ACTIONS STILL IN EFFECT -- CURRENT ONLY, ORGANIZED BY TOPIC
THE AMERICAN MENSA COMMITTEE

03/19/05

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## 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.

## 2. AMERICAN MENSA COMMITTEE (AMC):

**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.

**1983-074** **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**
(Last amended on 20-Mar-2004 by 2004-005)
To adopt the Principles of Conduct of AMC Officers, circulated to the AMC on September 10, 1986.
[The document is in Appendix 4.]

**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.]

**1992-031** **04-Jul-1992**
(Last amended on 03-Jul-2004 by 2004-035)
That the AMC have a National Officer Training Session for all members of the new AMC, to be held at the site of the first meeting of the new AMC. Coordination of the National Officer Training Session will be the responsibility of the Past Chairman, the incoming Chairman, and the Executive Director. Written job descriptions are to be provided all incoming AMC officers.

**1993-072** **13-Nov-1993**
(Last amended on 03-Jul-2004 by 2004-034)
Each motion placed on the agenda for an AMC meeting shall include a statement addressing the anticipated fiscal impact of approving and implementing the motion. 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.

**1994-028** **02-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.

**2003-066** **13-Dec-2003**
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 consent agenda approval, and to permit the Parliamentarian to speak, vote and make motions.

**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**
(Last amended on 13-Dec-2004 by 2003-064)
All officer reports received by the established deadline shall be made available to all Local Secretaries and Editors.

**1995-054** **09-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 ASIEs 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.

**1996-044** **05-Jul-1996**
(Last amended on 05-Jul-2003 by 2003-027)
The Director of Science and Education shall be the chair or liaison of the Research Review Committee. 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.
[See Appendix 16 for Research Review Guidelines]

**1997-022** **05-Apr-1997**
(Last amended on 14-Dec-2002 by 2002-178)
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** **06-Jul-1997**
Official notification and official business of the AMC may be conducted via letter, telephone, or email, subject to the laws of the state of incorporation of American Mensa, Ltd. Communications contained in the Mensa forum are not to be considered as official notification nor as the conduct of AMC business.

**1997-072** **06-Dec-1997**
(Last amended 29-Mar-2003 by 2003-011)
A standing program 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 individuals and groups outside of Mensa for the purpose of community welfare, and with recognizing local groups for outreach programs. The Community Services Committee is further charged with generating ideas regarding other activities in which we might engage with groups outside of Mensa. The Committee is also charged with generating positive images of and for Mensa through Community Service.

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** **06-Dec-1997**
(Last amended on 19-Sep-03 by 2003-048)
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.

All awards, prizes or grants given by the Community Services Committee, including the Community Activities Program, Inkslinger™ and Literacy Grants, be a committee decision with that committee including not less than three AMC members.

**1997-078** **06-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** **06-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-2004 by 2004-103)
That a standing advisory committee on Membership, known as the Membership Committee, is established.

The Membership Committee is charged with coordinating activities relating to members, member benefits and services, retention of members, membership renewals, etc. The Membership Officer shall chair the committee. The chairman of the Committee shall appoint the other committee members after consultation with the AMC Chairman.

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.

**1998-023** **28-Mar-1998**
(Last amended 04-Dec-2004 by 2004-131)
The Gifted Children Committee is a standing action committee charged with coordinating resources for Gifted Children activities and programs, including, but not limited to: whole family programs, Local Group calendar events and activities, and informational resources for: members, children of members, educators and the public. It, or its representatives, represents AML with other associations for the gifted. It is also responsible for recommending policy regarding privacy and information issues concerning gifted children.

As a standing action committee, responsible for setting policy for programs and activities for or including children, both members and guests, under the age of 18, its composition will consist of, but not be limited to, the National Gifted Children Coordinator (GCPC) , who shall chair the Committee; the Kids Trek Coordinator, the Half-A-Step Ahead Editor, a cross-section of Local Group Gifted Children Coordinators appointed by the GCPC, and a minimum of three members of the current AMC, one of whom shall be appointed by the AMC Chairman to act as liaison between the Committee and AMC. The GCPC may appoint other members to the Committee with the advice and consent of the AMC Chairman.

The Committee will also administer the Gifted Children Program Grants, providing grants of up to $100 to local groups to carry out innovative program activities for Mensa Local Group Gifted Children programs. Grants will be subject to the application and reporting requirements detailed in the Attachment to the Application and Application Budget Forms.

Applications will be reviewed by a grant application Review Committee, a sub-committee appointed by the GCPC. That sub-committee shall give priority to projects that are well-designed and fully thought through, have the potential to increase Young Mensa membership, increase the visibility of Mensa's Gifted Children activities and programs, and build ongoing relationships with other groups that conduct activities for children, especially gifted children.

Applications will be reviewed monthly, and local groups will be notified of the outcome of their requests within six weeks of receipt of application.

Application and grants will be reported at each AMC meeting by the AMC liaison to the Committee.

**1998-024** **28-Mar-1998**
(Last amended 05-Jul-2003 by 2003-031)
The Intellectual Events Committee is a standing advisory committee and shall:

Coordinate and/or be a resource of information for concurrent intellectual activities in American Mensa, such as Colloquia, Culture Quest® and Theme Gatherings. In the case of Colloquia, this is a concurrent jurisdiction with MERF.

Generate and promote ideas regarding other intellectual activities in which we might engage.

Provide written reports to the AMC through its chairman and/or liaison as necessary.

Provide budgetary requests during the budget cycle for any costs anticipated in the coming year for new programs through the liaison.

The AMC Chairman shall appoint the committee Chairman each year with the advice and consent of the AMC. The Committee shall be appointed by the Committee Chair with the advice and consent of the AML Chair. The Committee shall consist of, but not be limited to: Committee Chairman, National Membership Officer, MERF President, Colloquium Chair(s), Culture Quest® Coordinator.

All Colloquia bids shall meet minimum requirements; all paperwork must be in by agenda deadline; counsel can then look over proposed contracts and comment for AMC's information. Care is taken to move Colloquia around the country and to not have all national events in the same area of the country in the same year.

NOTE: When evaluating a Colloquium bid, 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.

**1998-025** **28-Mar-1998**
(Last amended 21-Sep-2002 by 2002-158)
That a standing action 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, and review and update the Minimum Standard Bylaws for Local Groups (MSBs) and Model Bylaws as needed/desired, subject to the approval of the AMC. Ensure that MIL approval is obtained in a timely manner on national bylaw changes.

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.

**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 13-Dec-2003 by 2003-064)
Motions and other agenda items for regularly scheduled AMC meeting shall be submitted according to a schedule that ensures 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 of these and other meeting materials. 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.

**2000-062** **08-Jul-2000**
(Last amended 20-Mar-2004 by 2004-012)
A standing advisory committee on risk management, known as the Risk Management Committee, is established.

It is the responsibility of the Risk Management Committee to effect the mission of American Mensa by identifying exposures to risk and recommending methods for their management, in order to best protect the assets of AML and the health, safety, and well-being of its members and other constituents.

The AMC Chair shall appoint the Risk Management Committee chair each year, with the advice and consent of the AMC, and the Committee chair shall appoint the members of the Committee after consultation with the AMC Chair. As per AMC policy for all committees, the need for the Risk Management Committee shall be reviewed by the incoming AMC Chair at the start of each new AMC. The Risk Management Committee shall report to the AMC through written reports and through its chair and/or liaison.

**2000-063** **08-Jul-2000**
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 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.

This action supersedes ASIE 1998-019, which established the Development Committee.

**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.

**2001-042** **07-Jul-2001**
(Last amended on 03-Jul-2004 by 2004-036)
The American Mensa coordinator for Mensa WorldConnect 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.

**2001-048** **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.

**2001-056** **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**
The Principles of Conduct for AMC Members is amended by adding the following paragraphs.

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.]

**2002-154** **21-Sep-2002**
(Last amended 29-Mar-2003 by 2003-011)
Adopt the revised Guidelines for AML Committees: Their Structure, Establishment, Reporting and Review.
[This document can be found in Appendix 1]

**2002-156** **21-Sep-2002**
(Last amended on 18-Sept-2004 by 2004-101)
That the Research Review Committee be designated an standing action committee with AMC members (Greg)

TIMMERS, (Dan) BURG and (Jean) BECKER on the Committee.

The following Guidelines are adopted by the Research Review Action Committee.
[The document is in Appendix 16.]

**2002-175** **14-Dec-2002**
The recommendations in the Task Force's 12-14-02 report are referred to the committees named in the report for implementation, as follows:
* CultureQuest®: Procedures/guidelines will be written by current CQ Coordinator with the assistance of past CQC, Membership Director, and Membership Officer.
* Community Activities Program: one award each be retained in the categories Gifted Children, Community and Education. Continue CAP as it has been for at least one more year. Upgrade the judging form before the voting period starting on May 1.
* Community Services Committee: guidelines need to be written for the Literacy Grants, including a clear description of the application process and who may apply; the procedure for awarding the grants needs to be outlined, including any preference for continuing grants or new requests; and the amounts of the grants, including limits, needs to be clarified. More publicity is needed and past achievements need to be headlined.
* Project Inkslinger™ : More Local group Coordinators are needed, as is more detailed publicity of the program and its past Local Group achievements.
* GOTYA: Eliminated submission forms. Participation now includes all Local Groups. Retain five size categories. Scoring is to be done by the Local Groups Coordinator and Membership Officer. Scoring sheet revised to make it usable from year to year. Point values examined and changed to reflect their significance to health and growth of Local Groups and Mensa as a whole. Membership Committee will judge tiebreakers.
* OWLS: Retain one winner each and two honorable mentions each. More detailed publicity is needed.
* Publications Recognition Program: Have fewer awards with the result of greater perceived merit. Clarify the area of Presentation. Eliminate shadow awards in print and Web sites. In judging, more clarify is needed for measurable objective standards and criteria should be stabilized as much as possible. The PRP should have a permanent set of guidelines.
* Salny Awards: the award should truly be one of achievement.

**2003-002** **29-Mar-2003**
The position of Advocate is established as an appointed position of American Mensa, Ltd.

The Advocate is charged with assisting in the National Hearings process. Such assistance may take either of the following forms:

a. The Advocate may bring charges independently; or
b. Any member of Mensa who wishes to bring charges against any other member may submit the charges to the Advocate and request that the Advocate pursue such charges. Such a request may be made at any time during the hearings process. The Advocate shall have sole discretion as to whether to pursue any charges that are brought to him.

Nothing herein shall be construed as preventing any member of Mensa from bringing charges and pursuing said charges without the Advocate, either from the beginning of the process or after the Advocate has declined to pursue said charges.

The AMC Chairman shall appoint the Advocate at the start of each new AMC, with the advice and consent of the AMC, for a term expiring at the end of the second-following Annual Business Meeting. If the Advocate is pursuing charges at the start of a new AMC term, the Chairman shall appoint an Advocate for the new term but the present Advocate shall complete any and all charges in progress.

The Advocate may appoint one or more Assistant Advocate(s) to pursue any given case. The Advocate and Assistant Advocate(s) are subject to all then-current expense policies of American Mensa.

**2003-012** **29-Mar-2003**
(Last amended on 04-Dec-2004 by 2004-117)
That the Handbook Development Process be adopted.
[The document is in Appendix 21.]

**2003-032** **05-Jul-2003**
The AMC establish the Marketing Committee as a standing advisory committee of the AMC.

The Development Officer shall chair the Committee and shall appoint the committee members with the advice and the consent of the AMC Chairman. The Name and Logo Chairman and Communications Officer, or their Designates, shall be standing members of the committee.

The charge of the Committee shall be to recommend marketing policies to the AMC; to coordinate AML Marketing internally and externally; and to administer the Hall of Fame, Mind Games®, and similar Programs.

When selecting a Mind Games® site, the Marketing Committee shall use the then-current Site Selection materials and procedures, and shall augment its regular membership with the chairman of the Meeting Site Selection Committee if not already a member of the Marketing Committee.

All MindGames bids shall meet minimum requirements; all paperwork must be in by agenda deadline; counsel can then look over proposed contracts and comment for AMC's information. Care is taken to move MindGames around the country and to not have all national events in the same area of the country in the same year.

The need for the Committee shall be reviewed by the incoming AMC Chairman at the start of each new AMC, according to AMC policy for all committees. The Committee shall report to the AMC through written reports and through the Development Officer at least once a quarter.

**2003-040** **19-Sep-2003**
That this body continue to explore utilizing arbitration with American Arbitration Association.

**2003-047** **19-Sep-2003**
That the Community Services Committee be changed from a Standing Advisory Committee to a Standing Action Committee.

**2004-118** **04-Dec-2004**
The following records retention policy and schedule is adopted.

[The document is in Appendix 12 ]

**2004-119** **04-Dec-2004**
A standing action committee known as the Planning and Review Committee is established. The charge of the committee is:

1) To poll the AMC about perceptions of how American Mensa is functioning and recommended changes.
2) To inform the AMC of the aggregate results of these annual surveys, and involve the AMC in planning which may arise from them.
3) To conduct the annual evaluation of the Executive Director's (ED's) performance, including determining the annual review format. The Committee shall gather feedback and information from the AMC by way of the formal evaluations, as well as being receptive to informal feedback year round. The committee shall be responsible for reviewing the performance evaluation with the executive director and recommending future goals or action to be taken.
4) The ED may also use this committee as needed in an advisory capacity regarding staff related issues and concerns. Because of the subject matter with which the Committee will be dealing, all of its meetings and reports shall be considered confidential.

The committee shall be chaired by the AMC Chair, who shall appoint the remaining members of the committee with the advice and consent of the AMC.

The Committee shall report to the AMC at least annually in the form of an executive summary of the ED's annual review and may report more frequently if desired. As per AMC policy for all committees, the need for the Planning and Review Committee shall be reviewed by the incoming Chairman at the start of each new AMC.

**2004-120** **04-Dec-2004**
The National Publications Policy is adopted:

[The document is in Appendix 10]

**2004-121** **04-Dec-2004**
The AMC establish the Communications Committee as a standing committee of the AMC. The Communications Officer shall chair the Committee and shall appoint the committee members with the advice of the AMC Chairman. Standing members of the committee shall be the following or their designees: Development Officer, Director of Science & Education, and Membership Officer. The charge of the Committee shall be to recommend to the AMC broad publication policies regarding print and electronic media; to steer development of AML national publications; to assist the Communications Officer, Mensa Bulletin Editor, and Internet Services Manager in setting detailed guidelines and procedures to implement AMC communications policy; to coordinate various publishing activities of AML, in both print and electronic media, particularly at the national level; and, with the Communications Officer, to develop and to administer programs supporting Editors and Webmasters within AML.
The need for the Committee shall be reviewed by the incoming AMC Chairman at the start of each new AMC, according to AMC policy for all committees. The Committee shall report to the AMC quarterly.

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

**2005-009** **19-Mar-2005**
That the Minutes of the AMC meeting of December 4 are approved.

**2005-015** **19-Mar-2005**
Given the inability of American Mensa to ascertain the background and characteristics of any individual, who might want to participate in activities such as carpooling or ridesharing or roommate matching, organizers of Mensa events shall not actively arrange such activities for their events.

**2005-017** **19-Mar-2005**
That the AMC express its desire to hold the 2006 meetings in March, August, October, and December/January.

## 3. APPOINTMENTS:

**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.

**2003-037** **05-Jul-2003**
Ted Elzinga is appointed Advocate. The appointment lasts until the close of the Annual Business Meeting in 2005 unless otherwise specifically provided.

**2004-027** **03-Jul-2004**
Gabe Werba is appointed Development Officer for a term ending at the close of the Annual Business Meeting in 2005, including the right to vote.

**2004-028** **03-Jul-2004**
Greg Timmers is appointed Director of Science & Education for a term ending at the close of the Annual Business Meeting in 2005, including the right to vote.

**2004-029** **03-Jul-2004**
Joanna Soper is appointed Membership Officer for a term ending at the close of the Annual Business Meeting in 2005, including the right to vote.

**2004-042** **03-Jul-2004**
Dr. Irving Freeman, Ph.D. is appointed Chairman of the Research Review Committee for a term ending at the close of the Annual Business Meeting in 2005. This is a professional appointment. This Committee Chairman shall appoint at least two other AMC members to the committee, and may appoint additional members to the Committee, after consultation with the AMC Chairman and liaison.

**2004-043** **03-Jul-2004**
David Felt is appointed Chairman of the Awards Committee for a term ending at the close of the Annual Business Meeting in 2005. This Committee Chairman may appoint other members to the committee, per ASIE 1985-076, after consultation with the AMC Chairman and liaison.

**2004-044** **03-Jul-2004**
Russ Bakke is appointed Chairman of the Bylaws Committee for a term ending at the close of the Annual Business Meeting in 2005. The following AMC members are appointed to the committee as voting members: Dan Burg, Dan Wilterding and Scott Rainey.

**2004-045** **03-Jul-2004**
Marc Lederman is appointed Publications Recognition Program 2005 Chair for a term ending at the close of the Annual Business Meeting in 2005.

**2004-046** **03-Jul-2004**
Vera Lawson is appointed Chairman of the Community Services Committee for a term ending at the close of the Annual Business Meeting in 2005. 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. This Committee Chairman may appoint additional members to the Committee, after consultation with the AMC Chairman and liaison.

**2004-047** **03-Jul-2004**
Cyndi Kuyper is appointed CAP Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-048** **03-Jul-2004**
Heather Stewart is appointed Literacy Project Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-050** **03-Jul-2004**
Maria Sawczuk, Esq. is appointed Corporate Counsel for a term ending at the close of the Annual Business Meeting in 2005. This is a Professional Appointment.

**2004-051** **03-Jul-2004**
Clif McCann, Esq. is appointed Intellectual Property Counsel for a term ending at the close of the Annual Business Meeting in 2005. This is a Professional Appointment.

**2004-052** **03-Jul-2004**
For a term ending at the close of the Annual Business Meeting in 2005, Steve and Lesley Slepner are appointed to chair the Election Committee and Deborah Henry, Joanne Horne, Robert Horne, and Linda Kelso are named as members of the election committee.

**2004-053** **03-Jul-2004**
Jim Werdell is appointed Chairman of the Finance Committee for a term ending at the close of the Annual Business Meeting in 2005. This Committee Chairman shall appoint three additional AMC members to the Committee, and may appoint further additional members to the Committee, after consultation with the AMC Chairman and liaison.

**2004-054** **03-Jul-2004**
Dr. Deborah L. Ruf, Ph.D. is appointed Gifted Children Program Coordinator for a term ending at the close of the Annual Business Meeting in 2005. This is a professional appointment.

**2004-056** **03-Jul-2004**
Martha Feld is appointed Kids Trek Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-057** **03-Jul-2004**
Stuart Friedman is appointed Chairman of the Intellectual Events Committee for a term ending at the close of the Annual Business Meeting in 2005. This Committee Chairman may appoint additional members to the Committee, after consultation with the AMC Chairman and liaison.

**2004-058** **03-Jul-2004**
Pat Coontz is appointed Chairman of the Leadership Development Committee for a term ending at the close of the Annual Business Meeting in 2005. This Committee Chairman and may appoint additional members to the Committee after consultation with the AMC Chairman and liaison.

**2004-059** **03-Jul-2004**
Ike Kullman is appointed Leadership Development Workshop Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-060** **03-Jul-2004**
Janice Johnson is appointed Leadership Development Guide Editor for a term ending at the close of the Annual Business Meeting in 2005.

**2004-061** **03-Jul-2004**
Mike Seigler is appointed Leadership Handbook Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-062** **03-Jul-2004**
Joanna Soper is appointed Chairman of the Membership committee for a term ending at the close of the Annual Business Meeting in 2005. This Committee Chairman shall appoint further additional members to the Committee, after consultation with the AMC Chairman and liaison.

**2004-063** **03-Jul-2004**
Joanna Soper is appointed Group of The Year Award Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-064** **03-Jul-2004**
Lisa D. Kelley is appointed Mensa WorldConnect Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-065** **03-Jul-2004**
Marcia Brandes is appointed Assistant Mensa WorldConnect Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-066** **03-Jul-2004**
Dan Burg is appointed Chairman of the Name and Logo committee for a term ending at the close of the Annual Business Meeting in 2005. The Communications Officer is a statutory member of the Committee. This Committee Chairman shall appoint one additional AMC member to the Committee, and may appoint further additional members to the Committee, after consultation with the AMC Chairman and liaison.

**2004-067** **03-Jul-2004**
Russ Bakke is appointed Second National Representative (NatRep) for a term ending at the close of the Annual Business Meeting in 2005.

**2004-068** **03-Jul-2004**
Dan Burg is appointed Third National Representative (NatRep) for a term ending at the close of the Annual Business Meeting in 2005.

**2004-069** **03-Jul-2004**
Judy Vasiliauskas is appointed Fourth National Representative (NatRep) for a term ending at the close of the Annual Business Meeting in 2005.

**2004-070** **03-Jul-2004**
Gabe Werba is appointed First Alternate National Representative (NatRep) for a term ending at the close of the Annual Business Meeting in 2005.

**2004-072** **03-Jul-2004**
Russ Bakke is appointed Parliamentarian for a term ending at the close of the Annual Business Meeting in 2005.

**2004-073** **03-Jul-2004**
John DiLiberto is appointed Chairman of the Risk Management committee for a term ending at the close of the Annual Business Meeting in 2005. This Committee Chairman may appoint additional members to the committee after consultation with the AMC Chairman and liaison. This is a professional appointment.

**2004-074** **03-Jul-2004**
Paul Jensen is appointed Chairman of the Salny Awards Committee for a term ending at the close of the Annual Business Meeting in 2005. This Committee Chairman may appoint additional members to the committee, after consultation with the AMC Chairman and liaison.

**2004-075** **03-Jul-2004**
Bob Cox is appointed U.S. SIGHT Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-076** **03-Jul-2004**
Joel Anderson is appointed Assistant U.S. SIGHT Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-077** **03-Jul-2004**
John Massura is appointed Assistant U.S. SIGHT Coordinator for a term ending at the close of the Annual Business Meeting in 2005.

**2004-078** **03-Jul-2004**
Ray O'Connor is appointed SIGS Officer for a term ending at the close of the Annual Business Meeting in 2005.

**2004-79** **03-Jul-2004**
Karen Brack is appointed Assistant SIGS Officer for a term ending at the close of the Annual Business Meeting in 2005.

**2004-080** **03-Jul-2004**
For a term ending at the close of the Annual Business Meeting in 2005, Ray O'Connor is appointed Chair of the SIGs Advisory Committee, and Karen Brack is appointed Assistant Chair.

**2004-081** **03-Jul-2004**
Dan Wilterding is appointed Chairman of the Site Selection Committee for a term ending at the close of the Annual Business Meeting in 2005. This Committee Chairman shall appoint three additional AMC members to the Committee, and may appoint further additional members to the Committee, after consultation with the AMC Chairman and liaison.

**2004-082** **03-Jul-2004**
Alan Baltis is appointed assistant RVC for Region Three for a term ending at the close of the Annual Business Meeting in 2005.

**2004-083** **03-Jul-2004**

Kevin Myles and Erin Koffler (North Dakota Mensa) be appointed Assistant RVCs for Region Seven for terms ending at the close of the Annual Business Meeting in 2005.

**2004-084** **03-Jul-2004**
John Recht is appointed Assistant RVC for Region Eight for a term ending at the close of the Annual Business Meeting in 2005.

**2004-085** **03-Jul-2004**
Maggie Truelove is appointed assistant RVC Ten for a term ending at the close of the Annual Business Meeting in 2005.

**2004-92** **18-Sep-2004**
Michael Richmond is appointed CultureQuest Coordinator for 2005. This replaces ASIE 2003-042.

**2004-93** **18-Sep-2004**
(Jean) Becker and (Patricia) Coontz are appointed AG 2005 Leadership Development Coordinators.

**2004-94** **18-Sep-2004**
Dr. Larry Kuusisto is appointed Associate Gifted Children Program Coordinator for a term ending at the close of the Annual Business Meeting in 2005, retroactive to the July 2, 2004, AMC meeting.

**2004-110** **18-Sep-2004**
The Joyce (TJ) Lundeen is appointed InterLoc Editor for a term ending at the close of the 2005 Annual Business Meeting.

**2004-114** **04-Dec-2004**
Robin Crawford is appointed Communications Officer until the end of the 2005 Annual Business Meeting.

**2004-115** **04-Dec-2004**
Keri Guibault is appointed as Gifted Children Outreach Coordinator.

**2005-001** **19-Mar-2005**
To appoint Michael Beetham as Project Inkslinger Coordinator.

**2005-006** **19-Mar-2005**
The following members be added to the Planning and Review Committee: (Russ) Bakke, (Bob) Beatty, (Dave) Remine and (Gabe) Werba.

## 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® 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.

**2000-052** **27-May-2000**
(Last amended 29-Mar-2003 by 2003-011)
In honor and recognition of Dr. Abbie F. Salny's years of service as American Mensa's Supervisory Psychologist, two awards are established. The first award, titled the "Abbie," is to be awarded annually to the Testing Coordinator or Proctor most deserving according to the criteria maintained by the Salny Awards Committee.

Regional awards may also be awarded. The second award, titled "The Dr. Salny Award for Outstanding Service in the Area of Testing," is to be awarded by the Salny Awards Committee to a person or group, which has exhibited exceptional service in the area of testing, in any year the Committee deems it appropriate to do so.

A standing program committee known as the Salny Awards Committee is established. The Committee is charged with maintaining criteria for the Salny Awards, with selecting a recipient for the "Abbie" and regional honorable mentions each year, and with evaluation for potential award of the "Dr. Salny Award for Outstanding Service in the Area of Testing."

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 Awards Committee shall be reviewed by the incoming Chairman at the start of each new AMC. The Salny Awards Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

**2004-090** **03-Jul-2004**
It is the sense of AMC that grants and awards should be based on pre-established written criteria and decided by a committee of not fewer than three members.

**2005-005** **19-Mar-2005**
New inductees to the Mensa Hall of Fame shall be chosen by a judging panel comprising 11 members, including the Development Officer who shall chair the panel. Each RVC may nominate one member of the panel from his/her Region. Should an RVC fail to make such a nomination by the first-quarter AMC meeting, the Development Officer may either leave vacant representation from that Region or fill the vacancy himself/herself. Service on the judging panel shall end with the announcement of the year's induction list.
This motion shall supersede ASIE 2002-176 14-Dec-2002.

## 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** **09-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**
(Last amended on 14-Dec-2002 by 2002-179)
The revised Minimum Standard Bylaws and the revised Model Bylaws are approved.
[The documents are in Appendices 13 and 14.]

## 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 Bylaws offered to the AMC shall be referred to legal counsel for a report.

**2003-053** **19-Sep-2003**
The following proposed amendment to the American Mensa Bylaws is passed to a referendum of the membership at the 2005 regularly scheduled election cycle:

In Article XIII, section (1), delete July 15th and replace with August 31st.

**2003-054** **19-Sep-2003**
The following proposed amendment to the American Mensa Bylaws is passed to a referendum of the membership at the 2005 regularly scheduled election cycle:

In Article V, section (4), delete the current language in subsection (a) and replace with the following:

In the case of elective officers, a period of two years, beginning on the July 1 following their election and ending on the June 30 two years later. However, if the successor to an elective officer has not been certified before the July 1 following the election, such officer shall remain in office until a successor is certified.

**2003-055** **19-Sep-2003**
The following proposed amendment to the American Mensa Bylaws is passed to a referendum of the membership at the 2005 regularly scheduled election cycle:

In Article VI, section (6), delete "March 1st and March 10th" and replace with "February 1st and February 10th"

**2003-056** **19-Sep-2003**
The following proposed amendment to the American Mensa Bylaws is passed to a referendum of the membership at the 2005 regularly scheduled election cycle:

In Article VI, section (3), third sentence, delete "January" and replace with "December".

**2004-105** **18-Sep-2004**
The following is passed to a referendum of the membership in the next regular scheduled election:

Article VI, section 6 of the bylaws is amended by changing "February" to "January" in the second sentence.

**2004-106** **18-Sep-2004**
The following is passed to a referendum of the membership in the next regular scheduled election:

Article VI, section 2 of the bylaws is amended by changing "March 1st" to "February 1st" in the fifth sentence.

## 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.

**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**
(Last amended on 14-Dec-2002 by 2002-166)
No later than the AMC meeting prior to the Annual Gathering, the AMC shall appoint an Election Committee chair.

No later than the AMC meeting at the 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 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.

The Committee shall report to the AMC through written reports and through its chairman and/or liaison as necessary.

The Election Committee is requested to clearly:
(1) Inform all candidates of all Election requirements
(2) Inform all candidates of all relevant deadlines
(3) Inform all candidates of the maximum length of campaign statements
(4) Insure all requirements and all relevant deadlines be published in InterLoc and in the Mensa Bulletin
(5) Insure all candidates' statements are published with appropriate formatting.

**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**
(last amended on 19-Mar-2005 by 2005-016)
a) No later than the deadline for the October 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 last Mensa Bulletin before December 31, 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**
(last amended on 19-Mar-2005 by 2005-016)
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 email or First Class mail from the Nominating Committee chairman and from the National Office.

b) No later than July 31 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**
(last amended on 19-Mar-2005 by 2005-016)
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, except the Mensa Bulletin, 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 email (or First Class mail if no email 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**
(last amended on 19-Mar-2005 by 2005-016)

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 shall discuss prior to this meeting a list of potential questions to ask of the candidates during the Meet the Candidates session, and these questions will be distributed to all members before the meeting. This meeting should be open to the public but for their observation only, in order for the business of the meeting to be conducted in an orderly manner. Only members of the Nominating Committee or the candidate whose turn it is to speak will be permitted to speak during the meeting. The Chairperson should appoint a sergeant-at-arms and a parliamentarian to insure that the meeting is conducted correctly and without incident.

b) The Nominating Committee chairman shall provide a written summary of this session to all of the Nominating Committee representatives, using the most practical means available for distribution. A copy of this summary shall be filed with the National Office for further distribution as requested.

**1999-119** **04-Dec-1999**
(last amended on 19-Mar-2005 by 2005-016)
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. Any candidates that are not present at the AG will be given an opportunity to answer the same questions.

**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**
(last amended on 19-Mar-2005 by 2005-016)
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. The chairman of the committee can remove a member from the committee with the majority consent of the committee members.

b) This action supersedes ASIE 1980-017.

**2002-146** **06-Jul-2002**
AMC's questions to candidates in each 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 each 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.)

**2003-068** **13-Dec-2003**

For the purposes of campaigning, AML shall release member contact information only to candidates for AML or local group office and that it is the sense of this body that using that information to campaign for any other office may be an act inimical to the society.

## 8. EMPLOYEES:

**1997-062** **06-Sep-1997**
(Last amended on 03-Jul-2004 by 2004-037)
The Executive Director, with the concurrence of the Executive Committee, is authorized to make changes in the personnel policy manual.

**2002-169** **14-Dec-2002**
To adopt the restated National Office employee Prototype 401(k) retirement plan of 2002 to replace the one adopted January 1, 1999, naming as trustees the Executive Director, Treasurer, and Controller.

**2004-107** **18-Sep-2004**
That the current 401(k) program provided by Mutual of America as a benefit to National Office staff members be merged with the 401(k) Safe Harbor program offered by ADP TotalSource as of Jan 1, 2005

## 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.

**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.

**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 | MULT | AGE BANDS | MULT |
|---|---|---|---|
| 0 through 9 | 28.49 | 55 through 59 | 15.63 |
| 10 through 14 | 27.92 | 60 through 64 | 13.61 |
| 15 through 19 | 27.21 | 65 through 69 | 11.28 |
| 20 through 24 | 26.35 | 70 through 74 | 9.65 |
| 25 through 29 | 25.33 | 75 through 79 | 7.81 |
| 30 through 34 | 24.12 | 80 through 84 | 6.14 |
| 35 through 39 | 22.73 | 85 through 89 | 4.69 |
| 40 through 44 | 21.16 | 90 through 94 | 3.46 |
| 45 through 49 | 19.44 | 95 through 99 | 2.44 |
| 50 through 54 | 17.58 | 100+ | 1.60 |

**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 29-Sep-01 by 2001-071)
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 phone call logs provided for the purpose. Copies of phone bills for supporting documentation must be submitted with the logs. Calls will be reimbursed at the actual cost as stated on the phone bill, or at $.10 per minute listed on the phone bill if the cost per call is not stated.

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**
(Last amended on 20-Mar-2004 by 2004-010)
A report detailing expenses paid to members of the AMC is to be furnished quarterly to the entire AMC. This same report is available to any member and shall be posted on the AML Web site and mailed upon request to the National Office.

**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 19-Mar-2005 by 2005-004)
To adopt the following budgetary policies.
[The documents are in Appendix 20.]

**1996-014** **30-Mar-1996**
(Last amended 16-Mar-2002 by 2002-114)
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 $200. 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.

**1997-014** **05-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** **05-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** **06-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.

**1997-092** **06-Dec-1997**
(Last amended on 01-Dec-2001 by 2001-096)
That the AMC adopt a policy that prohibits the use by other than AML, its local groups, or MERF of the American Mensa Ltd. membership list for the purposes of telemarketing or email marketing

**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.

**1998-011** **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 prorated 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**
(Amended 16-Mar-2002 by 2002-112 and 20-Mar-2004 by 2004-009)
That the fees for testing and admission be set at the following rates:

| | |
|---|---|
| Supervised Tests | $30.00 |
| Unsupervised (Home) tests | $18.00 |
| Review of Prior Evidence | $30.00 |

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.

The Development Officer and Marketing Director may authorize use of discounts or coupons for selective marketing opportunities to reduce the set price of Home Tests, Supervised Tests or Prior Evidence. The reduction will not change the amount the local groups receive for testing revenues. All such discounts or coupons shall be valid for no more than six months, and shall be reported to the AMC in the Executive Director's quarterly report.

Members of the press may be offered complimentary testing for which no revenue is received by the local group.

**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**
(Last amended on 16-Mar-2002 by 2002-115)
The subsidy to Local Groups shall be $8.15 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 $1.40 for Local Group support, $6.75 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.

**2000-074** **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.

**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.

**2002-117** **16-Mar-2002**
To authorize the Finance Committee to appoint an investment management firm or consultant to manage American Mensa's Life Dues Fund and Short-Term Fund.

**2002-118** **16-Mar-2002**
That it is the policy of AML to reimburse, within budgetary limits, necessary out-of-pocket expenses incurred in the course of performing official duties. In every case, reasonable efforts should be made to minimize the cost. Neither expenses that would have been incurred while not performing official duties nor political campaign expenses shall be reimbursed.

**2003-052** **19-Sep-2003**
That the AMC has determined that special promotions in connection with targeted markets, events, or activities do not constitute a change in the dues rate as defined by the Bylaws and therefore do not need to be placed on two consecutive agendas. Special promotions may be proposed by the Development Officer, Membership Officer or Executive Director to the Executive Committee or AMC for approval depending on time constraints.

**2004-086** **03-Jul-2004**
(Last amended 18-Sep-2004 by 2004-095)
(a) Effective with dues paid for the 2005-2006 membership year on or after January 1, 2005, annual

membership dues are set at $52.00, 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 (as on file at the National Office) and are members of the same local group as a member paying dues at the rate specified in section (a) of this action, are set at 2/3 of the full dues rate, rounded to the nearest dollar. Members paying the reduced dues set forth in this section shall not receive a subscription to the Mensa Bulletin, except for issues containing election or referendum information. The local group 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.
This action supersedes ASIE 1999-072 (Last amended 29-Mar-2003 by 2003-018)

**2004-087** **03-Jul-2004**
Effective at the beginning of the FY2005/06 budget year, the subsidy to Local Groups shall be $8.64 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 $1.40 for Local Group support, $7.24 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.

This action will supercede ASIE 2000-018 effective April 1, 2005.

**2004-088** **03-Jul-2004**
The AMC accepts the annual audited financial report as developed by Langan Associates for the fiscal year 2003-2004.

**2005-003** **19-Mar-2005**
To appoint Langan Associates as the auditor for the 2004-2005 fiscal year.
This action will supersede ASIE 2003-006.

**2005-010** **19-Mar-2005**
That budgeted Regional Vice Chairmen funds be considered as a general pool. Ninety percent of this pool will be divided equally among the ten RVCs. The remaining ten percent shall be placed in an account called the RVC Reserve Pool. Disbursements from the Pool shall be directed by a simple majority vote of the ten RVCs.

**2005-011** **19-Mar-2005**
That the proposed budget for FY 2005-2006 is adopted.

## 10. GATHERINGS:

**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.

**1989-071** **26-Aug-1989**
(Last amended 16-Mar-2002 by 2002-109)
For purposes of selection of Annual Gathering sites, that American Mensa will be geographically divided as follows: Regions 1, 2, 5 and 10 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).

**1998-039** **28-Mar-1998**
(Last amended 04-Dec-2004 by 2004-123)
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, and Mensa publications are encouraged to publish this information.

**1998-088** **04-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-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 20-Mar-2004 by 2004-024)
Regional Gatherings must be approved by the Regional Vice-Chairman of the Region in which the gathering is to be held and by the Regional Vice-Chairman of the Region that represents the local group that is holding the Regional Gathering. In addition, the Local Group that is holding the Regional Gathering must have the assent, if not the co-hosting, of the Local Group which contains the location of the Regional Gathering. 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**
(Last amended on 19-Mar-2005 by 2005-019)
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 from local groups, from SIGs, and from groups of individual members may be entertained at any AMC meeting for immediate acceptance.

b) This action supersedes ASIE 1982-128.

**2001-081** **01-Dec-2001**
That the revised Colloquium Host Agreement be approved and included as an addition to the Guidelines for Mensa Colloquium Host Groups.
[This document is in Appendix 3]

**2002-101** **16-Mar-2002**
(Last amended 20-Mar-2004 by 2004-013)
Events of the following types shall be included in official AML lists of Gatherings, on a space-available basis, once approved:

(a) National events, such as Annual Gatherings, AMC

Meetings, Colloquia, and MindGames (the listing must be approved by the event's AMC liaison)
(b) Regional events, such as Regional Gatherings (the listing must be approved by the appropriate RVC(s) of the region of the local group(s) who are sponsoring the event and the region in which the event will actually be held).
(c) Leadership Development Workshops (the listing must be approved by the appropriate RVC(s) and by the National LDW Coordinator)
d) Mensa Education and Research Foundation (MERF) events (the listing must be approved by the MERF President).
(e) SIG events, such as SIG Gatherings (the listing must be approved by the Coordinator of the particular SIG(s) doing the Gathering and by the American Mensa National SIG Coordinator)
(f) International events, such as International Gatherings, National Gatherings of other National Mensas, and SIG Gatherings (the listing must be approved by the legitimate National sponsoring body)
(g) Other events, such as Special Local Group Events (the listing must be approved by the appropriate RVC)

Space-Available basis is accorded first to AML meetings and first time listings. Individual listings may be abbreviated according to space availability and timeliness.

**2002-142** **06-Jul-2002**
The bid for the 2006 Mensa International 60th Anniversary celebration from Region 10 is accepted for presentation to the International Board of Directors this fall. If the IBD accepts the bid, the requirements of ASIE 1999-100 regarding timing of bid consideration are waived regarding this event.

**2002-143** **06-Jul-2002**
Section 9 of the Annual Gathering Host Contract (reproduced in Appendix 11 of the ASIEs) is revised to read:

"9. The Host Group shall arrange for suitable space for the Annual Business Meeting of American Mensa. The Host Group shall provide public address and tape recording facilities for the meeting. (See Minimum Standards.) The day and time of the meeting shall be communicated to the Host Committee by the AMC or its designee."

**2003-013** **29-Mar-2003**
At any Mensa function, except for admissions testing, at which persons under age 18 are permitted to attend or participate, the parents and/or legal guardians of the underage attendee or a designee of the parents or legal guardians, shall be permitted to attend and observe without charge. If the observer participates in any way (including but not limited to consumption of refreshments provided), he or she may be charged a fee on the same basis as other attendees. For purposes of ASIE 2000-132, the observer shall be considered a guest of the member who is under age 18 or, if the person under 18 is not a member, a guest of the member or group who is sponsoring the attendance of the person under age 18.

**2003-028** **05-Jul-2003**
That the AMC adopt the revised AG Bid Guidelines.
[The document is in Appendix 11.]

**2003-029** **05-Jul-2003**
The "New Orleans" bid for the 2005 AG hosted jointly by Baton Rouge Mensa and New Orleans Mensa is fully accepted.

**2004-107** **18-Sep-2004**
To accept the preliminary 2006 World Gathering budget.

**2004-111** **18-Sep-2004**
Effective July 1, 2005, at least one member of the hospitality committee for AGs, RGs, LDWs and Colloquiums must complete a food safety course prior to the gathering or workshop. Applications for these activities must include a copy of a certificate establishing that at least one member of the hospitality committee for that event has completed a federal, state, county or Mensa food safety course.

**2004-128** **04-Dec-2004**
The 2007 Annual Gathering be awarded to Central Alabama Mensa and shall take place July 4-8, 2007 in Birmingham, Alabama.

**2004-129** **04-Dec-2004**
The area recommended for the 2008 Annual Gathering shall be Regions 1, 7 and 8.

**2004-130** **04-Dec-2004**
The World Gathering committee be 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.

**1989-090** **09-Dec-1989**
To rename the Gifted Children Program to the "Gifted Children Resource Program."

**2002-157** **21-Sep-2002**
That the PDQ standard default for release of information for persons under 18 will be "no". In addition, if "yes" is selected, the PDQ must be a hard copy signed by a parent or guardian with no changes to privacy releases permitted online as long as the member is under 18. Birthday information will still be available to the Gifted Children Coordinator and Local Secretary.

**2002-174** **14-Dec-2002**
That approval be given for the Local Gifted Children Coordinator Selection Procedure.
[The document is in Appendix 19.]

## 12. HEARINGS:

**1980-105** **29-Nov-1980**
(Last amended 19-Mar-2005 by 2005-018)
Policies and Rules Governing the Conduct of National 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 Policies and Rules Governing the Conduct of Regional Hearings that seem to be desirable in light of their experience.

**1998-017** **28-Mar-1998**
(Last amended 29-Mar-2003 by 2003-004)
For the purpose of ASIE 1998-017, "Mensa" is defined as including American Mensa, Ltd., any recognized subdivision or local group of American Mensa, Ltd., any recognized national Mensa or subdivision thereof, and Mensa International Ltd. "Acts inimical to the society" are defined as "deliberate acts that are harmful to, or result in harm to, Mensa." "Acts inimical" to Mensa shall include (though the definition shall not be limited to) the following:

1. Any intentional misrepresentation by a member in dealings with or under the auspices of Mensa including falsifying records;
2. Unauthorized use of Mensa property, including copyrights, trademarks, and trade names;
3. Threatening, intimidating, coercing, or otherwise interfering with persons involved in the authorized activities of Mensa;
4. While participating in activities sponsored or sanctioned by Mensa, engaging in conduct that:
   a. endangers the well-being of others,
   b. results in willful damage to property, or
   c. involves illegal or improper use of funds of Mensa;
5. Making a knowingly false or misleading oral or written statement to a Hearings Committee;
6. Failing to discharge a debt to Mensa, within sixty days after written notice of the existence of the debt has been sent to the debtor; or
7. Failure to exhaust all avenues of settlement and redress within Mensa before taking a dispute to external authorities.

**1998-018** **28-Mar-1998**
(Last amended on 19-Mar-2005 by 2005-018)
To adopt the following procedure to implement Article IX, Section 6 of the Bylaws of American Mensa, Ltd.:
[The document is in Appendix 6.]

**2002-140** **06-Jul-2002**
(Last amended on 04-Dec-2004 by 2004-120)
That the new Dispute Resolution Guidelines be adopted. Further that previous guidelines dated June 30, 1989 be rescinded.
[This document is in Appendix 18]

**2003-002** **29-Mar-2003**
The position of Advocate is established as an appointed position of American Mensa, Ltd.

The Advocate is charged with assisting in the National Hearings process. Such assistance may take either of the following forms:

a. The Advocate may bring charges independently; or
b. Any member of Mensa who wishes to bring charges against any other member may submit the charges to the Advocate and request that the Advocate pursue such charges. Such a request may be made at any time during the hearings process. The Advocate shall have sole discretion as to whether to pursue any charges that are brought to him.

Nothing herein shall be construed as preventing any member of Mensa from bringing charges and pursuing said charges without the Advocate, either from the beginning of the process or after the Advocate has declined to pursue said charges.

The AMC Chairman shall appoint the Advocate at the start of each new AMC, with the advice and consent of the AMC, for a term expiring at the end of the second-following Annual Business Meeting. If the Advocate is pursuing charges at the start of a new AMC term, the Chairman shall appoint an Advocate for the new term but the present Advocate shall complete any and all charges in progress.

The Advocate may appoint one or more Assistant Advocate(s) to pursue any given case. The Advocate and Assistant Advocate(s) are subject to all then-current expense policies of American Mensa.

## 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.

**2003-069** **13-Dec-2003**
The membership officer be appointed to the MIL task force to study release of information for MIL elections.

**2004-127** **04-Dec-2004**
The AMC nominates the following candidates for the 2005 Mensa International elections:

Willem Bouwens for the position of Director of Development of Mensa International, Ltd.
Stacey Kirsch for the position of Treasurer of Mensa International, Ltd.
Tim Knights for the position of Director of Development of Mensa International, Ltd.
Chris Leek for the position of Chairman of Mensa International, Ltd.
Jim Werdell to run for the position of Director of Administration of Mensa International, Ltd.

## 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.

**1988-113** **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.

**2000-075** **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.

**2004-014** **20-Mar-2004**
To adopt Guidelines for Local Group Dissolution.
[The document is attached as Appendix 22.]

## 15. MEMBERSHIP:

**0000-004**
(Last amended 01-Dec-2001 by 2001-093)
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.

A current member of Mensa may receive information from the National Office regarding another current member provided that the asked-about member has agreed to release the information in a national membership directory/register.

**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.

**0000-111** **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.
**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 29-Sep-2001 by 2001-075)
That any person with documented outstanding debts to American Mensa, its Local Groups, its recognized Gatherings, Mensa International, Ltd., other national Mensas, 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.

**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.

**1996-049** **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**

(Last amended 20-Mar-04 by 2004-005)
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 ASIE.

This action supersedes ASIE 1986-010.

**2001-074** **29-Sep-2001**

The AMC concurs with the decision of the National Hearings Committee on August 12, 2001 and September 29, 2001, to expel Frank D. Repp from American Mensa.

**2001-092** **01-Dec-2001**

It is the policy of American Mensa Ltd. that respecting the privacy of its members is of utmost importance. AML shall respect and seek permission before distributing member information. Individual members may select the level of privacy they wish within what is required to maintain their status as a member per the Constitution of Mensa.

**2001-094** **01-Dec-2001**

Member information is available from the National Office via lists, labels and electronically for official Mensa activities and purposes. Local groups, with the authorization of the Local Secretary, may request member information to publicize gatherings, for local elections, for notifying members of special events, etc. National Special Interest Groups (SIGs), with the authorization of the National SIGs Officer, may obtain information for the purpose of building the membership of their respective SIGs. Candidates in Mensa elections, whether national or local, may obtain member information for the purpose of campaigning within guidelines as specified by the Election Committee for that election. American Mensa-approved vendors and suppliers of services to American Mensa may obtain information within contract arrangements.

Requests for information must state the purpose of the request. Requests from candidates in local-group elections must contain a certification by the appropriate RVC that the requester is a bona-fide candidate. National candidates must be first nominated by the Nominating Committee or be accepted as a bona-fide candidate by petition.

Individuals requesting information electronically, including monthly diskettes and electronic transfers, must sign an "electronic information request" form that includes restrictions on the use of the information, acknowledgement that the information is the property of American Mensa, and assurances for reasonable and prudent security measures. Emails from the requester and from the approving entity are acceptable as "signatures".

The National Office will determine appropriate charges for information requests as necessary. Overdue charges for information may be deducted from the group's funding. Orders other than those from local groups must be

prepaid. Additionally, the National Office will develop the form and maintain a file of "signed" forms and requests. All requests for information shall observe the preference of members for data suppression and publication as noted on the Personal Data Questionnaire (PDQ).

**2001-095** **01-Dec-2001**
Members of the governing bodies of American Mensa and its local groups shall authorize release and publication of their contact information, including phone and/or email address, to members within the organization to facilitate communication.

**2002-135** **06-Jul-2002**
That the AMC concurs with the findings and recommendations of the Hearings Committee in the matter of Carole Bell. Ms. Bell is expelled from American Mensa.

## 16. MENSA EDUCATION AND RESEARCH FOUNDATION:

**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.

## 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 21-Sep-2002 by 2002-153)
That a Name and Logo Committee be created as an standing action committee with authority to grant or deny permission for the use of the "M" symbol, the Mensa name, and any other Mensa owned marks. The Committee shall also monitor use of the Mensa name and logo and challenge improper uses thereof. The Committee shall consist of the Communications Officer and at least 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.

**1996-026 30-Mar-1996**
(Last amended 18-Sep-2004 by 2004-099)
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.

**2000-043 25-Mar-2000**
(Last amended 18-Sep-2004 by 2004-098)
American Mensa Ltd. approves the publication by Workman Publishing Co. of 2006, 2007, and 2008 Mensa Puzzle Calendars by Dr. Abbie F. Salny and use of the Mensa name and logo in the title and in promotion of those calendars.

**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.

**2002-148 21-Sep-2002**
Recording for commercial purposes of sessions that occur at Mensa events without providing prior notification to those being recorded is contrary to the policy of American Mensa, Ltd. Reproduction and/or publication of copyrighted material from sessions that occur at Mensa events without permission from the copyright holder is contrary to the policy of American Mensa. The word "sessions" in this action refers to sessions of any kind, including presentations, performances, discussions, and any other sort of session. The word "recordings" in this action refers to video, audio, and all other forms of recording. It is recommended that this policy be published in RVC, LocSec, and Gatherings Handbooks, and included in host contracts for AMC-awarded events such as AGs and Colloquia.

## 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.

**1990-026** **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.

**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.

**2003-010** **29-Mar-2003**
AML LITERACY GRANTS PROGRAM GUIDELINES

PURPOSE: To support, in a modest way, the involvement of Mensa members in existing literacy programs, in keeping with a constitutional purpose of Mensa "to identify and foster human intelligence for the benefit of humanity."

APPLICATION PROCESS

Applicants may be AML members or AML Local Groups. A written request should be sent directly to the AMC Literacy Coordinator. The request should be brief, but provide the following information:

- The precise name of the organization and program to which funds would be given.
- The literacy-related purpose to which the funds would be put.
- The street address, telephone number, email address and contact person at the recipient organization. This will be used to mail the check and in the event that AML wishes to make direct contact with the recipient organization.
- How the AML member or Local Group is involved with the literacy program.
- A statement that the recipient program either holds a 501(c)(3) tax determination from the Internal Revenue Service, or is a function of government.
- What positive publicity might accrue to AML from (or be arranged through) this grant.

ADDITIONAL INFORMATION

Grants will generally be of $1,000 or less. Larger grants may be considered for more ambitious projects pending available funds and likely demand for monies during the course of a given year.

While new requests will generally have preference in the approval process, organizations may occasionally be funded for a second or subsequent year. Any request for renewal must be submitted anew. Under no circumstances should a literacy program regard these literacy grants as a source of annual operational funding *ad infinitum*.

Literacy Grants do not support the start-up of literacy programs.

Over the course of a year, AML seeks to fund geographically diverse literacy programs. Presence of an existing grant in a given state or region, however, should not discourage other applications from that state or region.

REPORT: Within six months of the date on the AML check, the recipient organization must file with AML a brief report stating how funds were used and the benefits from the grant to the organization's literacy program.

## 19. PUBLICATIONS / WEB SERVICES:

(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.

**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.

**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.

**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 06-Jul-2002 by 2002-145)
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, 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 Ombudsman, the SIGHT Coordinator, and the National Coordinator for Gifted Children's 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.

**1997-082** **06-Dec-1997**
(Last amended on 04-Dec-2004 by 2004-124)
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.

**2000-039** **25-Mar-2000**
(Last amended 20-Mar-2004 by 2004-011)
The following InterLoc Guidelines are accepted.
[The document is in Appendix 15.]

**2001-083** **01-Dec-2001**
That officially recognized local group Web sites shall be considered to be electronic extensions of the newsletters of the Local Groups, and as such, shall be subject to the same guidelines as the newsletters as applicable within the electronic medium. Each Local Group shall be responsible for the content of its Web site and shall decide who may access any individual part of its Web site and what methods may be used to control that access, as determined by the governing body of the local group. The governing body of the local group shall also control the creation of and access to any email list, chat rooms, or other electronic facilities it chooses to sponsor.

**2002-177** **14-Dec-2002**
That the National Office, after consultation with the AMC Executive Committee be authorized to decline any subscription request for the Mensa Bulletin that is submitted by any non-member of Mensa.

**2005-007** **19-Mar-2005**

To adopt the following policy regarding the definition, administration, and requisition of Internet-based Communications Services:

Internet-based Communications Services include elists, chat, threaded discussion groups and private newsgroups. Official services are defined as those that are officer-, committee- or program-based. These services will typically have a member administrator whose function it is to maintain a process of communication between the members of the communication service and to ensure that the content and or discussion follows the appropriate use policy defined for that particular service. Each will also have a National Office staff administrator (appointed by the Executive Director), responsible for verifying and maintaining membership and addressing technical and configuration issues.

Services for regions, Local Groups, and Special Interest Groups will be provided upon request based on available resources and approval of the pertinent RVC, Local Secretary, or national SIGs Officer. Regions and groups will be responsible for maintaining these services once established, provided that they adhere to the Minimum Standards.

Additional services based on member interests may be created upon request of individual members. These services will be approved by the Communications Officer or designee based on overall need, value to the membership and available resources. Each of these services will be required to adhere to the Minimum Standards.

AML reserves the right to revoke services for violation of established Minimum Standards. It is expected that the administrators at the national, local group, and SIG levels will notify OnlineAbuse@americanmensa.org of any violations of the Minimum Standards so that steps can be taken to investigate the allegations and revoke service if appropriate.

The Minimum Standards for AML Internet-based Communications Services are:

1. Services must comply with all relevant federal laws, plus applicable local and state laws, including regulations regarding copyrights, obscenity, marketing scams, etc.

2. Users may not post or distribute any confidential information or information that would infringe upon the proprietary, privacy, or personal rights of others.

3. Use of the Mensa name and logo must adhere to the current standard for Name and Logo Use.

4. The following disclaimer must be prominent for members agreeing to use these services. In the case of elists or newsgroups, this disclaimer should be posted at least quarterly:

   American Mensa, Ltd. accepts no responsibility for the opinions and information posted via its Internet-based communications services by its members or guests. Additionally, American Mensa is not liable for damages resulting from information transmitted via these services.

5. Opinions and information posted via chat, discussion boards or elists remain the property of the poster. Content from national or regional Web sites remains the property of the national organization and content from group Web sites remains the property of the pertinent group, unless otherwise noted.

**2005-008** **19-Mar-2005**

To adopt the following policy regarding assignment of administration responsibilities for official Internet-based Communications Services:

For all official Internet-based Communications Services, a Member Administrator will be designated by the Communications Officer with the input and guidance of the AMC; staff administrators will be assigned by the Executive Director and a list of those administrators will be made available wherever appropriate. Member Administrators will initially be designated by association or office as follows:

List Name
Officer Title
- (Staff Administrators to be assigned by ED)

AMC
Executive Director & AMC Chair

amc-announce
Executive Director & AMC Chair

amc-archive
*

amc-counsel
Executive Director & AMC Chair

AMLNewsFlash
Communications Officer

Areacoordinators
Second Vice Chair

Brightkids
Gifted Children Program Coordinator

ComComm
Communications Officer

Commserv
Community Service Committee Chair

Content
Communications Officer

Cqwrite
CultureQuest Chair

Editors
Communications Officer

editors-talk
Communications Officer

ElectionComm
Election Committee Chair

excomm
Executive Director & AMC Chair

Gcadmin
Gifted Children Program Coordinator

gcc-announce
Gifted Children Program Coordinator

gcc-talk
Gifted Children Program Coordinator

GCPteam
Gifted Children Program Coordinator

intelleventsComm-talk
Intellectual Events Chair

Leadershipdev
Leadership Development Committee Chair

LicensingComm
Licensing Committee Chair

Locsecs
1st Vice Chair

Memcom
Membership Officer

## 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 |

**2000-115 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.

## 21. SERVICE OF INFORMATION, GUIDANCE, AND HOSPITALITY TO TRAVELERS (SIGHT):

**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.

**2001-075** **29-Sep-2001**

The following SIGHT Policies and Procedures are adopted. This replaces Appendices 9 and 10 and supersedes ASIE 0000-106 and ASIE 0000-143 that was amended by 0000-156, which adopted those policies.

[The document is in Appendix 9.]

## 22. SPECIAL INTEREST GROUPS (SIGs):

**1978-086 (0000-145) 04-Nov-1978**
(Last amended 18-Sep-2004 by 2004-112)
Resolved that AMC recognize the concept of national vs. local SIGs in that national SIGs operate through correspondence and newsletters, both paper and electronic, their members being dispersed over all areas of American Mensa. Membership is limited to members of American Mensa. At the sole discretion of the SIG Coordinator, members of other national Mensas, Direct International Members, and non-Mensans may participate in the activities of the SIG as guests. SIGs of American Mensa are under the jurisdiction of the AMC, delegated to the SIGs Officer. Local SIGs operate 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**
(Last amended on 18-Sep-2004 by 2004-113)
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 provided that there is appropriate identification that the opinion is that of the author and the author alone, and not that of the SIG or American Mensa.

**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**
(Last amended 20-Mar-2004 by 2004-005)
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.

**2004-022 20-Mar-2004**
That the AMC vote to accept the recommendation of the SIGs Committee to make the Special Interest Groups (SIGs) of American Mensa a membership benefit.

**2004-089 03-Jul-2004**
To reimburse each SIG for mailing one copy of each issue of its paper newsletter to the National Office. The rate per issue is the same as that of the corporate subscription program.

**2004-092 03-Jul-2004**
To be a member of an AML SIG requires current membership in Mensa. Guests sponsored by a SIG member are permitted at the discretion of the SIG Coordinator.

**2004-125 04-Dec-2004**
SIG funds shall not be co-mingled with the personal accounts of the SIG Coordinator. When the SIG funds exceed $1,000, they are to be maintained in a separate bank account set up for the SIG, under American Mensa, Ltd.'s tax payer ID number.

SIG Gatherings that use the services of a travel agency must use bonded travel agencies. Travel deposits made to a trip coordinator other than a bonded travel agency must follow the same rules as apply to SIG funds. Travel funds greater than $1,000 must be deposited in a SIG bank account.

A financial report is to be published not less than twice each year (at approximate six-month intervals), and the report shall contain schedules of income, expenses and balances for all funds and assets under the control of the SIG. The financial report may be published in the SIG newsletter or sent to the SIG members and the SIGs Officer as a separate document or email.

In the event SIG assets are invested in securities or real estate, the SIG Coordinator must provide evidence of possessing appropriate governmental registration/licenses for such investment activity.

**2004-126 04-Dec-2004**
Special Interest Groups are the result of the personal efforts on the part of volunteer SIG Coordinators and their designees. Participation in a SIG is at the discretion of the SIG Coordinator. Disputes over SIG membership may be taken to the SIGs Officer for mediation.

# APPENDICES

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## APPENDIX 1: Guidelines for AML Committees: Their Structure, Establishment, Reporting, and Review

(see 2002-154, and 2003-011)

Amended on December 13, 2002

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

I. TYPES OF AML COMMITTEES

The following terms have the following definitions:

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

b) A "standing committee" is defined as a committee whose period of existence extends beyond the AMC that appointed the committee. Each incoming AMC appoints committee members, but the committee itself continues from AMC to AMC, pending a review by the incoming AMC that the committee is still needed.

Section VII.(3).(a) of the bylaws of American Mensa authorizes the formation of "standing committees" that have at least three AMC members and that may act for the AMC in certain situations. The standing committees referred to in section VII.(3).(a) are a subset of all standing committees, in that they are also action committees.

c) A "recurring committee" is defined as a committee that is not always in existence, but whose existence occurs at set intervals defined in either the bylaws or the AMC action that established the committee. Examples include the Election and Nominating Committees.

d) An "action committee" is defined as a committee that is empowered to act for the AMC between AMC meetings in one or more specified areas. The areas must be specified in the committee's written charge. Each action committee must have at least three members who are 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 ad hoc, standing, or recurring, though they will usually be standing committees.

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

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

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

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

| | Ad Hoc | Standing | Recurring |
|---|---|---|---|
| Action | | | |
| Advisory | | | |
| Empowered | | | |
| Program | | | |

II. ESTABLISHMENT AND DISSOLUTION OF COMMITTEES

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

A. Name of the Committee – as clearly descriptive as possible consistent with the goal of brevity. If possible the name of the new committee should not be too close to the name of any existing committee to reduce general confusion as to which groups are working on what topics.
B. Type of Committee -- by this is meant, an action committee, a standing committee, or an ad hoc committee/task force so that the intent of the establishing AMC is clear to everyone, but especially to future AMCs.
C. Chair of the Committee. Who shall chair the committee, and how they are appointed.
D. Membership of the Committee – how many members, who selects them, how long should they serve, any special requirements the members should need, etc. Stakeholders who should always be part of the committee should be named by title.
E. Charge to the Committee -- a brief description of what the committee is expected to do. If each committee, especially the action and standing ones, has a clearly worded charge, then not only will the

committee members have an idea of what the AMC expects of them, but the AMC will have a clear idea of what to expect from the committee. In addition, with a clear charge for each committee, the AMC may find that it can assign projects to existing committees rather than forming many committees with overlapping functions.

F. Reporting Date for the Ad Hoc Committee/Task Force: a specific date or meeting, when the committee is expected to report back to the AMC with an interim and final report/recommendation. The AMC can certainly grant extensions as needed and requested.

G. A statement of the type and frequency of reporting expected for all other types of committees.

H. Review or Dissolution Date for the Committee -- this will keep the committee structure continually updated. For ad hoc committees the date of the final report is the automatic dissolution date. For action and standing committees, a periodic review of the need for their continuation can be beneficial to both the committee and the AMC. If the review date is part of the original enabling motion, then it is a matter of record that is easily retrievable and trackable.

III. SAMPLE MOTION TO ESTABLISH A NEW COMMITTEE

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

Moved __(name)_____, seconded ___(name)____, that the AMC establish the __(name)__ Committee as a___(type)___ committee of the AMC. The AMC Chairman shall appoint the Committee's chairman, with the advice and consent of the AMC, no later than (date or meeting). The other members shall be appointed by the committee chair after consultation with the AMC Chair and Liaison. The (name) Officer shall be a member of this committee.

The charge of the committee shall be to ___(list tasks to be performed)___. The committee is expected to provide an interim report to the AMC at ___(date)___and to provide a final report no later than (date) .

B. The charge or list of tasks assigned to the committee is vitally important. If the motion is to be made "on the fly" rather than before the preparation of the agenda for the AMC meeting, the AMC may wish to assign two or three members to work on the specific charge and bring it back to the whole group before final approval. This is especially true for action and standing committees, although it is presumed that these will always be thought out more carefully than is possible during a single AMC meeting.

C. Both the AMC and committee chairs should be reminded when a new committee is in the construction phases, of several points concerning the size and composition of committees.

1. Only on action committees are voting privileges limited to AMC members, and even on action committees non-AMC members may serve a consultative role, but without vote.
2. 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-committed that they burn out.
   b. It provides excellent opportunities for membership input into the operations of the organization.
   c. Committee service is an excellent training ground for future AMC members.
3. Committees should be kept to the fewest number of members possible to do the assigned tasks. Committees of more than five can become very unwieldy unless there is an enormous amount of work to do and an excellent organizer/delegator in the chair's position. Larger committees often are divided into sub-groups to work on specified parts of the charge.

IV. COMMITTEE REPORTS

A. Committees are expected to report to the AMC at each meeting, even if no action has occurred since the last meeting. It is particularly important that any committees that are submitting reports for AMC consideration adhere to the deadlines for submission of reports and motions. In the case of action committees, the report should include, under a readily-identifiable heading, each action taken by the committee on behalf of the AMC in the period covered by the report.

B. It should be unnecessary for the AMC Secretary to include an entire committee's report as an integral part of an agenda item. Only the actual motions to be made to the AMC should appear in the agenda Committee reports are considered as part of the written record of the meeting and are filed with the minutes.

C. Committees should be urged to produce reports that clearly delineate actions that they wish to recommend that the AMC approve in formal actions as opposed to narrative reports that have no clear actions to help progress the efforts and programs of the organization.

V. PERIODIC REVIEW

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

A brief survey of Committee members at the end of each AMC is recommended to assist the incoming chair to evaluate potential changes in committee structure or personnel.

A more thorough review of each committee and its charge is recommended periodically, when the Chair is more experienced and there is more time.

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

If committee structure or charge is changed, care

should be exercised to make corresponding changes to other committees, who might gain or lose parts of their charge.

VI. COMMITTEE/APPOINTEE LIAISONS

1. Appointment of Liaisons

A. Members of the AMC shall serve as the liaisons to the AMC for all committees and non AMC appointees. Assignments of liaisons shall be done by the Chairman of the AMC.

B. A member of the Mensa National Office staff shall be assigned as staff liaison to each committee and appointee (AMC and non) by the Executive Director, in consultation with the chair of the AMC.

2. Duties of AMC committee liaisons

A. Report to the committee chair any AMC discussions regarding the committee's work assignments or other committee activity which may have an impact of the duties of this committee.

B. Keep abreast of the committee's activities through participation in committee work, communication with the committee chair and/or reading minutes of the committee's meetings.

1) The AMC liaison should be invited to attend committee meetings, be copied on committee related correspondence (email and paper) and participate in committee discussions.

C. Present committee reports and motions to the AMC.

D. Remind the committee chair of deadline dates for standing committee work, budget requests, AMC agenda items, reports, and similar items. If a non-AMC Committee Chair does not submit timely items, the AMC liaison should submit the needed document for the committee. Review committee reports to ensure they are complete and accurate and AMC is kept informed of key committee actions.

E. Ensure Committee members understand AMC reimbursement and budget request procedures. Approve budget and large reimbursement requests from the Committee, if the Chair is not an AMC member.

F. Ensure the committee is aware of AML structure and any AML policy which impacts the Committee's work.

G. Encourage the committee to work cooperatively and consult with others when tasks overlap.

H. Solicit diversity among committee members. Assist the Chairman to find new members if areas of the country, for example, are not represented. Assist the Committee and AMC Chairman to identify committee members who may be good candidates for other positions.

3. Duties of Staff liaisons

A) The staff liaison should be invited to attend committee meetings, be copied on committee related correspondence (email and paper) and participate in committee discussions.

B) The staff liaison should be consulted regarding logistics and implementation of projects or recommendations

C) The staff liaison will remind the committee chair of deadline dates for AMC agenda items, reports, and similar items.

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

VII. BUDGET

The annual budget of American Mensa is established each year by the Finance committee and presented to the AMC for approval. Each committee should be aware of the budget setting cycle and procedure and estimate their needs (if any) for the coming fiscal year.

Approval to use those funds is controlled by the budgetary officers in accordance with financial policies (see ASIE 1983-075).

Requests for funding should be submitted through committee liaisons and/or budgetary officers.

## APPENDIX 2: Guidelines for Mensa Leadership Development Workshops:

(see 1997-079 and 1998-029)

Amended on March 28, 1998

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

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. 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 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 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 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.

## APPENDIX 3: Guidelines for Mensa Colloquium Host Groups:

(see 1990-023)

Amended on March 25, 1990

**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.

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.

**NAME TAGS:** 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.)

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.

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.

## COLLOQUIUM HOST AGREEMENT

This agreement is entered into by and between American Mensa Ltd. ("AML"), American Mensa Education and Research Foundation ("MERF"), and _____, a local group of AML, which has been designated to serve as the host for _____ being held in _____. The parties acknowledge their awareness of and agreement with the following conditions, responsibilities, and requirements:

1. In consideration of being awarded the right to host _____, the Host Group promises to perform its obligations under this Agreement and to produce the Colloquium in conformity with established custom and substantially as set forth in its bid and/or supplementary communications.

2. The Host Group attests generally to the accuracy of its bid to host the Colloquium, and specifically to the availability and price of accommodations at the designated hotel, provisions for early arrivals and late-stayers, alternative accommodations, meal prices, and main program features set forth in its bid and/or supplementary communications.

3. The Host Group may elect to manage the Colloquium through a semi-autonomous Colloquium Committee. If that is done, the Host Group may delegate to the Colloquium 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 Agreement.

4. Prior to signing any contract over $500, the Host Group shall forward a clear and complete copy of the contract to the designated representative of AML and of MERF. Within fourteen days after receipt, the AML and MERF representative shall review the contract for errors, omissions, and potential problems and shall advise the Host Group of their findings. The Host Group shall furnish AML and MERF a copy of each contract executed by the Host Group.

5. The Host Group, with the advice and consent of the AML and MERF representative, shall prepare a written statement of policy regarding volunteers[1] reimbursable expenses, complimentary registrations, rooms, and meals.

6. Although the Colloquium is a joint venture between AML, MERF, and the Host Group for the benefit of the members of American Mensa, AML and MERF will ultimately be held accountable for the production of the Colloquium as a national Mensa event. Therefore, the AML and MERF representatives must be kept informed of the progress of preparations for the Colloquium. Whenever matters arise that may seriously affect the Colloquium, the Host Group must promptly notify the AML and MERF representatives and must consult with them prior to making any material changes to the accepted plan. By way of illustration but not of limitation, some of the matters that could "seriously affect a Colloquium" are the following:

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 Colloquium Committee);changes in the management of the Host Group's Colloquium Committee; advance registrations falling short of projections; and/or a substantial projected net loss.

In the event that it appears to the AML and MERF representative that the Host Group is or may be unable to perform its obligation hereunder, then the Host Group shall be notified of the concerns and shall be given 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 AML and MERF shall have the right to assume the management of the Colloquium or to revoke its award to the Host Group and to designate another local group as the host of the _____ Colloquium.

7. The Host Group shall arrange for accommodations, meals, and hospitality for attendees, suitable space for program presentation, speakers, and publicity within Mensa. AML and MERF will arrange for external publicity and will provide support, ideas, and feedback, and will act as a resource for the Host Group.

8. Upon the request of the Host Group, AML will lend seed money of $_____ to the Host Group, and MERF will lend seed money of $_____ to the Host Group. Requests for additional loans may be submitted to the AML Executive Committee for its consideration. All loans are to be promptly repaid from Colloquium revenues and the repayment shall be provided for prior to the computation or distribution of any net income.

9. All Colloquium monies shall be kept separate from local group funds. If the account set up and used by the Host Group to receive and pay out Colloquium monies is not interest-bearing, a second, interest-bearing account shall be set up to hold such monies until they are needed to pay expenses. Each Colloquium account shall have at least one more person (preferably a representative of AML or MERF) as an authorized signatory than is required to issue checks or other wise authorize withdrawals. Copies of all statements, deposit receipts, and checks or withdrawal receipts for the Colloquium account(s) shall be provided to AML and MERF upon request.

10. The host group shall make quarterly reports to the AMC and MERF, through the designated liaison, from selection to six months before the Colloquium, and monthly reports from six months before the Colloquium to the closing of the Colloquium books.

11. Within forty-five days after the close of the Colloquium, the Host Group shall prepare and furnish to AML and MERF an interim account of all monies received and disbursed in conjunction with the Colloquium. Within one hundred twenty days after the close of the Colloquium, the Host Group shall prepare and furnish to AML and MERF a complete and accurate account of all monies received and disbursed in conjunction with the Colloquium. In the event all financial transactions have

not been concluded at the end of one hundred twenty days, the Host Group shall prepare and furnish such additional accounting(s) as are appropriate to the circumstances. AML and MERF shall have the right to audit said accounts. If the Host Group shall fail to properly account, all costs of an audit shall be paid by the Host Group, unless the auditors recommend otherwise.

12. Net income realized, or a net loss incurred, on the Colloquium shall be shared as follows: 50% to the Host Group, 25% to AML, and 25% to MERF. Any monies payable to AML or to MERF shall be disbursed to AML or MERF within one hundred twenty days after the close of the Colloquium.

13. This Agreement shall be binding upon all of the parties to this Agreement and upon the successors in office of those members now serving as officers of AML, as trustees of MERF, and as officers of the Host Group.

14. This Agreement shall be effective when signed and dated by _____, as representative of the Host Group, and by representatives of AML and MERF.

_____ (Host Group)

_____ by:_____
Date Authorized signature

American Mensa, Ltd. (AML)

_____ by:_____
Authorized Signature
Mensa Education and Research Foundation (MERF)

_____ by:_____
Date Authorized signature

## APPENDIX 4: Principles of Conduct of AMC Officers:

(see 1986-085, 1989-042, 2001- 060, and 2004-005)
(Reprinted from the AMC Handbook)

Amended on March 20, 2004

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 National Hearings: :

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

Adopted by the
American Mensa Committee
November 29, 1980

Amended March 30, 1985
Amended March 16, 2002
Amended March 29, 2003
Amended March 20, 2004
Amended December 4, 2004
Amended March 19, 2005

STATEMENT OF POLICY

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

The function of the Hearings Committee is limited to:

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

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

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

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

### RULES GOVERNING THE CONDUCT OF NATIONAL HEARINGS

**RULE 1**

A. Charges of acts inimical to Mensa may be made by any member or group of members, or by the Advocate or one acting under the authority of the Advocate, or by mandate of a majority vote of the members present and voting at an Annual Business Meeting. The party bringing such charges shall be the "Complainant." The party accused of committing the acts inimical shall be referred to as the "Respondent." The Complainant and the Respondent may together be referred to as the "Parties."

B. In the event that charges are brought as the result of a mandate from the members at an Annual Business Meeting, the membership shall be the Complainant, and the Chairman of AML shall select one or more Mensa members to represent the Complainant in the matter.

C. Written communications between the Hearings Committee and the Parties may be transmitted in any form acceptable to the Hearings Committee Chairman (the "H. C. Chair"), including email, fax, regular U.S. Mail, and overnight mail services, but only if the chosen method is available to all of the Parties. The H. C. Chair shall advise the Parties as to which methods shall be acceptable in a given case and the H. C. Chair's decision shall be final. In the event no chosen method is available to all Parties, Regular U.S. Mail shall be the default method. All notices required to be sent to the Parties by the H. C. Chair ("served") shall be deemed served on the day they are sent by the H. C. Chair to the Parties, by whatever means has been selected by the H. C. Chair.

**RULE 2**

Reserved for future use.

**RULE 3**

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

A. A specific statement of each alleged act inimical (each such statement to constitute a "charge"),

B. The name(s) of the individual(s) alleged to have committed each act,

C. Sufficient facts in support of each charge to convince the Hearings Committee that a hearing is warranted, and

D. An acknowledgement by each Complainant that s/he understands that knowingly making a false or misleading oral or written statement to the Hearings Committee is an act inimical for which sanctions may be imposed by the Hearings Committee.

E. A postal address to which communications from the Hearings Committee to the Complainant may be sent, and, if available, an email address and a fax number for the Complainant. Multiple persons filing charges together shall not designate more than one postal address, email address, or fax number.

**RULE 4**

Charges shall be "filed" by delivering them to the H. C. Chair identified in the most recent Mensa Bulletin. Supporting documentation may be included with the charges. Charges shall be deemed filed on the date they are received by the H. C. Chair.

**RULE 5**

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

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

C. If the Hearings Committee decides to hold a hearing, the H. C. Chair shall promptly:

1. Serve upon the Respondent a copy of any supporting documentation furnished by the Complainant.
2. Transmit to the Parties a list of the names of the three members of the Hearings Committee as originally constituted, plus the names of any members who have succeeded to the Hearings Committee after the Rule 5(B) decision was issued, and finally a list of the names of every remaining potential member of the Hearings Committee as given in Article IX, section 5(a) of the bylaws of AML, in the order in which they would succeed to Committee membership.
3. (a) The H. C. Chair shall promptly ask the Respondent whether the charges are contested. If the Respondent advises the H. C. Chair that s/he does not contest the charges, but still wants a hearing to determine penalties, the Respondent may ask for a hearing limited to the penalty phase. If the Respondent does not contest the charges and does not want a hearing, the Respondent may waive the right to a hearing, and, if such waiver is made, the Hearings Committee may render a decision without actually holding a hearing (Rule 12).

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

**RULE 6**

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

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

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

C. The Hearings Committee (or Ombudsman, as appropriate) shall notify the Parties, the Chairman of the AMC and the Ombudsman of its decision regarding any and all challenges.

D. In the event that the list of persons eligible to serve on a Hearings Committee pursuant to the bylaws is exhausted by challenges, recusals, or otherwise, additional Hearings Committee members shall be selected as follows, in accordance with the membership and interest criteria listed in the bylaws for the original Hearings Committee members: first, the three most recent Treasurers who are not currently serving on the American Mensa Committee; then the most recent RVC from each Region who is not currently serving on the AMC, ordered by a random draw conducted by the Ombudsman; then the second-most recent RVC from each Region who is not currently serving on the AMC, ordered by a random draw conducted by the Ombudsman; and then the third-most recent RVC from each Region who is not currently serving on the AMC, ordered by a random draw conducted by the Ombudsman.

**RULE 7**

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

**RULE 8**

A. The Hearings Committee may appoint persons to assist it for any purpose. No person who has any direct interest in the charges may be so appointed.

B. The Hearings Committee may appoint persons to assist a Party in the interest of providing a fair hearing or to otherwise prevent manifest injustice.

**RULE 9**

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

**RULE 10**

The following procedures shall apply to all hearings:

A. The Parties are responsible for presenting sufficient evidence to support or refute the charges;

B. Each Complainant shall be offered a reasonable opportunity to present all relevant evidence in support of the charges;

C. Each Respondent shall be offered a reasonable opportunity to present all relevant evidence in defense against the charges;

D. The Parties may call and question witnesses in their behalf at the calling Party's own arrangement and expense, and the Parties themselves may be called and questioned as witnesses;

E. The Hearings Committee shall have the right to call and question witnesses and to question any witness called by the Parties;

F. Any Party shall have the right to be represented by another person of his or her choosing;

G. The Hearings Committee may authorize and limit discovery as it sees fit;

H. All "in person" hearings shall be recorded by audio recording or a similar medium ("verbatim record"), for the sole purpose of assisting the Hearings Committee in preparing its Decision. Such verbatim record shall be retained at the AML National Office until the matter is finally concluded in accordance with Rule 13(E). Once the matter is finally concluded, such tapes shall be retained for a period of time consistent with AML's record retention policy. In the event that a hearing is held as an on-line chat, the verbatim record may be a hard copy printout of such chat signed by each hearings committee member. The verbatim record shall not be made available to any person other than the Hearings Committee members for any reason, except in the event of a discovery request made in a civil litigation where AML is a party, or under court order or subpoena.

I. If the Hearings Committee permits or requests that any Party file additional documents or written argument, the Party shall transmit copies to the other Parties at the same time such materials are sent to the H.C. Chair. The other Parties shall have ten days after such materials are served in which to file comments or a response with the Hearings Committee, which comments or response shall also be served upon the other Parties.

J. Hearings shall be deemed "confidential communications" of AML. Attendance shall be limited to the Parties, the Hearings Committee members, persons representing Parties or asked to assist either Party or the Hearings Committee under Rule 8, the Ombudsman (if requested by either Party), any witnesses to be called, and members of AML as non-participating observers. Witnesses may be asked to leave the room for all or part of the hearing other than their own testimony. The Hearings Committee may, during a hearing, determine that all or part of the hearing be closed to observers.

**RULE 11**

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

A. Dismissal of charges;

B. Limiting any testimony that is irrelevant, cumulative or out of order;

C. Ruling on the admissibility of documentary or physical evidence;

D. Ordering that witnesses be sequestered;

E. Ordering that testimony be given under oath;

F. Ordering that any disruptive person be removed from the hearing; or

G. Taking any other action that it deems appropriate or necessary for the fair, orderly, and efficient conduct of

the hearing.

**RULE 12**

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

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

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

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

**RULE 13**

A. After the Decision has been made final, and if such Decision recommends the suspension or expulsion of a member, the Chairman of AML shall cause such Decision to be copied and distributed to all members of the AMC, prior to the AMC meeting at which the Decision will be reviewed. Such material is deemed confidential information of AML and is to be treated as such.

B. The Complainant and each Respondent facing suspension or expulsion shall have the right, in person or by his or her representative, to address the AMC at the AMC meeting at which the Decision is reviewed. Each Party intending to address the AMC shall so notify the Chairman of AML such that the notice is received by the AML Chairman or the Executive Director no less than seven calendar days prior to the day of the AMC meeting. Such notice shall also identify any representative who is authorized by the Party and has agreed to speak on behalf of the Party at the AMC meeting.

C. Each Party shall be permitted to speak to the AMC for a maximum of fifteen (15) minutes. The Complainant may reserve a portion of his or her allotted time for rebuttal. Either Party may request that their presentation be given in Executive Session. Both Parties may be present in such Executive Session for remarks by either Party. After the remarks by the Parties, the Parties shall be excluded from the remainder of such Executive Session.

D. After the Complainant and the Respondent have been heard (if they have complied with the preceding paragraphs and exercised their rights to speak), the AMC shall vote on whether to accept the Decision. Per ASIE 2001-060, all discussion on such vote, and the vote itself, shall be done in Executive Session. A separate vote shall be taken on each charge for which the Hearings Committee has recommended a sanction of suspension or expulsion. As to each such charge, the AMC may vote to:

1. Concur with the Decision; or
2. Concur with the Hearings Committee's findings, but reduce the sanction; or
3. Decline to concur with the Hearings Committee, at which point those charges for which suspension or expulsion have been recommended shall be dismissed; or
4. Return the matter to the Hearings Committee for the development of additional facts or for clarification of the Decision.

If the matter is returned to the Hearings Committee, the Decision shall be considered withdrawn. The Hearings Committee shall take such further steps in consideration of the AMC's return of the matter as it deems appropriate. The Hearings Committee shall issue a new Decision that addresses the AMC's stated concerns within a reasonable time. If the Hearings Committee is unable to agree upon a resolution of the AMC's concerns, the AMC shall make a final decision within the parameters of Rule 13(D)(1) through (3).

E. Any sanctions imposed that do not require AMC review shall take effect immediately upon service of such Decision on the Parties. Any sanctions approved by the AMC, when necessary, shall take effect immediately after AMC approval.

F. The matter shall be deemed finally concluded as follows:
   1. Upon the Hearings Committee's issuance of the Decision, if no sanction is imposed, or if a sanction that does not include suspension or expulsion of the Respondent is ordered.
   2. If a Decision is reviewed by the AMC, when the AMC has voted final action on the matter, which includes any action contemplated in Rules 13(D)(1), (2) or (3); or
   3. If the matter is returned to the Hearings Committee pursuant to Rule 13(D)(4), the matter is concluded after the AMC has voted final action on the new Decision to be issued under that Rule, should such AMC vote be necessary. If the result of the return of the matter to the Hearings Committee is a lesser sanction not requiring AMC approval (or no sanction at all), then the provisions of Rule 13(F)(1) shall then apply.

**RULE 14**

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

**RULE 15**

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

**RULE 16**

A. Each gender used herein shall include the other gender, and singular shall include plural, and vice versa, as the context requires.

B. The Parties may, by mutual agreement and with the approval of the Hearings Committee, extend or shorten any period of time provided under these Rules.

C.

1. The reasonable and necessary costs incurred by the members of the Hearings Committee; by persons appointed by the Chairman of AML to act on behalf of the membership; by the Advocate; and by persons appointed by the Hearings Committee to assist it, a Complainant, or a Respondent, shall be borne by AML. Requests for reimbursement of any such costs not paid directly by AML shall be supported by receipts or other evidence of payment, in accordance with then-current AML reimbursement procedures.

2. The Hearings Committee is authorized to spend a reasonable amount for such additional costs incurred in connection with a proceeding before it as it deems necessary and appropriate. Requests for reimbursement of any such costs not paid directly by AML shall be supported by evidence of the Hearings Committee's approval and by receipts or other evidence of payment, in accordance with then-current AML reimbursement procedures.

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.

D. The Parties (except for the Advocate) and their witnesses shall bear their own costs (including legal fees) unless both the Hearings Committee and the AMC vote to approve reimbursement of some or all of such costs.

E. Amendments to these Rules shall only apply to a matter already initiated upon the unanimous written consent of the Parties.

## APPENDIX 6: Policies and Rules Governing the Conduct of Regional Hearings:

(see 1998-018, and 2004-120)

Amended March 28, 1998
Amended December 4, 2004

A. PREAMBLE

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

These rules supersede all previous rules governing regional hearings.

B. FILING OF A COMPLAINT

A party wishing to file a complaint under Article IX, Section 6 of the Bylaws of American Mensa shall notify the Regional Vice 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. Calling a regional hearing is discretionary on the part of the receiver of the complaint, i.e., the RVC or the Second Vice Chair. If the receiver of the complaint chooses not to call a hearing, the complainant may appeal to the First Vice Chair, who also may choose to call a hearing or not. If a hearing is called, the following rules apply.

The person who called the hearing shall respond to all parties, and the 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 person who called the hearing 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 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.

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

4) When an AMC member receives a complaint, either from a party or by assignment, the AMC member shall within ten days contact each arbitrator on the list of arbitrators for the region in which the member complained against resides, other than the arbitrator(s) from the group(s) of the parties to the dispute, and inquire as to the arbitrator's availability. Arbitrators from another region may also be used if good cause is shown. Upon receiving availability information, the AMC member shall within five days compile a list of all available arbitrators for the particular dispute. The list shall in no case have fewer than five names. The AMC member shall within five days send this list to each party to the dispute, with instructions that the party rank-order the arbitrators, with "1" being the most favorable ranking, and return the list to the AMC member within fifteen calendar days. The AMC member shall retain the list of rankings for possible appeal (see Section E).

5) Upon receiving the rankings from the parties, the AMC member shall, within 5 days, compute a combined ranking for each arbitrator by adding the rankings for that arbitrator from all parties. The three arbitrators with the best combined rankings shall be the 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 better combined ranking shall be selected for the panel. That one panelist shall choose the second and third panel members from among those tied with the second-best combined ranking.
   d) If more than three arbitrators receive the highest combined ranking, the arbitrators with the lowest differences between their rankings shall be selected for the panel. Example: An arbitrator with rankings of "3" and "3" shall be selected over an arbitrator with scores of "1" and "5," as the first has a difference of 0 while the second has a difference of 4. Any ties that remain shall be dealt with as in subsections (b) and (c), as appropriate.

6) The AMC member shall within five days notify each member of the 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 will be made in accordance with then-current standard AML expense reimbursement procedures. At the time of this motion, standard AML expense reimbursement procedures are given in ASIEs 1995-080 and 1995-081.

4) Each party to the 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 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.

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 report(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 report 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 report 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 report(s), any and all documents and other writings submitted to the panel, and any and all recording(s) of live hearing(s) held by the panel, during the period for possible appeal. If the decision of the panel is reviewed by the AMC, the panel 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 reviewed by the AMC, 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 finding of fact and proposed sanctions in the regional hearing panel's report are final and binding on all parties, except if reviewed by the AMC under section E of these Rules. Willful violation of any regional hearings ruling shall be considered good cause for further proceedings by a regional or national hearings committee.

E. REVIEW BY THE AMC

1) Reports of a 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) AMC REVIEW BECAUSE OF CERTAIN RECOMMENDED SANCTIONS.
Under Article IX, section 6 of the Bylaws of American Mensa, recommended sanctions of (1) suspending

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

3) AMC REVIEW BECAUSE OF AN APPEAL BY A PARTY

(a) If any other sanctions are recommended in the regional hearing panel's report, these may be appealed to the AMC only on the subject of bias by the regional hearings panel, except as limited by section E(3)(d) of these Rules. Such appeals must be brought within 60 days of the regional hearing report's publication to the parties. Such appeals shall be heard by the AMC at its next regularly-scheduled meeting at least 30 days from the date of the appeal, and its jurisdiction is limited to the issue of bias by the regional hearing panel.

(b) 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).

(c)If bias is found, the AMC shall return the matter to an elected AMC member for selection of a new panel in accordance with section C (Selection of a Regional Hearing Panel). The AMC member may, but need not, be the same as the one who supervised the original 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).

(d)No appeal on the basis of bias shall be heard after substantially similar rulings by two regional hearing panels.

F. MISCELLANEOUS

1) Every member, employee, and entity of Mensa shall cooperate with arbitration panels by furnishing information or documents. Documents furnished may be originals or copies; in the case of copies, the person responsible for furnishing same must certify that the copies are full, true, and complete copies and that, unless otherwise expressly stated, nothing has been omitted, altered, or added.

2) All parties to a pending dispute are prohibited from transferring their memberships by preference to another Local Group while the dispute is pending.

3) Members who are suspended from a Local Group, or from holding office in a Local Group, are ineligible for reinstatement during the period of suspension.

## APPENDIX 7: Guidelines for Local Group Separations:

(see 1981-043)

Amended May 24, 1981

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.

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.

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. 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, 1999-006, and 2004-099)

Amended September 18, 2004

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

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

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

A. The logo should be reproduced in a solid, unbroken tone on a solid, unbroken background. If enlarged or reduced in size, the relative proportions of each component of the design must remain unchanged.

B. The logo may be reproduced in any light color on any dark color or vice versa. The segments within the globe are always to be in the same color as the rest of the background.

C. The logo may be used in a central position for a symmetrical layout, or offset to one side for an asymmetrical layout, but it should never be placed symmetrically on both sides of a layout. The logo should always be reproduced upright, never on a slant.

D. The logo may, if desired, appear more than once in a layout (e.g., it could be used beside a series of paragraph headings), but should not be reproduced in more than two sizes on one page or panel. The logo may not be used to form a repeating pattern or border.

E. The logo may not be used in conjunction with any other elements in such a way that these elements could be interpreted as being a part of the logo design. If a line of lettering is to be placed centrally above or below the logo, its length must not be less than 2w - 2h, where w = the width of the logo and h = the vertical distance between the logo and the lettering.

F. It is permissible to encircle, or partly encircle, the logo with lettering so long as the logo is enclosed in a frame, and conforms to section I.H of these Policies and Rules. The minimum area of clear background left and right of the logo should be one sixth of the width of the logo, and above and below, one twelfth of the width of the logo.

G. The Mensa logo may not be used as a substitute for the letter M in Mensa, or as any letter in any other word.

H. When the logo is enclosed in a frame, such frame should normally be not less than three times the width of the logo in its greater dimension, and not less than five times the square of the width of the logo in area. It may exceptionally be enclosed in a smaller frame if there is some special practical or aesthetic necessity for this arrangement. In this case no other matter may be included within this frame.

I. The logo may be reproduced in three dimensions, but the design and the background should each be in one plane. However, an exception may be made in the case of the segments within the globe, which may be on an intermediate plane or, if desired, on the same plane as the design. In this case the design would have to be in a contrasting tone to the background. The background may be textured, but not boldly patterned.

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

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

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

B. Within the name of a special interest group (SIG), its newsletter, or on any products produced or distributed by the group.

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.

## APPENDIX 9: SIGHT Policies and Procedures:

(see 2001-075)

Amended December 14, 1991

NATIONAL SIGHT COORDINATOR

1. The AMC appoints and approves a NATIONAL SIGHT COORDINATOR. The NATIONAL SIGHT COORDINATOR may select an ASSISTANT NATIONAL SIGHT COORDINATOR whose name will then be submitted to the AMC for approval.

2. The NATIONAL SIGHT COORDINATOR should attempt to enlist a SIGHT Coordinator from each local American Mensa group. Local groups select and submit a candidate's name to the NATIONAL SIGHT COORDINATOR for approval and confirmation (see below for procedure). The LocSec may act as a temporary SIGHT contact for any local group that does not already have one until such time as a COORDINATOR is in place.

3. The NATIONAL SIGHT COORDINATOR and the National Office shall notify each other promptly as changes or updates are received and shall coordinate their lists to prepare for the Mensa Bulletin Directory Listings.

4. The NATIONAL SIGHT COORDINATOR is responsible for informing the local SIGHT Coordinators of any SIGHT contacts, updates to the program, publicity for SIGHT, and other activities associated with SIGHT. The NATIONAL SIGHT COORDINATOR also will ensure that each local SIGHT Coordinator has a complete list of American Mensa SIGHT Coordinators via the Mensa Bulletin Directory or other means. The NATIONAL SIGHT COORDINATOR will see that any new SIGHT Coordinators have a SIGHT Manual and all relevant forms and information, including the ASIEs and Appendixes associated with SIGHT. Other means of publicity are encouraged, such as web pages, shared email lists, and newsletters.

5. Members wishing to use the SIGHT program who contact the NATIONAL SIGHT COORDINATOR directly will be given the contact information of the destination SIGHT Coordinator. It is advisable to supply any Guest with general SIGHT information, including any required forms. This ensures that all parties are aware of expectations. In a continuing effort to improve the program, evaluation on the SIGHT experience is encouraged for participants.

6. A SIGHT Coordinator experiencing any problem with a Guest or Host, or a Guest or Host experiencing any problem with a SIGHT Coordinator, is encouraged to make use of the SIGHT program's Complaint Form. This form may be submitted to the NATIONAL SIGHT COORDINATOR. However, SIGHT Guests, Hosts, and Coordinators are encouraged to settle disputes locally whenever possible.

3. American Mensa encourages and supports the International SIGHT Program and works closely with the International SIGHT Coordinator. The aim of the SIGHT program is to not only bring U.S. SIGHT Coordinators together in mutual interest, but also to forge closer international unions among respective SIGHT participants.

LOCAL GROUP SIGHT COORDINATOR SELECTION PROCEDURE

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

2. Each local group's selection of a SIGHT Coordinator shall be by the procedure outlined in the local group's bylaws for selection of appointed officers. For example, some groups may do this by LocSec appointment, whereas other groups may do this by LocSec appointment with ExComm approval or by other methods.

3. The LocSec, on behalf of the local group, submits the information on the SIGHT Coordinator candidate to the NATIONAL SIGHT COORDINATOR. The submission should include name, membership number, address(es), email(s), confirmation that the Mensa member is in good standing, and contact information.

4. The NATIONAL SIGHT COORDINATOR shall contact the nominated chapter SIGHT Coordinator directly and ask for the completed SIGHT nominee information. This may be via a Registration Form, which may be emailed, printed and sent via regular mail, or faxed to the NATIONAL SIGHT COORDINATOR.

5. Selection of local SIGHT Coordinators is a joint local and national appointment. Upon review of the local group's nomination, the NATIONAL SIGHT COORDINATOR shall promptly inform the successful nominee, LocSec, and the National Office of the confirmation. The National Office shall publish the new SIGHT Coordinator's name in the next available directory issue of the Mensa Bulletin. The LocSec or Editor should announce the new SIGHT Coordinator's appointment in the local newsletter; the newsletter should continue to list the SIGHT Coordinator information in the officer listings. If the nominee is not appointed, the NATIONAL SIGHT COORDINATOR and the LocSec will work together to find a SIGHT Coordinator for the group.

6. Each SIGHT Coordinator shall maintain a list of all available Hosts in the local group. This list should indicate name, location, availability of public transportation if any, smoking or non-smoking preference, any pets in the home, and other pertinent items that might affect a particular Host-Guest matching. The SIGHT Coordinator is not required to serve as a SIGHT Host.

7. A local SIGHT Coordinator may enlist the volunteer efforts of SIGHT Hosts within a chapter, via publicizing SIGHT at local meetings, articles in the newsletter, mailings, etc. SIGHT Host names and pertinent information should be kept by the local SIGHT

Coordinator for help as required. Some SIGHT Coordinators, as an example, may not wish to have Guests in their homes, and may secure one or more Hosts who will volunteer accommodations.

## APPENDIX 10: National Publications Guidelines: (See 2004-121)

### AML NATIONAL PUBLICATIONS GUIDELINES

DEFINITIONS

The Mensa Bulletin is the national, printed publication of American Mensa, Ltd, is produced and distributed to all members of American Mensa, and is considered to be the only "national publication" for the purposes of notices intended for the entire membership. A designated amount of each member's dues is stipulated as a subscription payment for the Bulletin.

American Mensa Limited's (AML) Internet Services are defined as all national services provided by AML and using the name "American Mensa" on the Internet.

"AML National Publications" is defined as being both the Mensa Bulletin and AML Internet Services.

PURPOSE

The purposes of AML National Publications are:

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

FUNCTIONS

The functions of the Publications shall be as follows:

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

MANAGEMENT

The Communications Officer (CO) as the designated publisher's spokesperson for AML National Publications shall report to the AMC regarding the functioning of the Publications. With the Communications Committee, the CO shall provide the Managing Editor of the Mensa Bulletin and the Internet Services Manager with goals, policies, and guidelines for the Publications.
The Managing Editor, Internet Services Manager, and Business Manager are paid staff positions in the National Office that are managed by the Executive Director.
Advertising billing and other business matters pertaining to advertising shall be the responsibility of the Business Manager, who shall coordinate with the Managing Editor or Internet Services Manager as required.

The Managing Editor and the Internet Services Manager are responsible for relationships with outside vendors and for the editing and implementation of the Publications.

ADVERTISING

Advertising in the Publications is subject to the acceptance policies established by the Communications Officer and Communications Committee in consultation with the Managing Editor and Internet Services Manager.
Advertising rates for the Publications shall be set by the Communications Officer, in consultation with the Managing Editor, Internet Services Manager, and Business Manager, and with the advice and approval of the AMC Executive Committee.
Advertising solicitation, orders, scheduling, and billing shall be the responsibility of the Business Manager, who shall provide the Managing Editor and Internet Services Manager with the necessary instructions and materials in proper time for publication.
Paid Mensa political ads will not be accepted in AML's National Publications.
Advertisements for other IQ societies shall clearly indicate the absence of affiliation with Mensa at the advertisers' expense.
Advertisements for IQ tests shall indicate at the advertisers' expense whether the tests are qualifying tests for Mensa membership.

## APPENDIX 11: AG Bid Guidelines

(see 2003-028, 2005-012, 2005-013, and 2005-014)

Amended July 7, 2003

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

- 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.

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,

Site Selection Committee Chair

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 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.

**1989-071** **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.

**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** **04-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 1975-2003

| 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 | |
| 2002 Scottsdale, AZ | Troy, MI |
| 2003 St. Paul, MN | |
| 2004 Las Vegas, NV | |
| 2005 New Orleans, LA | Tucson, AZ |
| 2006 Orlando, FL | |
| 2007 Birmingham, AL | |

Rev: 12/04

**2003-028** **05-Jul-2003**
(last amended 19-Mar-2005 by 2005-014)
That the AMC adopt the revised AG Bid Guidelines.
[The document is in Appendix 11.]

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?* _____

Hospitality Chair_____

Has a member of the Hospitality Committee attended an approved Food Safety course? ? Yes ? No

Certified Volunteer's Name_____

Name of Course and Date Attended_____

*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) _____

Hospitality Chair_____

Has Hospitality Chair attended an approved Food Safety course? ? Yes ? No

Name of Course and Date Attended_____

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 Secretary
2. Robin Crawford, AMC Communications Officer
   732 Maves Dr, Batavia, IL 60510-4314
3. Gatherings Editor, National Office
   1229 Corporate Dr W, Arlington, TX 76006-6103

*Must be received by the Gatherings Editor 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. This listing may be requested online at www.us.mensa.org/gatherings*

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 $_____

HOTEL RESERVATION CODE _____

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.

## 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.

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 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.

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. 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.

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.

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.

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 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?
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 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 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 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 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 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 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.

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 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 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 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

_____ ANNUAL GATHERING HOST CONTRACT FOR ANNUAL GATHERINGS WITH LOCAL GROUPS AS HOSTS

This contract is entered into by and between American Mensa, Ltd. ("AML") and _____(local group of American Mensa), which has been designated by the American Mensa Committee ("AMC") to serve as the Host Group for the _____Annual Gathering ("AG") of AML. The parties acknowledge their awareness of, and agreement to, the following conditions, responsibilities, and requirements.

1. In consideration of the AMC awarding to 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 its bid and/or supplementary agreements approved by the AMC (the "Plan"). Further, the Host Group agrees to comply with those minimum standards set out in Appendix A hereto. By signing this contract, the Host Group acknowledges that it fully understands what is required of it and that it will abide by the provisions of this contract and Appendix A. The Host Group further acknowledges that it will make every effort to comply with any changes to the minimum standards that occur between the effective date of this contract and the AG.

2. By executing this contract, 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 forth in its bid and/or supplementary communications.

3. The Host Group may elect to manage the AG through a semi-autonomous AG Committee that it selects. If the Host Group so elects, then the Host Group may delegate to such AG Committee such authority as it deems appropriate. The Host Group may not, however, delegate or assign its responsibilities to the AMC under this contract to any other entity, including to the AG Committee. The Host Group remains responsible for the performance of its duties under this contract regardless of whether an AG Committee is appointed.

4. Prior to signing any contract regarding facilities or meal functions, the Host Group shall forward a clear and complete copy of such contract to the AML National Office. Within twenty-one (21) days after receipt of same by the National Office, the AMC (or its designate) shall review the hotel contract and shall advise the Host Group of any required or suggested changes to such contract. The Host Group agrees to co-operate with the National Office and the AMC in attempting to negotiate with hotels and vendors terms requested by the National Office or the AMC following review of the draft contract.

5. The AMC Chairman is to be an official signatory on the AG Hotel Contract, in addition to the AG Chair. In addition to the AG Hotel Contract,the AMC Chairman or AML's Executive Director must also be a signatory on any AG contract which exceeds $5000.

6. If the Host Group or AG Committee wishes to apply for credit with a hotel, such application must be approved and signed by the AMC Chairman or the Executive Director, as well as the Host Group or AG Committee Chair.

7. Although the AG is a joint venture between the AMC and the Host Group for the benefit of all the members of AML, the AMC ultimately bears the responsibility for the production of an AG. Therefore, the AMC must be kept informed of the progress being made by the Host Group and/or AG Committee with respect to preparations for the AG. The Host Group or AG Committee shall provide progress reports to the designated AMC Liaison according to the following schedule: quarterly from the effective date of this contract until six months before the AG, then monthly until the books are closed after the AG. The reports shall contain the information requested in the minimum standards (Appendix A hereto). In addition, the Host Group shall furnish to the AMC its final budget, and its tentative program, including dates, times, and room assignments for all scheduled events, no later than eight weeks prior to the AG. If the AG preparations are proceeding according to the Plan, the AMC will generally not actively participate in such preparations (except as provided in the minimum standards). Should any matters arise that have the potential to seriously affect the Plan, the Host Group shall promptly notify the AMC of same. The Host Group or AG Committee, as applicable, must consult with the AMC prior to making any material changes to the Plan.

   (A) By way of illustration, but not limitation, the following are examples of matters that could seriously affect an AG and which must be promptly reported to the AMC: any contract or hotel related problems, substantial cost escalation, major program changes, need to change facilities, need to limit attendance (either overall or at specific events), discord within the Host Group or its AG Committee, changes in the management of the Host Group or its AG Committee, advance registrations falling short of projections, and/or a substantial projected net financial loss.

   (B) In the event that it appears to the AMC that the Host Group (or AG Committee) 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 that the Host Group is unable or unwilling to effect corrective action, then, in the sole judgment of the AMC, the AMC shall have the right and obligation to (i) assume the management of the AG; and/or (ii) revoke its award to the Host Group, and/or (iii) designate another host for the AG.

8. AML shall provide complimentary advertising space to the AG in the Mensa Bulletin during the twelve months preceding the AG, according to a schedule to be agreed between the Managing Editor of the Mensa Bulletin and the Host Group or AG Committee, as applicable. The camera-ready art is to be developed and produced by the AG Committee and submitted to the Managing Editor for approval. The Managing Editor has the right to reject the material if it is not provided in a format or quality consistent with the Bulletin.

9. AML will, upon request, after this contract becomes effective, lend to the Host Group up to $1000 as seed money. The Host Group shall repay the seed money no later than 60 days prior to the start of the AG.

10. The Host Group (or the AG Committee, if applicable) shall appoint a Registrar and a Treasurer. The Registrar shall acknowledge all monies received and all requests for information or refunds within two weeks of receipt of same. The Registrar and the Treasurer must be either bonded or covered by insurance supplied by the Host Group. Costs for either option shall be borne by the Host Group.

11. AG monies shall be kept separate from all other funds, including local group funds. Each AG bank account shall have at least one more person authorized to sign than is required to issue checks or otherwise authorize withdrawals. The AMC Chairman shall be an authorized signatory on all AG bank accounts. Copies of all statements, deposit receipts, and checks or withdrawal receipts for the AG bank account(s) shall be provided to the AMC upon request.

12. The National Office offers to provide various services for the AG at no cost to the AG or the Host Group, as detailed on Appendix B, attached hereto. Among these services is processing of pre-event registrations. It is recommended, though not required, that the Host Group take advantage of at least the processing of registrations through the National Office. Please see Appendix B, Services Offered by the National Office for Annual Gatherings, for further information.

13. Within 45 days after the conclusion of the AG, the Host Group (or its AMC liaison) shall prepare and furnish to the AMC an interim account of all monies received and disbursed in conjunction with the AG. Within 90 days after the conclusion 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 that all financial transactions have not been concluded by the end of the 90-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 AG books shall be closed within 120 days from the conclusion of the AG, at which time the Host Group shall present a financial report to the AMC . The AMC shall have the right and obligation to audit all accounts and reports described in this paragraph 15. If the accounts and reports described in this paragraph are not furnished to the AMC in a timely manner, AML may withhold the Host Group's local group subsidy until such time as all required accounts and reports have been submitted.

14. Any monies payable to AML or to the Mensa Education and Research Foundation (the Foundation) shall be disbursed to AML or the Foundation within 120 days after the conclusion of the AG.

15. With respect to profits earned from the AG, an amount of surplus revenue over expenses equal to 100 times the annual regular individual membership dues of AML as of the effective date of this contract will go to the Host Group, and the remainder will go to AML. (For example, if the annual regular membership dues for an individual are $52 per year, the maximum amount the Host Group could get would be $5200.) If the AMC, for any reasonable cause, must assume management of the AG, either prior to or during the AG, the Host Group shall be entitled to retain only its expenses incurred, unless a greater amount is negotiated between the Host Group and the AMC.

16. The Host Group (or AG Committee, if applicable) shall submit a final report on non-financial aspects of the AG to the AMC within 120 days of the conclusion of the AG.

17. This contract shall be binding upon AML, the AMC, the Host Group, and the successors of each. This contract may not be assigned by a Host Group or AG Committee without the express written consent of the AMC Chairman.

18. This contract shall become effective only when signed and dated by the Local Secretary of the Host Group, the AG Chair, and the AMC Chairman, with the date of the last signature to control.

If more than one local group is hosting the AG, each of the local groups must sign a copy of this Host Agreement, and the term "Host Group" in this contract and its appendices refers to the several local host groups together. Further, if more than one local group is hosting the AG, a copy of a written agreement between the local host groups must be filed with the National Office. At a minimum, the agreement among the local host groups is to contain a financial split for each local host group, and it is strongly recommended that it also contain a split of responsibilities for the AG among the local host groups.

If more than one local group is hosting the AG, please fill in the names of all local host groups in this space (attach additional sheets if necessary):

_____

HOST GROUP

_____ Mensa

By: _____ _____
Its Local Secretary Date

_____ _____
AG Chair Date

_____ _____
AMC Chairman Date

_____ ANNUAL GATHERING HOST CONTRACT FOR ANNUAL GATHERINGS WITH SPECIAL INTEREST GROUPS AS HOSTS

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

1. In consideration of the AMC awarding to 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 its bid and/or supplementary agreements approved by the AMC (the "Plan"). Further, the Host Group agrees to comply with those minimum standards set out in Appendix A hereto. By signing this contract, the Host Group acknowledges that it fully understands what is required of it and that it will abide by the provisions of this contract and Appendix A. The Host Group further acknowledges that it will make every effort to comply with any changes to the minimum standards that occur between the effective date of this contract and the AG.

2. By executing this contract, 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 forth in its bid and/or supplementary communications.

3. The Host Group may elect to manage the AG through a semi-autonomous AG Committee that it selects. If the Host Group so elects, then the Host Group may delegate to such AG Committee such authority as it deems appropriate. The Host Group may not, however, delegate or assign its responsibilities to the AMC under this contract to any other entity, including to the AG Committee. The Host Group remains responsible for the performance of its duties under this contract regardless of whether an AG Committee is appointed.

4. Prior to signing any contract regarding facilities or meal functions, the Host Group shall forward a clear and complete copy of such contract to the AML National Office. Within twenty-one (21) days after receipt of same by the National Office, the AMC (or its designate) shall review the hotel contract and shall advise the Host Group of any required or suggested changes to such contract. The Host Group agrees to co-operate with the National Office and the AMC in attempting to negotiate with hotels and vendors terms requested by the National Office or the AMC following review of the draft contract.

5. The AMC Chairman is to be an official signatory on the AG Hotel Contract, in addition to the AG Chair. In addition to the AG Hotel Contract, the AMC Chairman or AML's Executive Director must also be a signatory on any AG contract, which exceeds $5000.

6. If the Host Group or AG Committee wishes to apply for credit with a hotel, such application must be approved and signed by the AMC Chairman or the Executive Director, as well as the Host Group or AG Committee Chair.

7. Although the AG is a joint venture between the AMC and the Host Group for the benefit of all the members of AML, the AMC ultimately bears the responsibility for the production of an AG. Therefore, the AMC must be kept informed of the progress being made by the Host Group and/or AG Committee with respect to preparations for the AG. The Host Group or AG Committee shall provide progress reports to the designated AMC Liaison according to the following schedule: quarterly from the effective date of this contract until six months before the AG, then monthly until the books are closed after the AG. The reports shall contain the information requested in the minimum standards (Appendix A hereto). In addition, the Host Group shall furnish to the AMC its final budget, and its tentative program, including dates, times, and room assignments for all scheduled events, no later than eight weeks prior to the AG. If the AG preparations are proceeding according to the Plan, the AMC will generally not actively participate in such preparations (except as provided in the minimum standards). Should any matters arise that have the potential to seriously affect the Plan, the Host Group shall promptly notify the AMC of same. The Host Group or AG Committee, as applicable, must consult with the AMC prior to making any material changes to the Plan.

   (A) By way of illustration, but not limitation, the following are examples of matters that could seriously affect an AG and which must be promptly reported to the AMC: any contract or hotel related problems, substantial cost escalation, major program changes, need to change facilities, need to limit attendance (either overall or at specific events), discord within the Host Group or its AG Committee, changes in the management of the Host Group or its AG Committee, advance registrations falling short of projections, and/or a substantial projected net financial loss.

   (B) In the event that it appears to the AMC that the Host Group (or AG Committee) 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 that the Host Group is unable or unwilling to effect corrective action, then, in the sole judgment of the AMC, the AMC shall have the right and obligation to (i) assume the management of the AG; and/or (ii) revoke its award to the Host Group, and/or (iii) designate another host for the AG.

8. AML shall provide complimentary advertising space to the AG in the Mensa Bulletin during the twelve months preceding the AG, according to a schedule to be agreed between the Managing Editor of the Mensa Bulletin and the Host Group or AG Committee, as applicable. The camera-ready art is to be developed and produced by the AG Committee and submitted to the Managing Editor for approval. The Managing Editor has the right to reject the material if it is not provided in a format or quality consistent with the Bulletin.

9. AML will, upon request, after this contract becomes effective, lend to the Host Group up to $1000 as seed money. The Host Group shall repay the seed money no later than 60 days prior to the start of the AG.

10. The Host Group (or the AG Committee, if applicable) shall appoint a Registrar and a Treasurer. The Registrar shall acknowledge all monies received and all requests for information or refunds within two weeks of receipt of same. The Registrar and the Treasurer must be either bonded or covered by insurance supplied by the Host Group. Costs for either option shall be borne by the Host Group.

11. AG monies shall be kept separate from all other funds, including SIG funds. Each AG bank account shall have at least one more person authorized to sign than is required to issue checks or otherwise authorize withdrawals. The AMC Chairman shall be an authorized signatory on all AG bank accounts. Copies of all statements, deposit receipts, and checks or withdrawal receipts for the AG bank account(s) shall be provided to the AMC upon request.

12. The National Office offers to provide various services for the AG at no cost to the AG or the Host Group, as detailed on Appendix B, attached hereto. Among these services is processing of pre-event registrations. It is recommended, though not required, that the Host Group take advantage of at least the processing of registrations through the National Office. Please see Appendix B, Services Offered by the National Office for Annual Gatherings, for further information.

13. Within 45 days after the conclusion of the AG, the Host Group (or its AMC liaison) shall prepare and furnish to the AMC an interim account of all monies received and disbursed in conjunction with the AG. Within 90 days after the conclusion 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 that all financial transactions have not been concluded by the end of the 90-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 AG books shall be closed within 120 days from the conclusion of the AG, at which time the Host Group shall present a financial report to the AMC . The AMC shall have the right and obligation to audit all accounts and reports described in this paragraph 15.

14. Any monies payable to AML or to the Mensa Education and Research Foundation (the Foundation) shall be disbursed to AML or the Foundation within 120 days after the conclusion of the AG.

15. With respect to profits earned from the AG, an amount of surplus revenue over expenses equal to 100 times the annual regular individual membership dues of AML as of the effective date of this contract will go to the Host Group, and the remainder will go to AML. (For example, if the annual regular membership dues for an individual are $52 per year, the maximum amount the Host Group could get would be $5200.) If the AMC, for any reasonable cause, must assume management of the AG, either prior to or during the AG, the Host Group shall be entitled to retain only its expenses incurred, unless a greater amount is negotiated between the Host Group and the AMC.

16. The Host Group (or AG Committee, if applicable) shall submit a final report on non-financial aspects of the AG to the AMC within 120 days of the conclusion of the AG.

17. This contract shall be binding upon AML, the AMC, the Host Group, and the successors of each. This contract may not be assigned by a Host Group or AG Committee without the express written consent of the AMC Chairman.

18. This contract shall become effective only when signed and dated by the Coordinator of the Host Group, the AG Chair, and the AMC Chairman, with the date of the last signature to control.

If more than one Special Interest Group is hosting the AG, each of the SIGs must sign a copy of this Host Agreement, and the term "Host Group" in this contract and its appendices refers to the several SIG hosts together. Further, if more than one SIG is hosting the AG, a copy of a written agreement between the SIG hosts must be filed with the National Office. At a minimum, the agreement among the SIG hosts is to contain a financial split for each SIG host, and it is strongly recommended that it also contain a split of responsibilities for the AG among the SIG hosts.

If more than one Special Interest Group is hosting the AG, please fill in the names of all SIG hosts in this space (attach additional sheets if necessary):

_____

HOST GROUP

_____ SIG

By: _____ _____
Its Coordinator Date

_____ _____
AG Chair Date

_____ _____
AMC Chairman Date

_____ ANNUAL GATHERING HOST CONTRACT FOR ANNUAL GATHERINGS WITH CONSORTIUMS AS HOSTS

This contract is entered into by and between American Mensa, Ltd. ("AML") and _____(a consortium of individuals), which has been designated by the American Mensa Committee ("AMC") to serve as the Host Group for the _____Annual Gathering ("AG") of AML. The parties acknowledge their awareness of, and agreement to, the following conditions, responsibilities, and requirements.

1. In consideration of the AMC awarding to 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 its bid and/or supplementary agreements approved by the AMC (the "Plan"). Further, the Host Group agrees to comply with those minimum standards set out in Appendix A hereto. By signing this contract, the Host Group acknowledges that it fully understands what is required of it and that it will abide by the provisions of this contract and Appendix A. The Host Group further acknowledges that it will make every effort to comply with any changes to the minimum standards that occur between the effective date of this contract and the AG.

2. By executing this contract, 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 forth in its bid and/or supplementary communications.

3. The Host Group may elect to manage the AG through a semi-autonomous AG Committee that it selects. If the Host Group so elects, then the Host Group may delegate to such AG Committee such authority as it deems appropriate. The Host Group may not, however, delegate or assign its responsibilities to the AMC under this contract to any other entity, including to the AG Committee. The Host Group remains responsible for the performance of its duties under this contract regardless of whether an AG Committee is appointed.

4. Prior to signing any contract regarding facilities or meal functions, the Host Group shall forward a clear and complete copy of such contract to the AML National Office. Within twenty-one (21) days after receipt of same by the National Office, the AMC (or its designate) shall review the hotel contract and shall advise the Host Group of any required or suggested changes to such contract. The Host Group agrees to co-operate with the National Office and the AMC in attempting to negotiate with hotels and vendors terms requested by the National Office or the AMC following review of the draft contract.

5. The AMC Chairman is to be an official signatory on the AG Hotel Contract, in addition to the AG Chair. In addition to the AG Hotel Contract, the AMC Chairman or AML's Executive Director must also be a signatory on any AG contract, which exceeds $5000.

6. If the Host Group or AG Committee wishes to apply for credit with a hotel, such application must be approved and signed by the AMC Chairman or the Executive Director, as well as the Host Group or AG Committee Chair.

7. Although the AG is a joint venture between the AMC and the Host Group for the benefit of all the members of AML, the AMC ultimately bears the responsibility for the production of an AG. Therefore, the AMC must be kept informed of the progress being made by the Host Group and/or AG Committee with respect to preparations for the AG. The Host Group or AG Committee shall provide progress reports to the designated AMC Liaison according to the following schedule: quarterly from the effective date of this contract until six months before the AG, then monthly until the books are closed after the AG. The reports shall contain the information requested in the minimum standards (Appendix A hereto). In addition, the Host Group shall furnish to the AMC its final budget, and its tentative program, including dates, times, and room assignments for all scheduled events, no later than eight weeks prior to the AG. If the AG preparations are proceeding according to the Plan, the AMC will generally not actively participate in such preparations (except as provided in the minimum standards). Should any matters arise that have the potential to seriously affect the Plan, the Host Group shall promptly notify the AMC of same. The Host Group or AG Committee, as applicable, must consult with the AMC prior to making any material changes to the Plan.

   (A) By way of illustration, but not limitation, the following are examples of matters that could seriously affect an AG and which must be promptly reported to the AMC: any contract or hotel related problems, substantial cost escalation, major program changes, need to change facilities, need to limit attendance (either overall or at specific events), discord within the Host Group or its AG Committee, changes in the management of the Host Group or its AG Committee, advance registrations falling short of projections, and/or a substantial projected net financial loss.

   (B) In the event that it appears to the AMC that the Host Group (or AG Committee) 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 that the Host Group is unable or unwilling to effect corrective action, then, in the sole judgment of the AMC, the AMC shall have the right and obligation to (i) assume the management of the AG; and/or (ii) revoke its award to the Host Group, and/or (iii) designate another host for the AG.

8. AML shall provide complimentary advertising space to the AG in the Mensa Bulletin during the twelve months preceding the AG, according to a schedule to be agreed between the Managing Editor of the Mensa Bulletin and the Host Group or AG Committee, as applicable. The camera-ready art is to be developed and produced by the AG Committee and submitted to the Managing Editor for approval. The Managing Editor has the right to reject the material if it is not provided in a format or quality consistent with the Bulletin.

9. AML will, upon request, after this contract becomes effective, lend to the Host Group up to $1000 as seed money. The Host Group shall repay the seed money no later than 60 days prior to the start of the AG.

10. The Host Group (or the AG Committee, if applicable) shall appoint a Registrar and a Treasurer. The Registrar shall acknowledge all monies received and all requests for information or refunds within two weeks of receipt of same. The Registrar and the Treasurer must be either bonded or covered by insurance supplied by the Host Group. Costs for either option shall be borne by the Host Group.

11. AG monies shall be kept separate from all other funds, including the consortium's funds. Each AG bank account shall have at least one more person authorized to sign than is required to issue checks or otherwise authorize withdrawals. The AMC Chairman shall be an authorized signatory on all AG bank accounts. Copies of all statements, deposit receipts, and checks or withdrawal receipts for the AG bank account(s) shall be provided to the AMC upon request.

12. The National Office offers to provide various services for the AG at no cost to the AG or the Host Group, as detailed on Appendix B, attached hereto. Among these services is processing of pre-event registrations. It is recommended, though not required, that the Host Group take advantage of at least the processing of registrations through the National Office. Please see Appendix B, Services Offered by the National Office for Annual Gatherings, for further information.

13. Within 45 days after the conclusion of the AG, the Host Group (or its AMC liaison) shall prepare and furnish to the AMC an interim account of all monies received and disbursed in conjunction with the AG. Within 90 days after the conclusion 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 that all financial transactions have not been concluded by the end of the 90-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 AG books shall be closed within 120 days from the conclusion of the AG, at which time the Host Group shall present a financial report to the AMC . The AMC shall have the right and obligation to audit all accounts and reports described in this paragraph 15.

14. Any monies payable to AML or to the Mensa Education and Research Foundation (the Foundation) shall be disbursed to AML or the Foundation within 120 days after the conclusion of the AG.

15. Any and all profits generated from the AG go to AML, and AML is responsible for any and all losses from the AG. If the AMC, for any reasonable cause, must assume management of the AG, either prior to or during the AG, the Host Group shall be entitled to retain only its expenses incurred, unless a greater amount is negotiated between the Host Group and the AMC.

16. The Host Group (or AG Committee, if applicable) shall submit a final report on non-financial aspects of the AG to the AMC within 120 days of the conclusion of the AG.

17. This contract shall be binding upon AML, the AMC, the Host Group, and the successors of each. This contract may not be assigned by a Host Group or AG Committee without the express written consent of the AMC Chairman.

18. This contract shall become effective only when signed and dated by the Chair of the Host Group, the AG Chair, and the AMC Chairman, with the date of the last signature to control.

If more than one consortium is hosting the AG, each of the consortiums must sign a copy of this Host Agreement, and the term "Host Group" in this contract and its appendices refers to the several consortium hosts together. Further, if more than one consortium is hosting the AG, a copy of a written agreement between the consortium hosts must be filed with the National Office. At a minimum, the agreement among the consortium hosts is to contain a financial split for each consortium host, and it is strongly recommended that it also contain a split of responsibilities for the AG among the consortium hosts.

If more than one consortium is hosting the AG, please fill in the names of all consortium hosts in this space (attach additional sheets if necessary):

_____

HOST GROUP

_____

By: _____ _____
Its Chair Date

_____ _____
AG Chair Date

_____ _____
AMC Chairman Date

## ANNUAL GATHERING MINIMUM STANDARDS

1. The AG hospitality area ("Hospitality") shall provide soft drinks (diet and regular), bottled water, beer, wine, coffee, tea, and snacks from the start of the AG until its conclusion.

2. The Host Group may elect to provide buffet meals, sandwich stations, and other special food service in Hospitality. The level of food planned for Hospitality must be reflected in the AG budget. Items to be served in Hospitality shall be determined by the Host Group (within hotel limitations) but, at a minimum, shall include non-perishable snacks, chips, and chocolate. A meaningful description of the types and quantities of food and beverages to be served in Hospitality shall be included in AG promotional materials.

3. The hotel contract must clearly provide that AML shall be permitted to provide its own food and drink in the Hospitality area.

4. The Host Group must ensure that AG Hospitality conforms to the highest standards of food preparation and handling. If the hotel is not providing refrigeration and /or kitchen space, a detailed plan for hospitality must be submitted by the Host Group or its AG Committee to the AMC. Volunteers serving food must be provided with written guidelines concerning food handling and safety, and the Host Group is responsible for ensuring that such guidelines are followed. It is recommended that key food preparation and handling personnel be trained or certified in safe food handling techniques. In the event that the Host Group plans to serve any food that is not pre-packaged, or which requires either chilling/holding below 40°F or heating/holding above 140°F, the Host Group must ensure that at least one individual on duty in Hospitality during the times when such food shall be served is trained or certified in safe food handling.

5. If possible, the Hospitality area shall remain open 24 hours a day for the duration of the AG. Sectional or other closings may be permitted for cleaning.

6. Every effort should be made to provide a smoking hospitality room if it is allowed by the hotel and the municipality. Adequate ventilation must be provided so that the smoke does not flow into other areas. A smoking area outdoors, with tables, chairs, ashtrays, and sun/rain protection, may be acceptable if adequate indoor ventilation is not available. All AG promotional materials shall indicate that smoking hospitality will be outdoors if that is the case.

7. AMC officers, appointees, and/or staff members shall schedule and conduct the Leadership Seminars, Annual Business Meeting ("ABM"), AMC Meetings, and other committee meetings. The AMC Liaison or the AML 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 as specified herein.

8. An AMC officer or an AMC appointee shall coordinate with the Host Group on a Gifted Children program (Kids Trek or the like) for the AG. The AMC Liaison shall advise the Host Group of the name of the national officer or appointee. The Host Group shall arrange for suitable space as specified herein.

9. At least one meeting room shall be reserved during the entire AG, for the SIG Coordinator to schedule national SIG functions. The Host Group need only provide the rooms and publicity in the printed program.

10. At least two meeting rooms shall be reserved for two days each for Leadership Development Workshops. An AMC appointee will coordinate these seminars. The Host Group need only provide the rooms and publicity in the printed program.

11. The Host Group shall provide a space of at least five hundred square feet and no fewer than ten tables for the Mensa Boutique. This space is to be available for the duration of the AG.

12. The Mensa Education and Research Foundation (MERF) may need space for its activities. These arrangements shall be coordinated with MERF's appointed representative; the Host Group need only provide the rooms and publicity in the printed program.

13. Mensa testing during the AG shall be coordinated with the National Office. Sufficient seating and/or more than one testing session may be needed. Directions to the testing room should be clearly marked at the hotel entrance, and the rooms should be away from noisy activities. Refreshments should be available nearby for the break.

14. At least one meeting room shall be reserved for the length of the AG for a National Office staff and media office. This room shall be a minimum of 200 square feet and shall be securable. The National Office will arrange for a phone line and any other setup they will need directly with the hotel.

15. AG programs should be tentatively scheduled as early as possible, and in no event later than 90 days prior to the AG. Program information shall be communicated to registrants and AML members (through AML publications, registration acknowledgements, the AML website, and other means, so that attendees may plan their travel agendas. (Awards are very important to those nominated 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.

16. The National Office will coordinate with the Host Group on PR and media efforts. National Office staff will be ultimately

responsible for all media contacts, and will designate official spokespersons for AML, in cooperation with the Host Group. A special registration area for members of the press must be provided, at a location to be jointly selected by the Host Group and Executive Director. National Office staff will be responsible for staffing this area.

17. The lowest registration rate shall be extended to members of the AMC, National Office staff, and any registrations paid by the National Office up until 14 days prior to the first day of the AG. Because of the timing of elections, AMC members may not be able to make registration arrangements during the pre-registration period, but shall still be extended the lowest registration rate.

18. 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. The AMC will advise the Host Group of the total number of complimentary AG registrations. There will be no more than twelve such registrations.

19. A time shall be provided for introductions of the AMC and appointees, the International Board and appointees, and other special guests in attendance.

20. Any meal functions should be of sufficient quality so that members receive value for their money. The AG Chairman or AG Chairman's appointee should sample the food contemplated for purchase, and negotiate the menus and prices, if possible during initial contract negotiation.

21. One planned meal function, usually Friday lunch, must be reserved for the presentation of the National Awards. The program and schedule for the awards lunch will be coordinated by a member of the AMC or National Office Staff.

22. A meeting room shall be reserved for the AMC to conduct its quarterly meeting at a time and date set by the AMC Chairman. This schedule will be given to the Host Group at least ten (10) months prior to the AG. The AMC meeting room shall follow the requirements set out in the AMC meeting specifications.

23. The ABM shall be scheduled at a time and date set by the AMC Chairman. This schedule will be given to the Host Group at least 10 months prior to the AG. Every effort must be made to schedule this meeting without any conflicting events to allow members to attend this meeting.

24. Any audio visual arrangements for the AMC meeting, the ABM, and/or Leadership Development Meetings will be made by the National Office staff with costs paid by AML.

25. The National Office will set up separate direct billing arrangements with the hotel and will pay directly for sleeping rooms for AMC and staff members, AMC AV expenses, and any other special order items incurred by the AMC.

26. A complete electronic data base of registrants, including registrants' membership numbers, shall be provided to the National Office s60 days, 30 days, and then again five days prior to the first day of the AG.

27. The Host Group should plan to make available a place for various official groups to have display tables, if allowable under the hotel contract, for no or minimal charge. These include the next year's AG, Colloquium, and MindGames host committees and MERF. Representatives from these groups should contact the Host Group as early as possible during the AG planning process.

## SERVICES OFFERED BY THE NATIONAL OFFICE FOR ANNUAL GATHERINGS

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

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

Registration Processing

1. Upon request, the National Office staff will handle pre-registration efforts on behalf of the AG Committee.

2. The National Office mailing address and contact information will be used on all promotional material. The National Office will design the registration form to ensure that the proper information is requested.

3. The National Office staff will coordinate with the AG Committee regarding information to be collected, in advance of registration material being sent out. The data will be collected with these requirements in mind, but will ultimately be based upon the office's software and hardware capabilities. Additional modifications to data collected and reports will be done on a limited basis and as staff time allows.

4. The AG Committee shall set all policies for refunds, cancellations, over and under payments, etc. in advance of registration material going out.

5. On-line credit card processing for registrations can be arranged via the National Office's third-party vendor.

6. Costs for postage, special printing, and any supplies requested by and used exclusively for the AG will be billed back to the AG Committee. Copying cost and staff time are absorbed by AML.

7. The National Office will process all credit card payments on behalf of the AG Committee. Credit card deposits will be made by ACH transfer directly into the AG bank account net of all fees charged by the processing company.

8. The National Office will either deposit checks directly into the AG bank account if a branch of the bank is within 10 miles of the National Office, or the funds will be deposited into the National Office operating account, with a wire transfer done within 48 hours into the AG account. The AG Account will be assessed any fees related to returned checks.

9. The National Office will send acknowledgments for all registrations received within 5 business days of receipt. If email addresses are supplied, acknowledgement will be via email; otherwise acknowledgment will be by letter or postcard, with the AG Committee responsible for postage costs.

10. On a weekly basis, the AG Registrar and/or Treasurer will be supplied with registrant information, and as necessary other statistical and financial information. This information may also be supplied in printed reports if so desired.

11. The National Office will work with the AG Committee to supply the following services if requested. Any direct costs will be assumed by the committee.
    Mailing additional registration information
    Printing badges and/or tickets

12. On site registration (data, credit card and funds processing): A staff member will be assigned to assist the on site registration staff with data entry of on site registrations and accounting for funds if the National Office handled the pre-registration.

Financial Processing

1. Upon request, the National Office is also available to handle the accounts payable and recording keeping functions.

2. The National Office will help establish a bank account exclusive to the AG. Disbursements from the account must have two signatures, one of which will be a national office staff member, the other the AG Treasurer or financial officer. This account will be interest bearing, unless banking fees otherwise preclude this being a viable option.

3. Upon official authorization (see item 6 below), the National Office will handle accounts payable on a bi-weekly basis. This includes payments to vendors, refunds, and other disbursements.

4. The National Office will set up accounts for billing with the AG hotel and other vendors using the credit history and reputation of AML.

5. Monthly, the National Office will produce a financial statement to the AG Committee as well as a register of all transactions completed.

6. Policies regarding who authorizes disbursements will be set by the AG Committee and approved by the AMC.

Logistics

Upon request, the National Office may be the logistics coordinator, which will include:

1. Hotel liaison following contract signing, coordinating all details of the event.

2. Scheduling all the meeting room space for the event, working with the program chair and others to insure all events are properly spaced.
3. Ordering and coordinating audiovisual needs for the speakers and events.

4. Speaker coordination: This includes making arrangements for hotel and travel; confirming time, place, and fees; and gathering AV requirements

Other

1. Program – The National Office staff can design the program and have it printed. Deadlines will be set by staff and MUST be adhered to.

2. Web site hosting: The National Office will host the AG Web site at ag.us.mensa.org. An AG Committee member may handle the design and content of the site, or the National Office can work to design a site for the AG Committee, placing the Committee's content on the site as needed and updating it regularly.

The AMC recognizes and affirms its long-standing policy that the AG Host Contract and its appendices are subject to modification to meet changing circumstances for particular AGs.

## APPENDIX 12: Records Retention Policy:

(See ASIE 2004-122)

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

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

**Legal** – to document the actions of the organization, to support the position of the organization in legal disputes and to prove compliance with laws and regulations.
**Operational** – to communicate and document the actions of the organization on a day-to-day basis. How records are managed affects the efficiency and cost effectiveness with which the organization is administered.
**Disaster Recovery** – to assure the continued effective functioning of the organization following disaster or catastrophe.
**Historical** – to provide for the identification, preservation and use of the MENSA's historical records.

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

**Definition**

1) Records generated by MENSA National Office staff or members conducting the national organization's business — correspondence, official printed material, minutes, committee files, financial records, member lists and any other materials generated or received in accordance with their responsibilities — are the property of MENSA.

2) MENSA members covered by these regulations include members of the national organization who perform administrative duties, such as serving in an elected or appointed position at the national level, which put them in possession of records pertaining to their official duties.

3) Records created during a fiscal year (April – March) will be considered to have been created on April 1 of that fiscal year (i.e. FY 2001-2002 records will be created on April 1, 2001.)

**Management**

4) The Executive Director shall be responsible for the hiring and supervision of the Records Coordinator and may assign the authority and responsibilities of this position to one or more individuals within the National Office.

5) The Records Coordinator shall have the right of reasonable access to examine all current and inactive MENSA records.

6) Members shall be responsible for the transfer of records pertaining to their official duties to the National Office at the end of their term or every two years if still in office. This can be achieved by copying correspondence and local group/SIG-related files to the National Office on a regular basis. The Records Coordinator will organize the transfer of records between successive officeholders as necessary.

7) The Records Coordinator and Executive Director may place special conditions of access on any category of records (applying legal restrictions and considerations of confidentiality and privacy as necessary).

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

**Destruction**

9) Property belonging to MENSA is not to be destroyed without notification to the Records Coordinator and Executive Director.

10) When records in storage have fulfilled their retention periods, the Records Coordinator will notify department heads of the pending destruction of the records for their departments (in whatever manner has been designated.) After notification and authorization, the list will be forwarded to the Executive Director for final authorization prior to destruction. Copies of destruction authorizations will be kept for 10 years.

11) In the event that MENSA becomes involved in litigation, or has reason to believe it will become involved in litigation, the destruction of records fulfilling their retention periods will cease if the records slated for destruction are necessary for litigation purposes, or under any advisement from MENSA's legal counsel. The Executive Director will give written direction to the Records Coordinator to suspend any destruction of records, and written authorization to resume destruction, in accordance with the retention program.

# Record Retention Schedule
## American Mensa, Ltd. and Mensa Education & Research Foundation

| Record Series | Office of Record | Approved Retention | Storage Act | Storage Inact | Final Disposition | Destruction Method | Date of Retention Fulfillment |
|---|---|---|---|---|---|---|---|
| account ledgers | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| accounts payable invoices | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| accounts payable ledgers | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| articles of incorporation | Exec | IND | IND | 00 | Archives | None | Indefinite |
| awards | Exec | IND | IND | 00 | Archives | None | Indefinite |
| awards, nominations/applications | Exec | ACT+02 | 01 | 01 | Destroy | Trash | March 31 |
| awards, scholarships | Exec | ACT+06 | 01 | 05 | Destroy | Trash | March 31 |
| background checks, volunteers | Exec | ACT+04 | 01 | 03 | Destroy | Shred | March 31 |
| balance sheets | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| ballots, AMC | Exec | CY+01 | 00 | 01 | Destroy | Trash | March 31 |
| ballots, election** | Exec | CY+01 | 00 | 01 | Destroy | Trash | Individual case |
| bank deposits | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| bank reconciliations | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| bank statements | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| books, archival copies | Comm | IND | IND | 00 | Archives | None | Individual case |
| bylaws/procedures | Exec | IND | IND | 00 | Archives | None | Indefinite |
| bylaws/procedures, chapter | see chapter bylaws | | | | | | |
| cash books | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| cash dispersements | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| cash journals | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| cash receipts | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| chapter bylaws | Mbrshp | IND | IND | 00 | Archives | None | Indefinite |
| chapter funding | Finance | CY+04 | 02 | 02 | Destroy | Trash | March 31 |
| chapter statistics | InfoSys | IND | IND | 00 | Archives | None | Indefinite |
| checks, cancelled | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| committee files | Exec | IND | IND | 00 | Archives | None | Indefinite |
| contract documentation | Exec | ACT+06 | 01 | 05 | Destroy | Shred | March 31 |
| contracts, general | Exec | ACT+06 | 01 | 05 | Destroy | Shred | March 31 |
| convention contracts | Exec | ACT+06 | 01 | 05 | Destroy | Shred | March 31 |
| convention planning files | Admin | ACT+06 | 01 | 05 | Destroy | Trash | March 31 |
| convention registrations | Finance | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| credit card statements | Finance | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| deposit slips | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| depreciation schedules | Finance | ACY+04 | 04 | 00 | Destroy | Trash | March 31 |
| donations | Foundation | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| donations, bequests | Foundation | IND | IND | 00 | Archives | None | Indefinite |
| donations, scholarship agreements | Foundation | IND | IND | 00 | Archives | None | Indefinite |
| election results | Exec | IND | IND | 00 | Archives | None | Indefinite |
| election/nomination proceedings | Exec | ACT+04 | 01 | 03 | Destroy | Shred | March 31 |
| email | InfoSys | IND | IND | 00 | Electronic | None | Indefinite |
| employee applications/resumes non-hire | Admin | CY+01 | 01 | 00 | Destroy | Trash | March 31 |
| employee benefits | Admin | CY+01 | 01 | 01 | Destroy | Shred | March 31 |
| employee bonuses* | Admin | ACT+06 | 01 | 05 | Destroy | Shred | March 31 |
| employee contracts | Admin | ACT+06 | 01 | 05 | Destroy | Shred | March 31 |
| employee manuals | Admin | IND | IND | 00 | Archives | None | Indefinite |
| employee payroll checks | Finance | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| employee payroll records | Finance | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| employee payroll registers | Finance | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| employee pension plans | Finance | ACT+06 | 01 | 05 | Destroy | Trash | March 31 |
| employee records* | Admin | ACT+06 | 01 | 05 | Destroy | Shred | March 31 |
| employee testing records* | Admin | ACT+06 | 01 | 05 | Destroy | Shred | March 31 |
| expense reports | Finance | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| expense reports, RVC funding | Finance | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| financial reports-annual | Finance | IND | IND | 00 | Archives | None | Indefinite |
| handbooks, archival copies | Mbrshp | IND | IND | 00 | Archives | None | Indefinite |
| incorporation records | Exec | IND | IND | 00 | Archives | None | Indefinite |
| insurance policies | Finance | ACT+06 | 01 | 05 | Destroy | Trash | March 31 |
| investments | Finance | ACY+04 | 04 | 00 | Destroy | Trash | March 31 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| invoices | Finance | CY+04 | 02 | 02 | Destroy | Trash | March 31 |
| job descriptions | Admin | IND | 03 | 00 | Archives | None | Indefinite |
| journal entries | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| journals | Finance | GY+04 | 01 | 03 | Destroy | Trash | March 31 |
| leases | Finance | ACT+06 | 01 | 05 | Destroy | Shred | March 31 |
| ledgers | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| legal proceedings | Exec | IND | IND | 00 | Archives | None | Indefinite |
| legal, hearings | Exec | IND | IND | 00 | Archives | None | Indefinite |
| legal, trademark | Exec | IND | IND | 00 | Archives | None | Indefinite |
| letters of credit | Finance | ACT+06 | 01 | 05 | Destroy | Trash | March 31 |
| magazines, archival copies | Comm | IND | IND | 00 | Archives | None | Indefinite |
| magazines, loose copies | Comm | CY+02 | 01 | 01 | Destroy | Trash | Individual case |
| marketing, collateral materials | Mktg | IND | IND | | Archives | None | Indefinite |
| marketing, general correspondence | Mktg | ACT+03 | 01 | 02 | Destroy | Trash | March 31 |
| marketing, licensing | Mktg | IND | IND | | Archives | None | Indefinite |
| marketing, press clips/videos/photos | Mktg | IND | IND | | Archives | None | Indefinite |
| marketing, press releases | Mktg | ACT+06 | 01 | 05 | Destroy | Trash | March 31 |
| medical power of attorney | Admin | 02# | 02 | 00 | Destroy | Trash | March 31 |
| membership listings, data snapshots | InfoSys | IND | IND | 00 | Electronic | None | Indefinite |
| membership listings, directories | InfoSys | IND | IND | 00 | Archives | None | Indefinite |
| membership listings, life members | InfoSys | IND | IND | 00 | Archives | None | Indefinite |
| membership listings, member index cards | InfoSys | IND | IND | 00 | Active Files | None | Indefinite |
| membership, benefits & services | Mktg | ACT+06 | 01 | 05 | Archives | None | Indefinite |
| membership, general | Mbrshp | CY+01 | 02 | 00 | Destroy | Trash | March 31 |
| membership, issue-related | Mbrshp | IND | IND | 00 | Active Files | None | Indefinite |
| membership, PDQ/privacy releases | InfoSys | ACT+03 | 00 | 03 | Destroy | Shred | March 31 |
| membership, statistics | InfoSys | IND | IND | 00 | Archives | None | Indefinite |
| membership, surveys | Mbrshp | ACT+01 | 02 | 00 | Destroy | Trash | March 31 |
| membership, surveys results | Mbrshp | IND | IND | 00 | Archives | None | Indefinite |
| minutes, annual business meeting | Exec | IND | IND | 00 | Archives | None | Indefinite |
| minutes, board committees | Exec | IND | IND | 00 | Archives | None | Indefinite |
| minutes, board of directors | Exec | IND | IND | 00 | Archives | None | Indefinite |
| newsletters, archival copies | Comm | IND | IND | 00 | Archives | None | Indefinite |
| petty cash records | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| procedure manuals | Exec | IND | 02 | 00 | Archives | None | Indefinite |
| program files | see committee files | | | | | | |
| property, building maintenance | Admin | ACT+06 | 01 | 05 | Destroy | Trash | March 31 |
| property, capital purchases | Admin | L+02 | 01 | 01 | Destroy | Trash | March 31 |
| property, inventory | Finance | ACY+04 | 01 | 03 | Destroy | Trash | March 31 |
| property, leasehold improvements | Admin | L+02 | 01 | 01 | Destroy | Trash | March 31 |
| purchase requisitions | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| receipts | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| record destruction documentation | InfoSys | ACT+10 | 01 | 09 | Destroy | Trash | March 31 |
| records management procedures | InfoSys | ACT+10 | 01 | 09 | Destroy | Trash | March 31 |
| royalty reports | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| sales receipts | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| sales records, membership renewals | Finance | CY+04 | 00 | 04 | Destroy | Trash | March 31 |
| sales records, transaction ledgers | Finance | CY+04 | 02 | 02 | Destroy | Trash | March 31 |
| sales records/orders | Finance | CY+01 | 01 | 00 | Destroy | Trash | March 31 |
| securities sales | Finance | CY+04 | 00 | 04 | Destroy | Trash | March 31 |
| shipping | Admin | CY+01 | 02 | 00 | Destroy | Trash | March 31 |
| software licensing | InfoSys | ACT+05 | 01 | 04 | Destroy | Trash | March 31 |
| speaker release forms | Admin | IND | 00 | IND | Archives | None | Indefinite |
| stock investments | Finance | ACY+04 | 01 | 03 | Destroy | Trash | March 31 |
| tax returns | Finance | CY+04 | 04 | 00 | Destroy | Trash | March 31 |
| testing records, home tests | Mbrshp | 120d! | 120d! | 00 | Destroy | Shred | Individual Case |
| testing records, original/archival copies | Mbrshp | IND | IND | 00 | Archives | None | Indefinite |
| testing records, prior evidence | Mbrshp | IND | IND | 00 | Archives | None | Indefinite |
| testing records, proctor files | Mbrshp | ACT+04 | 01 | 03 | Destroy | Shred | March 31 |
| testing records, score requests | Mbrshp | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| testing records, supervised testing | Mbrshp | IND | IND | 00 | Archives | None | Indefinite |
| testing records, Testing Method Evaluations | Mbrshp | ACT+01 | 01 | 01 | Destroy | Trash | March 31 |
| travel expenses | Finance | CY+04 | 01 | 03 | Destroy | Shred | March 31 |
| trial balances | Finance | CY+04 | 01 | 03 | Destroy | Trash | March 31 |
| warehouse inventory records | Finance | ACY+04 | 01 | 03 | Destroy | Trash | March 31 |
| web site documentation | InfoSys | IND | IND | 00 | Archives | None | Indefinite |

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

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

## APPENDIX 13: Minimum Standard Bylaws Requirements for Local Groups of American Mensa Ltd.:

(see 2000-033, and 2002-179)

As amended 14-Dec-2002

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.
   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.
      (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, more than one of the three. 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 a voting 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.
   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.
   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.

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 governing body, and that notice shall be sent to all members, usually by publishing in the local group newsletter.
   B. The requirements for the calling of special business meetings of the governing body 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. 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.
   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.
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, nonexclusive license to _____ for the use of the mark "Mensa" and a logo, consisting of a globe over a stylized "M" within a border, in 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, must publish a calendar of activities at least quarterly, and must have both a membership meeting and a business meeting at least quarterly. A membership meeting is defined as any organized activity for the members.
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. 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.

9. Officers or committees which are to continue in office beyond the term of the governing body must be specified in the bylaws.

10. It is recommended that three consecutive unexcused absences constitute cause for removal from office.

11. 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.

12. Failure to turn over the files, equipment and other materials of office at the end of one's term may be cause for action by the Society.

13. Elections: Some groups have staggered two years terms, with one-half of the officers being elected each year.

14. Elections: 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.

15. The 90 day requirement between first publication of the amendment(s) and the ballot deadline is intended to provide time for study, comment and dialog.

16. 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.

17. 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 ExComm, 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.

18. 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.

19. Local Gifted Children Coordinators are appointed by the National Gifted Children Program Coordinator following the recommendation of them by the Local Secretary or RVC. Unless otherwise notified by the local group, the National GCPC will assume that the local GCC continues in office regardless of the expiration of the term of the ExComm, 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.

THINGS TO REMEMBER

1. ASIE 2000-132 02-Dec-2000
   Mensa activities are open exclusively to members and guests of members or of the local group. If a member or local group brings or allows a non-member to attend an event as the member's or the local group's guest, the member or local group is responsible for the behavior of that non-member during the event.

2. ASIE 0000-111 04-Dec-1976
When a Mensa host or hostess offers a private home for a business meeting, membership meeting, or other official local group meeting, all local group members must be granted the right to attend. Hosts or hostesses for any other activities, such as SIGs, open houses, parties, SIGHT visits, or any other activities which are not official functions, may invite or exclude individuals, including Mensa members at his/her discretion. Even at official functions a member may be evicted for specific unacceptable behavior. In order to promote safety, security, and a full sense of enjoyment of any Mensa activity, whether at an AG, an RG, a local group meeting, an event in a public venue, or a private house party, or a SIG event or 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.

3. ASIE 0000-005 11-Apr-1966
No group is authorized to undertake any activity that might incur a liability for Mensa unless specifically authorized by AMC.

4. ASIE 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.

5. ASIE 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.

6. ASIE 1999-085 18-Sep-1999
Each local group that maintains a Web site shall designate a local group member to be the group's Web contact person. The Local Secretary shall notify the National Office of the name of the person so designated.

7. ASIE 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.

8. ASIE 2000-144 02-Dec-2000
Effective December 2, 2000, additional letters may not be added to the word "Mensa" and the word "Mensa" shall not be used to create a compound word, except if specifically authorized by the Name and Logo Committee.

9. ASIE 1986-068 07-Sep-1986
It is the sense of the American Mensa Committee that bigotry and prejudice are antithetical to the nature of American Mensa, Ltd.

10. ASIE 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.

## 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 leaves office.

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 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

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.

5. 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.

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.

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.

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

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.

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.

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 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 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 EXCOMM VS DIRECTLY ELECTED OFFICERS:
There are advantages and disadvantages to both systems. When the officers are elected by the Executive Committee from among themselves it reduces the tensions of the election process within the Local Group, since most of the major candidates will all be elected to the ExComm, which then elects its officers. On the other hand, having the officers elected directly by the membership promotes responsibility to the membership. Often a new group may feel that having the elected Executive Committee 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:
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:

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 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 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:
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 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.)

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!

## APPENDIX 15: InterLoc Guidelines:

(see 2000-039 and 2004-011)

Adopted March 2, 2000

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:
- To serve as a channel of communication among the National Office, the AMC, the local officers, and other interested members.
- 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.
- To assist Mensans interested in performing leadership duties within Mensa, now or in the future.

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.

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.

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.

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: Research Review Guidelines:

(see 2002-156, 2002-173, and 2004-101)

Amended September 18, 2004

REQUIREMENTS FOR ACCESS TO MENSA MEMBERS [MENSA MEMBER DATABASE] FOR RESEARCH PURPOSES

For the protection of our members, all requests to use the Mensa membership database for research or to use Mensa members as research subjects must be screened at the national level by the Research Review Committee, a joint committee of American Mensa, Ltd., and the Mensa Education and Research Foundation (MERF).

These guidelines apply to all research utilizing the Mensa database or using Mensa members as research subjects except for research sponsored by recognized AML groups (including SIGs) or AMC appointees for internal Mensa use by the group or appointee.

In order to evaluate requests to recruit research subjects, or to access the Mensa Membership Database, the Committee needs the following information:

1. A letter from a department chair or director, stating that the project is being conducted under the auspices of a University or Research Foundation or appropriate facility;

2. A letter of approval from a Human Subjects Review Board [Institutional Review Board];

3. A statement, signed by the principal investigator, guaranteeing confidentiality of the research subjects;

4. A summary of the project: background, hypothesis, study design, control groups, test instruments, including questionnaires that will be used, etc.

5. A copy of the consent form that will be signed by each volunteer participant;

6. A statement of the sources for funding of the project. This information will be held confidential. However, in view of the time to be devoted by the subjects, the Research Review Committee, and others, it is requested as reasonable assurance that the project can be completed.

7. The Curriculum Vita of the Principal Investigator. If the Principal Investigator is a student, in addition to the Vita, please send the name, faculty title, and mailing address of the Principal Advisor.

Please send the requested information to the Director of Science and Education. You will be notified of the decision of the Committee, or if additional information is needed.

## APPENDIX 17: Investment Policies:

(see 2001-013)
Adopted March 31, 2001

**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;
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.

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.

# 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.

## APPENDIX 18: Dispute Resolution Guidelines:

(see 2002-140, and 2004-120)

Amended July 6, 2002
Amended December 4, 2004

1. The first question to ask is: Is it a Mensa problem, or is it merely a dispute between two individuals who happen to be Mensans?

   Mensa's procedures are neither designed nor intended to deal with domestic disputes, employment problems, damage to property, or other civil or criminal matters. Those matters belong in the courts or some other forum.

2. An aggrieved member should be encouraged to seek resolution of the problem directly with the member or members perceived to be causing the problem. The rationale here is that the deal you cut for yourself may be more palatable than the one handed you by someone else. If the dispute is, at heart, primarily a personality clash, the members involved may be encouraged to exhibit a tolerance of diversity, lest the dispute become a Mensa problem.

3. If the member cannot or will not resolve a dispute directly, the next person to approach for help is the local ombudsman if there is one available. The ombudsman's investigation may reveal that there is no real basis for a complaint, may suggest a possible solution, or may lead to mediation.

4. If there is no local ombudsman, or the local ombudsman is unable to resolve the dispute, the matter should be brought to the attention of the local group's board or executive committee.

5. If a member's problem relates to the operation of the local group, its newsletter, etc., and there has been no resolution of the problem by a local ombudsman, the member may wish to seek the informal assistance of the group's Regional Vice-Chairman. However, policy disputes usually are better resolved via the ballot box at the next local group election.

6. Beyond item 5, it is necessary to bring the matter to the attention of those authorities whose roles are set forth in the Bylaws of American Mensa and in the resolutions of the American Mensa Committee: The national ombudsman, the national hearings committee, and regional hearings committees. Each has different functions. Depending on the nature of the dispute, and depending on what has resulted from prior attempts at resolution, it may be appropriate for an aggrieved member to take his/her case to any of the three.

7. The duties and powers of the national ombudsman are set forth in Bylaw VIII. In general, the ombudsman's powers are to investigate, to mediate, and to express his opinion. The ombudsman's power to submit his opinion on a matter "for publication" is, perhaps, his most powerful inducement to cooperation.

   However, unless all of the parties to a dispute have agreed to binding arbitration, the ombudsman has no authority to impose sanctions. That power is allocated to the hearings committees and the AMC.

8. The duties and powers of the national hearings committee are set forth in Bylaw IX(5) and in the "Policies and Rules Governing the Conduct of National Hearings" adopted by the AMC.

   The national hearings committee does not exist to resolve personal disputes between members, nor is it a peacemaker, mediator, arbitrator, or counselor. Those functions are assigned to others such as the ombudsman and the RVC.

   The function of the national hearings committee is, therefore, passive in contrast to the ombudsman and it can only deal with complaints that are properly brought before it. Proper complaints are only those which allege acts inimical to Mensa. That means acts which harm the organization itself and not acts which may bring harm to members.

   A national hearing is initiated by filing a properly substantiated complaint with the Hearings Committee Chair or the national office, whose address appears in each issue of the Mensa Bulletin.

9. The duties and powers of the regional hearings committee are set forth in Bylaw IX(6) and in the "Policies and Rules Governing the Conduct of Regional Hearings" adopted by the AMC.

   As with the national hearings committee, the regional hearings committee does not exist to resolve personal disputes between members, nor is it a peacemaker, mediator, arbitrator, or counselor.

   The function of the regional hearings committee is to hear and decide charges of recurring conduct that is so demonstrably harmful to a local group or to individual members that it is inimical to Mensa. The national ombudsman, or his designee, will attend the hearing so as to be able to report to the AMC on its fairness.

   A regional hearing is initiated by filing a properly substantiated complaint with the local group's RVC.

10. Sanctions recommended by a national or regional hearings committee that involve either suspension or expulsion from membership must be approved by the AMC and may be reduced by the AMC. However, the AMC cannot increase any recommended sanctions, nor can it impose sanctions where a hearings committee has recommended none.

## APPENDIX 19: Local Gifted Children Coordinator Selection Procedure:

(see 2002-174)

Adopted December 14, 2002

1. Each Local Group is encouraged to select a Local Gifted Children Coordinator (LGCC) for their group. The LocSec or outgoing LGCC should discuss the position with the volunteer LGCC and give him or her any current printed information on the program - including a Local Gifted Children Coordinator Registration Form (of which use is encouraged), which is sent to the NATIONAL GIFTED CHILDREN COORDINATOR (NGCC).

2. Each Local Group's selection of a LGCC shall be by the procedure outlined in the Local Group's bylaws for selection of appointed officers. For example, some groups may do this by LocSec appointment, whereas other groups may do this by LocSec appointment with ExComm approval or by other methods.

3. The LocSec, on behalf of the Local Group, submits the information on the LGCC candidate to the NGCC, either directly or through the National Office (which shall forward to the NGCC any information received regarding a nominee for LGCC). The submission should include name, membership number, address(es), email(s), confirmation that the Mensa member is in good standing, and contact information. The Local Gifted Children Coordinator Registration Form, if available, may be submitted with the initial submission.

4. The NGCC may contact the nominee directly and ask for the LGCC nominee information. If a LGCC Registration Form has not been received, the NGCC shall send a Registration Form to the LGCC nominee for completion.

5. Selection of LGCCs is a joint local and national appointment. Upon confirmation of the Local Group's nominee, the NGCC shall promptly inform the successful nominee, LocSec, and the National Office of the confirmation. The National Office shall publish the new LGCC's name in the next available directory issue of the Mensa Bulletin. The LocSec or Editor should announce the new LGCC's appointment in the local newsletter; the newsletter should continue to list the LGCC information in the officer listings. If the nominee is not confirmed, the NGCC shall notify the LocSec, and the NGCC and the LocSec will work together to find a LGCC for the group.

6. The NGCC shall prepare and make available information for Local Groups to consider when choosing a LGCC. Such information should include factors that the NGCC will consider when deciding whether to confirm a LGCC nominee and shall include factors which make it likely that the LGCC's participation in AML's Gifted Children Program will be safe, productive, reliable and good for AML's image. However, the NGCC is not limited to considering listed factors and should use his/her judgment in evaluating all information relevant to each nomination for LGCC.

## APPENDIX 20: Budgetary Policies:

(see 1996-012, 2002-113, 2003-008, 2005-004)

Amended March 19, 2005

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/ Marketing Director |
| Testing | Executive Director |
| Local Group Support | Executive Director |
| Bulletin | Communications Officer / Communications Director |
| InterLoc | Communications Officer/ Communications Director |
| SIGS | AMC SIGS Liaison/ SIGS Officer |
| Nominations/Elections | AMC Nomination/ Election Liaison/ NomCom Chair/ Elections Chair |
| Gifted Children | AMC Gifted Children Liaison/ Gifted Children Coordinator |
| MERF-related expenditures | Executive Committee |
| SIGHT | AMC SIGHT Liaison/ SIGHT Coordinator |
| Hearings | AMC Hearings Liaison/ Hearings Chairman |
| Leadership Development | AMC Leadership Development Liaison/ Membership Director |
| Internet Services | Communications Officer/ Information Systems Director |
| Membership Services | Membership Officer/ Membership Director |
| International | Executive Committee |
| Name & Logo | AMC Name & Logo Liaison |
| 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 |
| Region 10 | RVC Region 10 |
| Capital Purchases | Executive Director |

   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 AML budget, and are not intended to represent or imply control over any external budget entity, included 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 $2000 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 sub accounts within each Area of Responsibility may be adjusted by the responsible Budgetary Officer except for the following: travel sub accounts or other sub accounts designated as frozen by the AMC may only be adjusted by transfers to or from the miscellaneous sub account. Exceptions to the above may be approved by the Executive Committee.

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.

## APPENDIX 21: HANDBOOK DEVELOPMENT

## PROCESS

(see 2003-012, 2003-049, 2004-006, 2004-117)

Adopted March 29, 2003
Revised December 4, 2004

This process applies to all handbooks developed for American Mensa.

I. Ideas and concepts for new Handbooks can come from a variety of sources, including:
   A. Leadership Development Committee
   B. LDW Coordinator
   C. National Office Staff
   D. Local Group Officers
   E. Another Committee or AMC

II. Once an idea is generated, the Leadership Development Chair, with AMC Chair approval, appoints a Content Editor or Content Team. Content team should include:
   A. Representatives from relevant committees or appointees
   B. Appropriate staff liaisons
   C. Appropriate AMC appointees or officers

III. The editor or content team:
   A. Begin to gather content, consider using:
      1. Committees
      2. Local Groups
      3. Other Organizations
      4. LDW materials

IV. Develop outline
   A. Submit Content Outline for Review to Leadership Development Committee
   B. Confirm/seek budget approval
   C. Set deadline
   D. Determine distribution means (notebook, electronic, etc.)

V. Content Draft submitted for review to:
   A. Leadership Development Committee Representative
   B. AMC representatives, liaison, appropriate appointees
   C. National Office staff
   D. Communications Officer
   E. Risk Management Committee

VI. Content Editor makes updates and changes

VII. Content is formatted by National Office Staff
   A. for consistent format
   B. standard file
   C. working with Content Editor

VIII. Final Draft approved by Content Editor, AMC liaison, AMC Chair, L.D. Chair, & Executive Director.

IX. Distribution
   A. Sent to all local groups
   B. Made available on the Web
   C. Send when requested

X. Periodic Review and Update
   A. Determine if annual, biannual, other at time of publishing
   B. Leadership Development Chair appoints Update editor for handbooks due for update, at the beginning of the year.

XI. Time needed for update should be minimal if regularly reviewed.

## APPENDIX 22: GUIDELINES FOR LOCAL GROUP DISSOLUTION

GUIDELINES FOR LOCAL GROUP DISSOLUTION

The following guidelines are intended to be an aid to the group which is in process of dissolving. ***The RVC is given broad discretion in the interpretation and implementation of these guidelines.***

1. THE DISSOLUTION QUESTION.

   The dissolution process may be initiated by a petition signed by 10% of the members of the group in question, and presented to the RVC. The petition may but need not specify another group or groups (specifying which zip codes which will be transferred to which group) into which the group will be folded. The RVC or his representative will ballot the members of the group as to whether or not to dissolve, ***with a simple majority of valid votes cast*** deciding. There should be ample time for the membership to consider this action, and comments pro and con may be presented with the ballot. ***The same proposal should not be balloted more often than every three years.***

   In the event a group appears moribund, the RVC will first contact current (or last known) elected officers in an initial attempt to revive the group. If that fails, the RVC will contact each member of the group by mail informing them of the possibility of dissolving the local group and their reassignment to another local group. The members will be given a reasonable amount of time (at least 60 days) to respond, either to volunteer to reorganize the local group or to specify the local group to which they wish to be reassigned. If this still does not result in reactivating the group, the RVC may dissolve the group on his/her own authority without a ballot.

2. WHERE THE GROUP GOES

   If the group grew out of a neighboring group, or there is a logical affinity for a neighboring group, or the petition specified a group, then the members are reassigned to that group. If there are two or more groups specified in the petition or a logical division exists, the members are reassigned accordingly.

   The members should receive notice, either in a special mailing or in their new newsletter, that they are going to be transferred. They will be told that they may also by preference transfer their membership to any other local group (including Isolated M) on request to the National Office with instructions on how to do that.

3. GROUP ASSETS

   The existing assets of the group will be transferred to the new group. Records will be kept so that if the group is able to reform within two years, the same assets may be transferred back. If there are two or more groups receiving the members, the assets will be transferred in proportion.

   If this violates a local group's bylaws, the AMC has the authority to simply dissolve a local group, and in such cases the AMC will take special pains to distribute group assets fairly.

   In the case of a separately incorporated local group, the RVC, acting in consultation with the AMC and AML corporate counsel will develop a special plan for proper distribution of the local group's assets.

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