

**Cincinnati Area Mensa
Standing Orders
Revised 4/06**

Standing Orders will be grouped in the following categories: A = Administrative, R = Recruitment, E = Events, P = Publications, T = Treasury

Administrative

A membership directory should be published annually. (5/78, 2/03, revised 6/05)

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. (7/79, 2/03)

Roberts Rules of Order are adopted for ExComm meetings. (10/82, 2/03)

The scribe shall supply approved minutes of the ExComm meeting to the editor, who may edit them for publication. (11/82, amended 1/95, 2/03)

The scribe prepares minutes of ExComm meetings and distributes them to all ExComm members at least three days prior to the next ExComm meeting. (1/83, amended 11/88, 2/03)

Regular ExComm meetings should be scheduled two months in advance. (5/83, 2/03)

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. (6/83, 2/03)

The post of Corresponding Secretary is created. The duties of the office do not include being stenographer for other officers, but do include sending out notes for ExComm when requested. Examples of such notes are those of thanks, congratulations, condolences, etc. (11/84, revised 6/05)

The Loc-Sec will update National Office as needed for roster distribution per current NO distribution standards. (12/85, revised 2/95, 2/03)

Area coordinators are authorized. (4/87)

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. (4/96, 2/03)

At Ex-Comm Meetings, the agenda may be amended as requested. (8/97)

Officers shall be provided by Ex Comm with copies of appropriate publications, Standing Orders and By Laws. (8/05)

Recruitment

The position of Welcoming/Recruiting Officer is established to develop a program for welcoming new members and introducing them to the local group activities. The new position of Publicity Officer is established to develop a program for increasing awareness of Mensa in the Greater Cincinnati Area. (11/70, amended 1/95)

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

The Welcoming/Recruiting coordinator is authorized at his/her discretion to issue Mensabucks to prospective members. (8/85, amended 11/88, revised 6/05)

The position of Financial Aid Coordinator is re-established. Requests for dues assistance may be made to the FAC. 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. (4/03, amended 6/05)

Events

Guests should arrive at functions accompanied by a member. (6/82, amended 11/88)

No one except the host or ExComm may cancel a scheduled event. (8/83, amended 2/95)

Monthly Gathering

Monthly Gatherings will not be held in any month in which we host a Regional Gathering. (9/95, amended 3/03)

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, 1/95 and 6/05)

Where smoking is permitted, there will be "smoking" and "no smoking" areas marked at Monthly Gatherings. (1/82, amended 1/85 and 1/95)

The Speaker Seeker is instructed that, whenever possible, sites for MG's should not be concentrated in any one geographical area. (3/83, amended 3/03, revised 6/05)

CAM will pay for the dinner of each MG speaker and one guest. (6/83, amended 3/03, revised 6/05)

The Monthly Gathering for April and October each year shall be a "New Member Meet and Greet". (6/05)

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. (4/06)

The RG Chair is responsible for, and accountable to Ex Comm for, all financial decisions regarding the RG. (4/06)

The RG Chair is responsible for appointing the RG Committee, whose members are accountable directly to the RG Chair. (4/06)

The RG Chair is expected to communicate monthly to the Ex Comm and to hold regularly scheduled RG Committee meetings. (4/06)

The RG Chair must communicate decisions clearly and in a timely manner to eliminate confusion and the need for interpretation. (4/06)

The RG Chair is responsible to communicate expectations and job descriptions to the committee members. (4/06)

The RG Chair and/or RG Treasurer may sign checks on the RG accounts. (12/84, revised 7/05)

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. (4/06)

b. Pre-registration 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. (4/06)

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. (4/06)

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. (4/06)

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.). (4/06)

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. (4/06)

An Organization Chart showing reporting relationships or a hierarchy should be prepared by the RG Chair. (4/06)

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) (4/06)

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 (4/06)

Job descriptions should be given to each volunteer so that they know what is expected of them. (4/06)

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 7/05)
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. (4/05)
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. (7/79, amended 11/88 amended 1/95)

Newsletter ads may run concurrently on the Website. (7/05)

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. (1/83, amended 11/88, amended 1/95 and 8/05)

The Editor and the Webmaster are encouraged to participate in the Publication Recognition Program. (8/05)

An online mailing list is authorized for transmission of local group information to members. The group is intended for event information and updates, as well as dissemination of pertinent information. The group will be moderated by an appointee of Ex Com, and is restricted to members of Mensa. (05/02, revised 02/03, 09/05)

Treasury

An adequate balance should be maintained in all accounts between RGs to minimize account maintenance charges. (2/84, amended 2/95, 3/03)

Checks may be signed by either the CAM Treasurer or the Loc Sec. (12/84, amended 7/05)

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

Reimbursement is authorized upon request for an extra telephone listing for CAM at (513) 731-2889. (1/85, amended 2/95)

Rental of a post office box is authorized. (1/85, amended 11/88, amended 2/95, 3/03)

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 7/05)

No person may sign a check payable to him/herself. (9/87)

CAM 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 an 18 month CD. (8/04)