

ARTICLE I. NAME AND PURPOSE

1. The name of this organization shall be North Alabama Mensa.
2. North Alabama 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

3. Membership of North Alabama Mensa shall be open to all members of AML in good standing in the geographic areas assigned to North Alabama Mensa by the AMC, or as otherwise assigned by AML.
4. Mensa members in good standing who are not also members of North Alabama 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.

ARTICLE III. OFFICERS & DUTIES

5. The governing body of North Alabama Mensa shall be an Executive Committee consisting of *four elected* officers (Local Secretary, *Membership Officer*, Treasurer, and *Recording Secretary*), plus *two* appointed officers Program Chair and *Editor*). No more than one-half of the voting members of the Executive Committee may be appointed officers.
6. 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 Local Secretary, the Local Secretary agrees to pass along information to and from the group in a timely fashion. *The Local Secretary shall be an ex-officio member of all committees.*
7. The Membership Officer shall be responsible for publicity, public relations, and recruitment programs. The *Membership Officer* will preside over meetings in the absence of the Local Secretary and succeed to the office of Local Secretary if that office becomes vacant.
8. 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's Report shall also include a listing of all equipment owned by the local group. The Treasurer may assist the Circulation Manager in the preparation and submission of any postal forms that might be required. The Treasurer shall submit to the Local Secretary at least quarterly, the actual statements from banks and any other institution where the group's money is deposited or cause a statement to be sent directly to the Local Secretary and his or her designee (who must be a second officer of the group)

9. The *Recording Secretary* shall be responsible for keeping minutes of the business and Executive Committee meetings.
10. 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.
11. The Executive Committee shall be responsible for the local group newsletter and shall appoint the Editor. *The Executive Committee shall appoint the Circulation Manager. The Circulation Manager shall prepare and publish Post Office forms as required. The Circulation Manager shall see that the newsletter gets mailed in a timely manner.*
12. The Editor shall edit the local group newsletter. The Editor shall publish notices of meetings and programs, required ballots, results of business meetings and elections, amendments to the bylaws and related discussion and ballots, and the semi-annual financial reports. 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.
13. 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.
14. 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 (*such as Testing Coordinator, SIGHT Coordinator, Gifted Children Coordinator, Webmaster, Scholarship Coordinator*) as deemed necessary.
15. The terms of office of elected officers shall be one year from May 1 to April 30 or until installation of a properly qualified successor, except in the case of resignation, or removal from office as provided in Article III (13).
16. 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 with the approval of the Executive Committee, and may be removed from office by majority vote of the Executive Committee unless otherwise stated herein.

17. 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.
18. All officers and appointees 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.
19. 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.
20. The Executive Committee shall select a replacement for any Executive Committee member who resigns, or who is removed or recalled. A simple majority of all voting members of the Executive Committee constitutes a quorum to transact business.
21. All officers and appointees shall be current members in good standing of AML and of North Alabama Mensa.
22. An annual financial review will be conducted during May of each year. The Executive Committee shall appoint someone to conduct the review who was not involved in the issuing or collection of money during the previous year. The review shall include viewing actual statements from banks and any other institution where the group money is deposited.

ARTICLE IV. MEETINGS

23. Regular meetings or activities may be held at such times as may be appropriate; however a regularly scheduled meeting must be held at least once a quarter. Notice of meetings and activities shall be published in the newsletter, or otherwise sent to each member.
2. Special business meetings may be called at any time by the Local Secretary or by the Executive Committee, and shall be called upon receipt of a petition signed by 10% of the membership of the local group, using the most recent membership roster provided by AML as a measure of membership count. The date, time, place and purpose of the special meeting shall be announced or reported in the local group newsletter (or by direct mail). No other business than that indicated in the notice calling the meeting may be acted on.

3. All business meetings of North Alabama 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 the 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 January 15 of each year, the Executive Committee shall appoint a Nominating Committee consisting of three members which shall, no later than the deadline for the March 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 March issue of the local group newsletter or by mail posted no later than March 1.
3. No later than March 1 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 March 15, additional nominations may be made by petition signed by ten members of the local group and delivered to the Chairman of the Nominating Committee.
5. Ballots shall be printed in the April issue of the local group newsletter or mailed to all members of the local group, but in either case posted no later than April 1. The mail ballots must be returned to the Chairman of the Election Committee and received no later than April 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. 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.
7. Any challenges to the election must be made in writing to the Chairman of the Election Committee and received by May 15. Any such challenges must be ruled on by May 31.

Any actions by the Executive Committee while a challenge is pending are not affected by the outcome of any such challenge.

8. The Local Secretary shall be charged with notifying AML (through the national office) within two weeks of the results of elections, and of changes in the officers of the local group.

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 to the AMC for its approval, following which 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. Balloting deadline shall be no less than 90 days following the first publication of the proposed amendments(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 the above approval of the American Mensa Committee and filing of revised bylaws with the Bylaws Committee and the National Office.

ARTICLE VII. MENSA NAME & LOGO

2. American Mensa, Ltd. (AML) has granted a royalty free, non-exclusive license to North Alabama Mensa for the use of the mark mensa and a logo, consisting of a globe over a stylized within a border, in connection with the non-commercial uses of North Alabama Mensa. 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

3. The rules contained in Robert 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.
4. 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.