

BY-LAWS for GROUP 323

Article I

Section 1 – Name

The name of this organization shall be Tallahassee Area Mensa.

Section 2 – Affiliation

Tallahassee Area Mensa is a local chapter of American Mensa, Ltd., and is subject to the constitution, Bylaws, and Regulations of that body.

Article II

Section 1 – Membership

Membership in Tallahassee Area Mensa shall be open to all Mensa members in the geographic area assigned by American Mensa, Ltd., or as otherwise assigned by American Mensa, Ltd.

Section 2 – Other Members

Mensa member who are not also member of Tallahassee Area Mensa are welcome to participate in the activities of Tallahassee Area Mensa, but may not vote or hold office in said group.

Section 3 – Dues

Primary dues for membership in Tallahassee Area Mensa are collected and disbursed by American Mensa, Ltd. Supplemental local group dues may be assessed by the Executive Committee of Tallahassee Area Mensa with approval of local membership. Such approval must be obtained by return of a ballot mailed to each member. A plurality of ballots returned within a time frame clearly stated on said ballot shall be the deciding factor.

Section 4 – Newsletter

The name of the newsletter published by Tallahassee Area Mensa shall be *MenTally*. *MenTally* shall be published on a regular basis, subject to appropriate US Postal Service regulations, and shall be financed by Tallahassee Area Mensa. *MenTally* must contain notice of each general group meeting, results of business meetings, election notices, ballots and results, amendments to local Bylaws, and such information as is required by American Mensa, Ltd., or the US Postal Service.

Article III

Section 1 – Executive Committee

The Executive Committee shall be the governing body to Tallahassee Area Mensa; shall be elected by the membership-at-large, and shall consist of three (3) members plus one (1) additional member for each fifty (50) officially designated members of Tallahassee Area Mensa, as growth demands.

Section 2 – Offices

The elected Executive committee members shall meet within thirty (30) days immediately following their election to apportion and assign the following offices and duties among their members.

- a. Local Secretary:
The Local Secretary shall be the chief executive office, shall preside at meetings, coordinate and oversee the work of other officers, maintain a timely and accurate roster of members, and represent Tallahassee Area Mensa personally and by correspondence to the membership, American Mensa Ltd., and the public.
- b. Deputy Local Secretary:
The Deputy Local Secretary shall assist the Local Secretary, keep the minutes of business meetings, preside in the absence of the Local Secretary, and succeed to that office if the incumbent is unable to complete the term.
- c. Treasurer:
The Treasurer shall collect, disburse, and record all monies of Tallahassee Area Mensa and keep accurate receipts of all official transactions. The Treasurer shall make an official report to the Local Secretary or Executive Committee on a quarterly basis.
- d. Editor:
The Editor shall write, edit, publish, and distribute *MenTally* and is responsible for the content thereof. The Editor may appoint such assistants as he/she needs, but shall retain full responsibility for all duties attendant up publication of *MenTally*. The Editor shall be responsible for making such financial and circulation reports as required by American Mensa Ltd., and the US Postal Service.
- e. Program Chairman:
The Program Chairman shall effect times, locations, speakers, events, promotion of attendance, and other details of all meetings other than the designated business meetings. The Program Chairman may delegate portions of his/her duties with the approval of the Local Secretary on behalf of the Executive Committee, but shall be responsible for appropriate discharge of such duties. The Program Chairman will prepare and maintain a monthly calendar of Mensa-sanctioned local events and shall be responsible for coordinating the publication of such calendar with the Editor.

Section 3 – Qualifications

All officers, at time of election or appointment and during their terms or office, shall be member in good standing of Tallahassee Area Mensa and American Mensa Ltd.

Section 4 – Term of Office

Officers shall be elected to serve a two-year term of office, beginning in January following the election.

Section 5 – Removal from Office

Officers may be removed from office by resignation, death, physical or mental inability to serve, vacation of office, or recall. A recall election shall be held upon petition of one-third of the membership, and the petition shall state the reasons for recall. The petition shall be presented to

the Local Secretary (or Deputy Local Secretary, if the Local Secretary is the subject of recall), who shall, within thirty (30) days, mail a recall ballot to all members. Notice of such recall election, without specifying the office involved, shall appear in the newsletters at the same time. A majority of the membership must return ballots within thirty (30) days of mailing, favoring recall for the office to be declared vacant.

Section 6 – Vacation of Office

A vacation of office shall not require a recall petition. The following shall be accepted as acts of vacation.

- a. A change of residence removing the officer from the parameters of Tallahassee Area Mensa as designated by American Mensa Ltd.
- b. Failure or refusal to attend or be properly excused from two (2) consecutive Executive Committee meetings. An officer will be granted thirty (30) days following absence from an Executive Committee meeting in which to present an acceptable reason for absence. Such reason may be accepted by majority agreement of Executive Committee members.
- c. Repeated failure or refusal to submit proper reports or perform duties assigned by the Executive Committee or the Local Secretary acting on behalf of the Executive Committee. In this case, an office may be declared vacant by a majority of the members of the Executive Committee, while the incumbent remains an elected member of said Executive Committee with full voting rights. The assigned duties of said vacant office shall then be reassigned as apportioned by vote of the Executive Committee.

Section 7 – Vacancies

An office other than Local Secretary vacated for any reason shall be filled for its unexpired term by appointment made by the remaining officers, or shall remain vacant until the next scheduled election, at the discretion of the Executive Committee. The exceptions to these are the offices of Local Secretary, and Editor, which shall be filled upon vacancy from among the elected members of the Executive Committee if possible, or by appointment made by such members of the elected Executive Committee as may remain active at the time of such vacancy.

Section 8 – Proctor

The Proctor of Proctors appointed to serve Tallahassee Area Mensa by American Mensa Ltd., shall serve at the discretion of and subject to all rules and regulations of American Mensa Ltd. Within the purview of such rules and regulations, the Proctor(s) shall submit to the Executive Committee or the Local Secretary of Tallahassee Area Mensa, acting on behalf of the Executive Committee, timely and accurate information pertaining to numbers of candidates contacted and numbers and frequency of tests administered, or any other non-confidential information requested by the Local Secretary or Executive Committee. The Proctor may serve as a member of the Executive Committee.

Article IV

Section 1 – Nominating Committee

By August 1 of each odd-numbered year, the Executive Committee shall appoint a Nominating Committee from the membership roster. This process shall begin in 1983 and continue until changed by official Bylaws Amendment as described in Article VII. No current officer shall be a member of the Nominating committee, except that the Deputy Local Secretary may serve ex officio.

Section 2 – Nominations

Not later than September 1 of each odd-numbered year, the Nominating Committee shall issue its report, nominating an appropriate number of members to comprise the Executive committee as designated in Article III, Section 1 of these Bylaws. No member of the Nominating Committee shall be nominated, and each nominee must give his/her consent to be nominated. The report of the Nominating Committee shall be published in a September newsletter. Any member, including members of the Nominating committee, may be nominated to any office upon petition of ten (10) other members delivered to the Nominating committee before October 1 of an election year.

Section 3 – Election Supervisor

During the first week of October of each election year, the Executive Committee shall appoint an Election Supervisor and one or more official Witnesses. All ballots must be returned by mail to the Election Supervisor, whose name will be printed on each ballot. No current elected member of the Executive Committee or nominated candidate may serve as Election Supervisor.

Section 4 – Ballot

The October issue of *MenTally* shall contain an official ballot, which can be detached and mailed. The Ballot shall list all nominees in alphabetical order for each office, and each nominee may have up to 100 words written by or for him relative to his candidacy. Each ballot must carry the name and address of the appointed Election Supervisor and instructions for properly completing and returning the ballot. This issue of *MenTally* must be mailed on or before the 15th day of October of each election year.

Section 5 – Election

a. Ballot Return

Ballots mailed in the October issue of *MenTally* must be returned by mail to the Election Supervisor *prior to December 1 of each election year*. Each unsigned ballot shall be mailed in a sealed envelope with the member's name or membership number clearly legible on the outside of the envelope.

b. Tally

On a designated date in December prior to December 15th, the Election Supervisor and official Witness(es) shall meet to tally the returned ballots. Any member of Tallahassee Area Mensa may attend the ballot counting.

c. Ballot Counting Procedures

The Election Supervisor will check the name or number on the outside of each sealed envelope against the latest available official membership list from American Mensa Ltd. The envelopes shall be opened, the ballots removed and the envelopes discarded. The ballots shall then be tallied and the tally verified by the appointed witness(es).

d. Election Results

A plurality of returned ballots shall elect. In the event of a tie, the winner shall be determined by lot drawn by the Election Supervisor and verified by the appointed witness(es).

e. **Report of Election Results**

The Election Supervisor shall prepare and sign three (3) copies of a document reporting the results of the official tally, to be distributed as follows.

- 1) One (1) copy shall be presented to the Local Secretary for distribution to the Executive Committee;
- 2) One (1) copy shall be presented to the Editor of *MenTally* for publication in the December issue of the *MenTally*;
- 3) One (1) copy shall be attached to the ballots and remain on file for a period of no less than six (60 months. This file may be retained by the Election Supervisor or turned over tot the Local Secretary, at the discretion of the Election Supervisor. This file may be viewed, in the presence of the custodian of said file, by any member of Tallahassee Area Mensa upon request. At the end of six (6) months, this file may be destroyed.

Article V

Section 1 – Business Meetings

A designated business meeting shall be held in the month of January following each election, at which time the officers elected shall take office. A business meeting other than that designated above may be called by the Local Secretary upon fifteen (15) days written advance notice to the membership, or will be called upon written petition of any ten (10) member to the Local Secretary. One-third of the membership shall constitute a quorum for any business meeting. Should it not be possible to obtain a quorum, the business scheduled for that meeting shall revert to the Executive committee for action at its next meeting.

Section 2 – Executive Committee Meetings

The Local Secretary or two (2) other members of the Executive Committee may call a meeting of the Executive committee for matters with its purview. The Executive committee shall hold no less than one (1) meeting per quarter. Any member of Tallahassee Area Mensa may attend an Executive Committee meeting.

Article VI

Section 1 – Committee Appointments

The Local Secretary or Executive Committee may appoint such standing or special committees, and name the chairmen thereof, as are required for the good operation of Tallahassee Area Mensa.

a. **Standing Committees**

A standing committee will exist for the term of office of its appoint Local Secretary or of the Executive Committee.

b. **Special Committees**

A special committee will exist until it has met its objectives and so reported to the Local Secretary or Executive committee, or until it has been dissolved by same.

Article VII

Section 1 – Amendment Proposal

An amendment to these Bylaws may be proposed by a written and signed petition to the Executive Committee of one-third of the membership or by the Executive Committee acting on behalf of the membership. A petition for amendment shall cite the amendment proposed and indicate how it changes relevant Articles or Sections, and state reasons therefore.

Section 2 – Amendment Approval

The Executive Committee acting through the Local Secretary, shall cause such proposed amendment(s) to be submitted to recipients designated by American Mensa Ltd., for official approval.

Section 3 – Amendment Publication

Upon receipt of approval from American Mensa Ltd., the Executive Committee, acting through the Local Secretary shall cause such proposed amendment(s) to be published in the next issue of *MenTally*.

Section 4 – Voting on Amendment

Along with such publication as required in Section 3 above, a ballot shall be printed providing for an APPROVE or DISAPPROVE response to the amendment(s). Ballots shall be returned within ninety (90) days to the Local Secretary who, with the other elected officers, shall tally the ballots. Any member may attend the ballot counting.

Section 5 – Amendment Adoption

A two-third majority of ballots returned must favor the amendment for the amendment to be approved and adopted. Results shall be published in the next issue of *MenTally*.