

GREATER LOS ANGELES AREA MENSA

STANDING RULES

Updated 12/31/2016

This document lists all actions taken that were specifically identified as Standing Rules at the time of passage, and no actions which were not so identified. They are numbered here according to the order in which they were originally passed.

This document lists only those Standing Rules which were passed from September 1988 forward because of certain actions taken by the GLAAM Board of Directors which caused all previous standing rules and actions in effect to be nullified.

The number following each Standing Rule refers to the entry of that action in the list of Motions Offered. A complete listing of all of GLAAM's current operating rules appears in the list of Actions Still In Effect.

Jonathan C. Elliott
GLAAM Secretary

August 27, 2001

- 1) Each Area of GLAAM shall have one event each month that is designated as that Area's official event. These official Area events shall be assigned to [*sic*] particular days each month, so that they do not conflict with any other official Area event, official GLAAM event (i.e. Board meeting, Open Forum, etc.) or the official Young M monthly event. These assigned dates can be changed by a majority vote of the Board. The rule does not prevent an individual from scheduling a non-official event at the same time as an official event as defined herein. To promote awareness of this standing rule, [the GLAAM newsletter] shall publish the schedule of official events at least three times a year. 1988-035. [Passed on 9/10/1988. Interpreted by 1993-018 to mean geographically conflict. Reference to previous newsletter title obsolete by 1998-129]
- 2) An information packet for Board Members shall be assembled/updated each year in time to be presented to all Board Members at the meeting when the newly elected Board is first seated. The packet should include: current by-laws, list of standing rules and actions-in-effect, and a letter of welcome including a list of duties and responsibilities of Board Members. 1989-006. [Passed on 1/7/1989. Appeared in the 5/6/1995 printing as Standing Rule 1.]
- 3) The GLAAM subsidy for printing the HiDesert newsletter shall be \$50 per month. 1989-006. [Passed on 1/7/1989. Appeared in the 5/6/1995 printing as Standing Rule 2.]
- 4) GLAAM will install a phone at an appropriate central location with an outgoing message giving the telephone number of Area delegates, or other person to be determined by Area Secretary/Delegate, for the purpose of fielding questions regarding Mensa. If necessary this person will be provided with an answering machine. 1989-006. [Passed on 1/7/1989. Appeared in the 5/6/1995 printing as Standing Rule 3.]

5) GLAAM will renew the third class mailing permit in January of each year for the use of Areas and SIGs for mailing purposes. 1989-006. [Passed on 1/7/1989. Appeared in the 5/6/1995 printing as Standing Rule 4.]

6) 1. The Calendar Editor shall cause to be placed in a conspicuous place in the calendar section of the official GLAAM publication each and every month the following announcement:

GLAAM is a not for profit organization. Accordingly, events publicized in the Calendar must be non-profit. The sponsor must provide an accounting if requested.

2. Only the Board, the Treasurer, or the SIG Coordinator (for SIG sponsored events) may request an accounting.

1990-060. [Passed on 8/4/1990.]

7) 1. All old business items and all new business items, shall appear before each and every report of a committee chair, area secretary, area delegate, coordinator, or other person on the agenda for every Board meeting.

2. The Board may alter the order set up by this standing rule by motion approved by a majority of those voting stating the specific report which shall be placed ahead of old business and new business on the agenda.

1991-008. [Passed on 2/2/1991.]

8) **Standing Rule Regarding Expenditures for Publishing [the GLAAM Newsletter]**

1. **Definitions.**

a. **"Advertising Revenue"** for any particular month shall mean all advertising revenue actually received by the GLAAM Treasurer for advertisements actually published in [the GLAAM newsletter] during that particular month.

b. **"Annual Budgeted Net Amount"** shall mean the amount of money contained in the GLAAM budget for the fiscal year for expenses for the purpose of publishing [the GLAAM newsletter], less the amount of money contained in the GLAAM budget for the fiscal year for income from advertising and other revenue relating to [the GLAAM newsletter].

c. **"Donations"** for any particular month shall mean all donations actually received by the GLAAM Treasurer during that particular month.

d. **"Fiscal Year"** shall mean the fiscal year of GLAAM.

e. **"Monthly Budgeted Net Amount"** shall mean the Annual Budgeted Net Amount divided by 12.

- f. **"Monthly Payment Amount"** for any issue or issues of [the GLAAM newsletter] printed during any month shall mean:
 - i. The sum of The Monthly Budget Net Amount, Advertising Revenue and donations for the current and all prior months of the Fiscal Year;
 - ii. Reduced by all amounts previously expended for or on account of the publication of [the GLAAM newsletter] during the fiscal year.

2. **Limitation on Expenditures.**

Neither GLAAM, nor any of its directors, officers, committee chairs or members, [the GLAAM newsletter] editor, [the GLAAM newsletter] business manager, [the GLAAM newsletter] staff, or any other agent shall contract for, or pay any amount in excess of the Monthly Payment Amount for, or on account of the publication of [the GLAAM newsletter].

3. **Relief from Limitation.**

- a. The Chairman and Treasurer, acting together, may authorize in writing an increase in the limitation on expenditures set forth in this standing rule for any particular month so as to allow the publication of not more than 4 pages in addition to those pages which could have been published in that particular month for the Monthly Payment Amount for that particular month.
- b. The Board of Directors may authorize an increase in the limitation on expenditures set forth in this standing rule for any particular month.

1992-011. [Adopted on 3/7/1992. Reference to previous newsletter title obsolete by 1998-129.]

- 9) The GLAAM Board of Directors shall not consider personal disagreements and disputes between members, and shall refer all such matters to the Ombudsman for resolution. 1993-063. [Passed on 11/6/1993. Appeared in the 5/6/1995 printing as Standing Rule 24.]
- 10) The GLAAM Board of Directors shall refer any signed letters received that contain threats or accusations to the Ombudsman. The GLAAM Board of Directors will not consider any unsigned letter for any action at all. 1993-064. [Passed on 11/6/1993. Appeared in the 5/6/1995 printing as Standing Rule 25.]
- 11) The Board will establish a policy of using correct grammatical usage of terms referring to office such as *Chairman*, *Ombudsman* and other non-generic terms in which it is the office under description not the persons holding the office. 1993-065. [Passed on 11/6/1993. Appeared in the 5/6/1995 printing as Standing Rule 26.]
- 12) No one shall interrupt an individual making an officer, committee, or area report except to raise a legitimate point of order or privilege, or to invoke Standing Rule 13. Motions or questions arising out of an officer, committee, or area report should be stated at the conclusion

of the report, unless the reporting individual specifically requests immediate Board action or guidance. 1997-035. [Carried on 4/5/1997. Replaced 1995-012, which had that no one is allowed to speak during reports except the person reporting. Appeared in the 5/6/1995 printing as Standing Rule 27. Number of referenced Standing Rule changed from "28" to "13" by Motion #2001-127.]

- 13) Officer, committee and area reports are limited to 3 minutes. If more time is required, the person reporting should present additional material as a handout, and/or the item should be revisited under New Business. 1995-012. [Adopted 5/6/1995. Appeared in the 5/6/1995 printing as Standing Rule 28.]
- 14) [1995-012. Required all motions to be submitted in writing. Adopted 5/6/1995. Appeared in the 5/6/1995 printing as Standing Rule 29. Repealed on 4/5/1997.]
- 15) Discussion on motions will be limited to 10 minutes. The Board can vote to extend the discussion in 5-minute increments, by a majority of the Board members present and voting. 1995-012. [Adopted 5/6/1995. Appeared in the 5/6/1995 printing as Standing Rule 30. Phrase "majority of the quorum" replaced with "majority of the Board members present and voting" by Motion #2000-208.]
- 16) Meetings will end two hours after the published start time, except for the May Board meeting, which will end 2½ hours after the published start time. Motions to extend the meeting up to a total of 30 minutes, in 10-minute increments, may be passed by a majority of the Board members present and voting. 1995-012. [Adopted 5/6/1995. Appeared in the 5/6/1995 printing as Standing Rule 31. Phrase "majority of the quorum" replaced with "majority of the Board members present and voting" by Motion #2000-208. Language after first "time" in the first sentence inserted by Motion #2007-064.]
- 17) All expense reports are to be submitted within one year of the incurrence of the expense. 1997-035. [Carried on 4/5/1997.]
- 18) A GLAAM Board member's petition for reinstatement following three consecutive unexcused absences shall be made in writing and signed by the subject Board member. Said petition may be mailed or hand-delivered to any Board member prior to the call to order of the fourth consecutive Board meeting. Any Board member (excluding the petitioner) may request that consideration of the petition be added to the Board agenda; if the request is made during the Board meeting, such amendment of the agenda requires a majority approval of the Board members present and voting. If the petition is not taken up by the Board at that meeting, or if it is taken up but fails to be approved by a majority of the Board members present and voting, then the petition shall fail, and the petitioner's resignation shall automatically be considered effective as of the call to order of the fourth consecutive meeting. 1999-149. [Carried on 9/11/1999.]
- 19) The Bylaws provisions regarding the terms of committee heads shall apply also to individual coordinators, exempting the Editor and Ombudsman, since there are different Bylaws provisions concerning their terms of office. 1999-157. [Carried on 10/2/1999.]
- 20) Vacant positions for members of the Board of GLAAM shall be advertised as vacant for a period of at least one month in the GLAAM newsletter and announced with the next available Board agenda before being filled by Board appointment. In the case of the May Board meeting, if any report by the Election Committee published at least one month in advance in the GLAAM newsletter indicates that a Board position will be vacated, that position may be filled at the May Board meeting in the regular order of business. In the case of a resignation

at or before the May Board meeting, or a Board vacancy the existence of which has not been published one month in advance, these positions will be advertised as previously described before appointment. 2000-144. [Carried on 8/5/2000.]

- 21) It is permitted that two or more area [*sic*] co-ordinators [*sic*] may agree to hold a combined official event on one of their assigned dates. 2004-021. [Approved on 4/3/2004.]
- 22) The RG Treasurer be [*sic*] a signer on the LA Mensa RG checking account, with at least one (but preferably two) of the following individuals: RG Chair, GLAAM LocSec, and GLAAM Treasurer. If any of the signers should cease to function in the respective capacity, (s)he should be removed as soon as practical and replaced by one of the other individuals, as appropriate. 2006-009. [Passed on 1/7/2006.]
- 23) Annual Meeting shall generally be set during the GLAAM Regional Gathering. In the event that a Regional Gathering is not scheduled during an annual Board term, the Annual Business Meeting must be scheduled for some other time in that Board Term. 2010-058. [Passed on 8/7/2010.]
- 24) The Board will host an annual Volunteer Appreciation Luncheon to follow the May Board Meeting for all volunteers of GLAAM who contributed enough service to qualify for one award point during the preceding board year. 2012-039. [Passed on 5/5/2012.]
- 25) In order to allow the Minutes of the Annual Business Meeting to be shared with the GLAAM Membership on a timely basis, and to encourage corrections to be suggested while recollection of the Meeting is still relatively fresh in the minds of the attendees, the Secretary shall arrange with the Editor to publish a draft of the Minutes in the earliest available issue of the Newsletter after the Annual Business Meeting has taken place, and with the Webmaster to post the draft of the Minutes on the Website at earliest practical opportunity. In both cases, there shall be a prominent statement to the effect that the posting is only a draft, and that it has not yet been approved by the GLAAM Membership. The Secretary shall then collect any correction suggestions which may be submitted, and arrange (including by working with a successor Secretary, if applicable) to have them incorporated as appropriate into a new Minutes draft which must then be offered for approval by the voting GLAAM Membership at the next Annual Business Meeting. The approved version will then be posted on the Website at earliest practical opportunity. 2016-024. [Passed on 2/6/2016.]
- 26) GLAAM Board meetings and Membership Business Meetings shall generally be open to all current dues-paid Mensa members and their invited guests. However, the Board of Directors reserves the right to excuse any non-Mensan from attending a Board meeting, for which excusal a simple majority of Board members present and voting shall be sufficient. Similarly, a simple majority of members present and voting at a Membership Business Meeting shall be sufficient to excuse any non-Mensan from attending. 2016-026. [Passed on 2/6/2016. Amended on 5/7/2016.]