

**Proposed (Feb - 04)  
New**

**BYLAWS  
OF  
PERMIAN BASIN MENSA**

1. The name of this organization shall be Permian Basin Mensa. The National Office can be abbreviated, NO; American Mensa Ltd. can be abbreviated, AML; American Mensa Committee can be abbreviated, AMC; Executive Committee can be abbreviated, ExCom; Local Secretary can be abbreviated, LocSec; Permian Basin Mensa can be abbreviated, PBM; and Special Interest Groups can be abbreviated, SIG.
2. Permian Basin 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. Permian Basin Mensa is a not-for-profit organization whose purpose is to conduct educational programs for the benefit of its membership and others, to support and encourage scholarships and education, to foster human intelligence for the benefit of humanity, and to exchange ideas. No action shall be taken on behalf of this local group or organization within it in a manner contrary to the rules of American Mensa, Ltd.
3. Membership in Permian Basin Mensa shall be open to current members in good standing of American Mensa, Ltd. located in the geographic area assigned by American Mensa Committee or as otherwise assigned by American Mensa, Ltd. All other Mensa members in good standing who are not also members of Permian Basin Mensa are welcome to participate but may not vote or hold office in Permian Basin Mensa unless they are the National Ombudsman or it's designate, members of the American Mensa Committee in the discharge of their responsibilities, or at the invitation of the Executive Committee of Permian Basin Mensa. All elected and appointed officers shall be current members in good standing of American Mensa, Ltd. and members of Permian Basin Mensa. All Mensa members are welcome to participate in PBM social activities at the discretion of the host/hostess. Permian Basin Mensa shall observe the preferences of members for data suppression and publications, as filed with AML, when publishing a local group roster or membership directory/register.
4. The governing body of this local group shall be an Executive Committee (ExCom) of five (5) members.

5. Election Procedures:

- (a) Election Committee: No later than September 1st of the even-numbered year preceding the election year, the ExCom shall name an Election Committee of no less than three (3) members nor more than five (5) members who shall be responsible for conducting the election, receiving and certifying ballots, counting the ballots, and certifying results. The names of the members of the Election Committee, including the mailing address of the Chairman, shall be printed in the Local Newsletter prior to the month of December of said even-numbered year. The Election Committee shall make such election rules as it deems necessary that are not covered by or in conflict with these Bylaws and the Bylaws of the American Mensa, Ltd., including, but not limited to, the setting of a word limit on any submitted campaign statement which shall be published in the Local Newsletter prior to the election and which shall not be subject to editing by any party. The Election Committee shall consist of members of Permian Basin Mensa who are neither elected officers nor candidates for elective office, nor members of their families.
- (b) Nominations and Voting: Nominations for ExCom positions shall be made in December of each even-numbered year, with nominating petitions being signed by no less than two (2) current members in good standing of Permian Basin Mensa. Petitions must be received by the Chairman of the Election Committee on or before December 31st of the even-numbered year. The odd-numbered year is considered the election year.

Each elector may vote for no more than five (5) nominees, with those five nominees receiving the largest number of votes becoming the ExCom. In the event of a tie for the fifth position, a coin toss shall determine the winner. The Committee shall take office on April 1st of the election year and serve for two years.

- (c) Ballots: Ballots shall be prepared in January, of odd numbered years, together with the campaign statements, and mailed to all current members of Permian Basin Mensa, posted no later than the first Tuesday in February of the election year. This may be as part of or as an insert to the February local Newsletter or as a separate mailing. Ballots may be cast by mail or delivered to any member of the Election Committee. Ballots must be sealed in a blank envelope and placed inside a second sealed mailing or delivery envelope. On the outside of said mailing or delivery envelope, the voting member's name and address must be clearly legible in the left upper corner and said outer mailing or delivery envelope must also be signed by said current member. Voters disregarding the two-envelope method are deemed to be waiving their right to secret ballot. However, no ballot shall be accepted unless it is within at least one sealed envelope bearing the current voting member's name and address

clearly legible on the left upper corner of said envelope and also bearing the signature of said current member. Envelopes containing ballots that are received by the Election Committee and do not bear name and address of the voter and the voter's signature shall be discarded and the votes declared invalid.

Mailed ballots must be sent to the Chairman of the Election Committee and received by the Chairman no later than March 1st of the election year. Delivered ballots must be presented to any member of the Election Committee no later than March 1st of the election year. Ballots received after that date shall be invalid. The Election Committee must tally the ballots within the first week of March. The Election Committee will certify the results of the election and the Chairman of the Election Committee shall retain ballots for 60 days.

- (d) Vacancies: Vacancies on the ExCom due to resignations, deaths, transfers, or any other reason, shall be filled by majority vote of the ExCom so long as no more than one-half of the ExCom is appointed in this manner. In the event that the appointment of a person to the ExCom would cause more than one-half of said Committee to be appointed, then a special election shall be called for the sole purpose of filling the vacant position. Such special election shall follow the procedures set forth in these election procedures, with nominations commencing the month following said vacancy and the time limits set forth for regular elections being followed thereafter. In a special election, each elector may vote once with the nominee receiving the largest number of votes becoming the new member of the ExCom to fill out the term of the person which said new nominee replaces. In the event of a tie, a coin toss shall determine the winner.
  - (e) Recall of elected members: Elected members of the Executive Committee may be removed from office for cause by unanimous vote of all other voting members of the Executive Committee or by simple majority in a recall election. A recall election may be called by a petition citing the reason for such action, and signed by 10 percent of the membership of the Permian Basin Mensa as listed on the most recent membership roster provided by American Mensa, Ltd. The balloting provisions of a regular election shall apply except that a recall election must be held within 60 days of presentation of a properly qualified petition at either a regular or special meeting of the Permian Basin Mensa, and the dates set forth in the election procedures shall be adjusted appropriately.
6. The ExCom shall appoint a Local Secretary (LocSec) and a Treasurer from its membership. Should the position of LocSec become vacated for any reason, a successor LocSec will be appointed from the elected membership of the ExCom. The LocSec shall preside over the business meetings of the ExCom, coordinate correspondence and liaise with AMC, and act as administrative officer for

Permian Basin Mensa. The Treasurer shall be chief financial officer of the Permian Basin Mensa and shall be responsible for financial matters of the Permian Basin Mensa, including the finances of the Permian Basin Mensa Newsletter, and shall prepare and submit a financial report to the Executive Committee no less than twice each year, at approximate six-month intervals. The financial report shall be published in the Local Newsletter and shall contain a schedule of income, expenses, and balances for all funds under the control of the Permian Basin Mensa, including RG, scholarship and other special funds. All accounts shall have more than one signatory. The ExCom shall appoint whatever other officers and sub-committees it deems necessary, setting duties for such offices and sub-committees. All appointed officers and sub-committees shall serve at the pleasure of the ExCom, and may be removed by majority vote of the ExCom. The term of office of appointed officers and committees may not exceed the term of office of the officer or governing body appointing them, except for the Election Committee and other officers or committees whose functions extend past the end of the current term of office, who may remain in office, but are subject to removal by the succeeding officer or governing body which would otherwise appoint them. A quorum shall be a majority of the ExCom. Robert's Rules of Order shall be the parliamentary authority. The ExCom will also cause to be published a regular local newsletter. Elected officers are the five members of the Permian Basin Executive Committee. All other Officers are appointed by the Executive Committee,

And they are

Local Secretary  
 Treasurer  
 Editor  
 Ombudsman/Mediator  
 Program Chair  
 Dine-Out Chair  
 Games Chair  
 Youth Activities Chair  
 Test Coordinator  
 Scholarship Chair  
 Election Chair

And their duties are:

Conduct ExCom meetings, Liaise with NO and RVC  
 Handle Finances, and list equipment owned  
 Do newsletter  
 Resolve disputes  
 Arrange programs  
 Select & reserve dine-out selections  
 Arrange games night  
 Encourage youth activities  
 Liaise between Proctors, NO & candidates  
 Do scholarship contest  
 Conduct elections

Area Coordinators:

Big Spring  
 Abilene  
 San Angelo  
 Colorado City  
 Odessa

Coordinate local area activities

Officers appointed by National Office are:

Proctors	Tests
SIG Coordinators	SIG Activities
SIGHT Coordinator	Hospitality

7. The ExCom may replace any appointed officer or sub-committee by majority vote of attending members of the ExCom. Recall of any member of the ExCom may be initiated by a petition signed by ten percent (10%) of the current membership of the local group. Recall shall be effected by secret ballot of Permian Basin Mensa, majority carrying the action. Ballots shall be by mail, per the procedures set forth in Paragraph No. 5, above.
8. All officers, elected or appointed, shall turn over all files, office equipment, and materials pertaining to their offices to either their successors, to the current LocSec, or to another member of the ExCom no later than four weeks after leaving office. Failure to turn over the files, equipment, or other materials of office may be considered an act inimical to the society.
9. Regular meetings of Permian Basin Mensa shall be set at least quarterly by the ExCom. Business meetings of the ExCom shall be held at least quarterly, set by the ExCom. The time and place of all such meetings shall be published in the regular Local Newsletter or calendar of events, and shall be open to all current members of Permian Basin Mensa. Special business meetings of the ExCom or of Permian Basin Mensa at large may be called by the LocSec, the ExCom, or a petition signed by no less than five percent (5%) of the current membership of Permian Basin Mensa. Such special meeting shall require at least 48-hour notice by mail, telephone, publication in the Local Newsletter, or actual notice, and must set forth the purpose for which the special meeting is called. The agenda at such special meeting shall be restricted to only that business set forth on the notice.
10. A proposed amendment to these Bylaws must be (i) requested by a petition signed by at least ten percent (10%) of the current members of the Permian Basin Mensa or (ii) requested by majority vote of the ExCom. Prior to presentation of the amendment to the membership at large for voting, such proposed amendment shall be submitted to, and approved by, the American Mensa Committee. Following approval by the AMC, the proposed amendment shall be published in full in the next regular issue of the Permian Basin Mensa Newsletter. On or before the expiration of ninety (90) days following the date of the publishing of the proposed amendment, ballots of said amendment shall be either mailed to the current membership of Permian Basin Mensa or included within the Permian Basin Mensa Newsletter. Balloting for the amendment shall be carried out according to the procedure set forth in Paragraph 5 for elections, provided, however, that there must be a minimum of at least ninety (90) days between the date of the first publication of the amendments and the date for the deadline for receipt of ballots. Amendments to these Bylaws may be made by a

2/3 majority of the votes cast by current members of the Permian Basin Mensa. Each current member may cast one vote either for or against a particular amendment. The amendments must have the approval of both the American Mensa Committee and the Permian Basin Mensa membership, as provided herein, to become effective. Bylaw amendments are not effective until approved by the local group membership, and given final approval by the American Mensa Committee after filing of revised bylaws with the Bylaws Committee. After filing of the amended bylaws with the Bylaws Committee after the membership has voted, the Bylaws Committee will notify Permian Basin Mensa of the effective date of the bylaws as amended.

11. "American Mensa, Ltd. (AML) has granted a royalty free, nonexclusive license to the Permian Basin Mensa 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 noncommercial uses of Permian Basin Mensa. AML retains full ownership of the mark and logo and all statutory and common law rights in the mark and logo."
12. Should the office of LocSec become vacant, the ExCom member having the most senior membership in Mensa shall become LocSec until the ExCom elects a new LocSec. In the event of a temporary absence of the LocSec, a designee may be appointed by the LocSec, or by majority vote of the ExCom members attending a meeting.
13. The LocSec's duties include the requirement that the National Office be notified of election results and/or officer changes within two weeks.
14. A person must be appointed by the ExCom to conduct a financial review of each year's financial records. That person may not have been involved with issuing or collecting money for the group. The review is to be conducted in April of each year.
15. The office of Ombudsman is established. Ombudsman shall be appointed by the ExCom, and shall serve as Mediator for disputes within the local group, and as Arbitrator to a Regional Hearings Committee.
16. All officers are to be appointed by a majority vote of the ExCom.
17. The treasurer must deliver original bank statements to the LocSec at least quarterly. In the event that any of the local group's money should be placed at any other institution, original statements of said account(s) must also be delivered to the LocSec at least quarterly.
18. Any ExCom member can be removed from office for non-attendance of meetings, by majority vote of the members attending.