

Actions Still in Effect (ASIEs)

New Hampshire Mensa

1. NH Mensa Executive Committee (ExComm)

- a. Prior Actions Confirmed. The NH Mensa ExComm hereby verifies and ratifies all prior actions taken and recorded by the ExComm to date. *Eff 2020-09-22*
- b. ExComm meetings.
 - i. Regular ExComm meetings are held monthly on the penultimate Tuesday of the month. *Eff 2017-02-21*
 1. In the event of bad weather or some other impediment to meeting on that day, the Thursday following the penultimate Tuesday shall be the alternate meeting date. *Eff 2020-09-22*
 2. Either the LocSec or the meeting host may make the decision to postpone. They must then notify the ExComm and any other attendees, if known, by 4:00pm on the day of the originally scheduled meeting. *Eff 2014-02-21*
 3. In the event the meeting also can not be held on the alternate night, the meeting shall be cancelled for that month. *Eff 2014-01-21*
 - ii. Special ExComm meetings are held quarterly in the second month of the calendar quarter, with encouragement from the ExComm for members of NH Mensa to attend and bring up issues of interest or concern. *Eff 2018-03-20*
 - iii. In May, August, and November there will be a Special ExComm Meeting held either just prior to or just after the monthly Regular ExComm Meeting. *Eff 2018-03-20*
 1. In February of odd numbered year (no election) the Special ExComm meeting is held either just prior to or just after the monthly Regular ExComm Meeting. *Eff 2018-03-20*
 2. In February of even numbered years (NH Mensa election year) there will be two Special ExComm Meetings held at the RG as long as it happens in February; one is for the same purpose as the other Special ExComm Meetings described herein, and the other is specific to the election. Nominations close at this meeting. An election shall be held to decide any contested position. For any position that is not contested, the Election Committee declares those nominees elected effective June 1 of that year. If there is no RG in February, the Special ExComm meetings will be as noted in the prior section. *Eff 2017-12-19*

c. Meeting Guidelines and Minutes

i. Procedures for Meetings

1. Ex-Comm meetings may be held in person or remotely using technology such as a teleconference, Zoom, GotoMeeting or some other virtual meeting tool. Attendees may take part in the meeting by whichever method works best for them. *Eff 2020-09-22*
2. ExComm meetings are open to all members of NH Mensa and approved guests. *Eff 2020-09-22*
3. In the event there is a need to discuss confidential information the ExComm may choose to go into executive session, and has discretion as to who may remain in the meeting. Results from the executive session shall be read into the minutes, but notes are not taken during the executive session nor is any detail of the session beyond those results published afterward. *Eff 2020-09-22*
4. Voting members of the ExComm and appointed officers with business to bring to the ExComm are expected to take part in scheduled meetings. If they can not attend, they are required to provide notice to the LocSec and/or other members of the ExComm prior to the meeting. *Eff 2020-09-22*

ii. Minutes

1. ExComm meetings

- a. A draft of the meeting minutes shall be emailed to the members of the ExComm as soon as possible after the meeting for review and edits. *Eff 2017-11-21*
- b. For regular ExComm meetings, any revisions should be completed prior to the next ExComm meeting and the final draft distributed to the ExComm members either prior to or at the next ExComm meeting. For Special ExComm meetings, any revisions should be completed prior to the next Special ExComm meeting and the final draft distributed to the ExComm members either prior to or at the next Special ExComm meeting. *Eff 2017-11-21*
- c. A vote to approve the minutes shall be taken at that next ExComm or Special ExComm meeting and the approved minutes shall be printed in the next available issue of the newsletter. *Eff 2017-11-21*
- d. Draft minutes shall be made available to any ExComm member or member of NH Mensa on request. *Eff 2017-11-21*
- e. The Editor may publish articles related to the ExComm meeting discussions or decision prior to formal approval of the minutes. *Eff 2017-11-21*

2. Finances and Business

- a. The NH Mensa fiscal year (FY) is aligned with the AML FY, to be April 1 through March 31 of the following year. *Eff 2008-04-22*

- b. Treasurer Duties
 - i. The treasurer shall manage the various accounts, sub-accounts, and financial instruments of NH Mensa. *Rev/Eff 2020-09-22*
 - ii. The treasurer shall keep the books of NH Mensa and will provide an accounting of the balances in these accounts and financial instruments at each regular ExComm meeting. *Rev/Eff 2020-09-22*
 - iii. The treasurer shall complete and submit any NH Mensa financial reports required by AML. *Rev/Eff 2020-09-22*
 - iv. The treasurer shall arrange to have an audit/review of NH Mensa financials at the end of each fiscal year. The review is to be completed by a Mensa member who is not a member of ExComm and submitted to ExComm for approval upon completion. *Rev/Eff 2020-09-22*

- c. Policies
 - i. NH Mensa shall maintain a PO Box for the use of the ExComm and members, with the cost to be paid out of general funds. *Eff 2001-02-21*
 - ii. There exists a **Dues Subsidy Program (Hardship Fund)** for members who may need help with the payment of dues. See Appendix 2 for the program description and rules. *Eff 2011-12-20*
 - iii. There exists a **Limited Expense Reimbursement Program** for members who host events in their homes or another private site, and who provide food , beverages, etc at no cost to attendees. The host may submit receipts for these items to the Treasurer and receive up to \$20 in reimbursement for expenses submitted. *Eff 2010-05-18*
 1. *Update:* The maximum amount of reimbursement is raised to \$25. *Eff 2014-03-18*
 - iv. NH Mensa shall consider requests by Culture Quest teams for reimbursement of the application fee, and grant such for up to two (2) teams for each year. *Eff 2012-03-20*

3. Communications

- a. The name of our monthly newsletter is changed from FREED-M to MomentuM.
Eff 1981-07-10
- b. NH Mensa shall publish the membership directory as a part of the August version of the newsletter. *Eff 1981-04-25 & made annual in 1982*
- c. A NH Mensa Meetup group shall be established and maintained, to be open only to Mensa members in good standing. *Eff 2017-04-18*
- d. An updated NH Mensa website, developed by the NH Mensa webmaster at ExComm request, has been approved. *Eff 2017-06-20*
- e. Text of the updated Member Handbook has been approved. Further to that approval, the printing of 100 copies to be held by the Membership Officer and distributed as part of each new member packet has also been approved. *Eff 2019-01-19*
- f. The NH Mensa Facebook group shall be changed from Public to Private Visible.
Eff 2020-05-19
- g. A public NH Mensa Facebook page with general information about our chapter and pointers to the NH Mensa website and the NH Mensa Facebook group is approved.
Eff 2020-05-19

4. Governance Documents

- a. NH Mensa will do a review of our Bylaws (2010 edition), to keep them current with the Minimum Standard Bylaws and to update and/or revise them as necessary. Deb Stone has agreed to head this effort. *Eff 2016-02-16*
 - i. A draft of updated bylaws was approved by ExComm. Further to that approval, Deb Stone was instructed to forward this draft to the National Bylaws Committee for review and approval to ballot. *Eff 2017-10-24*
 - ii. *Update:* In response to a requirement of the National Bylaws Committee, ExComm approved changing the name of the NH Mensa Business Meeting to the NH Mensa Special ExComm Meeting. *Eff 2018-03-20*
 - iii. *Update:* After receiving final approval from National Bylaws Committee to do so, NH Mensa approved the balloting to take place, with ballots appearing in the June issue of MomentuM. *Eff 2018-04-17*
 - iv. *Update:* Updated NH Mensa bylaws were approved by the membership and shall become effective. *Eff 2019-08-22*
- b. A motion to approve a formal set of NH Mensa ASIEs (Actions Still in Effect) and Appendices was approved. *Eff 2021-01-19*

5. NH Mensa Events

- a. No event sponsored by NH MENSA will conflict with Internal Guidance Special Interest Group (IGSIG), Fold, Staple & Mutilate (FSM) or the Monthly Gathering. *Eff 1988-03-18*
- b. NH MENSA will allow responsible non-members to host NH MENSA events on a case-by-case basis.
Eff 2000-03-22
- c. Regional Gatherings (RGs)
 - i. RG proposals are required to be presented to the ExComm by a date to be established each year (preferably June or July). *Eff 2012-03-20*
 - ii. ExComm shall review the proposal(s) and choose the applicant(s) to receive the bid. *Eff 2012-03-20*
 - iii. The RG Chair for each year shall choose their own committee members, and make regular reports to the ExComm, including status reports in the time leading up to the RG and wrap-up reports at the end of the RG. *Eff 2012-03-20*

6. Scholarship Program

- a. NH Mensa formed a Scholarship Fund. *Eff 1987-01-11*
- b. NH/ME Mensa approved a plan to create either a permanent scholarship or an annual award in the name of Joseph Anca. The scholarship/award is to be awarded to a chapter member or to a state/local civic leader who demonstrates a spirit of selfless service. *Eff 2004-10-18*
 - i. *Update:* The Joe Zanca Scholarship is to be established with Mensa Education and Research Foundation (MERF), as part of their scholarship program, as an endowed scholarship. *Eff 2005-04-19*
- c. NH Mensa may award one or more scholarships to entrants into the MERF scholarship essay program who score at or near the top of the local judging. The winners, the criteria for which they win, and the amount of the scholarship(s) awarded by NH Mensa shall be agreed upon by the ExComm during each year in which NH Mensa participates in the national scholarship program. (see Appendix 3 for a list of the number and amounts of local scholarships awarded.) *Eff 2012-05-22*

7. Testing

- a. The Testing Coordinator may spend up to \$75 per testing session, at his or her discretion, to pay for the use of testing venues. *Eff 2015-12-22*
 - i. *Update:* The Testing Coordinator may spend up to \$100 per testing session, at his or her discretion, to pay for the use of testing venues. *Eff 2016-06-23*