

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. (AML), and is subject to the Constitution of Mensa, the Bylaws of American Mensa, and the resolutions adopted by the American Mensa Committee (AMC).

Article II

Section 1 – Membership

Membership in Tallahassee Area Mensa shall be open to all Mensa members in good standing in the geographic area assigned by the AMC, or as otherwise assigned by AML.

Section 2 – Other Members

Mensa members in good standing who are not also members 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. Members of other Mensa groups in good standing may participate in social activities at the discretion of the host or hostess. The National Ombudsman, his surrogate, and members of the AMC shall be permitted to participate in the business affairs of Tallahassee Area Mensa in the discharge of their official duties.

Section 3 – Dues

Primary dues for membership in Tallahassee Area Mensa are collected and disbursed by AML. 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. Any local group dues assessed are optional; non-payment of same does not preclude a member from any activities or benefits of the local group, and any member may apply to the Executive Committee to have his or her local group dues waived.

Section 4 – Newsletter

The name of the newsletter published by Tallahassee Area Mensa shall be MenTally. MenTally shall be published at least quarterly, 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. The printed version will be sent to members by default. If an electronic version is published, members will be able to opt, in writing to any Officer or the appointed Editor, to receive the electronic version in addition to or in place of the paper version.

Section 5 - Data Publication

Tallahassee Area Mensa shall abide by members' preferences for data suppression and publication as filed with American Mensa.

Article III

Section 1 – Executive Committee

The Executive Committee shall be the governing body to Tallahassee Area Mensa and the publisher of its newsletter; shall conduct the business of Tallahassee Area Mensa; shall be elected by the membership at large; and shall consist of three (3) members. Offices shall consist of Local Chair, Deputy Local Chair, and Treasurer. The Executive Committee shall meet at least quarterly with notice to members in the newsletter. Special meetings of the Executive Committee may be called by the Local Chair, by a majority of the Executive Committee, or by a written petition of 10% of the membership. The agenda of a special meeting may only be for the specific purposes for which the meeting was called.

Section 2 – Elected Offices

a. Local Chair:

The Local Chair shall be the chief executive officer and shall preside at meetings, coordinate and oversee the work of other officers, maintain a timely and accurate roster of members, review finances at least annually, and represent Tallahassee Area Mensa personally and by correspondence to the membership, AML, and the public. The Local Chair shall notify AML and the Regional Vice Chairman (RVC) for the local group of the results of any changes in the officers of the group during the term within two weeks of the change.

b. Deputy Local Chair:

The Deputy Local Chair shall assist the Local Chair, keep the minutes of business meetings, and preside in the absence of the Local Chair.

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 Chair or Executive Committee on a quarterly basis. Also at least quarterly, the Treasurer shall submit to the Local Chair, or to his or her designee, statements from banks and any other institutions where the group's money is deposited, or shall cause a statement to be sent directly to the Local Chair or his or her designee (who must also be a voting member of the

Executive Committee). The Treasurer shall provide the Editor with a financial report at least twice yearly for publication. The financial report shall contain schedules of income, expenses, and balances for all funds under the control of the local group, including Regional Gathering, scholarship, and other special funds. 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. All accounts must be separate accounts in the name of the local group, and shall have more than one signatory so that funds can be accessed in the temporary absence of the Treasurer.

Section 3 - Appointed Officers

Appointed officers shall be at the discretion of the Executive Committee and as indicated in these bylaws. Additional appointed officers may be developed as needed. Appointed officers do not have a vote on the Executive Committee, but are encouraged to participate as non-voting observers. Appointed positions may be filled with members in good standing of AML. Appointed officers serve for the tenure of the appointing Executive Committee.

a. Editor:

The Editor shall edit and distribute MenTally. The Editor may appoint such assistants as he/she needs, but shall retain full responsibility for all duties attendant upon publication of MenTally. The Editor shall be responsible for making such circulation reports as required by AML and the US Postal Service.

b. Program Chairman:

The Program Chairman shall organize 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 Chair 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.

c. Ombudsman

An Ombudsman shall be appointed by the Officers to resolve local disputes and to be an arbitrator available to serve as a representative to a Regional Hearings Committee. The Ombudsman, and the National Ombudsman, may submit material to the Editor marked "for publication" that relates to his or her official duties; anything so marked shall be given the highest practicable priority for publication in the newsletter.

d. Webmaster

The Webmaster will maintain and update the local web site as needed.

Section 4 – Qualifications

All officers, at time of election and during their terms of office, shall be members in good standing of Tallahassee Area Mensa and AML. An officer is defined as any person who is given a title with specific responsibilities.

Section 5 – Term of Office

Officers shall be elected to serve a two-year term of office, beginning in January of even-numbered years following the election. At the end of their term of office, officers shall turn over all chapter materials to their successor. All elected officers and appointed positions shall turn over all files, equipment, and materials pertaining to their offices to either their successor(s), to the current Local Chair, or to another member of the Executive Committee no later than four weeks after leaving office unless otherwise stated herein.

Section 6 – Removal from Office

Officers may be removed from office by resignation, death, inability to serve, abandonment 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 Chair (or Deputy Local Chair, if the Local Chair is the subject of recall), who shall, within thirty (30) days, mail a recall ballot to all members. Notice of such recall election 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 7 – Abandonment of Office

An abandonment of office shall not require a recall petition. The following shall be accepted as acts of abandonment.

- a. A change of residence removing the officer from the parameters of Tallahassee Area Mensa as designated by AML.
- 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 Chair 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. The assigned duties of said vacant office shall then be reassigned as apportioned by vote of the Executive Committee.

Section 8 – Vacancies

An office other than Local Chair 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 Chair, 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. A replacement for an elected officer is considered to be an elected officer whose term of office ends with the next regular election.

Section 9 – Proctor

The Proctor(s) appointed to serve Tallahassee Area Mensa by AML shall serve at the discretion of and subject to all rules and regulations of AML. Within the purview of such rules and regulations, the Proctor(s) shall submit to the Executive Committee or the Local Chair 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 Chair or Executive Committee.

Section 10 – Financial Review

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

Article IV

Section 1 – Nominating Coordinator

By August 1 of each odd-numbered year, the Executive Committee shall appoint a Nominating Coordinator from the membership roster. The Nominating Coordinator shall not be a current officer or an individual who has indicated their intention to run for office.

Section 2 – Nominations

Not later than August 10 of each odd-numbered year, the Nominating Coordinator shall issue a report, nominating an appropriate number of members to comprise the Executive Committee as designated in Article III, Section 1 of these Bylaws. Each nominee must give his/her consent to be nominated.

The report of the Nominating Coordinator shall be published in the September newsletter. Any member may be nominated to any office upon petition of five (5) other members delivered to the Nominating Coordinator before September 10 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 member of the Executive Committee or nominated candidate may serve as Election Supervisor.

Section 4 – Ballot

A fall issue of MenTally shall contain an official ballot, which can be detached and mailed, or the ballot shall otherwise be mailed to all members. 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 or her 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 a fall issue of MenTally must be returned by mail to the Election Supervisor prior to December 15 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 subsequent to December 15th, the Election Supervisor and official Witness(es) shall meet to tally the returned ballots. Any interested party 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 Chair for distribution to the Executive Committee;
- 2) One (1) copy shall be presented to the Editor of MenTally for publication in the next published 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 (6) months. This file shall be retained by the Election Supervisor or turned over to the Local Chair; which of these to do is 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 Chair upon fifteen (15) days written advance notice to the membership, or will be called upon written petition of any ten (10) members to the Local Chair.

Section 2 – Executive Committee Meetings

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

a. Standing Committees

A standing committee will exist for the term of office of its appointing Local Chair 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 Chair or Executive Committee, or until it has been dissolved by same.

Article VII

Section 1 – Amendment Proposal

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.

Section 2 – Amendment Approval

The Executive Committee, acting through the Local Chair, shall cause such proposed amendment(s) to be submitted to recipients designated by the AMC in order to receive official approval to ballot.

Section 3 – Amendment Publication

Upon receipt of approval from the AMC to ballot, the Executive Committee, acting through the Local Chair, shall cause such proposed amendment(s) to be published in the next issue of MenTally or otherwise mailed to all members.

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 with a ninety (90) day deadline from date of publication to the Local Chair who, with the other elected officers, shall tally the ballots. Any member may attend the ballot counting.

Section 5 – Amendment Adoption

A plurality 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. Bylaws and bylaw amendments are not final until approved by the local group membership and the American Mensa Committee. The AMC will tell the local group the effective date of the bylaws as amended.

Article VIII - Mensa Name and Logo

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