

Cincinnati Area Mensa Standing Orders.....Per ExComm, 04/08/2012

Administrative

A membership directory shall be published after May 1 of each year using the March membership listing. (05/78, 02/03, 06/05, 02/10, 04/12)

Unless a roll-call vote or secret ballot is taken, a simple 'pass' or 'fail' notation in the minutes will be sufficient unless the vote is unanimous, which should be noted in the minutes. (07/79, 02/03)

Robert's Rules of Order are adopted for ExComm meetings. (10/82, 02/03)

The scribe shall supply approved minutes of the ExComm meeting to the editor and webmaster (who may edit them for publication), and shall also post them to the files section of the ExComm list. (11/82, amended 01/95, 02/03, 01/09, 02/12)

The scribe shall prepare minutes of ExComm meetings and distributes them to all ExComm members within one week of the meeting. (01/83, amended 11/88, 02/03, 02/10, 02/12)

Regular ExComm meetings shall be scheduled two months in advance. (05/83, 02/03, 02/12)

Attendance of elected and appointed officers as well as that of visitors should be noted in the minutes; arrivals and departures need only be noted when an elected member has missed a vote. (06/83,02/03)

The Corresponding Secretary shall send out notes for ExComm when requested. Examples of such notes are those of thanks, congratulations, condolences, etc. (11/84, revised 06/05,02/10, 02/12)

The Loc-Sec shall update the RVC and National Office (NO) of elected and appointed volunteers, for the purpose of NO report distribution. (12/85, revised 02/95, 02/03, 02/10, 02/12)

Area coordinators are authorized. (04/87)

Use of the membership list for commercial ventures is prohibited, and people wishing to reach our membership are urged to consider advertising in the Mencinnatian. (10/87, amended 11/88)

The Local Secretary may use the term 'Chair' or president when he/she feels appropriate. (04/96, 02/03)

At Ex-Comm Meetings, the agenda may be amended as requested. (08/97)

Officers shall be provided by Ex Comm with copies of appropriate publications, Standing Orders and By Laws. (08/05)

The Provisional LocSec shall run the ExComm Meeting if the LocSec is absent. (02/12)

Recruitment

The Welcoming/Recruiting Officer is to develop a program for welcoming new members and introducing them to the local group activities. (11/70, amended 01/95, 02/10)

The Publicity Officer is to develop a program for increasing awareness of Mensa in the Greater Cincinnati Area. (11/70, amended 01/95, 02/10)

Materials related to the Gifted Children program may be included in the membership packets. (10/81)

The Financial Aid Coordinator receives requests for dues assistance. A check made payable to American Mensa shall be issued to the recipient of financial assistance, to be sent in with the membership renewal form. A member shall receive a maximum of three years of assistance. (04/03, amended 06/05, 07/08, 02/10)

The Mensa Admission test shall be offered in the Spring, Summer, on National Testing Day and at the RG each year. (04/12)

Events

Guests should arrive at functions accompanied by a member. (06/82, amended 11/88)

No one except the host or ExComm may cancel a scheduled event. (08/83, amended 02/95)

The activities listing in the Mencinnatian shall include a statement that reads, "Weapons may be brought to CAM activities ONLY with the permission of the host." (02/08, 02/10)

Monthly Gathering

Monthly Gatherings will not be held in any month in which we host a Regional Gathering. (09/95, amended 03/03)

To offset the cost of refreshments, the usual charge to CAM events in private homes will be \$3.00 per person, collected at the discretion of the host. (12/80, amended 12/83, amended 01/95 and 06/05)

Where smoking is permitted, there will be 'smoking' and 'no smoking' areas marked at monthly gatherings. (01/82, amended 01/85, amended 01/95)

Whenever possible, sites for MG's should not be concentrated in any one geographical area. (03/83, amended 03/03, revised 06/05, 02/10)

CAM will pay for the dinner of each MG speaker and one guest. (06/83, amended 03/03, revised 06/05)

There will be a "New Member Meet and Greet" event twice each year, which may be held in conjunction with a Monthly or Regional Gathering. (06/05, revised 02/12)

CAM will authorize the payment of Culture Quest admission fees for up to three teams for each competition. (04/07)

Regional Gathering

The two-fold purpose of the RG is as follows: (1) fund-raising for our Scholarship Program and (2) an annual weekend social event for Mensa members and their guests. (04/06)

The RG Chair is responsible for, and accountable to Ex Comm for, all financial decisions regarding the RG. (04/06)

The RG Chair is responsible for appointing the RG Committee, whose members are accountable directly to the RG Chair. (04/06)

The RG Chair is expected to communicate monthly to the Ex Comm and to hold regularly scheduled RG Committee meetings. (04/06)

The RG Chair must communicate decisions clearly and in a timely manner to eliminate confusion and the need for interpretation. (04/06)

The RG Chair is responsible to communicate expectations and job descriptions to the committee members. (04/06)

The RG Chair and/or RG Treasurer may sign checks on the RG accounts. (12/84, revised 07/05)

Registration Rates

a. Should be set by the RG Chair for the current year. Consideration should be given to having special rates. For Example: under certain ages, over certain ages, single day attendees, part day attendees, dinner/dance only, new member Free Friday and other situations as they arise, eg. extreme volunteerism. Non member rates may be considered. (04/06)

b. Pre-registration rate for the following year should be set by the current year RG Chair so that it can be announced at the end of the RG. That is, the 2020 RG initial rate will be set before the 2019 RG. (04/06, amended 02/12)

c. The balance of the rates should be set before the Region 3 RG Season begins (generally the end of March – Dayton) so that registration flyers can be distributed. (04/06)

d. The Committee Registration Rate is usually the lowest rate established as the pre-registration rate the previous year. It is reserved for volunteers who donate a significant amount of their time in preparation and execution of the RG. This may be defined as Major Committee Members (see below). The RG Chair should be very clear as to all decisions regarding discounted rates. (04/06)

e. Non-Mensan Speakers may spend time before and after their presentation without paying registration. The amount of time should be established and communicated with the speakers (example: to arrive up to one hour early and stay up to two hours after their presentation with full rights to Hospitality, Games, etc.). (04/06)

f. Mensan Speakers will not be given special rates. They will register as do all other attendees or stay per the guidelines for Non- Mensan Speakers. (04/06)

An Organization Chart showing reporting relationships or a hierarchy should be prepared by the RG Chair. (04/06)

Generally the Major Positions have included:

1. Chair and/or Co-Chair
2. Hospitality Chair
3. Registrar – pre and on-site if they are different
4. Treasurer
5. Program Chair (Speaker Seeker)
6. Volunteer Coordinator
7. Tournament Chair (assuming a full slate is scheduled)
8. Chief Muleteer (including truck rental) (04/06)

Other positions to consider include, but are not limited to:

1. Kids Track Chair
2. Program Book Editor
3. Smoking Hospitality
4. Meal Manager/Snack Manager/Beverage Manager
5. Games Room Chair (04/06)

Job descriptions should be given to each volunteer so that they know what is expected of them. (04/06)

Publications

The Mencinnatian is authorized to accept and run paid advertising, subject to the following:

1. Total ad volume in any one issue shall not exceed 70% of total copy volume. (postal regulations, updated 07/05)
2. Total ad revenue shall not exceed printing costs. (postal regulations)
3. The Editor and Treasurer may adjust rates annually based on total publication costs. (04/05)
4. Both display and classified ads are authorized.
5. The Editor or designee of the newsletter is authorized to solicit advertising, taking Post Office regulations into consideration. (07/79, amended 11/88 amended 01/95)

Newsletter ads may run concurrently on the Website. (07/05)

Testing dates will be included in the Mencinnatian calendar of events. (12/78)

The rate for Mencinnatian subscriptions, limited to non-local Mensa members, is \$7 per year. (01/83, amended 11/88, amended 01/95 and 08/05)

The Editor and the Webmaster are encouraged to participate in the Publication Recognition Program. (08/05)

An online Yahoo group is authorized for transmission of local group information to members. This Yahoo group is intended for event information and updates, as well as dissemination and discussion of information. The Yahoo group will be moderated by one or more appointees of Ex Comm, and is intended for members of Mensa only. (05/02, revised 02/03, 09/05, 02/12)

The webmaster is authorized to place an electronic directory in the Members Only section of the website. (05/08)

The editor will check-off the box for National to advise e-newsletter readers when the e-newsletter is available on the website. (02/12)

The webmaster shall notify Ex-Comm of all assistants. (02/12)

We will send a paper copy of the Mencinnatian to all members who haven't chosen to receive it electronically. (02/12)

Treasury

An adequate balance should be maintained in all accounts between RGs to minimize account maintenance charges. (02/84, amended 02/95, 03/03)

Checks may be signed by either the CAM Treasurer or the Loc Sec. (12/84, amended 07/05)

The CAM Treasurer is also designated the groups 'Financial Secretary' for the purpose of signing corporate resolutions. (12/84)

Rental of a post office box is authorized. (01/85, amended 11/88, amended 02/95, 03/03)

The Treasurer shall reimburse expenses reasonably incurred by officers for the group's benefit in carrying out the officer's duties, if a request is submitted to the Treasurer within six months of the expenditure with appropriate documentation. (10/86, revised 07/05)

No person may sign a check payable to him/herself. (09/87)

Ex Comm shall evaluate the success of the RG in January of each year and set aside scholarship funds for the following year's awards, to be placed in CAM bank accounts at the discretion of the Treasurer. At the same time, Ex Comm shall evaluate and decide how much money to donate to Super Saturday for the upcoming year. (08/04, 03/07, 01/09, 02/12)

Funds designated for future projects have routinely been placed into accounts to provide a modest return. The Treasurer shall use his/her best judgment in investing CAM money regarding the length of CD maturity. (02/07, 02/12)