

Heart of Illinois Mensa Bylaws

Effective date: October 27, 2024

ARTICLE I. NAME AND AFFILIATION

1. The name of this organization shall be Heart of Illinois Mensa.
2. Heart of Illinois 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.” Heart of Illinois Mensa is herein abbreviated “HOIM.”

ARTICLE II. MEMBERSHIP

1. Membership of HOIM shall be open to all members of AML in good standing in the geographic areas assigned to HOIM by the AMC, or as otherwise assigned by AML. Members of HOIM residing outside this area but who are assigned to HOIM by AML are full members in HOIM 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 members of HOIM, are welcome to participate in the social activities of HOIM at the discretion of the host(s).
3. The National Ombudsman (or designee), the Regional Ombudsperson (or designee), and members of the AMC shall be permitted to participate in the business affairs of HOIM in the discharge of their official duties.
4. Heart of Illinois Mensa 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 III. OFFICERS AND DUTIES

1. The governing body of HOIM shall be an Executive Committee, which conducts the business of the local group. The Executive Committee consists of the following voting members: three elected officer positions (Local Secretary/President, Deputy Local Secretary/Vice President and Treasurer), plus one additional member elected at large for every 200 members of the local group or fraction thereof, plus three appointed officers (Program Chair, Recruitment and Testing Chair, and Publications Officer). All appointed officers other than those named above are non-voting. All local group officers, whether elected or appointed, must be current members in good standing of AML; an officer is defined as any person whose position is specified in these bylaws or who is appointed by the President or the Executive Committee to a position with a title and specific responsibilities. All voting members of the Executive Committee must also be current members in good standing of HOIM. No member of the Executive Committee shall hold more than one vote, no matter how many positions the person holds, and no member of the Executive Committee may hold more than one elected position

simultaneously. 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 Executive Committee.

2. The President shall be the chief executive officer of HOIM and the liaison with other local groups. He or she shall preside at Executive Committee meetings 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, and shall notify AML and the Regional Vice Chairman (RVC) for the local group of the results of elections and of any changes in the officers of the group during the term within two weeks of the change.

3. The Vice-President shall assist the President, be responsible for the taking and maintaining of minutes at Executive Committee meetings, preside over meetings in the absence of the President, and immediately and automatically succeed to the office of President if that office becomes vacant.

4. The Treasurer shall be responsible for financial matters of HOIM, including the finances of the 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 shall ensure that the local group complies with all federal financial reporting requirements, including preparing an annual financial report for submission to American Mensa. The Treasurer shall maintain a listing of all equipment owned by the local group. The Treasurer shall, if necessary, assist the Editor in the preparation and submission of any postal forms that might be required. At least quarterly, the Treasurer shall submit to the President or 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 President or his or her designee (who must also be a voting member of the Executive Committee). 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.

5. The Member(s) at Large shall perform such duties as are assigned by the Executive Committee.

6. The Program Chair shall be responsible for arranging for local group activities, and shall coordinate with and advise the officers and the Editor of these activities.

7. The Recruitment and Testing Chair shall be responsible for publicity, public relations, testing and recruitment programs.

8. The Executive Committee shall publish a printed newsletter at least quarterly that shall be the official publication of HOIM. 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 Executive Committee 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. The Publications Officer shall be responsible for the newsletter, and shall, with the consent of the Executive Committee, appoint

the Editor. The Publications Officer may also serve as the Editor.

9. The Editor shall edit the local group's newsletter. The Editor shall, at a minimum, publish notices of meetings and programs, required ballots, results of Executive Committee meetings and elections, amendments to the bylaws and related discussions and ballots, the semi-annual financial reports, and official communications to the membership from AML, the RVC, the National Ombudsman, the Regional Ombudsperson, and the local Ombudsman, and shall prepare and publish Post Office forms if required. The outgoing Editor must turn over all files, materials, and equipment in good order to the incoming Editor no later than 15 days after the outgoing Editor leaves office.

10. 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. The Ombudsman shall also perform such duties as may be required of all local group ombudsmen by American Mensa. The Ombudsman may not be a member of the Executive Committee. The Ombudsman, the National Ombudsman, the Regional Ombudsperson, and their designees 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.

11. 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 as deemed necessary.

12. The terms of office of elected officers shall be two (2) years commencing immediately upon certification of the election results at the last regularly scheduled Executive Committee meeting of each even numbered year, or until installation of a properly qualified successor, except in the case of resignation; succession to higher office as provided in Article III, section 3; failure to maintain membership; or removal from office as provided in Article III sections 15 or 16.

13. The term of office for all appointed officers and positions expires at the end of the term of office of the current elected officers, unless otherwise stated in these bylaws. Appointed officers, positions and committees, including the position of committee chair, are appointed by the President with the approval of the Executive Committee, and may be removed from office by majority vote of the Executive Committee unless otherwise stated herein. No person who is the subject of a removal motion is eligible to vote on that motion. The Editor shall be responsible for the newsletter of the January immediately following the expiration of his term.

14. All officers and appointees shall turn over all files, equipment, computer software, user IDs, passwords, and materials pertaining to their offices to their successor(s), to the current President or to another member of the Executive Committee no later than four (4) weeks after leaving office unless otherwise stated herein.

15. Elected members of the Executive Committee may be removed from office for cause by unanimous vote of all other 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 available from AML. The balloting provisions of a regular election shall apply except that a recall election must be held within sixty (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 accordingly.

16. The Executive Committee shall select a replacement for any Executive Committee member, other than the President, who resigns, misses 3 consecutive Executive Committee meetings, or who is removed or recalled. A replacement for an elected officer is considered to be an elected officer whose term ends with the seating of elected members of the Executive Committee following the next regular elections. A simple majority of all voting members of the Executive Committee constitutes a quorum to transact business, and tied votes are considered not passed.

17. An annual financial review will be conducted during January of each year. The Executive Committee shall appoint someone to conduct the review who was not involved in the issuing or collecting of money during the previous year. The review shall include viewing actual statements from banks and any other institutions where the group's money is deposited.

ARTICLE IV. MEETINGS

1. Regular meetings or activities may be held at such times as may be appropriate, however, a regularly scheduled meeting of the Executive Committee and a social activity 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, the RVC, and the National Office. If remote access to the meeting is allowed for the membership and others, notice of the technical requirements for such access is to be provided at least 48 hours in advance.

2. Special business meetings may be called at any time by the President 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 available from AML as a measure of membership count. The date, time, place and purpose of the special meeting shall be announced in the local group newsletter (or by direct mail to each the member, the RVC, and the National Office), including technical requirements, if practicable, and shall be reported in the newsletter afterward. No other business than that indicated in the notice may be acted upon.

3. Remote participation during meetings of the Executive Committee and of committees established by these bylaws is allowed. Any one or more members of the Executive Committee or committee may participate in such meeting by means of telephone, online conference, or similar communications equipment allowing all persons participating in the meeting to communicate with each other simultaneously.

4. All business meetings of HOIM, 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 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 or include the same members; if the membership of the Nominating Committee and the Election Committee overlap, this will not constitute a conflict.

2. No later than September 5th of each even-numbered year, the Executive Committee shall appoint a Nominating Committee consisting of three (3) members which shall, no later than the deadline for the October issue of the local group newsletter, nominate one or more candidates for each elected position on the Executive Committee. The number of at large seats on the Executive Committee shall be determined by applying the formula in Article III, section 1 of these bylaws to the membership roster available from AML on September 5th. The membership of the local group shall be notified of these nominations in the October issue of the local group newsletter, or mailed by post or electronically no later than October 5th.

3. No later than October 5th, the Executive Committee shall name an Election Committee of three (3) 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 in the November newsletter or mailed by post or electronically to each member by November 5th, those election rules and regulations not covered by these bylaws. In so doing, the Election Committee shall strive to maintain the anonymity of voters.

4. Additional nominations may be made, no later than the deadline for the November issue of the local group newsletter, by petition signed by the nominee and three (3) additional members of the local group and delivered to the Chairman of the Election Committee.

5. In the event that an office is unopposed, no election is required for that office.

6. The Election Committee shall create the ballot and shall deliver it to the Editor no later than the submission deadline for the November newsletter. Ballots shall contain the names of all nominated candidates in random order, whether nominated by the Nominating Committee or by petition. No person's name may appear in more than one race on the same ballot. Ballots and voting instructions shall be printed in the local group newsletter, or mailed by post or electronically to all members of the local group, but in either case posted no later than November 15th. The ballots must be returned to the Chairman of the Election Committee and received by December 10th; ballots may be returned by postal mail, electronically if such is available, or in person, but all members must be allowed to participate at all stages of the election process by postal mail if they so choose. Ballots received after December 10th shall not be counted. 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 vote shall be accepted and the voter shall be deemed to have waived confidentiality. A plurality of valid votes cast for each office shall constitute election. The Chairman of the Election Committee will certify the results of the election to the President and shall have the election results published in the next possible issue of the local group newsletter. Votes which are tied shall be determined by the Chairman of the Election Committee by a flip of a coin

7. In the case of a recall or bylaws election, the Executive Committee 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.

ARTICLE VI. AMENDMENTS

Amendments to these bylaws may be proposed by the Executive Committee or by a petition signed by 15% of the membership of the local group as listed on the most recent membership roster available from AML. Such proposals shall be submitted to the AMC 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 local group newsletter. A ballot shall then be sent to every member of the local group using the election process appearing in Article V. The balloting deadline shall be no less than ninety (90) days following the first publication of the proposed amendment(s) in the local group newsletter, and all dates shall be adjusted accordingly. To become effective an amendment to these bylaws shall require an affirmative vote of the majority of those casting valid ballots, as well as final approval of the AMC and filing of the 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 VII. MENSA LOGO & NAME

American Mensa, Ltd. (AML) has granted a royalty free, non-exclusive license to Heart of Illinois Mensa (HOIM) 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 HOIM. 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 AND RULES OF ORDER

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.

2. The rules contained in Robert’s 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.

3. 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.