

NORTHERN NEW JERSEY MENSA Bylaws 11/12/2023

ARTICLE I. NAME AND AFFILIATION

1. The name of this organization shall be NORTHERN NEW JERSEY MENSA (hereinafter called NNJM).
2. NNJM 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 in NNJM shall be open to all members of AML in good standing in the geographic areas assigned to NNJM by the AMC, or as otherwise assigned by AML. Members of NNJM residing outside this area but who are assigned to NNJM by AML are full members of NNJM for all purposes, including but not limited to voting and holding elected or appointed office.
2. Mensa members in good standing, including those who are not also members of NNJM, are welcome to participate in the social activities of NNJM at the discretion of the host or hostess.
3. The National Ombudsperson, their surrogate, the Regional Ombudsperson, their surrogate, and members of the AMC shall be permitted to participate in the business affairs of the local group in the discharge of their official duties.

ARTICLE III. OFFICERS AND DUTIES

1. Definitions
 - a. There are two types of officers. An appointed officer is appointed by the President or the Executive Committee ("ExComm") or a member thereof to a position with a title and specific responsibilities. The elected officers, in NNJM, are the President, Vice-President, Treasurer, and five members at large. All local group officers, whether elected or appointed, must be current members in good standing of NNJM.
 - b. A replacement for an elected officer installed by any means provided in Article III is considered to be an elected officer whose term of office ends with the next regular elections.
 - c. The term of elected officers shall be for two years running from January first to December thirty first of the following year, or until installation of a properly qualified successor, except in cases of resignation, death, inability to serve, succession to higher office as provided in Article III, failure to maintain membership, or recall election.
 - d. The term of office for appointed officers shall expire upon the installation of a newly elected ExComm.
 - e. In the event that any elected office other than that of the President becomes vacant prior to the end of the term, the President may appoint a qualified member with the consent of a majority of the remaining members of the ExComm to fill the vacancy until the next election.
2. Executive Committee

- a. The governing body of NNJM shall be an Executive Committee (ExComm), which conducts the business of the local group.
- b. The ExComm consists of the following voting members: three elected officer positions (President, Vice President, and Treasurer), five elected Members at Large, and the following appointed officers: Editor, Membership Chair, Program Chair, Gifted Youth Coordinator, Webmaster, and Testing Coordinator. If there are other appointed officers, they shall serve on the ExComm without votes, except as otherwise provided in these bylaws.
- c. Under no circumstances will any member of the ExComm have more than a single vote.
- d. The conflict of interest rules stated in the Bylaws of American Mensa for the AMC shall also be applicable to the local group and the members of the ExComm.

3. President

- a. The President or Local Secretary (LocSec) of NNJM shall be the chief executive officer of NNJM and the liaison with other local groups. The terms "LocSec" and "President" shall be used interchangeably for all purposes.
- b. The President shall preside over Business and Special meetings of the ExComm and shall be the chief point of contact between AML and the local group. The President shall endeavor to pass information to and from the local group in a timely fashion.
- c. The President shall also have the responsibility to conduct business with other local groups and with AML, and to appoint all committees and appointed officers, except that appointing the Election Committee and filling vacancies in elected positions on the ExComm shall require consent of a majority of the ExComm.
- d. The President shall also be permitted to conduct business with non-Mensa entities as authorized by the ExComm. The President may delegate this authority to other members of the ExComm as needed.
- e. The President shall notify AML (through the National Office) and the Regional Vice Chair (RVC) for the local group within two weeks of the result of elections or any changes in officers of the local group.

4. Vice President

- a. The Vice President shall assist the President, be responsible for the taking and maintaining of minutes at ExComm meetings; be responsible for maintaining a list of ExComm actions still in effect and presiding over meetings in the absence of the President.
- b. If the office of President becomes vacant, the Vice President shall immediately and automatically succeed to that office. In addition, the Vice President shall assume such duties as are needed.

5. Treasurer

- a. The Treasurer shall be responsible for financial matters of NNJM, including the finances of the newsletter, and shall submit to the ExComm a quarterly financial report that shall also be published in the newsletter. The financial report shall contain schedules of income, expenses, and balances of all funds under the control of the local group, including Regional Gathering, scholarship, and other special funds.
- b. At least quarterly, the Treasurer shall submit to the President, or the President's 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 President, or the President's designee (who must also be a voting member of the ExComm). 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. The Treasurer shall be one of the signatories on all accounts.

- c. The Treasurer maintains a listing of all equipment owned by the local group.
 - d. In the event of the offices of both President and Vice President becoming vacant, the Treasurer will automatically and immediately succeed to the office of President.
 - e. There shall be an annual financial review conducted during the month of February performed by anyone who did not serve as a signatory on any accounts the previous year and was not involved in issuing or collecting money. The review shall include sampling receipts and viewing statements from banks and any other institutions where the group's money was held during the period being reviewed.
6. Members at Large
- a. The Members at Large shall perform duties as assigned by the ExComm.
7. Appointed Officers
- a. The President shall appoint whatever other officers and committees are deemed necessary in order for the effective functioning of the local group. These may include, but are not limited to: Editor, Ombudsperson, Webmaster, Membership Chair, Program Chair, Gifted Youth Coordinator, Testing Coordinator, and Area Coordinator(s).
 - b. Appointed officers, positions, and committees, including the position of committee chair, are appointed by the President, and may be removed from office by the President or the majority vote of the ExComm, unless otherwise stated in these bylaws.
 - i. Editor: The ExComm shall publish the local group's newsletter. The Editor shall edit the local group's newsletter. The Editor shall include notices of meetings and programs, calls for nominations, required ballots, results of Business meetings and elections, amendments to the bylaws and related discussions, and financial reports. The Editor shall also fulfill other duties spelled out in these Bylaws or as directed by the ExComm. The outgoing Editor must turn over all materials in good order to the incoming Editor no later than thirty days after the outgoing Editor leaves office.
 - ii. Ombudsperson: The President shall appoint an Ombudsperson to pursue local resolution of disputes and perform such other duties as may be required of all local group ombudspersons by AML. The Ombudsperson may not be a member of the ExComm.
 - iii. Webmaster: The Webmaster is responsible for creating and/or maintaining the NNJM website. The job may include choosing and contracting with a host, designing, creating content, organizing the website's structure, responding to emails about the website, and keeping the site up-to-date.
 - iv. Testing Coordinator: The Testing Coordinator handles the administrative details of NNJM's testing program and acts as the liaison between the proctors and the local group as well as between the prospects and the proctors.
 - a. The coordinator's name appears as the main contact on all notifications sent to the prospects.

- b. The coordinator assigns prospects to the most convenient proctor for testing, works with the proctors to locate testing sites, makes sure proctors have ample testing supplies on hand, and ensures candidates are aware of the score reporting policy.
- c. Additional responsibilities include:
 - i. Recruit and arrange training for prospective proctors
 - ii. Find new testing locations and setup testing sessions on the website
 - iii. Assign test candidates and proctors to testing sessions
 - iv. Reach out to schools to partner with them for Mensa test taking
 - v. Advertise testing sessions.
- v. Membership Chair: The Membership Chair shall oversee the chapter's membership activities and shall be responsible for creating and implementing new member communications and events, promoting the chapter's events beyond the newsletter, and engaging members through relevant online platforms.
- vi. Program Chair: The Program Chair shall be responsible for arranging the local group activities and shall coordinate with and advise the Editor and other officers of these activities.
- vii. Area coordinators: The Area Coordinators welcome new members, receive calls and questions from members, and schedules events in a limited geographic area within NNJM. The Area Coordinator must live within the assigned Area. The Area Coordinator also assists the President in the administration of the Area.
- viii. Gifted Youth Coordinator. The Gifted Youth Coordinator coordinates information and activities for youth members, the parents of youth members, and the children of adult members.

8. Terms of office

- a. The term of office for all locally appointed officers and positions expires at the end of the term of office of the current elected officers, unless stated otherwise in these bylaws. Appointed officers, positions, and committees, including the position of committee chair, are appointed by the President, and may be removed from office by majority vote of the ExComm, unless otherwise stated in these bylaws. No person who is the subject of a removal motion is eligible to vote on that motion.
- b. Elected members of the ExComm may be removed from office for cause by unanimous vote of all other members of the ExComm or by recall election. A recall election may be called by a petition citing the reason for such action, signed by at least ten percent (10%) of the membership of the local group as listed on the most recent membership roster available from AML, and presented at a regular or special meeting of the ExComm. The balloting provisions of a regular election shall apply, except that a recall election must be held within 60 days of presentation of the petition, and the dates set forth in Article V shall be adjusted accordingly.
- c. Any voting member of the ExComm may be removed from office for three consecutive unexcused absences at ExComm meetings within a calendar year, by a majority vote of the remaining members. A majority of the remaining members may excuse an absence.
- d. The ExComm shall select a replacement for any ExComm member, other than the President, who resigns, or is removed, or is recalled, or moves up to the position of President in accordance with Article III, section 4.b, or creates a vacancy in any other way. A replacement for an elected officer is considered to be an elected officer whose term of office ends with the next regular election.

- e. All elected and appointed officers shall turn over all files, equipment, computer software, user IDs, passwords, and materials pertaining to their offices to either their successor(s), to the current President, or to another member of the ExComm no later than four weeks after leaving office unless otherwise stated in these bylaws.

ARTICLE IV. PUBLICATION

1. The ExComm shall publish at least quarterly a printed newsletter that shall be the official publication of NNJM. If an electronic version of the newsletter is created, the local group shall observe the preferences of members regarding how their newsletters are to be delivered (electronically or printed), as filed with AML. The ExComm may, at its discretion, send printed copies of the newsletter in addition to the electronic version to members who would otherwise get only the electronic version.
2. The newsletter shall contain, at a minimum, notices of meetings and programs, required ballots, results of ExComm meetings and elections, amendments to the bylaws and related discussions and ballots, the financial reports, and official communications to the membership from AML, the RVC, and the National, Regional, and Local Ombudspersons.
3. The Ombudsperson or designee, Regional Ombudsperson or designee, and the National Ombudsperson or designee may submit material to the Editor marked "for publication" that relates to their official duties. Anything so marked shall be given the highest practicable priority for publication in the newsletter.
4. NNJM 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 V. ELECTIONS

1. No later than January 31 of each even-numbered year, the President, with the consent of the ExComm, shall appoint an Election Committee, consisting of a chair and two other members, who shall be responsible for nominating candidates, conducting the election, creating the ballot, receiving and counting the returned ballots, and certifying the results. The Election Committee shall determine those election rules and regulations not covered in these bylaws and shall cause them to be either (a) published in the June issue of the newsletter, or (b) mailed by post or electronically to all members of the local group no later than June 1. In so doing, the Election Committee shall strive to maintain the anonymity of voters.
2. No member of the Election Committee may be a voting member of the ExComm or a candidate in the upcoming election.
3. In the case of a recall or bylaws election, the ExComm shall appoint an Election Committee of three members who shall be responsible for conducting the election, creating the ballot in a timely manner, setting a date to count ballots, receiving and counting the returned ballots, and certifying the results. The Election Committee shall remain in existence until the election results are certified and all challenges, if any, are resolved.
4. The Election Committee shall nominate at least one candidate for each elected office in NNJM and shall send the names of its nominated candidates to the ExComm and to the editor of NNJM's newsletter, by the deadline for the June issue of NNJM's newsletter. The names of these nominated candidates shall be either (a) published in the June issue of the newsletter, or (b) mailed by post or electronically to all members of the local group no later than June 1.

5. No later than July 1 before the general election, additional nominations may be made by petition signed by at least two percent (2%) of the local group and delivered to the Election Committee chair via contact information published in the NNJM newsletter.
6. All candidates must be members in good standing of NNJM.
7. No member of NNJM shall be permitted to run for more than one elective position on the ExComm in a single election.
8. A candidate for President must have been a member of NNJM in good standing for at least the 2 1/2 years immediately prior to taking office and must have served at least 18 consecutive months as a member of the ExComm.
9. A candidate for Vice President or Treasurer must have been a member of NNJM in good standing for at least the 18 months immediately prior to taking office.
10. The Election Committee may waive the qualifications in sections 8 and 9 of this Article if, after making a diligent search, it is unable to find at least one candidate for a particular office with the requisite qualifications.
11. If there is only one candidate for an office, or, in the case of Members at Large, five or fewer candidates, at the close of nominations on July 1, such sole candidate(s) shall be declared elected, that fact shall be included on the ballot, and there shall be no voting for that position in that election.
12. The Election Committee shall create the ballot no later than the submission deadline for the September newsletter. Ballots shall contain the names of all nominated candidates in random order, whether nominated by the Election Committee or by petition. Ballots shall be printed in the September issue of the newsletter, including in the electronic version of the newsletter if such is available, or mailed by post or electronically to all members of the local group, but in any case, posted no later than September 1.
13. Candidates on the ballot may submit written statements to the Election Committee prior to the deadline for the September newsletter. Standards for the statements shall be set by the Election Committee, except that the maximum statement length shall not be set at fewer than 100 words. The statements must be published in the September issue of the NNJM newsletter.
14. Ballots must be returned to the Election Committee chair and received no later than the deadline date shown on the ballot, which shall be October 10 in the case of a general election. Ballots received after that date shall not be counted. Ballots may be returned by mail, electronically if such option is available, in a ballot box at September events, or in person, but all members must be allowed to participate by postal mail at all stages of the election process if they so choose.
15. The Election Committee shall meet in public no later than October 31 to count the ballots. If a voter does not follow the rules for submitting ballots in such a way as to compromise confidentiality, but the ballot is otherwise acceptable, the ballot shall be accepted, and the voter shall be deemed to have waived confidentiality.
16. A plurality of valid votes cast for each ExComm position shall constitute election; in the case of Members at Large, the top five vote-getters shall be declared winners. Votes that are tied, or, in the case of Members at Large, a tie for the fifth position, shall be determined by the Election Committee chair by a flip of a coin. The Election Committee chair shall certify the results of the election to the ExComm and shall have the election results published in the next possible issue of the newsletter. The Election Committee chair shall preserve the ballots for inspection by any member of NNJM until December 31 following the election.

17. Any challenges to the election must be made in writing to the Election Committee chair and received by November 30. Any such challenges must be ruled on within 14 days after the committee receives the challenge. Any actions by the ExComm while a challenge is pending are not affected by the outcome of any such challenge.

ARTICLE VI. MEETINGS AND ACTIVITIES

1. Meetings.

- a. The ExComm shall hold regular Business Meetings at least quarterly, and timely notice of Business and Special meetings of the governing body shall be sent to all members and the RVC, usually by publishing in the official publication. At least one social activity for the membership is to be held per quarter.
- b. Special ExComm meetings may be called at any time by the President or by a majority of the ExComm and shall be called upon receipt by any member of the ExComm of a petition made in writing signed by no less than ten percent (10%) of the membership of the local group as listed on the most recent membership roster available from AML. The date, time, place, and purpose of the Special meeting shall be announced in the newsletter (or by mail/email to each member of the local group and the RVC, if practicable), and shall be reported in the newsletter afterward. No business other than that indicated in the notice calling the meeting may be acted on.
- c. For both regularly scheduled Business and Special meetings of the ExComm, a simple majority of all voting members of the ExComm constitutes a quorum to transact business, and tied votes are considered not passed.
- d. Remote participation during meetings of the ExComm and of committees established by these bylaws is allowed. Any one or more members of the ExComm or committee may participate in such meetings by means of communications equipment allowing all persons participating in the meeting to communicate with each other simultaneously; participation by such means constitutes presence in person at the meeting.
- e. ExComm Business and Special meetings shall be held either via a videoconferencing system or in a physical site located within the geographical limits of the local group as assigned by the AMC or available for remote participation.
- f. ExComm may confer between published Business meetings as needed to perform their elected duties or carry out tasks assigned to them at Business meetings.

2. Meetings/Functions Hosted by Members:

- a. Definitions: Official Local Group meetings are defined as those meetings hosted by the Local Group ExComm and may include Business and Special ExComm meetings. Other meetings that do not fit this criterion are defined to be social events.
- b. General rules:
 - i. When a Mensa host or hostess offers a private home for an official Local Group meeting, all Local Group members must be granted the right to attend.
 - ii. 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 their discretion.

- iii. When a member hosts a non-official Local Group meeting at a public location, such as a restaurant, the host may invite or exclude individuals, including Mensa members, at their discretion.
- iv. At any event, even official meetings, the host may evict a member or guest for behavior that is unacceptable.

ARTICLE VII. AMENDMENTS

1. Amendments to these bylaws may be proposed by the ExComm or by a written petition signed by at least ten (10%) members of the local group and received by any member of the ExComm. Such proposals shall be submitted first to the National Bylaws Committee for its approval to ballot. After approval to ballot has been received, the proposed amendment(s) shall be published in the next issue of the newsletter.
2. Ballots shall then be sent to every member of the local group using the election process described in Article V. The balloting deadline shall be no less than 90 days following the first publication of the proposed amendment(s) in the newsletter. All dates shall be adjusted accordingly.
3. To become effective, an amendment to these bylaws shall require an affirmative vote of a majority of those casting valid ballots, as well as final approval by the National Bylaws Committee and filing of revised bylaws with the National Bylaws Committee. The National Bylaws Committee will tell the local group the effective date of the bylaws as amended.

ARTICLE VIII. MENSA NAME AND LOGO

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

ARTICLE IX. AUTHORITIES

1. The Minimum Standard Bylaws for Local Groups of AML are implicitly included in these bylaws. The minimum requirements are enforceable even if they are not explicitly contained in these bylaws. If there is a conflict between these bylaws and the Minimum Standards, the Minimum Standards take precedence.