

2. In the event that a national Mensa expels a member and the International Board of Directors receives substantial evidence that the member was denied a fair hearing prior to the expulsion, the Board may offer that member direct international membership.

3. Sanctions may be imposed by the International Board of Directors on any direct international member who commits an act inimical to Mensa, provided that a fair and impartial hearing has been made available.

F. MEMBER IN GOOD STANDING

A "member in good standing" shall be a person who has accepted an offer of membership, has paid all dues owed, and is not currently subject to any sanction imposed by a national Mensa or by the International Board of Directors.

IV. INTERNATIONAL GENERAL COUNCIL

A. There shall be an International General Council (the "IGC") composed of the Chief Executive Officer of each national Mensa and the International Chairman.

B. The IGC shall meet annually to provide a forum:

1. For the exchange of information among national Mensas, and

2. For the review and evaluation of Mensa's policies and programs by all of the national Mensas.

C. The IGC may transmit recommendations to the International Board of Directors and may place items on the Board's agenda for consideration at its next meeting.

D. The Chairman of the International Board of Directors shall also serve as Chairman of the IGC.

E. The IGC shall adopt its own standing orders.

V. INTERNATIONAL BOARD OF DIRECTORS

A. COMPOSITION OF THE BOARD

There shall be an International Board of Directors (the "Board") composed of the National Representatives of certain national Mensas, as provided in Article VI, and the international elected officers.

B. FUNCTION AND DUTIES

1. The Board shall be responsible for the management and development of Mensa in those areas of the world where there is no recognized national Mensa.

2. The Board shall formulate general Mensa policy; rule on matters on which this Constitution is silent; provide assistance to national Mensas if requested to do so, or if the Board deems it necessary; establish criteria for the recognition of national Mensas; prepare international publications and handbooks; authorize international Mensa gatherings; conduct and encourage research in accordance with Mensa's aims; maintain international offices and records; and manage Mensa's other international affairs.

3. The members of the Board are accountable to the membership for the conduct of Mensa's international affairs. The officers shall issue, at least annually, a report to the membership on the conduct of their respective offices.

4. The Board shall meet at least once a year and shall adopt its own standing orders.

C. INTERNATIONAL ELECTED OFFICERS

1. Any member in good standing shall be eligible to serve as an international elected officer. The international elected officers shall be the International Chairman, the International Director-Administration, the International Director-Development, and the International Treasurer.

2. The International Chairman shall act as chief officer of international Mensa; preside at meetings of the Board and the IGC; and administer international Mensa affairs in accordance with this Constitution.

3. The International Director-Administration shall have the responsibility for executive supervision of Mensa's international office; international publications; responses to membership requests and inquiries; procurement of national membership lists; maintenance of international membership lists; distribution of agendas and minutes or IGC and Board meetings; and such other duties as may be assigned. The International Director-Administration shall also act as International Secretary.

4. The International Director-Development shall have the responsibility for executive supervision of direct international membership; membership development in countries which do not yet have recognized national

Mensas; membership development assistance to national Mensas upon their request; international public relations; international special-interest groups; and such other duties as may be assigned.

5. The International Treasurer shall act as chief financial officer of international Mensa, cause proper financial records to be made and kept; have responsibility for the preparation and submission to the Board of a detailed annual budget; and perform such other duties as may be assigned.

6. The international elected officers shall not, while holding such office, hold any other international office or serve as Chief Executive Officer of any national Mensa.

7. No international elected officer shall serve in the same elected office for more than two consecutive terms.

D. MEMBERSHIP AND VOTING

1. Each officer shall have one vote.

2. Each national representative shall have the number of votes provided in Article VI.

3. The "full Board vote" shall mean the maximum number of votes which could be cast if all officers and national representatives were present and voting.

4. A majority of the full Board vote shall be required to pass any motion or approve any action.

5. National representatives who are unable to be present at a meeting of the Board, or of a committee or sub-committee of the Board, may appoint another member of the Board or a member of their respective national Mensa committee as their proxy.

6. Each member of the Board must be a member in good standing. Failure to maintain such status shall constitute resignation from office.

7. In the event of the death, resignation, or removal of an officer, the vacancy shall be filled by the Board.

8. All members of the Board shall be members of the British limited company Mensa International Limited.

VI. NATIONAL MENSA REPRESENTATION ON THE INTERNATIONAL BOARD OF DIRECTORS

A. MEMBERSHIP REQUIRED FOR REPRESENTATION

A national Mensa shall be entitled to representation on the Board when it has at least 500 members in good standing or it has at least 75 members in good standing per million of population and at least 250 members.

B. NUMBER OF VOTES

1. Each national Mensa entitled to a seat on the Board shall have at least one vote. Each national Mensa that has 1,000 to 4,999 members shall have two votes. Each national Mensa that has 5,000 or more members shall have three votes plus one additional vote for each additional 5,000 members.

2. Notwithstanding the provisions of the preceding paragraph, no national Mensa shall exercise more than 40 percent of the full Board vote. If the result of the calculation of the 40 percent limit includes a fraction, the national Mensa involved shall have the next higher whole number of votes. If the fraction is one-half or more or the next lower whole number of votes if the fraction is less than one-half.

3. The calculation of the number of votes to which a national Mensa is entitled shall be based upon its most recent payment to the international treasury of its assessed contribution to the international budget.

C. DESIGNATION OF NATIONAL REPRESENTATIVES

1. The Chief Executive Officer of each national Mensa that is entitled to representation on the Board shall also serve as a National Representative of that National Mensa.

2. No National Representative may cast more than three votes. Therefore, each national Mensa entitled to cast more than three votes shall designate sufficient additional National Representatives to comply with the foregoing limitation.

D. FORFEITURE OF RIGHT TO VOTE

A national Mensa shall forfeit its right to vote whenever and for so long as it is more than four months in arrears in paying its assessed contribution to the international budget, or whenever and for so long as it shall fail to provide a list of the names and addresses of all of its current members in good standing.

VII. NON-VOTING POSITIONS

A. HONORARY POSITIONS

The Board may name a President and not more than three Vice Presidents for terms of three years each. These shall be honorary positions granted in recognition of outstanding service to Mensa or in fostering the aims of Mensa, and only members in good standing shall be eligible for appointment to them.

B. OMBUDSMAN

1. There shall be an International Ombudsman to resolve disputes at the international level between direct international members, between direct international members and Mensa, between direct international members and a national Mensa, between national Mensas, and within national Mensas where no Ombudsman exists.

2. The International Ombudsman shall be appointed by a two-thirds majority of the full Board vote and shall serve for a term of three years, or until the appointment of a successor.

3. The International Ombudsman shall receive the complete cooperation of all members of Mensa.

4. The International Ombudsman's findings shall be published as specified by him or her.

C. SUPERVISORY PSYCHOLOGIST

1. The Board shall appoint an International Supervisory Psychologist who shall be responsible for insuring that selection standards are maintained throughout Mensa and who shall act as consultant to international Mensa and the national Mensas with regard to testing.

2. The International Supervisory Psychologist shall serve for a term of three years, or until the appointment of a successor.

VIII. REMOVAL FROM INTERNATIONAL OFFICE

A. 1. Officers and the International Supervisory Psychologist may be removed from office by the Board for

malfeasance, misfeasance, or nonfeasance in office.

2. The resolution for removal must be specific, must state the basis for removal, and must be set out in the agenda. Before a vote is taken on such a resolution the member concerned must be given an opportunity for his or her views to be presented to the Board.

B. 1. The International Ombudsman may be removed from office by the Board for malfeasance, misfeasance, or nonfeasance in office.

2. The procedure for removal shall be the same as for officers, except that concurrence of a two-thirds majority of the full Board vote shall be required.

C. Non-voting appointees, other than the International Ombudsman and the International Supervisory Psychologist, may be removed from office by the Board at any time.

IX. NATIONAL MENSAS

A. FUNCTIONS AND DUTIES OF THE NATIONAL MENSA COMMITTEES

1. The national Mensa committees shall be responsible for the management and development of their respective national Mensas.

2. The national Mensa committees shall, in their respective countries, promote the stated purposes of Mensa, recruit and test applicants for membership, supervise their local groups, maintain national offices and records, and be responsible for finance, publications, research, public relations, and all other national Mensa affairs.

3. Without prejudice to its rights and without affecting its duties to its members, a national Mensa committee may, with the approval of the Board, assign some of its functions to the international administrative office, or may join with one or more other national Mensas to form a group for mutual administrative or development assistance.

4. As used herein, the words "national Mensa committee" shall mean the governing body of a national Mensa, regardless of what the governing body is called or how it is organized under a particular national Mensa's constitution or bylaws.

B. NATIONAL MENSA RECOGNITION

The Board may recognize a national Mensa in a country where the direct international members have achieved a degree ofactivity substantial enough to warrant such recognition; have created and adopted a constitution or bylaws by which they shall operate; have submitted the constitution or bylaws to the Board and had such constitution or bylaws approved as meeting the Board's requirements; have agreed to submit any amendments to the constitution or bylaws to the Board for approval before making such amendments effective; and have met any other requirements formally promulgated by the Board.

C. PROVISIONAL NATIONAL MENSA STATUS

The Board may recognize a national Mensa on a provisional basis if most, but not all, requirements for full recognition have been met. The members of a provisional national Mensa shall remain direct international members.

D. REVOCATION OF RECOGNITION

1. A national Mensa may be derecognized by the Board after a full and fair investigation, if, in the opinion

of the Board, the national Mensa has engaged in acts inimical to Mensa, has failed in a major way to perform its duties under this Constitution, or has tolerated irregularities in the testing and admission of new members.

2. A derecognized national Mensa shall cease to have the right to use the word "Mensa" in its own designation and its activities and shall cease to have any rights under this Constitution.

3. Members of a derecognized national Mensa may, at the discretion of the Board, be offered direct international membership.

4. A national Mensa may have its status changed to that of a provisional national Mensa if, in the opinion of the Board, the national Mensa has failed to carry out substantially all of its duties under thisConstitution.

5. No resolution to derecognize a national Mensa or to change the status of a national Mensa to that of a provisional national Mensa shall be effective unless it receives a two-thirds majority of the full Board vote.

X. ELECTIONS

A. The international elected officers shall serve for a period of two years. They shall be elected by a majority of the votes received during the election period, which shall be April 15 through May 31 of the odd-numbered years. Their terms of office shall begin July 1 following their election.

B. No later than August 1 of each even-numbered year, the Board shall appoint an Election Committee of three to seven members, none of whom shall be a member of the current Board or a candidate for office on the next Board, and shall designate the Committee's chair. The Election Committee shall be responsible for the conduct of the election, promulgating whatever rules and regulations it shall deem necessary; prescribing the format for nominating petitionsand the procedure for their submission; preparing ballots and written material in appropriate languages; and selecting professional auditors, accountants, or solicitors, or a similarly independent body, to receive, count, and certify results of the voting.

C. The Committee shall cause to be published, no later than November 1 preceding the election, a notice to the members inviting nominations for the four internationally elected offices and specifying that nominations must be received by the Committee no later than February 1, what format they shall follow, and where they must be sent.

D. Candidates for the internationally elected offices shall be members in good standing and shall be nominated as follows:

1. Members may nominate a candidate or a slate of candidates for any or all offices by submitting the name or names of such candidates to the ElectionCommittee together with written evidence that each candidate has accepted the nomination and together with nominating petitions signed by at least 200 members in good standing as of January I prior to the election.

2. National Mensa committees may nominate a candidate or a slate of candidates for any or all offices by submitting the name or names of such candidates to theElection Committee together with written evidence that each candidate has accepted the nomination.

3. The petitions and acceptances of nomination shall follow the format prescribed by the Election Committee.

E. If only one candidate has been validly nominated for an office, the Committee shall declare that candidate elected. The names of all candidates validly nominated for contested offices shall be placed on the ballot, provided they are members in good standing at that time.

F. The ballot shall list the candidates for each office in order determined by lot by the Committee. With each ballot shall be included the necessary voting instructions, a biography of each candidate, and a campaign statement, the maximum length of which shall have been determined and published by the Committee. The Committee shall designate on the ballot those candidates who are running jointly.

G. Each candidate or group of candidates on the ballot may designate a representative to observe the counting of the votes at each location where they may be counted.

H. The Election Committee shall notify the International Chairman and all the candidates of the final tabulation of the votes no later than June 15.

XI. FINANCE

A. AUTHORITY TO LEVY ASSESSMENTS

The Board may finance all or any part of the operations of international Mensa by levies on the national Mensas, provided:

1. The assessments are no more frequent than annual; and

2. The assessments are based upon a budget approved by the Board and substantially in balance as regards revenues and expenses; and

3. The assessments, whether a per-member amount or a percentage of dues, are applied uniformly to all national Mensas.

B. RESTRICTION ON INCREASING ASSESSMENT

Notwithstanding the provisions of Paragraph XI.A., the rate of assessment shall not be increased unless the motion for such increase receives the affirmative votes of national representatives of national Mensas whose combined memberships constitute at least 51 percent of the worldwide membership of Mensa.

C. LIMITATIONS ON LIABILITY

1. International Mensa shall be exclusively liable for its obligations. No national Mensa and no direct international member shall have any liability to international Mensa above the amount of any unpaid assessment or dues, respectively.

2. The obligations of national Mensas are exclusively theirs and not those of international Mensa or any other national Mensa.

D. LIMITATIONS ON PAYMENTS

Members of the IGC, of the Board, and of the national Mensa committees shall not be paid by Mensa except for reimbursement of reasonable expenses incurred on Mensa business.

XII. MISCELLANEOUS

A. GOVERNING LAW

This Constitution shall be construed according to the laws Or the State of New York, in the United States of America.

B. SEVERABILITY OF PROVISIONS

A determination that a provision of this Constitution is invalid or unenforceable under the laws of a specific country shall not affect the validity or enforceability of the remaining provisions, nor shall it affect the validity or enforceability of this Constitution in any other countries.

C. POSTAL BALLOT REQUIRED

All elections and referenda conducted by international Mensa or by national Mensas shall be by postal ballot.

D. CONDUCT OF REFERENDA

In all elections and referenda conducted by or within Mensa and by or within national Mensas:

1. Proponents and opponents shall be given reasonable opportunity to state their positions, and

2. No recommendations on how to vote shall appear on the ballot.

XIII. AMENDMENTS

A. This Constitution may be amended as a result of a ballot among all members, provided that, of the members from whom completed ballots are received:

1. More than one-half vote in favor of the amendment and the amendment is favored by the voters in at least one-third of the national Mensas; or

2. More than two-thirds vote in favor of the amendment.

B. Any proposal for an amendment which is recommended by the Board or by a national Mensa committee or committees representing 20 percent of the worldwide membership of Mensa shall be submitted to a ballot among all members of Mensa.

C. The Board shall promptly arrange for the distribution, receipt, and counting of the ballots.

*********end of file

AMERICAN MENSA BYLAWS

(Includes amendments passed prior to and including the May 2000 referendum.)

(rev. 6/29/2000 - DBB)

I

The name of the society is American Mensa, Ltd., a Not-For-Profit Corporation incorporated under the laws of the State of New York on February 10, 1971. The society is commonly known as Mensa.

II

The society shall maintain its principal office in one of the 48 contiguous states.

III

(1) The elective officers of the society shall be as follows: Chairman, First Vice-Chairman, Second Vice-Chairman, the Regional Vice-Chairmen, Secretary and Treasurer.

(2) There shall be no fewer than five and no more than ten Regional Vice-Chairmen. The Regions represented by the Regional Vice-Chairmen shall be defined in terms of postal ZIP codes and shall be established by the American Mensa Committee after it has considered the membership distribution, membership growth trends, local group preferences, and administrative feasibility.

(3) The appointive members of the American Mensa Committee shall include the following: Membership Officer, Communications Officer, Director of Science and Education, Development Officer and such other officers as shall be required for the orderly administration of the business of the society.

(4) No Local Group shall have more than one of its officers serving as either an elective or appointive officer of the American Mensa Committee.

(5) Elected or appointed officers of American Mensa, Ltd., or of the American Mensa Committee, or candidates for such offices, and the Ombudsman must remain members in good standing of American Mensa, Ltd., as defined in Article III, Section (F) of the Constitution of Mensa. Failure to maintain this status shall constitute resignation from office or withdrawal from candidacy.

(6) Elected and appointed officers of American Mensa, Ltd. must reside in the United States of America or its territories, and Regional Vice-Chairmen must reside in the Regions they represent; failure to maintain such residence shall constitute resignation from office.

IV

(1) The duties of the Chairman shall be to administer the business of the society in accord with the provisions of the Constitution of International Mensa, to act as Chief Executive Officer to the Society, to preside at meetings of the American Mensa Committee, and to act as National Representative on the International Board of Directors.

(2) The duties of the First Vice-Chairman shall be to assist in the discharge of the Chairman's duties and to act as substitute during the Chairman's absence or inability to serve.

(3) The duties of the Second Vice-Chairman shall be to assist in the discharge of the Chairman's duties and to act as

substitute during the First Vice-Chairman's absence or inability to serve.

(4) The duties of the Secretary shall be to act as secretary at meetings of the American Mensa Committee, and to cause records of its proceedings to be made and kept.

(5) The duties of the Treasurer shall be to act as Financial Officer of the Society, to be responsible for the financial records, and to provide for an annual audit of the books and records of the society. The annual report shall be published in the September issue of the Mensa Bulletin following presentation of the annual report to the membership at the Annual Business Meeting.

(6) The duties of the Regional Vice-Chairmen shall be to act as liaison between local groups in their respective areas and the American Mensa Committee, and to carry out in their respective areas the policies and programs formulated by the American Mensa Committee.

(7) The duties of the Membership Officer shall be to deal generally with membership questions including, but not limited to, services and the scheduling of gatherings.

(8) The duties of the Communications Officer, Director of Science and Education, and Development Officer shall be those implied by their respective titles, as well as any other duties which may be assigned to them by the American Mensa Committee.

(9) The duties of such other officers as shall be appointed shall be set forth at the time of such appointment.

V

(1) The elected officers other than the Regional Vice-Chairmen shall be elected by a majority of the votes received during the election period, which shall begin on April 15 and end on May 31 of every odd-numbered year. Votes shall be cast by mail on ballots provided by the Mensa Election Committee. Only members in good standing as of the first day of the first month of the voting period shall be eligible to vote. Proxies shall not be used and each eligible member, as defined in these By-Laws, shall be entitled to cast one vote for each officer. If there are more than two candidates for any office, a preferential voting system shall be used.

(2) The Regional Vice-Chairmen shall be elected in a manner and for periods of time similar to the national elected officers, except that:

(a) Candidates must be residents of the Region in question.

(b) Each member furnishing a signature for nomination by petition must be a member of a local group in the Region in question.

(c) Only members of local groups, as defined by AML geographic assignment or member preference, in the Region in question may vote in an election for the Regional Vice-Chairman for that Region.

(3) The terms of office of officers of American Mensa Ltd. shall be as follows, except in case of resignation, death or removal from office under the provisions of Art. VII Section (8):

(a) In the case of elected officers, a period of approximately two years, beginning upon the adjournment of the Annual Business Meeting at the Annual Gathering following their election and ending upon the adjournment of the Annual Business Meeting at the third Annual Gathering following their election. However, if the successor to an elected officer has not been certified before the adjournment of the Annual Business Meeting which would mark the end of the elected officer's term of office, such officer shall remain in office until a successor is certified.

(b) In the case of appointed officers:

(i) If appointed for a definite term, the expiration of that term.

(ii) If not so appointed, the expiration of the term of office of the appointing officer(s).

VI

(1) No later than the August 1st preceding each election, the American Mensa Committee shall appoint a Nominating Committee consisting of at least seven members, none of whom shall be members of the American Mensa Committee. Members of the Nominating Committee shall be chosen so as to represent a broad spectrum of the membership, with regard to both geography and general trends of views.

(2) No later than the AMC meeting following each Annual Gathering, the American Mensa Committee shall appoint an Election Committee consisting of three to seven members, none of whom shall be a member of the American Mensa Committee or the Nominating Committee. The Election Committee shall be chosen from among members not interested in the outcome of the election, and selected for their ability to assist in the conduct of elections. A majority of its members should, if practicable, be willing and able to meet in person. The Election Committee shall be responsible for the conduct of the election, including but not limited to the establishment, updating and publication of a detailed Code of Election Procedures, the preparation of ballots and written material, the distribution of ballots, and the selection of the independent agency to record and count the returned ballots, and the publication of election results. The Code of Election Procedure shall specify that the deadline for Election Committee receipt of nominations by petition is March 1st preceding the election. The Code of Election Procedure shall not be changed or amended between submission for publication as stated herein and the day following the official announcement of the ballot election results. Each newly appointed Election Committee must affirmatively adopt a Code of Election Procedure for each election. No later than the deadline for the January issue of Mensa Bulletin preceding each election, the Election Committee shall submit the Code of Election Procedure to Mensa Bulletin for publication therein, or shall submit the Code to another national publication for publication therein, or shall send the same by mail to the membership. If the Code is submitted to Mensa Bulletin or to another publication, it shall be published in the next available issue of the publication.

(3) No later than the October 1st preceding each election, the Nominating Committee shall nominate one or more candidates for each of the elective offices of American Mensa Ltd., of whom the nominee(s) for the position of Chairman shall (unless no individuals with the requisite qualifications are willing to run for that office) be member(s) of the American Mensa Committee then in office, or have served at least one year on a prior American Mensa Committee. The Nominating Committee shall report to the American Mensa Committee and to the Election Committee.

(4) No later than the January 1st preceding each election, the Election Committee shall publish the names of the nominees of the Nominating Committee in the Mensa Bulletin or other national publication or send the same by mail to the membership, with a notice to the effect that nominations by petition for the elective offices shall be directed to the Election Committee at an address to be given in the notice, accompanied by the signatures of at least 50 members in good standing as of that January 1st, in a format prescribed by the Election Committee, and by a signed acceptance of nomination by the candidates, said petitions to reach the Election Committee not later than the March 1st preceding the election.

(5) The Election Committee shall publish the names of the nominees by petition in a similar manner immediately upon the close of the nominating period.

(6) Between March 1st and March 10th of election years, the Election Committee shall review the nominations. In order to be validly nominated, candidates must have renewed their membership by the last business day of February for the year in which the election falls. For offices for which there is only one valid nomination, the Election Committee shall declare the nominee elected. All other valid nominations shall be placed on the ballot.

(7) The ballot shall contain the names of those nominated by the Nominating Committee as well as those nominated

by petition, the order in which the names of candidates for each office shall appear on the ballot being determined by lot. Candidates shall be designated on the ballot to indicate whether they have been nominated by the Nominating Committee, by petition, or both. If two or more candidates decide to run jointly, the ballot shall so indicate.

(8) With each ballot there shall be included:

(a) The necessary voting instruction.

(b) A brief biography of each candidate in a format approved by the Election Committee.

(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.

(d) A campaign statement, the maximum length of which shall be specified by the Election Committee. Candidates running jointly may pool their allocations.

Campaign statements shall be published by the Election Committee without editing.

(9) No member of the Nominating Committee shall be eligible for any national or Regional office at the election concerned.

VII

(1) The governing body of the society and the Board of Directors of American Mensa Ltd. shall be the American Mensa Committee.

(2) The voting membership of the American Mensa Committee shall include:

(a) The elected officers.

(b) The appointive officers listed in Art. III Section (3) of these By-Laws.

(c) The two most recent Chairmen of the Society.

(d) Such other officers as are specifically appointed by the American Mensa Committee to their respective positions and specifically granted the right to vote. The number of such officers shall not be greater than one-third the number of officers included in Sections (2)(a) and (2)(b) above.

(3) The American Mensa Committee may also appoint individuals to non-voting membership on the Committee.

(4) The following additional appointments may be made:

(a) The American Mensa Committee may appoint individuals to perform specified functions without membership on the Committee. Such appointments may be made for a definite or indefinite term, but will in any case expire with the end of the term of office of the elected officers in office at the time of appointment.

(b) Subject to the advice and consent of the American Mensa Committee, individual officers may appoint and remove subordinate officers and delegate to such subordinate officers one or more of the functions for which the appointing officer is responsible to the Committee: such delegation, however will not negate the appointing officer's responsibilities to the Committee.

(5) There shall be at least three regular meetings of the American Mensa Committee each calendar year. Special meetings may be called by the Chairman or a majority of the elected officers on ten days' notice to all members of the Committee.

(6) The American Mensa Committee shall act in accordance with the following policy:

(a) No action may be authorized or taken, nor may any previous authorization or action be adopted, confirmed, or ratified, nor may any resolution be adopted, by the American Mensa Committee unless the same be authorized, adopted confirmed or ratified, as the case may be, by a majority of those present and voting, and provided that such vote includes the concurring affirmative votes of at least one-third (1/3) of the full voting membership of the American Mensa Committee.

(b) Whenever a question arises which requires action by the American Mensa Committee, or of any sub-committee thereof, which should not await a regular or special meeting, the members of the body may vote by written ballot distributed by mail or other means, by telephone, or by other electronic means, provided that all members of the respective committee have consented to having such a vote conducted by such stated means. The action shall be announced at the next meeting of the American Mensa Committee and shall be reported in the minutes of that meeting. The resolution shall be filed with the proceedings of the American Mensa Committee.

(c) Any one or more members of the American Mensa Committee may participate in a meeting of the Committee except for the Annual Meeting of the Committee, by means of telephone or 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.

(7) (a) The American Mensa Committee may by resolution designate from among its members an Executive Committee and other standing committees. Each such committee shall consist of three or more members of the American Mensa Committee and, notwithstanding the provisions of Article VII (6)(a), shall have the authority of the merican Mensa Committee to the extent provided in the resolution.

(b) The American Mensa Committee may by resolution create such special committees as may be deemed desirable. Special committees shall have only the powers specifically delegated to them.

(c) The committees in foregoing paragraphs (a) and (b) shall have no authority as to the following matters:

(i) The submission to members of any action requiring members' approval.

(ii) The filling of vacancies on the American Mensa Committee or on any committee.

(iii) The amendment or repeal of the By-laws or the adoption of new By-Laws.

(iv) The amendment or repeal of any resolution of the American Mensa Committee which by its terms shall not be so amendable or repealable.

(8) (a) Elected and appointed officers may be removed by resolution of the American Mensa Committee for any of the following reasons:

(i) Mental or physical disability.

(ii) Failure to attend three consecutive regular meetings at the American Mensa Committee without presenting an excuse satisfactory to the Committee.

(iii) Malfeasance, misfeasance or nonfeasance in office.

(b) The resolution of the American Mensa Committee that an officer is to be replaced must fulfill the following requirements:

(i) It must be specific and state the reasons for the same.

(ii) It must be set out in the agenda.

(iii) It requires the concurrence of an absolute majority of the full voting membership of the Committee.

(c) The following procedure is to be followed:

(i) The officer concerned must be given an opportunity for a fair and impartial hearing as directed by the American Mensa Committee.

(ii) The Committee must provide an opportunity for the circulation to the full membership of the Committee of the concerned officer's views and for the officer's personal appearance before the Committee.

(9) In order to be eligible to serve, an officer whose duties include financial responsibilities shall be bonded in a sum sufficient to protect the society, as determined by the American Mensa Committee, at the expense of the society.

(10) No officer of Mensa shall receive any salary or compensation in carrying out the officer's duties, except reimbursement of actual expenses incurred.

(11) 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.

(12) The American Mensa Committee shall arrange for the regular publication of a journal, to be known as Mensa Bulletin. The cost of a subscription to the journal may be included in each member's annual dues.

(13) In the event of the resignation, removal, advancement, or death of an elected officer, or in the event of an office not being filled by election, the remaining members of the American Mensa Committee shall elect a successor to fill the office for the remainder of the term of office, provided:

(a) In the case of vacancy in the office of Chairman or First Vice-Chairman, the officer(s) next in line shall move up and the successor shall serve in the office of Second Vice-Chairman.

(b) In the case of a vacancy in the office of Regional Vice-Chairman the successor shall have permanent residence in the Region to be represented.

VIII

(1) There shall be an Ombudsman for American Mensa.

(2) The Ombudsman shall be elected by a two-thirds majority of the full voting membership of the American Mensa Committee.

(3) The terms of reference of the Ombudsman shall be as follows:

(a) The Ombudsman, who is not a member of the American Mensa Committee, should be treated in every respect as such; the Ombudsman is not a member of that body only because of the required freedom of action with respect to it. The Ombudsman should receive copies of Agendas of Minutes, and of everything else circulated to members of the Committee.

(b) The services of the Ombudsman are available, subject to the conditions stated in the By-Laws, to the American Mensa Committee, to its individual members, to any Regional or Special-Interest Groups, and to their individual members, to Local Groups and their individual members, to members of American Mensa generally, and to Mensa employees.

(c) The Ombudsman of American Mensa is to cooperate with the International Ombudsman, to accept matters received from the International Ombudsman which relate to American Mensa and any of the entities set out in (b) above, and to refer to the International Ombudsman such matters received which relate to the international rather than the national scene.

(d) The Ombudsman has the right to the documents or other written materials concerning any matter received for review and decision. Every member, employee, and entity of Mensa shall cooperate with the Ombudsman by furnishing information or documents. The documents furnished may be originals or copies; in the case of copies, the person responsible for furnishing the same must certify that the copies are full, true and complete copies and that, unless expressly stated, nothing has been omitted, altered or added.

(e) Parties are encouraged to seek the Ombudsman's advice on matters which have not yet led to dispute, but which are potential sources of serious conflict, and in any event to submit matters to the Ombudsman at as early a stage as possible, so that the opportunities for the parties to modify their position(s) are as great as possible.

(f) The Ombudsman may choose any manner of communication with the parties, committees or groups, and specify whether such communication shall be confidential, for internal circulation only, or public.

(g) The Ombudsman may submit matter for "publication" to the newsletter, journal or other publication of any group(s) affected. The editor of all such publications should deem a communication from the Ombudsman, marked "for publication", a matter of the highest practicable priority.

(h) The Ombudsman may express opinions, settle disputes, render substantial justice, and promote the general welfare of American Mensa. The Ombudsman may act as an arbitrator, or arrange for another person to act as an arbitrator either at the Ombudsman's own motion or at the request of one or more of the parties; if all parties have agreed upon arbitration, or accept the Ombudsman's offer to arbitrate, the arbitral decision shall be binding upon them.

(4) The Ombudsman shall render a yearly report which shall be submitted to the American Mensa Committee and to the International Ombudsman for their respective information, and to the Mensa Bulletin for publication.

(5) The term of office of the Ombudsman is not affected by the expiration of the term of office of the appointing American Mensa Committee. The Ombudsman shall remain in office until resignation or removal from office. Removal from office shall follow generally the procedure set out in Art. VII Section (8) of these By-Laws, except that the vote to remove the Ombudsman shall require a two-thirds majority of the full voting membership of the American Mensa Committee at each of two separate regular meetings of the Committee.

IX

(1) Membership in the society shall be open to all persons found qualified in accord with the eligibility requirements set forth in the International Constitution.

(2) Every member shall be obligated to:

(a) Pay annual dues in such amount as may be fixed by the American Mensa Committee. Members shall be given due notice of any proposed changes in dues, either through publication in the Mensa Bulletin or publication in the Agendas of two consecutive American Mensa Committee meetings. At least 60 days shall pass between first publication and any vote.

(b) Permit his/her name and address to be published in membership lists.

(3) Every member shall have the same rights and privileges accorded every other member, without qualifications or limitation.

(4) The American Mensa Committee shall have the authority to:

(a) Exempt a member from payment of all or part of dues for good cause shown.

(b) Declare a membership to have lapsed for failure of the member to pay dues.

(5) A member may be suspended from specific activities, offices, positions or functions, for a specified time, or suspended from membership for a specified time, or expelled from membership, for acts inimical to the society. No member shall be suspended or expelled from American Mensa, Ltd. except following a fair and impartial hearing by the Hearings Committee at which hearing the member shall have the right to present his/her case. A decision by the Hearings Committee to suspend or expel a member from American Mensa, Ltd., shall require the concurrence of the American Mensa Committee.

(a) The Hearings Committee shall be composed of the three most recent Past Chairmen, provided that each is a dues-paid member of American Mensa, Ltd., and not involved in the matter(s) in controversy. In the event that one or more of the three most recent Past Chairmen be unavailable — or incapacitated, in the judgment of the remainder of the Hearings Committee, following a challenge by any of the parties involved — vacancies, using the same criteria, shall he filled, in order, from the three most recent First Vice-Chairmen who are not currently serving on the American Mensa Committee; and following them, from the three most recent Second Vice-Chairmen not currently serving on the American Mensa Committee; and following them, from the three most recent Secretaries not serving on the American Mensa Committee. The Hearings Committee shall be chaired by the least recent Past Chairman and serving on it, or, if none is available, the least recent First Vice-Chairman, or, if none is available, the least recent Second Vice-Chairman, or, if none is available, the least recent Secretary.

(b) Within 30 days following a complaint to its chairperson, the Hearings Committee shall notify all parties concerned and the AMC that a complaint has been made and the specifics of that complaint.

(c) Within 60 days from receipt of the initial complaint, the Hearings Committee shall decide if the alleged acts inimical to the society warrant having a hearing, and establish the date and time of the hearing if so warranted. There shall be a minimum of 30 days and a maximum of 120 days between the receipt of the notification for a hearing and the date of the hearing.

(d) Summary reports of Hearing Committee actions shall be available to the membership.

(6) A member whose recurring conduct has been demonstrably harmful to a local group or to individual members, to the extent that it may be considered inimical to the society may also be suspended from office in that group, or

barred from its functions, or suspended from the group itself by the American Mensa Committee upon recommendation of a Regional Hearings Committee. Such recommendations shall be made only after the member has been given a fair and impartial hearing.

(a) If good-faith efforts to end the harmful conduct have failed, officers and/or members of the local group may request their Regional Vice-Chairman to convene a Regional Hearings Committee to consider charges against the member. The request shall be in writing, shall describe fully the conduct deemed harmful, and shall be signed by elected officers and/or members numbering no less than 150% of the number of elected officers.

(b) If the Regional Vice-Chairman decides that a hearing should be held, he or she shall appoint a Regional Hearings Committee composed of three members, each from a different group, exclusive of the accused member's group. Within five days of selecting the committee, the Regional Vice-Chairman shall notify the accused member of the impending hearing, the names of the committee members, the charges, and his or her right to be heard and to present witnesses. Copies of this notification shall be sent to the Local Secretary of the accused member's group, the Chairman of the American Mensa Committee, and the Ombudsman.

(c) The hearing shall commence between 21 and 30 days after notification to the accused member. Unless extended for good cause by the Regional Vice-Chairman, the hearing shall be completed within 45 days from its commencement. The hearing shall be conducted in accordance with rules and procedures promulgated by the American Mensa Committee.

(d) A member's violation of sanctions imposed by the American Mensa Committee following a regional hearing shall constitute an act inimical to Mensa for which further sanctions may be imposed by the national Hearings Committee.

(e) The accused member or the complainant may file a written protest with the Ombudsman if either feels that the hearing was conducted unfairly or with prejudice. The Ombudsman shall investigate the protest and report to the American Mensa Committee.

(7) Charges brought against a member under (5) or (6) of this Article shall not be considered dropped if the member resigns or allows his or her membership to lapse. Upon rejoining, the member shall face the same charges and hearings.

X

(1) An application to form a Local Group shall be referred to the appropriate Regional Vice-Chairman for investigation and recommendation.

(2) On recommendation of the appropriate Regional Vice-Chairman, the American Mensa Committee may grant permission for the formation of a Local Group, which is then subject to the following:

(a) Each Local Group must designate a Local Secretary who shall report to the appropriate Regional Vice-Chairman.

(b) Each Local Group shall adopt and maintain By-Laws, which meet the minimum standards set by the American Mensa Committee. Such By-Laws, and any amendments thereto, shall be effective when approved by both the American Mensa Committee and the membership of the Local Group.

(c) Local Groups may levy local dues in reasonable amounts to finance Local Group activities, provided that:

(i) the membership of the Local Group shall first have approved the levying of such dues in a referendum.

(ii) a procedure for exempting members from payment of local dues for a good cause shown is also included in the

local By-Laws.

(iii) failure to pay local dues shall not exclude members from participating in local elections or from local business meetings.

(iv) the foregoing is without prejudice to the continued authority of Local Groups to finance their activities in other ways, including voluntary contributions or subscriptions to local publications.

(3) It is at the discretion of the appropriate Regional Vice-Chairman to appoint an Acting Local Secretary for any geographical area, to coordinate the activities of members. The appointment of such an Acting Local Secretary shall continue until an approved Local Group designates its Local Secretary.

XI

(1) Any group of members may apply to the American Mensa Committee for recognition as a Special-Interest Group for the pursuit of any common interest provided:

(a) Neither the title of such a group, nor the name of the board or other body which directs the activities of such a group, nor the initials or other abbreviations by which the group or its board are to be known may contain language which may cause it to be confused with American Mensa, Ltd. or with the American Mensa Committee, with Local Groups, and with other pre-existing activities.

(b) Such group shall not speak for or on behalf of the society, nor in any manner give the impression that it is an official arm of the society.

(c) Such group shall furnish to the American Mensa Committee such reports and information, including copies of its correspondence and minutes of its meetings, as the Committee may reasonably require.

(2) The American Mensa Committee may grant recognition of Special-Interest Groups, subject to the preceding and any additional requirements or limitations it deems necessary.

XII

(1) These By-Laws shall not be amended except on the affirmative vote of two-thirds of the ballots cast by mail. Proxies shall not be used.

(2) Amendments may be proposed in any of the following ways:

(a) By submission to the American Mensa Committee of the proposed amendment by 250 members of the society subscribing their names thereto.

(b) By a vote of a majority of the members participating in the annual business meeting at an Annual Gathering.

(c) By two-thirds of the members at regularly scheduled business meeting(s) of one or more Local Groups attended by a combined total of at least 150 members; provided the Local Secretaries of the group(s) concerned notify the American Mensa Committee of the dates, of the number of members present and voting, and of the number approving. At least one month's notice of the inclusion of the proposed amendment(s) on the Agenda of the business meeting(s) of the group(s) concerned shall be given all members thereof by direct mailing, through the Mensa Bulletin or by means of the publications of the Local Group(s) concerned if such publications are sent to all members of such group(s).

(d) By a vote of two-thirds majority of the American Mensa Committee following inclusion of the proposed amendment(s) in the written agenda circulated prior to the meeting.

(3) On receipt of proposals for amendment to the By-Laws which conform to Section 2 of this Article, the American Mensa Committee shall submit the proposals to a mail referendum.

(4) Referenda shall be classified as "ordinary" or "special." "Ordinary" referenda shall be held concurrently with elections during election years, and shall be held during the same period as that specified for elections in these By-Laws in non-election years. "Special" referenda shall be held during a time frame other than that in which "ordinary" referenda are held. The eligibility requirement(s) in these By-Laws regarding voting for national officers also apply to voting on referenda.

The publication schedule for referenda shall be as follows, counting the first day of the month of publication as the official date of publication:

(a) At least 105 days before the start of the voting period, each referendum item shall be published, along with a solicitation for statements in favor of and opposed to each proposed referendum item.

(b) At least 60 days after the publication referred in section (a), each referendum item shall be re-published, along with statements in favor and opposed.

(c) At least 30 days after the publication referred to in section (b), each referendum item shall be re-published, along with a ballot.

(5) Tallying of the ballots shall be handled in the same manner as for regular elections.

XIII

(1) An Annual Gathering of the Society shall be held between June 1st and July 15th of every year in a place to be picked by the American Mensa Committee, for the purpose of reporting to the members the state of the society and the activities of the society's committees during the previous year.

(2) At least one month prior to the Annual Gathering, the membership shall receive reports of the officers by a special mailing or by inclusion in the Mensa Bulletin.

XIV

To the extent permitted by law the society shall act in accord with the provisions of the International Constitution.

Adopted November 1964
Includes Amendments adopted 1964, 1965, 1966, 1970, 1971, 1974, 1975, 1979, 1981, 1983, 1985, 1986, 1990, 1992, 1993, 1994, 1995, 1998, and 2000.

Legal Issues

Revised August 2001

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Insurance 3-1

Insurance

American Mensa, Ltd. has purchased liability insurance that provides financial protection for local groups and individuals against liability claims arising from Mensa activities. Information about the limits of this policy is available from the National Office. Some facilities may require that they be listed as a named insured for the event. This can be done through the National Office insurance policy. Contact the National Office at least two to three weeks prior to the event.

It is usually the Treasurer's responsibility to shop around and recommend such policies to the local group's governing body.

All proctors are covered by Mensa's liability insurance while acting as proctors on behalf of Mensa. Proctors under 70 years of age are also covered by a policy that provides for accidental death/dismemberment benefits and accident/medical expense benefits while they are attending a testing session, or are traveling to or from a testing site.

In the event of any accident or occurrence that might involve one or both of these policies, the Proctor should notify the National Office and LocSec immediately. Failure to file a report could result in denial of coverage or denial of the claim, so a report should be made regardless of the amount involved. In addition, all lawsuits and summonses should be reported to the National Office so that a response can be prepared and filed within the time allowed.

These summaries are for information purposes only. The actual policy provisions control the extent of the insurer's liability and the handling of any claim. Mensa reserves the right to change the coverage provided at any time and without prior notice.

Index Tab 3

Finances

Every group will have expenses and income. In this section, you will find a brief overview of many of the financial aspects of the local group. Except in the smallest of groups a treasurer should be elected to monitor disbursements. The Treasurer's Handbook is available from the National Office, should you like more information. Be sure your Treasurer has a copy of this document. As LocSec, you may also wish to familiarize yourself with that document.

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Bank Accounts

Every local Mensa group must have a Mensa bank account. American Mensa deposits local group support funds directly into each group's bank account on the third Friday of each month. Confirmation of the amount and its breakdown is mailed to the group Treasurer. American Mensa's Tax Identification Number must be on the account to ensure that no one else has to pay the taxes on the account's interest income. The signature card should include at least one more signer than required to write a check or make a withdrawal.

A checking account is essential to handle expenditures and receipts. Banks differ in their rules, and it is wise to shop around. Accounts should be federally insured (FDIC or FSLIC). Service charges should be minimized by selecting a bank that offers "free" checking or by maintaining a miniumum balance in the checking account or an associated savings account. In some cases, you may be able to convince the banker that the Mensa account should be free because it is a prestige account and because Mensa is a not-for-profit corporation (under Internal Revenue Code section 501(c)(4)). Almost all banking can be done by mail. A few banks provide franked envelopes for this purpose — it doesn't hurt to ask.

Checks should be inexpensive. If the account you select does not include free checks, it is worth considering third-party check printers. Quite a number of excellent sources are available. For example, as of April 2001, you can order 400 checks from one printer for $13.

Opinions vary as to whether checks should carry the Treasurer's address. A preprinted address saves writing and is more easily accepted by some merchants. However, if the Treasurer moves or is replaced, new checks must be printed. The local group's particular circumstances must be considered in making this decision. A few banks provide free checks and accounts without service fees to not-for-profit organizations — it doesn't hurt to ask.

A "FOR DEPOSIT ONLY" rubber stamp that shows the name and number of the account speeds processing. A few banks provide such stamps at no cost — once again, it doesn't hurt to ask.

Signature Cards

The outgoing Treasurer must arrange for new signature cards. This may require a signed resolution to the effect that the group's officers have changed. The bank provides the forms for the resolution. Banks with branches are usually willing to carry signature cards in more than one location.

It is recommended that bank accounts be set up to require more than one signature for disbursements. This is cumbersome and adds work for the Treasurer, but the extra safety may be required by some groups. Some groups find it sufficient to use one signature on the check, supplemented by a written policy on how much can be disbursed by the Treasurer without Executive Committee approval. Blank checks should never be pre-signed.

At least two signatures should be recorded on the bank's signature card, because the Treasurer may be unavailable when a payment must be made. The bank's signature card also specifies how many signatures must be on the check for validity. For example, a group may list the Treasurer and the LocSec on the bank's signature card even though only one or the other is required for the check. When two signatures are required for disbursement, three or more should be on record. Copies of signature cards should be retained in the Treasurer's file.

IRS Reporting

Most local groups that are not separately incorporated are exempt from filing tax returns. (American Mensa, Ltd. is not.) However, all local groups that have earned savings interest or dividends, and which have used American Mensa, Ltd.'s tax ID number, must forward a copy of Form 1099 upon receipt from the paying institutions to the National Office for inclusion in American Mensa's records.

Groups with gross income exceeding $25,000 (receipts, contribution, etc.) in a year are required to file an annual return (Form 990) with the IRS for that year. Groups hosting AGs and large RGs are often subject to this requirement. Note that testing fee income and local group funds received from national dues are excluded from the local group's gross income because they are already included in AML's reported income.

Local Dues Allotment

The AMC provides funds for the operation of the local group. However, there are certain basic requirements to fulfill in order to obtain these funds. All qualified local groups receive a percentage of the national dues. To qualify, a group must have approved local group bylaws that include all minimum standards, hold at least eight meetings a year (four ExComm and four general), and publish a regularly issued newsletter at least four times a year. Note that the requirements are somewhat different for groups of less than 50 members. The RVC may recommend exceptions at his discretion.

If a local group does not meet the criteria for qualification at the time of dues payment, the monies that would have been remitted to that group will be held in escrow for a maximum of one year. If the local group qualifies during that year, the AMC will remit the held monies. Otherwise, they will revert to the general fund.

Per-member funding is distributed monthly to the local groups. Additional family members who elect family membership dues generate a lower per-member funding. The percentage funded to individual groups changes periodically. Contact the National Office for the breakout of current funding.

RVC Funds

Funds are available from your RVC for support of ongoing local group operations, emergency situations, or special projects that benefit the membership of your group. RVCs have complete control over disbursement of these funds. Funds do not go automatically to any group. If you want to know if you qualify for such funds, contact your RVC to develop a plan of action. When LocSecs request assistance, they generally must document such requests as to objective, cost, and cost-effectiveness.

Bootstrap Fund (A one-time only hardship fund)

If your group is hanging on by a thread, and just need a little monetary help to get the group back on its feet again, the American Mensa Committee has help in the form of a "hardship" fund.

To apply for this funding, the LocSec must submit the following information to the Local Group Bootstrap Committee:

A current financial statement (including bank balance) signed by both the Treasurer and the Local Secretary.

An action plan that will include:

- Specific amount requested
- Specific amount local group expects to contribute
- Specific purpose for which the funds will be used
- Expected permanent benefit if this one-time grant is awarded
- Timetable of project
- Regional Vice chairman's recommendation and comments

This application must be submitted by the LocSec. Send to: Bootstrap Fund, c/o American Mensa, Ltd., 1229 Corporate Dr W, Arlington, TX 76006-6103.

Lapsed Member Mailing

Reimbursement for an annual mailing to members lapsed within the current year is available. The National Office distributes lists, labels, and forms in June that outline the procedure for reimbursement. Reimbursement is based on the number of currently lapsed members contacted and is roughly equivalent to the cost of a single mailing.

Corporate Subscription List

Reimbursement is also made for each subscription to your local newsletter by members on the Corporate Subscription List. Again, actual remuneration varies from year to year, but is intended to defray the cost of postage and printing. The list includes AMC members and local group newsletter editors who have requested to receive your newsletter.

Other Sources of Funding

Newsletter Subscriptions

On occasion, non-members may wish to subscribe to your newsletter. Often, these are former members of your group who have moved, but wish to keep abreast of happenings in their former group. Sometimes a quality newsletter or individual columnist spurs others to subscribe.

Work with your editor and treasurer to develop an appropriate charge. You will also need some method for keeping subscription lists accurate and up-to-date, as well as for collection of payment.

Local Dues

Some groups have experimented by charging additional local dues to their members to help finance their activities. This method is undesirable and generally impractical. Most groups that have tried it soon discontinued it. If your group wishes to consider this option, remember your group may charge local dues only after approval of such dues in a referendum. However, local dues are unenforceable.

"Selling" of newsletter subscriptions to local members cannot be enforced either. Members are entitled to at least the calendar, whether they pay for a subscription or not. Moreover, the group's bylaws must include a procedure for exempting members from payment of local dues for good cause. Failure to pay local dues or newsletter subscriptions cannot exclude members from participating in events or voting in local group elections. Maintaining subscription lists and collecting monies adds a burden of record keeping. Either method creates a two-tier membership, a highly unsatisfactory condition.

Contributions

Some groups encourage donations. They may designate a certain amount as a fair share and seek to collect this amount from each member. Larger contributions are encouraged. Many officers contribute their postage, copying, and telephone expenses.

While it may be a practical short-term solution, this method often turns out to be unduly burdensome on officers. It may also keep some people from considering nomination if they fear it will encumber them financially. To ensure the longevity of your program, accurate records should be maintained of these "in-kind" services and donations.

Door Charges

Charging admission for Mensa functions is an accepted means of defraying expenses. If necessary, charge a small amount per person to enhance the treasury. To prevent freeloading, a person should be designated to control the entrance and, perhaps, to "sell" nametags. The underlying principle for such charges is to "let the user pay," rather than supporting the event costs money from the treasury when only a small percentage of members will—or can—attend such functions.

Miscellaneous

These ideas have worked well for other groups:

- At dinner meetings, round up the amount charged to provide a bit of surplus.
- Encourage donation of books and records for sale to other members.
- Design Regional Gatherings to give real value to the guests. They can result in sizable income with careful planning.
- Garage and rummage sales can easily produce several hundred dollars.
- Donated items can be auctioned off.
- Produce and sell publications, such as cookbooks.
- Offer T-shirts and other personalized merchandise.

Many of these activities are enjoyable as well as profitable, and as many members as possible should get involved in such team efforts.

Allocating Funds

When allocating funds, it is important to maintain a balance between active and inactive members. Inactive members, not to be confused with lapsed members, derive their benefits mainly through the local newsletter and the national publications, yet they pay the same amount of dues. Consequently, groups should use a large share of the fund to provide a quality newsletter. On the other hand, active members, because of their volunteer work, deserve good and varied programs.

Proctor Fees and Costs

The local group currently receives $12.50 per administered test, plus postage. A local group may purchase the Mensa Home Tests from the National Office for a fee. The Proctor can order other proctoring supplies from the National Office. Check the Proctor Handbook for details.

The Budget

To achieve a sound balance for the expenditure of available funds, a budget is necessary for good group management. Too many groups wake up to the fact that they have run out of money when it is too late to do something about it. Severe restrictions may take the form of frantic money-raising schemes, reduction in the number of newsletter pages, and other emergency measures.

The Treasurer should recommend that the ExCom come up with a budget as a group. Such a budget may be a simple, common effort. In larger groups, it may be departmentalized and based on objectives for the coming fiscal year. Once the budget has been approved by the governing body, it is the Treasurer's duty to play watchdog.

It is important to keep an eye on the relationship between disbursement from the National Office and your newsletter costs. Unless your group has well-established, ongoing revenue sources, your newsletter costs, including postage, must be equivalent to or slightly below this disbursement. It is tempting to go overboard publishing an extravaganza, with all the bells and whistles, but it often puts the group funds at peril. Even a small group can produce an award-winning newsletter and stay within costs.

The ExCom must approve contemplated over-expenditures, and, in severe cases, revise the budget. Retain the original budget figures for comparisons and post-mortems at the end of the fiscal year, or when compiling the new budget.

Budget revisions may also be necessary when there are severe changes in costs, such as increases in printing or postage costs, or when a subset of the group splinters off.

Index Tab 4

Monthly Mailings

This is a listing of materials that are mailed out monthly. However, keep in mind that not all materials will show up in every monthly mailing.

Questions regarding the distribution (or re-distribution) of monthly reports should be directed to the National Groups Coordinator at the National Office. Questions regarding content or formatting of monthly reports should be directed to the Systems Coordinator at the National Office.

Some of these materials may be downloaded from the American Mensa, Ltd. Web site at www.us.mensa.org in the Member Resources section, titled Officer Resources.

Revised August 2001

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Informational Memos and Reports

Monthly Distribution

Alpha Change Listing / Zip Change Listing – monthly mailing

Distribution: any local group designee up to total for group based on group size
Authorization: Local Secretary

The Alpha Change and Zip Change Listings serve as a monthly roster of current membership and also flag information changes between the current and prior month. The Alpha Listing contains group membership sorted alphabetically by member name and is used by all officer/designee types as a group roster. The Zip Listing contains group membership sorted by address zip code and is used primarily by editors and circulation managers to reference group mailings.

The reports contain member name, number, and address for each member of a local group. Additionally, the report provides phone, email, birth month and day, gender, member since date (of continuous membership), expiration date, and privacy release responses. Changes to member data and individual moves in and out of the group are tracked.

Up to four copies for groups with 1-500 members, five for 501-1000 members, six for 1001-1500, seven for 1501-2000, eight for 2001-2500 members, etc.

Offers of Membership listing and labels – monthly mailing

Distribution: 1 label run/listing to any local group designee, both together or to separate individuals
Authorization: Local Secretary

These reports and labels reflect any individuals who have qualified for membership through supervised testing or prior evidence during the reporting month but have not joined (membership dues received) by the last business day of the reporting month.

Recommended uses may include mailings/follow-ups to encourage joining, invitations to local group events, and sample issues of the local group newsletter.

Prospect Listing and Labels – monthly mailing

Distribution: 1 label run/listing to any local group designee, both together or to separate individuals
Authorization: Local Secretary

These reports and labels reflect prospect requests received during the reporting month. A prospect request is defined as a request for a membership brochure, testing location information, or the Mensa Home Test. The prospect listing may reflect multiple requests per individual during the reporting month, and individuals may be listed on concurrent monthly listings if requests are made. Offers of Membership (or Candidates) are NOT included on this listing as they have already qualified for membership.

Recommended uses may include targeting specific request types (e.g., Mensa Home Test sales), encouraging testing at the local level, invitations to local group events, and sample issues of the local group newsletter.

Members New to Your Group listing and labels – monthly mailing

Distribution: 1 label run/listing to any local group designee, both together or to separate individuals
Authorization: Local Secretary

These reports and labels reflect all members moving into the local group during the reporting month. Individual types include:

- new Mensa members, renewing Mensa members *(those individuals whose memberships have lapsed between 4/1 and 12/31 of the calendar year)*,
- reinstating members *(those individuals whose memberships have lapsed longer than the initial 8-month period)*,
- members moving into the group due to address change,
- members moving into the group by preference *(the choice to be a member of another local group, not based on zip code designation)*,
- and members transferring from other international Mensas.

Recommended uses may include letters introducing members to Mensa and/or the local group, welcome and welcome back letters, invitations to local group events (including new member parties), and sample issues of the local group newsletter.

Local Group Labels – monthly mailing

Distribution: 1 label run to any local group designee
Authorization: Local Secretary

This label run contains address labels for all members who are active members assigned or preferenced to the local group as of the last business day of the reporting month. Additionally, labels for the Newsletter Exchange program (Corporate Subscriptions) are included in the run. The label run is sorted by zip code and contains additional Mensan family members also; the group may receive, upon request, the primary family members, additional family members, and newsletter exchange (corporate subscriptions) in separate label runs.

Local group labels are provided for the distribution of the local group newsletter. The recommended distribution recipient should be the circulation manager, newsletter editor, or individual responsible for the monthly newsletter mailing.

Additional label runs after the initial monthly set or specific label runs may be requested through the Systems Coordinator at the National Office.

Monthly Roster Diskette – monthly mailing upon authorization

Distribution: 1 diskette to any local group designee
Authorization: Local Secretary and diskette recipient

The monthly roster diskette contains the same information provided on the Alpha or Zip Change Listing in electronic format. Additionally, the diskette contains newsletter exchange (corporate subscription) addressing information, an address-only file for mailing, and a postal barcode font. For specific months of the year, the diskette will contain Personal Data Questionnaire (PDQ) information; see PDQ Statistics for more information on this information.

The diskette recipient and Local Secretary must provide authorization via a diskette request form available through the National Office or on the American Mensa Web site. If the diskette recipient changes, a new form must be provided before the monthly diskette distribution continues.

Circulation Statistics – monthly mailing

Distribution: Local Secretary and circulation representative (group label recipient)

This report provides information on the labels provided to the local group each month. Included are breakouts of the counts of label types in the group labels provided, and counts labels for offer of membership, prospect, and members new to the group. In addition to the counts provided, there are listings for the individuals provided via the label runs.

This report is provided to Local Secretaries as a resource of information that may be provided to other local group officers through the lists and label runs. It is provided to the group's circulation representative to facilitate newsletter mailings.

CASS Certification Form – monthly mailing

Distribution: circulation representative (group label recipient)

Each month, the group labels are CASS-certified. In doing so, addresses are standardized to match those kept in the U.S. Postal Service address database. The most usual standardizations include abbreviation of street designators (e.g., Street = St) and the removal of punctuation on the address information when printed to label/envelope stock for mailing. Providing this form and meeting other criteria may provide additional discounts for local group newsletter mailings.

This report is provided to the labels recipient as the individual most likely to coordinate with the U.S.P.S. for mailing the local group newsletter.

Monthly News and Update – monthly mailing

Distribution: Local Secretaries and editors

The executive director's memo to local groups, the Monthly News and Update includes membership statistics, testing and inquiry statistics for the reporting month. Additionally, the executive director provides valuable information on

the state of Mensa, upcoming events and issues, and general information that should prove useful to Local Secretaries and editors.

Groups often include this information in their monthly newsletter, review information at meetings, and provide additional distribution of the memo to other officers in their groups.

PR Update – frequency varies, included in monthly mailing

Distribution: Local Secretaries and PR coordinators

The marketing department at the National Office provides this newsletter of useful information, including public relations tips and noted local group news items.

Proctor Update – frequency varies, included in monthly mailing

Distribution: Testing Coordinators, Proctor Coordinators, Proctors, and Local Secretaries

Authorization: None; determined by the National Office

Distributed by the National Office Testing and Admissions Manager, the Proctor Update provides useful information to local groups including about testing procedures, tips for testing sessions and encouraging new membership.

M.O.Net – monthly mailing

Distribution: Local Secretaries, editors, and membership officers

Provided by the national membership officer, this newsletter provides updates on ongoing and new membership programs and also tips to encourage member involvement and retention.

Local Groove – monthly mailing

Distribution: Local Secretaries and editors

Provided by the National Groups Coordinator at the National Office, this newsletter provides information on events and activities happening around the country and national information important to the local groups. The newsletter includes changes in procedures, upcoming deadlines, Local Secretary changes for other groups, and suggestions and ideas on group activities that will increase member participation.

Editor's memo – monthly mailing

Distribution: local editors (Web contacts and circulation representatives depending on content)

This memo, provided by the national Communications Officer, provides news updates, reminders and other information pertinent to paper and electronic publications.

Local Group Funding Statement – monthly, prior to the third Friday

Distribution: local treasurers

This statement, not included in the monthly mailing, recaps funding for the reporting month and provides the transfer date and amount. Included in funding are the per-month breakout per primary and additional family members, newsletter exchange (corporate subscriptions) funding, testing funding, and incentives for new and reinstating members.

PDQ Statistics – quarterly, in specified monthly mailings

Distribution: Local Secretaries

This report provides Personal Data Questionnaire (PDQ) statistics and responses for those members who release this information to the local group. Included on the report are individual marital status, children at home, languages, interests, and occupation. Members who restrict the information or who have not submitted a PDQ are also noted.

The report is distributed for the full local group membership with the May and November monthly mailings. Information is also included on the Monthly Roster Diskette in the months specified.

Lapsed Member Listing and Labels – May and June monthly mailings (as noted)

Distribution: Local Secretaries and editors

These reports and labels provide information on individuals considered current-year lapsed, those that lapsed their membership as of April 1st of the current year.

The lapsed member listing is provided to Local Secretaries and Editors in the May monthly mailing to notify the local groups of those members whose memberships have lapsed.

Both the listing and labels are provided to Local Secretaries and Editors in the June monthly mailing so that the Local Secretaries may participate in the Lapsed Member Funding program (if the groups choose to do so). Sets are provided to the editors so that they may send one last copy of the local group newsletter. Other uses of the label sets may include follow-up letters encouraging membership renewal.

A group may, at any time, request lapsed member labels for the current year or for prior years by contacting the systems coordinator at the National Office. No additional local group funding is provided for requests outside of the Lapsed Member Funding program.

Lapsed Member Funding participation form – June monthly mailing

Distribution: Local Secretaries

This form is provided with the lapsed member labels and a copy of a blank renewal form to the Local Secretaries. Per ASIE, groups receive $.50 per member contacted; only one contact per member lapsed during the current year is considered. Groups must submit the participation form or an email including the same information to the National Office by the due date to receive funding in this program.

Full Newsletter Mailing labels/participation form – July monthly mailing

Distribution: circulation representative (group label recipient)

A part of the Newsletter Exchange program (Corporate Subscription), these labels are provided to the local group in order to send their local group newsletter to all other local groups and also AMC members and specific appointees. This program allows the local group to read other local group newsletters and to encourage the exchange of ideas on local group event programming.

For the full mailing, the group receives their standard, monthly subscription funding and an amount to cover the additional mailings. The current newsletter exchange rate is $.65 per program subscription mailed; the National Office must receive a copy of the group's newsletter for funding to occur. Groups must submit the participation form or an email including the same information to the National Office by the due date to receive funding in this program.

Mensa Bulletin Directory Update Form – June and December monthly mailings

Distribution: Local Secretary

Pre-printed with current information, this form provides the Local Secretary with the opportunity to update local group and officer information to be published in the local group directory issues of the *Mensa Bulletin*. Included for the local group are Mensa Phone, Web site, newsletter and approximate newsletter mailing date. Officers included for publication are the Local Secretary, editor, gifted children's coordinator, SIGHT coordinator, and area coordinators.

Local SIGHT coordinators must be approved by the national SIGHT coordinator prior to publication. All other information changes must be submitted by the Local Secretary on the update form or in an email including the same information to the National Office by the due date to ensure accurate keying and proofing of the information.

Newsletter Selection form – September monthly mailing

Distribution: local editor

Through the Newsletter Exchange program (Corporate Subscription), each group may request and receive up to 20 newsletters from other local groups. This program allows the local group editor to read other local group newsletters and to encourage the exchange of ideas on local group event programming.

Each year, the local editor may select, either independently or through a local group decision, which newsletters the local group wishes to receive during the coming calendar year. Groups must submit the participation form or an email including the same information to the National Office by the due date to participate in this program.

New Subscription labels are included in the December monthly mailing.

Mensa Research Journal subscription form – September monthly mailing

Distribution: Local Secretary

Local Secretaries have the option of receiving a complimentary subscription to the *Mensa Research Journal*. Each year, the subscription must be renewed, and the subscription is not transferable to other officers or local group members.

Groups must submit the participation form or an email including the same information to the National Office by the due date to receive the *Mensa Research Journal* for the coming year.

AMC Reports/Meeting Agenda – quarterly, the monthly mailing prior to AMC meeting

Distribution: Local Secretaries and editors

AMC Mini-Minutes – quarterly, the monthly mailing following the AMC meeting

Distribution: Local Secretaries and editors

AMC Approved Minutes – quarterly, the monthly mailing following AMC approval

Distribution: Local Secretaries and editors

Mailing Schedule

The monthly mailing is usually assembled and mailed out between the 6th and the 9th of the month. However, this schedule varies from month to month, depending on how dates fall in the month and depending on other, last-minute events.

Distribution and How to Make Changes

The LocSec is the only person that can determine which monthly material goes to which officer in his/her local group.

To make a change in the monthly material distribution the LocSec must either fill out the Officer/Distribution Change Form (see example in Appendix) and return it to the National Office or send an email to LocalGroups@AmericanMensa.org with the same information from the change form. Only the LocSec may request changes in distribution.

Frequently Asked Questions

1. Why would prospective members call me about testing information?
   - If you are not the Testing/Proctor Coordinator for your group, you still could be contacted. If the Testing/Proctor Coordinator's membership has lapsed or has not responded to a prospect, the LocSec is next in line to be contacted.

2. If my group is revising the bylaws, how do we get the revisions approved?
   - Bylaws must be approved by the head of the Bylaws Committee.

3. What materials can the LocSec receive?
   - The National Office has a wide variety of supplies. LocSecs are entitled to any supplies except testing materials, unless the LocSec is also a Testing/Proctor Coordinator.

Index Tab 5

Calendars & Timelines

Revised July 2001

Contents

Planning Calendar 5-1

Local Group Timeline

***Mensa Bulletin* guidelines for contributors**

***Mensa Bulletin* rates & dates**

***Mensa Bulletin* editorial calendars**

Planning calendar

One of the main functions of the LocSec is to organize the group and keep it moving ahead. A tool many groups use is a simple planning calendar. List major events for your group and count backward to assure all deadlines will be met. An example is printed here for a fictitious group planning an RG in the fall. Many groups will select a theme for each month and revolve activities and newsletter ideas around those themes.

Sample calender

January	February	March
• Stress early renewals • RSVP for winter brunch due	• Winter brunch • NomCom selections due • Publicize Leap Year Party • Remind members to renew	• Leap Year Party • Membership Renewal • Line up teams for CultureQuest • Campaign statements to editor
April	**May**	**June**
• Elections (Ballots printed) CultureQuest • Get update from RG chair	• New officers	• Contact lapsed members • Remind members of AG • Get update from RG chair
July	**August**	**September**
• AG • Recruit volunteers for pledge drive • Finalize picnic plans	• Annual picnic • Public TV pledge drive • Get update from RG chair	• Finalize all RG plans • Publicize RG/LDW • Begin promotions for National Testing Day
October	**November**	**December**
• RG/LDW • More promotions for National Testing Day	• National Testing Day • Thanksgiving open house (requested RSVP)	• Christmas card tea • New Year's party • Select new NomCom

A calendar of this sort will need to be updated on occasion as new events are added or older ones revamped. This is a useful planning tool that will help the LocSec stay on top of this multi-faceted job.

LOCAL GROUP TIME LINE 2001–2002

MARCH 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

IMPORTANT DATES

9th Monthly mailing to local group officers

12th Funding statement mailed to treasurers

15th Address change deadline for April/May *Bulletin*

16th Funding transferred to local group checking

30th Cut-off for changes (address, officers, or distribution) for monthly mailing in April

30th Cut-off for newsletters and proctor bills for funding transferred in April

31st AMC Meeting in Chicago, IL

SPECIAL MAILINGS

- Renewal "B" mailed to all members who did not respond to Renewal "A"

INSIDE MARCH *BULLETIN*

Theme: Money

AML semi-annual directory (Spring 2001)

National referenda pros and cons

Listing of new life members

MISCELLANEOUS

- *InterLoc* subscription renewals due this month. **PLEASE NOTE:** *InterLoc* subscriptions must be renewed for all non-officers by contacting the National Office (via fax, phone, email, or regular mail). All local group officers will automatically be renewed.
- Deadline for dues to be received is March 30. You must be a paid-up member in order to vote! Hurry and renew now!!
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

Local Group Time Line 2001–2002

April 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Important Dates

9th Monthly mailing to local group officers

13th Funding statement mailed to treasurers

20th Mind Games 2001 starts in Medina, Ohio

20th Funding transferred to local group checking

30th Cut-off for changes (address, officers, or distribution) for monthly mailing in May

30th Cut-off for newsletters and proctor bills for funding to be transferred in May

Special Mailings

- Local group officers who have not renewed will receive a notice from the National Office. Those not current by April 30 will be removed from their local group officer listing and will not receive monthly mailings until renewed.
- Offer of membership re-invitations mailed to those candidates who have not joined in the last quarter
- *Half a Step Ahead...*, the quarterly newsletter for gifted children coordinators, mailed this month

Miscellaneous

- CultureQuest XII is Sunday, April 29.
- *InterLoc* subscriptions expire as of April 1 for all non-officers.
- Group of the Year (GOTYA) and CAP submissions are due next month!
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

Inside April/May *Bulletin*

Theme: Travel

National and international election information and ballots

Bylaws amendments for 2001

LOCAL GROUP TIME LINE 2001–2002

MAY 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

IMPORTANT DATES

1st Group of the Year (GOTYA) submissions due

1st Community Activities Program (CAP) submissions due

9th Monthly mailing to local group officers

14th Funding statement mailed to treasurers

15th Address change deadline for June *Bulletin*

18th Funding transferred to local group checking

31st Cut-off for changes (address, officers, or distribution) for monthly mailing in June

31st Cut-off for newsletters and proctor bills for funding transferred in June

SPECIAL MAILINGS

- Please look for your Local Officer Update Form for the fall directory! This form must be completed and returned to the National Office by mid-July.
- The 4th annual National Testing Day (NTD) is approaching. Look for your NTD Participation Form in the monthly mailing. This form will be due in mid-August.
- Lapsed member list mailed to LocSecs and editors (complete list and labels mailed in June)
- Personal Data Questionnaire (PDQ) list and statistics (all members) mailed to LocSecs

MISCELLANEOUS

- The National Office will be closed on May 28 for Memorial Day.
- AG 2001: The Annual Gathering is coming! If you or your members plan to attend, now would be a good time to register. Please visit www.ag.us.mensa.org for contact information.
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.
- Personal Data Questionnaire (PDQ) information will only reflect those members who returned their questionnaire to the National Office.

Local Group Time Line 2001–2002

June 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Important Dates

8th Monthly mailing to local group officers

11th Funding statement mailed to treasurers

15th Address change deadline for July *Bulletin*

15th Funding transferred to local group checking

29th Cut-off for changes (address, officers, or distribution) for monthly mailing in July

29th Cut-off for newsletters and proctor bills for funding transferred in July

Special Mailings

- Lapsed member lists and labels mailed to LocSecs and editors in monthly mailing. Generic renewal forms included.
- AMC meeting agenda mailed to all LocSecs and editors in the monthly mailing
- *Proctor Update* mailed to all proctors and proctor coordinators by the 16th (included in monthly mailing to LocSecs)

Inside June *Bulletin*

Theme: The State of Mensa includes:

- The Year in Review
- AML Annual Report
- AMC Officer Reports

Debut of proposed 2002 *Bulletin* editorial calendar

Miscellaneous

- Agenda items for Annual Business Meeting due by June 1.
- MERF meeting held at National Office June 1-3.
- Plaques for the Publications Recognition Program are being prepared for the AG in Dallas.
- Attending AG2001 next month? Be sure to check out the Leadership Development Workshops (LDWs) and www.ag.us.mensa.org.
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

LOCAL GROUP TIME LINE 2001–2002

JULY 2001						
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

IMPORTANT DATES

- 3rd-8th Annual Gathering (AG2001) Dallas
- 5th Annual Business Meeting for AML (AG2001)
- 7th AMC Meeting (AG2001)
- 9th Monthly mailing to local group officers
- 13th Address change deadline for August *Bulletin*
- 16th Funding statement mailed to treasurers
- 18th Local Officer Update Form for the fall directory due!
- 20th Funding transferred to local group checking
- 31st Cut-off for changes (address, officers, or distribution) for monthly mailing in August
- 31st Cut-off for newsletters and proctor bills for funding transferred in August

SPECIAL MAILINGS

- National Testing Day materials will start being mailed this month to all groups who returned their NTD Participation Form.
- Full mailing labels will be included in the monthly packet. (This is also known as the Corporate Subscription Program.) Instructions and a return card for funding will be included in monthly mailing.
- Offer of membership re-invitations mailed to all candidates accepted in the last quarter
- MERF will notify the local groups of the scholarship winners.

MISCELLANEOUS

- Group of the Year (GOTYA) winners will be announced at the AG in Dallas.
- Community Activities Program (CAP) winners will be announced at the AG in Dallas.
- Publications Recognition Program (PRP) winners will be announced at the AG in Dallas.
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

INSIDE JULY *BULLETIN*

Theme: Health
Mind Games 2001 coverage
New AMC announced

Local Group Time Line 2001–2002

August 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Important Dates

8th Lapsed Member Reimbursement Forms due

9th Monthly mailing to local group officers

13th Funding statement mailed to treasurers

15th Address change deadline for September *Bulletin*

17th Funding transferred to local group checking

31st Cut-off for changes (address, officers, or distribution) for monthly mailing in September

31st Cut-off for newsletters and proctor bills for funding transferred in September

Special Mailings

- PDQ list and statistics (for recent new and reinstating members) for LocSecs will be in the monthly mailing.
- *Half a Step Ahead...*, the quarterly newsletter for gifted children coordinators, will be mailed this month.

Miscellaneous

- Reimbursement form for the lapsed member mailing is due on August 7.
- Lapsed member reimbursement will show on the next funding statement (September).
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

Inside August *Bulletin*

Theme: Politically incorrect?

Coverage of national award winners

CultureQuest XII winners announced

Local Group Time Line 2001–2002

September 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Important Dates

7th Monthly mailing to local group officers

14th Funding statement mailed to treasurers

14th Address change deadline for October *Bulletin*

21st Funding transferred to local group checking

24th All NTD site and volunteer information due

28th Cut-off for changes (address, officers, or distribution) for monthly mailing in October

28th Cut-off for newsletters and proctor bills for funding transferred in October

28th The full mailing postcard from the Corporate Subscription Program due for funding in October

29th AMC Meeting (Riverside, Calif.)

Special Mailings

- Postcards about National Testing Day (NTD) will be sent to prospects, with appropriate local testing sites and contact information, by the end of September.
- Editors' Corporate Subscription Request Forms will be mailed this month. These reflect the 20 newsletters that your editor selects based on the full mailing done for the August/September issues. This form is due by October 12.
- Prospect labels will be sent to local groups, upon request, for follow-up to NTD postcard mailing.
- *Proctor Update* mailed to all proctors and proctor coordinators by the 14th
- Renewal "C" reminders may be mailed this month to all members who still have not renewed.

Miscellaneous

- The National Office is closed on September 3 for Labor Day.
- National Testing Day (NTD) contacts will be up on the Mensa Web site. Check it out at www.us.mensa.org!
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

Inside September *Bulletin*

Theme: Mensa du jour
AG2001 review
MERF scholarship winners announced
Listing of new life members
Semi-annual directory (Fall 2001)
AML financial updates printed

LOCAL GROUP TIME LINE 2001–2002

OCTOBER 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

IMPORTANT DATES

1st Local scholarship chairs will begin accepting requests for scholarship applications

9th Monthly mailing to local group officers

15th Funding statement mailed to treasurers

15th Address change deadline for November/ December *Bulletin*

19th Funding transferred to local group checking

20th National Testing Day

31st Cut-off for changes (address, officers, or distribution) for monthly mailing in November

31st Cut-off for newsletters and proctor bills for funding transferred in November

SPECIAL MAILINGS

- Testing materials for National Testing Day (NTD) will be mailed this month.
- Offer of membership re-invitations mailed to those candidates who have not joined
- *Half a Step Ahead...*, the quarterly newsletter for gifted children coordinators, mailed this month

INSIDE OCTOBER *BULLETIN*

Theme: Family ties

Mensa Boutique catalog insert

MISCELLANEOUS

- Corporate Subscription Selection Form must be turned into the office by the 31st.
- LocSecs need to notify the national scholarship chairs of new appointments for local scholarship coordinators.
- Funding for the full mailing program will appear on this month's funding statements sent to the local group treasurers. This funding will only be provided to the groups who mailed in their full mailing postcard.
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.
- Editors: publish Statement of Ownership for Periodicals.

LOCAL GROUP TIME LINE 2001–2002

NOVEMBER 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

IMPORTANT DATES

9th Monthly mailing to local group officers

12th Funding statement mailed to treasurers

16th Funding transferred to local group checking

30th Cut-off for changes (address, officers, or distribution) for monthly mailing in December

30th Cut-off for newsletters and proctor bills for funding transferred in December

SPECIAL MAILINGS

- AMC Meeting agenda will be mailed this month to all LocSecs and editors in the monthly mailing.
- PDQ lists and statistics (all members) will be mailed to LocSecs in the monthly mailing.
- LocSecs, local scholarship chairs, RVCs, and regional scholarship chairs will receive the scholarship instruction booklet.

INSIDE NOVEMBER/ DECEMBER *BULLETIN*

Theme: Space, the final frontier?

Statement of Ownership published

MISCELLANEOUS

- MERF meeting at National Office November 9-10.
- The National Office will be closed November 22-23 for the Thanksgiving holiday.
- Don't forget! All requests for MERF scholarship applications must be received by December 31.
- Don't forget to notify the National Office of any officer changes you have made this month!
- New corporate subscriptions will be entered this month. Your new newsletters will begin to arrive in January 2002.
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

LOCAL GROUP TIME LINE 2001–2002

DECEMBER 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

IMPORTANT DATES

1st AMC Meeting in Palm Beach, FL

7th Monthly mailing to local group officers

14th Address change deadline for January *Bulletin*

17th Funding statement mailed to treasurers

21st Funding transferred to local group checking

29th Cut-off for changes (address, officers, or distribution) for monthly mailing in January 2002

28th Cut-off for newsletters and proctor bills for funding transferred in January 2002

31st MERF scholarship chairs will not accept scholarship requests postmarked after this date

SPECIAL MAILINGS

- New corporate subscription labels will be reflected in the monthly group labels.
- Local Officer Update Form for the spring directory will be mailed to the LocSec in the monthly mailing. The form will be due to the National Office on January 11.
- *Proctor Update* mailed to all proctors and proctor coordinators by the 14th

MISCELLANEOUS

- The National Office will be closed on December 24 and 25 for the Christmas holiday.
- Request for MERF scholarship applications will not be accepted after the 31st of this month.
- Help promote renewals! Please begin by mentioning renewal season in your local group newsletter.
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

Local Group Time Line 2001–2002

January 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Important Dates

9th Monthly mailing to local group officers

11th Funding statement mailed to treasurers

15th Address change deadline for February *Bulletin*

18th Funding transferred to local group checking

31st Cut-off for changes (address, officers, or distribution) for monthly mailing in February

31st Cut-off for newsletters and proctor bills for funding transferred in February

Miscellaneous

- January 1: National Office closed for New Year's Day.
- January 14: National Office closed for Martin Luther King Day.
- Help promote renewals! Please mention renewal season in your local group newsletter.
- Look for your new corporate subscriptions in the mail this month.
- Funding for the new corporate subscriptions takes effect this month.
- 1099s for applicable groups due to the National Office
- Local Officer Update Form for the spring directory is due this month.
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.
- MERF scholarship requests not accepted until October 1, 2002

Inside January *Bulletin*

Theme: What makes Mensans tick?

National Testing Day coverage

Special Mailings

- Renewal "A" goes out to members whose membership expires after March 2002.
- Offer of membership re-invitations mailed to those candidates who have not joined in the last quarter

Local Group Time Line 2001–2002

February 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Important Dates

8th Monthly mailing to local group officers

12th Funding statement mailed to treasurers

15th Address change deadline for March *Bulletin*

15th Funding transferred to local group checking

28th Cut-off for changes (address, officers, or distribution) for monthly mailing in March

28th Cut-off for newsletters and proctor bills for funding transferred in March

Special Mailings

- AMC Meeting agenda mailed this month
- PDQ lists and statistics (for recent new and reinstating members) mailed to the LocSecs in the monthly mailing

Miscellaneous

- The National Office will be closed on February 18 for Presidents' Day.
- Help promote renewals! Please mention renewal season in your local group newsletter.
- Are you attending the AG this year? Please send in your registration now!
- 1099s for applicable groups due to the National Office
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

Inside February *Bulletin*

Theme: Gender issues

Local Group Time Line 2001–2002

March 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Important Dates

8th Monthly mailing to local group officers

12th Funding statement mailed to treasurers

15th Address change deadline for April/May *Bulletin*

15th Funding transferred to local group checking

29th Cut-off for changes (address, officers, or distribution) for monthly mailing in April

29th Cut-off for newsletters and proctor bills for funding transferred in April

Special Mailings

- Renewal "B" mailed to all members who did not respond to Renewal "A"
- *Proctor Update* mailed to all proctors and proctor coordinators by the 16th

Miscellaneous

- Deadline for dues to be received is March 29. You must be a renewed member in order to vote! Hurry and renew now!!
- *InterLoc* subscription renewals due this month. **PLEASE NOTE:** *InterLoc* subscriptions must be renewed for all non-officers by contacting the National Office (via fax, phone, email, or regular mail). Subscriptions for all local group officers will automatically be renewed.
- Membership cards are printed each Tuesday for new members, renewals, reinstatements, and duplicate card requests.

Inside March *Bulletin*

Theme: Scientific Mensan

Semi-annual directory (Spring 2002)

Listing of new life members

AG 2002 advance publicity

MENSA BULLETIN

Gatherings deadlines

Received by:	Published in:
January 15	March
February 15	April/May
April 15	June
May 15	July
June 15	August
July 15	September
August 15	October
September 15	November/December
November 15	January
December 15	February

Guidelines for contributors — Gatherings

E. Bunny Warsh
Gatherings Editor, Mensa Bulletin

You think your group is ready to hold an RG. You've got eight to 12 eager, willing suck...uh, volunteers to hold the positions of RG chair, registrar, security, program chair and hospitality chair. You've carefully noted Rose Lee Crutcher's every word; as a result, you have negotiated an incredible contract with the most wonderful hotel in town. Glory, glory! You've picked a weekend when the weather should be just perfect — and no other groups are having gatherings that weekend. You're all set — you think! Not so fast! You've got to get the word out. After all, a gathering's not a gathering if no one comes. Where is your publicity chair? What is s/he doing to promote your gathering?

OK, let's start at the beginning.

✓ Get the gatherings forms from your RVC. Those forms serve three purposes — first, to inform the RVC that your group wants to hold a gathering and secure his/her approval; second, to help generate publicity for your group; and third, to cover Mensa's legal liabilities. That form (or a photocopy) is forwarded to me for inclusion in the Gatherings column in the *Mensa Bulletin* and, if you wish, for inclusion on the AML Web site Gatherings listing.

✓ RVC approval is essential and, after doing this column for more than 10 years, I know not to submit the gathering notice for publication without it. If time is short, s/he can email it to me (yes, the RVCs have my email address). While we've had problems with less than 1 percent of all the gatherings we've had, there are reasons I insist on prior RVC approval. On one occasion in the past, an RVC withheld approval because the group had lost big buck$ the previous year, and he wanted them to show him they had taken steps to prevent it from happening again. Another RVC once asked me to pull a notice because the gathering was at a very small inn, and it was already filled to capacity several months in advance.

✓ Please show some consideration for my advancing years and my bifocals and complete the forms *legibly*. Either print the forms or type them. If your handwriting leaves something to be desired, please have someone else complete them for you.

✓ The *Bulletin* has a three- to five-month lead time, depending on when I receive your notice (see infobox above). As you can see, a late November notice will not "hit the streets" until March. If you choose to hold a gathering in September and you want to start publicizing it five months ahead, I need your notice by early February for April publication. Therefore, you and your local group need to start working on it by January 1 at the *very* latest — and to tread just a teeny little bit into Rose Lee's turf, the good hotels are probably already booked nine months ahead. It is not unreasonable to start planning a year or more in advance!

✓ I frequently receive an initial RG notice giving me dates and contact information along with the RVC's approval — and nothing more. Sometimes the group follows up and sends further information; sometimes they don't. There are two ways around this: you can appoint someone (like a publicity chair) to keep me informed of changes and developments as they occur, or you can put me on your local newsletter mailing list until 60 days prior to the RG. I have often built groups' RG notices for them based on the information in their local newsletters.

✓ Do not rely on your RVCs to do all this alone. They have lives, too. Sometimes things happen — they have personal emergencies or business crises; they may forget to mail a form, or a form gets lost in the mail. Once you have his/her signature, do not hesitate to photocopy the forms and send them along to me. It's far better to receive too many forms than too few.

✓ Our AMC membership officer serves as my backup. A copy of the preliminary form is sent to him or her as well. When I submit my column to the *Bulletin*, I send an abbreviated list to the membership officer giving the dates, the cities, the names of the gatherings, their regions and whether it's a full or an abbreviated listing. She checks it against those notices she has received and forwards copies to the RVCs. The RVCs can see what notices have been received and when they will appear in the *Bulletin*. The RVC can also remind the group to forward more information if time is drawing near and I'm still running an abbreviated listing.

✓ If a group gives its permission, I also forward the notice to our computer gurus for inclusion on Mensa's Web site. Please note on the form that there is a separate box to check if you want your RG listed online.

✓ Some people get carried away and submit extremely *long* listings. While I enjoy reading them, we're talking about running a little 2"x2" blurb, here. Please stick to the 250-character limit allowed; I do edit for space constraints. Further information can be shared with (potential) attendees via your local group's Web site and the newsletters of nearby local groups, as well as the initial letter acknowledging an attendee's payment and registration.

✓ Please include a telephone number on your form; it's a big help when I need further information or clarification about your gathering. If you do not want it published, just say so; your request will be honored.

✓ As a final point, keep in mind when preparing your blurb that some Mensa members are young children who also receive and read the *Bulletin*.

The name of the game is *communication*. Keep in mind the major factors: RVC approval; the long, *long* lead times for the *Bulletin*; filling out the forms *completely and legibly*; and keeping me abreast of changes/new developments as they occur. You help me, and I will help you to have the best RG possible!

MENSA BULLETIN

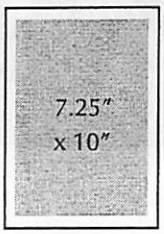
American Mensa, Ltd.
1229 Corporate Dr W • Arlington TX 76006 • AmericanMensa@mensa.org
(817) 607-0060 • fax (817) 649-5232

RATES & DATES

Display Advertising

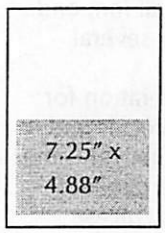
Covers— 4 color only

Cover 2, 3	2,750
Cover 4	3,000

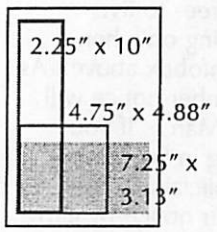


Full page	B/W	4 color
	1,875	2,350

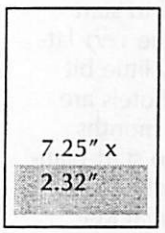
Half page	B/W	4 color
horizontal	1,125	1,400



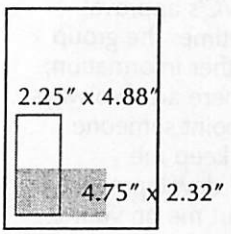
Third page	B/W	4 color
vertical	750	940
square or horizontal		



Quarter page	B/W only
horizontal	575



Sixth page	B/W only
vertical or horizontal	375



Discounts

3X / year	10 percent
5X / year	15 percent
10X / year	20 percent
Digital ad supplied	$50 off

First-time advertisers

First-time advertisers are required to submit payment in full at the time of materials submissions.

Classified Advertising

Nonmembers

$2 / word $20 minimum

Members

$1.25 / word $12.50 minimum

Please include name, address, and daytime phone number with type-written, double-spaced classified ad copy. Checks payable to American Mensa must accompany ad copy.

Deadlines

Display ads

Space reservations	15th of month, 2 months preceding issue date
Delivery of materials	1st of month preceding issue date

Classified ads

Issue	Due Date
January 2001	November 22, 2000
February 2001	December 20, 2000
March 2001	January 24, 2001
April/May 2001	March 14, 2
June 2001	April 25, 2
July 2001	May 23, 2001
August 2001	June 21, 2001
September 2001	July 24, 2001
October 2001	August 20, 2001
November/December 2001	September 25, 2001

Specifications

Trim size	8″ x 10.88″
Printing	Web offset; four process colors
Binding	Saddle stitch
Screen	133 lines
Safety factor	.25″ on all sides

Digital ads will be accepted. For more information concerning the specifications, please call the National Office at (817) 607-0060 or email at BulletinAdvertising@AmericanMensa.org

The Really Small Print

- Acceptance of ads is made on a space-available basis.
- All advertising materials and copy are subject to approval or rejection by the publisher.
- Advertisers may be required to submit samples of merchandise for sale.
- Ad placement will be determined by the managing editor.
- Advertiser assumes full responsibility of liability for ad.
- Cancellations are not accepted and corrections are not guaranteed after closing dates; advertisers will be billed accordingly.
- "Advertisement" shall appear on material, at advertiser's cost, that the publisher believes be confused with editorial.
- "Not affiliated with Mensa" shall appear on all advertisements, at advertiser's cost, submitted by other high-IQ societies.
- All advertisers are required to include, in the ad, a contact address and/or phone number.

MENSA BULLETIN

The magazine of American Mensa

2001 Editorial calendar

Editorial Themes

January: Mensans in the New Millennium

Mensans are celebrating the beginning of a new era. What will you be doing?

February: What Makes Mensans tick?

Focusing on the diverse interests and intriguing traits that characterize Mensans across the country, this standing theme is a reader favorite.

March: Money

How to get more of it, how best to use it, and how Mensans relate to it — just in time for tax season.

April/May: Travel

One thing a majority of Mensa's eclectic membership seems to share is a love of travel and unusual destinations — from the Ice el to Arecibo. Another strong reader favorite.

June: The State of Mensa

The annual report issue features the year in review and local group news, as well as officer reports and an overview of philanthropic activities.

July: Health

A multi-faceted look at how Mensans define health and how they achieve it in all its forms. Included also in this issue is MindGames 2001® coverage

August: Politically Incorrect?

American Mensa's national elections results form the serious backbone for this otherwise irreverent look at Mensans' take on our "PC" society. Also included are the winners of the national awards, such as CultureQuest®.

September: Mensa du Jour

This general-interest issue features coverage of the Annual Gathering and Publications Recognition Program winners from around the country.

October: Family Ties

Not just a political cliché, Mensans value their immediate and extended families — often with some unexpected results.

ember/December: Space — The Final Frontier?

m rocket scientists to UFOlogists, Mensans enjoy wrapping their brains around the questions and issues of space exploration.

A Sampling of Columnists & Departments

Looking at Language

Nationally recognized language expert Richard Lederer pens a series of columns specifically for the Mensan audience.

SuppleMentally

This column summarizes all that's new and unusual in national science news.

The 2% Solution

Mensans send in their two-cents' worth on a variety of social, political, and controversial topics.

Letters

Ah, yes, the *Bulletin* gets letters — and devotes a proportionally larger amount of space to the opinions of its readers. This is very much a reader favorite.

Puzzles / Amazing Mazes / Wordplay

Three columns that feed the Mensan craving for challenging entertainment.

Books

This highly anticipated listing of book reviews and recommendations features many books written by Mensans.

Directory

Printed twice a year in the *Bulletin*, the directory lists AML's extensive list of officers. These issues have the longest shelf-life due to the reference material the directory includes.

Submissions

Submissions by members are strongly encouraged.
Articles must be 1,200 words or less.
Original photography, graphic design, and illustrations may be submitted in either the form of a hard copy, which we will scan, or in digital form, which must be in either the .jpg or .gif format.
All submissions will be returned to the author if a self-addressed, stamped envelope is enclosed.

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The magazine of American Mensa

2002 Editorial calendar

Editorial Themes

January: What makes Mensans tick?

Focusing on the diverse interests and intriguing traits that characterize Mensans across the country, this standing themem is a reader favorite National Testing Day statistics will be covered also.

February: Gender Issues

Equality, disparity, machismo, feminism, and everything in between may well be discussed in this issue.

March: Scientific Mensan

From the latest breakthroughs to Mensan inventors, this issue will cover all of the scientific aspects that our members find fascinating.

April/May: Travel

One thing a majority of Mensa's eclectic membership seems to share is a love of travel and unusual destinations — from the Ice Hotel to Arecibo. Another strong reader favorite.

June: The State of Mensa

The annual report issue features the year in review and local group news, as well as officer reports and an overview of philanthropic activities.

July: Food & Drink

Eat, drink, and be merry with the Bacchanalian fervor that only Mensans know how to achieve. Mensans and staffers also share their favorite recipes.

August: Education/Gifted Children

It's time to go back to school. In this issue, discussions include how to recognize a gifted child to supporting your gifted child(ren).

September: Mensa du Jour

This general-interest issue features coverage of the Annual Gathering.

October: Verbosity

Language in all its beauty and complexity is showcased in this issue, including special selections from the Publications Recognition Program winners from around the country.

November/December: Space — The Heavy Issue

This issue is not for the intellectually challenged. Topics are varied but all share the fact that they make Julie and Annette's heads spin. By readers' special request!

A Sampling of Columnists & Departments

Looking at Language

Nationally recognized language expert Richard Lederer pens a series of columns specifically for the Mensan audience.

SuppleMentally

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Index Tab 6

Publishing

Revised August 2001

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Local Group Newsletter

The local group newsletter is the glue that holds the local group together. Sound piece and sounding board, your newsletter serves as the main communication device of the local group. It performs a number of functions:

Calendar of Activities

This is the primary function of the newsletter and therefore is tied closely to group funding. At minimum, a newsletter must print a listing of the events planned by the local group. Someone other than the newsletter editor often handles the calendar, coordinating notices with the Program Chair.

Communications from Local Officers to Local Members

Use your newsletter to transmit information through editorials, local group officers' columns, or through announcements from the National Office. Scholarship chairs can report on their activities and results. SIG Coordinators write about their interests, and Gifted Children Coordinators report about news gathered from various sources.

Communications Among Members

The newsletter provides space for those members who contribute interesting materials such as poetry, puzzles, essays, letters, mini-biographies, "Meet the Members", as well as book, movie, and theater reviews.

Communications Outside the Local Group

Editors from other groups and the national officers read many newsletters through the Corporate Subscription Program. They are interested in operations, new ideas, problems, etc. Publishing a quality newsletter will ensure your ideas get out to other groups.

Announcements of Regional and National Gatherings

The newsletter serves as a timely reminder of these events and explains to new members how such functions can benefit them. Courtesy and reciprocity suggests that your group publish notice of such events by neighboring groups for mutual benefit.

Local Group Roster

The newsletter provides a convenient vehicle for periodically distributing a local membership directory. A disclaimer should be distributed in the developmental stages of such a work to ensure that individual members' privacy needs are maintained. Often the group roster is expanded and becomes a member handbook as well.

Local Group Newsletter Editor

If your group is a small one the Publications Officer will likely be the same person as the Newsletter Editor. In larger groups, the Pubs Officer acts as a manager or publisher while the Editor pulls together the newsletter proper.

A good editor is essential for local membership growth. It is a demanding job and requires a number of skills. Therefore, most groups appoint an Editor rather than elect one. The Editor's duties and responsibilities are manifold. A handbook exists for that office. The LocSec should become familiar with it.

Briefly stated, the Editor is responsible to the governing body of the local group, usually the ExCom. The ExCom is the publisher, and responsible to the local membership for content. It is extremely important to establish the relationship between Editor and ExCom. Develop a clear written policy. This policy should spell out, in detail, what is the Editor's prerogative and what the ExCom determines. A clear dividing line often eliminates disagreement and conflict.

Model Editorial Policy

A National Publications Committee, composed of newsletter editors and Local Secretaries, has put together a set of editorial guidelines for use by local groups. These guidelines are offered to help local groups and their editors consider such legal and organizational principles as may bear upon their decision making. These guidelines should be adapted to

suit the individual group. It is highly recommended that the local group set a standard for its newsletter to guide the editor in decisions, to define the relationship between the governing body and the editor, and to avert disagreements.

Addendum (libel and legal matters)

Although libel is covered in detail in a special section of the Editor's Handbook, American Mensa, Ltd.'s legal counsel added the following information to the model policy for editors to consider:

Libel (or defamation) is not the only kind of lawsuit that might be brought against a newsletter in connection with a published story. Other actions include (but are not limited to) infliction of emotional distress, invasion of privacy, and injury to property. A typical emotional distress claim would allege that a published story, letter, or art piece was so extreme or outrageous that it caused the plaintiff severe emotional distress. Rev. Jerry Falwell won such a claim against "Hustler" magazine's publisher for an advertisement parody. There are at least four forms of invasion of privacy:

(1) Unreasonable intrusion upon the plaintiff's seclusion, or solitude, or into his private affairs;
(2) Public disclosure of true, embarrassing private facts about the plaintiff;
(3) Publicity that places the plaintiff in a false light in the public eye; and
(4) Appropriation of plaintiff's name or likeness for commercial purposes.

Letters to the editor are just as much fodder for lawsuits against a newsletter as are the stories it publishes. It all depends on such factors as whether the editor knew, or should have known, for instance, that the letter he or she published contained injurious falsehoods.

There is no First Amendment protection from in-house decisions not to publish; the First Amendment applies only to government action. "Congress shall make no law . . .abridging freedom of speech, or of the press . . ." ("Congress" has been expanded to include state legislatures.) The First Amendment applies to libel, invasions of privacy, and similar lawsuits only to the limited extent that the courts will allow newspapers a certain degree of protection based on the public policy that the First Amendment represents. But between editors and writers, or editors and publishers, the First Amendment does not apply.

Never make a decision to publish based on your expectation that you'll win the case in court. The cost of proving, for instance, that allegedly libelous statements were, in fact, true can be catastrophic on two levels. First of all, if you are not insured, the cost of mounting a legal defense can easily reach six figures. If you are insured, the insurer who defends you may refuse to sell you insurance in the future, cancel your policy outright, or raise the premium and deductible to the point where you can no longer afford insurance. No organization can stay in business without such insurance. In short, editorial decisions made in anticipation of putting on a good defense could leave you having won the battle but losing the war.

Corporate Subscriptions (Newsletter Exchange)

It is desirable to let all editors, officers, and VIPs see your newsletter once a year so they can decide about their subscriptions. Once each year, the National Office will send your group labels for all these persons and will subsidize your cost per copy mailed. You have a choice of doing this during either one of two specified months or not at all. You will receive payment for one month only. You will receive instruction directly from the National Office. Receipt of your documentation of the mailing, and notice that you mailed copies beyond the normal quantity of your corporate list, triggers disbursal of the subsidy.

You are presenting your group to the world with this mailing; make it a good one.

Other Local Publications

Membership Handbook

This is often an extension of the local group roster. Such a booklet outlines the basics of being a member of your local group. It will often include a list of commonly used acronyms (SIG, RVC, RG, AG, etc.). It should provide details about commonly held functions, information about the ExCom members, how to run for office, etc.

Gifted Children's Handbook

Some groups with well-developed GC programs have also developed a handbook of information regarding local gifted services, school policies, political groups, and other such information of interest to parents.

Web site

Many groups have sponsored a Web site to aid in promoting their activities and enhancing communications. Care should be given to stay within the boundaries of what is allowable by law and society. Each group must have a Web Contact. This person may or may not be the Webmaster for the group, but serves as the primary contact between the National Office and the local web prescence.

Also, the Web Contact should keep in mind that not all local group members have Internet access. Consider those members who may be want the posted information, but who are unable to access the Internet by offering printed content as often as necessary or appropriate.

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Testing & Membership

Maintaining and developing membership is one of the LocSec's major objectives. While the specific duties will be the Membership Officer's direct responsibility, the LocSec must be heavily involved in the process. To keep membership vital, recruitment and retention must be ongoing activities. The National Office has a handbook for Membership Officers that covers many of these subjects in detail. Proctor duties are contained in the Proctor Handbook. In this handbook, we will try to hit a few of the highlights of this most important topic. If you would like more information regarding these topics, you may request a copy of the Proctor Handbook or Local Membership Officer Workbook from the National Office.

Revised August 2001

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Testing

One of the most important elements of American Mensa is the Proctor system, which consists of a network of several hundred Proctors who administer the supervised tests to qualify prospects for Mensa membership. Each month, many have prospective Mensans are given Proctored tests by these approved administrators who, quite often, are the first Mensa contact the prospects may make.

The tests are scored at the National Office. An invitation to join Mensa is sent to eligible candidates, if the test scores have met the admission requirements. The Wonderlic and the Mensa Admissions Test are the two tests that Mensa usually administers. A culture-free battery is also available. Prospects may not take the Mensa Admissions Test more than one time. The only time the non-language battery of tests is offered is when prospects have a physical disability or are language challenged. Prospects cannot take the non-language battery of tests as an alternative means to join Mensa, if they do not qualify on the Wonderlic and the Mensa Admissions Test. Please see the section on "Physical or Language Challenges"in the Proctor Handbook for details.

Proctoring

Although many people join Mensa on the basis of prior evidence, the Proctor will often be the first Mensa contact for prospective members of your group. You do not appoint the Proctor, but your endorsement is necessary before the National Office will make an appointment. Make sure that the people who serve as your group's Proctors will be conscientious in maintaining the proper testing atmosphere, will project an appropriate image, and, in the case of the Coordinators, can send out letters that are clear and direct, with proper spelling and punctuation.

As your group grows, you will want to add Proctors. Even a small group should have at least one alternate Proctor. The assigned Proctor could become ill or have an emergency the day of a test session. If you have an alternate Proctor who can fill in, the session need not be cancelled. Also, if more than a dozen or so people are to be tested at one time, a second Proctor should be present to help and to ensure the integrity of the test conditions.

Beyond enabling a scheduled test to take place, having a number of Proctors makes it easier for you to ensure that tests can be held in various locations and at various times. If your group has four or five Proctors who can give tests in each of the different areas your group covers, and at different times, you stand a much better chance of attracting people to the test sessions. Ideally, no candidate should have to wait more than two weeks to be tested or travel more than thirty minutes to the test site.

The Local Group must have a designated Testing or Proctor Coordinator who handles all the scheduling and paperwork for the local group Proctor network. (If no one is designated, the LocSec becomes the Testing Coordinator by default.) Since a Testing Coordinator does not administer tests, the National Office need not approve that appointment, but must be given the name of the Coordinator. A Proctor Coordinator, however, may administer tests and must therefore meet the criteria established by the Supervisory Psychologist. Candidates for this position must submit a Proctor application, endorsed by the LocSec, to the National Office for approval.

The Testing/Proctor Coordinator (TC/PC) receives the names of applicants for testing from the National Office. The TC/PC then contacts the applicants, sets up test times and places, in cooperation with local Proctors. The TC/PC makes test reservations and collects the fees, ensuring that there are sufficient test booklets. Finally, the TC/PC mails the packages of completed tests to the National Office for scoring. If the group is short of Proctors, the National Office, based on the data on hand, can steer the group to persons likely to possess the necessary qualifications.

The testing fee covers both tests administered during one session. This fee is submitted to the National Office. The National Office then reimburses the local group portion of the fee. Since test development and related fees is a dynamic process, be sure to keep in contact with the National Office to verify the status of fees and tests available. Some groups give a portion of this money to the Proctor as a standard fee; others do not. The local group reimburses Testing/Proctor Coordinators and the Proctors for actual expenses incurred. Further information and specified forms are available in the *Proctor Handbook.*

LocSecs and Proctors should be aware of the following:

- Prospects must be 14 years of age to take the Mensa Admissions Tests. If they are younger than 14, they may provide prior evidence. LocSecs and Proctors may want to remind parents of children between the ages of 14 and 18 that they may take the test only once in their lifetime.
- There are a significant number of tests that American Mensa accepts as prior evidence — many more than are listed on the brochures. An extended list of accepted tests, including scores and dates for which the test

is valid, is available from the National Office or on the Web site at www.us.mensa.org in the Join Mensa section.

The Proctor Network

Testing Coordinator

The Testing Coordinator handles the administrative details of a local group's testing program, and also acts as the liaison between the Proctors and the local groups as well as between the prospects and the Proctors.

Names of prospects eligible for supervised testing are sent to the Testing Coordinator (however, the LocSec can send these reports to anyone). The Coordinator's name also appears as the main contact on all notification letters to the prospects. The Coordinator assigns prospects to the most convenient Proctor for testing, handles the notifications to prospects (at least four reminders or notifications are suggested), works with the Proctors to locate testing sites, makes sure Proctors have ample testing supplies on hand, and is responsible for remitting the testing fees to the National Office.

Since the Testing Coordinator does not administer tests and is appointed by the LocSec, it is not necessary to submit an application to the National Office for approval. If the LocSec has not assigned a volunteer Coordinator, the LocSec will assume the position of Testing Coordinator until the National Office is notified that one has been assigned. When a Testing Coordinator is appointed or when there is a change, all that is required is written notification by the LocSec to the National Office.

Proctor Coordinator

The Proctor Coordinator, in addition to the responsibilities of the Testing Coordinator, also administers the Mensa Admissions Tests to prospects.

A Proctor Coordinator's qualifications must meet the criteria established by the AML Supervisory Psychologist. Individuals interested in this volunteer position should submit an application endorsed by the LocSec to the National Office. Applications are available from the National Office.

Proctor

The Proctor administers the tests to prospects wishing to qualify for Mensa membership. The Testing or Proctor Coordinator for each group makes arrangements with the Proctors for administering the supervised tests.

The Proctor must meet the criteria established by the AML Supervisory Psychologist. Applications are available from the National Office. An application must be endorsed by the LocSec before it is sent to the National Office for approval and appointment.

The Proctor's Role

Although not an elected officer of the local group, the Proctor has a most important responsibility to the local group. The Proctor is expected to work closely with the group's LocSec and should keep the group informed as to when testing sessions are scheduled.

The Proctor is often the first Mensa representative that potential members meet. The work performed by the Proctor is of incredible value to Mensa, contributing in large part to the healthy growth of the society. The Proctor's perspective and opinion of Mensa often determines whether or not successful candidates accept membership.

Replacing a Proctor

A request to remove a proctor must be in writing, with documentation demonstrating cause for the removal (e.g., failure to show up at a testing session, failure to observe testing standards, complaints from prospects on the Testing Method Evaluation Forms, etc.). The request should be accompanied by an application from at least one other qualified proctor candidate. A final decision on removal will be made by the Supervisory Psychologist and the Executive Director of American Mensa.

Replacement Proctors are officially appointed by the National Office. The Proctor must meet the criteria established by the AML Supervisory Psychologist. Applications are available from the National Office. An application must be endorsed by the LocSec before it is sent to the National Office for approval and appointment.

Ordering Supplies

After each testing session, supplies for future use should be ordered from the National Office in ample time for the supplies to be shipped. Proctors should usually keep a supply of the Wonderlic, Mensa Admissions, and SRA Pictorial tests on hand. Testing materials are available from the National Office.

Testing Fees

The notice sent to prospects should specify the $30 testing fee. Some groups prefer to have the payment ahead of time. In that case, the notice sent to the prospects should include a request that a check in that amount be sent to the Testing Coordinator or Proctor Coordinator at the time a reservation for the testing session is made. This almost certainly will ensure that the prospect will come and take the tests.

It is also acceptable to request the prospect to bring the fee to the session. If the prospects will be paying at the testing site, you should allow extra time to handle that and still be sure the testing session starts on time.

All checks should be made payable to "American Mensa, Ltd."

Requests for reduction or waiver of the fee must be obtained by the prospect from the National Office prior to the testing session. Proctors may not grant such waivers or reductions without approval by the National Office.

Membership

New and Prospective Members

A prospective member's first contact with Mensa is usually one of the following people:

- Membership Officer
- Regional Contact
- Local Chapter Mensaphone Contact
- Proctor Coordinator
- Newsletter Editor
- Web Contact
- Publicity Officer
- LocSec

Be aware that the National Office will give the LocSec's name to any prospective member (or anyone with a general question) as a contact for that chapter. The LocSec is also always the person of last resort when other contacts are not available.

A new member list and mailing labels, as well as labels for members who have recently moved into the area, are provided monthly to the LocSec or the person designated by the LocSec. The local group or local group contact can then arrange prompt invitations, mailings, and follow-ups.

It is a membership officer's primary duty to welcome new members to the chapter, but the LocSec should also be involved. Introduce new members to each other and to older members. Avoid forming old-member cliques or the new members may feel left out and never return. Likewise, avoid inundating new members with more "interesting" tidbits than can be absorbed in one session.

Many groups arrange for new member parties (which older members also attend). Asking a new member to suggest a favorite spot such as a local restaurant for an event will also make a new member feel more comfortable when attending a first event. A number of groups pin a "My First Time" button onto new members to introduce them and to facilitate mixing. Likewise, consider providing name tags or buttons for active chapter members or officers, to help new members associate faces with names.

The LocSec, Membership Officer, or other contact should consider direct contact with a new member--if not at an event, then by letter, phone, or email. A new member who is contacted soon after joining is more likely to become active.

Many new members are hesitant and nervous about their first meeting. They will feel more at ease if they know someone who will be there, even if they met only over the telephone. The Newsletter Editor or Membership Officer should consider sending a copy of the current issue of the newsletter to the new member, since it may be weeks before they get their first mailed local newsletter.

New Member Handbook

Many chapters maintain a new member's handbook that is distributed to new members. These handbooks are useful

to supplement a new member's knowledge of Mensa both at a national and local level. Some of the information may also be on a chapter's Web site on the Internet.

Information or items you may want to consider in a new member handbook or package might include:

- A list of chapter contacts
- An idea of what kind of events goes on in the chapter; in particular, annual events.
- Information on how to get your own event published in the newsletter
- Possible discount coupons towards a new member's first attendance at an event where a fee is collected
- A list of common Mensa terms and acronyms (national and local)
- A list of local chapter groups or Special Interest Groups (SIGs)
- Interesting information about Mensa at a national level or about nearby local chapters
- Regional Gatherings (RGs)
- Mensa Education & Research Foundation (MERF)
- How to get a copy of the chapter's by-laws, or information on when the chapter's executive committee meets and is elected
- Information on local chapter dues, if applicable
- Gifted Children resources
- Ombudsman resources

Renewals

Retaining members is one of the main challenges facing the local group. People join Mensa for a variety of reasons, and many of them just "give it a try." Persuade them within this first year that it is worthwhile to belong to the organization, or they may drop out at renewal time.

In June, the National Office provides lists of currently lapsed members to the group and subsidizes the group for mailing follow-ups. Diplomatic follow-ups on lapsed members should result in some lapsed members rejoining, but also in providing insight into the reasons for dropping their membership. The National Office also provides, upon request, lapsed member lists and labels extending past the current year. There is no charge for these adhoc requests, but there is also no additional funding provided outside of the Lapsed Member Mailing.

Recruitment

Recruiting is a specific function and, to be successful, demands an energetic leader for its execution. Publicity is an important part of recruitment. You must let people know your group exists if you are to encourage people to join. Above all, answer inquiries promptly! You may only have a narrow window of opportunity to get someone involved.

Here are several possibilities for increasing public awareness of your group:

- Invite the local media to local events. The resulting publicity will generate inquiries.
- Consider advertisements in the "Personals" column of local non-Mensa newsletters, but track them for cost-effectiveness in terms of members gained.
- Place posters in colleges, universities, and libraries. Many city libraries have a centralized distribution system that obviates the need for individual deliveries. Leave or mail brochures and Mensa bookmarks in bulk with school counselors, school psychologists, and libraries for distribution.
- Provide the public library's reference department with the group's name, telephone number, and address. Consider free newsletter subscriptions for some libraries.
- Try to obtain names of scholarship recipients such as high school seniors who receive National Merit Scholarship Awards, and write to them.
- Booths at fairs and festivals present an excellent opportunity for the distribution of brochures and Mini-Tests.
- Persuade local members to carry brochures with them wherever they go and to keep some in their car.
- Target recruiting efforts to specific groups. Write to personnel directors of large companies or to editors of company house organs. Tell them about Mensa, what it has to offer, and enclose a brochure.
- On written request, the LocSec and the recipient can receive monthly labels of persons who have inquired about Mensa.
- Develop an extensive mailing list of radio and television stations, daily and weekly newspapers, and college and university publications in your area for submitting articles and press releases. The public library can help develop such a list.

- Be honest and straightforward when dealing with the media. Make it known that you are interested in recruiting members, and that you want to give the media help for an interesting story. Take the initiative rather than waiting for the media to contact you.
- To reduce the possibility of error, give the media as much information in writing as possible and include the Mensa brochure. Add a fact sheet on the local group itself, and perhaps a question-and-answer sheet that presents the most interesting facts about national and local Mensa. Radio and television talk shows are usually receptive to having Mensans as guests. Offer yourself and/or several of your most active and articulate members to the media for such shows. Public call-in shows are particularly well suited to this purpose.
- Get involved in local public broadcasting fund-raisers every year. This type of participation gives exposure and also, perhaps, an "in" with the station for possible appearance on other shows.
- Radio and television stations are required to allot a certain amount of airtime for public service spots. It is likely that the stations will use your materials. To secure a spot:
    1. Send a cover letter with a short script to radio stations
    2. To the television stations send a 35mm slide with graphics or artwork such as a logo and a short script (10-30 seconds reading time).
- If a favorable story about Mensa appears in a national publication, photocopy it and send it to city editors of local newspapers and producers of radio and television talk shows. Include a memo, saying that readers/listener/viewers may be interested in knowing that there is a local Mensa chapter and suggest setting up an interview or an appearance.
- Send news releases about your new members and newly elected officers to neighborhood papers in their areas, to house organs of the companies they work for, alumni magazines, and even religious publications-but only with the new member's permission.

The most important point to stress in any publicity or interview is what a fascinating thing Mensa can be. Mensa presents opportunities to meet people from all lifestyles and to share thoughts and ideas with persons one might otherwise never meet.

Web site Recruitment

Many groups have established Web sites that have post-recruitment information. Don't overlook this valuable resource. If someone from your group develops such a site be sure to have it connected to the American Mensa, Ltd. Web site http://www.us.mensa.org. There are instructions posted on the site to aid in linking your group's site. Please make sure that all of the information on your Web site is up-to-date with correct fees, contact information, and National Office address, or is linked to the AML Web site at www. us.mensa.org.

Membership Processing

Sometimes a new member will have problems with the processing of paperwork at the National Office. When this happens, the LocSec should, if necessary, intervene to help resolve matters locally if possible, or contact the National Office if the new or potential new member cannot or will not contact the office. Refer to the following for general timetables:

- A Mensa brochure, including the Mini-Test, is sent the next business day after the National Office receives a telephone inquiry.
- A subsequent order for a Mensa Home Test is filled within five business days, unless a large response to a public feature creates a backlog.
- Mensa Home Tests are scored and responses are mailed to the individual within 10-12 business days.
- Supervised tests are scored and reported to the individuals tested within 15 business days. Additional delays for the prospective members may occur when Proctors do not mail in the tests promptly. At the same time, the candidates are notified whether or not they qualified. The contact information of successful candidates are sent to the LocSec (or designated contact) together with address labels monthly. This method now permits the local group to follow up through mailed material. Letters, telephone calls, and perhaps invitations to one of the activities should now be considered for members who have qualified. The National Office again contacts successful candidates after 90 days if they have not joined by then.
- Prior evidence applications are processed within 15 business days. The candidate must have authorized the release of the evidence from the testing center. The National Office cannot obtain such evidence without the prospects written request. Some testing centers will not send the evidence directly to the National Office. The

evidence is sent directly to the prospect, who must then forward it. It is better for the individual to obtain the evidence directly from the testing center. Such evidence must show:

1. The candidate's name
2. The date of the test
3. The score

When the evidence is acceptable, the candidate is offered membership, and the LocSec (or designated contact) is notified as described above. If the evidence is not acceptable, the candidate is given the opportunity to take the Mensa Admissions Tests.

Once offered membership, the candidate need only pay the established dues to become a member; membership is administered on an annual basis (the fiscal year is 4/1-3/31). A schedule of prorated dues is sent to the candidate. LocSecs should obtain such a schedule for reference. An insufficient dues payment delays the processing and requires additional correspondences. Overpayments are reported to the new member, and if no request for a refund is received, the overpayment is treated as a contribution to Mensa. Local groups receive membership reports and newsletter labels once a month, usually during the second week of the month. See Prorated Credit and dues chart for current prices.

When dues are correctly received, processing and data entry is accomplished within two business days, and the new member's name appears on the printout distributed at the end of the month.

Membership cards are disbursed to new, renewing and reinstating members on a weekly basis. If lost, replacement cards can be obtained through the National Office.

Former members of Mensa are always welcome to reinstate their membership. It is helpful to ascertain the lapsed member's address that was used when that individual was last a member (and/or the membership number, if possible) to simplify verification. Local groups can be very helpful in actively recruiting former members for reinstatement. The dues schedule mentioned above is helpful. A Local Membership Officers Workbook is available from the National Office covering this information in detail. Individuals who rejoin Mensa after a lapse of more than one year should be informed that newsletters and other membership directories typically list years of continuous membership in Mensa. For example, an individual who joined Mensa in 1982, lapsed in 1989, and re-joined in 1994 would only show years of continuous membership since 1994.

Additional family memberships are available as well as a discount when two or more Mensans have the same home address and are members of the same local group. Additional family members receive limited benefits in return for the cut rate. For example, only one Bulletin will be distributed per household.

Prorated Credit

The dues payment policy in effect as of March 1998 is as follows:

New and renewing members pay a full year's dues regardless of the date of joining or renewing.

A member joining during the months of May through December, or rejoining (defined as renewing a membership after a lapse of one full year or more) during those same months, will receive a pro-rated credit towards his/her second consecutive year's membership. The credit is calculated on a straight-line basis, at one-twelfth of a single year's dues for each of the months of the membership year prior to but not including the month of the join or rejoin date. If the member does not renew his/her membership for the second consecutive year, the credit is forfeited.

A member joining or rejoining during the months of January through March will get any or all of those three months' membership for free, with the dues paid credited toward the next membership year, or beyond in the case of a multi-year discount dues plan.

No dues credits will be given to a current member renewing his/her membership or to a member renewing after a lapse of less than one year.

Prorated Dues Chart

	Dues	Credit	Second Year's Dues
April	$49.00	$0.00	$49.00
May	$49.00	$4.08	$44.92
June	$49.00	$8.16	$40.84
July	$49.00	$12.24	$36.76
August	$49.00	$16.32	$32.68
September	$49.00	$20.40	$28.60
October	$49.00	$24.48	$24.52
November	$49.00	$28.56	$20.44
December	$49.00	$32.64	$16.36
January	$49.00	$49.00	$0.00
February	$49.00	$49.00	$0.00
March	$49.00	$49.00	$0.00

Membership Reminders for Local Chapter Officers

LocSecs should be aware that all local chapter officers, whether elected or appointed, who fail to renew their membership lose their standing within American Mensa until they renew. The National Office will contact the LocSec of each chapter for any local chapter officer who fails to renew.

If the LocSec fails to renew his or her membership, the chapter is essentially without a LocSec. The assistant LocSec becomes the acting LocSec, until the LocSec renews.

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Awards & Special Programs

The diverse nature of Mensa groups offers a special challenge to develop a variety of interesting programs and opportunities for interaction between members. So far, no one has struck upon a golden formula for meetings that will consistently stimulate members to participate. Variety and quality are both important features, but routine events draw people in for the long term. In this section, you will find a smattering of ideas that seem to work well for many groups.

Many of these activities, awards, and special programs have applications or forms that you may obtain from the National Office or by downloading from the AML Web site at www.us.mensa.org.

Revised August 2001

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Some individuals join Mensa just for the pleasure of holding a Mensa card. Some join so they can attend regional or annual gatherings. Others join to be part of the national SIGs. However, many people seek out Mensa as a social group and look forward to interacting with others who can "follow the conversation." To this end local chapters usually have a variety of activities to offer members.

Local Group Activities

Active groups hold roughly one monthly activity for each 25 members on the roster. Many groups have one major meeting or program per month with other, more specialized ones to supplement. It is good to schedule recurring events — first Friday, third Tuesday — so people can plan their calendars. It should be made clear that family members, significant others, and accompanied guests are welcome. Keep in mind not all events are suitable for children. With any Mensa function, the host is responsible for determining the rules of conduct. The LocSec, Board, or Program Chair may be the designee to determine any limitations above and beyond those set by the site (smoking, drinking, offensive behavior, etc.). Some newsletter calendars offer codes with their listings to give clues to the members (smoking outside, children welcome, BYO, wheelchair accessible, etc.).

General Speaker's Meeting

Monthly speaker meetings in a central location are a mainstay of most groups. This is often the function that draws the most prospective members. Some chapters are lucky enough to have a member offer the use of his/her home for the meeting; others rely on public sites or meeting halls that require room rent. Some chapters have large financial resources and can treat the chapter to these meetings; others rely on donations at the door to cover the cost of the site and whatever refreshments are provided. For ideas of topics or speakers, some chapters have a single Program Chair; others use a Program Committee. Occasional polls of the membership will yield ideas and contacts, as well as helping the members feel they are contributing to the chapter's well being.

Alternatives to the General Speaker's Meeting

Mensa is a social organization, and even in those groups with a planned monthly speaker's meeting, it is generally the case that there is some rotation with discussion groups, special events, and holiday theme parties. The main idea is to have something that binds the group as much as possible on a regular and predictable basis. Some examples of special functions are costume parties, games nights, panel discussions, new member parties, old-timers night, etc. Other ideas include dinner meetings, TGIFs or FACs (Thank Goodness it's Friday or Friday Afternoon Club), zip code parties, open houses, and lunch bunches to name a few.

Business Meetings

At least quarterly, there must be a meeting open to the members of the local chapter at which the chapter's business is discussed and enacted. In some chapters, each month there is a business meeting open to all members. Generally it has proven unwise to pair a business meeting with a party or speaker's meeting, though some chapters have been successful by timing one to follow the other.

Area-Based Activities

In chapters covering a wide geographic region, it may be practical to offer activities in outlying regions in addition to centrally located meetings. Sometimes this is done through SIG activities, but it may also be orchestrated through Area Coordinators. It is important to look for Area Coordinators who have a sense of flair, who are basically responsible, and who can inspire other members to become active.

Another approach used in some chapters is the zip code party. For this, designated Subgroup/Area Coordinators use the monthly membership roster to organize parties for their neighbors in Mensa. The Coordinator encourages members with a generous spirit to hold parties in their homes. The Coordinator has postcards printed, then mails them to members who live near the host. Generally an RSVP is required. The function may either be subsidized by minor contributions, or they may be BYO (bring your own) or pot luck.

New Member Parties

These may be regular meetings, with or without speakers, at which some fuss is made over new members. Some chapters have special functions to honor their new members, pairing, for example, a restaurant meeting with a presentation by officers and SIG leaders to give the new folks a quick overview of what the chapter has to offer. Name tags and formal introductions may help people get their bearings. In addition, special efforts may be required to get the new members to come out to their first function. Sometimes, people who have joined within the last six months or year are phoned by officers or volunteers to get them to make the bold move to show their faces. The purpose of the get-together is to encourage new Ms to come to future functions and also to learn what they have to contribute to the group.

Cultural Events

Some groups meet to attend movies or plays together. Have one member reserve a block of seats and all meet for dinner beforehand. Arranging special tours of museums, galleries, libraries, industrial plants, and other places of interests requires little effort.

Local Special Interest Groups (SIGs)

Members with common interests or hobbies band together to form SIGs on a local or national basis. For some members, such SIGs fulfill their primary purpose for joining Mensa. Local SIGs are generally small and meet in members' homes or at an establishment related to the common interests. Once started, a SIG will keep a percentage of the membership active and interested with little or no effort by local group officers.

Local SIGs may have newsletters of their own or may be telephone- or computer-based. Some SIGs are based on shared professional interests, others on specific games or political points of view. In some chapters a board member has responsibility for coordinating and encouraging local SIGs. This ensures some regular write-up in the local newsletter and provides a contact for those who want to start a local SIG and don't know how. The general rules are that the SIG Coordinator must make every effort to attend all SIG functions and to be identified in the local newsletter as the contact. The financial activities and liabilities of SIGs are their own, separate from those of the chapter.

Local lists, for specific interests, are available on an ad hoc basis from the National Office.

General Program Tips

Invite members of the media to speak. They are usually "glamour" figures that draw good audiences and perhaps generate publicity.

Overall, try to balance programs among speaker meetings, open houses, game nights, parties, dinners, discussion programs, and family activities like picnics, field trips, or movies. Make it clear that family members are always welcome.

If the local group's membership is scattered over a wide area, consider breaking into subgroups, each holding its own meeting. Well-received programs could then be repeated in a different area.

Read other groups' newsletters for program ideas and check for results.

Use InterLoc as a medium for information. Share your successes.

Contact the public affairs department of local newspapers, radio stations, television stations, utilities, large companies, etc. for speakers. There are usually free services.

Survey local members for their contact with potential speakers. Try to place such members into the Program Committee. Prepare and update a potential speaker listing. Get members to talk about their professions, experiences, and hobbies.

Payment for speakers should rarely be necessary. Places to check for speakers include universities, hospitals, medical centers, and local media. Universities usually have a speaker's bureau. If not, check with individual departments. Such speakers rarely charge a fee.

Chambers of commerce issue directories of local organizations. Have your Mensa group listed and local organizations that have speakers' bureaus might approach you for speakers.

The monthly meeting place should be centrally located. In a large city, you might make use of the local press club. This will also lend prestige to the activity.

Organize one or more monthly "lunch bunches" for those who cannot attend evening meetings.

Give plenty of notice of speaker meetings and print a review of the program so those members not attending may be enticed to participate.

Special Needs

A growing awareness of the needs of the physically challenged has led some groups to note in their activity calendars whether an event location is accessible for all members.

Programs

Community Activities Program (CAP)

For many years, Mensa local groups have been working to better their communities; the efforts of many Mensans have gone into these endeavors. Sometimes other members are aware of these efforts. Often they are not. Many times, local chapters undertake the program, without the knowledge of similar projects that have gone on elsewhere.

CAP identifies those activities that local members and local chapters have undertaken to improve their community. Specific efforts of the program will be to encourage local groups to assist their communities in areas most frequently identified with Mensa. These include programs such as primary and secondary education program support, gifted children programs, literacy programs, and library support programs. Other programs local groups may be interested in pursuing in their community are educational radio and television, Olympics of the Minds, Future Problem Solvers, Science Olympiad, and career day programs for students.

Local groups will be requested to provide some information on how they accomplished their successes so that other chapters may share in the knowledge and not repeat the learning process. An example form used for a chapter to mail in information on their project is located in the appendices of this handbook and is also available from the National Office.

At the Annual Gathering, local groups will be recognized for their successful community involvement achievements. Award categories are for educational programs, for gifted children programs, for community service programs, and young Mensa programs.

Gifted Children

Mensans, having been gifted children themselves, take interest in the future of gifted children programs. The National Gifted Children Program Coordinator serves as a focal point. Local groups, too, often appoint such a coordinator, some of whom meet periodically with area school boards.

Some coordinators set up mentor programs within the local group to stimulate gifted children by the expertise of interested adults in various professions and hobbies. Museum trips and other cultural/educational activities can be set up to provide events appreciated by the children. Casual events such as picnics or kite flying are great fun as well.

Upon request, the National Office may provide ad hoc lists and labels of members under 18 years of age. These lists are segmented by age "range," e.g. 3-7, 8-12.

Young Mensans

Some groups make special efforts to provide activities for young Mensans through a YM Coordinator who will arrange for activities and who could eventually, turn over the leadership to one of the young Mensans.

Keep the cost of such activities low. Overcome the transportation problem through car pools or scheduling the events within a reasonable distance from the home of the participants.

This group requires a lot of help, usually from motivated parents who derive support from banding together. Given their geographic diversity, the young Ms may meet only for special events. Outdoor activities like bicycle trips, picnics, and hikes are ideal. Other suggesstions include museum, zoo, sightseeing trips, IMAX outings, laser tag, etc. When geography permits, group projects may be undertaken, either helping the community or studying the esoteric together. Honor classes and schools for the gifted provide a ready source of potential members for this group.

Group of the Year Award (GOTYa)

GOTYa is designed to recognize and reward local groups' membership-related activities. It seeks to reward local groups for participation in all that Mensa has to offer. Accordingly, the GOTYa program awards points for participation

in Mensa rather than winning other Mensa awards. Points will be earned for a variety of activities and accomplishments, such as participation in CultureQuest®, MindGames, the Community Activities Program, hosting an AMC meeting, RG, or AG, and holding proctored testing, to name a few.

It is a voluntary, competitive program open to all American Mensa, Ltd. local groups. Under the program, it is possible for local groups with any level of group tenure, group size, or geographic locations to win an award. The primary purposes of the GOTYa program are to: recognize and reward local groups for their accomplishments in fostering participation; challenge and inspire LocSecs and ExComms, Local Membership Officers, Editors, Proctors, RG chairs, and members at large to behave in ways that serve their local membership; and to encourage activities that promote positive, fun, and intellectual experiences for our members, with an eye toward fostering healthy local groups, and resulting in recruitment and retention of members.

It is the intention of the GOTYa program that deserving local groups achieve recognition among other local groups, and at the national level in AML, and by doing so, achieve wider acclaim and greater notoriety among Mensans and the general public.

Mensa World Connect Coordinator

Mensa World Connect is a worldwide program that pairs cities/groups around the world with "sister" cities/groups that would enjoy, and possibly benefit from, the connection. These connections ideally will create greater awareness of the global nature of Mensa. Members of paired chapters could share experiences, wisdom, ideas, information, newsletters, and possibly even visit one another.

The program's benefits are limited only by the interest and imaginations of the participants. Matches could be made based on size of chapters, hobbies of members, similar names or physical features, parallel industries, or places members want to visit. In the U.S., participating chapters might pick a country or city from which the first settler in their town derived, or the old city for which the" New *whatever*" was named. Each group can decide what sorts of connections they'd like and why.

Participating chapters are not limited to just one sister chapter relationship. One of the first connections was Atlanta and Barcelona, because both have hosted Olympic Games. The two groups hope to connect wih other Olympic-site Mensa groups, so quite a network could form. Additionally, the Atlanta-based chapter has another sister chapter relationship with Mensa Bulgaria.

The program is designed to connect only chapters, not individuals (for that try SIGHT). Interested parties talk to their local group leadership, and get them involved. The requests for chapter pairings must be made through the chapter LocSec in coordination with the national program coordinator. The coordinator facilitates and finalizes the pairing, then advises the international program coordinator.

Mensa Educations & Research Foundation (MERF) and the Scholarship Program

A popular volunteer activity for Mensans is the scholarship prgram. Scholarships, especially if coupled with additional local scholarships, can create much publicity and good will for the local group. MERF administers this program on the regional and national level and offer assistance for local programs as well. Many groups develop an individual program to suit the needs of their community.

The easiest and most practical basis for making awards is to use the same format as the national awards. Consider giving the writers of the first, second, and third best essays local awards. One group offers scholarships for summer-school camps for gifted and talented children. Alternatively, the local group may come up with a new idea that is particularly well suited to local conditions and needs.

Since the number of local scholarship programs are proliferating, MERF has adopted protocols that enable local groups to establish local scholarships under the Foundation's umbrella, thereby providing tax deductibility for the donors. The protocols incorporate the following elements:

Grants must be awarded without regard to Mensa membership.

A person designated by the National Scholarship Program must be included as a member of the Local Scholarship Committee.

LocSecs receive scholarship information in early September, along with applications forms. It is a good idea to appoint a local scholarship coordinator to arrange for mailing and submission of the chosen essays to the RVC for the regional judging.

The specific scholarships to be awarded change almost every year. The fall scholarship packet will have details regarding the scholarships offering in the current session.

Publications Recognition Program (PRP)

The PRP exists to confer awards upon local groups and members of AML for their official print and electronic publications and contributions thereto. It is a voluntary program that allows a local group with any level of editorial experience, regardless of group size or publication budget, to comptete and win awards. The primary purposes of the PRP are to challenge and inspire local groups to produce publications and Web pages that are well-written, well-designed, informative, and entertaining and serve as appealing and available forums for their members; challenge and inspire local group members to contribute to these forums; and recognize and reward local groups, editors, Webmasters, and contributors for these accomplishments.

Service of International Guidance and Hospitality to Travelers (SIGHT)

SIGHT can give you the inside track on local sightseeing and the best restaurants. If socializing is what you're after, SIGHT will also put you in touch with your fellow Mensans and their local activities. If you're planning a trip across the country or overseas, SIGHT is here to help you coordinate it.

SIGHT's purpose is for volunteer hosts to assist traveling Mensans with lodgings, trip planning, transportation, and any other service the host feels comfortable offering.

As a SIGHT guest you can call upon a SIGHT host in Paris to guide you on the Metro, rest upon a bamboo mat in Thailand, shop for bargains in Hong Kong, or spot penguins in Melbourne.

As a SIGHT host you might collect a Russian from the airport, translate for a Spanaird, toss out a rollaway for a Belgian, or show a Hungarian the tourist spots.

Interested Mensans need only to fill out a guest form or a volunteer form, then contact the Local, National, or International SIGHT Coordinator.

Special Interest Groups (SIGs)

Members with common interests or hobbies band together to form SIGs on a local or national basis. For some members such SIGs fulfill their primary purpose for joining Mensa. The American Mensa Directory, published semi-annually in the *Mensa Bulletin*, shows what an enormous range of interests Mensans have.

Local SIGs are generally small and meet in members' homes or at an establishment related to the common interests. Once a SIG is started, it will keep a percentage of the membership active and interested with little or no effort by local group officers.

National SIGs are in the purview of the SIGs Officer. Many national SIGs publish newsletters; sample copies are usually available for a nominal charge to cover postage. The SIGs Officer surveys all national SIGs semi-annually to see whether they are still functioning. It is difficult to exert controls over SIGs, but if any local member has a complaint about a national SIG, the SIGs Officer should be contacted. A SIG that does not respond to the SIGs Officer's semi-annual survey is dropped from the directory.

Gatherings

Many Mensa activities are centered on the idea of meeting new people and trying new things. Gatherings allow the opportunity to participate in a full round of such experiences in a structured setting.

Local Officer Retreat

Some groups choose to hold an informal planning retreat on an annual or semi-annual basis. This provides local officers a chance to focus on strategic planning and goal setting, which provide a strong foundation for ongoing activities. It is a chance to focus on the big picture outside the more mundane concerns of running the organization. These are particularly valuable for new groups or those who are rebuilding.

While there is no set format for conducting a retreat such events usually entail having a chosen facilitator moderate discussion. Subjects often include development of a mission statement, goals for the year, membership development, newsletter themes, and the like. These can be interspersed with icebreakers or informal fun activities.

Leadership Development Workshop

A relatively new program sponsored by the AMC is the Leadership Development Workshops. Local officers from several local groups meet for an intense weekend of workshops, networking, and fellowship. These workshops have been well received by most attendees and are considered to be of high value. If you are interested in hosting or attending a Leadership Development Workshop, contact your RVC.

The Colloquium

In the late 1970s, a different Annual Gathering was proposed. The Colloquium format was proposed to provide a forum for serious discussion of a single topic. The Colloquium gives participants — both members and non-members — a unique opportunity to meet some of the country's leading speakers on the chosen topic. One has the unique opportunity to question their views, and then to debate and discuss the topic in small groups among themselves. Topics have included "Forecasting a Valid Tomorrow: Destination AD 2000," "The Gifted in Society," The Impact of the Arts on Civilization," and "Science and Society; Our Critical Challenges."

Attendance at the events has been around 200-250. Colloquia occur irregularly, usually at two-year intervals. Colloquia are developed by a team: a local group produces them, while MERF and American Mensa jointly sponsor them, with a member of MERF and an AMC officer as serving co-producers and liaisons.

Annual Gatherings

Since their inception in1964, AGs have occured annually in late June or early July, and they serve several purposes. First, they provide the time and place for the Annual Business Meeting, at which the AMC reports to the member on the state of the society. Members can bring up any business for discussion, including amendments to the national bylaws or to the international constitution. Secondly, the AG is an opportunity for local group officers to meet and exchange ideas formally in the workshops and informally among themselves. The usual attendance at AGs is now well over 1000.

Although there may be a day or two of "early bird" activities, programming starts in earnest Thursday morning with workshops, lectures, and meetings. There is usually a session with national officers. Officer development workshops focus on specific topics.

There will be banquets, cocktail parties, dances, and award presentations. Hospitality suites, game rooms, and special events are ongoing throughout the weekend. Aside from the Annual Business Meeting, the workshops, and some programs, the main emphasis of the AG is social.

If your group would be interested in hosting an AG, contact the National Office for a bid packet. Advance planning is imperative, bids are finalized three to four years in advance of the event.

Regional Gatherings

Initially RGs provided an alternative for members who were unable to attend Annual Gatherings. RGs now abound and the choice is great. Most RGs are similar to the AG, but on a smaller scale.

For groups that have never held an RG, much helpful information is available. The National Office has a set of guidelines that explains how to bid for an AMC meeting at the RG.

An excellent method for publicizing an RG is the free distribution of small ads to all Editors through the National Office's monthly Editor's and/or LocSecs' mailing. A group may take advantage of this service for one RG, one page, front and back, per monthly mailing. You need to provide one camera-ready copy for distribution, to the National Office for the current totals. Information will also appear in the *Mensa Bulletin*, if you fill out the Regional Gathering Approval forms, and on the American Mensa Web site.

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Appendices

Revised August 2001

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Communications Director
Julie Olson
1229 Corporate Dr W
Arlington TX 76006-6103
Bus: 817-607-0060 x137
Fax: 817-649-5232
E-mail: CommunicationsDirector@AmericanMensa.org

Marketing Director
Jim Blackmore
1229 Corporate Dr W
Arlington TX 76006-6103
Bus: 817-607-0060 x136
Fax: 817-649-5232
E-mail: JimB@AmericanMensa.org

National Office and Major Duties

The staff at the National Office reports to the Executive Director, who in turn reports to the AMC through its Chairman. Only some of the major areas of responsibilities have been listed here as of July 2001.

Alphabetically by Staff Members' Name

Catherine Barney, Public Relations Coordinator, ext. 139
Catherine assisst the Marketing Director with PR activities, specifically with those aimed at assisting local groups with their PR and marketing efforts. Catherine writes PR releases and contacts local and national media to get Mensa placements.

Jill Beckham, Assistant Controller, ext. 123
Jill processes all the daily cash receipts from dues, new members, testing and prior evidence. Jill also processes credit card payments and assists the Controller as needed with other financial aspects of the organization. In addition, Jill assists theTreasurer of MERF, handling most of their financial duties.

Jim Blackmore, Marketing Director, ext. 136
Jim oversees the marketing and public relations functions in the office. He coordinates the Mind Games competition and National Testing Day as well as AML's national advertising campaign. Jim develops recruitment materials for use by our local groups and is the staff liaison to our licensing agency, book publisher, and freelance publicist. He also handles issues pertaining to name and logo use.

Pamela L. Donahoo, CAE, Executive Director, ext. 118
Pam oversees the day-to-day operations of the National Office. She works with other professional staff members to carry out the policies of the AMC and to develop new programs and services that benefit the members and our local groups.

Paige Faulkner, Membership Director, ext. 121
Paige oversees the membership department, ensuring that prospective and current members receive timely service and accurate information. Paige also works to develop and maintain member services and benefit programs that encourage members to renew. She also works with CultureQuest®. Paige serves as our manager of morale by encouraging a positive spirit around the office.

Rosa Foster, Membership Processing Assistant, ext. 117
Rosa enters all of the dues renewals and new members into our computer system. She ensures that all Personal Data Questionnaire information, brochures, and address changes are keyed into the system quickly and accurately. Rosa is also responsible for maintaining the membership archives.

Ashlee Hix, Receptionist, ext. 122
In addition to her important phone duties, Ashlee works with other national Mensas when members request to transfer their membership to or from American Mensa. Ashlee also enters all reinstatements and rejoins into the computers system.

Michael Hoelke, Distribution Assistant, ext. 140
Michael processes all of the regular, bulk, and automated mailings generated by the National Office, as well as shipping and receiving. He keeps track of all consumable inventory and acts as the key operator for the copying and mail room equipment.

Jeff Holloway, National Groups Coordinator, ext. 128
Jeff acts as a link between the local group officers and the National Office. He handles group requests, maintains the monthly report distribution for each group, coordinates each group's files, and maintains regular contact with the

groups. Jeff works with the Communications Director twice a year to print the directory of local group information, which is sent to the membership, through the *Bulletin*.

Annette Kovac, Communications Assistant, ext. 126
Annette assists in administering the responsibilities associated with AML's communications department. These responsibilities include print and Internet-based communications as well as other duties that enhance AML's image as an intelligent, professional, cohesive organization. She also is responsible for *Bulletin* advertising. Annette works directly with the Communications Director and works closely with Mensa's appointed Communications Officer on a regular basis.

Kim Lovering, Web Services Coordinator, ext. 112
Kim is constantly trying to find new ways to get information online to the membership and prospects as easily and clearly as possible. Kim is responsible for editing, formatting, and regularly updating the National Office-supplied content for placement on AML's Web site. She serves as a reference and point of focus for Internet issues with both staffers and members. She also assists, from time to time, with other information-systems issues.

Julie Olson, Communications Director, ext. 137
Julie is responsible for working with her team of editors and contributors (all Mensans) to produce the *Mensa Bulletin* ten times per year. She is responsible for editing, layout, and page design and oversees production of the magazine from start to finish. Julie also oversees the editing of MERF's publications. In addition, she and her team are responsible for content on American Mensa's Web site.

David Peery, Controller, ext. 115
David oversees the financial operations of the organization including deposits, accounts payable, receivables, group funding, and preparation of the financial statements. David also assists with preparation of the budget. He works directly with our accounting firm on audit and tax issues.

J. Howard Prince, Director of Information Systems, ext. 116
Howard is responsible for the direction and maintenance of all computer systems and associated processes at the National Office. He oversees the data entry activities of the staff and ensures the security and integrity of the databases. He also supervises the technical aspects of Web development and provides mapping and boundary information for the organization.

Austin Teng, Systems Assistant, ext. 113
Austin assists with the day-to-day tasks within the information systems department. In addition to dealing with the printing of various reports, he also handles software and hardware installations and configurations. Austin handles asset inventory for the office and also provides assistance with data entry as needed. He also assists with keeping and tracking archival information.

Marla Whipple, Testing & Admissions Manager, ext. 129
Marla works with the proctors and testing coordinators throughout the country on Mensa's testing program. She scores and issues letters with results on all supervised and at-home tests and reviews prior evidence for acceptability. Marla also works with the AML Supervisory Psychologist to maintain the integrity and confidentiality of the American Mensa, Ltd., testing program.

Patty Wood, Executive Assistant, ext. 111
Patty provides administrative support to the Executive Director, maintains the central files, and coordinates all incoming and outgoing email. She works with AMC members who need administrative support and coordinates many of the AMC meeting activities. Patty also handles the administrative duties of the Mensa Education & Research Foundation, especially in regards to the thousands of pieces of scholarship mail received each year. She also handles any special projects for the MERF Trustees.

AMERICAN mensa LTD.

Materials Request Form

Member: _____ **Region:** _____ **Group:** _____

Member #: _____ **Daytime Phone:** ( ) _____

Send to: _____

mailing address city state zip code

Administrative	Quantity
Annual Financial Report for _____ *(specify year)*	
Mensa Constitution & Bylaws	
Minimum Standard Bylaws	
Special Interest Group List	
Materials Request Form	
Testing Materials Request Form*	
Letterhead Stationery – limit to 100	
Envelopes (No. 10) – limit to 100	
Annual Gathering Bid Packet	
Gatherings Guidelines	

Handbooks & Leadership Material	Quantity
LocSec Handbook	
Editor's Handbook**	
Proctor Handbook*	
Treasurer's Handbook	
SIG Handbook**	
Local Membership Officer Workbook	
Gifted Children Handbook**	
SIGHT Handbook**	
Mediator's Handbook	
Leadership Retreat Guide	
LDW Guidelines	

*Testing materials available to Proctors, Proctor Coordinators and Testing Coordinators

**Currently out of print, under revision

Marketing/Recruiting	Quantity
Brochures	
Bookmarks	
Recruiting Cards (2" x 3 1/2")	
Event Poster (18" x 24")	
Posters (24" x 36")	
Table Top Displays (11" x 17", includes easel)	
Publicity Guide (internal - members)	
Press Kit (external - media)	
Testing Flyer (8 1/2" x 11")	
Pencils	

Other	Quantity

The National Office monitors all requests and may ask that a Local Secretary and/or RVC give authorization for large-quantity requests.

Send request via fax to (817) 649-5232, email to LocalGroups@AmericanMensa.org or mail to American Mensa, Ltd., 1229 Corporate Drive West, Arlington, Texas 76006-6103. Please allow ten to twelve business days for fulfillment. The National Office will provide notification if unable to fulfill request. For more information, call (817) 607-0060 ext. 128.

or Office Use Only

Date rec'd _____ Rec'd by _____ (circle one) mail fax email phone

Date sent _____ Sent by _____

Authorization (please circle) LocSec: yes no not needed RVC: yes no not needed

AMERICAN mensa LTD.

Officer/Distribution Change Form

Region/Group: _____ Date: _____

This form should be completed and returned to the attention of the National Group Coordinator at the National Office when officer changes or distribution changes are made. This form must be complete with the signature of the outgoing or incumbent Local Secretary or the current RVC for changes to be made effective. Attach and initial additional sheets as necessary. **Please print CLEARLY.**

The National Office tracks the following offices for your group:

Local Secretary	**Local Membership Officer**	**Proctor ***	**Web Contact**
Assistant Local Secretary	**Local Ombudsman**	**Testing Coordinator**	**Member-at-Large**
Local Treasurer	**Local Mediator**	**Proctor Coordinator ***	
Local Newsletter Editor	**Local Arbitrator**	**S.I.G.H.T. Coordinator ****	
Circulation Officer	**Public Relations Coordinator**	**Gifted Children's Coordinator**	
Scribe/Secretary	**Programs Coordinator**		

** New Proctors and Proctor Coordinators' must attach a Proctor Certification Form for approval by the Testing & Admissions Manager.*
*** S.I.G.H.T. Coordinator changes must be sent to Tanya Hsu at 329 N. Coleman Rd., Roswell, GA 30075-3432. Tanya Hsu will then return the approved form to the National Office.*

Office	**Outgoing Officer** (Member Number/Name)	**Incoming Officer** (Member Number/Name)

DISTRIBUTION – The National Office will automatically switch distribution from outgoing officers to incoming officers unless otherwise notified. Please make any changes to your monthly distribution below. A new Monthly Roster Diskette Form must be completed and sent to the National Office when the diskette recipient changes.

Local groups up to 500 members may request up to four alpha and zip rosters in any combination. Local groups with 501 members or more may request one extra roster for each additional 500 members.

Report	**Recipient** (Member Number or Full Name)	**Report**	**Recipient** (Member Number or Full Name)
Alpha / Zip (circle one)		Prospect Labels	
Alpha / Zip (circle one)		Prospect Report	
Alpha / Zip (circle one)		Offer of Membership Labels	
Alpha / Zip (circle one)		Offer of Membership Report	
Group/Corporate Labels		Circulation Statistics	Provided to Local Secretary and circulation representative
Members New to your Group Labels		Monthly Roster Diskette	
Members New To your Group Report			

Required Signature: _____ **Date:** _____

1229 Corporate Drive West, Arlington, Texas 76006-6103
phone (817) 607-0060 ● fax (817) 649-5232 ● AmericanMensa@mensa.org ● http://www.us.mensa.org

AMERICAN mensa LTD.

Electronic Information Request

Custodian Name: _____

Volunteer Office (as applicable): _____ Local Group/Region: _____

I request that American Mensa, Ltd. (AML) provide to me, in electronic format, extracts of member information relevant to my local group/region as described and for the purpose(s) of:

_____

_____

_____

I understand and agree that information from the American Mensa membership database is a trade secret, proprietary to American Mensa, Ltd. I acknowledge that to protect the privacy of its members, AML must place severe limitations on what I can and cannot do with this data. I therefore agree that:

1. I shall maintain any Mensa member information provided to me under my personal strict and exclusive control; except for the limited circumstances as outlined under Item 8 of this agreement.
2. I shall bear full responsibility for access to, and use of, any and all such information.
3. American Mensa member information shall not be distributed by me to other members or local groups; except for the limited circumstances as outlined under Item 8 of this agreement.
4. American Mensa member information shall not be distributed by me to external benefit providers; service providers; or marketing representatives, companies, or organizations.
5. On written request from AML, I shall destroy all copies of this data in my possession or control, whether provided to me under this agreement or from any other source.
6. I understand and agree that any unauthorized use or disclosure of American Mensa member information may be considered an "act inimical to Mensa" for which sanctions may be imposed as provided by the Bylaws of American Mensa, Ltd.
7. I shall reimburse AML for damages incurred as a result of any unauthorized use or disclosure of the information provided to me, whether the use is by me or any individual who receives the information from me. This includes reimbursement for any costs incurred to prevent unauthorized use or disclosure of member information due to a violation of the terms of this agreement; except for the limited circumstances as outlined under Item 8 of this agreement.
8. Permitted uses of this information are limited to:
   a) Providing lists of local members to local officers in hard copy or electronic form.
   b) Publishing local group membership rosters, whether distributed separately or within a local newsletter, as long as the privacy requests of individual members, locally or nationally, are honored.
   c) Generating statistical abstracts from American Mensa membership information for the purpose of publishing it to the local group.
9. Except as permitted in Item 8 of this agreement, I may not publish or distribute American Mensa member information via: PC or Macintosh diskette, CD-ROM, tape, LAN, WAN, Web site, FTP server, or any other form of electronic publishing

---

Information Custodian _____

_____

Signature Date

_____

Printed Name Member Number

_____

Address

_____

City, State, Zip

_____

Authorization signature

Information will be provided in DOS-formatted, comma-delimited ASCII.

OFFICE USE ONLY

Information Request Type

- ☐ Monthly Roster/Addressing*
- ☐ Directory*
- ☐ Specific Information*
- ☐ SIG Request**
- ☐ RVC
- ☐ Election

* Requires Local Secretary authorization prior to distribution

** Requires national SIGs Officer authorization prior to distribution

8-2001

1229 Corporate Drive West, Arlington, Texas 76006-6103 • (817) 607-0060 • fax (817) 649-5232
AmericanMensa@mensa.org • http://www.us.mensa.org

AMERICAN mensa LTD.

1229 Corporate Drive West
Arlington, Texas 76006
tel (817) 607-0060
fax (817) 649-5232
AmericanMensa@mensa.org
www.us.mensa.org

Direct Deposit Authorization

I, _____ Local Secretary of Local
(print name)
Group _____ authorize American Mensa to deposit funds directly into my local
(group no)
group's checking or savings account as indicated below, and to initiate (if necessary) debit entries and adjustments for any credit entries made in error to my account indicated below.

_____ _____
(Local Secretary's Signature) (Date)

Type of account to be credited (please check one):

[ ] Checking (or N.O.W.) **ATTACHED VOIDED CHECK FROM ACCOUNT.**

[ ] Savings

If you cannot furnish the required information, please have your bank complete this form.

BANK NAME: _____

BANK ADDRESS: _____

CITY:_____ STATE:_____ ZIP_____

ABA/Routing I.D. # _____

ACCOUNT NAME: _____

ACCOUNT NUMBER _____
(include spaces and dashes)

AMERICAN mensa LTD.

REGIONAL GATHERING APPROVAL REQUEST

TO: Regional Vice Chairman
Subject: Planned Gathering

Our Group _____, _____
Group Name Region / Group No.
would like your approval of our tentative plans to hold a Regional Gathering on the dates of

_____, held in _____
Month Day Year City and State

We will call the RG _____

Web Page URL (if any)_____

LocSec Signature _____ **Date** _____

Printed Name _____ Phone _____

Address _____ Email_____

_____

RVC: Please indicate your approval with your signature below. Thank you!

Approved _____ Date _____

RVC, please send signed copies, along with the attached pages, to:

1. **Local Group Secretary**

2. **E. Bunny Warsh**, Gatherings Editor → Must be received at least 60 days prior to the cover date of the issue in which this listing will be published. Combined issues in Nov/Dec and Apr/May.
   6889 Crest Avenue
   Riverside, CA 92503

3. **Joanna Soper**, AMC Membership Officer
   4991 Cielo Cir
   Sierra Vista, AZ 85635

MENSA BULLETIN LISTING FORM

This Listing Form must be signed and distributed by your RVC. It must reach the *Mensa Bulletin* Editor **at least sixty (60) days prior to the cover date of the issue in which this listing will be published.** Your full listing may not be published when received if issue of publication is more than five months prior to month of your RG (due to space considerations). A short listing may be substituted instead. Priority for full listings is given to Gatherings whose dates are nearest the date of issue, regardless of when their information is received.

Name of RG _____ **Dates of RG** _____

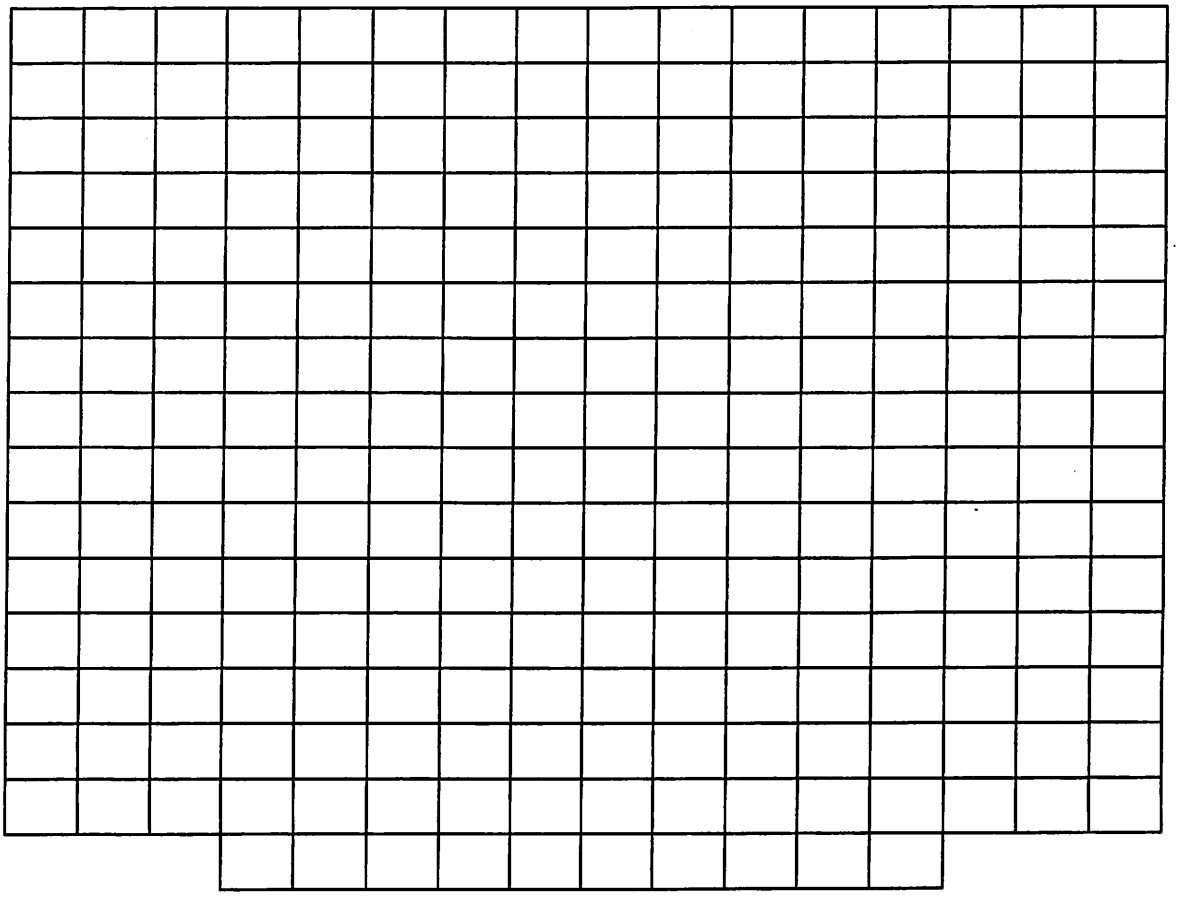
City/State in which RG will be held _____

Local Group Name _____, No. _____
Region / Group No.

Gathering information for publication

250 characters maximum. Do not include, in the spaces below, the information provided on next page – it will be *coded* to save space. (Please note that spaces and punctuation count as characters.)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16



Name of RG_____

Dates_____

Registration Fee(s) _____
Include Cut-off Dates

Meal Package (number of meals)_____ Costs $_____

Hotel Name and Address_____

_____

Hotel Website for Registration_____

Hotel Phone_____ _____
Toll Free number Local number with area code

Single Room $ _____ Double Room $ _____ Triple Room $_____ Quad Room $_____

Room Rates Guaranteed until _____

Make Checks Payable to _____

Contact Name and Address_____

_____

Phone_____ Email_____

Next line for Bunny Warsh to complete:
Gathering Approved by RVC? ☐ Yes ☐ No Date Approved_____

Yes	No	**Codes used in Gatherings Listing for *The Mensa Bulletin* in parens**
☐	☐	Separate Smoking Accommodation? **(S)**
☐	☐	Registration Fee discount for children? **(CD)** Cut-off age_____
☐	☐	Handicapped Access? **(H)** _____
☐	☐	Refund Policy? **(RP)** Cut-off date_____
☐	☐	Blood Drive? **(BD)**
☐	☐	Day Trip Rates Available? **(DT)**
☐	☐	Scholarship Auction? **(SA)** ☐ Local ☐ MERF
☐	☐	Children's Programming? **(CP)**
☐	☐	Hotel or Airport Shuttle? Cost $_____
☐	☐	List on electronic Mensa forum/Web site? (information will be accessible to non-Ms)
☐	☐	Credit card accepted? ☐ Visa ☐ Master Card (complete Credit Card Processing Agreement form)

Send this form to the RVC for approval and distribution to persons listed on page 1.

PLEASE PROVIDE ADDITIONAL INFORMATION HERE:

PHONE: (_____) _____ - _____ BIRTH DATE: _____ / _____ / _____

EMAIL: _____

AMERICAN mensa LTD.

MEMBER NUMBER: __|__|__| __|__|__| __|__|__|

PRINTED NAME: _____

ADDRESS: _____ APT _____

CITY: _____ ST: _____ ZIP: _____

Renewal I[LG]

The Mensa membership year begins April 1 and ends March 31. Annual dues are $49 unless specified in a multi-year or life plan. Memberships for additional Mensan family members are available for $33/membership and may only be purchased in single-year increments. Additional Family Memberships do not include subscriptions to the *Mensa Bulletin* or to local group newsletters. Additional Family Members must live in the same household as a primary member and be a member of the same local group.

By accepting membership in American Mensa, members agree to abide by all the requirements of the Constitution of Mensa, the Bylaws of American Mensa, Ltd., and the resolutions adopted by the American Mensa Committee, as required by section III.C.1.a. of the Constitution of Mensa.

LIFE DUES SCHEDULE

Based on current dues of $49.00

Current Age	You Pay...	Current Age	You Pay...
0 - 9	$1,396.	45 - 49	$953.
10 - 14	1,368.	50 - 54	861.
15 - 19	1,333.	55 - 59	766.
20 - 24	1,291.	60 - 64	667.
25 - 29	1,241.	65 - 69	553.
30 - 34	1,182.	70 - 74	473.
35 - 39	1,114.	75 - 79	383.
40 - 44	1,037.	80 - 84	301.

Please contact the National Office for dues rates for current ages of 85 and greater.

A copy of the individual's birth certificate, passport or Drivers License must accompany the Life Dues payment for verification. Life Dues will not be processed if acceptable documentation is not received. ***Please do not send originals, as documentation can not be returned.***

I. SELECT MEMBERSHIP OPTION $ _____

- ❑ **Annual Membership** $49
- ❑ **Additional Mensan Family Member** $33
- ❑ **Three-year Membership** $130
- ❑ **Five-year Membership** $215
- ❑ **Life Membership** *Refer to the Life Dues Schedule*

II. *MENSA BULLETIN* DELIVERY OPTIONS $ _____

All dues payments include Standard Periodical.

- ❑ **First Class** $14
- ❑ **Canada & Mexico** $20
- ❑ **Overseas & South America** $35

III. DONATION TO *Mensa Education and Research Foundation* $ _____

IV. SUBSCRIPTION TO the *Mensa Research Journal* $ _____

- ❑ **Three issues (U.S.)** $21
- ❑ **Three issues (non U.S.)** $25

Total: _____

Did your membership expire as of March 31, 2001? Renew online at www.us.mensa.org!!!

Amount Enclosed: _____

You may renew with your Visa or MasterCard by phone. Call (817) 607-0060 extension 199.

Dues are not deductible as charitable contributions for Income Tax purposes. Dues may be considered ordinary and necessary business deductions.

❑ Check (made out to American Mensa, Ltd.) ❑ MasterCard ❑ Visa

Account: __|__|__|__| __|__|__|__| __|__|__|__| __|__|__|__|

Expiration Date: ____/____

Required Signature: _____

Printed Name: _____

My dues include fixed amounts for: a *Mensa Bulletin* subscription ($12.00); a local group newsletter subscription ($6.00); and local group support ($1.50)

7/2001

OFFICE USE ONLY
[I[LG]]

Return this form and payment to: PO Box 916088, Fort Worth, Texas 76191-6088
Send correspondence to: American Mensa, Ltd., 1229 Corporate Drive West, Arlington, Texas 76006-6103
(817) 607-0060 ◆ Fax (817) 649-5232 ◆ AmericanMensa@mensa.org ◆ http://www.us.mensa.org

AMERICAN mensa LTD.

Community Activities Program (CAP)

The following questions are those that are relevant to providing information about your project. This information will be shared with other chapters to help them learn from your efforts. Please write it in such a way that if you were receiving it, it would help you run a successful project.

This report will also be used in the annual CAP judging competition. Forms must be filled out completely for the judging process. If a portion does not apply to your program, please explain why.

Project Name: _____ **Category:** _____
Education / Gifted Children / General Community/Young Mensan

Chapter Name: _____

Project Chairman: _____

Budget: _____ **No. Members Participating:** _____
(List all participants)

_____
Signature of Local Secretary Date

Answers to the questions may be provided on this form or on a separate paper.

Describe the purpose of the project.	
Describe the planning process that preceded the project.	
Describe the activities that occurred during the implementation of the project.	
Describe any difficulties you had with the project.	
Describe how you feel the project was received by its target audience.	

1229 Corporate Drive West, Arlington, Texas 76006-6103
phone (817) 607-0060 ● fax (817) 649-5232 ● AmericanMensa@mensa.org ● http://www.us.mensa.org

Describe how your members felt after participating in this project.	
Was there any publicity involved with this project? If so, provide news articles, etc. if possible.	
To what extent did this project promote Mensa in your community? Please explain.	
Please explain how this project may or may not have attracted new members to your group.	
Please explain how this project may or may not have helped retain members in your local chapter?	
Explain whether or not you consider this project a success?	
Discuss the reasons why you would or would not consider doing this project again.	

Submit to: **American Mensa, Ltd.**
Community Activities Program
1229 Corporate Drive West
Arlington, TX 76006-6103

Form is available electronically in Microsoft Word (DOC) and Adobe Acrobat (PDF) formats.
The deadline for CAP competition is May 1, 2002.
The deadline for Group of the Year competition is May 1, 2002. The GOTYA competition covers the membership year from April 1, 2001 to March 31, 2002.

AML Style Guide Lite

(Or, Your Least Favorite English Teacher, Revisited)



One of the things I get paid to do these days is think about grammar, punctuation, and the consistency of both across documents, publications, and the AML Web site. Obviously, since we all represent Mensa, getting it right is good and doing it consistently is even better. Here's a short list of things we've noticed that seem to wreak style havoc in Mensa documents and/or publications. Just think of me as that least favorite English teacher from your past, and humor me.

— Julie Olson, AML communiations director

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about / approximately: Using *about* in place of *approximately* is considered an informal use. If you mean *approximately*, go ahead and use it.

affect / effect: Use *effect* when you need a noun: *The termites had a startling effect on the piano.* If you're referring to an action (a verb), use *affect*: *The problem affected Lucia's recital.*

AMC: *American Mensa Committee* on first reference, then *AMC* after that — particularly with non-Mensan audiences.

AML: American Mensa, Ltd. You know. The organization on whose board of directors you are serving. While we're at it, *American Mensa, Ltd.*, should always include the comma when used in the middle of a sentence. Otherwise, the abbreviation's period makes it look like the end of the sentence has arrived prematurely.

A.M. / P.M.: Just like that. Small caps, with periods, no space between.

***Bulletin*:** The national magazine for the members of American Mensa. It's produced 10 times a year using submissions from members almost exclusively. April/May and November/December are the combined issues. *Mensa Bulletin* on first reference, then just *Bulletin*, and often just *Bulletin* when used within Mensan audiences.

Capitalization: This is a biggie around here. In general, it's good to Avoid Unnecessary Capitalization, or else you End Up looking like Winnie the Pooh. Here are some of the trickier guidelines:
— Lowercase the common-noun parts of names in plural uses: *the Democratic and Republican parties, Main and State streets.*
— Capitalize formal titles when used immediately before a name: *Chairman Jean K. Becker, Executive Director Pam Donahoo.*
— Lowercase formal titles when used alone or in grammatical constructions that set them off with commas: *The AMC, American Mensa's board of directors, met recently during the Annual Gathering in Dallas.*
— Lowercase all words that are job descriptions rather than titles: *Julie is editor of the* Mensa Bulletin.

Commas: In general, commas should come after every element in a list (*lions, tigers, and bears — oh my!*) and should set off both ends of clauses if necessary:
— In the beginning, God created the heavens and the earth.
— Mike, who has the biggest office in the National Office, needs the space for the mail.

Conjunctions: You know — *but, or, and...* Don't begin sentences with these. If you're tempted to, pick another word like *However, Therefore, None-the less,* etc., or take the conjunction out entirely, or join the sentences together like I just have (but hopefully not this awkwardly).

CultureQuest®: One word, *Quest* capitalized, with the registration symbol included on first use.

ensure / insure: To *ensure* is to guarantee. Use *insure* for references to insurance.

entitled / titled: *Entitled* means a right to do or have something. Do not use it to mean *titled*:
— If you want to sit down and watch the football game after you clean the house, you're entitled.
— The first book in the popular series is titled *Harry Potter and the Sorcerer's Stone.*

email: We use the *Wired* style guide for our e-bbrevations, and this is what they recommend — no hyphen, no capitalization.

i.e. / e.g.: We see these a lot around here. They should always be set off before and after by commas when used in sentences.

InterLoc: One word, *L* capitalized. For the record, the "Loc" part is pronounced "loak," like "local." It is NOT "InterLock."

its / it's: A little bitty word that causes big problems. In this instance, do not assume that the apostrophe indicates a possessive — because that's exactly what it doesn't do. The apostrophe instead indicates a conjunction, *it is.* If you can substitute *it is* in the sentence, use *it's.*

local group: Other organizations call them chapters, but Mensa calls them local groups. Please use *local group* with Mensan audiences, but it's often less confusing to external audiences to use *chapter.*

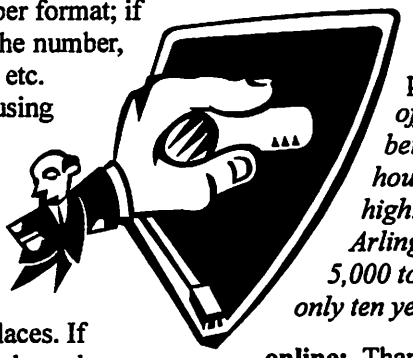
LocSec: Yes, it's capitalized like that. Short for "local secretary," but don't use that when writing for Mensan audiences — it's longer and tells folks not a bit more information; it may in fact mislead them into thinking you mean local-group secretary, not president. When writing for the non-Mensan audience, use "local secretary" and explain the term.

Mensa Education & Research Foundation: On first reference, then MERF thereafter. Use the ampersand (&)! Of course, there is one caveat: For consistency, make sure you match the letterhead or any documents you may be including. (We've got both the ampersand and *and* out there in print, which will have to be dealt with in future print runs.)

Mensa Select® seal: The official name of what the Mind Games winners get to use on their packaging. The registration symbol is the important thing.

Mind Games: Two words.

Money: Here's that consistency thing again. In general, match your money format to your number format; if you're spelling out the number, spell out the money, etc. However, if you're using numerals in one place, use them in all similar places, and use the money symbols. Another thing: be consistent with your decimal places. If you're using all round numbers, you don't need the change markers: *Movie tickets cost as much as $7 these days.* If you're referring to change in some numbers, include the decimal places for the rest of the dollar figures too: *I need $3.50 if I catch the matinee performance or $1.00 if I go to the cheap theater.*



National Office: OK, it's a semi-exception to the capitalization rule, but think of it like *the White House*. On first reference, *American Mensa's National Office.*

Numbers: This one gets confusing. According to the Chicago Manual of Style, in ordinary text:
— Spell out whole numbers from one through ninety-nine, and don't forget your hyphens.
— For larger whole numbers, tack on the words *hundred, thousand, million, billion,* etc.
— However, if doing a series of numbers, using the numerals is better: *Our ages are 31, 27, 15, 99, and 76, respectively.*
— For more specific numbers, use numerals: *The last* MRJ *was 148 pages. American Mensa includes at least 42,462 members.*
— The same rules pretty much apply for ordinals: *He stole second base in the bottom of the eighth inning. Her test scores ranked 129th out of 130.*
— Always spell out numbers that begin sentences: *Seventeen employees work out of this office.* If this makes the sentence too cumbersome, rewrite the sentence to make it work better: *The year 2000 has been interesting.*
— Finally, there's that darn consistency thing. However you write your numbers, continue to do the same WITHIN THE SAME CONTEXT, even if it reaches across several paragraphs: *The 105-story office building resides between two old apartment houses only 3 and 4 stories high. The population of Arlington grew from less than 5,000 to more than 165,000 in only ten years.*

online: Thanks to *Wired* again, no hyphen.

Percentages: For starters, never spell out the number, no matter how small. Then it gets more confusing. Normally, in "humanistic" use (and that's us, guys, because we're not writing scientific or mathematical research here), the word *percent* is always spelled out. However, all of our current materials refer to "the top 2%..." While this is incorrect, it is also more important to be consistent. So, until we need to do some more printing, use the % symbol if that's what your format requires. (The *Bulletin*, for instance, has all of the % symbols taken out because I can control that, but if you're sending out a package with marketing materials, it's more important to go for the consistency.)

Quotation marks: I know this is highly contested, but the punctuation marks go INSIDE the quotation marks in almost every instance. There are a couple of exceptions around titles and certain punctuation issues, to which we defer to the Chicago Manual of Style.

–self: *Myself* and the rest of "the *self*-ish crew" (*yourself, himself, herself,* etc.) should not take the place of the pronouns *I, me, she* and *her*, etc. *–self, –selves* are used for only two purposes:
— To emphasize: *Annette fixed the car herself.*
— To refer back to the subject: *And you call yourself a writer!*

their / there / they're: *They're* is shorthand for *they are*. *Their* and *theirs* are the possessive forms of *they*. *There* designates a place (as opposed to *here*).

Titles: In general usage, titles and subtitles of books, pamphlets, proceedings, collections, periodicals, newspapers, and sections of newspapers published separately are italicized: *InterLoc; The New York Times Book Review.* Ditto names of works of art and titles of plays, movies, and television shows, with this exception:
— Names of individual episodes of shows are put in quotes: *My favorite episode of* The X-Files *is "Humbug."*

Titles of most long musical compositions are italicized, but titles of songs and short compositions are put in quotes:
— We usually listen to *The Nutcracker* during the holidays, but today I'd rather hear "Grandma Got Run Over by a Reindeer."

utilize: Why utilize this word if you mean *use*? It doesn't sound smarter; it sounds awkward.

Web site: *Wired* again. Two words. FYI, *Web* is always capitalized as a residual reference to the now-antiquated *World Wide Web.*

which / that: It's not too hard, really. Use *which* if you can drop the clause out of the sentence and not lose the point; use *that* if you can't:
— Halloween, which is one of my favorite holidays, is celebrated by eating a lot of candy.
— The Halloween candy that Patty bought is particularly yummy.

Further, a *which* clause always goes inside commas.

Hope you find this helpful! Let me know if you have any questions or any comments about weird grammatical things you've wondered about. Thanks for your consideration! Now, don't make me come around with horn-rims and a ruler...

ACTIONS STILL IN EFFECT -- CURRENT ONLY,
ORGANIZED BY TOPIC
THE AMERICAN MENSA COMMITTEE

August 23, 2001

Incorporates ASIEs through the AMC meeting of July 7, 2001

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ACTIONS STILL IN EFFECT (ASIEs)

1. ADVERTISING:

0000-006 06-Mar-1967 (Last amended 12-Nov-1983 by 1983-113)
Paid political ads in the Mensa Bulletin: No paid political ads may be accepted in the Mensa Bulletin for 2 reasons: (1) that the amount of money a candidate may be able to spend on ads should not be a criterion for election; (2) that all candidates' statements and biographical sketches shall be published in the Mensa Bulletin free of charge, the length and timing to be determined by the Election Committee.

0000-112 04-Dec-1976 (Last amended 03-Dec-1977)
All Mensa Bulletin display advertisements must include, as part of the advertisement, an identification and mailing address of the advertiser. Such identification may be a box number, a company or firm name, or any other identification which is sufficient to identify the advertisement as originating from an individual source to which replies or correspondence may be addressed.

1979-023 (0000-153) 10-Mar-1979 (Last amended 14-Dec-1991 by 1991-076)
To cease the policy of allowing a free display ad for each RG in the Mensa Bulletin effective for any RG scheduled after December 1, 1979 and that RG display ads be made available to local groups sponsoring RGs at actual production costs.

1979-049 (0000-158) 26-May-1979
To amend the Mensa Bulletin ad policy to require any other high I.Q. society's advertisements to carry a notice, at the advertiser's cost, stating that the society has no affiliation with Mensa.

1979-070 (0000-165) 21-Jul-1979
To amend the Mensa Bulletin ad policy to require advertisements for the sale of I.Q. tests to state "this is/is not a qualifying test for Mensa Membership."

1993-078 13-Nov-1993
To offer complimentary advertising space in the Mensa Bulletin during the year preceding each Annual Gathering, as follows:

In the December and January/February issues, one-half page each; and, in the March, April, May, and June issues, one full page each; and in the March issue, the front cover.

The camera-ready copy is to be developed and produced by the AG Committee, and submitted to both the Communications Officer and the Development Officer for approval.

1993-079 13-Nov-1993
To offer complimentary advertising space in the Mensa Bulletin for MERF, as follows:

In eight issues per year, up to one-quarter page per issue, and, in two issues per year, one-half page.

The camera-ready copy is to be developed and produced by MERF and submitted to both the Communications Officer and the Development Officer for approval.

2. AMERICAN MENSA COMMITTEE (AMC):

0000-017 25-Aug-1973 (Last amended 07-Jul-2001 by 2001-064)
AMC shall be guided by and conduct itself according to the Tenth Edition of "Robert's Rules of Order Newly Revised," modified to permit the Chairman to speak, vote, and to make motions only concerning appointments, and to permit the Parliamentarian to speak, vote and make motions.

0000-019 05-Nov-1973
AMC confirmed, verified, and ratified all actions taken by the AMC from time of incorporation of American Mensa, Ltd. to date.

0000-116 19-Mar-1977
The AMC general circulation materials are: Agendas and Minutes of AMC meetings, Officers' reports distributed as Attachments to Minutes, Approved Budgets, and Membership figures.

1982-078 13-Nov-1982
That AMC operating procedures require that any motion brought before the AMC that results in expenditure of more than $2,000 has to be accompanied by supporting data relating to the source of funds for that expenditure.

1983-072 13-Aug-1983
That any member of a committee, or of the AMC, who objects to a committee's action on a matter may, by written notice to the committee's chairman with copies to the AMC Chairman and the Executive Director, require that the matter be brought before the full AMC for its consideration. The filing of such notice shall automatically suspend the action pending AMC consideration, unless otherwise agreed by the member filing the notice.

1983-074 13-Aug-1983 (Last amended 12-Dec-1998 by 1998-127)
That an Executive Committee be created with authority to conduct the routine and ordinary business of American Mensa. The standing members of the Committee shall be the Chairman, the First Vice-Chairman, the Second Vice-Chairman, the Secretary, and the Treasurer. Each other officer directly involved with an area of business before the Committee shall be a member of the Committee ad hoc. Routine business shall be deemed to refer to day-to-day administration of items included in the approved budget. Major increases in expenditures shall require the approval of the AMC. Actions taken by the Executive Committee shall be reported at the next regular AMC meeting.

1983-090 13-Aug-1983
That non-AMC members may participate in the work of any standing committee as adjunct members or counsel, provided that such non-AMC members do not participate in the ultimate committee vote on any matter where the Committee is authorized to act for the AMC.

1986-020 22-Mar-1986
That appointees of the American Mensa Committee shall be subject to the conflict of interest rules set forth in Bylaw VII(11) 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.

1986-085 15-Nov-1986
To adopt the Principles of Conduct of AMC Officers, circulated to the AMC on September 10, 1986.

[The document is in Appendix 4.]

1987-006 08-Mar-1987
To accept the recommendation of the MARC Committee report on Appointed Officers and Past Chairmen.

1987-039 12-Sep-1987
That it is the sense of this Committee that the business of American Mensa shall be conducted in public, and that meetings of this Committee and its subcommittees shall be open to observation by all interested Mensa members unless we 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.

1989-042 02-Jul-1989
To reaffirm the entire policy regarding officer conduct (ASIE #1986-085), with special reference to the following: (7) Absent direction from the AMC or the Chairman, no member of the AMC, other than the Chairman, has the authority or duty to intervene in another member's functional area, i.e., a region, finances, testing, etc.

[The document is in Appendix 4.]

1989-063 26-Aug-1989
To affirm that a Regional Vice-Chairman has the right to poll local group members.

1992-031 04-Jul-1992
That the AMC have a National Officer Training Session for all incoming AMC members, to be held at the site of the first meeting of the AMC. Coordination of the National Officer Training Session will be the responsibility of the Past Chairman. Written job descriptions are to be provided all incoming AMC officers.

1993-072 13-Nov-1993
That a motion placed on the agenda for an AMC meeting include a statement addressing the anticipated fiscal impact of approving and implementing the motion.

1994-004 19-Mar-1994
That the Supervisory Psychologists are obliged to provide percentile calculations only to meet Mensa's membership requirements.

1994-028 2-Jul-1994
That it is the sense of the AMC that each officer's vote, with the exception of secret ballots, should be recorded by name in the official records of AMC meetings.

1995-001 18-Feb-1995
To adopt and support this Five-Point Turnaround Plan as the means by which the AMC can act to strengthen Mensa and reduce the risks the organization may face in the future.

Five-Point Turnaround Plan

1. Return to Mensa's Constitution

-- Interpret our actions from Mensa's Constitution
-- Make Constitution the foundation to our development and programs

2. Limit Mensa's Liabilities
-- Intolerance for recklessness/respect for reputation and self-preservation

3. Officer Empowerment
-- Commitment to leadership and accountability
-- Leadership by authority and example
-- Cohesiveness and common purpose among officers

4. New Mensa Traditions
-- Willingness to cultivate cultural change by establishing new Mensa traditions
-- New traditions to foster exchange of ideas in ways that are productive and enjoyable
-- Develop and refine new traditions at the chapter level (adopt sponsor chapters)
-- Share information to establish new traditions throughout Mensa

5. Constructive Communication
-- Supporting our cultural evolution through new programs, skill training, better use of Mensa's communication network

1995-026 11-Mar-1995
To establish a policy of distributing to all LocSecs and Editors, with the agenda for AMC meetings, all officer reports, not to exceed 2 pages each, received by the deadline established for th.e receipt of those reports.

1995-054 9-Jul-1995
That all outgoing officers are instructed to turn over all pertinent records to their successors within four weeks of leaving office.

1995-092 26-Aug-1995
That the AMC authorizes the Secretary to delete all ASIE's that refer only to matters that are completed and are not on-going in any way after confirmation of the proposed deletions by a majority of the Executive Committee.

1997-022 5-Apr-1997
That the Guidelines for AML Committee Structure, Establishment, Reporting and Review as contained in Appendix A of the Final Report of the Committee Structure Review Committee be approved, to be followed as closely as possible in the future.

[The document is in Appendix 1.]

1997-044 6-Jul-1997
Official notification, and official business of the AMC may be conducted via letter, telephone, or E-mail, subject to the laws of the state of incorporation of American Mensa, Ltd. Communications contained in the Mensa forum are not to be considered as official notification nor as the conduct of AMC business.

1997-072 6-Dec-1997 (Last amended 18-Sep-1999 by 1999-077)
A standing committee on activities extending outside of Mensa, known as the Community Services Committee, is established. It has as its current subcommittees the Community Activities Program (CAP) Committee, the Mensa Literacy Project Committee, and Project Inkslinger.

The Community Services Committee is charged with coordinating current activities carried on by American Mensa with groups outside of Mensa, such as the Community Activities Program, Mensa Literacy Project, and Project Inkslinger, 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 AMC Chairman shall appoint the Community Services Committee chairman each year, with the advice and consent of the AMC, and the Committee chairman shall appoint the members of the Committee. As per AMC policy for all committees, the need for the Community Services Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Community Services Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

1997-073 6-Dec-1997
That the Community Activities Committee be authorized to issue awards to Local groups for performance of Community Service Projects. Said awards to be presented at the Annual Gatherings of the Society. The nature, number, and criteria for said awards to be determined by the members of the Community Activities Committee.

1997-078 6-Dec-1997 (Last amended 07-Jul-2001 by 2001-052)
That the Leadership Development Review Committee be renamed the "Leadership Development Committee", that it be a standing committee and consist of at least three AMC members, and be 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:

- Develop a process through which leadership development efforts shall be reviewed and evaluated, on an ongoing or scheduled basis.

- Define skills essential to effective Mensa leadership, relating both to specific offices and service on AMC, Executive or working Committees.

- List general and job specific baseline core competencies and best practices.

- Engage a cross section of Mensa to discover areas of strength and weakness in the skills of the current leadership.

- Create or procure vehicles to transmit those competencies and practices, giving preference to those areas in need of improvement.

- Create and maintain the content of officer handbooks and manuals, in consultation with the Communications Officer and the national office.

- Devise means to help identify and encourage potential leaders.

- 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.

- Seek change in those aspects of current Mensa operations that may have negative impact on the quality of leadership.

1997-079 6-Dec-1997 (Last amended 28-Mar-1998 by 1998-029)
That the LOTS program be retitled the "Leadership Development Workshops" and the guidelines shown [below] be adopted.

[The document is in Appendix 2.]

1998-020 28-Mar-1998 (last amended 18-Sep-1999 by 1999-078)
That a standing 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 AMC Chairman shall appoint the Membership Committee chairman each year, with the advice and consent of the AMC, and the Committee chairman shall appoint the members of the Committee. As per AMC policy for all committees, the need for the Membership Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Membership Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

1998-021 28-Mar-1998 (Last amended 07-Jul-2001 by 2001-052)
That a standing committee on publications, known as the Publications Committee, is established. The current Publications Policy and Publications Recognition Program Committees are subsumed into the Publications Committee.

The Publications Committee is charged with coordinating various publishing activities of AML, in both print and electronic media, particularly at the national level. These activities will include the administration of the Publications Recognition Program, recommending to the AMC any alterations in publications policies, etc. It is expected that the Publications Committee will coordinate with the Mensa Cyberspace Committee as appropriate regarding electronic media.

The AMC Chairman shall appoint the Publications Committee each year, with the advice and consent of the AMC. As per AMC policy for all committees, the need for the Publications Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Publications Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

1998-023 28-Mar-1998 (Last amended 08-Jul-2000 by 2000-061)
That a standing committee on gifted children, known as the Gifted Children Committee, is established.

The Gifted Children Committee is charged with coordinating resources for Gifted Children activities and programs.

The AMC Chairman shall appoint the chairman of the Gifted Children Committee each year, with the advice and consent of the AMC. The chairman of the Gifted Children Committee shall appoint the other members of the Committee. As per AMC policy for all committees, the need for the Gifted Children Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Gifted Children Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

1998-024 28-Mar-1998 (last amended 08-Jul-2000 by 2000-076)
That a standing committee on intellectual events, known as the Intellectual Events Committee, is established.

The Intellectual Events Committee is charged with coordinating current intellectual activities in American Mensa, such as Colloquia, CultureQuest (r), and Theme Gatherings; in the case of Colloquia, this is concurrent jurisdiction with MERF. The Intellectual Events Committee is further charged with generating ideas regarding other intellectual activities in which we might engage.

The AMC Chairman shall appoint the Intellectual Events Committee chairman each year, with the advice and consent of the AMC, and the Committee chairman shall appoint the members of the Committee.

When selecting a Colloquium, the Intellectual Events Committee shall use the then-current Site Selection materials and procedures, and shall augment its regular membership with the President of MERF and the chairman of the Meeting Site Selection Committee if these are not already members of the Intellectual Events Committee.

As per AMC policy for all committees, the need for the Intellectual Events Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Intellectual Events Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

1998-025 28-Mar-1998 (last amended 18-Sep-1999 by 1999-080)
That a standing committee on bylaws, known as the Bylaws Committee, is established. The current Local Group Bylaws Committee, also known in some ASIEs as the AMC Subcommittee on Local Group Bylaws, is subsumed by the Bylaws Committee.

The Bylaws Committee is charged with approving the formation of new local groups, local group bylaws, amendments to local group bylaws, and local group name changes in accordance with policies established by the AMC. The Bylaws Committee is further charged with examining the bylaws of American Mensa, Ltd. and recommending any changes it thinks necessary and appropriate; 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; and substantively examining proposed amendments to the bylaws of American Mensa, Ltd. and issuing recommendations regarding same.

The AMC Chairman shall appoint the voting members of the Bylaws Committee each year, with the advice and consent of the AMC. The chairman of the Bylaws Committee is authorized to appoint adjunct (non-voting) members as desired. As per AMC

policy for all committees, the need for the Bylaws Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Bylaws Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

1998-085 4-Jul-1998
That 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 reviews the continued need for each standing committee, and each incoming AMC appoints committee members, but the default position is that the committee itself continues from AMC to AMC.

Section VII.(7).(a) of the bylaws of American Mensa authorizes the formation of "standing committees" that have at least three AMC members and that may act for the AMC in certain situations. The standing committees referred to in section VII.(7).(a) are a subset of all standing committees, in that they are also action committees.

(c) 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 AMC members. When the committee acts for the AMC, only AMC members on the committee may vote. When the action committee is not acting for the AMC, non-AMC members on the committee may also vote. Action committees may be either ad hoc committees or standing committees, though they will usually be standing committees.

(d) 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 either ad hoc or standing committees.

1998-086 4-Jul-1998
That the AMC adopt the following policy on liaisonships to committees.

[The document is in Appendix 16.]

1998-118 12-Sep-1998
That the following offices are to be copied on general circulation AMC materials; Ombudsman, SIGS Officer, Gifted Children Coordinator, Supervisory Psychologist, Interpretative Counsel, Intellectual Property Counsel, Historian, Literacy Coordinator, Inkslinger Coordinator, Interloc editor, and Webmaster.

1999-014 27-Mar-1999
To require that the AMC Treasurer 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.

1999-018 27-Mar-1999 (last amended 18-Sep-1999 by 1999-081)
That it shall be the policy for regularly scheduled AMC meetings that motions, reports, and other such meeting materials will be submitted according to a schedule that insures these materials will be distributed to AMC members at least 30 days before the AMC meeting date. The Chairman shall set the deadline for submission. This policy does not apply to the first meeting of a newly elected AMC, however the materials for that meeting will be distributed as early as practicable.

1999-091 18-Sep-1999
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.

2000-052 27-May-2000 (Last amended 07-Jul-2001 by 2001-046)
In honor and recognition of Dr. Abbie F. Salny's years of service as American Mensa's Supervisory Psychologist, an award titled "The Abbie F. Salny Award for Outstanding Proctor of the Year" ("Salny Award") is established. The first Salny Award shall be presented at the 2000 American Mensa Annual Gathering.

A standing advisory committee known as the Salny Award Committee is established. The Committee is charged with creating and maintaining criteria for the Salny Award, and with selecting a recipient for the Salny Award each year. The initial criteria are to be ready no later than the December 2001 AMC meeting.

The AMC Chairman shall appoint the Committee's chairman, with the advice and consent of the AMC, no later than December 31 of each year. The AML Supervisory Psychologist and the Director of Science and Education shall be members of the Committee. No later than April 15 immediately following the appointment, the Committee's chairman shall appoint at least one RVC and at least one proctor who is not a member of the AMC to the Committee, and may appoint additional members to the Committee, after consultation with the AMC Chairman and the Committee's AMC liaison.

As with all AMC committees, the need for the Salny Award Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Salny Award Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

2000-062 08-Jul-2000
A standing advisory committee on risk management, known as the Risk Management Committee, is established.

The Risk Management Committee is charged with studying the risks and costs to prevent risks for all aspects of Mensa that are associated with members' activities, report its findings to the AMC, and recommend any course(s) of action it feels warranted.

The AMC Chairman shall appoint the Risk Management Committee chairman each year, with the advice and consent of the AMC, and the Committee chairman shall appoint the members of the Committee. As per AMC policy for all committees, the need for the Risk Management Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Risk Management Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

2000-063 08-Jul-2000
(a) A standing advisory committee on licensing, known as the Licensing Committee, is established. 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 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.

The Development Officer shall chair the Licensing Committee. The Treasurer and the chairman of the Name and Logo Committee shall also be members of the Committee. The Intellectual Property Counsel shall be of counsel to the Committee. The chairman of the Committee may appoint other members to the Committee.

The Licensing Committee shall report to the AMC through written reports and through its chairman and/or liaison each quarter. The Executive Committee shall review the need for the Licensing Committee each year in preparation for the summer meeting of the AMC.

(b) This action supersedes ASIE 1998-019, which established the Development Committee.

2000-094 23-Sep-2000
A standing advisory committee on legal affairs, known as the Legal Committee, is established. The Committee is charged with coordinating the legal affairs of American Mensa, including corporate, intellectual property, interpretive, and other legal affairs.

The AMC Chairman shall appoint the chairman of the Legal Committee each year, with the advice and consent of the AMC. Each AMC-appointed counsel, and a representative of the Risk Management Committee, shall be members of the Legal Committee. The chairman of the Legal Committee may appoint additional members to the Committee.

The Legal Committee shall report to the AMC through written reports and through its chairman and/or liaison each quarter. The Executive Committee shall review the need for the Legal Committee each year in preparation for the summer meeting of the AMC.

2000-125 02-Dec-2000
In keeping with the Constitution of Mensa, the following objectives are adopted for American Mensa:

OBJECTIVES

1. Increase membership, through both recruitment and retention.

2. Strengthen its existing chapters, and expand as appropriate to new chapters.

3. Increase the opportunity for member participation, in a variety of forms and formats.

4. Foster an environment of internal mutual respect and pride.

5. Develop respect and appreciation of the organization by others.

6. Maintain fiscal responsibility by increasing income and controlling expenses.

7. Streamline administrative overhead.

8. Provide sound and meaningful organizational communications.

2000-139 02-Dec-2000
The correct and complete minutes of American Mensa, Ltd. regarding American Mensa Committee 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 or 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.

2000-140 02-Dec-2000
If tape recordings of AMC meetings are made by AMC members or by AML staff, such tapes shall not be circulated or made available outside the AMC and staff, nor shall any official or unofficial transcripts of such tapes be circulated or made available outside the AMC and staff. Any such tapes and official or unofficial transcripts that are made shall be retained only until the minutes of the meeting in question are approved. This policy applies retroactively to all previous AMC meetings and Annual Business meetings, as well as prospectively.

2000-145 02-Dec-2000
The AMC is the client of every AMC-appointed counsel. Attorney-client privilege attaches to every communication between one or more AMC members and one or more AMC-appointed counsel. For purposes of attorney-client privilege, the Ombudsman and the Executive Director are considered members of the AMC.

2000-149 02-Dec-2000 (Last amended 07-Jul-2001 by 2001-053)
The American Mensa Cyberspace Committee is established as a standing advisory committee. The AML Webmaster and the staff Information Systems Director shall be ex-officio members of this committee.

The AMC Chairman shall appoint the American Mensa Cyberspace Committee chairman each year, with the advice and consent of the AMC, and the Committee chairman shall appoint the members of the Committee. As per AMC policy for all committees, the need for the Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

The Committee shall have the following responsibilities:

1) Supervise all technical aspects of AML's presence on the Internet and the World Wide Web.

2) Supervise all aspects of AML's presence on any on-line service(s) we may affiliate with, and act as the On-Line Services Oversight Committee.

3) Supervise all aspects of AML's BBS (if any).

4) Remain cognizant of all relevant technologies.

5) Create and maintain policy for content of the American Mensa website and related Internet services. This shall be implemented by a subcommittee that is user-oriented and comprises the Development Officer, the Membership Officer, and others to be named by the American Mensa Cyberspace Committee chairman in consultation with the AMC Chairman and the AMC liaison to the Committee.

This supersedes ASIE 1997-074.

2001-026 31-Mar-01
Resolved that the Compuserve Mensa Forum no longer be considered as the official repository for Mensa documents, as this function is now served by the American Mensa Web site.

2001-027 31-Mar-2001
The Cyberspace Committee is directed to research offering "Mensa email addresses and other member services" via our server, with the support of the ED providing access to staff, information and guidance as needed.

2001-034 07-Jul-2001
BURG is authorized to perform the duties of Secretary with respect to this meeting.

2001-037 07-Jul-2001
Scott Rainey is elected Regional Vice-Chairman for Region 8 for a term ending at the close of the Annual Business Meeting in 2003.

2001-042 07-Jul-2001
The name of the MensaMate program is changed to MensaWorldConnect. American Mensa's representatives to Mensa International are asked to support this change at the International Board of Directors meeting later this year. The American Mensa coordinator for MensaWorldConnect is an AMC-appointed position.

2001-045 07-Jul-2001
The American Mensa Committee 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.

2001-047 07-Jul-2001
The chairman of the Gifted Children Committee shall be known as the National Gifted Children Program Coordinator. The previous appointee title of National Coordinator of Gifted Children Resource Programs is eliminated. All appropriate ASIEs are amended to reflect this change.

2001-048 07-Jul-2001
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 chairman shall appoint additional members to the Committee, considering former SIGs Officers when possible, after consultation with the AMC Chairman and the Committee's AMC liaison.

As per AMC policy for all committees, the need for the SIGs Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The SIGs Committee shall report to the AMC through AMC quarterly written reports and through its chairman and/or liaison as necessary.

2001-049 07-Jul-2001
A standing action committee known as the Executive Director Advisory and Review Committee is established. The charge of the Committee is to periodically advise the Executive Director (ED) and review the ED's performance, including creating the ED's formal written annual review. The Committee shall gather information from the AMC throughout the year and report to the AMC annually. The Committee and the ED shall meet with each other, and provide oral and written feedback to each other, quarterly. This feedback shall include any performance-related issues. Because of the subject matter with which the Committee will be dealing, all of its meetings shall be held in closed session.

The Committee shall have six members: the Chairman (committee chairman), the First Vice- Chairman, the immediate Past Chairman, the Treasurer, and two additional members of the AMC. The two additional members shall be appointed by the committee chairman with the advice and consent of the rest of the committee, with input by the ED, and shall usually be one RVC and one appointed member of the AMC.

The Committee shall report to the AMC quarterly through its chairman and/or AMC liaison. As per AMC policy for all committees, the need for the ED Advisory Committee shall be reviewed by the incoming Chairman at the start of each new AMC.

2001-050 07-Jul-2001
An ad hoc advisory committee known as the Electoral Process Review Committee is established. The Committee is charged with examining all the documents that govern American Mensa elections and referenda, including the American Mensa bylaws, ASIEs, and Code of Election Procedures, in light of the recent election and recommending any changes it feels are warranted.

Guy Conti shall chair the Committee, and may name additional members after consultation with the AMC Chairman and the Committee's AMC liaison. The Committee's final report is due no later than December 31, 2001, with an interim report due for the September 2001 AMC meeting.

2001-051 07-Jul-2001
An ad hoc advisory committee known as the Information and Privacy Task Force is established. The Task Force is charged with recommending a policy to the AMC that balances the issues of membership privacy, national and local membership rosters, and information needs of local group officers and of the national office. The recommendation should cover both hardcopy and online resources. Marie Mayer is appointed chairman of the Task Force.

Other members of the Task Force include the Communications Officer, the Development Officer, the Director of Science and Education, and MAYER may appoint additional members to the Task Force after consultation with the AMC Chairman and the Task Force's AMC liaison. The Task Force is to issue its final report to the AMC no later than the December 2001 AMC meeting, with an interim report due for the September 2001 AMC meeting.

2001-056 07-Jul-2001
All committee chairs who appoint their own committee members shall do so after consultation with the AMC Chairman and the committee's AMC liaison, and shall timely inform the national office of the initial committee roster and of all changes to it. All appropriate ASIEs are changed accordingly.

All appointees and committee chairs shall report to the AMC quarterly through written reports and through their chairmen and/or AMC liaisons. All appropriate ASIEs are changed accordingly.

2001-060 07-Jul-2001
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 in order 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.

[The document is in Appendix 4.]

3. APPOINTMENTS:

1993-013 27-Mar-1993
That the AMC create the position of Annual Gatherings Coordinator (AGC).

1996-044 05-Jul-1996
That the Research Review Committee of the American Mensa Committee be chaired by the Director of Science and Education. That the Research Review Committee be charged with the responsibility of reviewing each request of use, for research purposes, of the Mensa name, membership database or other proprietary information about Mensa members, access to Mensa members as subjects for research, and to approve and deny approval of the request. The Research Review Committee shall:

a) develop and document its procedures for such reviews and decisions;

b) establish guidelines for the qualification of Committee members;

c) produce proper notification to the membership of American Mensa of the approval or denial of approval of a project; and

d) perform such other onetime tasks as may be assigned by the American Mensa Committee.

1996-046 05-Jul-1996
That the American Mensa Committee affirms all prior formal decisions of the Research Review Committee that have been reported to the AMC and have not been rejected by the AMC.

1999-041 03-Jul-1999
That all appointments which require professional expertise and licensing be designated Professional Appointments.

2000-017 25-Mar-2000 (last amended 08-Jul-2000 by 2000-071)
The AMC establishes a Local Groups Bootstrap Fund Committee as a standing committee composed of five AMC members: the First and Second Vice Chairmen, two Past Chairmen, and the Treasurer, to be chaired by the Past Past Chairman.

The Finance Committee has recommended that a national pool of funds, starting with $5,000 for FY 2000/2001, be established. This fund is intended for Local Groups who demonstrate financial need and can be helped by a specific sum for a specific purpose.

It is expected local groups in financial need will apply for one-time funding which can reasonably be expected to alleviate the situation. Action plans to ensure the financial crisis will not reoccur are to accompany each grant, and will be the joint responsibility of the group, the RVC, and the committee.

The charge of this committee shall be:
To develop criteria for requesting and granting funding.
To administer the Local Group Bootstrap Fund.

The committee shall report at each AMC meeting on grant applications received, sums given including agreements made as part of the grant, and changes in criteria or procedure.

The need to continue the existence of this action committee shall be reviewed at least every two years.

2000-122 02-Dec-2000
That the SIGs Task Force be dissolved and its charge and standing members be included in the Risk Management Committee.

2001-038 07-Jul-2001
Don Pendley is appointed Development Officer for a term ending at the close of the Annual Business Meeting in 2002, including the right to vote.

2001-039 07-Jul-2001
Dr. Michael H. Jacobson is appointed Director of Science & Education for a term ending at the close of the Annual Business Meeting in 2002, including the right to vote.

2001-040 07-Jul-2001
Joanna Soper is appointed Membership Officer for a term ending at the close of the Annual Business Meeting in 2002, including the right to vote.

2001-041 07-Jul-2001
Tyger Gilbert is appointed Communications Officer for a term ending at the close of the Annual Business Meeting in 2002, including the right to vote.

2001-054 07-Jul-2001
The following appointments, a. through nn., are considered in omnibus. In each case, the appointment lasts until the close of the Annual Business Meeting in 2002 unless otherwise specifically provided.

[Secretary's note: Items a. through t. are individual appointments, listed alphabetically by office; items u. through nn. are committee appointments, listed alphabetically by committee.]

a. Moved BECKER, seconded KIRSCH: DeDe Tredinnick is appointed Community Activities Program Coordinator.

b. Moved BECKER, seconded WILTERDING: Sean Healy, Esq. is appointed Corporate Counsel. This is a Professional Appointment.

c. Moved BECKER, seconded BURG, MAGNUS: Rose Lee B. Crutcher is appointed Convention and Travel Consultant.

d. Moved BECKER, seconded BANKO: Vince Bonzagni is appointed Historian.

e. Moved BECKER, seconded BANKO: Clifton E. McCann, Esq., is appointed Intellectual Property Counsel. This is a Professional Appointment.

f. Moved BECKER, seconded KIRSCH, GILBERT: Jane Gmur is appointed InterLoc Editor, commencing with the September 2001 issue.

g. Moved BECKER, seconded MAGNUS: Nancy J. Heller, Esq. is appointed Interpretive Counsel. This is a Professional Appointment.

h. Moved BECKER, seconded BURKE, LYTLE: Kebba Buckley is appointed Leadership Development Workshop Coordinator.

i. Moved BECKER, seconded LYTLE: Jackie Abrams is appointed Literacy Project Coordinator.

j. Moved BECKER, seconded KULLMAN, LYTLE: Benjamin Bao is appointed MensaWorldConnect Coordinator.

k. Moved BECKER, seconded LYTLE: BAKKE is appointed Second National Representative (NatRep).

[Secretary's note: The chairman is automatically the First National Representative (NatRep).]

l. Moved BECKER, seconded RAINEY: WERDELL is appointed Third National Representative (NatRep).

m. Moved BECKER, seconded KIRSCH: BURG is appointed Fourth National Representative (NatRep).

n. Moved BECKER, seconded BURKE: PENDLEY is appointed First Alternate National Representative (NatRep).

n.1 Moved BECKER, seconded BURG: KIRSCH is appointed Second Alternate National Representative (NatRep).

o. Moved BECKER, seconded LYTLE: BAKKE is appointed Parliamentarian.

p. Moved BECKER, seconded BANKO: Marc Lederman is appointed Project Inkslinger™ Coordinator.

q. Moved BECKER, seconded KIRSCH: Cat Sterrett is appointed SIGs Officer.

r. Moved BECKER, seconded BURKE: Dr. Abbie Salny is appointed Supervisory Psychologist. This is a Professional Appointment.

s. Moved BECKER, seconded KULLMAN: Tanya Hsu is appointed U.S. SIGHT Coordinator.

t. Moved BAKKE, seconded MAGNUS: De Freshwater is appointed Assistant U.S. SIGHT Coordinator.

EXPLANATION: The SIGHT Coordinator nominee, Tanya Hsu, has requested this appointment. BAKKE is moving it on her behalf as her AMC liaison.

u. Moved BECKER, seconded MAGNUS: Gabe Werba is appointed chairman of the Awards Committee. Werba shall appoint four additional members to the Committee, each of whom must have received the Margot Award or the Distinguished Service Award. Current national office holders are not eligible to be appointed to the Committee.

v. Moved BECKER, seconded BURKE: The continued need for the American Mensa Cyberspace Committee is affirmed. Rich Schwartz is appointed chairman of the Committee. The Communications Officer shall be a member of the Committee, and Schwartz may appoint additional members to the Committee.

w. Moved BECKER, seconded LYTLE: The continued need for the Bylaws Committee is affirmed. The following persons are appointed to the Bylaws Committee: BAKKE (chairman), BURG, BANKO, and BURNHAM. BAKKE may appoint adjunct (non-voting) members to the Committee.

x. Moved BECKER, seconded BURG: The continued need for the Community Services Committee is affirmed. RUDOLPH is appointed chairman of the Committee. The Community Activities Program, the Literacy Project, and Project Inkslinger® are parts of the Community Services Committee; accordingly, the Coordinator of each of these programs is a member of the Committee. RUDOLPH may appoint additional members to the Committee.

y. Moved BECKER, seconded RAINEY: WERDELL is appointed chairman of the Finance Committee. WERDELL shall appoint three additional AMC members to the Committee, and may appoint further additional members to the Committee.

z. Moved BECKER, seconded KIRSCH, JACOBSON: The continued need for the Gifted Children Committee is affirmed. Dr. Joan Hiller is appointed chairman of the Committee. Hiller may appoint additional members to the Committee.

aa. Moved JACOBSON, seconded KULLMAN: Martha Feld is appointed KidsTrek Coordinator on the Gifted Children Committee.

bb. Moved JACOBSON, seconded [RVC]: _____ is appointed Half a Step Ahead editor on the Gifted Children Committee.

Withdrawn for lack of a nominee.

cc. Moved BECKER, seconded BANKO: The continued need for the Intellectual Events Committee is affirmed. Dave Gunderlach is appointed chairman of the Committee. Gunderlach may appoint additional members to the Committee.

dd. Moved BECKER, seconded KIRSCH: JACOBSON is appointed chairman of the Joint AML/MERF Research Review Committee. JACOBSON may appoint additional members to the Committee.

ee. Moved BECKER, seconded BURG: BURKE is appointed chairman of the Leadership Development Committee. BURKE shall appoint two additional AMC members to the Committee, and may appoint further additional members to the Committee.

ff. Moved BECKER, seconded BURKE: The continued need for the Licensing Committee is affirmed. PENDLEY is appointed chairman of the Committee. PENDLEY may appoint additional members to the Committee.

gg. Moved BECKER, seconded BANKO: The continued need for the Local Group Bootstrap Fund Committee is affirmed. The two Past Chairmen, the two Vice-Chairmen, and the Treasurer are statutory members of the Committee. The Second Past Chairman, REMINE, is the statutory committee chairman.

hh. Moved BECKER, seconded LYTLE: The continued need for the Membership Committee is affirmed. SOPER is appointed chairman of the Committee. SOPER may appoint additional members to the Committee.

ii. Moved BECKER, seconded BURKE: PENDLEY is appointed chairman of the Name and Logo Committee. The Communications Officer is a statutory member of the Committee. PENDLEY shall appoint one additional AMC member to the Committee, and may appoint further additional members to the Committee.

jj. Moved BECKER, seconded BURNHAM: Darlene Criss is appointed chairman of the Nominating Committee.

kk. Moved BECKER, seconded LYTLE: The continued need for the Publications Committee is affirmed. The following persons are appointed to the Publications Committee: GILBERT (chairman), BANKO, and MAGNUS.

ll. Moved BECKER, seconded BURG, LYTLE: The continued need for the Risk Management Committee is affirmed. Deb Stone is appointed chairman of the Committee. Other members of the Committee shall include the SIGs Officer and the National Coordinator of Gifted Children Programs, and Stone may appoint additional members to the Committee.

mm. Moved BECKER, seconded BURG: The continued need for the Salny Award Committee is affirmed. BURNHAM is appointed chairman of the Committee. BURNHAM may appoint additional members to the Committee.

nn. Moved BECKER, seconded KIRSCH: BURG is appointed chairman of the Site Selection Committee. BURG shall appoint three additional AMC members to the Committee, and may appoint further additional members to the Committee.

2001-055 07-Jul-2001
The appointments in the motion just passed are adopted.

2001-057 07-Jul-2001
Wendy Birchmire is appointed Assistant RVC for Region 1 for a term ending at the close of the Annual Business Meeting in 2002.

2001-058 07-Jul-2001
Tony Jackowski is appointed Assistant RVC for Region 7 for a term ending at the close of the Annual Business Meeting in 2003.

4. AWARDS:

1980-117 29-Nov-1980
To ratify the creation of the "Margot" Award, named for Margot SEITELMAN, its first recipient, as an award given only when the occasion arises in recognition of outstanding service to Mensa.

1985-076 02-Nov-1985 (Last amended 18-Sep-1999 by 1999-082)
[Secretary's note: The paragraphs in this ASIE are renumbered to flow properly after being amended.]

The following:

1. That all awards, be they local or national, be clearly distinguishable and, in order to avoid confusion between the two, that local awards should be identified as local awards, and national awards should be identified as American Mensa Awards.

2. That an American Mensa Awards Committee be created to confer national awards, consisting of five Distinguished Service Award or Margot Award recipients. Recipients currently holding national office would be excluded from that committee.

3. [That] there should be additional awards created to recognize our many volunteers and their various types and levels of contribution. (Suggestion: in ascending order, the American Mensa Certificate of Appreciation, the American Mensa National Service Award (for faithful service), the American Mensa Distinguished Service Award (for outstanding service), and the Margot Award (for exceptional service).

4. [That] 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.

5. [That] 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.

6. [That] we need objective criteria and a system or guidelines for evaluating nominations and voting on these nominations--with a strong majority of the committee voting for a point system and one member suggesting a simple majority of "yes" votes, with the option to vote for a lesser award.

7. [That] 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 given out at an RG attended by the recipients or mailed.

8. [That] Life Membership Awards should be handled separately, that 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.

1988-031 26-Mar-1988 (last amended 18-Sep-1999 by 1999-082)
That, in considering an award, there should be no restriction in making those 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, then the decision may be delegated to the AMC.

1988-032 26-Mar-1988
That the Margot Award be awarded by the American Mensa Committee, that the criteria for the award be the rendering of exceptional service to Mensa over a number of years, and that members currently active not be excluded from consideration.

1988-033 26-Mar-1988
To establish the Life Achievement Award; that the criteria for the award be the rendering of good and valuable service to Mensa over a number of years. The Awards Committee is urged not to add any restrictions such as withholding recognition because nominees are serving on the Awards Committee or on the AMC.

1996-052 05-Jul-1996 (Last amended 08-Jul-2000 by 2000-077)
That Mensa establish 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, RVC's the regional award, and the Chair of the AMC, the National Award. The national level award will be named the "National Chairman's Service Award.

1996-067 28-Sep-1996 (Last amended 23-Sep-2000 by 2000-103)
To establish three national American Mensa Awards to support recruitment and retention efforts: the "Ingenious Owl Award," to the group that has developed the best ideas and projects to increase membership; the "Innovative Owl Award" to the group that has retained the greatest proportion of members; and the "Prolific Owl Award" to the group that has increased in membership by the greatest proportion." The Membership Committee shall develop guidelines by which the "Ingenious Owl" Award may be conferred. 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.

1996-094 14-Dec-1996 (Last amended 08-Jul-2000 by 2000-076)
That the scope of the CultureQuest (r) contest be extended to allow participation by members of Mensa Canada.

1998-034 28-Mar-1998
To institute a Group of the Year (GotY) competition in Fiscal Year 1998-1999. The competition would identify and reward those Local Groups that accomplish myriad tasks relating to membership: increasing membership numbers, participation in various Mensa gatherings and activities, and submitting timely administrative reports to the National Office. The awards will be made on a group-size basis at the Annual Gathering.

2000-040 25-Mar-2000
The Publications Recognition Program (PRP) is established as a standing program, which exists to confer awards upon local groups and members of American Mensa, Ltd. (AML) for, respectively, their official print and electronic publications and contributions thereto.

The American Mensa Committee appoints the PRP chair, on the

recommendation of the Communications Officer, to whom the chair reports. The PRP chair, with the advice and consent of the Communications Officer, appoints the Committee and establishes guidelines for the nature, number, and criteria for the PRP awards.

This action supersedes ASIEs 1981-047.

2000-052 27-May-2000 (Last amended 07-Jul-2001 by 2001-046)

In honor and recognition of Dr. Abbie F. Salny's years of service as American Mensa's Supervisory Psychologist, an award titled "The Abbie F. Salny Award for Outstanding Proctor of the Year" ("Salny Award") is established. The first Salny Award shall be presented at the 2000 American Mensa Annual Gathering.

A standing advisory committee known as the Salny Award Committee is established. The Committee is charged with creating and maintaining criteria for the Salny Award, and with selecting a recipient for the Salny Award each year. The initial criteria are to be ready no later than the December 2001 AMC meeting.

The AMC Chairman shall appoint the Committee's chairman, with the advice and consent of the AMC, no later than December 31 of each year. The AML Supervisory Psychologist and the Director of Science and Education shall be members of the Committee. No later than April 15 immediately following the appointment, the Committee's chairman shall appoint at least one RVC and at least one proctor who is not a member of the AMC to the Committee, and may appoint additional members to the Committee, after consultation with the AMC Chairman and the Committee's AMC liaison.

As with all AMC committees, the need for the Salny Award Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Salny Award Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

2000-053 27-May-2000

Dr. Abbie F. Salny is given the Abbie F. Salny Award for Outstanding Proctor of the Year for 2000.

5. BYLAWS, LOCAL:

1984-104 10-Nov-1984
That 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, and that whenever a Local Group amends its bylaws, those bylaws must be brought up to date with the current Minimum Standard Bylaws Requirements.

1995-024 11-Mar-1995
That the definition of a local group, in order to qualify for receipt of the dues allotment is as follows:

1. A local group of fifty or more members must have at least six regularly scheduled meetings or activities per year, of which there must be at least one in any given quarter, notice for which must be communicated to the members of the local group and such activity and communication must be subject to verification on request.

2. Local groups of fewer than 50 members must have at least 6 meetings a year, notice for which must be communicated to the members, or a combination of 3 meetings a year plus a regularly issued newsletter at least 4 times a year. In the event that such a 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.

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

4. In the event that 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 preceding conditions, 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.

5. That new local groups, before being recognized, must adopt bylaws that have been approved by the AMC's Subcommittee on Local Group Bylaws, with such bylaws to become effective on the effective date of the new group.

1995-053 9-Jul-1995
That local group bylaws are to be processed by AMC's Subcommittee on Local Group Bylaws, and the Bylaws Subcommittee Chair will produce a written, hard copy response approving the bylaws or stating deficiencies within 60 days of receipt of the proposed or corrected bylaws. Approved bylaw confirmation is to be provided in writing to the group's LocSec, RVC, Bylaws Subcommittee Chair and the National Office.

2000-033 25-Mar-2000
The revised Minimum Standard Bylaws and the revised Model Bylaws are approved.

[The documents are in Appendices 13 and 14.]

2000-073 08-Jul-2000
The Minimum Standard Bylaws are amended by adding a new paragraph 2C (this would be at the end of the Membership section): "A statement that _____ 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."

[The documents appear in Appendices 13 and 14.]

2001-061 07-Jul-2001
Notes 8 and 9 to the Minimum Standard Bylaws for Local Groups are amended as follows (new text is shown <thus>).

8. Proctors are appointed by American Mensa, Ltd. under guidelines established by the Supervisory Psychologist, following the recommendation of them by the Local Secretary 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.>

9. SIGHT Coordinators are appointed by the National SIGHT Coordinator following the recommendation of them by the Local Secretary 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 ExCom, 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.>

[The document appears in Appendix 13.]

6. BYLAWS, NATIONAL:

0000-001 23-Aug-1965 (Last amended 03-Dec-1977 by 1977-065)
A duly submitted proposed amendment to the American Mensa By-Laws offered to the AMC shall be referred to legal counsel for a report.

7. ELECTIONS:

0000-119 21-May-1977
Resolved that business and office box addresses utilized as official Mensa member addresses have the same status as residence addresses in determining the right of members to vote in local group elections: All members of a local group, no matter what type of address they have or how they were assigned to their local group, shall be entitled to vote in local group elections.

0000-135 17-Sep-1977 (Last amended on 05-Dec-1999 by 1999-114)

Election Time Table as presented by the Subcommittee to Review the Election Timetable in the Bylaws. That the AMC approve and implement below recommendations.

[Sections 1 and 2 were superseded by 1999-114]

3. A list of the names of the candidates selected by the NomCom to be published in the December Mensa Bulletin in the year prior to the election, together with a statement that the biographies will be available on request by any member of Mensa.

4. Petition candidates can 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.

5. Biographical and campaign statements for the ballots and for the Mensa Bulletin to be identical in both.

6. The April Mensa Bulletin in the election year to contain:
a. Complete list of the petition candidates.
b. Biographies and campaign statements and pictures of all the candidates, together by office, with the NomCom candidates listed first, in alphabetical order.

7. Deadline of the April Mensa Bulletin in the election year to accommodate the inclusion of said material, which is expected to be later than March 3rd of the election year, and which may be prepared as an insert.

1981-073 29-Aug-1981
That in order to avoid even the appearance of impropriety by the Nominating Committee, all appointments to it shall be subject to the following continuing condition: A member of the Nominating Committee shall be deemed to have resigned from the Nominating Committee, and shall take no further part in its deliberations or voting, at such time as either the spouse or a member of the same household of such Nominating Committee member is actively considered by the Nominating Committee as a candidate for a Regional or National office at the election concerned.

1982-079 13-Nov-1982 (Last amended 23-Jun-1985 by 1985-031)
To establish the following policy on the distribution of extra membership lists or sets of mailing labels from the national office:

Labels, lists, and similar materials are available from the national office for official Mensa activities. Local groups can obtain labels and print-outs to publicize gatherings, for local elections, for notifying members of special events, etc. Similarly, national SIGs may, on authorization by the SIGs Officer, obtain certain lists and labels in order to increase the membership of their respective SIGs. Mensa-approved suppliers of services to Mensans (e.g. the insurance underwriters) may purchase labels. Candidates in Mensa elections may obtain appropriate membership lists free of charge and may purchase labels for the purpose of campaigning.

Requests for all such materials must be filed on a Special Request Form that stipulates the purpose of the materials; requests from candidates in local group elections must first be approved by the appropriate RVC. The request form shall include the following statement: "Use of these labels is restricted to the purpose for which they were requested, and they are not to be duplicated." Requests from candidates in local group elections must contain a certification by the appropriate RVC that the requester is a bona fide candidate.

Appropriate charges for these materials will be determined from time to time by the national office and publicized in the Mensa Report Services Policy, which also describes the operative priorities that will govern fulfillment of all requests. Overdue charges for extra lists or sets of labels for local groups may be deducted from the group's next quarterly support payment. Orders other than those from local groups must be prepaid.

1986-073 15-Nov-1986
That candidates for national office shall receive all general circulation materials issued between March 15th and the conclusion of the election during election years.

1987-063 05-Dec-1987
That the Election Committee be requested to clearly inform all candidates of all requirements and of all relevant deadlines. Since some petition candidates may not be known to the Election Committee, it is recommended that all requirements and all relevant deadlines be published in InterLoc and in the Mensa Bulletin. It is further recommended that the Election Committee print all statements in uniform typography regardless of the typeface used or requested by candidates.

1999-113 04-Dec-1999
(a) The Nominating Committee chairman shall be appointed by the incoming AMC at its opening meeting. The Nominating Committee chairman cannot be a member of the current AMC, and must have served on at least one previous Nominating Committee.

(b) Before the Nominating Committee representatives are selected and the list of same presented to the AMC, the Nominating Committee chairman can be removed by a two-thirds vote of the AMC if s/he is not adhering to the procedures and timetables set up in the bylaws and ASIEs. In this event, a new chairman shall be appointed by the AMC within fifteen (15) calendar days of said removal.

(c) After the Nominating Committee representatives are selected and the list of same presented to the AMC, the Nominating Committee chairman can be removed by a vote of the AMC, or of the Nominating Committee if s/he is not adhering to the procedures and timetables set up in the bylaws and ASIEs. Such removal shall require a two-thirds vote of those committee members voting, upon a complaint brought by any committee member, which vote shall be by written ballot mailed to and tabulated by the national ombudsman within fifteen (15) days of said complaint. In this event, the Nominating Committee shall elect a new chairman from among their number within fifteen (15) calendar days of said tabulation, subject to approval by the AMC.

1999-114 04-Dec-1999 (last amended 08-Jul-2000 by 2000-069)
(a) Each Local Group shall be invited to have one representative on the Nominating Committee. This representative may be a committee, a single Mensan, or any other configuration as chosen by the Local Group, however, there will be only one liaison with the Nominating Committee chairman, and only one vote per Local Group. The Local Group also should keep in mind an alternate in case the representative becomes unable or unwilling to serve on the Nominating Committee.

(b) Local Groups not submitting the name of a potential representative to the chairman shall not be represented on that Nominating Committee. Representatives will not be allowed to join the Nominating Committee after the deadline has passed.

(c) A representative who neither contributes to the Nominating Committee, nor votes in the final tally, will be ineligible to serve on the next Nominating Committee, but will become eligible again after sitting out one Nominating Committee term.

(d) The Nominating Committee chairman shall submit a list of Nominating Committee representatives to the AMC for appointment at the spring AMC meeting.

(e) Each Local Group representative shall be responsible for seeking out and encouraging viable candidates for all offices, and shall vote on all candidates for the National Offices, as well as the RVC candidate(s) for his/her own region.

(f) This action supersedes sections 1 and 2 of ASIE 0000-135; sections 1, 2, and 3 of ASIE 1987-005; and ASIE 1988-020.

1999-115 04-Dec-1999
(a) No later than the deadline for the November Mensa Bulletin, in the year preceding nominations, the Nominating Committee chairman shall submit for publication an article detailing the structure and procedures of the Nominating Committee. This article shall include a request for representatives, and the procedure for submitting the potential representative's name to the chairman.

(b) The article referred to in section (a) shall be submitted to InterLoc for publication. The full article and various abbreviations (including a one-or two-line reference stating where to find the full articles in Mensa Bulletin and InterLoc) shall be included in the National Office mailing to LocSecs and editors. The full article also shall be made available to all relevant Mensa-related communication channels.

(c) No later than the deadline for the December Mensa Bulletin, in the year preceding Nominations, the Nominating Committee chairman shall submit for publication a second article completing the detailing of the structure and procedures of the Nominating Committee. This article shall include a second request for representatives, and the procedure for submitting the potential representative's name to the chairman.

(d) The article referred to in section (c) shall be submitted to InterLoc for publication. The full article and various abbreviations (including a one-or two-line reference stating where to find the full articles in Mensa Bulletin and InterLoc) shall be included in the National Office mailing to LocSecs and editors. The full article also shall be made available to all relevant Mensa-related communication channels.

1999-116 04-Dec-1999
(a) It shall be the main function of the Nominating Committee representatives to seek out and encourage viable candidates for all AMC offices. Each representative should contact the active Mensa members of his/her acquaintance and encourage those interested in serving on the AMC to submit a Candidate Information Form (CIF) to the Nominating Committee chairman. Each representative should follow up on candidates suggested to them by others to find out if the suggested candidate is interested in serving on the AMC. Each representative should make CIFs available to any and all interested candidates. CIFs will also be available by e-mail or First Class mail from the Nominating Committee chairman and from the national office.

(b) No later than July 30 in the year preceding an election, all potential Nominating Committee candidates must have submitted a CIF to the Nominating Committee chairman, listing: the office for which s/he is running, background information, a brief campaign statement, and a signed statement affirming the candidates willingness to run for and serve in the office listed.

1999-117 04-Dec-1999
(a) No later than August 10 in the year preceding an election, the Nominating Committee chairman shall make available to all relevant Mensa-related communication channels the names of all Nominating Committee candidates and the offices sought. In the same article, the
chairman shall request information regarding the candidates' reputations and habits, as pertains to the office sought.

(b) It shall be the responsibility of the Nominating Committee representatives to actively seek information regarding candidates as it pertains to the candidates' ability to function in the offices sought. Such areas as education, experience, character, the ability to work well with others and meet deadlines, time available, and history of accomplishments in the same or similar types of offices should be the focus of these investigations. All information gathered shall be sent to the Nominating Committee chairman for distribution to the Nominating Committee representatives.

(c) Information received by the Nominating Committee chairman regarding a candidate shall be sent by e-mail (or First Class mail if no e-mail is available) to that candidate for response. The candidate shall have ten (10) calendar days to respond to any comments or information. The Nominating Committee chairman shall then distribute the original information along with the candidate's response, if any, to the Nominating Committee representatives ten (10) days after receipt of the information, or upon receipt of a response from the candidate, whichever date comes first.

(d) Information received without the name of the author will be disregarded by the chairman. Upon request of the author, his/her name shall be kept confidential by the chairman.

(e) All of the information circulated through the Nominating Committee should be considered in voting to nominate or not nominate a candidate. If a representative has pertinent information that should be considered during deliberations, it is his/her duty to be forthcoming with that information so that the Nominating Committee can make the best informed decisions.

1999-118 04-Dec-1999

(a) The Nominating Committee chairman shall attend the Annual Gathering, and conduct a meeting of the available Nominating Committee representatives to clarify the procedures and mission of the Nominating Committee. The Nominating Committee also shall, at this time, formulate a list of potential questions to ask of the candidates during the Meet the Candidates session.

(b) The Nominating Committee chairman shall distribute a detailed written report of this session to all of the Nominating Committee representatives.

1999-119 04-Dec-1999
(a) The Nominating Committee chairman, along with the available Nominating Committee representatives shall conduct an open Meet the Candidates session during the Annual Gathering. This session shall be scheduled so as not to conflict with any AMC meeting and shall be included in the written schedule of AG programs. The purpose of this session is to allow the candidates to speak to the Nominating Committee representatives and all interested Mensans about their views and agendas.

(b) The candidates will be given a period of time during which they may speak extemporaneously, followed by a brief question and answer period.

(c) The Nominating Committee chairman shall distribute a detailed written report of this session to all the Nominating Committee representatives., and shall file a copy with the national office for further distribution as requested.

1999-120 04-Dec-1999
(a) No later than September 15 in the year preceding the election, each Nominating Committee representative shall receive a ballot listing all the candidates for the national offices, and the candidates for RVC of his/her own region. The choices on these ballots shall be "Yes", "No",
and "Abstain". If a representative has no information or has formed no opinion regarding a candidate, s/he should abstain from the vote on that candidate. Each representative should vote "Yes" for any and all candidates that s/he feels are viable candidates for the office sought. Each representative should vote "No" for any and all candidates that s/he feels are not viable candidates for the office sought. Representatives should endeavor to put aside personal feelings regarding candidates and vote based upon facts and the good of Mensa.

(b) All representatives shall be required to submit a ballot to be received not later than September 29 as stated below.

(c) Ballots shall be submitted in triplicate to: the Nominating Committee chairman, the Nominating Committee assistant chairman, and the national ombudsman. The chairman and assistant chairman shall compare the ballots received. In the event those ballots do not match, the ombudsman shall be contacted to resolve the conflict by checking the ballot copy s/he
received from the representative whose other two ballots do not match. If the ballots received by two of the three recipients match exactly, that representative's ballot will be counted in the way that is duplicated. If there is found to be no match, that representative's ballot shall be disregarded.

(d) For vote counting purposes, Abstentions will be disregarded. For each office, the candidate with the largest ratio of Yes:No votes shall be nominated. Additionally, any other candidates with a Yes:No ratio equal to or greater than 1:1 shall also be nominated. Candidates in
uncontested races shall be voted upon just as if the race were contested, but shall be nominated regardless of the outcome.

(e) No later than October 1 in the year preceding the election, the Nominating Committee chairman shall report the results of this voting to the AMC and to the Election Committee, including the number of Yes and No votes for each candidate. The Nominating Committee chairman shall make available the slate of Nominating Committee candidates to all relevant Mensa-related communication channels.
(f) This action supersedes section 4 of ASIE 1987-005.

1999-121 04-Dec-1999
(a) A member of the Nominating Committees may be removed from the committee for gross violation of the rules of procedure adopted by the committee. In this event, the representative's local group may choose to replace that representative with an agreed-upon alternate within fifteen (15) calendar days. Such removal shall require a two-thirds vote of the entire committee upon a complaint brought by any committee member, which vote shall be by written ballot mailed to and tabulated by the national ombudsman.

(b) This action supersedes ASIE 1980-017.

2000-025 25-Mar-2000
(a) The Election Committee has jurisdiction over all mail votes of the membership of American Mensa in national elections and referenda, whether or not AMC members are being elected. In accordance with Article VI, section 2 of the American Mensa bylaws, the American Mensa Committee shall appoint a chairman for the Election Committee before each vote of the membership. Once a chairman for the Election Committee has been appointed, the power to appoint the remaining members of the Election Committee shall be considered to have been delegated from the American Mensa Committee to the Election Committee chairman, who shall appoint the remaining Committee members with the advice and consent of the chairman of American Mensa.

(b) This action supersedes ASIE 1984-046.

2000-032 25-Mar-2000
AMC's questions to candidates in the 2001 election shall be numbered and printed in one block and each candidate's answers to those questions shall be identified by number and printed along with the candidate's other election statements requested by the Election Committee. If a candidate chooses not to answer these questions, that fact will be noted. The wording of the printed statement should be as follows:

In accordance with American Mensa, Ltd. Bylaws VI(8)(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... 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 American Mensa Committee in the 2001 election. Information supplied by candidates in reply to these questions is subject to verification by the Election Committee. Misrepresentation of fact may be reported in the election materials and may be regarded as an act inimical to Mensa.

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

1. What year did you join? Have you been a member every year since that time? (1976. YES [or NO]. Only response required)

2. Have you ever served as LocSec or local group editor? If so, what office? From what date to what date? (YES. LocSec 1989-1991, ABC Mensa, etc. Only response required.)

3. Have you ever served in any other local group offices? If so, what office? From what date to what date? (Limit your answer to three offices.) (YES. Secretary 1983-1985, ABC Mensa, etc.)

4. Have you ever served as a member of an AMC-appointed committee? If so, what committee(s)? From what date to what date? (Limit your answer to three committees.) (YES. Data Processing Committee 1985-1996.)

5. Have you ever served as a member of the AMC, either appointed or elected? What office? From what date to what date? (YES. Publications Officer 1985-1987, etc.)

6. Have you ever served Mensa in any other capacity, at any level - local, regional, national, or international? If so, in what capacity? From what date to what date? (Limit your answer to three services for each level.) (YES. National Nominating Committee, 1988.)

7. What is your experience with Mensa leadership development? (Limit your answer to three activities.) (Presented workshop at 1999 AG.)

8. What business, professional, or other experience would you bring to the office you are seeking? (Limit your answer to 50 words or less.) (I served as President of the XXX Association for three years; Ph.D.; etc.)

9. Did you submit your name for NomCom consideration in this election? If so, for what office(s)? (YES. Chairman, First- Vice Chairman and Regional Vice Chairman. Only response required.)

2000-078 08-Jul-2000
Because it does not reach all members, InterLoc shall not be considered a "national publication" for purposes of elections and other notices intended for the entire membership.

8. EMPLOYEES:

0000-010 (Last amended 03-Dec-1977)
The AMC holds that any complaints against Mensa employees should be brought to the attention of the AMC as the employer. Furthermore, the AMC holds that utterances of public abuse, ridicule, or calumny against Mensa employees in relation to their conduct of Mensa affairs constitute acts inimical to Mensa.

1997-062 6-Sep-1997
To approve the newly revised personnel policy manual (dated 9-6-1997) upon approval of counsel. The Executive Director, with the concurrence of the Executive Committee, is authorized to make changes in the policy manual.

9. FINANCES AND BUSINESS:

1978-007 (0000-146) 04-Nov-1978 (Last amended 26-Mar-1983)
Authorized Mensa to maintain a blanket liability insurance policy, to cover supervised testing sessions nationwide, including those in proctor's homes, in case of accident or other mishap to candidates.

1981-077 29-Aug-1981
That the Executive Committee be 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 and 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, first be approved by the Executive Committee.

1981-087 29-Aug-1981
That, inasmuch as Life Memberships are prospective in application, the price of Life Memberships be computed in accordance with the annual dues then in effect for the next full membership year, effective December 1, 1981.

1983-075 13-Aug-1983
That a Finance Committee be created with authority to carry out the AMC's policies regarding the investment and reinvestment of Mensa's funds. The Committee shall be responsible for preparation of the annual budget, for monitoring revenues and expenditures, for reporting significant variances from the budget, and for recommending changes to the budget. The Committee shall consist of the Treasurer and at least three other AMC members.

1984-061 04-Aug-1984
To allow a member to prepay annual dues for any number of years at the rate then in effect for the next membership year, with such prepayment being deemed payment in full for the future years even if the annual dues for such years are later increased.

1986-001 22-Mar-1986
"Resolved that American Mensa, Ltd. 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 and

"Further resolved that American Mensa, Ltd. 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, in criminal actions or proceedings, in addition, had no reasonable cause to believe his or her conduct was unlawful."

1986-061 07-Sep-1986
That the Executive Director notify the American Mensa Committee 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 are 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.

1989-075 26-Aug-1989
That commencing with the 3rd quarter of fiscal year 1989-1990, payments payable to a local group be deposited directly to group bank accounts.

1990-011 25-Mar-1990
That the Executive Committee shall have the authority each year to appropriate funds for events occurring within the first three months of the next fiscal year, limited to a maximum of $2,000 per event and ten events.

1990-101 11-Aug-1990 (Last amended 27-Mar-1999 by 1999-020)
The local group 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 $ .50 per member contacted. Requests must be submitted to the National Office.

1991-063 03-Aug-1991 (Last amended 08-Jul-2000 by 2000-074)
That all contracts involving American Mensa, Ltd.'s money, its mark, name, or logo be signed either by the Chairman or the Executive Director only upon direction of 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.

1991-078 14-Dec-1991
That any member, upon request to the national office, may receive a copy of the annual financial statement of American Mensa, Ltd.

1993-050 28-Aug-1993
To accept and establish an age-weighted Life Dues pricing schedule, consistent with the recommendations of American Mensa's actuary and the Finance Committee, to be effective immediately.

AGE BANDS	MULTIPLIER	AGE BANDS	MULTI
0 through 9	28.49	55 through 59	
10 through 14	27.92	60 through 64	
15 through 19	27.21	65 through 69	
20 through 24	26.35	70 through 74	
25 through 29	25.33	75 through 79	
30 through 34	24.12	80 through 84	
35 through 39	22.73	85 through 89	
40 through 44	21.16	90 through 94	
45 through 49	19.44	95 through 99	
50 through 54	17.58	100+	

1993-056 28-Aug-1993

That it is the policy of the American Mensa Committee not to provide Mensa funding for special appointees to attend the Annual Gathering, except by specific application to the AMC. The AMC may delegate the decision-making process to a committee if desired.

1993-075 13-Nov-1993
To authorize the Executive Committee to establish such deposit or investment accounts as may be required for the efficient and effective fiscal operation of American Mensa, Ltd. with signatories being any one of the Chairman, the Treasurer, the Executive Director, the Assistant Executive Director, or such others as may be appropriate in the circumstances.

1994-013 19-Mar-1994
That the proposed budget for each fiscal year be distributed in final format to the voting members of the AMC at least one month before the meeting at which it is to be approved.

1994-053 17-Sep-1994
That the Executive Director be authorized, with the advice and consent of the Executive Committee, to engage a List Management firm, for the purpose of marketing the names from the membership list of members who have approved the use of their names. Further, that the Executive Director, or the designee of the Executive Director with the specific approval of the Executive Committee, be 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. This motion superseded ASIEs 1986-017 and 1991-082.

1995-009 11-Mar-1995
To establish a policy for the payment of monies due to the local groups such that 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, effective with the July, 1995, payment.

1995-080 26-Aug-1995 (Last amended 25-Mar-2000 by 2000-019)
That effective September 1, 1995, the following policies shall apply to expenses incurred in conjunction with travel on Mensa business:

1. Each AMC member shall be entitled to payment or reimbursement of the following expenses incident to attendance at AMC meetings:

(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.

(b) two nights lodging at the meeting site, if necessary; and

(c) meal expense not to exceed $40 per day.

Charges for movies, laundry, and other incidentals will not be reimbursed. Charges for the purchase and consumption of alcohol will not be reimbursed.

The Executive Committee may authorize additional night(s) of lodging and meals if additional time is required for subcommittee meetings or public relations assignments, or if the additional costs are offset by savings in airfare from the extra day(s).

2. The members who will constitute the known AMC at the end of the Annual Business Meeting, plus the current treasurer, shall be entitled to payment or reimbursement of the following expenses incident to attendance at Annual Gatherings:

(a) The cost of transportation by the least expensive practical method from the member's home to the meeting site; mileage allowances shall be calculated at the prevailing IRS business rate for that year.

(b) three nights lodging at the meeting site;

(c) the meal package plus other meals, total reimbursement for meals not to exceed $120; and

(d) the registration fee if not waived by the host group; provided, that if a regular AMC meeting is scheduled coincident with an Annual Gathering, the Executive Committee may modify these policies as appropriate.

Charges for movies, laundry, and other incidentals will not be reimbursed. Charges for the purchase and consumption of alcohol will not be reimbursed.

3. The current Chairman and Development Officer shall be entitled to payment or reimbursement of all ordinary and necessary expenses incident to their attendance at Annual Gatherings in the same manner as the incoming AMC members, but not limited to two nights' lodging.

4. Each employee shall be entitled to payment or reimbursement of all ordinary expenses incurred in conjunction with travel on Mensa business in the same manner as AMC members.

5. Other officers or persons requested by the AMC to attend AMC meetings or AGs and for whom funding is authorized shall be reimbursed in the same manner as AMC members are for their travel to those meetings.

6. American Mensa shall obtain and maintain travel accident insurance covering both employees and AMC members while they are traveling on Mensa business. The specific type of policy and the amount of coverage shall be determined by the Finance Committee.

7. Full documentation of all expenses must be provided before reimbursement will be made. Documentation is defined as original receipts, plus the appropriate expense form provided for that purpose (a computer generated form in the same format is acceptable). Copies of the receipts are acceptable if the originals have been lost.

When one person requests reimbursement for meals purchased for more than one person authorized for funding, the names of all parties must be listed. Specific amounts may be attributed to each of the persons listed, but in the absence of those amounts an equal

division of the total bill will be assumed.

It is the responsibility of the person submitting the receipts for reimbursement to remove any and all information from the receipts which he or she would not want made public. This includes, but is not limited to, any credit card information.

8. The above policies may be extrapolated to apply to other travel not specifically mentioned (i.e. RGs, other trips).

1995-081 26-Aug-1995 (last amended 31-Mar-2001 by 2001-028)
That effective September 1, 1995, the following policies shall apply to non-travel expenses incurred by Mensa officers:

1. Expenses for phone calls made in the course of performing Mensa duties must be submitted on the call logs provided for that purpose. Copies of phone bills for supporting documentation must be submitted with the phone log sheets.

2. One phone call (of a reasonable duration) home per day while traveling on Mensa business will be reimbursed. If possible, please use a phone calling card rather than calling direct from the hotel to lessen the cost.

3. Postage used in Mensa correspondence can be reimbursed in either of two ways. Postage can be bought in quantities in advance, with receipts submitted, or a postage log similar to the phone logs can be submitted periodically.

4. All expenses must be submitted on the expense reimbursement form provided for that purpose, or computer equivalent, and all original receipts must be attached before reimbursements will be made. Copies of receipts are acceptable if the originals have been lost.

1995-082 26-Aug-1995
That the expenses of all AMC officers and appointees be listed quarterly in Interloc, in a format consistent with the current RVC expense listings. This report is to be prepared by the office staff.

1995-085 26-Aug-1995
To retain as income overpayments for renewals, testing, publications, etc. The monies overpaid shall be accumulated in the General Fund. Requests for refund within 90 days of overpayments will be honored.

1996-011 30-Mar-1996
To adopt the following categories for Mensa's income and expense for purposes of budgeting and financial reporting:

Income:

Dues Income
Event Income
Testing Income
Publications Income
External Income
Investment Income

Expense:

Salaries	Office Supplies
Temp/Contract Labor	Outside/Contract Services
Employee Benefits	Postage
Training	Prizes & Awards
Fellowship & Abatement	Printing
Local Group Funding	Proctor Fees
Newsletter Exchange	Professional Fees
International Dues	Rent & Occupancy
Advertising	Supplies
Public Relations	Stationery
Bank Charges	Telephone & Email
Dues & Subscriptions	800 Number
Equipment Rental & Leasing	Travel
Freight & Shipping	Miscellaneous
Grants	Depreciation
Insurance	Interest
Maintenance	

These categories may be broken out in more detail for purposes of budgeting in a manner which corresponds to Mensa's chart of accounts. Everything in Mensa's chart of accounts relating to income and expense shall fit into one of the above categories.

1996-012 30-Mar-1996 (Last amended 28-Mar-1998 by 1998-012)
To adopt the following budgetary policies:

1. The American Mensa fiscal year budget shall be subdivided into Areas of Responsibility. Each Area of Responsibility shall be further subdivided into line items that correspond to the categories as listed in ASIE 1996-011. Only non-zero line items need appear on reports. Each Area of Responsibility shall be assigned a Budgetary Officer.

a) The Areas of Responsibility and their Budgetary Officer(s) shall be:

National Office	Executive Director
AMC Administration	Executive Committee
AMC Meetings	Executive Committee
Marketing/Public Relations	Development Officer/Mkt Director
Testing	Executive Director
Local Group Support	Executive Director
Bulletin	Communications Officer/Editor
Interloc	Communications Officer/Editor
SIGS	SIGS Officer
Nominations/Elections	NomCom Chair/Elections Chair
Gifted Children	Gifted Children Coordinator
MERF-related expenditures	Executive Committee
SIGHT	SIGHT Coordinator
Hearings	Hearings Chairman
Leadership Development	Leadership Development Workshop Coordinator
Website	Communications Officer/Webmaster/Cyberspace Chairman
Membership Services	Membership Officer/Membership Director
International	Executive Committee
Special Projects	Executive Committee
Region 1	RVC Region 1
Region 2	RVC Region 2
Region 3	RVC Region 3
Region 4	RVC Region 4
Region 5	RVC Region 5

Region 6	RVC Region 6
Region 7	RVC Region 7
Region 8	RVC Region 8
Region 9	RVC Region 9

b) Areas of Responsibility may be added or deleted by the Finance Committee at the time of budget preparation and will be considered adopted by the AMC at the time of budget approval.

2. Responsibilities assigned to Budgetary Officers pertain only to funds as they apply to the AMC budget, and are not intended to represent or imply control over any external budget entity, including, but not limited to MERF. Budgetary Officers or their appointed designees shall be responsible for:

a) Approving all expenditures within their Area of Responsibility (approvals may be provided by email or fax);

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) Petitioning the Executive Committee for budgetary relief of up to $2,000 should additional funds be required for their Area of Responsibility. The Executive Committee shall defer to the full American Mensa Committee should more than 2,000 be required for an Area of Responsibility or should more than four Areas of Responsibility require up to $2,000 of budgetary relief;

e) Providing estimates of expenditures at the subaccount level for the purpose of budget development (except for RVCs; budgetary allowances for each Region are set by the AMC during the budget development process);

f) Providing forecasts of expenditures at the subaccount level when requested by the Treasurer of American Mensa.

3. Expenditures booked against an Area of Responsibility shall not exceed the amount budgeted for that Area.

a) Additional funds may be budgeted for an Area of Responsibility during the fiscal year only with the approval of the Executive Committee or the full AMC.

b) The allocation of funds to subaccounts within each Area of Responsibility may be adjusted by the responsible Budgetary Officer or their designee except for subaccounts that are designated as frozen by the AMC and except for unbudgeted subaccounts.

4. Unusual circumstances:

a) Requests for reimbursement or approval of expenditure of $100 or less received by the National Office but not approved by the appropriate Budgetary Officer or designee within five working days of notification may be approved by the Executive Director.

b) Requests for reimbursement or approval of expenditure over $100 received by the National Office and not approved by the appropriate Budgetary Officer within five working days of notification may be approved by the Chairman.

c) When unusual and extenuating circumstances require circumvention of the budgetary procedures, approval shall be obtained from the Executive Committee after the fact.

1996-014 30-Mar-1996 (last amended 18-Sep-1999 by 1999-075)
To adopt the following National Office purchasing policies:

The following purchasing policy shall apply to all purchases made by the American Mensa National Office:

1. Purchase Order Requirements:

a) Purchase Orders shall be required for all purchases over $100. Purchase Orders shall be issued only for items in the approved budget in amounts not to exceed the amount budgeted for said items.

b) Purchase Orders shall contain all of the following information:

i) the name and address of the vendor.

ii) the originator's name and title.

iii) the descriptions and quantities for each item to be purchased.

iv) the Area of Responsibility and account to which the purchase is to be charged.

2. Purchase Order Approval Requirements:

a) Purchase Orders shall be approved prior to placing an order.

b) Purchase Orders equal to or exceeding $10,000 require approval of the Executive Committee of American Mensa.

c) Purchase Orders equal to or exceeding $5,000 but less than $10,000 require approval of the Chairman or Treasurer of American Mensa.

d) Purchase Orders equal to or exceeding $1,000 but less than $5,000 require the approval of the Executive Director.

e) Purchase Orders below $1,000 may be approved by employees designated by the Executive Director.

f) Regardless of value, recurring purchases made from the same vendor (e.g., Bulletin printing) may be approved by the Executive Director. It is highly recommended, though, that the RFQ procedures in Section 3 below be followed at least every three years to verify the competitiveness of the current vendor.

g) Prior approval of a purchase amount and vendor by the AMC or the Executive Committee shall delegate Purchase Order approval to the Executive Director.

3. Request for Quote (RFQ)

a) Purchases with values equal to or exceeding $25,000 require that a formal RFQ process be followed, including the following steps, before a Purchase Order is issued:

i) Written specifications and requirements must be developed.

ii) A deadline (date and time) and a specific location for receipt of bids must be established that allows a reasonable response time.

iii) Efforts must be made to send the RFQ documents to at least three vendors — more than three is recommended.

iv) Bids received after the date and time specified in the RFQ or that do not meet all requirements specified in the RFQ shall be discarded.

b) Purchases with values equal to or exceeding $5,000 but below $25,000 require at least three informal bids (documented telephone bids are acceptable) before a Purchase Order is issued. (Note that informal bids are recommended for purchases with values less than $5,000.)

4. Emergency Purchases

When conditions require circumvention of the above procedures, approval shall be obtained from the Executive Committee after the fact.

5. Purchase Orders of lesser value issued to the same vendor may not be combined to circumvent the intent of the Purchasing Policy.

1996-023 30-Mar-1996
That funds designated for Leadership Development Workshops (LDW) may be used only after the National Leadership Development Chair has approved, in writing, a formal proposal from the AMC Officer sponsoring the sessions. The National Leadership Development Chair shall be responsible for developing LDW guidelines and requirements, for providing counsel in the development of LDW programs and for evaluating the content and appropriateness of proposed LDW programs.

1996-038 05-Jul-1996
To institute permanent three-year and five-year dues plans indexed to the annual dues rate for the year the plan is purchased.

The amount of the three-year dues shall be computed to be three times the current annual dues less 10%, then rounded to the nearest $5. (Example: 3 x $45 = $135, less $13.50 is $121.50, round to $120.)

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 $45 = $225, less $27.00 is $198.00, round to $200.)

Revenue will be recognized on a straight-line basis over the period of the plan taken. Funds received less the international dues component shall be placed in a separate, interest-bearing account and shall be made available for operations at the beginning of each fiscal year at the annual dues rate used to compute the current plan less the international dues component times the number of members in the plan.

Multi-year dues plans will apply only to full memberships and not to second-family memberships. These plans will apply to full fiscal year dues and will not apply to half-year dues structures in effect.

1996-075 28-Sep-1996
To remove from our life member lists, the names of those members whose addresses have been deemed "undeliverable" for the past two life member surveys. If, in the future, it is determined that any member's name has been removed in error, that member will be reinstated immediately and any materials due that member (within reason) will be sent to that member.

1996-095 14-Dec-1996
That the Lens Express Vision Care Service be approved as a member service.

1997-010 5-Apr-1997
That it is the sense of this Committee that the computer system and Personal Data Questionnaire form be expanded to include Myers-Briggs Type Indicator codes.

1997-014 5-Apr-1997
To direct the Executive Director to provide the Finance Committee with a report on proposed capital asset acquisitions prior to the development of each year's budget. The report should include the suggested assets, their estimated costs and associated rationale or justification. Examples of capital assets that should be included in the report include: replacement and new computer equipment, software, furniture and telephone equipment.

1997-017 5-Apr-1997
To direct the National Office to provide stationery in the form of non-personalized, standard-size logo paper and logo envelopes to local groups on request. Occasional requests (once or twice a year) for 100 pieces each of paper and envelopes shall be considered acceptable. Unusual or excessive requests should be directed to the local group's RVC for action. The National Office shall have the right to charge RVCs or local groups for excessive quantities of stationery.

1997-075 6-Dec-1997
That American Mensa Ltd., seek trademark protection for the MERF logo and the names American Mensa Education and Research Foundation and Mensa Education and Research Foundation and the acronym MERF, with the US Patent Office, and further that American Mensa, Ltd., grant unto the Board of Trustees of the American Mensa Education and Research Foundation, unlimited license to use said names and marks. Said wording of said license to be provided by the intellectual property counsel of AML.

1997-088 6-Dec-1997
To establish the following policy on the distribution to local groups of recurring monthly, quarterly and annual membership roster information on electronic media.
Membership information on electronic media may be requested from the National Office by local groups as an option to paper reports (where available) in the recurring monthly, quarterly or annual local group report distribution. The governing board of any local group requesting an electronic version of the report must sign a "local group electronic information request" form. That form shall include restrictions on the use of the information, acknowledgement that the information is the property of American Mensa and assurances that the local group will implement controls that will assure reasonable and prudent security measures.

Guidelines on the number of reports available to local groups, as well as the report content, media options, data formats and distribution frequency shall be set by the National Office. The National Office shall also develop the request form and maintain a file of signed forms. Newly installed local group governing boards must sign a request form as part of the report distribution signup process.

This policy should be distinguished from the policy regarding one-time or extra membership lists or mailing labels as set forth in ASIE 1982-079.

1997-092 6-Dec-1997
That the AMC adopt a policy that prohibits the use by other than AML, its chapters, or MERF of the American Mensa Ltd membership list for the purposes of telemarketing.

1998-009 28-Mar-1998
To adopt a 401(k) program as an employee retirement program, naming the Treasurer, Executive Director, and Controller as trustees.

1998-010 28-Mar-1998 (Last amended 12-Dec-1998 by 1998-135)
To fund the current Money Purchase Plan as of December 31, 1998 and then to close the plan, vesting all currently participating employees at 100%.

1998-011 28-Mar-1998
To give the executive committee the authority to select a 401(k) program based on the recommendations of the trustees.

1998-030 28-Mar-1998
To institute the following dues payment policy:

1. New and renewing members shall pay a full year's dues regardless of the date of joining or renewing.

2. A member joining during the months of May through December, or rejoining (defined as renewing a membership after a lapse of one full year or more) during those same months, will receive a pro-rated credit towards his/her second consecutive year's membership. The credit is calculated on a straight-line basis, at one-twelfth of a single year's dues for each of the months of the membership year prior to but not including the month of the join or rejoin date. If the member does not renew his/her membership for the second consecutive year, the credit is forfeited.

3. No dues credits will be given to a current member renewing his/her membership or to a member renewing after a lapse of less than one year.

4. If a new or rejoining member takes a multi-year discount dues plan immediately upon joining or rejoining, the credit will be applied to the multi-year discount plan.

5. A member joining or rejoining during the months of January through March will get any or all of those three months' membership for free, with the dues paid credited towards the next membership year, or beyond in the case of a multi-year discount dues plan.

1998-035 28-Mar-1998
That requests for expense reimbursement must be submitted prior to April 15 following the fiscal year for which they have been incurred. Reimbursement for requests submitted after that date will be made at the discretion of the Executive Committee.

1999-015 27-Mar-1999
That effective April 1, 1999 local groups receive an additional subsidy of $1.00 for each new or 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.

1999-022 27-Mar-1999
That the fees for testing and admission be set at the following rates effective July 1, 1999:

Supervised Tests	$30.00
Unsupervised (Home) tests	$18.00
Review of Prior Evidence	$25.00

Local groups will receive a subsidy of $12.50 per test battery. Tests given after July 1, 1999 at the old rate will be funded to the groups at the previous $10.00 per test rate. Groups will not be funded for tests given at no charge to members of the media for the purposes of publicity.

It shall be within the authority of the Supervisory Psychologist to deny test funding to a group if a problem with the test session causes the National Office to refund test fees or schedule alternative testing sessions.

1999-072 18-Sep-1999 (Last amended 25-Mar-2000 by 2000-031)
(a) Effective with dues paid for the 2000-2001 membership year on or after January 1, 2000, membership dues are set at $49.00, except as provided in section (b) of this action.

(b) Membership dues for second (or additional) family members who choose to claim such status, and who reside at the same address 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 newsletter labels 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 issues of the local group newsletter containing election or referendum materials.

The provision about the same local group is effective with fiscal year 2001-2002 dues.

(c) This action supersedes ASIE 1993-071.

1999-084 18-Sep-1999
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 (c) below. Such approval will follow a recommendation by the officers and/or committees charged in the following paragraphs.

(a) "Member Services Agreements" shall be defined as any commercial program, product, or service that is offered to Mensa

members, usually at an additional cost paid directly to the vendor.

Member Services Agreements shall be reviewed and researched by the staff Membership Director and presented to the Membership Officer, the Development Officer, and the Chairman of the Name and Logo Committee for approval prior to being sent to the ExComm for final approval. Once approved, contracts must be approved by counsel prior to being signed by the Executive Director or the Chairman.

Current Member Services Agreements include: MBNA Credit card; Wohlers Insurance; the Mensa Boutique; etc.

(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. 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.

Licensing Agreements shall be reviewed by the Development Officer, the Chairman of the Name and Logo Committee, the Treasurer, and others as the Development Officer deems necessary. The staff Director of Marketing shall serve of counsel on Licensing Agreements. All Licensing Agreements must be approved by the Executive Committee, with the exception of individual participants in The Select Seal program; the Select Seal program is offered to Mind Games winners by virtue of their having won the competition. All contracts must be approved by counsel prior to being signed by the Executive Director or the Chairman. By international definition, all Licensing Agreements should have financial benefit to the organization, but this may be determined to be in the form of increased membership or public relations exposure.

Current Licensing Agreements include: Sterling Books; LMCA (Mind Games).

(c) "Internal Use" shall be defined as use of the Mensa name and/or the Mensa logo by members, including personal use; use by local groups; and use by SIGs.

Internal Use shall be reviewed by the Name and Logo Committee, which includes the Intellectual Property Counsel. The Committee shall have the authority to grant or deny such use in accordance with the guidelines for logo use adopted by Mensa International and American Mensa. The Committee shall work with the Communications Officer to insure proper use in print and electronic media published by American Mensa, local groups, and SIGs. The chair may issue any letters regarding approval or disapproval of use, including local group commercial use, as long as profits or proceeds to the group are considered minimal. Any Internal Use that is likely to result in more than minimal profits or proceeds shall require approval of the Executive Committee. Any formal contract in this regard must be signed by the Executive Director or by the Chairman of American Mensa.

Current Internal Use issues include deciding proper use of the logo on T-shirts and other merchandise sold or distributed by local groups at RGs, and use of the name and/or the logo by members.

1999-101 04-Dec-1999
As part of the annual budget process, the Treasurer shall be responsible for reviewing the current membership dues rates and recommending to the AMC any suggested changes.

2000-018 25-Mar-2000
The subsidy to local groups shall be $7.85 per full dues paying member per year and $3.00 per second (or additional) family member who chooses to claim such status per year. This formula consists of $1.50 for local group support, $6.35 for the local newsletter production for full dues paying members and $3.00 for local group support for second (or additional) family members. The local group may allocate the funds however it wants.

2000-035 25-Mar-2000
An internal audit of the fundraising activities of SEXYG for the past ten years shall be conducted.

2000-074 08-Jul-2000
The AMC recognizes that it is customary and usual in the convention and travel industry that the negotiator of a hotel or travel contract sign that contract. It is therefore appropriate for American Mensa's Convention and Travel Consultant to sign contracts that the C&TC has negotiated, after the AMC Chairman or the Executive Director has signed.

2000-081 08-Jul-2000
The AMC empowers the Executive Committee to enter into a lease amendment with MERF to increase the monthly rent on the National office building in order to cover the cost of replacing four HVAC (Heating, Ventilating & Air-Conditioning) units, and that the AMC increase the budget accordingly.

2001-011 31-Mar-2001
The AMC adopts the following program for the handling of Life Membership Dues:

The Life Membership fund is henceforth to be treated as a Board-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 American Mensa Committee
iv. To add to the principal of the Life Membership Fund (interest so returned to the Life Membership Fund would henceforth be considered principal)

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. The principal in the Life Membership Fund 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.

2001-013 31-Mar-2001
To adopt the American Mensa, Ltd. Life Member Dues Fund Investment Policy. 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.

To adopt the American Mensa, Ltd. Short-Term Fund Investment Policy. This policy shall become effective April 1, 2001 and supersedes the previous investment policy.

To adopt the American Mensa, Ltd. Operating Fund Investment Policy. This policy shall become effective April 1, 2001 and supersedes the previous investment policy.

[The documents are in Appendix 17.]

2001-014 31-Mar-2001
The Corporate Subscription and Local Group Newsletter Exchange subsidy is set at 65 cents per copy, effective with the April 2001 issues. This replaces ASIE 1991-009.

2001-015 31-Mar-2001
The members of the AMC as of the end of the July 2001 Business Meeting shall be funded for two additional days at the 2001 Annual Gathering for the purpose of attending a training session for the new AMC. Attendance at the session is mandatory if reimbursement for the two days is requested. A sense of the current AMC will be taken to determine which Appointed AMC members shall be funded.

2001-017 31-Mar-2001
The proposed budget for FY 2001-2002 is adopted.

2001-018 31-Mar-2001
To appoint Whitley Penn as the auditor for the 2000-2001 fiscal year.

2001-019 31-Mar-2001
To authorize the Finance Committee to appoint an investment management firm or consultant to manage American Mensa's Life Member Dues Fund and Short-Term Fund through March 31, 2002.

2001-063 07-Jul-2001
The sum of $1000.00 shall be lent to the 2002 Colloquium Committee as seed money.

10. GATHERINGS:

1980-019 19-Jan-1980 (Last amended 15-Nov-1986 by 1986-076)
To authorize the Executive Director, upon request of a Regional Vice Chairman, to grant a loan of up to $250 to a local group planning its first Regional Gathering or Regional Colloquium; repayment of such loan shall be made within 30 days of the conclusion of the RG or RC, and repayment shall be guaranteed by both the local group's dues allotment for the quarter in which repayment is due and by the RVC's discretionary fund.

1982-059 07-Aug-1982
That it be the sense of the AMC to recommend to the Mensa Bulletin Editor to increase the RG listings section of the publication from the current 100 to 300 letters per listing.

1983-025 26-Mar-1983 (Last amended 15-Nov-1986 by 1986-076)
That future RG or RC listings in the Mensa Bulletin include a notation to indicate which sites are accessible to the handicapped.

1983-084 13-Aug-1983
That a Meeting Site Selection Committee [be created] to review and evaluate invitations and bids from Local Groups desiring to host AMC meetings and Annual Gatherings. The Committee shall have the authority to select the sites for AMC meetings. The Committee shall recommend to the AMC the sites for Annual Gatherings. The Committee shall publish the criteria it uses to evaluate invitations and bids. The Committee shall consist of at least four AMC members.

1986-035 06-Jul-1986 (Last amended 4-Jul-1998 by 1998-089)
That in order to obtain the best possible arrangements for Annual Gatherings and Colloquia:

a. The Meeting Site Selection Committee may, upon request of the local group, give advice and reasonable assistance regarding the preparation of a bid; and

b. The Meeting Site Selection 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.

c. All groups wishing to bid on an Annual Gathering or Colloquia shall make their intentions known by submitting all required materials to the National Office by the deadline for inclusion in the AMC packet for the AMC meeting where the decision is to be made, and in the number necessary to distribute. The AMC will distribute additional materials at the discretion of the AMC Chair or liaison.

1988-016 26-Mar-1988
That all persons receiving subsidies for AG attendance be required to attend an appropriate workshop and/or meeting.

1989-011 01-Apr-1989 (Last amended 12-Dec-1998 by 1998-131)
That the AMC adopt the revised AG Bid Guidelines.

[The document is in Appendix 11.]

1989-071 26-Aug-1989 (Last amended 11-Aug-1990 by 1990-092)
For purposes of selection of Annual Gathering sites, that American Mensa will be geographically divided as follows: Regions 1, 2 and 5 in one section, Regions 3, 4, 6 and 7 in a second section and Regions 8 and 9 in a third, with no block ordinarily hosting two successive AGs.

1990-023 25-Mar-1990
That the AMC accept the "Guidelines for Colloquium Hosts," to be sent to potential host groups along with the Colloquium Host Group Agreement subject to acceptance by MERF at its next regular board meeting.

[The document is in Appendix 3.]

1992-028 04-Jul-1992
That the Second National Representative 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.

1992-035 04-Jul-1992
To give Boston Mensa sole use of the RG name "Pilgrimage" (this spelling or any other spelling which is similar and/or this pronunciation or any other pronunciation which is similar).

1993-066 13-Nov-1993
To accept the revised AG Handbook, with thanks.

1993-069 13-Nov-1993
To accept the report of the Cultural Gathering Committee with thanks, and to approve the 1993 revision of Guidelines for Mensa Gatherings. This document will replace p. 53-58 of the Annual Gathering Handbook, and the 1991 revision of the Guidelines in Appendix 14, p. 1-8 of the Local Secretary's Handbook.

1993-078 13-Nov-1993 (last amended 25-Mar-2000 by 2000-036)
To offer complimentary advertising space in the Mensa Bulletin during the year preceding each Annual Gathering, as follows:

In the December and January/February issues, one-half page each; and, in the March, April, May, and June issues, one full page each; and in the March issue, the front cover.

The camera-ready copy is to be developed and produced by the AG Committee, and submitted to the Mensa Bulletin consistent with the advertising guidelines in effect for the Bulletin.

1998-039 28-Mar-1998 (Last amended 03-Jul-1999 by 1999-049)
That 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.

1998-088 4-Jul-1998
That the first surplus from an AG of 100 times the annual regular American Mensa dues at the time the AG is awarded shall go to the host group(s) with the remainder going to AML. AMC shall

consider a contribution to MERF from the surplus, if any.

1998-091 4-Jul-1998
North Texas Mensa (Dallas) is selected as the host for the 2001 AG, to be held July 4-9, 2001.
1998-107 12-Sep-1998
To increase the registration fee structure for AG 2001 by $10 and decrease the room rates by $2 per night.

1998-116 12-Sep-1998
That the Annual Gathering advance registrations and registration monies be collected and processed by the National Office staff under the supervision of the Executive Director if requested by the appropriate AG Chairman of Annual Gathering sponsoring group(s). The monies will be deposited to the Annual Gathering treasury and will be controlled by the sponsoring group(s).

1998-133 12-Dec-1998 (Last amended 04-Dec-1999 by 1999-102)
Regional Gatherings must be approved by the Regional Vice-Chairman of the Region in which the gathering is to be held. Regional Gathering financial backing, if necessary, is considered a function of RVC funds. Upon approval, a copy of the gathering request materials will be sent to the Membership Officer, the national office, and the Gatherings Editor. The RVC, national office, and Membership Officer shall receive a copy of any contracts of over $500.00 relating to the gathering by 90 days prior to the first day of that gathering.

1999-100 04-Dec-1999
(a) Bids from local groups for each Annual Gathering (AG) will be entertained for acceptance at the AG four years before the AG in question. If no acceptable bid is received four years in advance, bids from local groups will be entertained for acceptance at the AG three years before the AG in question. If no acceptable bid is received three years in advance, bids will be entertained from groups of individual members.

(b) This action supersedes ASIE 1982-128.

2000-022 25-Mar-2000
The AMC accepts with pleasure the invitation from Greater Phoenix Mensa to hold the 2002 Annual Gathering in Scottsdale, Arizona from July 3 to July 7, 2002.

2001-029 31-Mar-2001
The bid from Southeast Michigan Mensa for the 2002 Colloquium is accepted.

2001-030 31-Mar-2001
The bid from Minnesota Mensa for the 2003 Annual Gathering is accepted.

11. GIFTED CHILDREN:

1984-081 10-Nov-1984
That one copy of the "Handbook For Local Gifted Coordinator" be provided to the Local Coordinator of Gifted Children Programs in each Local Group. On those groups without a Coordinator, the copy shall be sent to the Local Secretary. A copy shall also be provided to each properly designated State Coordinator.

1985-014 30-Mar-1985
To group the Young Mensa membership into three categories by age as follows, and to urge the local groups to promote activities aimed at these age groups: Below 13: Gifted Children; 13-17: Teenage Mensa; 18-22: Young Adult Mensa.

1989-090 09-Dec-1989
To rename the Gifted Children Program to the "Gifted Children Resource Program."

12. HEARINGS:

1980-045 03-May-1980
AMC acceptance of the Dispute Resolution Committee's report as a statement of procedures the Ombudsman would employ in the resolution of disputes.

1980-105 29-Nov-1980 (Last amended 30-Mar-1985 by 1985-017)
That the Policies and Rules Governing the Conduct of Hearings, circulated September 1, 1980 and incorporating the modifications circulated November 20, 1980, be approved and adopted.

[The document is in Appendix 5.]

1988-029 26-Mar-1988
That the members of the Regional Hearings Committee be invited to submit recommendations regarding changes to the Bylaws or to the Rules and Procedures Governing the Conduct of Regional Hearings that seem to be desirable in light of their experience.

1998-017 28-Mar-1998
That "acts inimical to the society" are defined as "deliberate acts that are harmful to, or result in harm to, the society."

1998-018 28-Mar-1998
To adopt the following procedure to implement Article IX, Section 6 of the Bylaws of American Mensa, Ltd.:

[The document is in Appendix 6.]

2001-062 07-Jul-2001
(a) That the AMC affirms the intent of the "Policies and Rules Governing the Conduct of Hearings" (ASIEs, Appendix 5) is to provide a clear procedure for dealing with acts deemed inimical to Mensa. Further in order to clarify Section IX (5) (a) of the American Mensa Bylaws regarding the constitution of the "Hearings Committee" mentioned there, that it refers to the persons who would constitute such a committee upon the date of receipt of the complaint. The Hearings Committee so constituted shall be the one to deal with the complaint regardless of office changes that would change the makeup of the Hearings Committee during the process. Once a complaint is filed there will be no changes in the Hearings Committee constitution except for those provided for in the "American Mensa Bylaws" and the "Policies and Rules Governing the Conduct of Hearings."

(b) If national or regional charges have been filed against a member in accordance with Article IX, sections 5 or 6 of the American Mensa bylaws, a resignation of membership shall not be accepted from that member until the charges have been resolved. As an example, if a hearing on the charges has already been scheduled, the hearing shall proceed as if the resignation had not been tendered. The sole exception to this policy is if the resignation is tendered with a pledge never to rejoin Mensa, nor file litigation against Mensa; such a resignation shall be accepted and the pledge enforced.

13. INTERNATIONAL:

1984-070 10-Nov-1984 (Last amended 10-Nov-1984 by 1984-099)
Resolved that the AMC Chairman 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.

1999-084 18-Sep-1999
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 (c) below. Such approval will follow a recommendation by the officers and/or committees charged in the following paragraphs.

(a) "Member Services Agreements" shall be defined as any commercial program, product, or service that is offered to Mensa members, usually at an additional cost paid directly to the vendor.

Member Services Agreements shall be reviewed and researched by the staff Membership Director and presented to the Membership Officer, the Development Officer, and the Chairman of the Name and Logo Committee for approval prior to being sent to the ExComm for final approval. Once approved, contracts must be approved by counsel prior to being signed by the Executive Director or the Chairman.

Current Member Services Agreements include: MBNA Credit card; Wohlers Insurance; the Mensa Boutique; etc.

(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. 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.

Licensing Agreements shall be reviewed by the Development Officer, the Chairman of the Name and Logo Committee, the Treasurer, and others as the Development Officer deems necessary. The staff Director of Marketing shall serve of counsel on Licensing Agreements. All Licensing Agreements must be approved by the Executive Committee, with the exception of individual participants in The Select Seal program; the Select Seal program is offered to Mind Games winners by virtue of their having won the competition. All contracts must be approved by counsel prior to being signed by the Executive Director or the Chairman. By international definition, all Licensing Agreements should have financial benefit to the organization, but this may be determined to be in the form of increased membership or public relations exposure.

Current Licensing Agreements include: Sterling Books; LMCA (Mind Games).

(c) "Internal Use" shall be defined as use of the Mensa name and/or the Mensa logo by members, including personal use; use by local groups; and use by SIGs.

Internal Use shall be reviewed by the Name and Logo Committee, which includes the Intellectual Property Counsel. The Committee shall have the authority to grant or deny such use in accordance with the guidelines for logo use adopted by Mensa International and American Mensa. The Committee shall work with the Communications Officer to insure proper use in print and electronic media published by American Mensa, local groups, and SIGs. The chair may issue any letters regarding approval or disapproval of use, including local group commercial use, as long as profits or proceeds to the group are considered minimal. Any Internal Use that is likely to result in more than minimal profits or proceeds shall require approval of the Executive Committee. Any formal contract in this regard must be signed by the Executive Director or by the Chairman of American Mensa.

Current Internal Use issues include deciding proper use of the logo on T-shirts and other merchandise sold or distributed by local groups at RGs, and use of the name and/or the logo by members.

14. LOCAL GROUPS:

0000-005 11-Apr-1966 (Last amended 13-Aug-1983 by 1983-071)
No group is authorized to undertake any activity that might incur a liability for Mensa unless specifically authorized by AMC.

1978-012 (0000-131) 04-Mar-1978
Authorized the RVCs with the approval of the Local Secretaries involved, to reassign local-group boundaries within their region, with such action(s) to be reported by the RVCs at the next AMC meeting.

1978-082 (0000-144) 04-Nov-1978
Affirmed as AMC 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.

1981-043 24-May-1981
That the Guidelines for Local Group Separation be approved.

[The document is in Appendix 7.]

1984-103 10-Nov-1984
That the American Mensa Committee reaffirm the unrestricted right of any group of members to apply to the AMC for Local Group status.

1988-008 26-Mar-1988
That the AMC allow local groups to receive their rosters on floppy disk instead of HP tape, under the conditions reflected in the proposed form for "Request for Local Group Membership List on Diskette or Tape."

1988-113 10-Sep-1988
That it is the sense of this Committee that approval of local group status is not an automatic right upon filing of technically acceptable bylaws. The Local Group Bylaws Review 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.

1989-075 26-Aug-1989
That commencing with the 3rd quarter of fiscal year 1989-1990, payments payable to a local group be deposited directly to group bank accounts.

1990-119 15-Dec-1990
To permit members assigned to local groups to transfer to Region 00.

1992-013 28-Mar-1992
That the Local Group Leadership Model be approved for use at Leadership Development Workshops (LDW) and within Local Groups as an evaluation tool for LDW and a model for Local Groups.

1995-009 11-Mar-1995
To establish a policy for the payment of monies due to the local groups such that 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, effective with the July, 1995, payment.

1995-024 11-Mar-1995 (last amended 02-Dec-2000 by 2000-130)
That 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.

In the event that 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.

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

(c) In the event that 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 preceding conditions, 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.

(d) That new local groups, before being recognized, must adopt bylaws that have been approved by the AMC's Subcommittee on Local Group Bylaws, with such bylaws to become effective on the effective date of the new group.

1996-096 14-Dec-1996
That 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.

1999-013 27-Mar-1999
That any web page representing a local group be authorized by the Executive Committee of that group to act as its official web site, and that this web page will bear the name of the group as recognized by American Mensa, Ltd.

1999-015 27-Mar-1999
That effective April 1, 1999 local groups receive an additional subsidy of $1.00 for each new or 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.

1999-085 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.

1999-089 18-Sep-1999
All local group officers, whether elected or appointed, must be

members of that local group. A local group officer is defined as any person who is given a title with specific responsibilities. The requirement of local group membership does not apply to Annual Gathering Committees; to committees of other national gatherings, such as Colloquia or Mind Games; and to committees of Regional Gatherings held jointly by more than one local group. Members of such committees must be members in good standing of American Mensa.

2000-038 25-Mar-2000
Local groups shall observe the preferences of members for data suppression and publication as noted on the Personal Data Questionnaire (PDQ) when publishing a local group roster or membership directory/register. These preferences will be included in the listing given
to a local group.

2000-075 08-Jul-2000
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 re-incorporate.

2000-132 02-Dec-2000 (last amended 31-Mar-2001 by 2001-023)
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.

15. MEMBERSHIP:

0000-004 (Last amended 05-Apr-1997 by 1997-015)
(1) Inasmuch as Mensa is not a secret society, the Executive Director 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 Personal Data Questionnaire (PDQ) data is to be released without the member's written permission.

(2) Upon receipt of a written request from the member himself, the Executive Director is authorized to release to third parties information about the member in the Mensa files or publications, without further reference to AMC or to counsel.

If the inquiring party furnishes his/her membership number and birth date so that his/her current membership in Mensa may be verified, the address and telephone number of current member(s), as listed in the membership roster, may be released to the inquiring member.

0000-025 06-May-1974
AMC circulation privilege: Any Mensa member who is not a member of AMC and wishes to receive AMC general circulation materials, may do so upon payment of costs, manner and payment of costs to be determined by staff.

0000-026 06-May-1974
Anyone wishing to circulate material to the AMC may do so by applying to a member of AMC and requesting that member to circulate the material in question. The AMC member reserves the sole right to determine whether he will comply with the request. There is, of course, no restriction whatsoever on any member circulating to AMC at his own expense. Subcommittee chairmen are entitled to circulate material on the matter in which they are involved.

0000-036 02-Dec-1974
Directed discontinued use of the term "FeM".

0000-111 04-Dec-1976 (last amended 02-Dec-2000 by 2000-124)
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 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.

1982-079 13-Nov-1982 (Last amended 23-Jun-1985 by 1985-031)
To establish the following policy on the distribution of extra membership lists or sets of mailing labels from the national office:

Labels, lists, and similar materials are available from the national office for official Mensa activities. Local groups can obtain labels and print-outs to publicize gatherings, for local elections, for notifying members of special events, etc. Similarly, national SIGs may, on authorization by the SIGs Officer, obtain certain lists and labels in order to increase the membership of their respective SIGs. Mensa-approved suppliers of services to Mensans (e.g. the insurance underwriters) may purchase labels. Candidates in Mensa elections may obtain appropriate membership lists free of charge and may purchase labels for the purpose of campaigning.

Requests for all such materials must be filed on a Special Request Form that stipulates the purpose of the materials; requests from candidates in local-group elections must first be approved by the appropriate RVC. The request form shall include the following statement: "Use of these labels is restricted to the purpose for which they were requested, and they are not to be duplicated." Requests from candidates in local group elections must contain a certification by the appropriate RVC that the requester is a bona fide candidate.

Appropriate charges for these materials will be determined from time to time by the national office and publicized in the Mensa Report Services Policy, which also describes the operative priorities that will govern fulfillment of all requests. Overdue charges for extra lists or sets of labels for local groups may be deducted from the group's next quarterly support payment. Orders other than those from local groups must be prepaid.

1986-062 07-Sep-1986 (Last amended 12-Dec-1998 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. 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.

The above motion recognizes that: (1) No officer or appointee of Mensa may authorize the commercial use of the membership list, and (2) Personal use is defined as use by an individual member on his or her own behalf, and not by their friends, agents, or employers.

1986-077 15-Nov-1986
Approved that the default for no answer to the PDQ item on sending approved vendor information to members be changed to a "YES" option.

1991-083 14-Dec-1991 (Last amended 6-Dec-1997 by 1997-098)
That any person with documented outstanding debts to American Mensa, its local groups, its recognized Gatherings, or MERF 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.

1994-045 17-Sep-1994 (Last amended 12-Dec-1995 by 1995-115)
To offer, effective July 2, 1994, a five-year dues program, to be known as the Mensa Millennium Member program, at $200 to every member, regardless of the member's current expiration date, and to new members. The offer will expire at the close of business on March 31, 1995. Any renewals or new memberships must be received in the national office by that time.

The funds received from members electing this program shall be segregated and sequestered, in an account or accounts, in an amount equal to the entire balance received, plus any interest or income earned on the balances. The funds, and interest and income earned, shall be released to general operations for five successive years on the April 1st of each year following each Mensa Millennium Member's current expiration date. The funds, and interest and income earned, shall be released at the following rate: In the first through fourth years of each Mensa Millennium Member Membership, the amount of $45 per regular Mensa Millennium Member, and the amount of $30 per second family Mensa Millennium Member; and in the fifth year, the amount equal to the balance for each Mensa Millennium Member.

For each Mensa Millennium Member, $50.00 of the amount received shall be set aside as restricted funds that may be used only for the following purposes:

A. The costs associated with moving the national office from Brooklyn, NY; and/or,

B. The acquisition, installation, and implementation of an integrated membership management system. These costs may include hardware, software, and initial training related to the membership management system.

When the AMC, by a two-thirds majority, has determined that the two projects above have been completed, any remaining restricted funds shall revert to unrestricted general operating funds, except that they shall not be released at a rate faster than set forth in paragraph 2 above.

Each Mensa Millennium Member shall receive a lapel pin recognizing her or him as a Mensa Millennium Member.

1994-054 17-Sep-1994
To send candidate fulfillment material by first-class mail. That material shall be defined as Brochures, A Tests, A Test results, Supervised Test results, Prior Evidence results, Offer of Membership packets, and New Member packets.

1996-048 05-Jul-1996
That the AMC request that the Boutique design a new life membership pin; that the design of the pin be approved by the Name and Logo Committee before production. That the National Office be authorized to issue coupons to new life members, each good for one pin when redeemed by the Boutique. That it be advertised that current life members may purchase the new life membership pins from the boutique.

1996-049A 05-Jul-1996
To institute the following dues refund policies. These policies shall be retroactive to January 1, 1996.

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.

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.

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.

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.

1998-014 28-Mar-1998
To add the following language 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 American Mensa Committee, 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.

2000-024 25-Mar-2000
The AMC concurs with the decision of the National Hearings Committee on February 25, 2000 in the matter of Alan J. Truelove. Mr. Truelove is expelled from American Mensa.

2000-030 25-Mar-2000
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.

2000-038 25-Mar-2000
Local groups shall observe the preferences of members for data suppression and publication as noted on the Personal Data Questionnaire (PDQ) when publishing a local group roster or membership directory/register. These preferences will be included in the listing given to a local group.

2000-126 02-Dec-2000
Member-to-Member Services are defined as non-profit or not-for-profit services offered by any member or group of members for the benefit of members of American Mensa, Ltd (AML). In order to be considered as a Member-to-Member Service, an activity must be approved and designated as a Member-to-Member Service by the AMC. Such services are offered voluntarily by the persons or groups involved, and do not constitute services offered or promised by AML as a regular benefit of membership, but will be recognized and publicized for the convenience of members, provided that the services conform to applicable sections of the Actions Still In Effect of American Mensa.

This action supersedes ASIE 1986-010.

2000-132 02-Dec-2000 (last amended 31-Mar-2001 by 2001-023)
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.

2001-027 31-Mar-2001
The Cyberspace Committee is directed to research offering "Mensa email addresses and other member services" via our server, with the support of the ED providing access to staff, information and guidance as needed.

2001-062 07-Jul-2001
(a) That the AMC affirms the intent of the "Policies and Rules Governing the Conduct of Hearings" (ASIEs, Appendix 5) is to provide a clear procedure for dealing with acts deemed inimical to Mensa. Further in order to clarify Section IX (5) (a) of the American Mensa Bylaws regarding the constitution of the "Hearings Committee" mentioned there, that it refers to the persons who would constitute such a committee upon the date of receipt of the complaint. The Hearings Committee so constituted shall be the one to deal with the complaint regardless of office changes that would change the makeup of the Hearings Committee during the process. Once a complaint is filed there will be no changes in the Hearings Committee constitution except for those provided for in the "American Mensa Bylaws" and the "Policies and Rules Governing the Conduct of Hearings."

(b) If national or regional charges have been filed against a member in accordance with Article IX, sections 5 or 6 of the American Mensa bylaws, a resignation of membership shall not be accepted from that member until the charges have been resolved. As an example, if a hearing on the charges has already been scheduled, the hearing shall proceed as if the resignation had not been tendered. The sole exception to this policy is if the resignation is tendered with a pledge never to rejoin Mensa, nor file litigation against Mensa; such a resignation shall be accepted and the pledge enforced.

16. MENSA EDUCATION AND RESEARCH FOUNDATION (MERF):

0000-030 30-Sep-1974 (Reaffirmed on 16-Dec-1995 by #1995-128)
Directed that an annual Mensa Scholarship Fund be established under the aegis of MERF.

1980-082 16-Aug-1980
That it be resolved, that American Mensa Education and Research Foundation, a subsidiary corporation organized under the laws of Pennsylvania, be authorized and permitted to use a portion of this corporation's name as part of its own name, that such corporation be permitted to file with the State of New York, an Application of Authority under the name of "American Mensa Education and Research Foundation" and that the Chairman be and hereby is authorized and empowered on behalf of this corporation to execute and deliver, and offer the seal of this corporation to, any document or instrument as may be necessary in connection therewith and take such further action as he may deem proper and advisable, and the actions of the Chairman in respect of fulfillment of the intent of this resolution are hereby approved, ratified, and confirmed.

1983-087 13-Aug-1983
That a Research Review Committee be created to evaluate and prepare recommendations regarding research proposals which involve cash grants, data from the Mensa membership data base, or access to the membership. The Committee shall consist of the Director of Science and Education, the President of the American Mensa Education and Research Foundation, and such additional members as may be appropriate.

1984-076 10-Nov-1984
To authorize the national office to furnish membership labels to the American Mensa Education and Research Foundation upon written request of its President and approval by the AMC's Director of Science and Education. The labels may be used only to solicit subscriptions to the Mensa Research Journal, to solicit contributions, and to assist similar activities of MERF. The cost of the labels shall be accounted for as an additional grant to MERF.

1986-078 15-Nov-1986
That specific contributions or grants to MERF from sources other than AML shall not offset or reduce AML's contributions or grants.

1993-079 13-Nov-1993 (last amended 25-Mar-2000 by 2000-036)
To offer complimentary advertising space in the Mensa Bulletin for MERF, as follows:

In eight issues per year, up to one-quarter page per issue, and, in two issues per year, one-half page.

The camera-ready copy is to be developed and produced by MERF and submitted to the Mensa Bulletin consistent with the advertising guidelines in effect for the Bulletin.

1997-011 5-Apr-1997
That the AMC ask MERF to invest the bequest of $50,000 Australian as capital and apply annually the income as an award called the "Copper Black N. F. Award" to the Myers Briggs N. F. Mensan whose creative achievement is most outstanding each year; and that the bequest (one of two from her estate) be transferred to MERF for this purpose.

17. NAME, LOGO, AND INTELLECTUAL PROPERTY RIGHTS:

0000-032 (Last amended 03-Dec-1977)
Interdicted the use of the name "Mensa" by any group other than AMC, MERF, and any officially recognized activity, including local groups of American Mensa Ltd. as determined by a resolution of the American Mensa committee as constituting an official act of American Mensa Ltd.; all other groups heretofore permitted or allowed, whether special interest groups or others permitted to use the name "Mensa", are notified to cease and desist.

1983-079 13-Aug-1983 (Last amended 27-Mar-1999 by 1999-009)
That a Name and Logo Committee be created as an 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. The Committee shall consist of the Communications Officer and at least two other AMC members.

1984-018 31-Mar-1984
That it is the sense of the American Mensa Committee that Mensa should copyright in its own name any quizzes, games, and puzzles prepared by Mensa for publication.

1989-005 01-Apr-1989
That future official uses of the MENSA name and/or logo by American Mensa, Ltd. on printed material carry the "R" in a circle following the MENSA name and/or logo and that packaging for boutique items 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.

1989-101 09-Dec-1989
That 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.

1994-079 10-Dec-1994
That Clif McCann be requested to secure federal trademark registration to protect the Mensa mark and logo in connection with computer accessible transmissions, and that up to $1,500 in legal expenses be authorized to cover his expenses.

1996-026 30-Mar-1996 (Last amended 27-Mar-1999 by 1999-006)
To revise the Policies Regarding Mensa's Trademark and Service Mark to conform with the revised policies and standards adopted by Mensa International at the International Board of Directors meeting in October, 1994, and to publish the revised guidelines in InterLoc and the LocSec's Handbook and mail them to LocSecs and editors with the next regular mailing.

[The document is in Appendix 8.]

1999-010 27-Mar-1999
That the AMC Chairman and the Executive Director shall each have the authority to request legal counsel to pursue any mis-use or other infringement on the Mensa name and logo and any other Mensa owned marks when notified of such an occurrence. This action shall be reported to the Executive Committee.

1999-070 18-Sep-1999
To acknowledge our deep appreciation to Dr. Abbie Salny for her extraordinary continued contributions to American Mensa, Ltd., and congratulations on the renewal of her Mensa Puzzle Calendar contract with Workman Publishing Co. for the year 2001.

2000-043 25-Mar-2000
American Mensa, Ltd. approves the publication of a 2003 Mensa Puzzle Calendar by Dr. Abbie F. Salny, and published by Workman Publishing Co., and to extend the use of the Mensa name and logo in the title of the calendar and in all promotion. In the event that Workman Publishing Co. exercises its option for a 2004 Mensa Puzzle Calendar, the right to use the name and/or logo will extend to that calendar as well if Dr. Salny also authors that calendar.

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.

2001-025 31-Mar-2001
The Executive Director is authorized and directed to:

1. Register "mensa." in each of the 7 new "top level" domains when possible

2. Register other domain name variations of "mensa" as the Executive Committee may direct.

18. PROJECTS:

1989-008 01-Apr-1989
That support be provided by American Mensa for the efforts of its local groups to encourage reading, to foster love of books, and to popularize libraries.

1989-009 01-Apr-1989
That American Mensa explore the PR possibilities of cooperating with the American Library Association in programs that support reading, books, and libraries.

1990-024 25-Mar-1990
That American Mensa, Ltd. become an organizational partner of the Library of Congress Center for the Book.

1990-026 25-Mar-1990
That the AMC authorize the Mensa Literacy Project Committee to award grants (up to a total amount of $5,000) to local groups to assist them in their projects in support of reading and literacy.

1990-126 27-Dec-1990
To accept the American Library Association's invitation to become a National Partner for Libraries and Literacy.

19. PUBLICATIONS:

(See also Section 1: ADVERTISING)

0000-013 03-May-1971 (Last amended 26-Mar-1983)
It was agreed by consensus that 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.

0000-027 06-May-1974
Sense Motion: That this Committee would like the Editor (of the Mensa Bulletin) and future editors, to advise the officers of the uniform, approximate maximum length of their Annual Reports.

0000-029 03-Jun-1974
The Editor of the Mensa Bulletin is requested to keep space devoted to intra-Mensa factional disputes to a minimum and allow all a reasonably equal opportunity for an airing.

1983-069 13-Aug-1983
That the Treasurer's Handbook, co-authored by Henry Schofield NOBLE and David MICHEL be accepted and that AMC fund the distribution of two copies to each local group.

1983-098 13-Aug-1983 (Last amended 28-Mar-1998 by 1998-013)
To authorize, as a part of the newsletter subscription program, the distribution of all local group newsletters to all local group Editors once each year.

1984-052 04-Aug-1984
That the Isolated M no longer be deemed an official publication of AML, and that the Isolated M be reestablished as publication of the Isolated M Special Interest Group.

1984-053 04-Aug-1984 (last amended 18-Sep-1999 by 1999-073)
That AML shall purchase subscriptions to the Isolated M for the members of group 999, subgroups 01, 02, and 03, at their request at the subscription rate set by the Isolated M SIG (less an allowance reflecting the fact that AML will furnish mailing labels to the SIG), and that Current Action 1983-102 be rescinded.

1985-069 02-Nov-1985
To permit Mensa International to reprint fully or in part, or abstract from, any of the Handbooks published by American Mensa, Ltd., provided credit is given to American Mensa. Ltd., and to the author(s), where known.

1986-068 07-Sep-1986 (Last amended 12-Dec-1998 by 1998-132)
It is the sense of the American Mensa Committee that bigotry and prejudice are antithetical to the nature of American Mensa, Ltd.

1988-085 10-Sep-1988
To obtain a Non-Exclusive License of Copyright from each contributor of certain materials to American Mensa, Ltd. publications.

1988-086 10-Sep-1988
To permit the Executive Director of American Mensa, Ltd. to grant the right to reprint, fully or in part, or abstract materials contributed for publications in any AML publication, to International Mensa, other National Mensas or other requesters, provided: a) the proposed usage is in accordance with AML objectives, b) AML requires that credit be given to American Mensa, Ltd., and c) 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, or unless permission has already been given.

1988-120 10-Dec-1988
That the American Mensa Committee approve the concept of establishing an electronic bulletin board system to facilitate communication among the members of Mensa.

1992-033 04-Jul-1992
That the AMC strongly encourages local chapters to develop more external programs to provide greater visibility, support and awareness of local Mensa chapters within their local communities. To support this, designated persons will be appointed by the AMC to develop a reference guide of successful local projects, including their organization, promotion, and funding.

1992-037 04-Jul-1992
To change the name of the Cause-Related Programming Committee to the Mensa Literacy Project Committee. The Committee's primary charge shall be to administer and further the development of the Mensa Literacy Project, to award the Literacy Project Grants, and to provide informational and other resources to local groups for use in their projects in support of reading, books, and libraries.

2000-079 08-Jul-2000
That National Testing Day be an annual program. The Development Officer, in consultation with the Chair of American Mensa, and the Mensa Executive Director, shall set the date of this program in a timely manner.

1989-064 26-Aug-1989
To reaffirm that reprinting of copyrighted material in a publication of American Mensa or of its local groups or special interest groups, without the prior permission of the copyright owner, is contrary to the policy of American Mensa, Ltd.

1989-065 26-Aug-1989
To affirm that 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.

1990-025 25-Mar-1990
That it is the sense of the AMC that the Communications Officer should work with the Editor of the Mensa Bulletin to include a column on reading issues and other Cause-Related Projects as space permits.

1991-012 06-Apr-1991 (Last amended 6-Dec-1997 by 1997-084)
To authorize the Communications Officer to make discretionary grants for the purpose of obtaining a periodical mailing permit, at the current fee, to local groups that are currently mailing their newsletters by first or standard class.

1995-075 26-Aug-1995 (Last amended 02-Dec-2000 by 2000-148)
That the voting and non-voting members of the AMC and the local group editors shall be allowed to receive newsletters in the Corporate Subscription Program as follows:

1. The Chairman, Communications Officer, Development Officer, Membership Officer, Mensa Bulletin Editor, InterLoc Editor, and the Executive Director shall receive the newsletters of all local groups;

2. Regional Vice Chairmen shall receive the newsletters from all the local groups in their regions. In addition, they shall be eligible to receive at least five newsletters from outside their region. If there are fewer than 15 local groups within their region, they shall be limited to a total of 20 newsletters.

3. All other voting AMC members plus the Supervisory Psychologist, the Ombudsman, the SIGHT Coordinator, and the National Coordinator for Gifted Childrens' Programs shall be allowed to receive 20 newsletters each.

4. Local group editors shall be allowed to receive 20 newsletters each.

This newsletter allotment shall take effect in January 1997.

1995-116 16-Dec-1995
To approve the AMC handbook prepared by Marie Mayer, with amendments as noted.

1997-082 6-Dec-1997
To add the "Isolated M" newsletter to the corporate newsletter subscription program. Reimbursement per issue is at the same rate as for local group newsletters. This action does not imply that "Isolated M" becomes eligible for the Publications Recognition Program as a local group newsletter.

1998-105 12-Sep-1998
To change the position of Bulletin Editor from a contract position to that of a staff position at the National Office.

1999-017 27-Mar-1999
Adopted the revised Mensa Bulletin Guidelines and Policies.

[The document is in Appendix 12.]

2000-039 25-Mar-2000
The following InterLoc Guidelines are accepted.

[The document is in Appendix 15.]

2001-014 31-Mar-2001
The Corporate Subscription and Local Group Newsletter Exchange subsidy is set at 65 cents per copy, effective with the April 2001 issues. This replaces ASIE 1991-009.

20. REGIONS:

1978-016 (0000-132) 04-Mar-1978 (Last amended 08-Mar-1987 by 1987-022)

AMC proposed and accepted names for [nine] 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

2000-027 25-Mar-2000
Rochester Area Mensa is moved from Region 1 to Region 3. Evansville Area Mensa is moved from Region 3 to Region 4. Both moves are effective April 1, 2000.

2000-028 25-Mar-2000
Utah Mensa is moved from Region 8 to Region 9, effective April 1, 2000.

2000-115 31-Oct-2000
The number of regions in American Mensa is increased from 9 to 10, effective October 31, 2000, 10:59 PM (EST). The tenth region shall consist of all the local groups in Florida, and shall be called the "Florida Region."

This action supersedes the action taken by the AMC in September 2000 that created a tenth region with an effective date in July 2001.

2000-116 31-Oct-2000
Charlotte/Blue Ridge Mensa, Triad North Carolina Mensa, and Mensa of Eastern North Carolina are moved from Region 2 to Region 5, effective October 31, 2000, 10:59 PM (EST).

This action supersedes the action taken by the AMC in September 2000 that moved these three groups from Region 2 to Region 5 with an effective date in July 2001.

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

0000-106 18-Sep-1976
Accepted Chairman FALLON'S paper on the redefinition and reorganization of S.I.G.H.T.

[The document is in Appendix 9.]

1978-078 (0000-143) 04-Nov-1978 (Last amended 10-Mar-1979 by 1979-033 (0000-156))
Accepted FOWLEY's report on S.I.G.H.T. as an advisory guideline to be communicated to the S.I.G.H.T. coordinator. (The report is entitled "Suggested S.I.G.H.T. Policy For American Mensa," dated 26-Aug-1978; the second paragraph of the advisory S.I.G.H.T. guidelines was amended on 10-Mar-1979 (Action 0000-156) to read: "The S.I.G.H.T. Organizer shall enlist a S.I.G.H.T. Secretary from each local group and a back-up secretary".)

[The document, as amended, is in Appendix 10.]

2000-128 02-Dec-2000
a. The name of the program commonly known by the acronym SIGHT is clarified to be "The Service of Information, Guidance, and Hospitality to Travelers."
b. The Service of Information, Guidance, and Hospitality to Travelers (SIGHT) is considered to be a Member-to-Member Service. 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 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. The Ombudsman and the AMC are to be notified of the removal of any SIGHT participation by the National SIGHT Coordinator.
c. The "Suggested S.I.G.H.T. Policy for American Mensa," which the AMC adopted by ASIE 1978-078 (0000-143), is amended to show the title of the officer responsible for the conduct of SIGHT as "National SIGHT Coordinator".

2000-129 02-Dec-2000
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.

22. SPECIAL INTEREST GROUPS (SIGs):

1978-086 (0000-145) 04-Nov-1978 (Last amended 16-Dec-1995 by #1995-121)
Resolved that AMC recognize the concept of national vs. local SIGs in that national SIGs operate through correspondence and newsletters, their members being dispersed over all areas of International and American Mensa; SIGs of American Mensa are under the jurisdiction of the AMC, delegated to the SIGs Officer. Local SIGs operate through personal meetings within the confines of geographical areas of the local groups; they are under the jurisdiction of the local group where they operate.

1985-030 23-Jun-1985
That the AMC establish 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 AMC's behalf in extending and withdrawing American Mensa recognition of national Special Interest Groups.

1987-013 08-Mar-1987
That the SIG policy adopted by the AMC in August 1984 be clarified to note that a SIG newsletter is not prohibited from publishing opinions relating to Mensa politics.

1989-100 09-Dec-1989
That the AMC grant permission to the Motorcycling SIG (M-Riders) to officially continue its affiliation with the American Motorcyclist Association (AMA).

1990-032 25-Mar-1990
That 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.

1991-007 06-Apr-1991
That in view of the significant contribution SIGs have made to the development of Mensa, it is the sense of the AMC that the SIGs Officer be empowered to make SIGnet subscriptions available to any Mensa member upon request at a rate that recovers printing and mailing costs.

1992-048 12-Sep-1992
That 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.

1995-117 16-Dec-1995
To approve in principle, pending review by legal counsel, the revised Handbook for Special Interest Groups, August 1995 revision, previously distributed to the AMC.

2000-127 02-Dec-2000
Special Interest Groups (SIGs) are considered to be Member-to-Member Services. SIGs are within the jurisdiction of the SIGs Officer, who 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.

APPENDICES

APPENDIX 1: Guidelines for AML Committees: Their Structure, Establishment, Reporting, and Review (see 1997-022)

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

A. Committees established within the Bylaws of AML -- these committees, such as the Executive Committee, the Nominating Committee, the Elections Committee and the Hearings Committee (and Regional Hearings Committees), were effectively established by the membership of AML at the time the pertinent sections of the AML Bylaws were approved. In most such cases the membership of the committee is described and the basic duties or charge of the committee is specified. The AMC is involved in these committees to the degree of appointing the chair and sometimes the members, taking action on recommendations brought to it by these committees, and as necessary, referring matters to them for study and advice as with other committees.

B. Special Committees -- these committees are allowed to be established by the Bylaws, but must (essentially) serve in a capacity as advisory to the AMC rather than taking independent action. Within this category there are historically several types of committees:

1. Action Committees -- these committees were evidently originally designated to take binding action on behalf of the AMC and occasionally without the necessity of approval by the full AMC. Examples of Action Committees are Name and Logo, Local Group Bylaws, etc. For this reason, the voting membership of Action Committees is limited to AMC members although others may be named as ex officio members to serve as advisors.

2. Standing Committees -- these established in specific areas of concern that are expected to continue into the foreseeable future such as Publications Recognition Program, Site Selection, and Finance.

3. Ad Hoc Committees -- these are established to perform a specific task or project with reports back to the AMC and are normally disbanded once the work is completed. Examples are the Committee Structure Review Committee, the State of Incorporation Review Committee, the Responsibility and Accountability Committee, Annual Gathering Committees, etc.

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.

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 so that the intent of the establishing AMC is clear to everyone, but especially to future AMCs.

C. Membership of the Committee -- how many members, who selects them, how long should they serve, any special requirements the members should need, etc. The number of members is important for any committee, the other items are mostly important for action and standing committees.

D. 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.

E. Reporting Date for the Committee -- either a specific date or an on-going schedule of when the committee is expected to report back to the AMC on an interim, final or on-going basis. This helps ensure that committees do not go completely dormant, and gives each committee a time- frame for conducting their work. The AMC can certainly grant extensions as needed and requested.

F. 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.

G. Since each new committee needs an ASIE to be established, any committee that is to be dissolved should also have a housekeeping ASIE to dissolve it. The Secretary should be the person to keep track of this since he or she already maintains other records pertaining to both the Committees and the ASIEs.

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.

Moved _____, seconded _____, that the AMC establish the __(name)__ Committee as a___(type)___ committee of the AMC with ___ members, the chair to be appointed by the AMC Chairman, ___(and the other members to be appointed by the

committee chair -- or other plan as appropriate)___. The charge of the committee shall be to ___(list tasks to be performed)___. The committee shall report back to the AMC no later than ___(date)___ and is expected to provide an interim report at ___(date)___. The need to continue the existence of this action/standing committee shall be periodically reviewed.

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 AMC members, and even on action committees non-AMC members may serve a consultative role, but without vote.

2. Standing and Ad Hoc committees may be comprised 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-committeed 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.

IV. COMMITTEE REPORTS

A. It is particularly important that any committees that are submitting reports for AMC consideration adhere to the deadlines for submission of reports and motions. If the matter were simple enough to understand and decide "on the fly" then the committee should never have been established in the first place. Any committee reports that are received after the deadline should be saved by the Secretary for the following AMC meeting.

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, while the full committee report should be treated as an appendix to the agenda. This method has several benefits:

1. The AMC agenda itself becomes more concise and easier to follow.

2. The full supporting documentation can be attached to the agenda and then to the minutes without requiring full typing by the Secretary.

3. The documentation or even parts like appendices, can be more easily duplicated and distributed or filed separately as needed.

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 action and standing committees, and even of those specified in the Bylaws, should be reviewed periodically for any necessary changes and updating needed. Perhaps the easiest method would be along these lines, although others are possible.

A. In each year that is evenly divisible by four, the current Secretary of the AMC shall remind the AMC at its Spring meeting that a review of committees and their charges should be conducted during the present calendar year.

B. The AMC shall then appoint an individual or an Ad Hoc Committee to carry out this review and bring any recommendations for necessary changes to the AMC for action at its September meeting.

1. Since this is a review process, it should not require a great deal of time or effort, so a single individual might be able to handle it.

2. If a committee is appointed, is should be no larger than three people, and would best be comprised of AMC members.

3. The selected individual or committee should be charged to consult with the present chairs of the committees being reviewed to solicit possible changes needed to improve the working of the committee.

4. The final report back to the AMC should include a list of any committees that need to be dissolved along with an explanation for the action, and a list of any changes needed to the charges for other committees.

APPENDIX 2: Guidelines for Mensa Leadership Development Workshops (see 1997-079 and 1998-029)

PURPOSE

The purpose of Mensa Leadership Development is twofold:

- To provide a standardized course to train a pool of Mensans from which local group officers can be recruited and:

- To improve the skills and knowledge of local group officers allowing them to better serve the group.

ATTENDANCE

To find qualified local group leadership candidates, LDW needs to attract a diversified pool of participants.

Current officers and members interested in becoming involved in local group leadership and administration should be encouraged to attend.

Spouses and significant others may attend if space is available.

The optimum attendance at each LDW is between 25 and 45, not including the workshop leaders.

A member may attend an LDW outside his/her own region if it is more convenient, and space permits. However, members in the sponsoring RVC's region shall have priority if space is limited.

FREQUENCY

There should be approximately one LDW in each region each year. The location should be moved around the region to make the workshops eventually accessible to all local groups.

LOCATION

Leadership Development Workshops (LDWs) should be held all over the country in locations within easy reach of the members. An RVC planning a LDW should consider accessibility, local group capabilities to host the LDW, and how the money available can be used to deliver the most help to the most people.

DURATION AND VENUE

A LDW may be a weekend event, similar in duration to an RG, or it may be a one-day event. The primary requirement is that it may not be concurrent with any other activity such as a gathering.

A certain amount of time will be set aside at each LDW for local and regional concerns.

Time will also be set aside for networking and private discussion with peers.

The venue may be any free or reasonably priced location the RVC can secure that is suitable for the workshop. It must be safe and reasonably convenient and a location acceptable for Mensa insurance purposes.

CURRICULUM

Each workshop presented at an LDW will be based on the approved learning objectives for that topic. The person leading the workshop must be willing to emphasize these learning objectives. If time allows, he or she may enhance the presentation with additional materials of his/her own.

The RVC sponsor of the LDW will determine the curriculum for the LDW based on the needs of the local groups most likely to be represented at the LDW and the availability of suitable workshop leaders.

An RVC may use a local resource person who presents a specialized topic, if the workshop leader is known to be an expert on the topic, and the topic is one that will enhance the abilities of local group leaders. The workshop leader must be willing to supply a synopsis of the workshop to the LDW Coordinator.

CURRICULUM DEVELOPMENT

The Leadership Development Committee shall determine the topics that should be presented at LDWs, keeping in mind that there are various levels of needs.

The Leadership Development Committee shall appoint knowledgeable and qualified people to develop the learning objectives, including core competencies and best practices for each topic. The Leadership Development Committee may review each presentation to ensure that the material in it is consistent with current ASIEs and proven and accepted practices in American Mensa. If a subject matter expert (SME) is not familiar with standard curriculum development practices, the committee will identify a qualified person to assist the SME.

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 based on 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.

Workshop leaders will not receive payment but may have travel and expenses reimbursed as budgeted by the RVC and approved by the LDW coordinator and the Leadership Development committee.

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 officers 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.

POLITICS

While any future officer must be aware of Mensa politics, politicking by candidates for local group or national office will not be allowed.

Campaign materials promoting a candidate or a slate of candidates for office will not be allowed to be circulated or displayed at LDWs.

Campaign speeches or remarks about candidates for office will not be allowed.

EVALUATION

Each workshop participant will fill out an evaluation form at the end of the LDW.

The RVC and each of the workshop leaders will also fill out the evaluation form.

(This section will be expanded once it is decided just what we want to evaluate and how to do it.)

The LDC coordinator, or his/her designee, will receive and track all evaluations.

BUDGET

Local groups are encouraged to assist with expenses their members incur in attending a LDW.

The RVC may establish a registration fee of the projected per-participant cost which may be assessed on:

- An out-of-region participant who has already attended a LDW in his or her own region within the Mensa fiscal year (April 1-March 31).

- An in-region participant who has already attended a LDW outside his/her region within the Mensa fiscal year.

- A non-Mensa spouse, significant other, friend, or other person who attends with the participant and joins in at meals and in hospitality.

Expenses incurred for the LDW normally will not be reimbursed until the Leadership Development Coordinator has received attendance records, evaluations, sample handouts, and the RVC's expense report with supporting documentation.

Funding may vary from LDW to LDW because of duration of the workshop, geography or local costs.

AMC guidelines for expense reimbursement will be followed.

PLANNING

At least three months before the planned date of the LDW, the RVC

Each RVC should request appropriate funding for a LDW in his/her region prior to AMC budget preparation.

Funding for the LDC must be approved by the LDW Coordinator with concurrence by the AMC LDW committee based on the available funds and limitations set by the AMC budget committee.

LDWs may have differing costs because of geography, local costs or the need to bring in more outside workshop leaders.

FUNDING

The LDW funds are meant to cover the costs of meeting room space, AV rentals, materials, hospitality and one or two common meals for participants, plus moderate travel, lodging and meals expenses for workshop leaders. Postage, telephone, copying and FAX expenses incurred during the planning stage will be reimbursed to the RVC or his/her designate provided accurate records are kept. Other types of expenses may be approved by the LDW Coordinator and the Leadership Development Committee upon satisfactory proof of need. Prior approval of unusual expenses is strongly suggested.

LDW funds also cover expenses incurred by the LDW Coordinator, and expenses incurred by members of the Leadership Development Committee in participating in committee work.

Funding does not cover the cost of travel or lodging for participants. However, at the RVC's discretion, partial assistance may be provided to an interested and effective local group leader in a hardship situation.

shall submit to the LDW Coordinator a plan including the following:

- Proposed location (community)
- Proposed venue (hotel, motel, corporate meeting room, etc.)
- Proposed curriculum and workshop leader for each topic
- Proposed budget including cost for meeting space, costs for workshop leaders and other projected costs if estimated.
- Information about the host local group, and the members there who will be involved in helping put on the LDW.
- Information about plans to publicize the LDW within the region.

The LDW Coordinator will review the plan for conformance to these guidelines, and work with the RVC or designate to bring the plan into conformance.

Once the plan is in conformance, the LDW Coordinator will forward it to the Chairman of the AMC's Leadership Development Committee for that committee's review.

When the LD Committee has approved the plan, the LDW Coordinator will authorize the national office to issue checks against the budget, except for those expenses which cannot be reimbursed until the required reports have been submitted.

The RVC may designate a member of the host group or other member in the region to plan and execute the LDW. However, the RVC bears ultimate responsibility for the program and use of the funds.

RVCs are encouraged to plan far enough ahead to allow publicity for the LDW to appear in at least two issues of each local group newsletter in the region, in InterLoc and in the Gatherings information in the Bulletin.

Whenever a LDW is scheduled for a location near the boundary of another region, the RVC is encouraged to make every effort to publicize the LDW in the neighboring region.

FOLLOWUP

Within six weeks after the conclusion of the LDW, the RVC or his/her designate shall forward all requested materials and reports to the LDW Coordinator.

COORDINATOR

The AMC shall appoint a national LDW coordinator who, under the guidance of the AMC Leadership Development committee, will assist the RVCs.

The coordinator's duties will include:

- To maintain an approved LDW handbook, the contents of which will be used as a guideline for establishing the curriculum for a LDW.

- To work with the LDW Committee, the objectives/curriculum

APPENDIX APPENDIX 3: Guidelines for Mensa Colloquium Host Groups (see 1990-023)

Guidelines for Mensa Colloquium Host Groups

Approved 1990 by American Mensa, Ltd.
and
The Mensa Education and Research Foundation (MERF)

Mensa's purposes are to identify and foster human intelligence for the benefit of humanity; to encourage research on the nature, characteristics, and uses of intelligence; and to provide a stimulating intellectual and social environment for its members.

In keeping with these goals, in 1980, American Mensa's then-chairman, Gabe Werba, proposed an annual Colloquium, saying " . . .I want to stimulate within Mensa a climate of intellectual excitement in which concepts can be explored, dialogues can be started, and ideas can be generated that will move us in new directions." The first Colloquium was held in October 1982, citing as its purpose: "To offer a forum for any interested Mensan to explore, debate, evaluate, and offer judgment on a major issue of long-range importance to society."

Using the format of that first Colloquium as a springboard, each Colloquium that followed made experimental changes, learning from previous experiences and trying some new features. It should be emphasized from the start that, while Colloquia share with Annual and Regional Gatherings those organizational chores necessary for the smooth performance of any conference or convention, the participants are coming primed to discuss whatever topic is to be presented, not primarily to socialize, although there will also be ample time to do that. This is an American Mensa event -- a national gathering with a serious purpose.

developers and the national office to keep the LDW handbook, presentation materials and handouts current.

- To develop a standardized LDW evaluation form to be used at all LDWs.

- To assist RVCs with the timing and venue of all LDWs.

- To maintain a listing of speakers and topics.

- To coordinate evaluation of LDWs and their presenters, to evaluate the benefit of LDWs to Mensa and the involved local groups.

- To maintain a listing of LDW attendees.

- To report on the progress of LDW programs to the AMC at least annually.

- To distribute LDW funding as equitably as possible, authorize use and payment of LDW funding, and monitor and report quarterly to AMC on LDW funds."

The coordinator may perform the above functions him/herself or may delegate functions to qualified people approved by the Leadership Development Committee.

Organization of the Colloquia from the first was to be a three-way partnership among American Mensa, Ltd. (AML), the Mensa Education and Research Foundation (MERF), and a host group. AML and MERF would provide expert guidance and assistance through a wide array of resources available nationally, enhanced prestige through the use of their name and logo as a national effort, and national advertising and media coverage. The local group would plan, staff, and structure the actual event. Benefits would result for each of the partners: AML, MERF, and the local group would benefit from an improved public image, enhanced pride of the membership, and improved recruitment and retention.

The main concerns of AML and MERF are that the Colloquia are conducted in a professional and cost-effective manner to achieve these overall objectives that lend credence to the purposes of Mensa, and that they provide benefits to all participants.

These guidelines are supplied to assist your group in preparing its bid to host a Colloquium and to provide an outline for the tasks and responsibilities you will be undertaking if your bid is successful. Contact your RVC and the National Membership Officer for assistance in exploring the feasibility of hosting a Colloquium.

Host Agreement The Host Group Agreement between your group and the sponsors, AML and MERF, specifies the contractual arrangements for a Colloquium; a copy should accompany these guidelines. Read this agreement carefully and be sure your group understands its provisions. Some of the clauses are negotiable, but any such negotiations must precede the signing of the contract. The

contract will be signed as soon as possible after your bid has been accepted by both the American Mensa Committee (AMC) acting for AML, and by the MERF Board of Trustees. At the time that the AMC and MERF accept your bid, a representative or liaison will be appointed to sign on behalf of each group.

Be sure you have the support of your local group membership for hosting the Colloquium. With all the work involved and advance planning, a willing and cooperative team behind it can increase your chances of success. If more than one local group will be cooperating to host the Colloquium (Colloquium IV was a joint effort of three groups), be sure that the division of responsibilities is clear and that the Host Group Agreement is modified to reflect the joint nature of the hosting agreements.

Proceedings The host group may choose to have MERF publish the proceedings of the Colloquium as a monograph, to provide audio tapes, or both. Arrangements should be made in advance of the event with MERF if publication is desired.

Topic The topic and a brief description of how it will be elaborated is the most important part of the bid for hosting a Colloquium. It should be "a major issue of long-range importance to society", one that invites discussion by the audience, and it should be divisible into a number of "tracks" or sub-topics for small-group discussion in breakout sessions.

Advance Planning About 18 months -- minimum -- is needed to plan for a Colloquium. The site selection (the facility) is the first matter to be considered. The services of a professional convention planner may be utilized to negotiate a competitive contract. Next, the speakers should be contacted and secured to speak. When these two are out of the way, it is possible to get your fliers and publicity material in ample time. The National Office can provide assistance with publicity. Hold your costs to a minimum. Plan carefully and leave nothing to chance, such as speakers' fees and special arrangements for speakers (transportation, meals, AV equipment, etc.) Check to see if an airline will offer a discount to participants. It is a good idea to have representatives of your Colloquium Committee attend any and all Colloquia that occur while your Colloquium is in preparation, both to provide advance publicity for your event and to benefit from as much "colloquium experience" as possible.

Committees It is important to draw on the experience of previous Colloquium reports and committee members. The basic Colloquium Committee should probably include a Chairman, a Treasurer, a Registrar, and the LocSec (and a Liaison if more than one host group is involved). All important matters should be in the hands of these few people, answerable in turn to the representatives of AML and MERF who will be appointed at the time a Colloquium bid is accepted. In addition, you will want to take charge of such functions as corporate fund raising, speakers, Facilitators and Recorders, hospitality, hotel liaison, meals, program scheduling, and publicity.

Budget The Colloquium is not expected to be a big money-maker for the host group, but should budget to go a little over expenses: any surplus is split between the group and (see contract) AML and MERF. Any speaker's fees and/or expenses you agree to pay must be taken out of the proceeds or out of grants or contributions you can elicit from corporate sponsors. You may be able to raise some funds by selling ad space in the program book. Be sure to monitor costs carefully all through your planning process and decide in the last month or two before the Colloquium whether such expenses as hospitality supplies can be trimmed (if costs are running high) or expanded (if a surplus is likely). Previous Colloquia have attracted 83 to 281 participants.

Facilities Depending on what is available in your area, you may choose to hold the Colloquium at a hotel or motel, at a state park lodge, or at a local college or university. Cost is important. Hotels and motels are competitive, colleges and universities are grateful for income and anxious to please, and state park lodges almost always have a waiting list but fees are attractive and usually set in cement. Shop around. Contact the continuing Education Department of colleges and universities for information about their ability to handle a Colloquium.

Regardless of the facilities, the following must be checked:

1. All meeting space and a sufficient number of sleeping rooms should be accessible to the handicapped.

2. Have written agreements, covering everything, with the chosen facility. Avoid cancellation penalties.

3. If reservations can be made directly at the facility, have participants do so, ideally by using cards of envelopes supplied by the facility. If they are made with you, forward them or notify the facility at once. Make arrangements for special room rates to be extended for early or late arrivals. (And don't forget to offer to match up participants who may want to share quarters.)

4. If dormitories or a park lodge will be used for the sleeping rooms, make sure linen service and soap are included in the contract.

5. Specify that only one person, or at most two, is authorized to sign for charges at the facility. Make sure it is understood that no bills will be paid without the authorized signature(s).

6. If held at a facility where there are other guests, for the convenience of all, try to locate everything in one area.

7. Ensure that space is adequate for the anticipated attendance -- main room for plenary sessions; sufficient size and number of breakout rooms for subsequent sessions; large enough banquet room for meal functions; enough space, without crowding, in smoking and nonsmoking conversation rooms; adequate registration space. You may also need to reserve a room for a meeting of the MERF Trustees.

8. Hotels, motels and most schools will allow you to serve your own wine in the conversation rooms in the evening. State lodges usually prohibit alcoholic beverages. If cash bars can be arranged, you may do so, but alcohol is not a priority.

Speakers The usual format includes a Keynote Speaker, who presents the subject of the Colloquium, and two or three others who are knowledgeable in the subject but have diverse points of view. Do not overlook your own members for these roles, but remember that this is a national event and must have some "known" names to

draw well.

The Keynote Speaker is usually presented on Friday evening after the dinner hour, and the other speakers early Saturday morning before breakout sessions (discussions) begin. Time sill be saved if the bulk of the speaker' credentials are printed in the program and introductions are kept as short as possible. Set a time limit for each speaker; 30 to 45 minutes constitutes a suitable presentation, but the speaker must be well prepared and must stick to the topic.

If you plan for a question-and-answer period of about 15 minutes after each Saturday morning speaker, provide a standing microphone in a center aisle so the entire audience will be able to hear the questions. At both the speaker sessions and breakout sessions, there should be no smoking.

Breakout Sessions The Saturday breakfast sessions and a Sunday morning wrap-up session are the heart of the Colloquium. The division of the main topic into tracks, or sub-topics of the main theme, should be described in the program so that participants may choose to concentrate on their particular areas of interest. The first session should take place after the speakers have been heard, and should last until lunch. The afternoon session may last about three and one-half hours with one mid-session 15-minute break. Each breakout room should ideally accommodate 15 to 25 participants comfortably. There should be no smoking during sessions.

Reading List A list of suggested and recommended books, magazine articles and pamphlets should be sent to each registrant as early as possible, certainly at least two months before the event. The best source for such a list will be the speakers. The acknowledgment materials sent to registrants should also include a program preview, a map for locating the facility from interstates and airports, and a receipt for the registration fee.

Facilitators and Recorders Facilitators are needed in the breakout sessions to assist group discussions to flow and not become sidetracked or caught in circular reasoning. Recorders are needed to tape or make notes on the sessions. Volunteers for these two important tasks must receive instructions beforehand, during Friday pre-registration sessions. If there are enough volunteers, each team only needs to work during one session, so that they, too, may have time to be participants in the other sessions.

The minimum number of teams will depend on the number of tracks, the number of registrants and the number of rooms available. Ideally, for everyone to actively participate in the sessions, registrants should be divided into groups of 15 to 25. Many larger conference rooms can be sectioned off with sliding or accordion-folding dividers. A large ballroom can be set up with round tables, but more teams will be needed and noise and other minor distractions are inevitable.

Facilitators' and Recorders' Training It is essential to the central Colloquium experience that the breakout sessions be led by trained Facilitators and Recorders. As more Colloquia are held, there will be a growing cadre of members who have been trained for these tasks, but you should assume that it will be necessary to conduct a training session for them on Friday. The point of the training is not only to provide necessary skills in leading, shaping, and recording the single group discussions, but also to build a sense of cooperation and team spirit among them so that they enhance the experience of the participants. You may wish to offer free registration to the Facilitators and Recorders as recompense for their work during the Colloquium.

Wrap-up A wrap-up session, in which one person from each facilitator/ recorder team summarizes the activities of the previous day's sessions, may be held on Sunday morning before the brunch or luncheon. The wrap-up should also be recorded and condensed for a follow-up report, which may be printed for sale to the participants and all Mensans, or distributed free to registrants.

Publicity Every group should have a printer or layout artist who can prepare a professional- looking flier with registration and reservation forms. Your materials will also look more professional is you have a logo or other design element that is used on all fliers, PR items, the name badges, programs, etc. Fliers can be made available at Annual and Regional Gatherings, and paid display ads should appear in The Bulletin several months before the date of the Colloquium. Write-ups in InterLoc and The Bulletin, describing the topic and giving a suggested reading list, will help immensely. The National Office Marketing Director can assist in placing ads in select national or regional publications to obtain maximum exposure for Mensa.

The advantages that can be produced through publicity of a serious Mensa Colloquium should never be overlooked. Make the most of the opportunity to attract new or possibly lapsed members. Appoint an able, hard-working local Publicity Chair (check with the LocSec or RVC for PR or marketing professionals who could help) and make sure this person works with the Marketing Director in the National Office to coordinate national publicity for the Colloquium.

Local Media Press releases should be sent (early on and then again as the Colloquium nears) to the local newspapers and radio/TV stations. Spokespersons should be booked on local TV and radio, if possible.

Local Group Attendance Do everything possible to encourage attendance by members of your local group and neighboring groups. Participation in the Colloquium will make them more enthusiastic members for the rest of the year and increase activity and group participation for some time. You may wish to give committees, members, and volunteers a slightly reduced price on registration and/or meal package.

If you are also publicizing the Colloquium to the general public, you may need to carry additional insurance -- check with the National Office. It may be appropriate to charge a "non-Mensan" rate for attendance.

Conversation Rooms These equivalents of Hospitality Suites are provided to give participants an opportunity to mingle and socialize. The refreshments are not supposed to replace meals, but just be good quality snack foods. Wine and beer, if they are served, may be served only in the evenings. Blocks of cheese are appropriate, as well as other snack items, soft drinks, coffee and tea. If wine and beer are served, try to arrange to bring in your own. Plan to serve juice, coffee, tea, rolls, yogurt, etc., in the mornings. Add enough to the registration fee to take care of these hospitality costs.

Conversation rooms should be closed during the sessions and by 1 a.m. so that participants are fresh and alert the following morning.

Try to arrange for Saturday coffee or snack breaks to be served near the meeting rooms rather than having to open (and staff) the conversation rooms. Arrange for housekeeping, trash removal and vacuuming to keep the room neat.

Meals Meal functions provide a vital occasion for socializing while continuing conversations with other participants. For Friday dinner, if it is not included in the meal package, and for those who do not purchase the meal package, have a list of various nearby restaurants available an done or more local Mensans to serve as hosts for directions and/or transportation. Plan for a Saturday luncheon, a Saturday evening banquet, and a Sunday luncheon or brunch. Buffet meals are acceptable and may help hold down costs. Be sure meal prices include tax and tip. You may wish to price your meal package so that there is a slight advantage over the price of each meal bought separately.

Seating at Meals Round tables seating 8 to 10 are preferable since participants will most likely carry conversations from sessions to meals. Most hotels are equipped to provide this type of set- up. A head table may be needed for the Saturday evening banquet. Keep the smokers and non- smokers on opposite sides of the room, and mark these areas clearly.

Saturday Evening Festivities After announcements, introductions, etc. some sort of diversion, preferably incorporating the theme of the Colloquium, should be offered. After a hard day's work, participants will want to relax and enjoy. This will be the one occasion during the Colloquium that can be strictly entertainment. Even so, something relative to the Colloquium topic can be presented. And after sitting all day, most participants will enjoy an active function of some kind.

Be sure to have a podium, microphone, and sound system. Have the dishes cleared before the program begins, if at all possible. The position of Master of Ceremonies should be filled with care.

Registration If the Colloquium will be held at a college or university, the school, under your direction, will probably take care of registration, name tags, meal tickets, etc. If it is held at a hotel or lodge, the host group will be in charge of the registration desk.

Make the registration desk convenient and visible, and have it open about 10 a.m. on Friday. Have envelope kits made up in advance with nametags, meal tickets, program, note pad, pen or pencil, and a floor plan or map or session room locations enclosed. Also enclose a questionnaire to get participants' reactions to the various features of the Colloquium and suggestions for future colloquia. Mark any amount due on the envelope and show whether meal tickets are enclosed or must be purchased. Have each arriving participant sign in as the envelope is handed out. Keep the registration desk open for late arrivals or leave word where the Registrar can be found.

Nametags Have an artist or printer make up an attractive design on which you will have the names and home towns printed in large letters, and enclose them in plastic cases, stapled or taped so that the card cannot fall out. Announce in your program that nametags are evidence of registration and must be worn for admittance to sessions and conversation rooms. Ribbons may be attached to identify the wearer, e.g., different colors for speakers, facilitators/recorders, host committee members, AMC members, MERF Trustees, etc.

Registrants List Print out a list, as late as possible, of all advance registrants for distribution at registration time. If all guests sign in on arrival, anyone can then see who is expected and whether or not they have arrived.

Message Center Provide a large bulletin board in the registration area for announcements. Also provide a place where messages can be left with cards or paper, pencils and thumbtacks.

Emergencies Prepare a list of local hospital, fire, ambulance, and other emergency services for use by all your committee members. Ask the facility at which the Colloquium is held to advise of how to handle emergencies (e.g., contact the Front Desk by dialing "0", dial 911 for police, etc.)

Display Tables Speakers may have books or other materials for sale; order forms for purchase of session and wrap-up tapes should also be available. Literature about how to join Mensa should also be on hand for non-members' questions. Have tables where such materials may be exhibited and/or purchased. If there is room, you may also make display space available to nonprofit groups that have information relevant to the Colloquium topic.

Articles for publication Follow up the Colloquium with articles describing what took place. Arrange for a photographer to take good quality black-and-white photographs of significant events and aspects of the Colloquium for The Bulletin, the local newsletter, and area newspapers. Select subjects with news value and emphasize the speakers or other celebrities. Candid head and shoulder shots of groups of two or three people are best, plus shots of sessions and speakers, but be sure that the photographer does not disrupt the breakout sessions. Enlargements that can be cropped to 3" x 3" are most usable for The Bulletin and local newsletters. Interested newspapers may prefer other sizes or color photos.

APPENDIX 4: Principles of Conduct of AMC Officers (see 1986-085, 1989-042, and 2001- 060)

(Reprinted from the AMC Handbook)

Members of the American Mensa Committee (AMC) are both the directors and officers of American Mensa, Ltd. (AML). As directors, we must concern ourselves with the overall well being, 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 agreed to serve on the AMC – and having been elected or appointed to that body – we must recognize our obligation to the membership, to the entire membership as directors, to fulfill our functions and responsibilities. That obligation is not only quasi-contractual, it is also fiduciary.

To serve the membership well, we must not only perform our individual functions and responsibilities faithfully and to the best of our ability, but we must also strive always, to increase the efficiency and effectiveness of AMC as a body. We must recognize that a body divided by discord, by self-dealing or by political machination cannot operate efficiently and effectively, cannot deliver on its obligation to serve the membership. We must recognize that one of our major responsibilities is to preserve AMC as an institution, to enable it to perform as a working body. This requires defending it from attack; requires abstaining from personal attacks on colleagues; requires respecting other officers, including the Ombudsman, and their functions; requires striving for harmony; and requires maintaining AMC's collegiality.

If we believe that a colleague is acting improperly, or failing to take necessary action, we should make every reasonable effort to communicate our concern directly to the colleague before taking any other action. If communication with the colleague does not produce satisfactory results, we should then communicate our concern to the Chairman. We should make every effort to resolve the situation on an informal basis – if necessary, calling for a pre-AMC meeting executive session to attempt resolution of the situation. Taking the problem to the membership, going public with it, should be a last resort, a final recognition that AMC as a body cannot deal with the problem.

We of the AMC should always be cognizant of the vital difference between communicating as individuals and communicating as officers in the performance of our duties. We must, therefore, avoid communicating on our official letterhead stationery when the subject matter of our communication is personal opinion not related to our office and in the performance of our duties, or when use of the letterhead might tend to give the false impression that the communication represents the opinion or decision of the AMC. Should we have reason to communicate with a local group or one of its officers, we should send a courtesy copy of the communication(s) to the RVC.

Because of our office, we have a special responsibility to check facts firsthand, to speak directly to all the principals, and to familiarize ourselves with the issues involved before making any public statements. We must recognize that to do otherwise may raise false issues; may be wantonly divisive and result in a climate damaging to membership retention and development; and may cause untold harm to individuals, to local groups, and to the Society. We must recognize that the time and effort expended trying to clear up misunderstandings and acrimony are time and effort taken away from carrying on the business of the Society, as well as time and effort taken away from our members and owed to them.

Having been elected or appointed to serve on 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. Ad hominem remarks concerning colleagues and AMC itself are inappropriate, divide the committee, damage – sometimes permanently – the collegiality of that AMC, and often make it near impossible to work as a body on the business of the Society.

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

1. The Chairman is the chief spokesman for both AMC and the Society. The Chairman is responsible for conducting the Society's business in a fair, orderly, and timely manner. The Chairman, as Chief Executive Officer, is responsible for providing leadership to AMC and the Society and for the proper functioning of the National Office, acting as supervisor of the Executive Director.

2. The Chairman normally presides at meetings of the AMC. The other members of AMC all have equal status on that body.

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

4. The Regional Vice-Chairmen 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.

5. The Secretary, the Treasurer, and the appointed officers shall have such duties as customarily fall within their functional areas.

6. The Past Chairmen shall provide counsel and may take on such duties and responsibility for such matters as may be beneficial to American Mensa.

7. Absent direction from the AMC or the Chairman, no member of the AMC, other than the Chairman, has the authority or duty to intervene in another member's functional area, e.g., a region, finances, testing, etc.

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 in order 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.

APPENDIX 5: Policies and Rules Governing the Conduct of Hearings (see 1980-105 and 1989-017)

Adopted by the
American Mensa Committee
November 29, 1980

Amended March 30, 1985

STATEMENT OF POLICY

The accompanying Rules, and any subsequent amendments, are adopted by the American Mensa Committee in fulfillment of its duty to assure all members of the society a fair and impartial hearing of any charges brought under Article IX (5) of the American Mensa Bylaws. The Rules are binding upon all members of American Mensa.

Copies of these Rules shall be available to any member upon request to the Executive Director or to any member of the Hearings Committee.

The function of the Hearings Committee is limited. It is to:
In order to properly perform its functions, all members of the Hearings Committee must maintain an arms-length impartiality in all matters pertaining to charges, or the possibility of charges, of acts inimical to Mensa. Specifically, members of the Hearings Committee must:

1. Refrain from giving counsel as to whether charges should or should not be filed;

2. Insist that all communications between any individual and a Hearings Committee member with respect to charges or a pending hearing be in writing; and

3. 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 committee. However, its membership is not fixed for the hearing of a particular complaint 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.

1. Receive and review charges of acts inimical to Mensa brought before it;

2. Determine whether sufficient facts have been alleged to warrant the holding of a hearing on some or all of such charges;

3. Judge whether or not the preponderance of the evidence presented in a hearing shows the accused to have committed the acts alleged; and

4. Impose sanctions, as specified in the Bylaws, if the accused is adjudged to have committed an act or acts inimical to Mensa.

Thus, the function of the Hearings Committee is only to hear and decide charges of acts inimical to Mensa, i.e. acts that are divisive or otherwise harmful to the society as a whole. It is to rule on the facts as presented to it, and to make determinations from those facts only. The Hearings Committee does not exist to resolve personal conflicts between members, nor is it a peacemaker, mediator, arbitrator, or counselor. Those roles are assigned to others under the Dispute Resolution Procedures previously adopted.

RULES GOVERNING THE CONDUCT OF HEARINGS

RULE 1

A. Charges of acts inimical to Mensa may be made by any member or group of members or by mandate of a majority vote of the members present and voting at an Annual Business Meeting.

B. In the event of charges brought as the result of a mandate from the members at an Annual Business Meeting, the Chairman of American Mensa shall select one or more Mensa members to act for the membership in the matter., i.e. to collect evidence, prepare the written charges, and to act as complainants.

RULE 2

Deliberately making a false or misleading oral or written statement to the Hearings Committee with regard to a proceeding before it is an act inimical to Mensa for which sanctions may be imposed by the Hearings Committee.
B. The name(s) of the individual(s) alleged to have committed each act,

C. Sufficient facts in support of the charges to convince the Hearings Committee that a hearing is warranted, and

D. An acknowledgement by each complainant that he or she understands that deliberately making a false or misleading oral or written statement to the Hearings Committee with regard to a

RULE 3

Charges of acts inimical to Mensa shall not be considered by the Hearings Committee unless they are in writing, are signed by the individual(s) making the charges, and contain:

A. A specific statement of each act inimical to Mensa alleged to have been committed,

proceeding before it is an act inimical to Mensa for which sanctions may be imposed by the Hearings Committee.

RULE 4

Charges shall be filed by delivering them to the Chairman of the Hearings Committee as originally constituted. Supporting documentation may be included with the charges.

RULE 5

A. The Hearings Committee shall promptly decide whether sufficient facts have been alleged to warrant the holding of a hearing on some or all of the charges. A copy of this decision of the members of the Hearings Committee as originally constituted plus a list of the names of the next three individuals eligible for the Hearings Committee pursuant to the bylaws.

4. Transmit to the parties the name of the person who will act as liaison between the Committee and the parties on matters of procedure.

RULE 6

A. Any party wishing to challenge a member of the Hearings Committee as originally constituted must do so by notice in writing to the Hearings Committee Chairman within fifteen days of receipt of the original list. The notice shall state the name of the member being challenged and the reasons for the challenge. If, in the judgment of the other members of the Hearings Committee, the challenge is warranted or the challenged member is incapacitated or otherwise unavailable, that member shall not serve and the vacancy shall be filled as set forth in the Bylaws.

B. The Hearings Committee shall notify the parties of its decision regarding any and all challenges. If a new member is added to the Hearings Committee to fill a vacancy, that new member is subject to challenge as above.
one or more persons to assist a party in the prosecution or defense of charges whenever such action is necessary in the interest of a fair hearing or to otherwise prevent manifest injustice.

RULE 9

All decisions of the Hearings Committee regarding any matter pending before it, whether such decisions be prior to any hearing, during a hearing, or after a hearing, shall be made by majority vote of the Hearings Committee as then constituted.

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;

Hearings Committee shall promptly be furnished to the complainant.

B. If it is decided that a hearing should be held, the Hearings Committee shall promptly:

1. Notify the accused by furnishing the accused with a copy of the decision to hold a hearing together with a copy of the charges and any supporting documentation.

2. Notify the Chairman of American Mensa and the Ombudsman
by furnishing each of them with a copy of the charges and of the decision to hold a hearing.

3. Transmit to the parties a list of the names of the

C. No member of a Hearings Committee panel shall be disqualified from continuing to serve as such solely because a new officer has been elected to serve on the American Mensa Committee, thereby removing such panel member from the list of persons eligible to serve on the Hearings Committee as originally constituted.

RULE 7

If a hearing is to be held, the time and place thereof shall be determined by the Hearings Committee, but in no event shall the hearing be held earlier than thirty days after notice of the charges has been given to the accused.

RULE 8

A. The Hearings Committee shall have the authority to appoint one or more persons to assist it for such other purposes as the Hearings Committee deems appropriate. No person who has any direct interest in the subject charge may be so appointed.

B. The Hearings Committee shall have the authority to appoint
B. Each complainant shall be offered a fair opportunity to present all relevant evidence in support of the charges;

C. Each accused shall be offered a fair opportunity to present all relevant evidence in defense against the charges;

D. The parties may call and question witnesses in their behalf, 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 complainant or an accused;

F. Any party shall have the right to be represented by another person of his or her choosing;

H. The Hearings Committee shall have the right to limit discovery;

I. All hearings shall be tape recorded and the tapes shall

become part of the record.

J. If the Hearings Committee permits or requires any party to file additional documentary evidence or written argument, copies K. Subject to the provision of Rules 11.D. and F., and subject to a specific order of the Hearings Committee to the contrary, any member shall be entitled to attend the hearing.

RULE 11

The Hearings Committee shall have broad discretion with respect to the conduct of hearings. By way of illustration, but not of limitation, the Hearings Committee may:

A. Dismiss charges;

B. Limit any testimony that is irrelevant or cumulative;

C. Rule on the admissibility of documentary or physical evidence;

D. Order that witnesses be sequestered;

E. Order that testimony be given under oath;

F. Order that any disruptive person be removed from the hearing room; or

D. A copy of the final decision shall promptly be furnished to the Chairman of American Mensa, to the appropriate Regional Vice Chairman, to the Ombudsman, and to each of the parties.

E. If the decision of the Hearings Committee is not unanimous, the dissenting member may append his/her dissenting opinion to the decision of the majority.

F. Within twenty days after the issuance of an opinion, any party may file with the Hearings Committee a written request for modification of the opinion, for reconsideration, or for similar relief. The Committee shall take such action thereon as it deems appropriate in the circumstances, and shall advise all parties of the action taken.

RULE 13

A. Upon receipt of a decision of the Hearings Committee recommending the suspension or expulsion of a member, the Chairman of American Mensa shall cause such decision to be copied and distributed to all members of the American Mensa Committee prior to the meeting at which the decision will be reviewed.

B. The complainant and each accused facing suspension or expulsion shall have the right, in person or by his or her representa-

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 deemed withdrawn and the Hearings Committee
shall issue a new decision.

thereof shall be transmitted to the other parties, and the other parties shall then have twenty days in which to file comments or a response with the Hearings Committee.

G. Take any other action that it deems appropriate or necessary for the fair, orderly, and efficient conduct of the hearing.

RULE 12

A. A decision shall be rendered by the Hearings Committee as soon as possible after the conclusion of the hearing.

B. The decision shall be in writing and shall include:

1. A general statement of the case;

2. A statement of the facts as found by the Hearings Committee;

3. A statement of each charge heard, together with the Hearings Committee's decision thereon, including its reasoning, and the sanction to be imposed, if any.

C. If the Hearings Committee decides that the charges brought by a complainant were brought frivolously or maliciously, the Hearings Committee may impose sanctions on the complainant for committing an act inimical to Mensa.

tive, to address the American Mensa Committee at the meeting at which the decision is reviewed. The parties may there argue such issues as they deem appropriate in the circumstances. Each party intending to address the American Mensa Committee shall so notify the Chairman of American Mensa prior to the day of the meeting.

C. Each party shall be permitted to speak for a maximum of fifteen (15) minutes. The complainant may reserve a portion of his or her allotted time for rebuttal.

D. After all parties wishing to speak have been heard, the American Mensa Committee shall vote on the decision rendered by the Hearings Committee. A separate vote shall be taken on each charge which has been found valid and for which a sanction of suspension or expulsion is recommended by the Hearings Committee.
The American Mensa Committee may vote to:

1. Concur with the Hearings Committee;

2. Concur with the Hearings Committee's finding of fact, but reduce the sanction;

3. Decline to concur with the Hearings Committee;

E. Any sanctions approved shall take effect immediately.

RULE 14

After a decision has been made not to hear charges, or after a decision has been rendered following a hearing, all documents and

recording tapes in the possession of the members of the Hearings Committee which relate to the charges and form part of the record shall be forwarded to the Executive Director for storage in the national office.

RULE 15

The Hearings Committee may adopt standing rules of procedure and
operation to supplement these Rules, provided that such rules are not in contravention of these Rules, and provided further that copies of such rules are promptly presented to the American Mensa Committee.

RULE 16

A. Each gender used herein shall include the other gender, and singular shall include plural, and vice versa, as the context requires.
the society. Requests for reimbursement of any such costs not paid directly by the society shall be supported by receipts or other evidence of payment.

2. The Hearings Committee is authorized to expend up to $3,000 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 the society shall be supported by evidence of the Hearings Committee's approval and by receipts or other evidence of payment.

3. 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.

E. The parties and their witnesses shall bear their own costs (including legal fees) unless both the Hearings Committee and the American Mensa Committee vote to approve reimbursement of some or
all of such costs.

F. Amendments to these Rules shall apply to a proceeding already initiated only upon the unanimous written consent of the parties involved.

G. These Rules and any amendments thereto shall be effective when adopted by the American Mensa Committee.

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. The phrase "the Hearings Committee as originally constituted" means those members of the Hearings Committee who would be
permitted by the Bylaws to serve and who have not declined to serve. The composition of the panel which ultimately hears charges may be different if a member later resigns or is removed following a challenge.

D. 1. The reasonable and necessary costs not exceeding $500 per person incurred by the Hearings Committee members, by persons
appointed by the Chairman of American Mensa to act on behalf of the membership, and by persons appointed by the Hearings Committee to assist it, a complainant, or an accused, shall be borne by

APPENDIX 6: Procedure to Implement Regional Hearings (see 1998-018)

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.

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 Chairman of the region in which he is a member of a local group, or the Second Vice Chairman if the party is not a member of a local group of any region, of the complaint, with a copy to the AMC Chairman or his designee. The RVC shall respond to all parties, and the AMC Chairman 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 RVC shall send copies of this correspondence to the Local Secretary of each of the parties and to the Ombudsman. The AMC Chairman may appoint another elected AMC member to supervise the regional
hearing process if the first AMC member is a party, or was

(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
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 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 Chairman (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.

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 regional 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

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 regional 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 chairman. The panel members shall select their own chairman and shall within five days notify the AMC member of this selection. Within five days of being notified of the selection of the panel chairman, the AMC member shall notify the parties of the names of the panel chairman and the other panel members, and that the panel chairman will contact them regarding the regional hearings procedure.

D. Conduct of Regional Hearings

(1) The regional 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 regional hearing.

(2) The panel chairman shall coordinate the regional hearing proceedings. All communications to and from the panel during the regional hearing should go through the chairman. In one of his first communications to the parties, and in one of his first communications to the panel members, the chairman shall list each of the complaints in as much detail as he feels necessary. This 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 regional hearings panel. Each panel member shall keep track of expenses incurred, including receipts when feasible, and periodically submit them to the AMC member supervising the regional hearings. Reimbursement 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 chairman may enlist the aid of others in planning the hearing.

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

(5) Each regional 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 chairman shall coordinate the planning of the hearing as well as the

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

(9) The regional hearings panel shall issue its ruling(s) in writing within 45 days of the commencement of the regional 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 regional hearings. Copies of the ruling shall be sent to each party, the AMC member supervising the regional hearing, and the AMC Chairman or his designee. The AMC member supervising the regional hearings shall send copies of the ruling to the Local Secretary of each of the parties and to the Ombudsman.

(10) After the panel has rendered its decision, the panel chairman shall retain the entire record, including the ruling(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 appealed, the panel chairman shall submit the entire record to the AMC member supervising the regional hearings within fifteen days of being notified of the appeal. If the decision of the panel is not appealed, the panel chairman shall submit the entire record to the American Mensa national office for permanent retention within fifteen days of the end of the period for possible appeal.

(11) All rulings of the regional hearings panel are final and binding on all parties, except as provided in section E (Appeal). Willful violation of any regional hearings ruling shall be considered good cause for further proceedings by a regional or national hearings committee.

E. Appeal

(1) Rulings of a regional 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 regional hearing.

(2) Rulings of a regional hearing panel may be appealed only by a party to the dispute and only if bias of the regional hearing panel is alleged, except as limited by subsection

(3) If a decision of a regional hearing panel is appealed to the AMC, the AMC shall make its decision based on the record of the regional hearing and any written appellate arguments the parties wish to submit to the AMC regarding the basis for the appeal, i.e. an allegation of bias. No oral argument by the parties shall be permitted at the AMC appeal, and no oral testimony shall be permitted at the AMC appeal except by the AMC member who supervised the regional hearing. The AMC member who supervised the regional hearing should abstain from all votes regarding the appeal. The AMC may appoint a committee to examine the regional hearing and make recommendations regarding the appeal before the AMC meeting at which the appeal is to be decided.

(4) If no bias is found, the matter is closed and all rulings of the regional hearing panel must be complied with by all parties in accordance with subsection D.(11).

(5) 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 regional hearing. All members of the original panel are barred from service on the new panel. The new panel shall conduct a new regional 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 regional hearing, but shall have access to any and all documents submitted in the original regional hearing at the request of any party to the AMC member supervising the regional hearing. The AMC member shall obtain copies of the requested materials from the chairman of the first regional hearing panel within fifteen days. The record and documents from the original proceeding shall continue to be preserved in accordance with subsection D.(10).

(6) No appeal on the basis of bias shall be heard after substantially similar rulings by two regional hearing panels.

(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.

E.(6). Such appeals must be brought within 60 days of the regional hearing ruling's publication to the parties. Such appeals shall be heard by the American Mensa Committee 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 regional hearing panel.

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

APPENDIX 7: Guidelines for Local Group Separations (see 1981-043)

The following guidelines are intended to be an aid to the 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.

1. 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 groups in American Mensa will be 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 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.

2. 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 12-Sep-1992, see ASIE 1992-054) subsidy to local groups is $7.50 per full dues paying member per year and $3.00 per second (or additional) family member who chooses to claim such status per year.

B. NEWSLETTER SUBSIDY. For newsletters sent to the Corporate Subscription and the Local Group Newsletter Exchange, the subsidy is 65 cents per copy, per ASIE 2001-014, 31-Mar-2001.

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. OTHER GRANTS AND LOANS. ASIE 1991-012, 06-Apr-1991, authorizes the Communications Officer to make discretionary grants for the purpose of obtaining a periodicals class mailing permit, to Local Groups that are currently mailing their newsletters by first or standard class. Interest free loans are available from the American Mensa Executive Committee for special requirements.

B. BYLAWS. All groups must have Bylaws which have been approved, prior to their separation, by the AMC. A suggestion is that the sample bylaws, which meet the Minimum Standards, may be adopted by the members of the proposed new group, with the group information being inserted where pertinent. This will insure 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 their 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 run for 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.

These loans are guaranteed by RVC funds, thus should be repaid as quickly as possible.

E. 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.
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, Chairman
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 and 1999-006)

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

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.

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

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 not permissible to encircle, or partly encircle, the logo with lettering. 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.

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

APPENDIX 9: A Suggestion to Redefine and Reorganize SIGHT (see 0000-006)

SIGHT, the Service of International Guidance and Hospitality to Travelers, is one of Mensa's warm and good ideas. When it works it is usually an interesting, and often rewarding, experience for all concerned. When it doesn't work, or isn't used, it can result in feelings of frustration, irritation, and dissatisfaction.

The problems with SIGHT, in my opinion, are in no way the fault of the dedicated and willing people who administer and coordinate it. Rather, they are inherent in the cumbersome machinery and structure these volunteers inherited. I think it is time we reviewed the purposes of SIGHT and reorganized it so that it can be of maximum and easy service to traveling M's, both here and abroad.

SIGHT's present focus is very heavily oriented toward finding overnight hospitality for travelers. This is worthy, but it is only one aspect of the service that traveling M's want, and in fact, one that many travelers neither need nor desire. A great number of M's who travel have adequate lodging. What they do want is an easy-to-reach source of information about local Mensa activities, good restaurants, interesting things to do or see in the local area. Therefore, I suggest we change the name, and the service emphasis, of SIGHT to Service of Information, Guidance, and Hospitality to Travelers.

As SIGHT is presently organized, it is difficult for the traveler to use it, even for overnight hospitality, unless he can plan his trip well in advance and with a carefully detailed itinerary. One must write or phone either the National or a Regional Coordinator, who then looks up a list of pre-registered volunteer SIGHT hosts in the The name, address, and telephone number of the local SIGHT INFORMATION CONTACT could and should be listed in the Mensa Bulletin in the same issues that carry a complete list of Local Secretaries, so a periodic record is available to all M's. Where a specific SIGHT INFORMATION CONTACT is not designated, it can be assumed that the Local Secretary is also serving in this function, so that there will be someone from whom to seek information in each local group. It's simple, and I think it should work.

The onerous and time-consuming jobs of National SIGHT Coordinator and the Regional SIGHT Coordinators can now assume sensible and manageable proportions. They can be concerned with, 1) seeing that each local group has an active SIGHT INFORMATION CONTACT, 2) handling and resolving complaints, 3) handling SIGHT requests that involve multiple locations or an exceptional itinerary, and 4) handling SIGHT requests from foreign travelers.

SIGHT is too good an idea not to be made of as much service to M's as it can be. Let's make it easier, and more available.

Charles M. Fallon,
Chairman, AMC

Skokie, Illinois
September 10, 1976

localities involved and supplies two, three or four names in each location to the prospective traveler. The traveler must then contact these hosts and make his own arrangements. This often results in lengthy delays, or the discovery that the list of hosts is out-dated, or that there are no current hosts in the locality. Some local groups have a local SIGHT contact, but these are not universal, and are not well-publicized. Many SIGHT Coordinators exert extra effort when a traveler has a time problem, even making long-distance calls at their own expense. Yet there are frequent complaints of excessive delay or non-function. Again, this is not the fault of the Coordinators, it is the problem of the system they work with.

To overcome these problems, and to make SIGHT easier to use and of greater service to traveling M's, I suggest that we dispense with the present system of National and Regional registration of volunteer SIGHT hosts, and substitute the following:

Each Mensa local group should have a designated SIGHT INFORMATION CONTACT. This individual need not be willing to be a host or hostess for overnight lodging, but should be willing to answer mail or phone inquiries, and to provide information as to local Mensa activities, local points of interest, and the availability or lack of availability of overnight accommodations. Local members who are willing to provide lodging can let the local contact know, without the formality of other registration. In fact, a local contact can often arrange such hospitality without previous indications of willingness, merely from a knowledge of local members and their interests and personalities. And, if there is no local overnight hospitality to be had, this is also positive and helpful information to the traveler.

APPENDIX 10: Suggested SIGHT Policy for American Mensa
(see 1978-078 (0000-143), 1979-033 (0000-156), and 2000-128)

1. The AMC shall appoint a National SIGHT Coordinator.

2. The National SIGHT Coordinator shall enlist a local SIGHT Coordinator from each local group and a back-up Secretary. If any group fails to provide a local SIGHT Coordinator, the Local Secretary will be considered to hold that position.

3. The National SIGHT Coordinator shall prepare a list of local SIGHT Coordinators for distribution and inclusion in the *Bulletin*, together with a statement of policy and rules for guests and hosts.

4. When called by visiting Ms, the local SIGHT Coordinator should provide information and invitations to all local group activities, provide information on local points of interest and facilities. SIGHT hospitality does not include providing food and housing and visiting Ms should not expect or request this. However, this does not preclude hosts from entertaining visiting Ms in their homes providing this is done at their own volition and risk.

5. Special efforts should be made to extend hospitality to visiting Ms from other countries, and the extent of this is left to the discretion of the SIGHT hosts. Personal contact, impromptu luncheons, and even special parties would be in order.

6. American Ms traveling abroad should be careful not to impose on their host groups. Since American Mensa membership is so much larger than that of other countries, the demand for SIGHT services abroad is bound to be much greater than experienced here. Traveling American Ms should be warned NOT to ask for or expect food, lodging, or special favors, and should be careful not to put their hosts to any expense, and to notify them of arrival well in advance.

7. Local SIGHT Coordinators should be encouraged to report on all SIGHT contacts and problems, if any, encountered. Secretaries should be warned of members abusing SIGHT hospitality and privileges. Secretaries should verify the membership of prospective guests.

Harper Fowley
8/26/78
Minneapolis

APPENDIX 11: AG Bid Guidelines (see 1989-011)

Dear Local Secretary:

We are delighted you have requested information about how to prepare an American Mensa Annual Gathering bid. The AG is a joint endeavor of AMC and one or more Local Groups. Enclosed are
the materials you will need to prepare an Annual Gathering bid.

1. Guidelines for AG Site Selection showing how the AG Host Group is selected.

2. Information Needed for AG Bid Comparison which you must fill out as completely as possible.

3. Annual Gathering Outline which you will file quarterly (if your bid is selected), and then monthly for the six months leading up to your AG.

4. A list of sites of past AGs and Colloquia.

5. Additional information about gatherings we hope you will find helpful.

To be given full consideration, your bid package must contain Assistance of many sorts is available to help you prepare a better bid. Do not hesitate to call me or Travel and Convention Consultant Rose Lee B. Crutcher.

Sincerely,

Dr. Jean K. Becker
Site Selection Committee Chair

- Items two and three above, as completely filled out as possible, and

- Two copies of the Annual Gathering Host Agreement, filled out and signed, and

- Two copies of the proposed headquarters hotel AG bid contract.

Consult the National Office about the number of copies and due date (which is usually about one month before the AG where the site will be selected, three years before). This is the absolute deadline the above materials must be received. Earlier submission is strongly recommended.

Failure to submit the required written material for inclusion in the AMC mailing will seriously handicap your bid. (AMC members are wary of endorsing bids they have not had time to study.) Please plan early so your bid can get the full consideration it deserves.

Additional materials may be distributed at the discretion of the National Office staff, mailed directly by you, or brought to the presentation at the Annual Gathering.

From the American Mensa Bylaws:

An Annual Gathering of the Society shall be held between June 1st and July 15th of every year in a place to be picked by the American Mensa Committee, for the purpose of reporting to the members the state of the society and the activities of the society's committees during the previous year.

(Note: While the Annual Business Meeting is a specific activity, it is usually held in conjunction with what we generally refer to as our "Annual Gathering".)

Current selected ASIEs:

1982-128 05-Dec-1981 (last amended 6-Dec-1997 by 1997-093)
That each Annual Gathering site be selected at the AMC meeting at the AG three years before, if possible.

1983-084 13-Aug-1983
That a Meeting Site Selection Committee [be created] to review and evaluate invitations and bids from Local Groups desiring to host AMC meetings and Annual Gatherings. The Committee shall have the authority to select the sites for AMC meetings. The Committee shall recommend to the AMC the sites for Annual Gatherings. The Committee shall publish the criteria it uses to evaluate invitations and bids. The

Guidelines for AG Site Selection:

The site selected for an Annual Gathering should be one that promises to provide the best possible gathering for a large number of members. This should be judged by three major criteria:

1. The ability, stability and experience of the host group, as indicated by previous regional gatherings, group strength, and available leadership.

2. The hotel facilities available, adequate barrier-free space for sleeping rooms, meeting rooms and banquets, with favorable contracts and reasonable prices.

3. The accessibility to a large number of members, by air or by car, including those in the host group.

To be considered, each bid must include:

1. The endorsement of the RVC.

2. The standard AG host agreement contract.

3. All pertinent information requested.

Bulletin during the year preceding each Annual Gathering, as follows:

In the December and January/February issues, one-half page each: and, in the March, April, May, and June issues, one full page each; and in the March issue, the front cover.

The camera-ready copy is to be developed and produced by the AG Committee, and submitted to both the Communications Officer and the Development Officer for approval.

Committee shall consist of at least four AMC members.

1986-035 06-Jul-1986 (last amended 4-Jul-1998 by 1998-089)
That in order to obtain the best possible arrangements for Annual Gatherings and Colloquia:

a. The Meeting Site Selection Committee may, upon request of the local group, give advice and reasonable assistance regarding the preparation of a bid: and

b. The Meeting Site Selection 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.

c. All groups wishing to bid on an Annual Gathering or Colloquia shall make their intentions known by submitting all required materials to the National Office by the deadline for inclusion in the AMC packet for the AMC meeting where the decision is to be made, and in the number necessary to distribute. The AMC will distribute additional materials at the discretion of the AMC Chair or liaison.

1989-011 01-Apr-1989
That the AMC adopt the revised AG Guidelines.

4. The proposed headquarters AG hotel bid contract.

Some weight should be given to local points of interest, since the AG is often combined with the family vacation.

The Site Selection Committee will study and evaluate the bids, then make its recommendations to the AMC for the final selection.

1989-071 26-Aug-1989 (last amended 11-Aug-1990 by 1990-092)
For purpose of selection of Annual Gathering sites. That American Mensa will be geographically divided as follows: Regions 1, 2 and 5 in one section, Regions 3, 4, 6 and 7 in a second section and Regions 8 and 9 in a third, with no block ordinarily hosting two successive AGs.

1992-028 04-Jul-1992
That the Second National Representative 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.

1993-078 13-Nov-1993
To offer complimentary advertising space in the Mensa

1998-039 28-Mar-1998
That in selecting sites for all official AML sponsored activities, the relevant selection officer or committee shall consider compliance of the facilities to the Americans with Disabilities Act.

1998-088 4-Jul-1998
That the first surplus from an AG of 100 times the annual regular American Mensa dues at the time the AG is awarded shall go to the host group(s) with the remainder going to AML. AMC shall consider a contribution to MERF from the

surplus, if any.

1998-116 12-Sept-1998
That the Annual Gathering advance registrations and registration monies be collected and processed by the National Office staff under the supervision of the Executive Director if requested by the appropriate AG Chairman of the Annual Gathering sponsoring group(s). The monies will be deposited to the Annual Gathering treasury and will be controlled by the sponsoring group(s).

As of 11/98

Annual Gatherings and Colloquia Dates 1975-2001

Annual Gatherings	Colloquia
1975 San Antonio, TX	
1976 Valley Forge, PA	
1977 San Diego, CA	
1978 Cleveland, OH	
1979 Kansas City, MO	
1980 San Francisco, CA	
1981 Louisville, KY	
1982 Trenton, NJ	Boston, MA
1983 Phoenix, AZ	
1984 Washington, DC	Phoenix, AZ
1985 Milwaukee, WI	
1986 New York, NY	Louisville, KY
1987 Dallas, TX	
1988 Montreal, Canada	Austin, TX
1989 Atlanta, GA	
1990 Orange County, CA	
1991 Kansas City, MO	Milwaukee, WI
1992 San Francisco, CA	
1993 Orlando, FL	Philadelphia, PA
1994 Cambridge, MA	
1995 St. Louis, MO	
1996 Houston, TX	
1997 Birmingham, AL	
1998 Cincinnati, OH	
1999 Long Beach (L.A.), CA	
2000 Philadelphia, PA	
2001 Dallas, TX	

Rev: 12/98

INFORMATION NEEDED FOR AG BID COMPARISON

In order to make a fair comparison, the Site Selection Committee needs certain information. Please furnish the AG bid information below. Additional special events and local attractions may be listed on the back of this sheet.

Local Group _____ RVC endorsement _____
(initials)

Local members (last 3/31 total) ____

Other Mensans within 400 miles ____ Latest Net Worth _____

RGs held (years) _____ Previous AG bids? _____

Proposed dates _____ Registration fees (early/late) _____

Hotel selected _____ Barrier-free? ____

Total # sleeping rooms ___ Rooms blocked ___ #Barrier-Free ____

Room rates (s/d/t/q) _____ Contract submitted? ___

Backup hotel(s) _____ # Rooms ____

Room rates (s/d/t/q) _____ Contract submitted? ___

Meals (# and cost) _____ Dining Room capacity _____

Meeting rooms: # Barrier-free rooms blocked _____ Free? ____

Hospitality space (size, access) _____

Suites or meeting rooms? _____ Serve own food/drinks? ____

Proposed programs/events _____

Distance to airport: _____ Taxi/limo/bus fare _____

AG Chairman (brief background) _____

_____

Other key chairmen _____

Budget - Fixed expenses _____ Variable/person _____

Estimated attendance _____ Break-even point _____

Special attractions _____

_____

_____

Annual Gathering Outline

Date: _____

KEY APPOINTMENTS: General Chair _____

Registrar _____ Treasurer _____

Publicity _____ Hotel Liaison _____

Other_____

Any changes made since last report_____

_____

REGISTRATIONS: Received to date _____ Acknowledged _____

Funds deposited _____ Deposits made how often _____

Interest-bearing easy access account? _____

PROGRAM: Speakers/programs planned* _____ Locked in ____

Children/Young M's programs* _____

Special events planned* _____ Plans completed _____

meeting rooms blocked _____

Tours planned _____ Plans completed _____ Cost _____

Game rooms _____ Contests _____

AMC accommodations & liaison _____

HOTELS: Main hotel _____ Rooms reserved _____

Overflow hotel _____Rooms reserved _____

University/other rooms? _____ Rooms reserved _____

MEALS: # Meals & cost _____

Meals reserved to date _____

HOSPITALITY: Space(s) allocated: Smoking _____ Nonsmoking ____

Complimentary breakfasts? ____ Other groups helping?* _____

*Submit additional information if required

Gathering Approval Request
To: Regional Vice-Chairman
Subject: Planned Gathering

Our Group _____, #_____ would like your approval
Group Name Number

of our tentative plans to hold a(n) _____ Gathering
on the dates of _____, in the city of _____

The gathering's name would be _____

Web Page URL (if any) _____

Signed: _____ Date: _____
Local Secretary

Printed Name: _____ Phone #: (___)_____

Address: _____

_____

Please indicate your approval with your signature below. Thank you!

Approved: _____ Date: _____
Regional Vice-Chairman

RVC, please send signed copies to:

1. Local Group LocSec

2. E. Bunny Warsh, Gatherings Editor
6889 Crest Ave.
Riverside, CA 92503

3. Cat Sterrett, AMC Membership Officer
2327 West Winnemac
Chicago, IL 60625-1817

Please reply to: E. Bunny Warsh
6889 Crest Ave.
Riverside, CA 92503

BULLETIN LISTING FORM
PLEASE SEND THIS FORM (COMPLETED) TO YOUR RVC FOR APPROVAL

This Listing Form must be signed by your Regional Vice-Chairman, who then will send it to the above address. It must reach me AT LEAST SIXTY (60) DAYS PRIOR TO THE COVER DATE OF THE ISSUE IN WHICH THIS LISTING WILL BE PUBLISHED. Your full listing may not be published when received if issue of publication is more than five months prior to month of your RG, due to space considerations. A short listing may be substituted instead. Priority for full listings is given to RGs whose dates are nearest the date of issue, regardless of when their information is received.

DATES OF RG_____ NAME OF RG _____

CITY IN WHICH RG WILL BE HELD

_____
LOCAL GROUP NAME

_____
INFORMATION (250 characters, maximum) : See other side.

REGISTRATION FEE(S) / CUT-OFF DATE(S):_____

MEAL PACKAGE (# OF MEALS):_____COST: $_____

HOTEL NAME, ADDRESS, PHONE:

_____

_____

SINGLE RM $_____ DOUBLE $_____ TRIPLE $_____ QUAD RM $_____

ROOM RATES GUARANTEED UNTIL _____

	YES	NO
SEPARATE SMOKING ACCOMMODATIONS ? (S)	____	____
HANDICAPPED ACCESS? (H) _____	____	____
REFUND POLICY? _____	____	____
BLOOD DRIVE? (BD)	____	____

DAY TRIP RATES AVAILABLE? (DT) _____ _____

SCHOLARSHIP AUCTION Local_____ MERF _____? (SA) _____ _____

CHILDREN'S PROGRAM? (CP) _____ _____

CHECKS PAYABLE
TO: _____

CONTACT (NAME, ADDRESS, PHONE, EMAIL, or WEB PAGE) :

_____

APPROVED BY RVC: _____ DATE: _____

Name of RG _____

Dates _____

RG information for publication: (Note: Do not duplicate page 2 information.)
Spaces & Punctuation Count as Characters

Is it okay to list your gathering electronically, which will make the information accessible to non-Mensans?

YES _____ NO _____

Editor's note: This page is a diagram of the table layout for an AMC meeting. It cannot be reproduced here. The textual description will be found later in this document.

Annual Gathering Minimum Standards

1. The AG Hospitality pavilion shall provide sufficient soft drinks (diet and regular), beer, wine, coffee, tea, and snacks from the start of the AG until its conclusion.

   Quick breakfast snacks and drinks shall be provided each day for those who need to be up and around for required work. Toast; bagels, cream cheese; etc.; and drinks, including milk, shall be a bare minimum.

2. If possible, the Hospitality pavilion shall remain open 24 hours a day for the duration of the AG. Sectional closings may be required for cleaning. The pavilion shall remain open during scheduled meal functions, but only light snacks and beverages are required at these times.

   In order to comply with state law, a smoking area, with tables, chairs, and umbrellas, can be provided immediately outside the Hospitality pavilion.

3. If possible Mensa should be able to provide its own food and drink in the Hospitality pavilion. The hotel contract wording must define this provision clearly. (Some states have restrictions on alcoholic beverages, but those should be the only exception to this standard, and only with the approval
8. If the Host Group is providing Mensa testing during the AG, tests will need to be ordered in advance of the event by the Testing or Proctor Coordinator and the request should clearly identify that the tests are being ordered are for the AG. If they are being sent to a nearby Proctor or Testing Coordinator, that should also be clearly identified. Testing sessions during an AG usually bring far more candidates than the local group(s) is capable of handling, so 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 any noisy activities. Refreshments or drinks should be available nearby for the break.

9. AG Programs should be tentatively scheduled, and that information communicated to the registrants and members (possibly through InterLoc or registration acknowledgements) as early as possible so that attendees may plan their travel agendas. (Issues such as Newsletter Awards, etc., are very important to those nominated for awards and they will want to be there.) 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 they anticipate.
   might be gathered here as well, or added as a short segment during one other evening meal.

15. Quarterly reports to the AMC shall be presented to the AMC, from selection to six months before the AG, thorough the designated liaison.

16. Monthly reports shall be presented to the AMC from six months before the AG to the closing of the AG books.

17. AG books shall be closed within 90 days from the end of the

of the AGC, AMC, or other AG Liaison.)

4. The AMC Chairman is to be an official signatory on the AG Hotel Contract, in addition to the AG Chairperson.

5. At least one meeting room shall be reserved for the SIG Coordinator for the entire event to schedule national SIG functions. To assure publication in the AG program book, the schedule for the SIG room should be in the hands of the AG committee one-month prior to the AG.

6. At least two meeting rooms shall be reserved for two days, to be announced, for Leadership Development Seminars. An AMC
   appointee will coordinate these seminars. The Host Group need only provide the room and publicity in the printed program. For proper publicity of programs, AMC shall advise the Host Group regards schedule one month prior to the AG.

7. The Mensa Education and Research Foundation (MERF) also shall
   need space donated for its activities. The arrangements shall be coordinated with MERF's appointed representative; the Host Group(s) need only provide the rooms and publicity in the printed program.

10. Complimentary AG registrations shall be made available to the AMC for International Officers and other Mensa dignitaries. The First Vice-Chairman of the AMC shall handle these invitations. AMC will advise the Host Group of the total number of complimentary AG registrations required 90 days prior to the AG. There will be no more than twelve such registrations.

11. A time shall be provided for introductions of the AMC and appointees, the International Board and appointees, and other special guests in attendance.

12. When possible, transportation to/from the airport should be provided to any Mensa dignitaries, if not already provided by the hotel.

13. Any meal function planned should be of sufficient quality so members receive value for their money. The AG Chairman or Chairman's appointee and AGC should negotiate the menus and prices.

14. One major planned meal function, usually Saturday lunch, must be reserved for the presentation of the National Newsletter Awards. Other awards, such as CultureQuest (R), event, with a financial report presented to the AMC.

18. A meeting room shall be reserved for the American Mensa Committee (AMC) to conduct their quarterly meeting. The AMC meeting room needs to be well lighted, away from any noisy seminars, workshops, and well ventilated; it should not be the room where dinner or an other activity will be scheduled because the AMC may have to continue/reconvene its meeting into the evening hours. The ideal room set-up is a long U-shaped table accommodating 24 participants, with plenty of elbowroom. This is a working meeting and each person at the

table must have space for his/her materials. Absolute minimum seating 30" apart, without any table legs, etc. in front of any seat. Please advise the hotel that the room must be set up by 8:00 a.m.

The AMC meeting room should also accommodate an audience in proportion to the number of guests you expect. The AMC does not use a public address system. Therefore, if the room is large enough to permit it, seats for the audience should not only face the lower end of the table, but should be placed along the sidewalls as well. This will enable the audience to hear and observe the AMC more easily.

Revised 11/98
Jean K. Becker, Ph.D.
Site Selection Chair

Guidelines for Mensa Gatherings

Mensa Gatherings - Annual, Regional, Theme, Colloquia, and Mini-Gatherings - are Mensa's most important activities, and have increased in number to over 70 per year. Considerable information and experience have accumulated, and will be given here for the benefit of future gathering committees. While the format for Annual Gatherings is well established, Regional and Theme Gatherings vary widely in character and program, and committees are free to exercise their own creativity and discretion.

Most gatherings, if carefully planned, are successful. Attendance varies from less than a hundred for small groups, to many hundreds for those large groups with a history of successful gatherings. When there are profits, they are often used for local scholarship awards. With over 70 gatherings a year, we may be reaching the saturation point, and groups should consider alternate years of holding joint Regional Gatherings with nearby groups, or alternating Regional and Theme Gatherings in succeeding years.

To insure that gatherings are separated in time, distance and subject, dates should be cleared with RVCs and the Membership Officer. Hosting a successful RG is prerequisite to hosting an Annual Gathering.
breakfasts and a well-stocked hospitality area. Talks, meetings, and contests, with perhaps a banquet and/or dance on Saturday night, usually make up the program.

Theme Gatherings: These are very similar in format to RGs but their content is different. In the case of a TG, a theme or subject is chosen and virtually all the activities are directly related to that theme. This provides the attendees with a concentrated exposure to material on that theme in a one-weekend time frame and a congenial setting. The first one ever held was built around the traveling Rameses II exhibit, while the second was all about theater. Any theme could be used for which a group feels it has local resources in the way of speakers, events, or attractions such as museums or other field trip sites to support the topic. Speakers need not be Mensans and may be paid or not as the Committee decides. Even a small group can hold a successful TG by drawing on the resources of its area. These are sometimes planned by SIGs.

Colloquia: These are gatherings dealing with more serious topics such as Medical Ethics, Politics, Science and the Arts, etc. They have been held irregularly since 1982, and are jointly sponsored by MERF (the Mensa Education and Research Foundation) and American Mensa, Ltd., and a local group. Information on past colloquia is available for host groups to consider.

Registrar: The duties of the Registrar are: 1) receive and record all registrations; 2) turn over money to the Treasurer; 3) mail out confirmation letters; 4) prepare registration envelopes; 5) prepare a list of pre-registrants; and 6) supervise the Registration Desk during the gathering. The record keeping is much easier if a computer is used. Software for this purpose is available on the Mensa Forum, or from other gathering registrars.

The Annual Gathering: This program and timetable for AGs are now
well established, and late June or early July are the usual dates. Members begin arriving early in the week, registration usually opens on Wednesday and the Gathering is underway. The number of meals offered is decided by the AG Committee, with speakers at most meals; complimentary breakfasts in Hospitality are standard. For the benefit of local group officers, workshops are held on all aspects of Mensa: newsletters, administration, proctoring, gatherings, finances, scholarships, etc. Other meetings are offered on subjects on interest to Mensans, and AGs have been known to have as many as 200 different programs. Hospitality is extremely important; members need a place to meet their friends and enjoy refreshments. A Friday evening dinner and informal dance are often held, and a more formal banquet and ball are scheduled for Saturday night. The Annual Meeting of American Mensa, Ltd. is held on Sunday morning, with brunch and farewell speeches as the final event. AGs have grown from a few hundred attendees to more than a thousand.

Regional Gatherings: Most RGs tend to be miniature AGs, usually running from Friday afternoon to Sunday noon or occasionally to Monday noon on holiday weekends. Most RGs provide a meal package
(one to three meals are customary), along with complimentary Mini-Gatherings: Many groups have staged low budget camp-outs or
mini-gatherings, sometimes as a preliminary to planning a full-scale RG or TG. Usually a hotel is chosen in an area with a variety of activities available. A hospitality area is customarily provided as a meeting and departure spot for attendees. Whether there is any organized program of events or not is decided by the members in charge although MiniGs are usually relatively unstructured.

Advance Planning: Forty months should be allowed for planning an Annual Gathering, six months to a year for a Regional or Theme Gathering, and at least six months for a Mini-Gathering. A Gathering Committee should include a small group of knowledgeable
members: the Gatherings Committee, the Registrar, and a Program, Publicity, and Hospitality Chairs. All other assignments can be supervised by these members. Only one person should be authorized
to deal with the hotel.

Contracts: Usually only the LocSec can sign a contract binding the local group. No member should be authorized to do so without ExComm review. The National meeting consultant, National Office staff, your RVC or other experienced members are available to assist in contract negotiation and review. It is strongly recommended you use them before signing any contract.
Treasurer: The Treasurer should deposit all funds promptly in interest-bearing accounts, make all payments authorized by the Coordinator, and prepare a financial report. Since receipts of thousands of dollars may be involved, the selection of the Treasurer is of prime importance. Bonding should be seriously considered. Both the Gathering Coordinator and the Treasurer should be authorized to sign checks on the gathering account. All areas of the RG should have an established budget.

Pricing: Unless some group has agreed to subsidize the event, the gathering should be budgeted to at least comfortably "break even." Groups should establish their pricing policy including refund policy early. Many groups offer youth rates and day rates, and discounts to those registering early. Some charge extra for non-Mensa members, which is preferable to raising member rates. Registration during the last few days and at the door should be higher to encourage early registration and accurate buying.

Gathering Coordinator: The Gathering Coordinator's job is to organize and coordinate the work of the rest of the Gathering Committee, and to provide regular reports and updates on the progress of the gathering planning to the governing board of the sponsoring local group. The Coordinator must be responsible and reliable, good at working with people of all personalities, and be able to withstand a great deal of stress.
Budget: As early as possible, draw up a tentative budget, and revise it as your costs and estimates become more accurate. Obtain financial reports from other gatherings as guidelines. Besides normal administrative expenses, the budget should include music, hospitality, breakfasts, and buffets, if scheduled.

Dates: Many Mensa groups customarily hold their gatherings on the same weekend each year. Any new gathering should select a date that will not conflict with other gatherings within driving distance that are already on the schedule. Dates must be approved by the RVC and cleared with the Membership Officer before an announcement can be carried in the Mensa Bulletin. RG, TG, and MiniG dates should not conflict with the AG dates unless geographically well separated.

Site: In selecting the hotel, your negotiating position is best before your gathering is actually announced. Convention business is profitable, hotels and motels are competitive, and all prices are subject to negotiation. Consider all available sites, pointing out that Mensa is a prestigious society, and Mensans are excellent guests. A downtown location is fine, but not mandatory. You should obtain rooms at well below the rack rates, and with singles and doubles preferably at the same price. Meeting and hospitality rooms should be free, as well as one

7. Will the rooms reservations be made directly with the hotel, and receive Mensa rates? Be sure the hotel will offer the same rates to those arriving early or remaining after the gathering. Most hotels will furnish reservation cards if needed.

8. Does the hotel understand that only one person (or at most two) will be authorized to sign for charges to the master account, and that no bills will be paid without the authorization signature? Individuals should be billed separately.

9. Do you have a written agreement with the hotel for everything?

Publicity: As soon as the dates and site are approved, this information should appear, in the Mensa Bulletin. When registration, meals, and room costs are set, the original announcement can be updated. Announcements can be up to 300 characters for 5 insertions. Have an artist member prepare a flier with registration and hotel reservation forms. A form 6" wide will fit most publications and should be distributed to

The Local Group's Role: The local group has the ultimate responsibility for the success or failure of a gathering, since the group will reap the benefits of success or the results of failure. The local group, usually represented by its governing board, has the responsibility to appoint a competent Gathering Coordinator and Committee, to require regular reports and updates from that Committee, to assist the Committee in carrying out its duties, and to give direction to the Committee when requested or in case of emergency. The local group should clearly state at the outset of planning what the financial philosophy of the gathering will be, that is, whether the group will attempt to make a profit or not, and if so, how will the profits be spent. The local group should also instruct the Coordinator and the Committee about any local customs or rules they wish to have incorporated into the gathering.
sleeping room for every 40 or 50 rooms sold by the hotel. Meals should be negotiated in the same manner, arriving at attractive menus at reasonable prices. Make sure that permission to serve your own food and drinks in the Hospitality areas/suites is included in the contract. Finally, get this all in writing, drafting the agreement yourself if necessary.

Checklist for Hotel Facilities:

1. Can the banquet room seat the anticipated number of guests?

2. Will the meeting rooms together accommodate the total attendance?

3. Is the registration space adequate and well located?

4. Will the hospitality space handle, without crowding, your total attendance?

5. Can you serve your own wine, soft drinks, and food in the hospitality area/suites?

6. Are the meeting rooms and guestrooms all in one part of the hotel, for convenience and so as not to disturb other guests?

other groups approximately 90 days before the gathering. Have a member with access to CompuServe (and other electronic forums and bulletin boards) post a brief announcement online including the Registrar's address. For really large gatherings, you may want to consider purchasing advertising space in Mensa Bulletin. Don't forget regular articles in the local newsletter in the month leading up to the event. Copies of a sheet of ads about your RG can be sent to the National Office for inclusion in regular mailings.

Local Media: Press releases should be sent to local newspapers and radio/TV stations, and visiting Mensa dignitaries and special guest speakers should be booked for interviews. One advantage of gatherings is that they provide publicity that will attract new members. Phone in talk shows are excellent also.

Mensa Testing: Some groups use the PR for a gathering to hold a big testing session. To do so requires an appropriate quiet testing room and several available proctors. Be sure to order extra testing supplies well in advance.

RG Programming: While some RGs have a general theme, most prefer
speakers and meetings on a variety of subjects. Mensans expect programs to be entertaining and informative, and programs on psychology, sociology, and matters of topical interest are period. Programs over one hour in length are considered unusually long. Speakers at meal function generally talk for 20 to 30 minutes. Speakers are often given their registration and luncheon in lieu of an honorarium.

Children/Young M's: Some gatherings discourage children, others have a full program for them, and many have a meeting room or partial program. You should decide in advance what your policy is and state it clearly in advertising. If children are welcome, state clearly what parental supervision is expected. Adults only activities (if any), should be clearly indicated in the printed program.

TG Programming: A TG does have a theme, and all speakers should
be a part of that overall theme. Within the theme chosen, try to offer a variety of sub-topics so that an attendee who is a novice in the area of the theme will be able to get a one weekend overview of the subject, but include programs of substance so that an attendee experienced in the field won't feel the time is completely wasted. It's a fine line between the two, but it can be done. It may help to have an outside event, such as a special museum exhibit or performance or other "field trip" of some sort to serve as a centerpiece of the presentations and as a common experience for all attendees. The theme can almost anything for which the local group feels it can line up sufficient excellent such as awards, announcements, and farewells. Saturday dinner is party time, although at a TG it can be the preliminary to a special event such as a theater visit or museum visit.

The preferred seating arrangement is at tables of 6 to 10 people with separate areas for smokers and non-smokers, if smoking is allowed at all. Head tables are optional, although less popular recently. It is usually best to have all meals on the premises, and buffet meals are acceptable and sometimes less costly. If possible, have the tables cleared before any program begins and have extra chairs available for those who have not bought meal tickets but wish to hear the speaker. Be sure to provide a podium and microphone and any other audio/visual equipment required. To set the price for the meal, figure all costs (including tax and tip) and round off to the next highest dollar.

Hospitality: Nothing is more important to a gathering than a comfortable and well-stocked hospitality area. Rooms for smokers and non-smokers are customary. Soft drinks (diet and regular with some non-caffeine), beer and wine are furnished plus snacks which could include cheese and crackers, chips and dips, veggie trays, fruit, candy, cookies, ice cream, and local specialties. Groups try to excel in the variety and quality of their hospitality fare.

Many gatherings offer a light buffet in the hospitality area
Registration Desk: This is the first point of contact the attendee has with the host group, and as such the importance of a well planned, prompt, and courteous Registration Desk and Staff cannot be over-emphasized. Some recommendations: 1) a convenient, visible Registration Desk staffed from Friday

popular. Speakers can be selected from local authorities, from college and university faculties, and from the attendees themselves. AMC members are usually interesting. Set a time limit for each talk, 30 to 40 minutes followed by a question

speakers, e.g. archeology, astronomy, ballet, basket weaving, computers, dance, earthquakes, education, etc.

Other Events: Game rooms are popular. Many gatherings have smoking and non-smoking rooms. Icebreaker games are common on
Friday evenings to acquaint attendees with each other. Many gatherings feature costume parties and/or parties. Some schedule special events in the hospitality areas, often with special foods served. Pool and hot-tub parties are popular. Many RGs feature a casino-night and/or an auction for prizes using "Mensa bucks" for money. In recent years it has become popular to hold an auction or other fundraiser to benefit MERF. (Any money from such a fundraiser should be clearly distinguished from the gathering revenues, and transferred to MERF as soon as possible.) Mensa bowl and other contests (scrabble, hearts, bridge, chess, etc.) are always popular. There is often a "Meet the RVC" session. Joke offs and talent shows are common events. Check other RG ads or programs for ideas.

Meal Functions: Mensans enjoy good food, and the menu(s) should be carefully selected. The usual 3-meal package includes lunch and dinner (often a banquet meal) on Saturday, and a Sunday brunch. The Saturday lunch is an excellent time for a speaker but many groups are eliminating lunch due to low ticket sales. The Sunday brunch is usually devoted to "wrap up" activities Friday night so that the attendee will be present for the evening programs; this is especially true at TGs where Friday evening is a good time for a "Keynote" speaker. Be sure to state clearly in advance registration information if there will be Friday dinner and the hours it will be served. Complimentary light (or continental) breakfasts in the hospitality area are standard on Saturday and Sunday mornings and sometimes for other
times.

Name Tags: The main requirement is that the names should be presented in large, clear, and easy to read letters. The standard size is 3.5 by 2.25" which usually allows plenty of room for the name plus a distinctive logo for the particular gathering. If using a paper tag in a plastic sleeve or case, provide tape or a stapler so that the tag will not fall out. Nametags also often include ribbons to identify committee members, VIPs, speakers, etc. and space for "hugging" and/or SIG stickers.

Printed Program: Prepare and distribute to attendees a program with schedule of events, event and/or speaker descriptions, directions to meeting and other event rooms, and all other information that may be needed by attendees. If the program is an extensive one, consider providing a one page summary that can fit in a pocket or purse.

afternoon to 10 pm and one hour before programs begin until 5 or 6 pm on Saturday; 2) registration envelopes prepared in advance containing name tag, meal and/or event tickets, programs, original registration materials, and noting any monies still due; 3) have extra members around to welcome guests personally;

4) have a list of pre-registrants available and have new arrivals sign in or be checked off; 5) after registration is closed, leave word where the Registrar can be found; and 6) have extra meal tickets available and money to make change.

Some groups include other "goodies" in the registration packets ranging form icebreaker games and other contests to brochures and maps about the locality to souvenir items. Be sure to have enough of these items to cover last minute or walk-in registrants.

Volunteers: The key to a successful gathering is many heads and hands. Experienced workers should be supervising and teaching others, not trying to "do it all themselves." Volunteer recruitment should begin as soon as planning starts. General chairs are named first. They in turn find sub-chairs or shift coordinators. Actual workers are often recruited for 1-2 hour time slots. Many groups offer buttons, ribbons or prize drawings from volunteer names as incentives. The gathering is an excellent way to activate new members. ("Can you help us out in hospitality for 2 hours Friday night? We'll show you how.") The more new

for other gatherings.

3. In case of emergencies, know where to reach a doctor and a dentist.

4. Be able to prepare signs "spur of the moment" when needed.

5. Remember to have prizes for winners of any contest.

6. Make provisions for transportation for air travelers arriving by commercial or private planes as well as those arriving by train or bus.

7. Have a photographer take candid shots for possible use in the Mensa Bulletin or local newsletter.

Summary: While these guidelines should cover the major aspects of a gathering, experience attending gatherings held by your own or other groups is also valuable. Most groups and past Coordinators of gatherings are very willing to share their expertise when asked. Every gathering should have its own distinctive character with its own special attractions. Gatherings can have many advantages for the local group: their publicity brings new members, the profits can be used for scholarships or other local group projects, new members can become part of "the team", they instill a spirit of pride and cooperation in the group, and have initiated many lasting friendships with Mensa.

Originally written by
Didi Pancake
October 1993

Revised October 1998
Jean K. Becker, PhD.
Site Selection Chair

volunteers involved, the better.

Security: Gatherings are for Mensa members and their personal guests; uninvited guests should not be admitted, except to a meeting open to the public. Discourage freeloading; no one should be admitted to a meeting or hospitality area unless wearing a nametag. If there is a policy on replacement of lost nametags, include that information in the gathering program. Meeting rooms and hospitality areas should not be used for sleeping accommodations. If the gathering is very large, consider appointing several members specifically to security duty.

Odds and Ends:

1. Have a bulletin board and message center near the Registration Desk.

2. Provide an information desk near Registration for handouts, sign-up sheets, and to display various newsletters and fliers

Annual Gathering Host Contract

This contract is entered into by and between American Mensa, Ltd. (AML) and the _____ Mensa local group of AML which has
been designated by the American Mensa Committee (AMC) to serve
as the Host Group for the _____ Annual Gathering (AG) of American Mensa. The parties acknowledge their awareness of, and agreement to, the following conditions, responsibilities, and requirements.

1. In consideration of AMCs awarding the Host Group the exclusive right to host the _____ AG, the Host Group promises to perform its obligations under this contract and to produce the AG in conformity with established custom and as set forth in its bid and/or supplementary communications. Further, the Host Group agrees to comply with minimum standards as amended in Appendix A. Signing of this contract will serve as acknowledgement that the Host Group fully understands the provisions and will abide by them.

2. The Host Group attests generally to the accuracy of its bid to host the AG, and specifically to the availability and price of accommodations at the designated hotel, provisions for early arrivals and late departures, alternative accommodations, meal prices, and main program features set plan, the AMC will not need to take an active part except as provided in paragraph 6 below. However, whenever matters arise that may seriously affect an AG, the Host Group must promptly notify the AMC and must consult with the AMC prior to making any material changes to the accepted plan.

   By way of illustration, but not limitation, some of the matters that could seriously affect an AG are the following: any contract problems, substantial cost escalation, major program changes, need to change facilities, need to limit attendance (either overall or at specific events), serious discord within the Host Group or its AG Committee, changes in the management of the Host Group AG Committee, advance registrations falling short of projections, and/or a substantial projected net loss.

   In the event that it appears to the AMC that the Host Group is, or may be unable to perform its obligations hereunder, then the AMC shall notify the Host Group of the AMC's concerns and shall give the Host Group a reasonable amount of time to take corrective action. In the event the Host Group is unable or unwilling to take such corrective action as may be necessary, the AMC shall have the right and obligation to assume the management of the AG or to revoke its award to the Host Group, and to designate another local group(s) as the and an AMC meeting on Saturday. (See guidelines for hosting an AMC meeting for requirements.)

9. The Host Group shall reserve Sunday morning of the AG weekend
   for the Annual Business Meeting of American Mensa. The Host Group shall arrange for suitable space and shall provide public address and tape recording facilities for the meeting. (See Minimum Standards.)

   forth in its bid and/or supplementary communications.

3. The Host Group may elect to manage the AG through a semi-autonomous AG Committee. If that is done, the Host Group may delegate to the AG Committee such authority as deemed appropriate, but the Host Group shall not delegate its responsibility. The Host Group remains responsible for the performance of its duties under this contract.

4. Prior to signing any contract regarding facilities, meal functions, or tape recording, the Host Group shall forward a clear and complete copy of the Hotel contract to the National Office. Within twenty-one days after receipt by the National Office, the AMC (or its designate) shall review the hotel contract for errors, omissions, and potential problems and shall advise the Host Groups of its finding.

5. Although the AG is a joint venture between the AMC and the Host Group for the benefit of all the members of American Mensa, the AMC ultimately bears the responsibility for the production of an AG. Therefore, the AMC must be kept informed
   of the progress of preparations for the AG. This may be done through an AMC member who is a member of the Host Group, through the Host Group RVC, or through a designated AMC Liaison. If the AG preparations are proceeding according to

   host of the AG.

6. American Mensa, Ltd. shall provide complimentary advertising space in the Mensa Bulletin during the twelve months preceding the AG, as follows: in December and January/February issues, one half page each; and in March, April, May and June issues, one full page each and in the March issue, the front cover. The camera-ready copy is to be developed and produced by the AG Committee and submitted to both the Communications Officer and the Development Officer for approval.

7. AMC officers, appointees, and/or staff members shall be responsible for scheduling and conduction the Leadership Seminars, Gifted Children Program, and other similar events. The AMC Liaison or the Executive Director shall advise the Host Group which officer or staff member will conduct each workshop or event. The Host Group shall arrange for suitable space and shall provide public address facilities for each workshop or events needed, and shall provide suitable space for meetings of the national Nominating Committee during election periods.

8. The Host Group shall arrange for suitable space as requested by the AMC Representative for Committee meetings on Friday
10. In conjunction with one meal, the Host Group shall provide for an awards ceremony that does not conflict with a major speaker or other entertainment. (See Minimum Standards.)

11. AML will, upon request after this contract becomes effective, lend to the Host Group $1000 as seed money on or about April 1, the year after the assignment. This loan is to be repaid no later than one year after the date of the original loan.

12. The Host Group AG Committee shall include both a Register

and a Treasurer, and each of those individuals shall be bondable in a sum sufficient to cover the total amount of money for which they will be accountable. The Host Group is to notify AML of the names of the Register and Treasurer, whom AML will cover under the National Policy. The Register shall acknowledge within two weeks all moneys received and all requests for information or refunds.

13. The Host Group shall regularly furnish the AMC a brief written report of the number of registrations received, the amounts received for registration, meal, and other fees, and any amounts due but not yet received. The report shall be furnished in accordance with the provisions set forth in the attached Minimum Standards. In addition, the Host Group shall furnish the AMC no later than eight weeks prior to the AG, its final budget and its tentative program, including dates, provided to the AMC upon request.

15. Within thirty days after the close of the AG, the Host Group (or its AMC liaison) shall prepare and furnish to the AMC an interim account of all moneys received and disbursed in conjunction with the AG. Within ninety days after the close of the AG, the Host Group shall prepare and furnish to the AMC a complete and accurate account of all moneys received and disbursed in conjunction with the AG. In the event all financial transactions have not been concluded by the end of the ninety-day period, the Host Group (or its AMC liaison), shall include in its account reasonable estimates of all uncertain amounts and shall prepare and furnish such additional accounting(s) as appropriate to the circumstances. The AMC shall have the right and obligation to audit said accounts. Any moneys payable to AML or the American Mensa Education and Research Foundation (MERF) shall be disbursed to AML or MERF within one hundred twenty days after the close of the AG. If the accounts are not furnished in a timely manner, AML may withhold the Host Group local subsidy as repayment. If moneys due AML or MERF are not paid in a timely manner, AML may offset the Host Group local group subsidy against the moneys due.

16. The first surplus from the AG of 100 times the annual regular dues at the time the AG is awarded shall go to the Host Group with the remainder going to American Mensa, Ltd. If the AMC, for any reasonable cause, must officially assume management of the AG to correct any potential problems, the Host Group shall be entitled to retain only expenses. Remaining moneys, if any, shall go to AML.

17. This contract shall be binding upon AML, the Host Group and their successors.

18. Host Group is to provide a space of at least two hundred square feet and six tables for the Mensa boutique. This space is to be available for the duration of the AG.

19. This contract becomes effective when signed and dated by the Local Secretary of the Host Group and by the Chairman of American Mensa, Ltd.

_____

Local Secreary Date

times, and room assignments for all scheduled events.

14. All AG moneys shall be kept separate from local group funds. One interest-bearing account should be set up for the AG receipts and payments of all legitimate AG expenses, with copies off all transactions available to the AMC. If the account set up and used by the Host Group to receive and pay out AG moneys is not interest-bearing, a second, interest-bearing account shall be set up to hold such moneys until they are needed to pay expenses. Each AG account shall have at least one more person authorized to sign than is required to issue checks or otherwise authorize withdrawals. The Chairman of the AMC shall be an authorized signer on all AG accounts. Copies of all statements, deposit receipts, and checks or withdrawal receipts for the AG account(s) shall be

_____

Chairman of American Mensa, Ltd. Date

Rev: 12/98

APPENDIX 12: Mensa Bulletin Guidelines and Policies (see 1999-017)

Adopted 27-Mar-1999

The Mensa Bulletin is the national publication of American Mensa, Ltd. It is produced and distributed to all members of American Mensa on a frequency established by the American Mensa Committee (AMC). A designated amount of each member's dues is stipulated as subscription payment for the Bulletin.

Purpose

The purpose of the Mensa Bulletin is to provide a channel of communication to and among the membership of American Mensa; to stimulate thought and membership activity; to foster the growth of Mensa; and to provide one of the many benefits of Mensa membership.

Functions

The functions of the Mensa Bulletin shall be as follows:

1. To communicate to the members information as is specifically required or suggested by the Bylaws, such as:

a. No later than January 1 preceding each election, the names of the nominees of the Nominating Committee, together with instructions for nomination by petition (Article VI, Section (4)).

iii.The candidates' answers to questions that have been propounded to them by the AMC.

iv. Candidates' campaign statements (Article VI, Sections (8)(a)-(d)).

b. Ballots for referenda on proposed Bylaw changes, together with such explanatory material and/or voting instructions as may be necessary (Article XII, Section (3)).

3. To publish messages from the AMC Chairman, the Executive Director, and AMC members that are deemed to be of interest or importance to the membership as a whole.

4. 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.

5. To provide items for the enlightenment, edification, enjoyment, or amusement of the membership as a whole or of significant numbers within the membership.

6. To provide a forum for reasonable debate and exchange of opinions among the members.

7. To provide a vehicle for advertising such services, merchandise, concepts, and communications as members might find worthy of attention, subject to the advertising policies approved by the AMC or as determined in individual instances by the Communications Officer.

Management

b. Immediately upon the close of the petition nominating period (March 1), the names of the nominees by petition (Article VI, Section (5)).

c. Matter submitted by the Ombudsman and marked "for publication" (Article VIII, Section (3)(g)).

d. The Ombudsman's yearly report (Article VIII, Section (4)).

e. At least one month prior to the annual business meeting, proposed Bylaw amendments on the agenda of the annual business meeting (Article XII, Section (2)(c)).

f. At least one month prior to the Annual Gathering, reports of the AMC officers (Article XIII, Section (2)).

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 Mensa Bulletin, such as:

a. Ballots for election of officers, including

i. Voting instructions.

ii. A brief biography of each candidate.

The line of authority for decisions pertinent to the Mensa Bulletin is, in descending order, as follows: the AMC acting as a body, the Chairman, the Communications Officer, the Managing Editor of the Bulletin, Associate Editors, Art Directors, and other Bulletin staff members as determined and authorized by the Bulletin Managing Editor. The Executive Director of American Mensa, Ltd. may be empowered by the Chairman to act with the authority of the Chairman in matters concerning the Bulletin.

The Communications Officer is the designated publisher's spokesperson for the Mensa Bulletin, and shall provide the Bulletin Managing Editor with clear, well-defined, and understandable policies, directions, and guidelines. The Communications Officer shall report to the AMC regarding the operation and functioning of the Mensa Bulletin.

The Managing Editor of the Mensa Bulletin shall have full authority and responsibility for meeting publication schedules, for selection of material, for appearance and layout, and for the actual operation of the publication.

The Managing Editor of the Mensa Bulletin, along with the Communications Officer, shall have executive authority for his/her volunteer assistants (e.g. associate editors, columnists, etc.), with the right to appoint or relieve, and to give such directions and make such decisions as are required.

In the event of an irreconcilable difference of opinion between the Managing Editor and a member of his/her staff, or between the Managing Editor and a contributor, or between the Managing Editor and a reader, the Managing Editor shall request a ruling from the Communications Officer.

Any dispute between the Managing Editor and an advertiser, or any advertiser complaint of other than a superficial nature, shall be referred to either the Communications Officer or the Business Manager for resolution. This is to support the Managing Editor in making decisions based on editorial policy rather than commercial pressure.

In the event of an unresolved difference between the Managing Editor and the Communications Officer, either party may appeal to either the Chairman or the AMC for resolution.

Advertising scheduling, billing, and other business matters pertaining to advertising shall be the responsibility of the Business Manager, who shall coordinate with the Managing Editor as required.

Editorial Policies

The Managing Editor must publish such information or items required by the Bylaws or directed to be published by the AMC, and shall publish, if at all possible, the additional information or items suggested by or recommended by the Bylaws. In addition, high priority should be given to messages submitted by the Chairman, the Executive Director, the Treasurer, or other AMC members, especially those messages deemed to be of general interest or value to the society or the members. If the Managing Editor finds such submissions require cutting or editing, he/she should work directly with the contributor to achieve a satisfactory result.

It shall not be a function of the Mensa Bulletin to publish detailed accounts of administrative, business, or operating activities, except where required by legal considerations or the Bylaws, or except if

Advertising in the Mensa Bulletin is subject to the acceptance policies established by the AMC or as determined by the Communications Officer. However, all advertising materials and copy are subject to approval or rejection by the Managing Editor.

The Communications Officer, in consultation with the Managing Editor and Business Manager of the Mensa Bulletin and with the approval of the Executive Committee, may adjust the rates for display and classified advertising in the Mensa Bulletin.

Advertising solicitation, orders, scheduling, and billing shall be the responsibility of the Business Manager, who shall provide the Managing Editor with the necessary instructions and materials in proper time for publication.

Advertising shall be accepted on a space-available basis. Advertisers for "Personals", "Situations Wanted", and box numbers must be Mensa members in good standing. Other classifications are available to non-Ms, as are display advertisements.

Advertising ordered by an individual, or by an organization without an established credit record, shall require payment in advance of publication.

APPENDIX 13: Minimum Standard Bylaws Requirements for Local Groups of American Mensa Ltd. (see 2000-033, 2000-073, and 2001-061)

As amended 07-Jul-2001

such details shall be judged to be of significant interest to the membership as a whole.

Insofar as possible, the Mensa Bulletin shall remain independent of and aloof from partisan Mensa politics, and should not publish partisan political material or debates other than official election material.

The Managing Editor shall have the right to publish editorial opinion on any subject matter of his/her own choosing, unless specifically directed otherwise.

The Managing Editor shall include in the Mensa Bulletin as much member-submitted material as possible, provided that it meets his/her standards of quality and reader interest. However, publication in the Mensa Bulletin is not restricted to items submitted by, or authored by, Mensa members. The Managing Editor may, at his/her discretion, publish items authored by non-members, or from non-Mensa sources, if the items are considered to be of sufficient interest or value to the readers.

Publication of debate between and among members on items of general interest is encouraged. The Managing Editor must skillfully apply judgment to prevent such exchanges from becoming monotonous, from engaging in personal attack, and from being non-constructive.

The Managing Editor shall exercise care to keep the format, selection of continuing features, and type of material from becoming stagnant. The Bulletin serves a diverse audience, and its content should reflect that diversity in a constructive manner.

Advertising Policy

Classified ads that specify a Bulletin box number or a blind address will be accepted only from bona fide Mensa members.

Paid political ads will not be accepted in the Mensa Bulletin for two reasons: (1) that the amount of money a candidate may be able to spend on ads should not be a criterion for election; (2) that all candidates' statements and biographical sketches shall be published in the Mensa Bulletin free of charge, the length and timing to be determined by the Election Committee.

If, in the judgment of the Managing Editor, the Business Manager, or the Communications Officer, an advertisement submitted for publication is unacceptable, a copy of the advertisement and the reasons for deeming it not acceptable shall be sent to the Chairman, the Communications Officer, the Business Manager, and the Managing Editor as soon as possible.

* * * * * * *

Relevant guidelines and policies included in the current ASIEs also apply to the Mensa Bulletin, whether or not specifically noted here.

The purpose of standardized local group bylaws is to prevent recurring conflicts and problems in local group administration. In addition, bylaws are designed to protect the fundamental interests

of all members and Mensa.

Local groups have an immense degree of freedom in how they express these Minimum Standards, and any other concepts they wish to incorporate (as long as they do not conflict with any Minimum Standards). Except for the Name and Logo clause (which is also required of American Mensa by the owners) and correct terminology, bylaws are reviewed primarily for content, rather than style.

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

A. 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 American Mensa, Ltd., and the resolutions adopted by the American Mensa Committee (AMC).

2. MEMBERSHIP: The following is required:

A. A statement that membership in the local group shall be open to all members of American Mensa, Ltd. in good standing in the geographic area assigned to the local group by the American Mensa Committee, or as otherwise assigned by American Mensa, Ltd.

B. A statement that Mensa members in good standing 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. The National Ombudsman, his surrogate, and members of the American Mensa Committee shall be permitted to participate in the business affairs of the local group in the discharge of their official duties.

A statement that _____ 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.

3. OFFICERS AND DUTIES: The following is required:

A. A description of the governing body of the local group, and of its composition and authority.

Note: 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.

B. A statement that all officers, whether elected or appointed, must be current members in good standing of American Mensa, Ltd., and of the local group. An officer is defined as any person who is given a title with specific responsibilities.

C. 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. Appointed officers with voting rights on the governing body must be specified in the local group bylaws.

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 term of office, 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 mediators) or committees (such as RG) 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 which would otherwise appoint them. Such continuing officers or committees must be specified in the bylaws.

i. The chief executive officer of a local group may be titled Local Secretary, President, or Chairman, whichever the group prefers, however no local group may have, as separate officers, both a President and a Local Secretary, or a Chairman and a President, or a Chairman and a Local Secretary.

He or she shall be charged with being the chief point of contact between AML and the local group. By agreeing to be LocSec, the LocSec agrees to pass along information to and from the group in a timely fashion. He or she shall be charged with notifying AML (through the national office) and the Regional Vice Chairman for the local group within two weeks of the results of elections, and of changes in the officers of the local group.

ii. The duties of the Treasurer must include providing the LocSec (or designee, who must also be an elected or appointed member of the governing body) original statements from banks and any other institutions where the group's money is deposited, at least quarterly. 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. The Treasurer shall also maintain a listing of all equipment owned by the local group.

iii. The position of Past Local Secretary, if such an office exists, may only be filled by the immediate past Local Secretary, and is considered to be an elective position.

F. A statement that elected members of the governing body may be removed from office by means of a recall election, ballots for which must be either an insert to, or part of, the local newsletter, or ballots that are mailed separately to all members of the local group.

G. A provision stating any voting officer may be removed from office for nonattendance at business meetings. It is recommended that three consecutive unexcused absences constitute cause for removal from office.

H. A statement that the local group will select one or more mediators to pursue local resolution of disputes, and will select one or more arbitrators to pursue resolution of disputes in other groups. The term ombudsman or similar names may be used. The mediator(s) and arbitrator(s) may be the same or distinct persons, and may be the same or distinct from other officers. If distinct

persons, the method of selection need not be the same for the two.

I. A statement of how appointed officers may be removed from office.

J. A statement that all officers, elected or appointed, shall turn over all files, office equipment 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. (Note: Failure to turn over the files, equipment and other materials of office may be cause for action by the Society.)

4. PUBLICATION OF FINANCIAL REPORT: The following is required:

A. A statement requiring that a financial report be published in the local group newsletter not less than twice each year (at approximate six-month intervals), and that the report shall contain schedules of income, expenses and balances for all funds under the control of the local group, including RG, scholarship, and other special funds.

B. A provision requiring an annual financial review, conducted during the month the group's elected officers normally take office in election years. 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 actual statements from banks and any other institutions where the group's money is deposited.

5. MEETINGS:

A. The requirements for the holding of regular meetings of the local group and of the governing body, and that notice shall be sent to all members, usually by publishing in the local group newsletter. (Note: Local groups must have both a membership and a business meeting at least quarterly, as well as publish a regular newsletter or calendar of activities. (A membership meeting is defined as any organized activity for the members.)

B. The requirements for the calling of special business meetings of the governing body or of the local group by either the Local Secretary, the governing body, or by no more than 10% of the membership of the local group, the agenda for which may include only that business for which the meeting is being called.

C. (Recommended but not required) All business meetings of _____ Mensa, and the Executive Committee, shall be held within the geographical limits of the group as assigned by the AMC.

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

A. Each local group of American Mensa, Ltd. is required to hold an election of its governing body at least every two years. Some groups have staggered two years terms, with one-half of the officers being elected each year. 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 local newsletter, or that are mailed separately. There must be provisions which allow full participation by mail for all members at all steps including runoff elections. Tie-breaking by the flip of a coin or similar random process is allowed, a run-off in person is not.

B. The method(s) and time frame for nominating officers.

C. A designation of responsibilities for the receipt and tallying of ballots, date of the election, and the method of certifying the results. (It is suggested that there be a deadline for any challenges to the election, plus the statement that any actions by the governing body in the meantime would not be affected by the outcome of any such challenge.) It is strongly suggested you specify the actual beginning date of the term of new officers.

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

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

A. A statement as to how the bylaws can be amended, and that proposed amendments shall be submitted to, and approved for balloting by, the American Mensa Committee before balloting by the local group membership. Following such AMC approval, proposed amendments shall be sent to all members of the local group either as an insert in, or as a part of, the local newsletter, or as a separate mailing.

B. That a ballot shall be mailed to each members of the local group as an insert in, or as part of, the local newsletter or as a separate mailing.

C. A statement that there must be a minimum of 90 days between the date of publication of the proposed amendments and the deadline for receipt of ballots. (Note: This is intended to provide time for study, comment and dialog.)

D. A statement that local group bylaws or bylaw amendments are not effective until 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 _____ Mensa of the effective date of the bylaws as amended.

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, non-exclusive license to _____ 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 _____. AML retains full ownership of the mark and logo and all statutory and common law rights in the mark and logo.

9. PARLIAMENTARY AUTHORITY: The following is

suggested, but is not required:

A statement naming a standard parliamentary authority. (Demeters, Roberts, etc, but should be specific as to the version or issue date of the book. You may say "latest edition")

CLARIFICATIONS

1. To be eligible to receive the local group dues allotment, each local group must have AMC-approved bylaws.

2. A group wishing to change its name must do so through the bylaws amendment procedure. Guidelines for changes in local group names are available from the National Office. For an equivalent reason, local groups are encouraged to *not* include the name of their newsletter in their bylaws.

3. The requirements of the Minimum Standard Bylaws are included in every local group's bylaws whether explicitly stated or not. In other words, the minimum requirements are enforceable even if they are not explicitly contained in a group's bylaws. It is, of course, less confusing when the guidelines are contained in one, continuous document. If in doubt about any Minimum Standard, contact the Bylaws Committee Chair or your RVC for clarification.

4. The Bylaws Committee does not have the authority to grant any waivers from these Minimum Standards, as they are resolutions adopted by the AMC. Therefore, whenever a local group amends its bylaws, those bylaws must be brought up to date with current Minimum Standards before AMC approval may be given.

5. A local group proposing amendments to its bylaws must submit the proposed amendments to the AMC for approval before publication of the proposed changes to its membership. The only method to change a group's bylaws is to follow the procedure contained in the Minimum Standards above. If proposed changes are published before AMC approval, they may need to be reprinted if there are changes. It is recommended that the RVC be consulted during this process; he or she will be included in the review committee.

6. To obtain AMC approval, send proposed bylaws or amendments (along with the current bylaws) to either the Chairman of the AMC Bylaws Committee, or to the National office, where they will be distributed to the members of the AMC Bylaws Committee. You will hear from the committee chairman upon his/her 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 bylaw changes. The bylaws or amendments only become effective after approval to ballot by the AMC (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. The approval to ballot will expire 1 year from the date of issue.

7. Local Groups may wish to specify American Mensa, Ltd. as "AML", and the American Mensa Committee as the "AMC" provided that the bylaws indicate that AML and AMC are abbreviations (Herein referred to as AML, for example).

8. Proctors are appointed by American Mensa, Ltd. following the recommendation of them by the Local Secretary 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.

9. SIGHT Coordinators are appointed by the National SIGHT Coordinator following the recommendation of them by the Local Secretary 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 ExCom, 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.

APPENDIX 14: Model Bylaws for Local Groups (see 2000-033 and 2000-073)

As revised 08-Jul-2000

These Model Bylaws contain all provisions of the Minimum Standard Bylaws for Local Groups of American Mensa, Ltd., and may be adopted simply by inserting the name of the local group where indicated, and then submitting them to the American Mensa Committee for approval. The Minimum Standard Bylaws, and the Local Group Bylaws Checklist will also be useful in creating or amending your bylaws.

An option is provided under Article III (1) for the election of officers in two different ways: (1) The Executive Committee members are elected at large by the membership, and then elects the officers from among themselves. (2) The officers are elected by the membership directly. If your group wishes to have direct election of the officers by the membership, please delete the last sentence of Article III (1). Please refer also to the *discussion of this and other issues, located at the end of the Model Bylaws.

BYLAWS OF _____ MENSA

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 herein abbreviated 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.

2. Mensa members in good standing 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. The National Ombudsman, his surrogate, and members of the American Mensa Committee shall be permitted to participate in the business affairs of the local group in the discharge of their official duties.

3. _____ 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 III. OFFICERS & DUTIES

1. The governing body of _____ Mensa shall be an Executive Committee consisting of three officers (Local Secretary, Deputy Local Secretary, and Treasurer), plus additional members elected at-large (one per 200 local members) plus three appointed officers (Program Chairman, Recruitment Chairman, and Publications Officer). No more than one-half of the voting members of the Executive Committee may be appointed officers. All officers, whether elected or appointed, must be current members in good standing of AML and of the local group. An officer is defined as any person who is given a title with specific responsibilities. At their first meeting after taking office, the elected members of the Executive Committee shall elect from among themselves their Local Secretary, Deputy Local Secretary, and Treasurer.

2. The Local Secretary shall be the chief executive officer and the liaison with other local groups and with AML. He or she shall be charged with being the chief point of contact between AML and the local group. By agreeing to be LocSec, the LocSec agrees to pass along information to and from the group in a timely fashion. The LocSec shall notify AML and the RVC for the local group within two weeks of any changes in the officers of the group during the term.

3. The Deputy Local Secretary shall assist the Local Secretary, preside over meetings in the absence of the Local Secretary, and immediately and automatically succeed to the office of Local Secretary if that office becomes vacant. The Deputy Local Secretary shall also be responsible for keeping minutes of the business and Executive Committee meetings.

4. The Treasurer shall be responsible for financial matters of the local group, including the finances of the local group newsletter, and shall submit to the Executive Committee a semi-annual financial report which shall also be published in the local group newsletter. The financial report shall contain schedules of income, expenses and balances for all funds under the control of the local group, including RG, scholarship and other special funds. The Treasurer shall also maintain a listing of all equipment owned by the local group. The Treasurer may assist the Editor in the preparation and submission of any postal forms that might be required. The Treasurer shall submit to the LocSec at least quarterly, the actual statements from banks and any other institutions where the group's money is deposited or cause a statement to be sent directly to the LocSec or his or her designee (who must also be an elected or appointed member of the Executive Committee). All accounts must 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.

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

6. The Recruitment Chairman shall be responsible for publicity, public relations, and recruitment programs.

7. The Publications Officer shall be responsible for the local group newsletter, and shall, with the consent of the Executive Committee, appoint the Editor. The Publications Officer may also serve as the Editor.

8. The Editor shall edit the local group's newsletter. The Editor shall publish notices of meetings and programs, required ballots, results of business meetings and elections, amendments to the bylaws and related discussions and ballots, the semi-annual financial reports, and shall prepare and publish Post Office forms if required. The Editor may be removed by the Executive Committee or upon petition signed by one-third of the members of the local

group. The outgoing Editor must turn over all files in good order to the incoming Editor no later than 15 days after the outgoing Editor
9. The Executive Committee shall appoint an ombudsman, who shall serve as mediator for disputes within the local group and shall be an arbitrator available to serve as a representative to a Regional Hearings Committee.

10. Other 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.

11. 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, or removal from office as provided in Articles III (12) (13) or (14).

12. The term of office for all appointed officers and positions expires at the end of the term of office of the current elected officers. Appointed officers, positions and committees are appointed by the Local Secretary (or, in the case of the Editor, the Publications Officer) with the approval of the Executive Committee, and may be removed from office by majority vote of the
Executive Committee unless otherwise stated herein.

13. Elected members of the Executive Committee may be removed from office for cause by unanimous vote of all other voting members of the Executive Committee or by recall election. A recall election may be called by a petition citing the reason for such action, and signed by 10% of the membership of the local group as listed on the most recent membership roster provided by AML. The balloting provisions of a regular election shall apply except that a recall election must be held within 60 days of presentation of a properly qualified petition at either a regular or
1. Regular meetings or activities may be held at such times as may be appropriate; however a regularly scheduled meeting of the Executive Committee, 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.

2. Special business meetings may be called at any time by the Local Secretary or by the Executive Committee, and shall be called upon receipt of a petition signed by 10% of the membership of the local group, using the most recent membership roster provided by AML as a measure of membership count. The date, time, place and purpose of the special meeting shall be announced or reported in the local group newsletter (or by direct mail). No other business than that indicated in the notice calling the meeting may be acted on.

3. All business meetings of _____ Mensa, and the Executive Committee, shall be held within the geographical limits of the group as assigned by the AMC.

ARTICLE V. ELECTIONS

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

leaves office.

special meeting of the local group, and the dates set forth in Article V shall be adjusted appropriately.

14. Any voting officer may be removed from office for three consecutive unexcused absences at business meetings, by a majority vote of the remaining members. Excusal authority is also a majority vote of the remaining members.

15. The Executive Committee shall select a replacement for any Executive Committee member except for the LocSec who resigns, or who is removed or recalled or moves up to the position of LocSec in accordance with III.3. A replacement for an elected officer is considered to be an elected officer whose term of office ends with the next regular election. A simple majority of all voting members of the Executive Committee constitutes a quorum to transact business.

16. All elected and appointed officers shall turn over all files, office 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 unless otherwise stated herein.

17. An annual financial review will be conducted during January of each year. The Executive Committee shall appoint someone to conduct the review who was not involved in the issuing or collecting of money during the previous year. The review shall include viewing actual statements from banks and any other institutions where the group's money is deposited.

ARTICLE IV. MEETINGS

2. No later than September 15th of each year, the Executive Committee shall appoint a Nominating Committee consisting of three members which shall, no later than the deadline for the November issue of the local group newsletter, nominate one or more candidates for each opening on the Executive Committee. The membership of the local group shall be notified of these nominations in the November issue of the local group newsletter or by mail posted no later than November 1st.

3. No later than November 1st the Executive Committee shall name an Election Committee of three members who shall be responsible for conducting the election, receiving and counting the ballots, and certifying the results. The Election Committee shall determine, and cause to be published, those election rules and regulations not covered by these bylaws.

4. No later than November 15th additional nominations may be made by petition signed by ten (10) members of the local group and delivered to the Chairman of the Nominating Committee.

5. Ballots shall be printed in the December issue of the local group newsletter or mailed to all members of the local group, but in either case posted no later than December 1st. The mail ballots must be returned to the Chairman of the Election Committee and received no later than December 20th. Ballots received after that date shall not be counted. A plurality of valid votes cast for each office shall constitute election. Votes which are tied shall be

determined by the Chairman of the Election Committee by a flip of a coin. The Chairman of the Election Committee will certify the results of the election to the Local Secretary and shall have the election results published in the next possible issue of the local group newsletter.

7. The outgoing LocSec shall notify AML and the RVC for the local group of the results of the election.

ARTICLE VI. AMENDMENTS

1. Amendments to these bylaws may be proposed by the Executive Committee or by a petition signed by twenty (20) members of the local group. Such proposals shall be submitted first to the AMC for its approval to ballot. After approval to ballot has been received, they shall be published in the next issue of the local group newsletter. A mail ballot shall appear in the issue of the local group newsletter that follows publication of the proposal and shall be sent to every member of the local group. Balloting deadline shall be no less than 90 days following the first publication of the proposed amendment(s) in the local group newsletter. To become effective, an amendment to these bylaws shall require an affirmative vote of the majority of those casting valid ballots, as well as final approval of the American Mensa Committee, and filing of revised bylaws with the Bylaws Committee.

ARTICLE VII. MENSA LOGO & NAME

1. American Mensa, Ltd. (AML) has granted a royalty free, non-exclusive license to _____ 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 _____. AML retains full ownership of the mark and logo and all statutory and common law rights in the mark and logo.

ARTICLE VIII. PARLIAMENTARY PROCEDURE & RULES OF ORDER

6. Any challenges to the election must be made in writing to the Chairman of the Election Committee and received by January 15. Any such challenges must be ruled on by January 31. Any actions by the Executive Committee while a challenge is pending are not affected by the outcome of any such challenge.

1. 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.

2. Rules of Order for the Executive Committee and for those matters concerning the local group which are not specified in these Bylaws may be adopted by the Executive Committee.

- End of Model Bylaws -

NOTES CONCERNING THE MODEL BYLAWS:

Note on Article III, Section 1: If the officers are elected directly by the membership rather than the membership electing an Executive Committee, which then elects the officers from among themselves, delete the last sentence.

Note on Article III, Section 9: The terms ombudsman and mediator are considered interchangeable within the meaning of this paragraph and either title may be used. If desired, the arbitrator may be a different position, and either or both may be directly elected by the membership. The mediator(s) and arbitrator(s) may be the same or distinct persons, and may be the same or distinct from other officers.

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. 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 Chairman of the AMC Bylaws Committee who will then seek legal counsel. However, the AMC will not assist those groups which have chosen to incorporate

The following hints and comments have been generated over the years by groups who have either amended their bylaws or who 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 which 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 which is required in the local group bylaws. Also, the wording of the Treasurer's Report, Article III.4, and the wording of the Mensa Logo and Name clause, Article VII, must be included as it is given.

with compliance with state corporation law.

5. LOCAL GROUP NEWSLETTER NAME:

It is better not to name the actual name of the local group newsletter in the bylaws because if done, a desired name change will require several months before the change can become effective through the 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 ExCom, 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 chose the officers from among themselves will allow the most active participants to all 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, then delete the last sentence of Article III (1).

7. 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 non-feasance is unwieldy and dangerous. Such accusations should be subject to the electorate's judgment via recall balloting. Removal for non-attendance at business meetings is an exception to this rule.

8. MEETING DATES:

In the event there is a candidate for each elected office and only one candidate is identified for each office as of the closing of petitions, those candidates shall be declared elected without balloting.

11. 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, 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.

12. APPROVAL OF AMENDMENTS BY THE AMC BEFORE LOCAL GROUP BALLOTING:

A Minimum Standard added in 1984 requires that proposed amendments to 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 Bylaw 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 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.

6. To obtain AMC approval, send proposed bylaws or amendments (along with the current bylaws) to either the Chairman of the AMC Bylaws Committee, or to the National office, where they will be distributed to the members of the AMC Bylaws

bylaws-amendment process. If 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).

6. ELECTED EXCOM VS DIRECTLY ELECTED OFFICERS:

It is unwise to be specific on 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. Local groups must have at least one meeting each quarter.

9. ELECTIONS

Local group elections may be shifted from the dates given in the Model Bylaws so that they correspond to the national elections, 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 elect 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, staggered elections have been very satisfied with the ease and continuity of officer turnover.

10. 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, you can declare the candidates elected without publishing a ballot or counting votes. If you chose this option, you preclude write-in candidates.

If you wish to opt for automatic election in uncontested elections, add this to ARTICLE V. (ELECTIONS) Section 4:

Committee. You will hear from the committee chairman upon his/her 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

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 only become effective following AMC ratification AND local group ratification AND filing the revised bylaws with AMC.

14. AREA SUB-GROUPS

Whenever you have a concentration of members more than 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 & DUTIES) Section 1, provided they do not exceed the requirement that only one-half of the voting officers may be appointed.

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 model bylaws:

Changes in ARTICLE III. (OFFICERS & DUTIES) Section 1: Increase the number of elected officers and add the sub-group representative(s).

Add to ARTICLE III. (OFFICERS & DUTIES) Section 10: Sub-group representatives shall plan and implement sub-group activities and shall assist the Local Secretary in the administration of the sub-group.

Add to ARTICLE V. (ELECTIONS) Section 2: The sub-group representatives shall reside in the represented area and be voted on 10. If the formation of the sub-group is approved, the Local Secretary 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 Chairman of the AMC Bylaws Committee with suggestions or other helpful comments. Thanks!

only" approval for bylaw changes. The bylaws or amendments only become effective after approval to ballot the AMC (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. The approval to ballot will expire 1 year from the date of issue.

13. AMENDMENTS 90-DAY WAITING PERIOD:

by only their constituency as defined by their postal ZIP code areas. Sub-group members may not vote for general representatives.

Add to ARTICLE V. (ELECTIONS) Section 4: 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 V. (ELECTIONS):

8. 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.

9. Upon presentation of such a petition to the Local Secretary, the LocSec will 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 Committee shall supervise the voting, receive and count ballots and certify the results, in writing, to the Local Secretary with a copy to the Newsletter Editor for publication.

(Note: If your bylaws did not previously provide for elected sub-group representatives, the bylaw change procedures would have to be followed.)

APPENDIX 15: InterLoc Guidelines (see 2000-039)

InterLoc is an official publication of American Mensa, Limited. To aid present and future Editors, it seems appropriate to state InterLoc's purpose and functions, and to establish guidelines for editorial scope and direction.

PURPOSE: InterLoc is an *information* publication. It was founded as a vehicle to disseminate information among Mensa officers and newsletter editors, particularly such administrative, operating, political, or record data too detailed, or of insufficient interest to the general membership, to warrant publication in the Mensa Bulletin. InterLoc is *not* a local newsletter. It is not concerned with literary merit, entertainment, philosophy, or intellectual stimulation, except as these apply to information helpful to national and local Mensa officers and editors.

FUNCTIONS: The functions of InterLoc are as follows:

o To serve as a channel of communication among the National Office, the AMC, the local officers, and other interested members.
o To be a vehicle for significant, thought-provoking ideas, suggestions, questions, concerns, or discussions from Mensa members relative to Mensa administration or operation, and directed to national or local Mensa officers and/or newsletter editors.

These functions are not listed as an order of preference, and the performance of one function does not diminish the importance of others. Except for official communications from the AMC, the degree of relevance of material submitted for publication is determined by the judgment of the InterLoc Editor, subject to question by AMC.

Since InterLoc plays a role in the training of Mensa leaders, local and national officers receive InterLoc automatically and are the primary audience. Potential local and national officers as well as any member who wants to help improve the function and benefit of AML is encouraged to
subscribe; this group is an important additional audience for InterLoc.

To serve communications among officers and editors of Mensa, it is especially desirable to encourage significant communication from local to national levels, and among local officers and local newsletter editors. Worthwhile communication, pertinent to the functioning of Mensa or of any of these offices, that will be of value to a reasonable number of officers, or editors, or both, should be published. This requires appraisal by the Editor of InterLoc. A communication intended for only a few; an individual complaint about an individual instance, unless it has larger implications; or a suggestion for localized improvements, should normally be forwarded to
the person or persons involved for action, rather than published. Communications, even if referring to single instances, that have a constructive information value to local groups or editors are publication material.

The Editor of InterLoc should neither foment nor fear controversy. He/she is the dispassionate reporter and analyst of such controversy as may exist insofar as it affects, or may affect, Mensa operations. Editorial judgment is demanded. Space in InterLoc should not be made available to the individual fanatic, nor for soothing personal ego bruises, nor for unsubstantiated and apparently baseless charges or vendettas. Nor should InterLoc publish lengthy, repetitive, and exhausting screeds. But InterLoc should be a forum for intelligent and reasoned disagreement, desire for change, serious question, and the presentation of thoughtful views that may be unpopular or controversial. Because of the time lag involved in monthly publication, it should be a matter of policy that any communication critical of a present practice, or officer, or condition which is judged worthy of publication, be published in the same issue an explanation,
defense, or answer by an appropriate individual, so that the readers may have a relatively complete communication element. The Editor, working with the Communications Officer, can set suitable deadlines for receipt of such reply materials.

EDITORIAL GUIDELINES: The following are suggested as policy guidelines for the Editor of InterLoc, subject to approval by AMC, and to such revisions, clarifications, and additions as may be considered desirable.

The position of Editor of InterLoc requires enthusiasm combined with self-discipline, dispassionate judgment, and a good sense of perspective. He or she is, at the same time, the communication voice of AMC; a leading member of the body of Mensa editors; and a concerned Mensa member. He/she should seek and foster the communication of as much information as possible that will be helpful or constructive for Mensa officers and editors, and should, ideally, avoid harmful and destructive usage. He/she must appraise material submitted as to potential value, merit, and significance to determine whether or not to publish it. He/she must exercise more than normal restraint, recognizing that InterLoc editorial comments will often be read as at least quasi-official statements of AMC position.

The Editor of InterLoc is required to publish official communications of the AMC to Mensa officers and editors. These will normally be requested by the AMC as a body, or by the Chairman or the Communications Officer. Requests for publication of material by individual AMC officers, acting in the proper performance of their duties, will normally be honored. If the Editor has questions as to either the propriety of publication, or the length or suitability of material, the Communications Officer, or the Chairman, or the AMC in body should be queried prior to publication. Unless specifically directed to the contrary, the Editor shall have the
right to publish editorial opinion, comment, or explanation, if desired, about any AMC communications.

The Editor of InterLoc is not required to publish "in toto" any material except official AMC communications. The InterLoc Editor 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.

Each issue of InterLoc is reviewed before publication by the Communications Officer. Other relevant parties may be requested by the Communications Officer or the Editor to review some or all of an issue to ensure accurate representation of data or policies.

These guidelines may be altered or expanded by suggestions from any of the interested parties, subject to acceptance and approval by the AMC.

APPENDIX 16: Committee Liaison Policy (see 1998-086)

1.

A. Members of the AMC shall serve as the liaisons to the AMC for all committees. Assignments of specific committees to specific AMC members shall be done by each newly-elected AMC.

B. Where appropriate a member of the Mensa National Office staff shall be appointed as counsel to a standing committee by the chair of the AMC.

2. The Past Chairman shall normally serve as the liaison to the AMC for all ad hoc committees and appointed positions.

3. Duties of committee liaisons

A. Report to the committee chair any AMC discussions regarding the committee's work assignments.

B. Keep abreast of the committee's activities through communication with the committee chair and/or reading minutes of the committee's meetings.

1) The liaison and the committee chair should work out between them whether the liaison will actually attend any committee meetings and/or be copied on any correspondence and e-mail internal to the committee's workings.

2) The liaison does not need to actually attend committee meetings except as determined by item 3.B.1 above.

2) For ad hoc committees, this is the time to determine whether the committee's function is completed or whether it needs to be reauthorized for another term. If the committee's work is over, the committee should be dissolved and any remaining functions should be assigned to an appropriate standing committee.

5. Authority of Committees

A. The AMC may assign the authority to act of behalf of the AMC in particular circumstances to a committee, e.g. the Name and Logo Committee sending admonishing letters re abuses of copyright. Committees that are authorized to act for the AMC between AMC meetings are termed "action committees."

B. In all other cases, a committee must bring any matter requiring action back to the AMC or at least to the Executive Committee for approval. Committees that are not authorized to act for the AMC between AMC meetings are termed "advisory committees."

C. Remind the committee chair of deadline dates for AMC agenda items, reports, and similar items.

D. Present committee reports and motions to the AMC.

4. Make-up of Committees

A. Each standing and ad hoc committee that is already established or will be established in the future shall have, from its beginning, a formal charge that gives:

1) its classification as a standing committee or an ad hoc committee

2) its classification as an action committee or an advisory committee

3) any special requirements for membership on the committee

4) specific and general duties that are assigned to the committee by the AMC

5) reporting date(s) or schedule

6) appointment of an AMC liaison

7) review date

B. At the review date, the AMC will determine, upon recommendation from the committee's liaison, whether the committee and its charge are still adequate.

1) For standing committees, this will be an appropriate time to make any changes to the committee's charge and/or membership.

APPENDIX 17: Investment Policies (see 2001-013)

AMERICAN MENSA, LTD.
LIFE MEMBER DUES FUND INVESTMENT POLICY

Purpose

The purpose of the Life Member Dues Fund is to provide an endowment that guarantees services for life members and contributes revenue to the society.

Investment Objectives

The investment objectives of the Life Member Dues Fund are:

1. Preserve capital;
2. Optimize the investment return; and
3. Provide liquidity sufficient to meet the purpose of the fund.

Investment Guidelines

The Finance Committee shall be authorized to invest the AML Life Member Dues Fund as follows:

1. Federally insured Certificates of Deposit including interest at commercial banks or savings and loan institutions;
2. Direct Obligations of the U.S. Government, its Agencies and instrumentalities;
3. Federal Agency Discount Notes;
4. Repurchase agreements collateralized by the U.S. Government obligations with institutions whose senior debt rating is rated double A or better by Standard & Poor's and/or Moody's or where physical delivery of the collateral is made to a third-party custodian;
5. Money Market Funds that invest in government-backed securities; and
6. Interest-bearing checking accounts in federally insured banks, not to exceed federally insured amounts.

Reporting

The AMC Treasurer shall report to the American Mensa Committee on the status of the Life Member Dues Fund investment accounts on a quarterly basis.

AMERICAN MENSA, LTD.
SHORT-TERM FUND INVESTMENT POLICY

Purpose

The purpose of the Short-Term Fund is to meet the expenses occurring as the result of unanticipated activities, improve the return on funds held for expenditure over the next one to five years, and manage investment risk.

Investment Objectives

The investment objectives of the Short-Term Fund are:
1. Preserve capital;
2. Provide liquidity sufficient to meet the purpose of the fund; and
3. Optimize the investment return within the constraints of (1) and (2) above.

Investment Guidelines

Allowable Investments

The Finance Committee shall be authorized to invest the AML Short-Term Fund as follows:
1. Federally insured Certificates of Deposit including interest at commercial banks or savings and loan institutions;
2. Money Market Funds that invest in government-backed securities;
3. Direct Obligations of the U.S. Government, its Agencies and instrumentalities;
NOTE: In the case of securities whose coupon resets on a periodic basis, the length of the reset period, or for mutual funds, the average length of the reset period, shall be used to determine compliance with this investment policy's maturity guidelines.

Diversification

No more than 5% at cost of the Short-Term Fund may be in securities of one issuer with the exception of obligations of the U.S. Government, its Agencies and instrumentalities, repurchase agreements collateralized by obligations of the U.S. Government, its Agencies and instrumentalities, federally-insured certificates of deposit and mutual funds.

Reporting

The AMC Treasurer shall report to the American Mensa Committee on the status of the Short-Term Fund investment accounts on a quarterly basis.

4. Federal Agency Discount Notes;
5. Repurchase agreements collateralized by the U.S. Government obligations with institutions whose senior debt rating is rated double A or better by Standard & Poor's and/or Moody's or where physical delivery of the collateral is made to a third-party custodian;
6. Mutual funds, consisting primarily of a portfolio of adjustable and floating rate mortgage securities that are collateralized by mortgages guaranteed by the U.S. Government, its Agencies or instrumentalities; and
7. Any registered investment advisor retained by AML or mutual fund purchased by AML shall be authorized to invest, in addition to the investments authorized in previous sections, as follows:
   a. Commercial Paper rated A-1/P-1 by Standard & Poor's and Moody's;
   b. Commercial Paper backed by bank letters of credit where the long-term letter of credit rating is rated at least double A by one rating service;
   c. Variable Rate Notes where:
      i. The demand period can be no longer than monthly;
      ii. The rate must reset no less frequently than monthly; and
      iii. The minimum rating is A-1/P-1.
   d. Corporate Notes with a minimum rating of investment grade by one rating service.

Maturity

The Short-Term Fund shall have a weighted average maturity of three years or less.

AMERICAN MENSA, LTD.
OPERATING FUND INVESTMENT POLICY

Purpose

The purpose of the Operating Fund is to provide sufficient cash to meet financial obligations of AML in a timely manner.

Investment Objectives

The investment objectives of the Operating Fund are:
1. Preserve capital;
2. Provide liquidity sufficient to meet the purpose of the fund; and
3. Optimize the investment return within the constraints of (1) and (2) above.

Investment Guidelines

Allowable Investments

The Finance Committee shall be authorized to invest the AML Operating Fund as follows:
1. Federally insured Certificates of Deposit including interest at commercial banks or savings and loan institutions;
2. Money Market Funds that invest in government-backed securities;
3. Interest-bearing checking accounts in federally insured banks, not to exceed federally insured amounts;
4. Direct Obligations of the U.S. Government, its Agencies and instrumentalities;
5. Federal Agency Discount Notes; and
6. Repurchase agreements collateralized by the U.S. Government obligations with institutions whose senior debt rating is rated double A or better by Standard & Poor's and/or Moody's or where physical delivery of the collateral is made to a third-party custodian.

Maturity

The maturities on investments for the Operating Fund shall be limited to twelve months or less.

Reporting

The AMC Treasurer shall report to the American Mensa Committee on the status of the Operating Fund investment accounts on a quarterly basis.

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